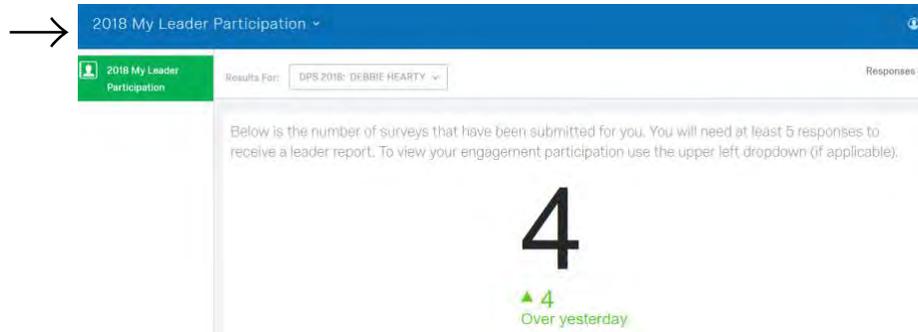




Check Your CollaboRATE Participation

View your **2018 My Leader Participation** report to see how many team members have given you feedback. You will receive a leader report if you have 5 or more responses.

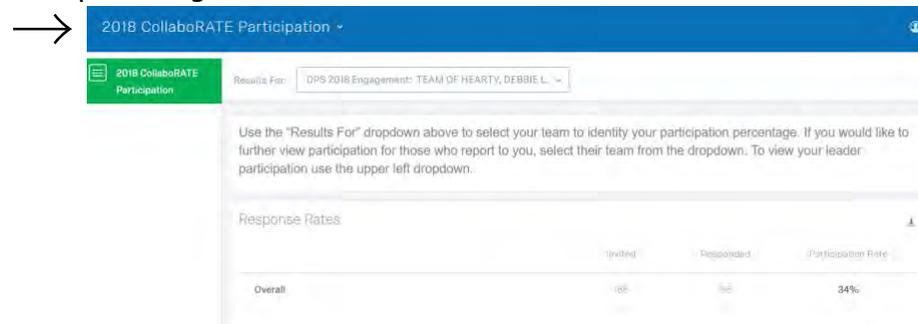
1. Open the email from K12 Insight titled "Check Your CollaboRATE Participation: Every Voice Matters".
2. In the email, click the link: "Click here to view the dashboard"
3. Log in using your DPS username and password.
4. The dashboard will default to your 2018 My Leader Participation report.



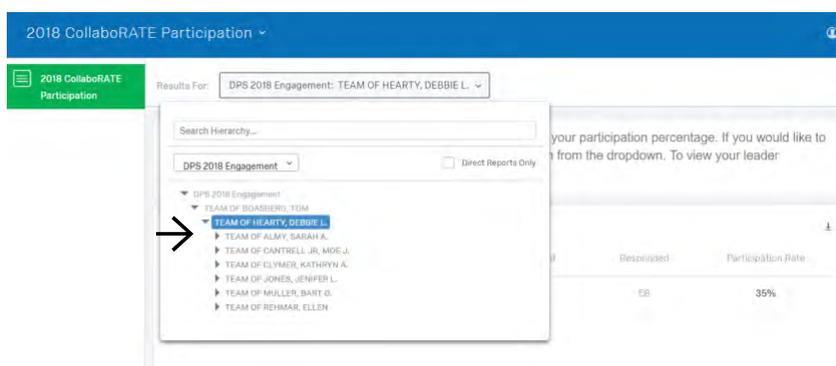
- This report tracks how many team members have given you feedback.
- You will need 5 responses to receive a leader report after the survey closes.

View your **2018 CollaboRATE Participation** report to see how many of your team members have completed the Engagement portion of the CollaboRATE survey.

1. If you have 5 or more people in your reporting structure, you can check participation in the Engagement portion of the CollaboRATE survey by selecting *2018 CollaboRATE Participation* from the upper-left dropdown menu. Once selected, you will find your participation percentage rate.



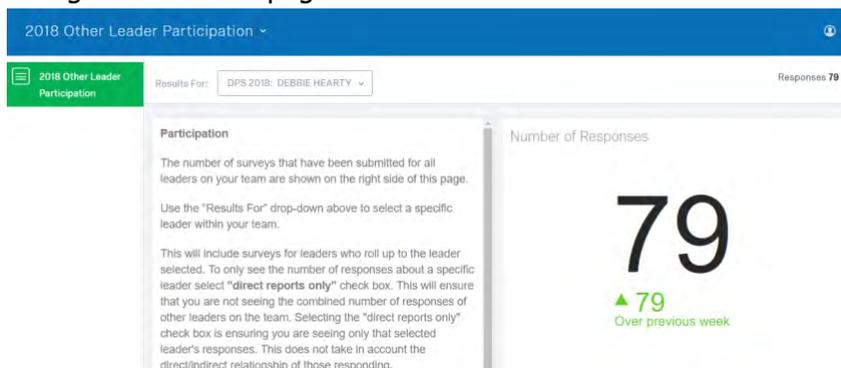
2. Use the "Results For" drop-down to select your team to identify your participation percentage.



3. If you would like to further view participation for those who report to you, select their team from the dropdown.

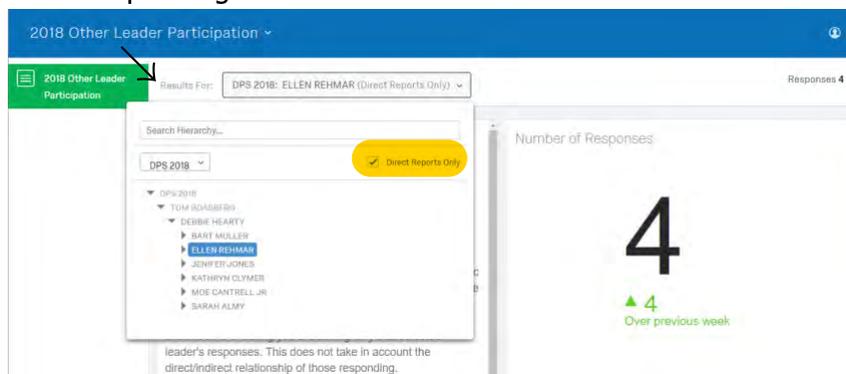
View your **2018 Other Leader Participation** report if you have leaders of teams reporting to you and want to check how many leader feedback responses they have each received.

1. The number of surveys that have been submitted for all leaders on your team are shown on the right side of this page.



2. Use the "Results For" drop-down to select a specific leader within your team. Note: This will include surveys for leaders who roll up to the leader selected.

3. To only see the number of responses about a specific leader, select the "direct reports only" check box. Selecting the "direct reports only" check box is ensuring you are seeing only that selected leader's responses. This does not take in account the direct/indirect relationship of those responding.



4. Use this information to ensure that these leaders obtain 5 or more responses so that they receive a leader report after the survey closes.