

Technology Survey Instructions

- 1) To obtain access to the Technology Survey in Member Center with your current Member Center account, follow the SCDE Member Center Access Instructions.
- 2) Once access has been given, log in to Member Center.
- 3) Select Technology Survey under the Surveys heading.
- 4) Read the instructions and select the Start Survey button to begin taking the survey.
- 5) Enter your contact information and select the Next button to begin answering questions.
- 6) Use the Next and Prev buttons to navigate to the next or previous page of the survey.
- 7) To use the headings displayed at the top of the survey to navigate directly to a specific section of the survey, you may click on the heading name. ****Note:** if you use this navigation method, any data that you have entered on the page may be lost. The use of the Next, Prev, or Save buttons are the only way to save entered data.
- 8) If you wish to temporarily bypass a question on the survey, use the headings displayed at the top of the survey to navigate to the next question.
- 9) If a question requires the entry of data for all schools in the district, select a school from the School dropdown. Enter the appropriate data and select the Save button. Continue this process until data has been entered for all schools in the district.
- 10) Continue answering all questions on the survey until you reach the end and receive the Save and Exit and Submit buttons. Selecting the Submit button marks the survey as complete. If you select Save and Exit, your survey will be saved and available for editing and continue to be marked as incomplete.
- 11) You may log out or return to Member Center via the links in the upper right hand corner of the page.
- 12) To edit your survey, follow the instructions for how to edit an existing survey.

How to Edit an Existing Survey

- 1) Log in to Member Center and select Technology Survey.
- 2) Select the Start Survey button. The contact information that you entered on the survey will be displayed. Select the Next button to proceed to the first page of the survey.
- 3) You may use the Next and Prev buttons to navigate through the survey or use the headings displayed at the top of the survey to navigate directly to a section of the survey.
- 4) To use the headings displayed at the top of the survey to navigate directly to a specific section of the survey, you may click on the heading name. ****Note:** you must click on the Prev, Next or Save button before leaving the page for the data to be saved.

- 5) When you are ready to submit your survey, navigate to the last section of the survey, either by using the Next button or by selecting the last heading. Continue selecting Next until you have reached the end of the survey and the Submit button is displayed. Select the Submit button. If your survey was marked as complete, a message stating that you have successfully submitted your survey will display.