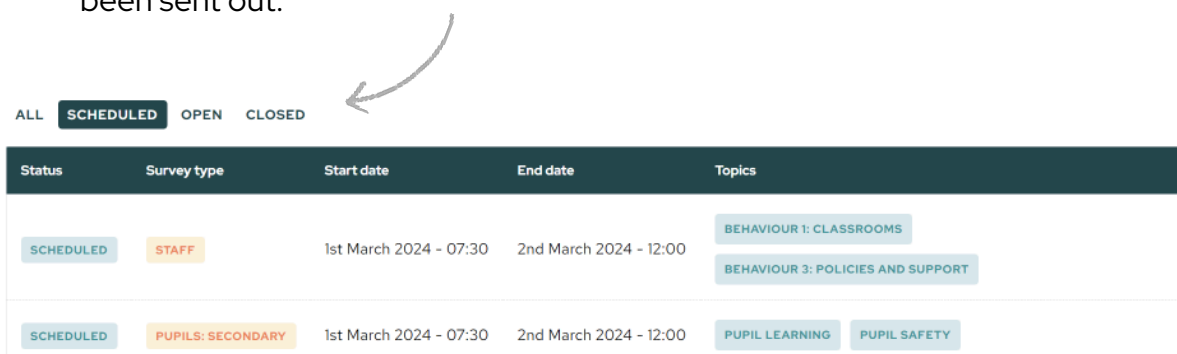


How do I edit my survey after I have created it?

Before your survey is open to responses, you are able to edit the survey by following the steps below.

1. Sign into the portal to see your scheduled surveys. The latest will appear at the top, or you can click the **scheduled** button to see those which have not yet been sent out.



Status	Survey type	Start date	End date	Topics
SCHEDULED	STAFF	1st March 2024 - 07:30	2nd March 2024 - 12:00	BEHAVIOUR 1: CLASSROOMS BEHAVIOUR 3: POLICIES AND SUPPORT
SCHEDULED	PUPILS: SECONDARY	1st March 2024 - 07:30	2nd March 2024 - 12:00	PUPIL LEARNING PUPIL SAFETY

2. Click on the survey which you would like to edit. You will then see the survey summary, including the questions you have already chosen and your current end and close details.

Survey Summary

Questions

ADD QUESTIONS

- 1 Taking everything about life at work into consideration, I am currently...
- 2 Currently, I'm trying to look after myself by...
- 3 If I could change one thing about the school straight away, it would be...
- 4 I think staff inevitably have to tolerate some low-level disruption in the classroom
- 5 In your last lesson, was behaviour so poor that teaching and learning stopped completely?
- 6 Think of your most recent lesson. For how much of this lesson did behavioural issues interrupt teaching and learning?

SUMMARY

Survey type

STAFF

Status

SCHEDULED

Total Responses

0

START SURVEY

22nd November 2024

07:30

CLOSE SURVEY

23rd November 2024

00:00

SHARE LINK

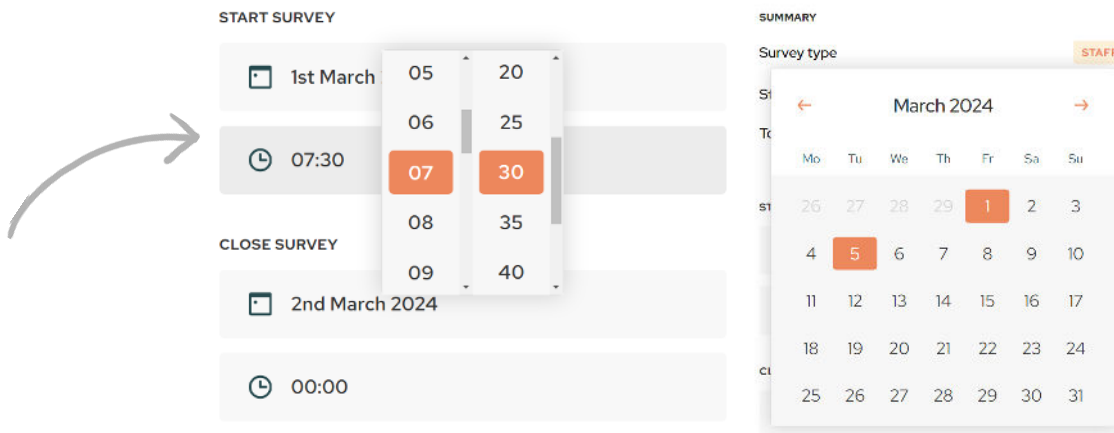
<https://participate.schoolsurveys.com/49M...>

SHARE QR CODE

Share this QR code to give participants easy access to this survey.

Anyone with this link or QR code can take this survey.

3. To change the times or dates for the survey, simply click on the box you would like to change and choose the dates or times from the pop ups.



4. To change the questions, click on the add questions' button at the top of the survey summary page.

Survey Summary

Questions

 ADD QUESTIONS

- 1 Taking everything about life at work into consideration, I am currently...
- 2 Currently, I'm trying to look after myself by...
- 3 If I could change one thing about the school straight away, it would be...
- 4 I think staff inevitably have to tolerate some low-level disruption in the classroom
- 5 In your last lesson, was behaviour so poor that teaching and learning stopped completely?
- 6 Think of your most recent lesson. For how much of this lesson did behavioural issues interrupt teaching and learning?

This will take you back to the topic list to see the questions you have already selected, where you can remove them, or add different questions.

To see a full guide to how to set up a survey from the beginning, please [click here](#).

Please note: once the survey has opened, you will no longer be able to edit it.

