



Data File Guide for Staff Surveys

This document will help you complete the Staff Survey Data File Template, an Excel document you will upload to the platform.

We're here to help!
Please contact support@panoramaed.com with any questions you may have!

What information should you include in the Staff Survey Data File Template?

In the Staff Survey Data File Template, please list:

- ✓ All staff members who should receive surveys.
- ✓ Staff members who should take multiple surveys about schools should be listed on multiple rows.

Quick Tip! Column headers that are imported need to be exact matches to the column headers listed on the data file template.

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Column Name	When is this needed?	Example
School Name	Always. Our database is a stickler for sameness, so please confirm that each school or site name is exactly the same.	Sherlock Holmes High School
Teacher First Name	Always!	Atticus
Teacher Last Name	Always!	Finch
Teacher Email	Always!	obiwankenobi@jedi.org
Role	If you want to break down results on reports by staff role. Please associate each staff member with only one role.	Certified Teacher