Administrator Annual Review Survey Report Guidelines

1. Click on the three dots on the upper right corner of the survey options.

2. Select “Data & Analysis”.
3. Select the surveys that from where you collected data as shown below and then select “Crosstabs”.

4. Drag Q: “Please indicate your role in relation to the administrator” to the “Columns (Banner)” square.
5. Drag all 5 Metrics to the “Rows (Stubs)” square.

6. Make sure you select these boxes: “Total Count” and “Column Percentages” in the “Cells” section indicated below.
7. Click “Export”

8. Select “Current crosstab with all stubs” and click “Export”.
The report should look like this: