

## How do I distribute my staff survey?

Once your staff survey is set up, you need to distribute it to your participants. There are two ways of doing this.

### Uploading email addresses to the portal

Click the name of your school in the top left corner of the page. Then click on **settings**.



Click **'recipients'** and choose the correct category. Please note, Central Teams are only available for trusts or organisations.

You will then see the email addresses you have already added. You can also click on the 'bin' icon to remove any email addresses you no longer require.

We will then be able to send out any surveys for you to the email addresses you have provided when the survey opens. Staff who haven't responded will receive an automatic reminder email the working day before the survey closes.

## Distribute the generated link yourself

If you don't wish to upload email addresses to the portal, you can copy and paste the link for your survey and send it out to your staff through whichever channel of communication you use at your school.

To do this, first click on the survey you wish to distribute on your portal home page.

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	PARENTS	1st March 2024 - 07:30	2nd March 2024 - 12:00	OFSTED PARENT VIEW OVERALL EVALUATION

Simply click on the link in the bottom right hand corner of the page. It will automatically copy the link for you.

### SHARE LINK

<https://participate.schoolsurveys.com/fzBQ...>




Anyone with the link can take this survey.


Share it with your survey participants. As soon as the survey is open, they can click on the link and start answering questions!

## Distributing the QR code

When you create your survey, there is also the option to distribute using the QR code. On the Survey Summary page, simply click the **Share QR Code** button.

### 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.

A pop up with the QR code will appear on your screen. You can choose to download this QR code or copy it.

