

## TRAX Survey Module- “View Results”



Click on the “My Cases” tab at the top of the screen

2.

Student	Surveys
<a href="#">Joe Johns</a>	<a href="#">2012-13</a>

Click on the year link in the surveys column (2012-13) of the student you want to see



Click on the button

**Student: Joe Johns | Teacher: Kim Spudic | Transition Survey (2012-13) | Survey Results**

Legend: "S" = strengths, "N" = needs

Select Strengths	Select Priorities	Skill	Greatest Priority	S	N	1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	Participate in work experience	3	0	3	N	N	N	
<input type="checkbox"/>	<input type="checkbox"/>	Take drivers training	2	0	3	N	N	N	
<input type="checkbox"/>	<input type="checkbox"/>	Carry out math calculations with accuracy	2	0	2	N	N		
<input type="checkbox"/>	<input type="checkbox"/>	Comprehend written information well	2	0	2	N	N		
<input type="checkbox"/>	<input type="checkbox"/>	Accept responsibility for actions	1	0	1	N			
<input type="checkbox"/>	<input type="checkbox"/>	Use language appropriate to the workplace	1	0	1			N	
<input type="checkbox"/>	<input type="checkbox"/>	Converse effectively on the telephone	1	0	1			N	
<input type="checkbox"/>	<input type="checkbox"/>	Use correct writing mechanics and grammar	1	0	1		N		
<input type="checkbox"/>	<input type="checkbox"/>	Advocate for self	1	0	1	N			
<input type="checkbox"/>	<input type="checkbox"/>	Interact well in a group setting	0	0	1		N		
<input type="checkbox"/>	<input type="checkbox"/>	Be trustworthy, honest, and ethical	1	1	1		S		N
<input type="checkbox"/>	<input type="checkbox"/>	Show respect for self, others, and authority	1	1	1		S		N
<input type="checkbox"/>	<input type="checkbox"/>	Solve problems effectively	0	1	1	S	N		
<input type="checkbox"/>	<input type="checkbox"/>	Access community resources	0	1	1	N	S		
<input type="checkbox"/>	<input type="checkbox"/>	Be in control of emotions	1	0	0				
<input type="checkbox"/>	<input type="checkbox"/>	Be open to learning and technology	0	0	0				
<input type="checkbox"/>	<input type="checkbox"/>	Come promptly and prepared	0	0	0				
<input type="checkbox"/>	<input type="checkbox"/>	Have a positive work ethic	0	0	0				
<input type="checkbox"/>	<input type="checkbox"/>	Set and meet high quality standards	0	0	0				

\*\*The results from the survey are displayed both in table form and graphically

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Select Strengths	Select Priorities	Skill	Greatest Priority	S	N	1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	Participate in work experience	3	0	3	N	N	N	
<input type="checkbox"/>	<input type="checkbox"/>	Take drivers training	2	0	3	N	N	N	
<input type="checkbox"/>	<input type="checkbox"/>	Carry out math calculations with accuracy	2	0	2	N	N		

Click on the “N” to sort by need

Legend: "S" = strengths, "N" = needs

Select Strengths	Select Priorities	Skill	Greatest Priority	S	N	1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	Be trustworthy, honest, and ethical	1	1	1		S		N
<input type="checkbox"/>	<input type="checkbox"/>	Show respect for self, others, and authority	1	1	1		S		N
<input type="checkbox"/>	<input type="checkbox"/>	Be organized	0	1	0				S
<input type="checkbox"/>	<input type="checkbox"/>	Be thorough	0	1	0				S

Hover over the numbers on the right side to identify the survey takers, then click on the number to sort by that taker

Select Strengths	Select Priorities	Skill	Greatest Priority	S	N	1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	Participate in work experience	3	0	3	N	N	N	
<input type="checkbox"/>	<input type="checkbox"/>	Take drivers training	2	0	3	N	N	N	
<input type="checkbox"/>	<input type="checkbox"/>	Carry out math calculations with accuracy	2	0	2	N	N		
<input type="checkbox"/>	<input type="checkbox"/>	Comprehend written information well	2	0	2	N	N		

Click on “Greatest Priority” to sort by needs selected from the survey takers as priorities

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Student: Joe Johns | Teacher: Kim Spudic | Transition Survey (2012-13) | Survey Results [Help](#)

Select Strengths	Select Priorities	Skill	Greatest Priority	S	N	1	2	3	4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operate a computer with ease and confidence	0	2	0	S			S
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Possess basic word processing skills	0	2	0	S			S
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manage an email program	0	2	0		S	S	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Participate in work experience	3	0	3	N	N	N	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Take drivers training	2	0	3	N	N	N	
<input type="checkbox"/>	<input type="checkbox"/>	Be trustworthy, honest, and ethical	1	1	1		S		N
<input type="checkbox"/>	<input type="checkbox"/>	Show respect for self, others, and authority	1	1	1		S		N

Select the students Priority Needs and Strengths by checking in the boxes on the left. Click **Save** when finished. This will save your choices and *display what was selected* (see first picture below). If you want a PDF print of the grafted selections, click **Print** (see second picture below).

Picture 1

Strengths



Computer and Internet Skills	
Operate a computer with ease and confidence	
Possess basic word processing skills	
Manage an email program	

Priority Needs

Common Tasks	
Participate in work experience	
Take drivers training	
Basic Academic Skills	
Carry out math calculations with accuracy	
Comprehend written information well	

Picture 2

Legend: "S" = strengths, "N" = needs

Select Strength	Select Priorities	Skill	Greatest Priorities	S	N
Y		Operate a computer with ease and confidence	0	<b>S</b>	
Y		Operate a computer with ease and confidence	0	<b>S</b>	
Y		Possess basic word processing skills	0	<b>S</b>	
Y		Possess basic word processing skills	0	<b>S</b>	
Y		Manage an email program	0	<b>S</b>	
Y		Manage an email program	0	<b>S</b>	
		Be trustworthy, honest, and ethical	1		<b>N</b>
		Be trustworthy, honest, and ethical	1		<b>N</b>
		Show respect for self, others, and authority	1		<b>N</b>
		Show respect for self, others, and authority	1		<b>N</b>
		Solve problems effectively	0		<b>N</b>
		Solve problems effectively	0		<b>N</b>

**\*ADDITIONAL NOTES:**

- The "N" or "S" is bolded when selected by the survey taker as a priority.
- To edit what has been saved, uncheck skills by clicking in the check box again or check additional skills, then click **Save** again.

Display  
CombinedDisplay  
By GroupDisplay  
Selected ?

Save

Print

Close

**Display Combined** combines and does not list the skill groups and displays the needs and strengths selected by all the survey takers with the needs at the top of the screen and the strengths at the bottom.

**Display By Group** displays the needs and strengths selected in each skill group by all the survey takers.

**Display Selected** displays the priority needs and strengths that have been selected for the transition plan.

**Save** saves the selected priority needs and strengths

**Print** PDF of the survey results and selections- graphed

**Help** software support for the view results screen