

Completing Student Surveys

Reminder: Switching Between Icons and Text

1. See **Figure 00**.
2. You can easily switch the navigation bar icons to text (or the reverse) through a setting in the menu bar.
3. Select the green **User** avatar button (A).
4. Select **Show Icons as Text** (B) to display the menu icons as text.
5. Select **Show Menus as Icons** (C) to display the menu text as icons.

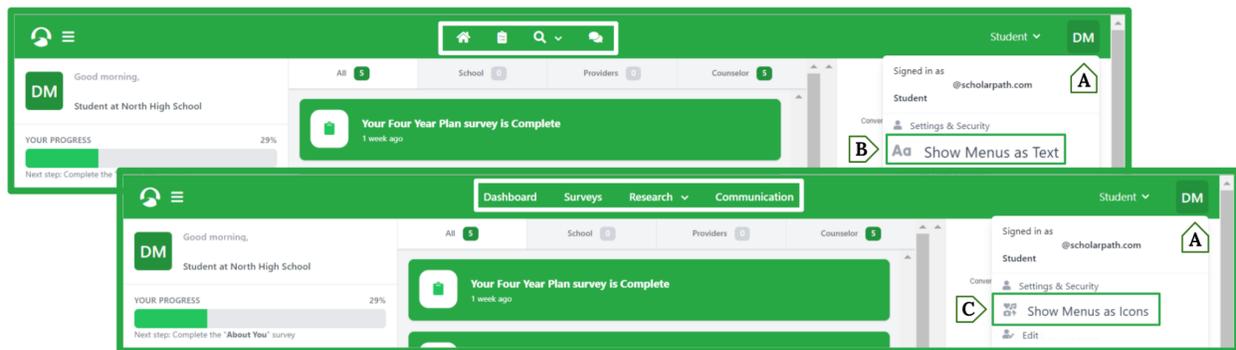


Figure 00: SWITCHING BETWEEN ICONS & TEXT

Student Surveys

ScholarPath's ability to match students with pathways to success begins with the student surveys. There are 7 in total, and each one generates different sets of data. For now, though, we are only going to focus on the first 6. We'll leave *Your Four Year Plan* for later.

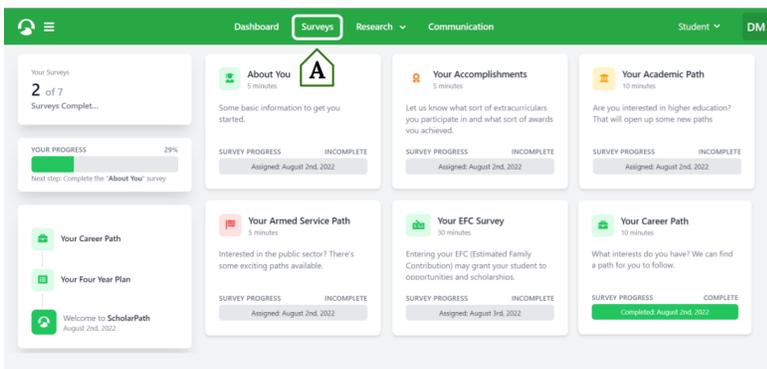


Figure 03-1: SURVEYS DASHBOARD.

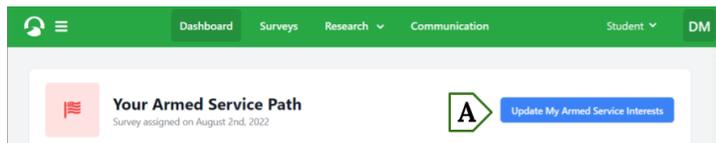


Figure 03-2: BLUE UPDATE BUTTON.

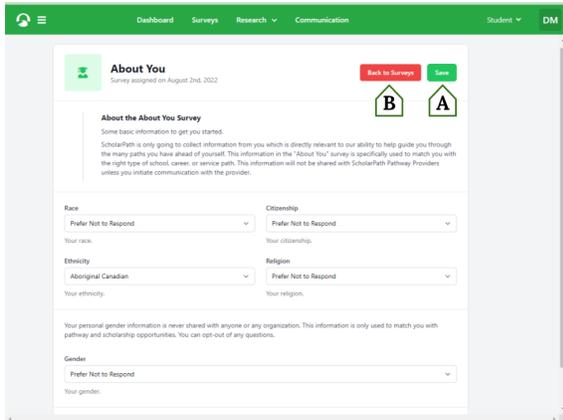
See **Figure 03-2**. Student surveys are always accessible by selecting **Surveys** (A) from the top navigation menu.

Note: Although you are using an *Educator* account, you still have the ability to take the same surveys. In fact, we recommend that you actually *do* take them. That way you have first-hand experience when guiding students through the process.

When students access their *Surveys* Dashboard, they will see the status of all 7 surveys. Students can modify the answers to their surveys by selecting the survey and updating their responses. If students want to modify their *Career Path*, *Academic Path*, or *Armed Services Path*, then select the survey, and then select the blue **Update Path** button (A).

