



Entering Student Survey Results

Step 1: Locate the Dashboard and have data available

- The Google Dashboard is located in the Google Folder that was shared with each school contact
- Required data
 - a. Dates of the survey window at your site
 - b. The grades that completed the survey
 - c. Number of students who actually completed the survey
 - d. Number of students who were enrolled in eligible grade levels during the survey window

Step 2: Open the “Student Survey Results” link, located at the upper right hand corner of the Dashboard

- Complete the items on each page
- Enter only the raw numbers for survey items, the Dashboard will calculate percentages
- Double entry required: Please complete both data entry pages

Step 3: Review results

- Once results are submitted, return to the Dashboard homepage
- The data that were just entered will populate in the bottom table
- These data can also be accessed by clicking the “Student Survey Results” tab at the bottom of the page
- Data will be displayed in a graph depicting your results over time

**For questions, please contact the BPEG coordinator, Adam Collins at:
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