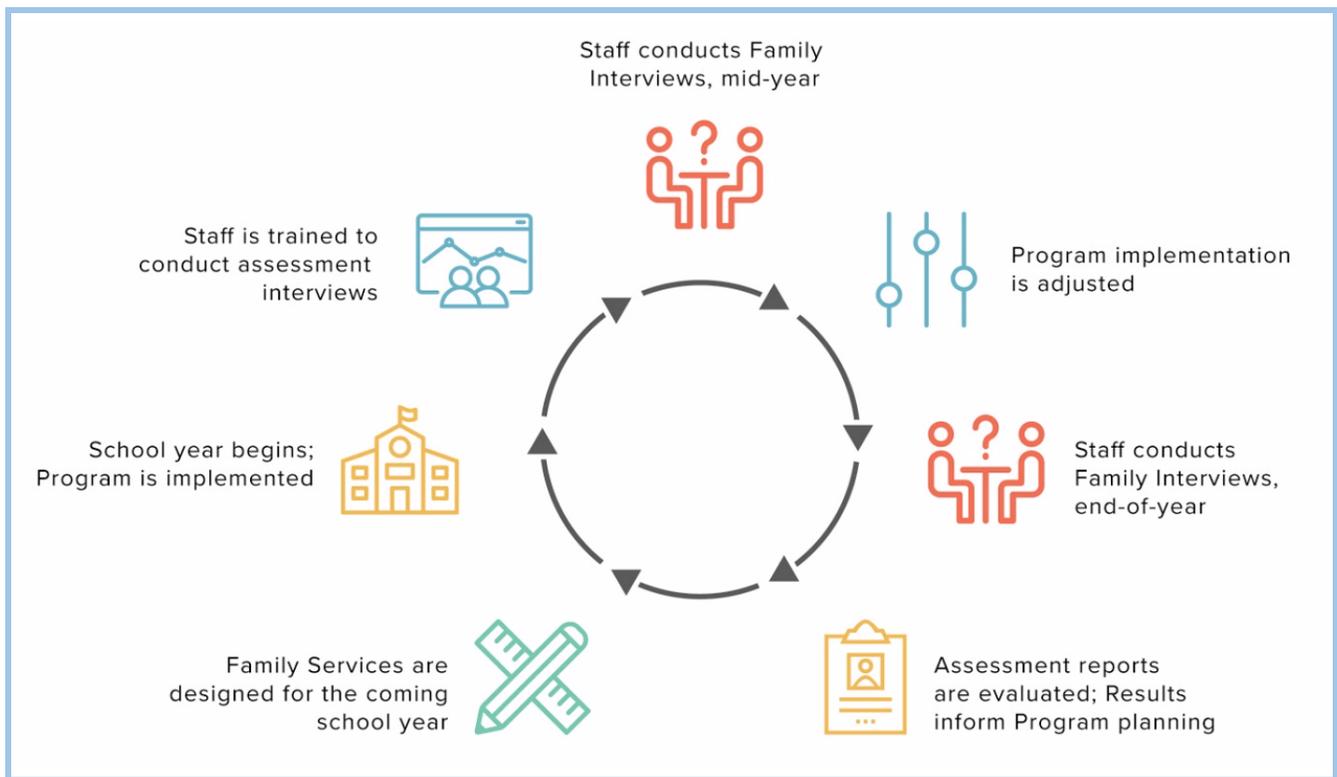

Parent Gauge User Guide

DRAFT 10-04-21

Feedback welcome. Please email questions and comments to parentgauge@nhsa.org



There are three types of activities required for using Parent Gauge:

- Manage Rosters
- Conduct Interviews
- Evaluate Progress

Manage Rosters

The Program’s engagement with families includes people in three roles:

- Staff
- Children
- Guardians

Parent Gauge keeps information about these roles in Rosters.

To prepare for doing Interviews, you must first ensure the accuracy and completeness of your Rosters. It’s also important to keep all data up to date.

Accurate Rosters ensure that Parent Gauge Reports accurately reflect the efficacy and progress of your Program’s parent and family engagement efforts, and are reliable tools for reflection and planning.

