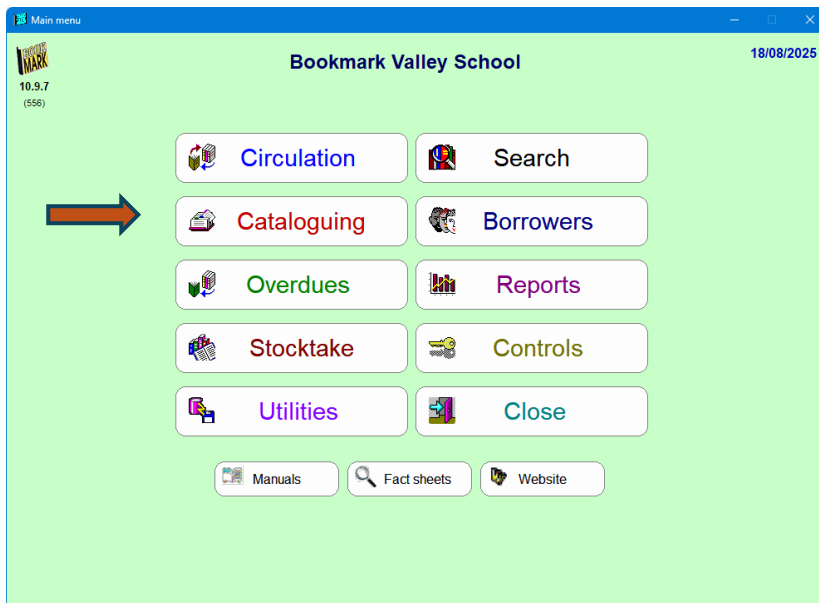




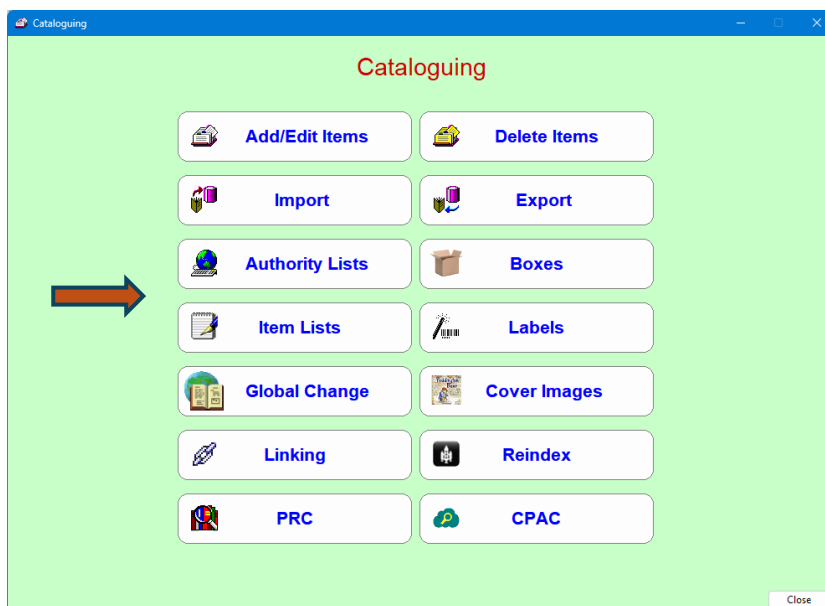
Instructions for running the ELR Survey

Thank you for taking part in the annual ELR survey. Below are instructions on how to complete the survey from Bookmark. The survey works best using Bookmark version 10.9.8 or later.

