Reporting Technical Details

Reviewing reports

There are currently five versions of the Surveys: the Teacher Survey has versions for grades K-8 and grades 9-12, and the Student Survey has versions for grade 3, grades 4-8, and grades 9-12. Results from these different populations will be shown in individual reports, by the version. If your group of classrooms takes more than one version of the Surveys, results will not be presented in the same report, even for participants are in the same school or district.

Reports are available at **classroom, cohort, school,** and **district** levels. Access to the levels and types of reports is governed by our Data Policy, and depends on each user's role (see more detail in the table below).

Accessing results

LEAP provides Survey results in the form of PDF reports that are available on the LEAP Data Portal, a secure site for hosting data. Once survey reports are ready, administrators and teachers will receive an email invitation from noreply@surveys.leapinnovations.org that allows them to create an account in the Portal if they don't already have one. The Data Portal can be accessed at beta.leapinnovationsdata.org.

Once logged in, most users will see 1-3 pre-generated reports for the most recent Survey administration. These reports can be viewed in the browser or downloaded as PDFs. Unless you choose to delete them or ask LEAP to do so, your reports will always be available in your account, listed under the "Reports" tab at the top of the page.

Depending on the data that users can access—as determined by role, school network and our Data Policy—users will also have the option to create customizable reports based on the following preferences:
- Type of report (i.e., student or teacher)
- Level of report (i.e., school, district, or cross-district/program)
- Survey components (i.e., learner focused, learner led, and/or learner demonstrated)
- Regional comparisons

Click "Generate Report" to start this process and create the report you want to see.

All reports include the distribution of responses for each item on the survey, arranged by the survey sections: Learner Focused, Learner Led, Learner Demonstrated, Miscellaneous (these are primarily contextual questions found on the teacher versions of the survey) and Product (if applicable).

To protect student anonymity, we require the participation of at least 10 students to produce a report from Student Survey responses. To produce any report for the Teacher Survey, at least 3 teacher responses within a school must be collected. For this reason, schools with only one or two participating teachers cannot register for the Teacher Survey.

Data Files
Upon request, LEAP can provide a .csv file of de-identified survey responses—please email LeapSurveys@leapinnovations.org to pursue this option. To receive a data file, you will need to sign an addendum to your MOU. After you do, data files will be posted on the LEAP data portal and available to download. You will be able to access these files by clicking "My Account" in the upper right corner of the data portal and selecting "Files."