Manage Staff

To manage Staff, you can:

- [Find a Staff member](#)
- [Download the Staff roster](#)

Find a Staff Member

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Staff. You will see the Staff List page.
2. In the Filters pane, fill out the fields to filter the Staff list.

Staff name is a fill-in field. Any part of the name may be entered.

Role is a standard drop-down. It is an optional field.

***TIP:** Choose Center Admin from the Role drop-down to find all the Center Administrators in your Program.*

Status is a standard drop-down. It is an optional field.

Centers is a standard drop-down. It is an optional field.

3. Click Filter. You will see the roster showing only the names that fit your search criteria.

Download the Staff List

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Staff. You will see the Staff List page.
2. Click the Download button. A “.csv” file containing all Staff roster information will download to your default downloads folder.

***TIP:** To download a subset of the full roster, use the Filters menu to choose the information you want to see, then click Download. See [Find a Staff member](#) for instructions.*

Manage Children

To manage Children, you can:

- [Create a Child](#)
- [Edit a Child](#)
- [Find a Children](#)

- [Download Children](#)
- [Delete](#) or [Undelete](#) a Child

Create a Child

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Children. You will see the Child List page.

IMPORTANT: When adding a Child to an existing Roster, first double check to make sure that the Child is not already on the List. See [Find a Child](#) for instructions.

2. Click the Create Child button. You will see the Child Form page, with the Create a New Child form.
3. Fill in or edit the form fields. Many of the fields are not required, but providing complete information will help later to analyze data with Reports.

Center is a drop-down list created by your Program's admin team. It is a required field.

TIP: If you do not see your Center on the list, [Contact an Admin](#) for help.

Search for guardians lets you type the name of a Guardian and see possible matches appear in an auto-complete list. Choose the correct matching name from the list. It is not required.

TIP: If you do not see the Guardian you are looking for on the list, don't worry. You can [Create a Guardian](#) separately, and connect the Guardian to the Child.

First name is a required fill-in field. Be careful to use correct spelling.

Last name is a required fill-in field. Be careful to use correct spelling.

Sex is a standard drop-down. It is not required.

Birth Date is not a required field, but it is very important to fill it in accurately. Click the drop-down arrow to choose a date on the calendar, or click in the field to simply type the date.

TIP: Birth Date is the field that can most reliably be used to distinguish between Children with the same name.

Race is a standard drop-down. It is not required.

Hispanic/Latino is a standard drop-down. It is not required.

Native language is a standard drop-down. It is not required.

Teacher/Home visitor lets you type the name of a Staff member and see possible matches appear in an auto-complete list. Choose the correct matching name from the list, or type in a new Staff name.

TIP: If you want to add a new Staff member and give them an account, you can [Create a Staff member](#) separately, and connect the Staff member to the Child.

Status is a drop-down list that allows you to choose Active or Inactive.

Active means the Child is enrolled and attending.

Inactive means the Child is no longer enrolled. Choosing this option allows you to include their historical interviews in reports without cluttering rosters.

Program Type is a standard drop-down. It is required.

Service Type is a standard drop-down. It is required.

Enroll date is a fill-in field. It is not required.

Was the child in Head Start before this year is a multiple choice question. It is not required.

Was the child in Early Head Start before this year is a multiple choice question. It is not required.

Is the child in the last year of the program is a multiple choice question. It is not required.

Does the child have a disability is a multiple choice question. It is not required.

***TIP:** While not required, these four multiple choice questions change some of the interview questions if answered "Yes." It is recommended that these fields be completed.*

4. Click Submit. You will see the Child Details page displaying the information.

Edit a Child

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Children. You will see the Child List page.
2. In the Filters pane, find the Child Name field. Enter the name of the Child you wish to edit, then click Filter. You will see the Child list showing only the Child that you entered.
3. Click the Child's name. You will see the Child Details page.
4. Click the Edit Child button. You will see the Child Form page.
5. Make necessary changes to form fields. Many of the fields are not required, but providing complete information will help later to analyze data with Reports.

Center is a drop-down list created by your Program's admin team. It is a required field.

***TIP:** If you do not see your Center on the list, [Contact an Admin](#) for help.*

Search for guardians lets you type the name of a Guardian and see possible matches appear in an auto-complete list. Choose the correct matching name from the list. It is not required.

