

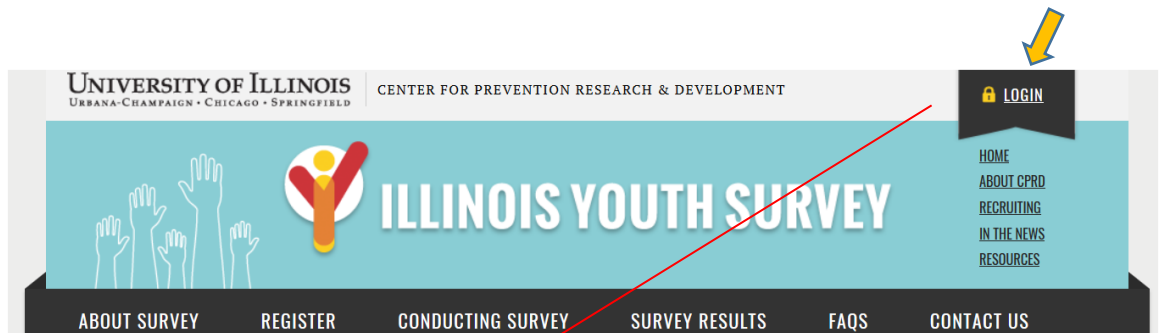
## Checking Survey Progress Using the IYS Report Viewer

**Check your progress.** If you are surveying online, you will be able to check your school's survey progress using the IYS report viewer. This will help you keep track of how many students have participated if you survey across several days. Survey information will be updated every evening.

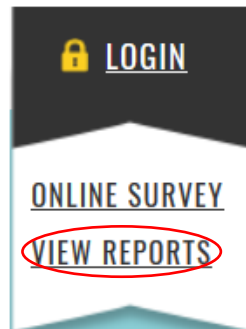
**Let us know when you have finished surveying.** Inform us when your school is finished surveying so we can begin the reporting process. You can do this either by emailing us through the report viewer or sending us an email directly to the CPRD-IYS email.

To access the report viewer, start by going to the **IYS website** at <https://iys.cprd.illinois.edu/>

Click on the LOGIN flag on the upper right corner of the page.



Select VIEW REPORTS from the dropdown.



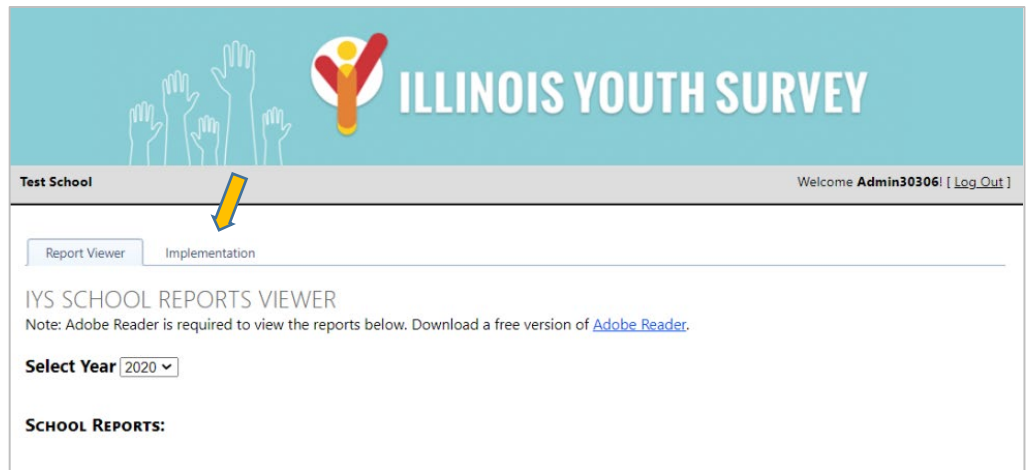
### Who receives the login?

The login is sent to the school **principal only**. It is up to each principal to decide whether to share the login with the IYS coordinator at their school for the purpose of checking progress and informing CPRD of completion.

