The ePotential Survey Series Report

You can compare the responses to the survey for each year the survey has been taken by using the Survey Series Report. You can view all question responses or select highlights only.

Note: This is first year of the ePotential: Digital Learning Survey so there will be no series data from previous years. As this survey contains different questions from the ePotential Teacher ICT Capabilities Survey the two surveys cannot be compared.

How to create a Survey Series Report


2. To access the Reports you can either click on View Responses and Reports in the Survey information section or click on Reports in the menu bar.

3. When you click on Reports in the menu toolbar you will be able to select Survey Series Report from either the drop down menu or click on the link on the Reports page.
4. If you are a Principal or have been delegated Principal access to your school’s data it will automatically show your role. If not you will need to select your role from the Select a role drop down menu.
5. Select the survey from the Select a survey series from the drop down menu.
6. Select the years required from the Survey to view drop down menu. Only the surveys that have had 3 or more responses will be available to display.
7. When you have selected the survey series you want to view the years that this survey has been taken by 3 or more respondents will display. The years will automatically be ticked to be included in the Survey Series Report. If you want to take any of the years out of the report, untick that particular year.

8. To limit the report to a particular cohort click on Filter by demographics. When you click on the demographics you require, the drop down list with the options of the demographics will display. Select the demographics you require for the report.
9. You can then select whether you want all the questions displayed or you can get a summary report by clicking on Only show highlights.
10. Click on Submit.
11. Your school’s ePotential Survey Series Report will display.
12. The report will show how many responses to the survey for each year it has been taken at the school.
Note: At the beginning of the report there is an explanation of how the standard deviation for each question and year was calculated. This report indicates your school’s capability for each question in the ePotential survey.

A question’s choices are weighted from least to most capable and assigned a percentage score accordingly, which is then averaged across the population to calculate the overall score for the question. For example: Resources: Part B questions have five choices from No Experience to Expert. No Experience is given the score of 0%, Beginner is 25%, Capable is 50%, Accomplished is 75% and Expert is 100% (the score is evenly distributed from 0 to 100). If there are 3 respondents to a question, 2 have answered Beginner (25%) and 1 has answered Capable (50%) the percentage is generated by \( (25 + 25 + 50) / 3 = 33\% \). Selecting Highlights Only shows the questions where there has been significant variation in score over the years. For each question group, if less than 3 questions have significant variation then the most significant 3 will be shown.
13. If you select to **Only Show Highlights** the report will only show 3 questions for each key area. However, if there are key areas with more than 3 significant differences, the message ‘Some questions have more highlights than the 3 shown.’ and the **Show all highlights** button will be displayed at the top of the report.

14. You can print, save or export your ePotential Survey Series Report.
15. To print your report click on the **printable window** link.
16. You can export your ePotential Survey Series Report into an excel spreadsheet by clicking on the **csv** link.