***TIP:** If you do not see the Guardian you are looking for on the list, don't worry. You can [Create a Guardian](#) separately and connect the Guardian to the Child.*

First name is a required fill-in field. Be careful to use correct spelling.

Last name is a required fill-in field. Be careful to use correct spelling.

Sex is a standard drop-down. It is not required.

Birth Date is not a required field, but it is very important to fill it in accurately.

***TIP:** Birth Date is the field that can most reliably be used to distinguish between Children with the same name.*

Race is a standard drop-down. It is not required.

Hispanic/Latino is a standard drop-down. It is not required.

Native language is a standard drop-down. It is not required.

Teacher/Home visitor lets you type the name of a Staff member and see possible matches appear in an auto-complete list. Choose the correct matching name from the list.

***TIP:** If you do not see the Staff member you are looking for on the list, don't worry. You can [Create a Staff member](#) separately, and connect the Staff member to the Child.*

Status is a drop-down list that allows you to choose Active or Inactive.

Active means the Child is enrolled and attending.

Inactive means the Child is no longer enrolled. Choosing this option allows you to include their historical interviews in reports without cluttering rosters.

Program Type is a standard drop-down. It is required.

Service Type is a standard drop-down. It is required.

Enroll date is a fill-in field. It is not required.

Was the child in Head Start before this year is a multiple choice question. It is not required.

Was the child in Early Head Start before this year is a multiple choice question. It is not required.

Is the child in the last year of the program is a multiple choice question. It is not required.

Does the child have a disability is a multiple choice question. It is not required.

***TIP:** While not required, these four multiple choice questions change some of the interview questions if answered "Yes."*

6. Click Submit. You will see the Child Details page reflecting the edits.

Find Children

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Children. You will see the Child List page.
2. In the Filters pane, fill out the fields to filter the Child list:

Child name is a fill-in field. Any part of the name may be entered. It is an optional field.

Sample is a drop-down showing any data sets that were created by sampling. It is an optional field.

Interview status is a standard drop-down. It is an optional field.

Status is a standard drop-down. It is an optional field.

Centers is a standard drop-down. It is an optional field.

Child's Teacher is a fill-in field. Any part of the teacher's name may be entered. It is an optional field.

3. Click Filter. You will see the Child roster showing only the names that fit your search criteria.

Download the Child List

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Children. You will see the Child List page.
2. Click the Download button. A “.csv” file containing all Child roster information will download to your default downloads folder.

***TIP:** To download a subset of the full roster, use the Filters menu to choose the information you want to see, then click Download. See [Find a Child](#) for instructions.*

Manage Guardians

To Manage Guardians, you can:

- [Create a Guardian](#)
- [Edit a Guardian](#)
- [Find Guardians](#)
- [Download Guardians](#)
- [Delete](#) or [Undelete](#) a Guardian

Create a Guardian

***TIP:** If you are creating a roster of Guardians from scratch, follow the steps below. If you are adding a Guardian to an existing Roster, first make sure that the Guardian is not already in the Roster. See [Find a Guardian](#) for instructions.*

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Guardian. You will see the Guardian List page.
2. Click the Create Guardian button. You will see the Guardian Form page, with the Create a New Guardian form.
3. Fill in or edit the form fields. Many of the fields are not required, but providing complete information will help later to analyze data with Reports.

Center is a drop-down list created by your Program's admin team. It is a required field.

***TIP:** If you do not see your Center on the list, [Contact an Admin](#) for help.*

Select Children lets you type the name of a Child and see possible matches appear in an auto-complete list. Choose the correct matching name from the list. It is not required.

***TIP:** If you do not see the Child you are looking for on the list, don't worry. You can [Create a Child](#) separately, and connect the Child to the Guardian.*

First name is a required fill-in field. Be careful to use correct spelling.

Last name is a required fill-in field. Be careful to use correct spelling.

Sex is a standard drop-down. It is not required.

Birth Date is not a required field, but it is very important to fill it in accurately.

***TIP:** Birth Date is the field that can most reliably be used to distinguish between Guardians with the same name.*

Race is a standard drop-down. It is not required.

