

## **How to Print Naviance Survey Results** (GTA access ALP goals)

Here are the steps:

From your Naviance account

1. Hover over the Connections tab
2. Click on Surveys
3. Find the survey (AAGS 23-24: ALP)
4. Go to the right of the title of the survey and click on the hyperlink that says Responses
5. This will give you a new screen
6. use the pull down to the correct years - starting with the oldest (2023) to the youngest (2026) and make sure you click CHANGE
7. then you can use the survey in a number of different ways but to get the whole thing in CSV file - Click on the hyperlink on the upper right hand side of the page.
8. **OR**
9. Click on Analytics tab
10. Click on Reports tab
11. Find the survey under Planner Reports (23-24 ALP)
12. Click View (you may need to Customize this report the first time you view to include all grade levels and completion status)
13. Click CSV version
14. Should be able to see all students' names and completion status
15. **HINT:** Copy and past the students' names and completion status into a Google Sheet. Share that Google Sheet with the staff to enlist their help in asking students to complete the ALPs by the due date.