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: Collins_a@cde.state.co.us