

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}

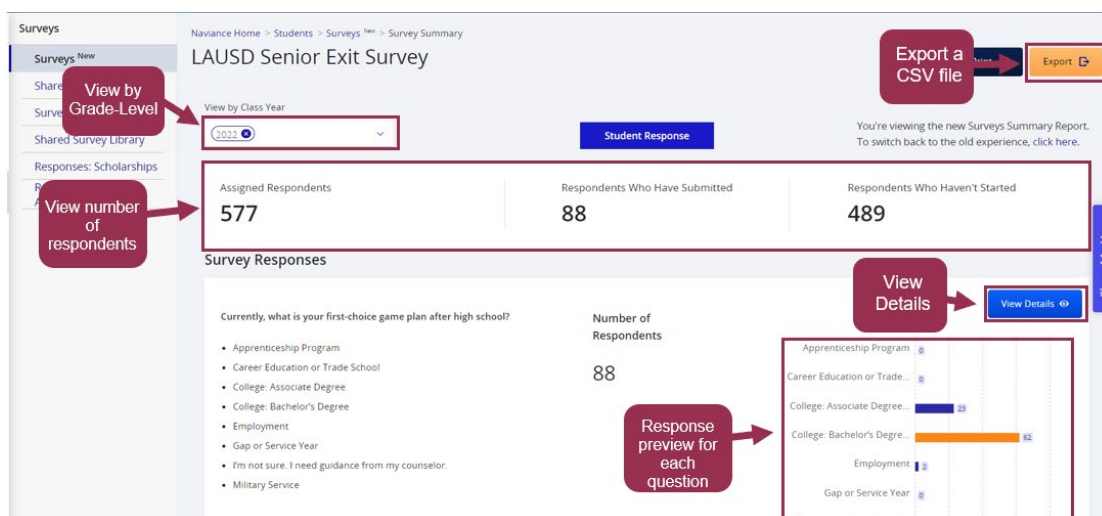
Surveys^{New}

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	View	Exit	12

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



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 page. On the left is a navigation menu with the following items: Surveys ^{New}, Shared Survey Library ^{New}, Surveys, Shared Survey Library, Responses: Scholarships, Responses: College Acceptance, and a red box highlighting the last two items. The main content area is titled 'Surveys ^{New}' and includes filters for Surveys (All) and Grade(s) (Any). Below the filters, a legend indicates 'D = District survey'. A table lists three surveys: Game Plan Survey, Graduation Survey, and LAUSD Senior Exit Survey (marked with a 'D'). Each survey has a 'View' link in the Responses column. 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.

Responses: College Acceptance

Mark as reviewed

Review and Accept College Application Changes from a Survey

Jump to Last Name: [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

Ava Adams ☐ mark as reviewed

College	New?	Ignore?	Result	Waitlisted	Deferred	Attending	Final Transcript	Never Applied
Adelphi University	-	☐	Unknown	☐	☐	☐	☐	☒
Arkansas State University-Main Campus	-	☐	Unknown	☐	☐	☐	☐	☒
Boston College	-	☐	Unknown	☐	☐	☐	☐	☒
University of California-Los Angeles	-	☐	Unknown	☐	☐	☐	☒	☐
Clemson University	-	☐	Unknown	☐	☐	☐	☐	☒
The College of Saint Rose	-	☐	Unknown	☐	☐	☐	☐	☒
University of Colorado Boulder	-	☐	Unknown	☐	☐	☐	☒	☐
Colorado State University-Fort Collins	-	☐	Unknown	☐	☐	☐	☐	☒
Concordia University-Saint Paul	-	☐	Unknown	☐	☐	☐	☐	☒

Save & Continue

Submit and Continue

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**.