

## How to Access & View Parent Survey Reports

1. Enter [www.webfeedback.com/reports](http://www.webfeedback.com/reports)

User:  
password:

2. Under "CLIENT" Go down and click on: Parent Survey – ----- Charter Schools

3. **REPORTS PAGE** - Click on "Survey Taker Summer" to get an overall summary of who took your survey. Use the "back arrow on the browser to move back to the REPORTS PAGE

4. Under "Individual Surveys" click on -----**CHARTER SCHOOL - PARENT SURVEY to get to the Report Demographic Breakdown Page and select from "View Results" options**

At the right of the **BLACK: "view report bar"** there are four (4) options to activate:

**To "View Results" for Your Charter School**

- 1) "**Answer Summary**" gives bar graph summary of each question for Your Charter School
- 2) "**Open ended comments**" gives the overall comments to open-ended questions
- 3) "**Survey taker summary**" gives a general summary of the number of takers who responded to your survey

**To Compare Results for Your Charter School against All Other Charters Surveyed**

- 4) "**Answer Summary (versus all responses)**" gives YOUR CHARTER SCHOOL responses versus all other "----- Charter School's" answers to the same questions. This is your benchmarking report.

To return to the Demographic Breakdown Page, Use the "Back" button on your browser or click on the "**Blue arrow**" on the right of the page and you will always return to the previous page.

Activate any demographic field before hitting the "answer summary" to get a specific demographic report, then hit "print" on your browser to print out a hard copy of the report. (see *How to Print Parent Survey Reports*) Click on the 'X' to put the demographic field back into the database.

### Questions

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