

Overview

- This Quick Guide provides an overview of how to view survey results on:
 - Page 1-2: Surveys^{NEW}
 - Page 3-4: College Applications and Student Scholarships Surveys
 - Page 5: Student Folder's *Surveys & Success Plan* Sections

Surveys^{NEW} Results Report

1. From Naviance, select **Connections > Surveys^{NEW}**
2. From the **Surveys^{NEW}** main page, select **View** from the *Responses* column on the survey to review, example below of the [LAUSD Senior Exit Survey](#).

Naviance Home > Connections > Surveys^{New}

Surveys^{New}

Surveys	Grade(s)	Category	Status		
All	Any	Any	Any		
D = District survey					
Survey Name	↓	Responses	Category	↓	Grades
Game Plan Survey		View	Built-In		7, 8, 9, 10, 11, 12, Alumni
Graduation Survey		View	Built-In		12
LAUSD Senior Exit Survey	D	View	Exit		12

3. The **Survey Summary Report** opens and displays valuable survey data.

The screenshot displays the 'LAUSD Senior Exit Survey' summary report. At the top, there is a navigation breadcrumb: 'Naviance Home > Students > Surveys™ > Survey Summary'. The main title is 'LAUSD Senior Exit Survey'. On the left, a sidebar contains 'Surveys New', 'Share', 'Survey', and 'Shared Survey Library'. A 'View by Class Year' dropdown is set to '2022'. A 'Student Response' button is visible. In the top right, there is an 'Export a CSV file' button and an 'Export' button. A message states: 'You're viewing the new Surveys Summary Report. To switch back to the old experience, click here.' Below this, a summary table shows: 'Assigned Respondents: 577', 'Respondents Who Have Submitted: 88', and 'Respondents Who Haven't Started: 489'. The 'Survey Responses' section features a question: 'Currently, what is your first-choice game plan after high school?'. The options are: 'Apprenticeship Program', 'Career Education or Trade School', 'College: Associate Degree', 'College: Bachelor's Degree', 'Employment', 'Gap or Service Year', 'I'm not sure. I need guidance from my counselor.', and 'Military Service'. A 'Number of Respondents' bar chart shows 88 total responses. A 'View Details' button is present. Callout boxes highlight: 'View by Grade-Level' (pointing to the dropdown), 'View number of respondents' (pointing to the summary table), 'Export a CSV file' (pointing to the export button), 'View Details' (pointing to the 'View Details' button), and 'Response preview for each question' (pointing to the bar chart).

The actions available on this screen include:

- Export raw survey data into a CSV file (top right corner).
- Use the print function in your browser to print results or create a PDF summary.
- Filter by class year to see responses for certain grade-levels (top-left).
- Quickly view number of assigned respondents, number of responses submitted, and number of outstanding respondents.
- See an overview of responses submitted per question.
- To see more details for each question, select View Details. You can view a list of respondents for each question along with time of submission and selected answer.

College Applications & Student Scholarships Survey Responses

On the *Surveys* ^{NEW} page, **College Application** and **Scholarships** survey responses are found on the **left- navigation menu** if the survey responses have been submitted by respondents and the responses were held for review when the survey was created.

When creating a new survey, the College Applications and Student Scholarships **“Built-in questions”** have an additional action, **“Hold responses for review before student records are updated”**. Turning this option on holds responses for review and approval before changes are seen in each student’s folder in the *Colleges I’m Applying To* and *Scholarships* sections.

The screenshot shows the Naviance Surveys interface. On the left is a navigation menu with the following items: Surveys ^{New}, Shared Survey Library ^{New}, Surveys, Shared Survey Library, Responses: Scholarships, and Responses: College Acceptance. The last two items are highlighted with a red box. The main content area shows the breadcrumb path: Naviance Home > Connections > Surveys ^{New}. Below this is the title 'Surveys' ^{New} and two filter dropdowns: 'Surveys' (set to 'All') and 'Grade(s)' (set to 'Any'). A legend indicates 'D = District survey'. A table lists three surveys: 'Game Plan Survey', 'Graduation Survey', and 'LAUSD Senior Exit Survey'. Each survey has a 'View' link under a 'Responses' column. The 'LAUSD Senior Exit Survey' has a 'D' icon next to it. At the bottom, it shows 'Items per page: 10' and '1 - 3 of 3 surveys'.