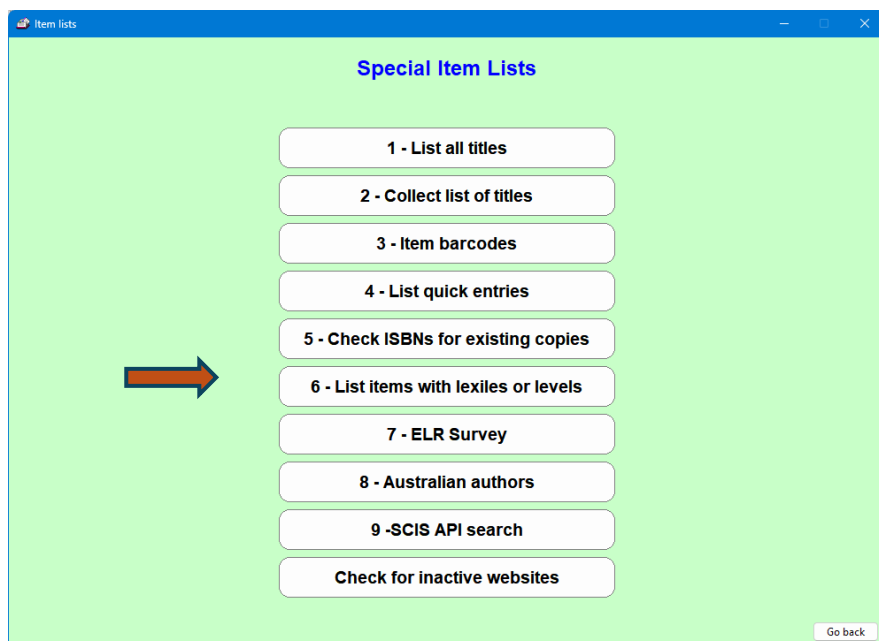
1. To conduct the survey, open Bookmark to the **Main Menu**.
2. Open **Cataloguing**. Enter the library password if requested.



3. Click on **Item Lists**.



4. Click on **7 – ELR Survey**



5. Enter your school's postcode (if blank). (Note: older versions of Bookmark will also ask for a password. Enter *elrbookmark*. The password will automatically appear in upper case.) Click on **Begin**.