Hispanic/Latino is a standard drop-down. It is not required.

Enroll date is a standard drop-down. It is not required.

Employment is a standard drop-down. It is not required.

Native language is a standard drop-down. It is not required.

Highest Education is a standard drop-down. It is not required.

Status is a drop-down list that allows you to choose Active or Inactive.

Active means the Guardian has an enrolled and attending Child.

Inactive means the Guardian no longer has a Child (or Children) enrolled. Choosing this option allows you to include their historical interviews in reports without cluttering rosters.

4. Click Submit. You will see the Guardian Details page displaying the information.

Edit a Guardian

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Guardian. You will see the Guardian List page.
2. In the Filters pane, find the Guardian Name field. Enter the name of the Guardian you wish to edit, then click Filter. You will see the Guardian list showing only the Guardian that you entered.
3. Click the Guardian's name. You will see the Guardian Details page.
4. Click the Edit Guardian button. You will see the Guardian Form page.

5. Make necessary changes to form fields. Many of the fields are not required, but providing complete information will help later to analyze data with Reports.

Center is a drop-down list created by your Program's admin team. It is a required field.

TIP: If you do not see your Center on the list, [Contact an Admin](#) for help.

Select Children lets you type the name of a Child and see possible matches appear in an auto-complete list. Choose the correct matching name from the list. It is not required.

TIP: If you do not see the Child you are looking for on the list, don't worry. You can [Create a Child](#) separately, and connect the Child to the Guardian.

First name is a required fill-in field. Be careful to use correct spelling.

Last name is a required fill-in field. Be careful to use correct spelling.

Sex is a standard drop-down. It is not required.

Birth Date is not a required field, but it is very important to fill it in accurately.

TIP: Birth Date is the field that can most reliably be used to distinguish between Guardians with the same name.

Race is a standard drop-down. It is not required.

Hispanic/Latino is a standard drop-down. It is not required.

Enroll date is a standard drop-down. It is not required.

Employment is a standard drop-down. It is not required.

Native language is a standard drop-down. It is not required.

Highest Education is a standard drop-down. It is not required.

Status is a drop-down list that allows you to choose Active or Inactive.

Active means the Guardian has an enrolled and attending Child.

Inactive means the Guardian no longer has a Child (or Children) enrolled. Choosing this option allows you to include their historical interviews in reports without cluttering rosters.

6. Click Submit. You will see the Guardian Details page reflecting the edits.

Find Guardians

1. From the top menu, select Rosters. Then, from the drop-down menu, choose Guardian. You will see the Guardian List page.
2. In the Filters pane, fill out the fields to filter the Guardian list:

Guardian name is a fill-in field. Any part of the name may be entered. It is an optional field.

Interview status is a standard drop-down. It is an optional field.

Status is a standard drop-down. It is an optional field.

Centers is a standard drop-down. It is an optional field.

Child is a fill-in field. Any part of the child's name may be entered. It is an optional field.

3. Click the Filter button. You will see the Guardian roster showing only the names that fit your search criteria.

Download the Guardian List

3. From the top menu, select Rosters. Then, from the drop-down menu, choose Guardians. You will see the Guardian List page.
4. Click the Download button. A “.csv” file containing all Guardian roster information will download to your default downloads folder.

***TIP:** To download a subset of the full roster, use the Filters menu to choose the information you want to see, then click Download. See [Find Guardians](#) for instructions.*

Conducting Interviews

Interviews are a framework for engaging with families, and provide a structure for powerful, open conversations. Interviews tie together all of the information in Parent Gauge to help your Program improve engagement with families, both individually and at the Program level.

To Conduct Interviews, you can:

- [Create an Interview](#)
- [Edit an Interview](#)
- [Interview a Guardian](#)
- [Find an Interview](#)
- [Download Interviews](#)
- [Delete](#) or [Undelete](#) Interviews

Create an Interview

You can prep for Interviews by creating all Interviews at once, so that an Interviewer can open them from the Interview List and get started right away. You can also create and immediately conduct an individual Interview any time.