Survey Name	Responses
Game Plan Survey	View
Graduation Survey	View
LAUSD Senior Exit Survey	D View

Responses: College Acceptance

From the *Surveys* ^{NEW} (left-navigation menu), select Responses: College Acceptance.

Several actions are available to review responses:

1. **Ignore:** Check the box in the Ignore column to omit the response from the student's record.
2. **Result:** Update the result to Accepted, Denied, Guaranteed Transfer, Conditional Accept, January Admit, Summer Admit, Withdrawn, No decision, or Incomplete.
3. **Update College Application status:** Waitlisted, Deferred, Attending, Final Transcript, and Never Applied.
4. Selecting “**mark as reviewed**” will remove the student's responses from the page after you select Submit and Continue.
5. Select **Submit and Continue** to save the student's responses. Responses will appear in each student's folder on the *Colleges I'm Applying To* section.

The screenshot displays the 'Review and Accept College Application Changes from a Survey' interface. The table lists various colleges and their application statuses. A dropdown menu is open for the 'Result' column, showing options like 'Unknown', 'Accepted', 'Denied', 'Guaranteed Transfer', 'Conditional Accept', 'January Admit', 'Summer Admit', 'Withdrawn', 'No decision', and 'Incomplete'. A 'Mark as reviewed' button is highlighted in the top left, and a 'Save & Continue' button is highlighted in the bottom right. A 'Submit and Continue' button is also visible.

College	New?	Ignore?	Result	Waitlisted	Deferred	Attending	Final Transcript	Never Applied
Ava Adams	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adelphi University	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arkansas State University-Main Campus	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boston College	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
University of California-Los Angeles	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clemson University	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The College of Saint Rose	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
University of Colorado Boulder	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colorado State University-Fort Collins	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concordia University-Saint Paul	-	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Responses: Scholarships

From the *Surveys* ^{NEW} (left-navigation menu), select Responses: Scholarships.

Several actions are available to review responses:

1. **Ignore:** Check the box in the Ignore column to omit the response from the student's record.
2. **Amount:** Update a scholarship's award amount.
3. **Not Awarded:** Check the box to indicate the scholarship was not awarded.
4. **Never Applied:** Check the box to indicate the student did not apply for the scholarship.
5. Selecting “**mark as reviewed**” will remove the student's responses from the page after you select Submit and Continue.
6. Select **Submit and Continue** to save the student's responses. Responses will appear in each student's folder on the *Scholarships* section.

Student Folder – Surveys Section

You can access [individual student responses](#) on the [Student's Folder](#) from the [Surveys](#) section. Responses are separated by those acquired using the [Surveys^{NEW}](#) tool versus those acquired using the existing [Surveys](#) tool. Use the corresponding tabs on the student folder to toggle between those results.

NAVIANCE Students Planner Courses Scholarships^{NEW} Colleges Careers Connections Analytics

EXPAND» Student Folder [Naviance Home](#) > [Students](#) > [Student Roster](#) > [Student Folder](#) > Surveys

> General Student Info
> Courses
Surveys
Plan
> Success Plan
> Colleges
> eDocs
Scholarships
> Scores
Self-Discovery
Careers
Resume
x2VOL
Post-grad

DB 2022 (Grade 12)
Assigned Counselor: Phillip Cohen Contact Student:

Surveys

Surveys^{NEW} Surveys

Survey Title	Progress
Game Plan Survey	Last Updated
Graduation Survey	Last Updated
Senior Survey 2022	Completed 04/29/2022

Items per page: 10 1 - 3 of 3 surveys

Access

To access an individual student's survey details:

1. **Open** the student's folder using the Student Roster, Student Search, or Search for Student.
2. Select **Surveys** from the left-navigation menu.
3. **Select a survey** to view a student's responses.

Both [Surveys^{NEW}](#) and [Surveys \(legacy\)](#) responses can be accessed from the [Surveys](#) section. You can toggle back and forth between [Surveys^{NEW}](#) and [Surveys](#) by selecting the tabs.

Actions

From the Student Folder, the following actions can be done on behalf of the student:

1. **Edit** responses for the student.
2. **Delete** responses for the student.
3. **Re-open** a survey so the individual student can retake it.

Student Folder – Success Plan Section

To see Success Planner Surveys responses, follow the steps found in the [Summary Report](#) section above. To see Success Planner survey completion details for an **individual student**:

1. **Open** the student's folder using the *Student Roster*, *Student Search*, or *Search for Student*.
2. Go to **Success Plan > Tasks**.
3. Locate the survey task and select **view details**.