



Features and Enhancements

1. Survey Archiving

- Surveys can be archived only when they are closed. No surveys in draft or open status will show an archive option.
- Users with edit or admin permissions can archive the surveys in their account **unless** it is a shared survey. At this time, shared surveys cannot be archived.
- Once archived, a survey will disappear from the dashboard and show up **only** when filtered by archived status. Archived surveys will not be included in the list when an institution filters by All, Draft, Closed or Open. As institutions administer more surveys each year, this feature will better support survey organization.

To archive a survey: On the Surveys tab in eProve Surveys, select the vertical ellipsis menu to the right of the closed survey you wish to archive. Select “Archive” to remove the survey from the dashboard.

Name	Owner	Respondents	Created	Activity	Status
UAT Parent Survey <small>Parent Survey for Schools</small>	Graci Palovick <small>Jacksonville City Board of Education</small>		Jan 12 2016		Closed
Student Survey (Elementary) Test AC <small>Student Survey (Elementary) for Schools</small>	Anna Carver <small>Kitty Stone Elementary School</small>		Jan 08 2016		Closed

To restore a survey from archived status: On the Surveys tab in eProve Surveys, select “Archived” from the “Filter by” menu. Select the vertical ellipsis menu to the right of the archived survey you wish to restore, and select “Restore” to display the survey in your regular survey menu in a closed status. (This survey can be reopened if the school needs to continue to administer the survey.)

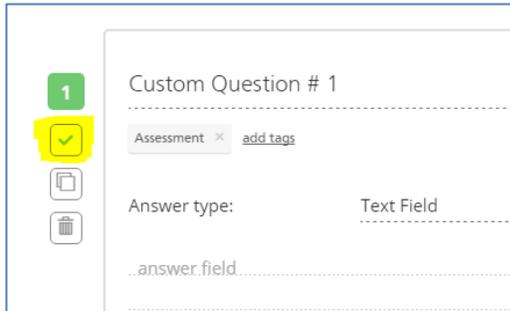
Surveys 1 survey

Filter by: All Archived

Name	Owner	Respondents	Created	Activity	Status
UAT Parent Survey <small>Parent Survey for Schools</small>	Graci Palovick <small>Jacksonville City Board of Education</small>		Jan 12 2016		Archived

2. Saving Custom Questions

A user can select the checkmark next to the question to save it. Hovering over the checkmark displays a help message saying “Save and Close.”

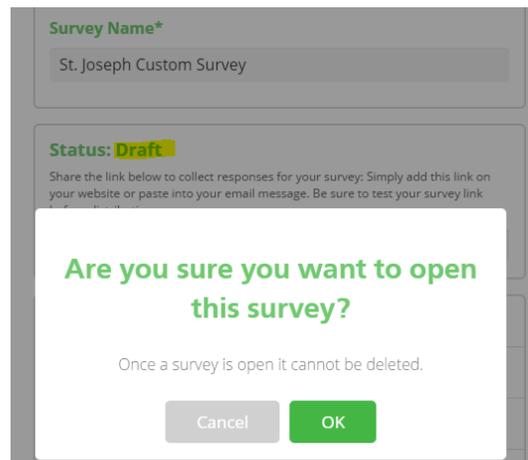


3. Instant Updates to Surveys

When a survey is edited or changed, the system instantly updates and saves the survey. A date and time stamp indicating the last modification has been added to the survey.

4. Survey Cannot be Deleted Warning Message

A warning message has been added to let users know that a survey can no longer be deleted once it is moved from draft to open status. This will prevent institutions from creating fake surveys that they do not intend to use as they are learning the new survey system. Users can still take surveys and create reports with draft content. While in draft mode, all surveys created by their institution can still be deleted. Once a survey is moved from draft to open mode, the survey can no longer be deleted.



5. Institution Selector

The Institution Selector in eProve Surveys now allows for searches with apostrophes or hashtags (i.e., St. Joseph’s School and Heritage School District #7 will now appear when they are searched using special characters).