About You Survey

The **About You** survey is essentially some basic information to get the students started. ScholarPath is only going to collect the information from students that is directly relevant to our ability to help guide them through the many paths students have ahead of them.



The screenshot shows the 'About You' survey interface. At the top, there's a navigation bar with 'Dashboard', 'Surveys', 'Research', and 'Communication'. Below that, the survey title 'About You' is displayed with a subtext 'Survey assigned on August 2nd, 2022'. There are two buttons: a red 'Back to Surveys' button labeled 'B' and a green 'Save' button labeled 'A'. The main content area contains a heading 'About the About You Survey' followed by a paragraph explaining the purpose of the survey. Below this are five dropdown menus for 'Race', 'Citizenship', 'Ethnicity', 'Religion', and 'Gender', each with a 'Prefer Not to Respond' option. A disclaimer at the bottom states: 'Your personal gender information is never shared with anyone or any organization. This information is only used to match you with pathway and scholarship opportunities. You can opt-out of any questions.'

Figure 03-3: ABOUT YOU SURVEY.

Each question on the **About You** survey is used to help match students with the right type of school, career, or service path. This information will never be shared with ScholarPath Pathway Providers. Each question is optional, but we encourage students to answer *all* of the questions simply because the more information students provide, the better we are able to find potential opportunities for them.

For example: a college that is offering a scholarship for being a particular ethnicity can match with any of the students who meet that criterion. If that's one of your students, then they will get a push notification telling them that they have a new match opportunity.

Step-by-Step Instructions: Filling in the Survey

1. See **Figure 03-3**.
2. Answer each question as accurately as possible.
3. When finished, click the green **Save** button (A).
4. To return to the **Survey** dashboard, click the red **Back to Surveys** button (B).

Your Accomplishments Survey

See **Figure 03-4**. Each question on the **Your Accomplishments** survey is used to help match students with the right type of school, career, or service path. This information will never be shared with ScholarPath Pathway Providers. Each question is optional, but we encourage students to answer *all* of the questions simply because the more information students provide, the better we are able to find potential opportunities for them.

For example: a college that is offering a scholarship for students who are interested in robotics can match with any of the students who meet that criterion. If that's one of your students, then they will get a push notification telling them that they have a new match opportunity.

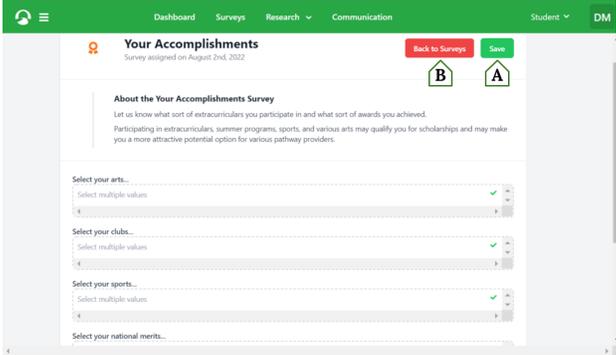


Figure 03-4: YOUR ACCOMPLISHMENTS.

Step-by-Step Instructions: Filling in the Survey

1. Answer each question as accurately as possible. Begin by clicking in the space provided. You can select more than one option. Do the same with the other questions.
2. When finished, click the green **Save** button (A).
3. To return to the **Survey** dashboard, click the red **Back to Surveys** button (B).

Your Career Path Survey

The **Career Path** survey isn't the average career aptitude assessment. Each question builds on the one before it in order to provide students with a truly comprehensive overview of their career interests. The survey will provide students with "scores" in six different areas.

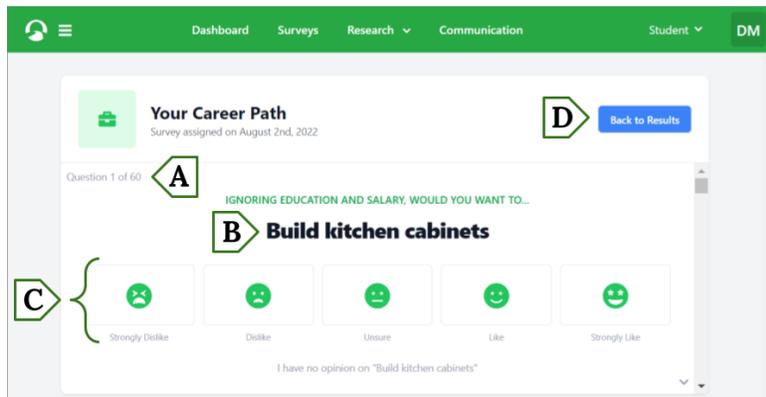


Figure 03-5: YOUR CAREER PATH.

Each question is optional, but we encourage students to answer *all* of the questions as best as they can. The results of the **Career Path Survey** will display potential occupations based on students' answers, display their career interest category scores, and connect them with potential opportunities based on your results.

For example: a company interested in hiring students for a call center may prioritize students who score higher on the **social** scale. If that's one of your students, then they will get a push notification telling them that they have a new match opportunity.