At the Reports Access Page, login using your school's user name and password (sent to the principal). **This login is different from the online survey login used by students to survey.**

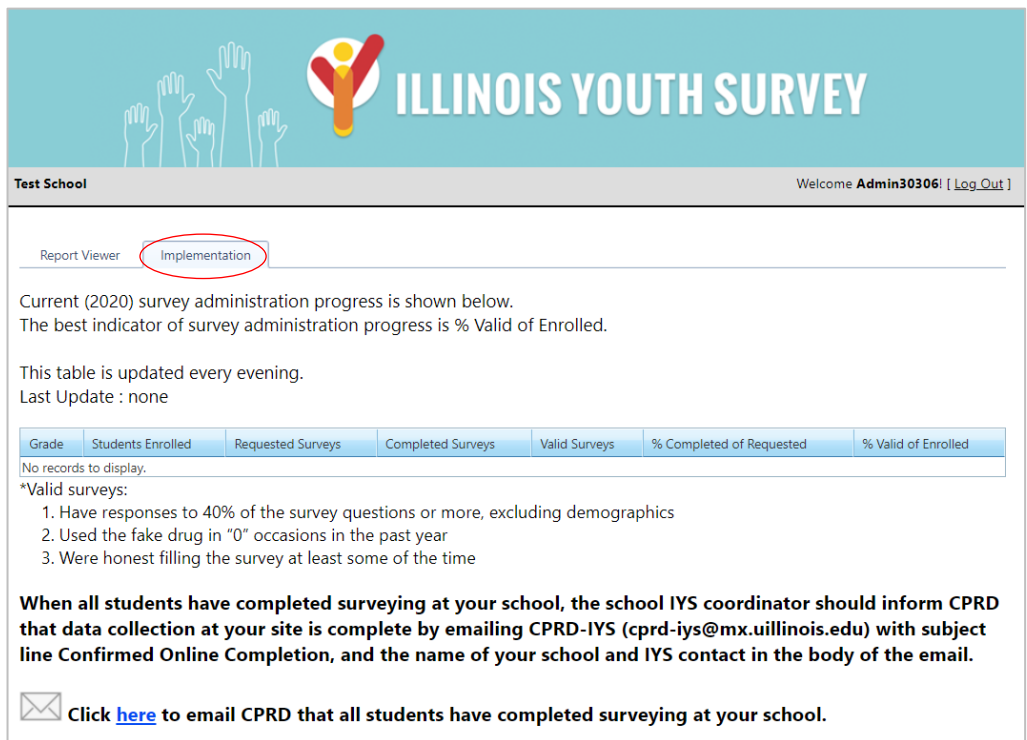
A screenshot of the 'WELCOME TO THE IYS SCHOOL REPORTS ACCESS PAGE'. Below the header, it says 'Please enter the user name and password emailed to you by the IYS Coordinator to access your school's results.' There are two input fields: 'User Name:' with the value 'Admin30306' and 'Password:' with masked characters. A 'Login' button is at the bottom right.

The viewer will open on the Report Viewer tab.



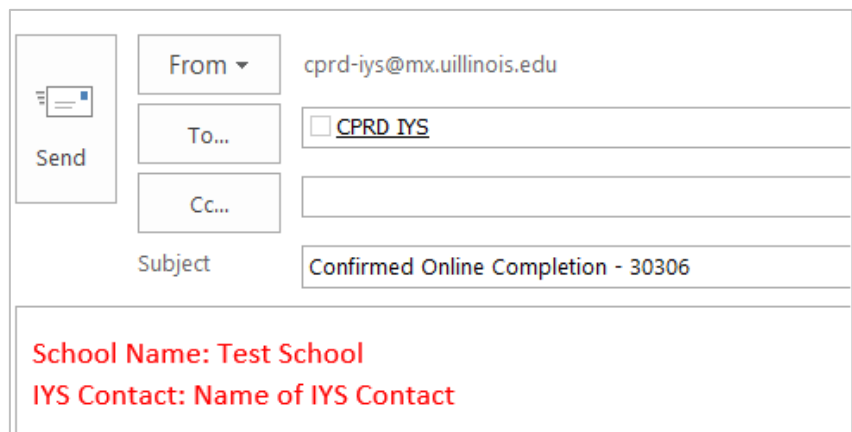
Click the Implementation tab.

The Implementation tab will show your school's survey progress.



When all students have completed surveying, notify CPRD. Click to open the email.

The subject line will fill automatically. (The 5-digit number is your school's CPRD ID.)



Enter your school name and the name of the IYS coordinator (IYS contact) at your school and send it off to us.