The ePotential Leading Schools Report

The Leading Schools Report produces a report of the top number of schools for a key area in particular cohort.

Note: The Leading Schools Report can only be used by State Representatives, Regional Directors and Distribution List Leaders.

How to create a Leading Schools Report

2. Click on the View Reports link in the My Survey box on the ePotential homepage.

3. Go to the Reports Tab.

4. Select Leading Schools in the drop down menu.

5. Select a role from the drop down menu.
6. Select a Survey from the drop down menu.
7. Select a capability from the drop down menu.
8. Choose how many schools in the list from the Display Top drop down menu. You can choose 5, 10, 20, 50 or 100.
9. The leading schools will be listed in order. The list shows the number of responses to the survey out of the number of expected responses for the school, the average for the school in the key area and the phase that this score placed their school capability in this key area.

**Note:** The relevancy of the Leading Schools Report must be weighed against school response rates and may be affected by incorrect School Survey Recipient Reports.