Step-by-Step Instructions: Filling in the Survey

1. See **Figure 03-5**.
2. Students will be shown 60 different tasks that someone in a specific profession would do. Students should respond as best they can by selecting one of the preset responses (C) asking them to measure how much they would like to do that task (B) or activity: strongly dislike, dislike, unsure, like, strongly like.
3. When students make a selection, their choice will turn green, and students will automatically advance to the next question.

4. All student answers will save automatically, so if students need to pause, they can pick up from where they left off when they enter back into the survey. Each task is numbered (A), for easy reference.
5. To return to the **Survey** dashboard or view the survey results at any time, click the blue **Back to Results** button (D).

Your Academic Path Survey

Each question on the **Academic Path** survey is used to help match students with the right post-high school institution for students to continue their education. Each question is optional, but we encourage students to answer *all* of the questions simply because the more information students provide, the better we are able to find potential schools for them. Students can also enter their *Estimated Family Contribution (EFC)* by using ScholarPath's built-in calculator, or by manually entering the EFC value. [**Note:** Students can also enter this by clicking on the EFC Survey directly from the **My Surveys** dashboard].

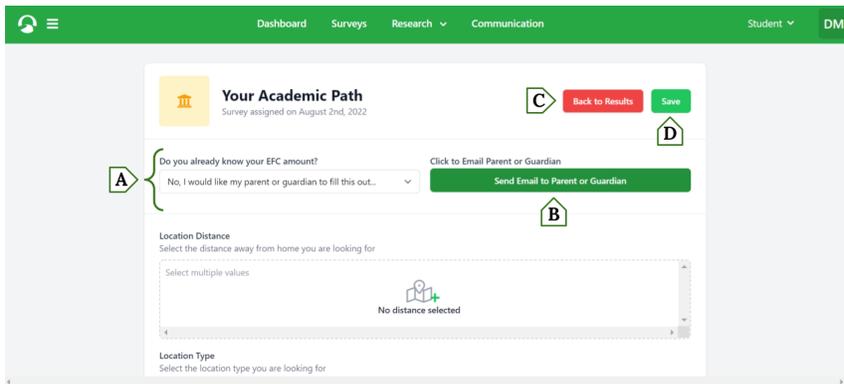


Figure 03-6: YOUR ACADEMIC PATH.

This information will never be shared with ScholarPath Pathway Providers. The exception to this, however, is the EFC value, which is used by providers to match with students who qualify for EFC-based scholarships or other opportunities.

For example: colleges and universities often offer scholarship opportunities for students who are in need of financial assistance. If that's one of your students, then they will get a push notification telling them that they have a new match opportunity.

Step-by-Step Instructions: Filling in the Survey

1. See **Figure 03-6**.



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2. If a student already knows what their EFC will be, then they should select “Yes” from the dropdown menu and enter the value in the box manually.
 3. If a student does not already know their EFC, then they should select “No, I would like my parent or guardian to fill this out” from the dropdown menu, and select the green **Send Email to Parent or Guardian** button.
[**Note:** An email address for the parent or guardian must be linked with the student account. If an email address is not already provided, then the student will be notified of the need to complete this step.]
 4. Students should answer each question as best they can.
 5. When they are finished, they should click the green **Save** button (A).
 6. To return to the **Survey** dashboard, click the red **Back to Results** button (B).

Your Armed Services Path

Each question on the **Armed Services Path** survey is used to determine two things: if a student is Armed Services eligible, and, if so, to identify the particular expertise pathway that would be best for the student. This information will never be shared with ScholarPath Pathway Providers.

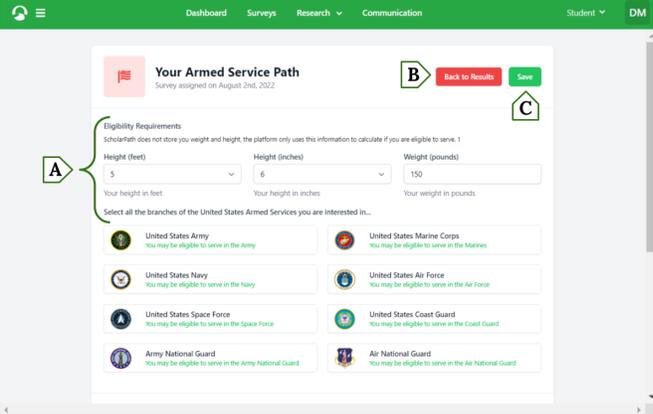


Figure 03-7: YOUR ARMED SERVICE PATH.

While the completion of the survey *as a whole* is optional, the *Eligibility Requirement* questions *are* a required question if students want to complete the survey. All of the other questions *are* optional, but we encourage students to answer *all* of the questions simply because the more information students provide, the better we are able to find potential opportunities for them.

Step-by-Step Instructions: Filling in the Survey

1. See **Figure 03-7**. The Eligibility Requirement questionnaire consists of the student's height and weight. While ScholarPath does not save this information, entering it *does* then notify the student of their eligibility status for each branch of the Armed Services.
2. Answer each question as best as possible.
3. When finished, click the green **Save** button (A).
4. To return to the **Survey** dashboard, click the red **Back to Results** button (B).