

How to Complete a Parent Survey

Duration (Mins): 4 minutes

Hello Parents! This tutorial video will show you how to access the parent surveys that you have been invited to complete by your agency, how to complete those surveys, and how to download your responses. Please [click here](#) to access the help video.

Video Narration

Hello and welcome to this Hubbe tutorial. My name is Cierra, and today, I'll be showing you how to complete a parent survey that you have been invited to participate in.

Whenever you are invited to participate in a parent survey, you will receive an email informing you of the survey you have been invited to complete with a link to your parent portal and the login username to which the survey was sent.

Upon logging in, you will see your Parent Portal landing page, including items such as the "General Announcements" and "To Do Items" boxes. If you have been invited to a parent survey, you will notice a link to the survey right from the "To Do Items" box on your landing page. You can click this link to enter the survey.

*Before navigating to our survey from here, I would like to quickly point out that you can also navigate to your **Surveys** record where all the parent surveys you have been invited to and have yet to complete will be listed.*

Now let's click the survey to-do item to enter and begin the survey.

The first thing you will see is the survey introduction and description. The "Progress" bar will show you how much of the survey you have completed as you make your way through the survey.

To begin the survey, click "Begin Survey." Please note that you can leave the survey at any point and your responses and progress will be saved.

The questions will be numbered at the top of the question. Upon making a selection or providing your answer, a green validation message will appear that reads, "Saved Successfully!" This lets you know that your answer will be auto-saved as you make your way to the next question or out of the survey for the time-being. If you do not see this green validation message, please check your internet connection before continuing.

As you make your way through the survey, you have these navigation options at the bottom of the question card. Click the "Previous Question" to go back to the last question, or the "Next Question" button to move on to the next question.

Alternatively, you can click the "Navigate to Question" button and select the question number you would like to skip to, or if you would like to go to the Summary Page where your recorded answers will be displayed and you can choose to submit once you have completed all the questions.

Once you make it to the last question in the survey, the "Next Question" button will change to a "Go to Summary Page" button. Click this to view your answers.

On this summary page, we can easily see the progress we have made at the top, our recorded answers, and any missing responses indicated by the "Answer Required" in red text.

To satisfy this requirement, click the pencil icon beside the question. Please note that #3 is what we call a "Rubric" question that has a main question and many sub-questions. The pencil icon will be beside the main question, so you can click that to complete any of the sub-questions, as well.

Once we have provided an answer for the missing response, we can click the "Navigate to Question" button and select to return to the summary page.

We can now see that our progress is 100% completed and we have no "answer required" warnings. This means we are ready to submit our responses.

Scrolling to the bottom, click the green "Submit Survey" button.

You will receive a confirmation message making sure you wish to submit your answers because you will not be able to edit them after clicking "Save." If you are sure you are ready to submit, click "Save."

Upon clicking "Save," you will be redirected to the survey completion page. Click the "Download Summary" button to download a PDF including your name, the survey name, completion date, and your submitted responses.

*Once you are ready to exit this page, click the "Back to Grid" button to return to your **Surveys** record. Please note that you will not be able to access the survey or your responses upon exiting this completion page.*

This concludes the tutorial video on how to complete a parent survey. Please check out our other help videos to learn more.

Have a wonderful day and thanks for watching!