1. From the top menu, On the Interviews drop-down, select Create Interview. You will see the Interview Form page.

2. Use the Choose a Center drop-down to select the Center for which the Interview will be conducted. You will see the Create Interview form.

***TIP:** If you do not see your Center on the list, [Contact an Admin](#) for help.*

3. Fill out the form fields.

Search for Interviewers lets you type the name of a Staff member and see possible matches appear in an auto-complete list. Choose the Staff member who will conduct the interview. This is a required field.

Search for Guardians lets you type the name of a Guardian and see possible matches appear in an auto-complete list. Choose the Guardian who will be interviewed. This is a required field.

Search for Students lets you type the name of a Child and see possible matches appear in an auto-complete list. Choose the Guardian's Child. This is a required field.

***TIP:** If no matches appear on the auto-complete list for an Interviewer, Guardian, or Student, you may use the "Or click to create a new..." link to add their names and information to the Rosters. Then, you will need to start over to create a new Interview. It is recommended that all Rosters be completed and checked for accuracy before creating new Interviews.*

Date is the date on which the Interview is conducted. It is not required, but adding the date can help you find and sort Interviews later.

Evaluation is an important field. To assess family engagement, Programs conduct Interviews at specific evaluation periods during the year. The Interview Form questions are different for each Evaluation period. This field is required.

Initial is used for interviews conducted at the start of a school year. It sets the baseline for progress comparison.

Midyear is used for interviews conducted halfway through a school year. It can show trends and provides an opportunity for a Program to adjust the family engagement strategy.

Post is used for interviews conducted at the end of a school year. It is used to assess progress.

Mode is a required drop-down field.

Language is a required drop-down field. Use this list to indicate the Guardian's native language.

***TIP:** The Interview Form language is not set by this Language field. To change the Interview Form language, see [Choose a Language for the Interview Questions](#).*

4. Click Submit. You will see the Interview Details page reflecting your updates.

***TIP:** You can begin the Interview conversation with the Guardian immediately after you Create the Interview, or you can create more Interviews to prep them all at once.*

Edit an Interview

1. From the top menu, select Interviews. You will see the Interview List page.
2. On the Interview List, click the Interview that you wish to edit. You will see the Interview Details page.

***TIP:** To find an Interview on the Interview List, use the Filters menu to narrow your search. See [Find an Interview](#) for instructions.*

3. Click the Edit Interview button. You will see the Interview Form.
4. You may make changes to the following form fields:

Search for Interviewers lets you type the name of a Staff member and see possible matches appear in an auto-complete list. Choose the Staff member who will conduct the interview.

***TIP:** If you do not see the Staff member you are looking for on the list, don't worry. You can [Create a Staff member](#) separately, and then connect the Staff member to the Interview.*

Search for Guardians lets you type the name of a Guardian and see possible matches appear in an auto-complete list. Choose the Guardian who will be interviewed.

***TIP:** If you do not see the Guardian you are looking for on the list, don't worry. You can [Create a Guardian](#) separately, and then connect the Guardian to the Interview.*

5. Click Submit. You will see the Interview Details page reflecting your updates.

Start an Interview from the Interview List

1. From the top menu, select Interviews. You will see the Interview List page.
2. In the Filters pane, click and hold to scroll to the Interviewer field. In the Interviewer field, type the name of a Staff member and see possible matches appear in an auto-complete list. Choose the Staff member who will conduct the interview.
3. Click the Filter button. You will see the Interview list showing only the names that fit your search criteria.
4. Click the Interview on the list for the Guardian you wish to interview. You will see the Interview Details page.
5. [Interview the Guardian](#).

Choose a Language for the Interview Questions

1. From the top menu, select Interviews. You will see the Interview List page.
2. On the Interview List, click the Interview to edit. You will see the Interview Details page.
3. Under the Interview Details title, you will see a Language drop-down. You may choose:

- English
- Spanish
- French
- Arabic

Click on a language to select it. In the Interview Intro box, you will see that the script has changed to the selected language. All questions will display in the selected language.

Interview a Guardian

Conducting a Parent Gauge Interview is very simple. The form provides a script you can follow with ease.

