2023-2024 Cognia Access Resource Guide

Google “Cognia” or Go to “Cognia.org”.
In the top tab panel, click on “Access My Journey”.
Type in your login information (Email and Password).

<table>
<thead>
<tr>
<th>eProve Surveys</th>
<th>eProve Diagnostics</th>
<th>eProve Strategies</th>
</tr>
</thead>
</table>
| ✓ Scroll to the **GREEN** section labeled “eProve Surveys”.
✓ Click on “Go to surveys”.
✓ Locate “2023-2024 Staff Survey”.
✓ To the far right, click on the three dots.
✓ Click on “View Summary Data”.
✓ A box will appear that states “Loading Report Summary”.
✓ Click on “Request Full Report”.
✓ Go to your BCS email.
✓ Click on the blue link.
✓ Type in your login information (Email and Password).
✓ View the data.
✓ In the top right, click “Save Report”.
✓ Click “PDF Export” to view printable report to share with internal stakeholders.
✓ Click “CSV Export”.
✓ Click the box for “CSV Raw” and “Include ONLY open-ended items”.
✓ Go to your BCS email.
✓ Click on the blue link.
✓ Type in your login information (Email and Password).
✓ Click on “Raw Data” in your downloads. *(It will open in Microsoft Excel.)*
✓ Analyze, share, and use data to drive ACIP development. |
| ✓ Scroll to the **BLUE** section labeled “eProve Diagnostics”.
✓ Click on “Go to Diagnostics”.
✓ Locate “Title I Schoolwide Diagnostic for ACIP 2023-2024”.
✓ To the far right, click on the three dots.
✓ Click “Open Diagnostics”.

**ACIP Leader and ACIP Team will complete…**

- **Envisioning:** 1) Current Reality 2) Explore the Future 3) Synthesize Results
- **Planning:** 1) Objectives 2) Critical Initiative 2) Outcomes/Key Measures 3) Strategy Map 4) Annual Plan
- **Implementing:** 1) Design Implementation Plan 2) Assign/Communicate Responsibilities 3) Enact/Monitor Progress
- **Evaluating:** 1) Determine Impact of Critical Initiatives 2) Judge Success of Annual Plan 3) Address Implications for Future Work