

How to View Who Has Completed LoTI Questionnaire

To view who has completed the questionnaire,


1. log in to <http://admin.lotilounge.com>
2. Enter Campus GroupId and Password
3. Click Submit
4. Select the Survey Period

Survey Period:

LoTi Level:



5. Click on (Do not click on the text link)

 [Show select organization](#)

6. Click on appropriate campus ARROW to view the list of campuses

 [Elementary School Campuses](#)

▶ [High School Campuses](#)

▶ [Middle School Campuses](#)

7. Select the campus
8. Scroll to bottom of window and click on
Show who had taken the Survey link.
9. Scroll to the bottom of window to view who has attempted and/or completed the survey and the completion date.