1. Start by reading the text in the Interview Intro box.
2. In the Interview Responses section, go through the questions one by one.
 - For Open-Ended Questions, enter your notes about the Guardian's feedback under Response.
 - For Closed-Ended Questions, read the prompt script under each section heading, then ask each question, recording the answers using the Likert scale radio buttons. If the Guardian does not answer any question, select Refused.

Using the Visual Response Scale

It may be difficult for Guardians to respond to Close-Ended questions verbally. For parents who are being interviewed in a language that isn't their native language, it may be particularly challenging. You may show the Visual Response Scale to Guardians when you're explaining the response choices, and then allow them to interact with it as they choose.

[English, Parent Gauge Response Scale](#)

[Spanish, Parent Gauge Response Scale](#)

- If you need more than one meeting to complete the Interview, that is OK. You can stop any time, and [return to it later from the Interview List](#).
3. When you are done with the conversation, in the Details section at the top of the page, click the Mark Complete button. You will see the Status change to Complete.

Using Printed Interview Templates

Sometimes you may not want or have access to a computer or smartphone to use for conducting a Parent Gauge Interview. When a paper form would be more convenient, use one of these templates:

[English, Pre Interview](#)

[Spanish, Pre Interview](#)

[English, Midyear & Post Interview](#)

[Spanish, Midyear & Post Interview](#)

TIP: Be sure to follow the prompts closely to ask the appropriate questions for special circumstances.

Find an Interview

1. From the top menu, select Interviews. You will see the Interview List page.
2. In the Filters pane, fill out the fields to filter the Interview list:
 - Status** is a drop-down menu. Choose Complete or Incomplete interviews. It is an optional field.
 - Evaluation** is a drop-down menu. Choose Initial, Midyear, or Post interviews. It is an optional field.
 - After Date** and **Before Date** let you specify a range of dates to search. It is an optional field.
 - Response** lets you filter by Likert response. This is especially useful for finding interviews with answers that were either strongly positive or strongly negative. It is an optional field.
 - Question** lets you filter for specific questions. Type a number to see possible matches appear in an auto-complete list. This is especially useful in combination with the **Response** field. It is optional.
 - Center** is a standard drop-down. It is an optional field.
 - Child** lets you type the name of a Child and see possible matches appear in an auto-complete list. Choose a name from the list. It is an optional field.
 - Guardian** lets you type the name of a Guardian and see possible matches appear in an auto-complete list. Choose a name from the list. It is an optional field.
 - Child's teacher** lets you type the name of a Staff member and see possible matches appear in an auto-complete list. Choose a name from the list. It is an optional field.
 - Interviewer** lets you type the name of a Staff member and see possible matches appear in an auto-complete list. Choose a name from the list. It is an optional field.
4. Click the Filter button. You will see the Interview List showing only the names that fit your search criteria.

Download Interviews

1. From the top menu, select Interviews. You will see the Interview List page.
2. Click the Download button. A “.csv” file containing all Interview list information will download to your default downloads folder.

***TIP:** To download a subset of the full Interview list, use the Filters menu to choose the information you want to see, then click Download. See [Find an Interview](#) for instructions.*

Using Reports to Evaluating Progress

Reports let your Program track and evaluate the efficacy of your family engagement strategies. Reports let you see a high level view, compare different time periods, filter for specific characteristics, or drill down to examine specifics. There are two types of reports:

Baseline Report shows scores for a chosen time period. For example, you may want to see average scores for All interviews conducted between August 2017 and October 2020. You can use Filters to hone the reports for specific criteria, such as Teacher or Early Head Start.

Growth Report shows a comparison of scores for two Evaluation rounds. For example, you may compare Initial interviews for the 2020-2021 school year to the Post interviews for the 2020-2021 school year. You can use Filters to hone the reports for specific criteria, such as Teacher or Early Head Start.

Reading Reports

The top of each Report shows basic information about the content and format.

