



ILLINOIS YOUTH SURVEY

Using the IYS Report Viewer

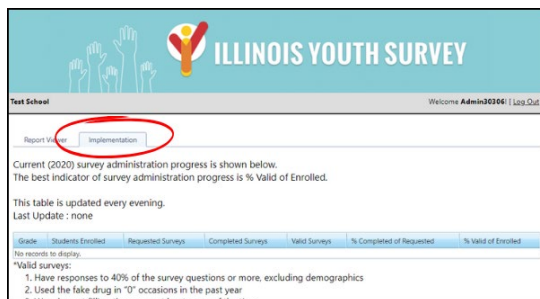
Logging In



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. Please note that Adobe Reader is required to view IYS reports. At the 'Reports Access' page, login using the admin username and password that was sent to your school principal. This login is different from the proctor login used by students to survey.

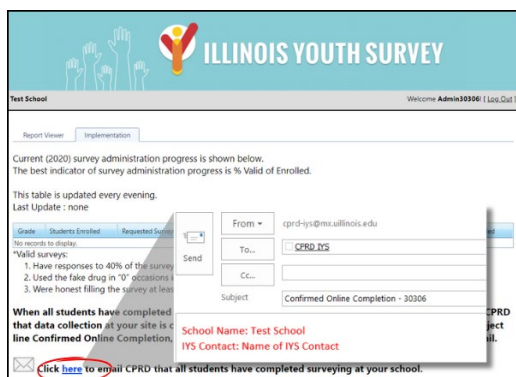
It is up to each principal as to whom they wish to share the password.

Checking Your Progress



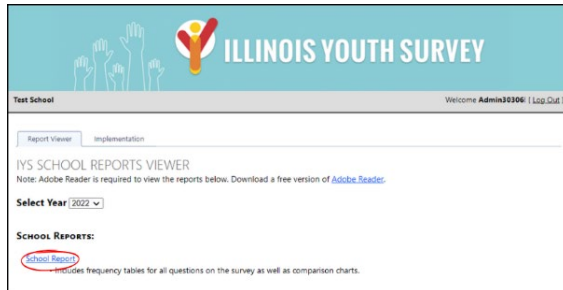
You can check your school's survey progress using the IYS report viewer. This will help you keep track of how many students have participated if you survey across several days. Survey information will be updated every evening. After logging in, the site will open to the 'Report Viewer' tab. Click the 'Implementation' tab. The 'Implementation' tab will show your school's survey progress.

Let Us Know When You Have Finished Surveying



You can also use the Report Viewer to inform us when your school is finished surveying so we can begin the reporting process. At the bottom of the 'Implementation' tab, click the link to confirm your school's completion. The subject line of the populated email will fill automatically. The 5-digit number included here is your school's CPRD ID. In the body of the email, enter your school name and the name of the Survey Contact at your school and send it off to us.

Viewing Your Reports



The 'Report Viewer' tab allows you to view all reports associated with your school, both past and present. The most recent survey year will be loaded in the 'Select Year' box. Use the dropdown to change the year. Click on 'School Report' link to view the report. If this section is blank, there is no report for that year.

Frequently Asked Questions

- **When will my school report be available?**
School report logins are sent to the school principal 4 to 6 weeks after surveying is finished and someone at your school notifies CPRD that surveying is complete. The sooner you notify us, the sooner we will generate the report and send your principal the report login.
- **I am a principal and I can't find my login.**
School report logins are sent with the subject line containing the words IYS Survey Results along with your school name, like this: Your IYS Survey Results Are Ready: Test School (30306).
- **I was the survey contact and didn't receive a report login.**
Even if you are your school's survey contact, you will not receive the report login unless you are the principal. Principals are free to share the report.
- **The numbers on the report are smaller than I expected. Why?**
All completed surveys are checked for validity—the report reflects only valid surveys.
- **We surveyed a grade that does not appear on our report.**
To protect student confidentiality, there is no data presented in the report for any grade level with fewer than 10 valid surveys. If you surveyed a grade that you did not register for, it is not included on the report.
- **Is there a report for my district?**
District reports are only produced if the district contains more than one school that completed the IYS at any eligible grade level. District report logins are sent to the district superintendent only. If your school is the only eligible school in the district, no district report will be generated.
- **Have a question that is not covered?**
We're here to help! View our website FAQs or get in touch with the IYS team.

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