Which survey should I take?

There are three versions of the survey available. School leaders need to determine in consultation with their staff which survey is appropriate for each individual. To ensure that school data is accurate, school leaders need to check that their Survey Recipient Report is correct (see: Survey Recipient Report for instructions on updating your school’s Survey Recipient Report).

Please respond only to the survey that is relevant to your role.

ePotential: Digital Learning Survey

Do you spend any of your time teaching? Then you need to take the ePotential: Digital Learning Survey.

The objectives of the ePotential: Digital Learning Survey is to:

- enable you to ascertain your position in the key areas of the ePotential Continuum
- establish your current ePotential profile to make links to resources relevant to support your professional learning
- provide you with a benchmark to assist in setting professional learning goals and
- provide ideas for strategies to enable powerful learning through the use of digital technologies.

The following key areas are covered in this survey:

- Pedagogical Practices
- Assessment and Reporting
- Classroom Organisation
- Safe and Responsible Use
- Resources
- Professional Learning
- Leading Digital Learning

There are also preliminary questions relating to the use of digital technologies in your teaching practice and school readiness for the introduction of the new Victorian Curriculum: Technologies.
ePotential: Digital Learning Survey: Special Settings

The Special Settings version of the survey is the same as the Digital Learning Survey, but has the option Not applicable to my students for all of the questions.

ePotential: Digital Learning Survey: Non-Teaching

The non-teaching survey questions are for staff that wish to take the ePotential Survey but are in non-teaching roles, such as regional and central office staff, Principals and ES in schools. Practicing teachers should not take this survey. The following key areas are covered in this survey:

- Using Digital Technologies in the Workplace
- Safe and Responsible Use
- Resources
- Professional Learning
- Leadership in the use of Digital Technologies in the Workplace
- Leadership – Pedagogical Practice (not mandatory – only for respondents with leadership roles or responsibilities that support schools and teachers.

Please note this survey is not mapped to a continuum as it is not aligned to a teaching framework.

Privacy

Identification of individuals will only occur in accordance with Department privacy principles.

Please note: individual’s survey results including highlighted continuum are only available to that individual. School leaders can see who has taken the survey in their school but cannot access that person’s results. School reports can be drilled down based on cohort but never to an individual level. In order to create reports there needs to be three or more survey responses for that particular cohort.

Accessing the survey

To access ePotential you will need to use your edumail account username and password. It is important that you update your edumail details when your circumstances change (e.g. you change schools) so your personal information is correct. If you cannot log into ePotential you can check that you are using the right password at the Edumail log in page.

2. Enter your edumail Username.
3. Enter your edumail Password.
4. Click on Submit.

Taking the survey

The survey will take approximately 15 – 20 minutes to complete. You can save and exit the survey at any time and come and complete at a later date.

The current status of your survey will be displayed on the ePotential Homepage underneath the image and in the Survey menu box. If you haven’t taken the survey the status will be Not Taken and you will need to click on the Take Survey Now link. If you have started but not finished the survey it will show Incomplete and if you have finished the survey it will show Completed with the date the survey was last completed in brackets.

Once you have submitted your responses to the survey it will show that it has been completed. If you take the survey again it will override your original survey responses.

5. Click on Take Survey Now.
6. The My Surveys page will open displaying the surveys available to be taken.

7. Select the survey appropriate to your role and click on Respond.
Key areas of the Digital Learning Survey

Demographics

Prior to commencing the survey, participants are asked to complete a series of demographic questions. These demographics provide classification data for Principals, Regional Directors and/or nominees to query sub sets of participant responses e.g. Year 5 English teachers.

8. Answer all the questions in the Demographics section.

9. Once completed click on Continue to Survey.

Welcome Page

This page introduces you to the survey.

10. Click on Begin Survey.
Preliminary Questions
These questions provide an insight into the respondent’s perception of the use of digital technologies in learning and their readiness to implement the new Victorian Curriculum: Technologies.
These questions are not aligned to the ePotential Continuum.

11. Answer the Preliminary Questions and if you like, write in a comment to Question 7: What support would you need to effectively implement the Victorian Curriculum: Technologies?
12. Click Next.

Survey Questions
All questions are presented in the context of a Key Area.

Please note: you can access all the questions in the ePotential: Digital Learning Survey Questions User Guide.

13. Answer all the questions in the survey. You will need to answer all the questions in a section before you can move to the next page.
14. You can move forward and back pages by clicking on the Previous or Next buttons at the bottom of the page.
15. Click on the Save & Exit button to stop responding to the survey and come back later to complete. To access the incomplete survey go to the My Surveys page and click on Complete Response.
16. Once you are satisfied with your responses click on Submit.
17. You will then be taken to the Thank you page.

Thank You Page

18. Click on Return to My Surveys which will take you back to the My Surveys page.
After you have completed the survey

In the My Surveys page you will see a list of Responses Completed. The last survey you completed will be at the top of the list.

View your response

19. Click on View under the View Response column.
20. The Survey Results page will open displaying your details, a survey Summary, your Demographics and your answers to each of the questions.
21. You can Print a copy of your answers.
View and compare your report

You can create a report that will establish your profile within the key areas of the survey framework. Although the survey is not designed to be a performance measure, if you are interested you can compare your profile to the state average. This comparison report will change as the number of teachers completing the survey increases. You can come back to your report at any time to see the latest state aggregation of results.

To view your profile and compare your profile to the state average:
22. Click the **Surveys** tab.
23. Click the **Compare** link under the **Compare Response** column.
24. The **Survey Comparison** page will open.

25. Select your **Comparison Criteria**.

To view your profile only

26. Click on **No Comparison**. This shows your profile within the survey framework.
27. Click on **Show Results**. Your profile will be displayed. You can use your profile to determine your own professional learning requirements.
28. You can print the results of your report by clicking the **Print** or export by clicking on **Export to PDF** or **Export to CSV** at the top of the page.

To compare your profile to the state average

29. Click on **State Average**. This shows your profile within the survey framework.
30. Click on **Show Results**. Your profile will be displayed in comparison to the state average for each of the key areas of the continuum.

31. You can print the results of your report by clicking the **Print** or export by clicking on **Export to PDF** or **Export to CSV** at the top of the page.
32. Click on Other Survey and choose the survey from the drop-down list that you would like to compare your current results with.
33. Click on Show Results. Your profile will be displayed in comparison to the two surveys you have selected.

34. You can print the results of your report by clicking the Print or export by clicking on Export to PDF or Export to CSV at the top of the page.
View your responses on the ePotential Continuum
You can export your profile to find out where your responses place you along the ePotential Continuum.

35. Click the View link under the View Continuum Resources column.

36. Your results are highlighted within the continuum in blue.

37. To access resources that are relevant to you, click on the blue continuum bubbles.

You can now use your profile to:
• Find out more information about your current digital technologies capabilities.
• Access relevant resources to provide support for ongoing professional learning.

Access the ePotential User Guide: Continuum for more information.