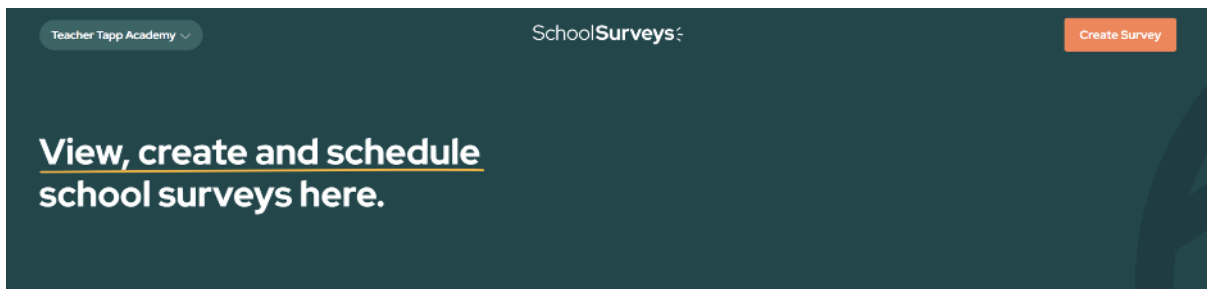


How do I preview a survey?

At any point once you have created your survey, you can preview what it will look like to your participants by following the steps below.

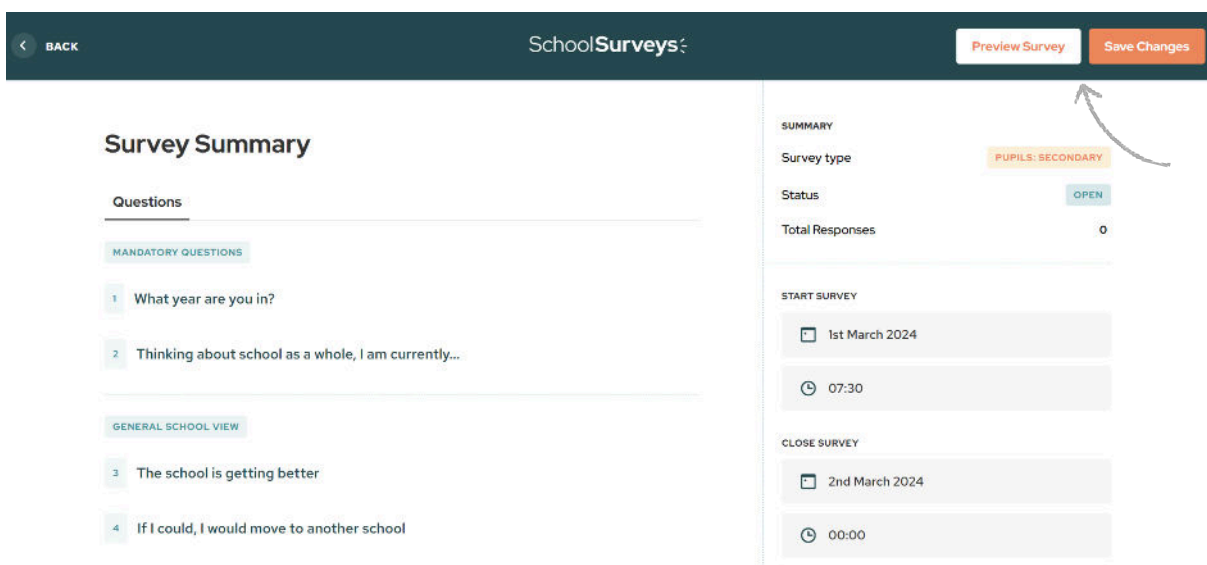
First, log in to your portal and choose the survey you would like to preview.



ALL SCHEDULED OPEN CLOSED

Status	Survey type	Start date	End date	Topics
OPEN	PUPILS: SECONDARY	1st March 2024 - 07:30	2nd March 2024 - 12:00	GENERAL SCHOOL VIEW PUPIL LEARNING
OPEN	PARENTS	1st March 2024 - 07:30	2nd March 2024 - 12:00	OFSTED PARENT VIEW OVERALL EVALUATION
OPEN	PARENTS	1st March 2024 - 07:30	2nd March 2024 - 12:00	OVERALL EVALUATION PARENTING
OPEN	STAFF	1st March 2024 - 07:30	2nd March 2024 - 12:00	BEHAVIOUR 1: CLASSROOMS BEHAVIOUR 3: POLICIES AND SUPPORT

This will take you to the survey summary page.



In the top right corner, click the button which says 'Preview Survey'. The survey will then appear on your screen.

Which of the following best describes your role?

Teachers

Support Staff



You can then answer the questions and see exactly how the survey will be experienced by your respondents.

CLOSE

Q1

Taking everything about life at work into consideration, I am currently...

7 - Extremely content

6

5

4

3

2

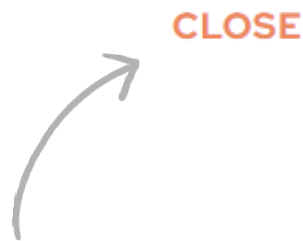
1 - Extremely discontent

Not relevant / cannot answer

After a question has been answered, you can move to the following questions by clicking the 'next' button at the bottom of the popup.



You can close the survey preview at any time by clicking 'close' in the top left corner of the popup window.



If seeing the previous makes you think you want to make changes, you can also edit your survey.