The screenshot shows a report header with a teal top bar labeled "Interviews" and a "DOWNLOAD" button. Below this, the report details are organized into sections:

- Program:** Test
- Center(s):** Test; Test Kate; Alta Test 031121
- Number of Interviews:** 7
- Legend:**
 - Strength: Green Text
 - Challenge: Red Text
 - Paired Questions: Border Around Questions
 - Difference in Paired Questions: Bold, Darker Border
- Report Scale:**

Response	Value
Not At All	1
Not Very Much	2
Somewhat	3
Mostly	4
Very Much	5

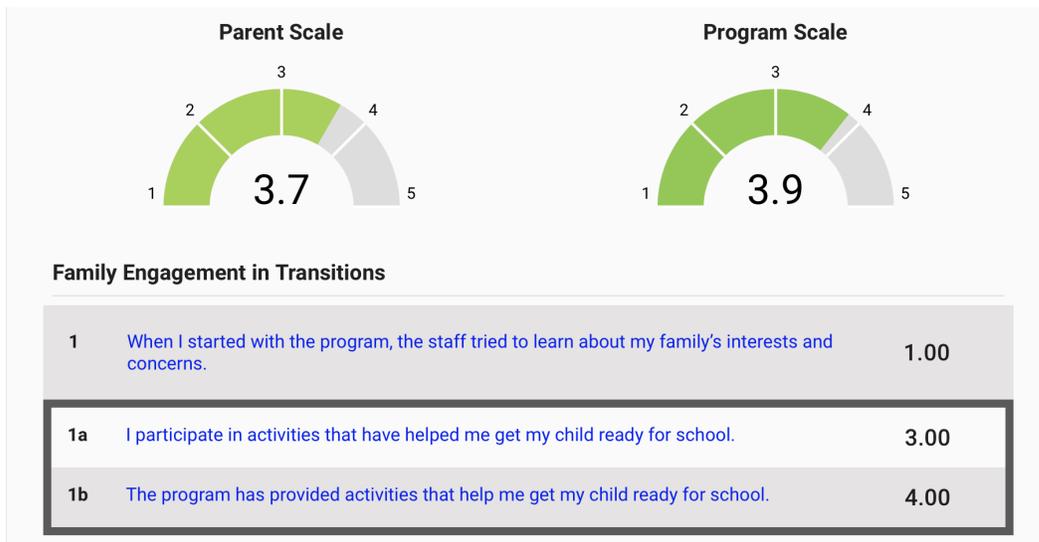
Program is the name of your Program.

Center(s) shows the Centers that were selected in the Filters bar to be included in the Report.

Number of Interviews is the size of the sample reported based on the Filters criteria.

Report Scale explains how the number values listed in the report correlate to the Likert options.

Legend explains the visual cues employed by the report.



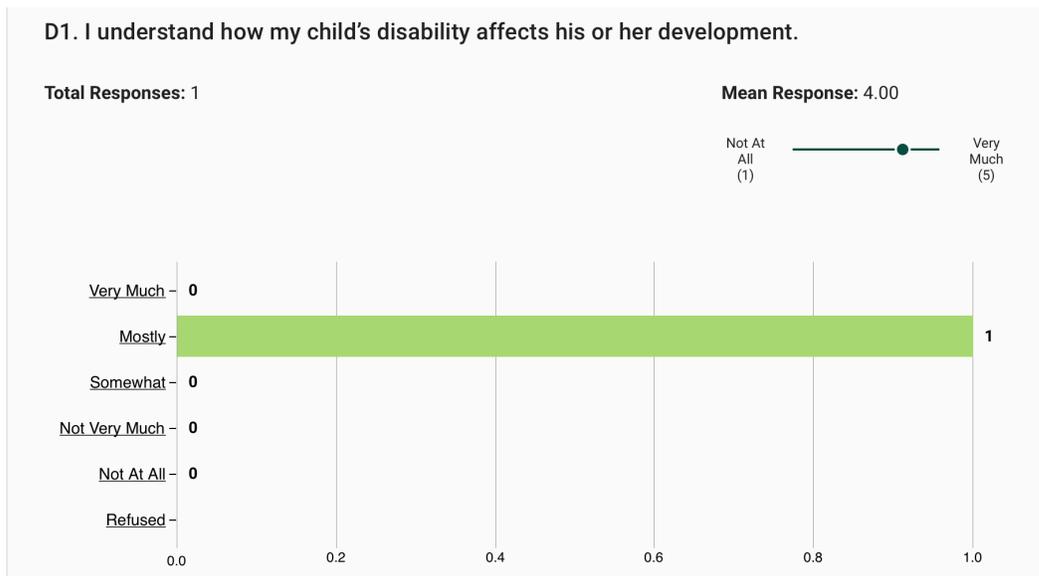
Strength: Green and **Red: Challenge** refer to the graphical scale. Lower scores are displayed in red.