ELR Survey

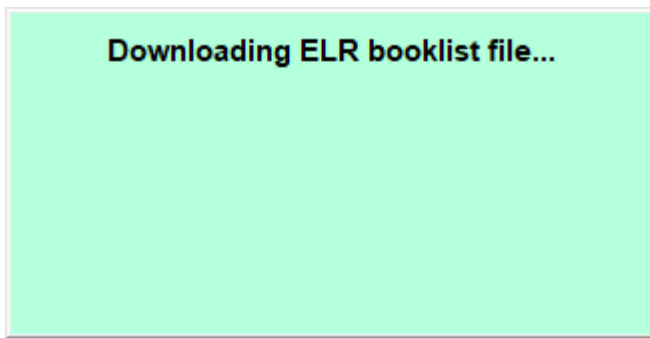
Bookmark Valley School

Enter school postcode 5000

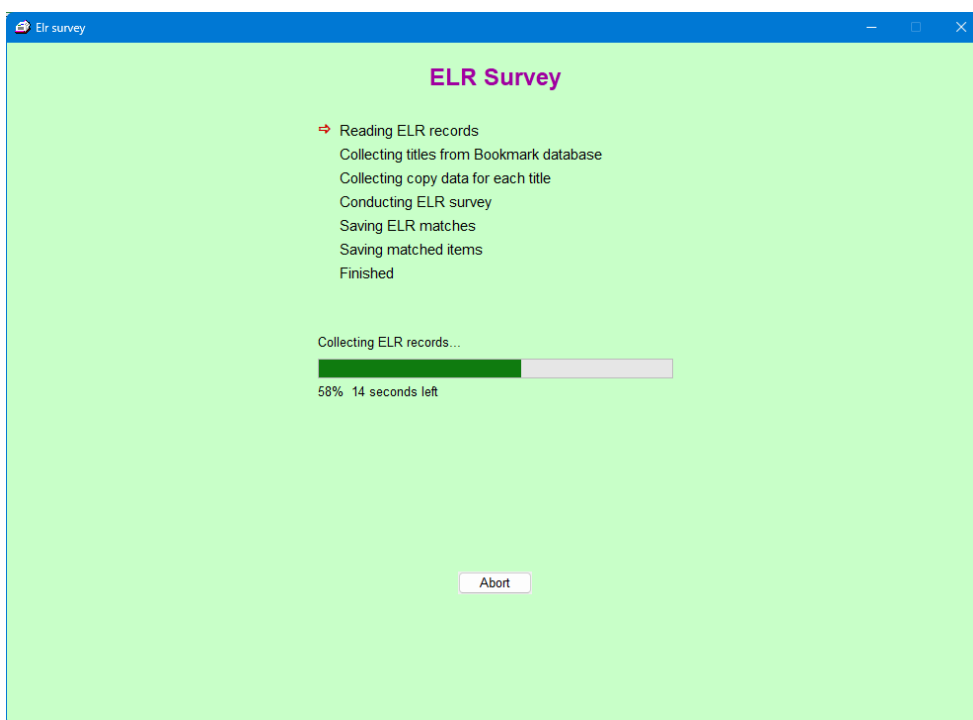
Begin

Cancel

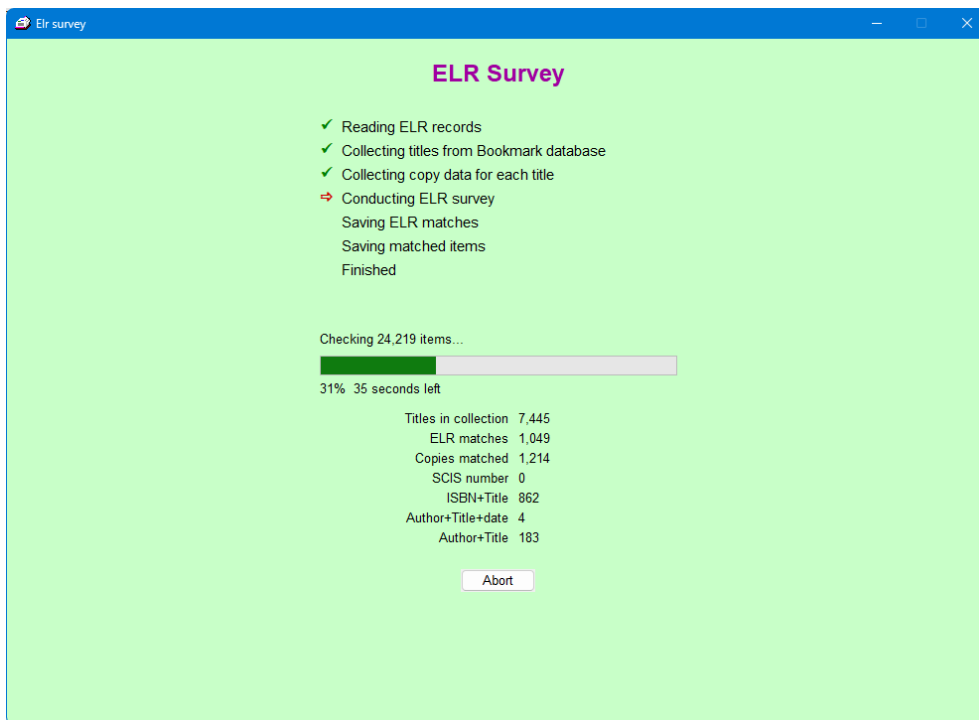
6. The ELR booklist is downloaded.



7. The survey then proceeds automatically.

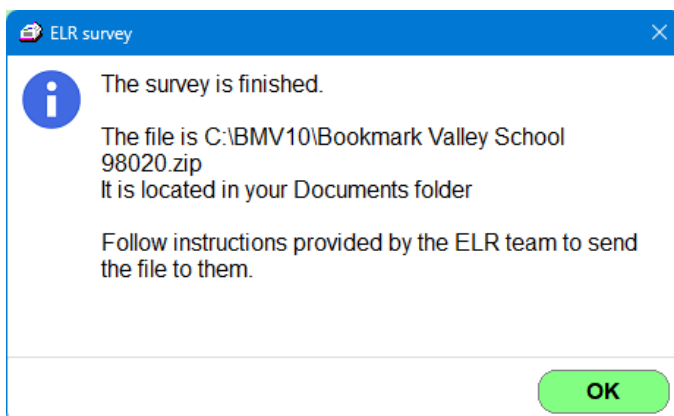


9. The survey goes through several stages. As each step is completed it is ticked on the list.



The results of the survey are saved in two files which are then added to a single zip file.

10. A popup window displays the location and filename of the results zip file.



The filename is the name of the school plus the post code dot zip. In the example above it is *Bookmark Valley School 98020.zip* .

The file is normally saved to your Documents folder. If Bookmark is unable to access that folder, the file can be found in Bookmark's folder.

11. **Please attach the file to your Qualtrics survey via the link in your email from elr@esa.edu.au after this step**