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.

How to create a Survey Series Report

2. Click on the View Responses and Reports link in the My Survey box on the ePotential homepage.
3. Go to the Reports Tab.

![Survey](image)

4. Select Survey Series Report in the drop down menu.

![Reports](image)

5. Select your role from the Role drop down menu. You can view the following survey results based on your permissions:
   - Principal – your school cohort only
   - Regional Director – your region cohort only
   - State Representative – whole of state cohort only.

6. Select the survey type from the Survey 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.

![Survey Series Comparison Report](image)

8. To limit the report to a particular cohort click on Filter by demographics.

9. The list of demographics that you can limit your report to is displayed: Gender, Year Level, Essential Learning Domains, Roles and Years of Service.
10. When you click on the demographics you require, the drop down list with the options of this demographics will display.

11. Select the demographics you require for the report.

12. You can then select whether you want all the questions displayed or you can get a summary report by clicking on Only show highlights.

13. Click on Submit.

14. Your school’s ePotential Survey Series Report will display.

15. The report will show how many responses to the survey for each year it has been taken at the school.

Note: If there are less than 3 survey respondents in a year, then that year will not feature in the report.
16. 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.

17. As a default the Highlights Only 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.

18. To view all the highlights for all key areas click on Show all highlights.
19. To go back so that only 3 highlights are shown for all the key area, click on the **Show less highlights** button.

![1. Learning and Teaching](image)

**Part A**

To what degree do you undertake the following:

- Support students to use ICT to represent their thinking, to clarify thoughts, and to identify relationships.

<table>
<thead>
<tr>
<th>Year</th>
<th>2007/2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>78%</td>
<td>54%</td>
<td>41%</td>
</tr>
</tbody>
</table>

20. You are also able to only select to see more highlights for certain key areas. The key areas that have more than 3 highlights will display the message 'This question has more highlights than the 3 shown.' and the **Show the others** button.

![2. Assessment and Reporting](image)

21. To view all the highlights for the particular key area click on **Show all highlights**. All the highlights for that key area will be displayed.

22. To go back so that only 3 highlights are shown for the key area, click on the **Show less highlights** button.
23. You can print, save or export your ePotential Survey Series Report.
24. To print your report click on the printable window link.

25. Your school’s report will open in a new window where you can either print the report or save the report as a PDF using CutePDF writer (available on the eduSTAR image).
26. You can export your ePotential Survey Series Report into an excel spreadsheet by clicking on the csv link.

27. You can either Open or Save the excel file.