Paired Questions are asked in Midyear and Post Interviews. They ask about the Guardian's actions, and about the Program's role in supporting those actions.

- A border shows that questions are a pair.
- A bold, dark border calls out pairs in which the scores for each question are different. This may indicate the need for additional attention.

Seeing Question Details

Click on the text of any question to see the Question Detail page.



On the Question Detail graph, click any Response on the X axis to see Interviews containing that Response.

Date	Interviewer	Status	Child	Guardian	Center
04/05/19	Admin Admin	Complete	Test Child	Test Guardian	Test

Manage Reports

To Manage Reports, you can:

- Create a Baseline Report
- Create a Growth Report
- Print a Report
- Download Report

Create a Baseline Report

1. From the top menu, select Reports. Then, from the drop-down menu, choose Baseline Report. You will see the Baseline Report page.
2. Fill in or edit the form fields:

Evaluation is a standard drop-down list.

Date Range is a standard drop-down list.

Child Program Type is a standard drop-down.

Child Service Type is a standard drop-down.

Native language is a standard drop-down.

Child has disability is a standard drop-down.

Child was Head Start is a standard drop-down.

Child was Early Head Start is a standard drop-down.

In the last year of the program is a standard drop-down.

Center is a standard drop-down list.

Child lets you type the name of a child and see possible matches appear in an auto-complete list. Choose the correct matching name from the list.

Guardians lets you type the name of a Guardian and see possible matches appear in an auto-complete list. Choose the correct matching name from the list.

Teacher/Home visitor lets you type the name of a Staff member and see possible matches appear in an auto-complete list. Choose the correct matching name from the list.

Interviewer lets you type the name of an interviewer and see possible matches appear in an auto-complete list. Choose the correct matching name from the list.

3. Click Filter to view results.

TIP: All questions are clickable links that lead to graphs and a detailed breakdown of the guardian answers.

Create a Growth Report

1. From the top menu, select Reports. Then, from the drop-down menu, choose Growth Report.

You will see the Growth Report page.

2. Fill in or edit the form fields:

Round 1 Period is a standard drop-down list.

Round 2 Period is a standard drop-down list.

***TIP:** Although all fields are technically optional, if round 1 and round 2 are not filled out and different then no growth report can appear.*

Child Program Type is a standard drop-down.

Child Service Type is a standard drop-down.

Native language is a standard drop-down.

Child has disability is a standard drop-down.

Child was Head Start is a standard drop-down.

Child was Early Head Start is a standard drop-down.

In the last year of the program is a standard drop-down.

Center is a standard drop-down list.

Child lets you type the name of a child and see possible matches appear in an auto-complete list.

Choose the correct matching name from the list.

Guardians lets you type the name of a Guardian and see possible matches appear in an auto-complete list. Choose the correct matching name from the list.

Teacher/Home visitor lets you type the name of a Staff member and see possible matches appear in an auto-complete list. Choose the correct matching name from the list.

Interviewer lets you type the name of an interviewer and see possible matches appear in an auto-complete list. Choose the correct matching name from the list.

3. Click Filter to view results.

***TIP:** All questions are clickable links that lead to graphs and a detailed breakdown of the guardian answers.*

Print a Report

1. From the top menu, select Reports. Then, from the drop-down menu, choose Baseline or Growth Report. You will see the selected Report page.

2. Fill in or edit the form fields and click Filter to view results.
3. At the top of the page, on the right, click the Print button.

Download a Report

1. From the top menu, select Reports. Then, from the drop-down menu, choose Baseline or Growth Report. You will see the selected Report page.
2. Click the Download button. A “.csv” file containing detailed Report data will download to your default downloads folder.

***TIP:** To download a subset of the full Report list, use the Filters menu to choose the information you want to see, then click Download.*