

## How do I create a survey?

Once you have signed up for School Surveys, it is time to create! We encourage you to book an onboarding session to support you in making your first survey by [clicking here to access our calendar](#), or by emailing [hello@schoolsurveys.com](mailto:hello@schoolsurveys.com). If you would like to create the survey independently, you can follow the steps below.

### 1. Logging in

First, log in to your School Surveys account through the portal.

Once logged in, you will see your survey dashboard. Click the 'Create Survey' button in the upper right corner of the page.



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

## Choose your participants

You will be asked to select the required participants for your school survey.

## 2. Choose your dates and times

Select the required open and close dates of your survey. You can edit this later if required.

Click the **'next'** button to move on to the question selection. You can move back at any time by clicking on the **'previous'** buttons.

### When do you want the survey to open and close?

START SURVEY		CLOSE SURVEY
<input type="text" value="2nd March 2024"/>	→	<input type="text" value="3rd March 2024"/>
<input type="text" value="07:30"/>		<input type="text" value="00:00"/>

← Previous Next →

## Set your questions

You will be then taken to the survey builder screen. From here, you have two options. You can either choose one of our **template surveys** or choose your questions individually.

Please note: you can add additional questions to your template but you must choose the template first, and then add additional questions after. If you add individual questions first, then try to add a template, you will lose your progress.

## Using a template survey

First, click the 'survey templates' button at the top of the screen. From here, you will see the list of templates we currently have available for your staff, students or parents.

### Select a template survey

Select a template to use for your survey.



Questions (11)

- 1 Taking everything about life at work into consideration, I am currently... ⓘ
- 2 Have any of the following caused you to feel stressed or unhappy at work over the last 2 weeks? ⓘ

Choose the template you would like to explore. The questions will appear on the right hand side - you can customise these later if you wish. When you have found a template you would like to use, simply click the orange 'Use Template' button.

The questions will then appear in the Survey Builder screen for you to edit or customise.

## Choosing individual questions

To choose your own questions, or add additional questions to a template, first click the 'add questions' button on the survey builder page.

# Survey Builder

Questions

 SURVEY TEMPLATES

 ADD QUESTIONS

#### 4a. Start of survey questions

If you have not used a template, you will first see our **recommended wellbeing question**. This question provides you with a longitudinal 'happiness' score' for your staff. If you wish to choose this question, please select it. Otherwise, you can click the **'Skip'** button in the bottom right corner.

You will then be asked if you would like to select a **positive improvement question**. You can choose from the selection or click **'Skip'**.

Finally, you will then be offered the opportunity to choose an **improvement open response** question. You can choose your preferred question or click **'Skip'**.

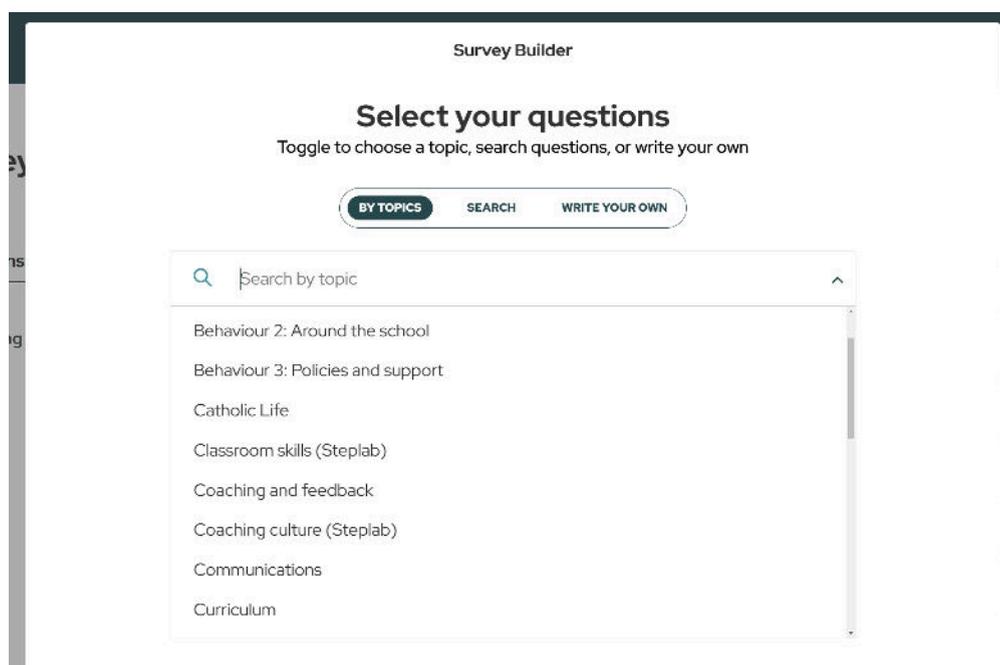
#### 4b. Selecting your questions

You can select questions either by topic (e.g. behaviour, or curriculum), by searching for individual questions using the 'search' function, or you can write your own.

Hit the relevant button to choose your preferred approach (you can come back to this page at any time too).

#### Choosing from topics

You can click on the dropdown bar to see all topics available, or search for the topic you need. Please scroll down to see further available topics.



Clicking on a topic will show you its entire question bank.

The toilets for students at our school are safe spaces for everyone, even during break times i

Do you feel your school has enough staff on duty to manage break and lunchtimes? i

In your school, does heavy rain cause behaviour problems at break/lunchtime? i

To see the potential responses to the questions, you can hover over the ‘i’ icon next to the question. If there isn’t an ‘i’ then the question has an open text response.

During your most recent lesson, did one or more students do any of the following?

In your last lesson, how many students misbehaved in some way?

In your last lesson, was behaviour so poor that teaching and learning stopped completely? i

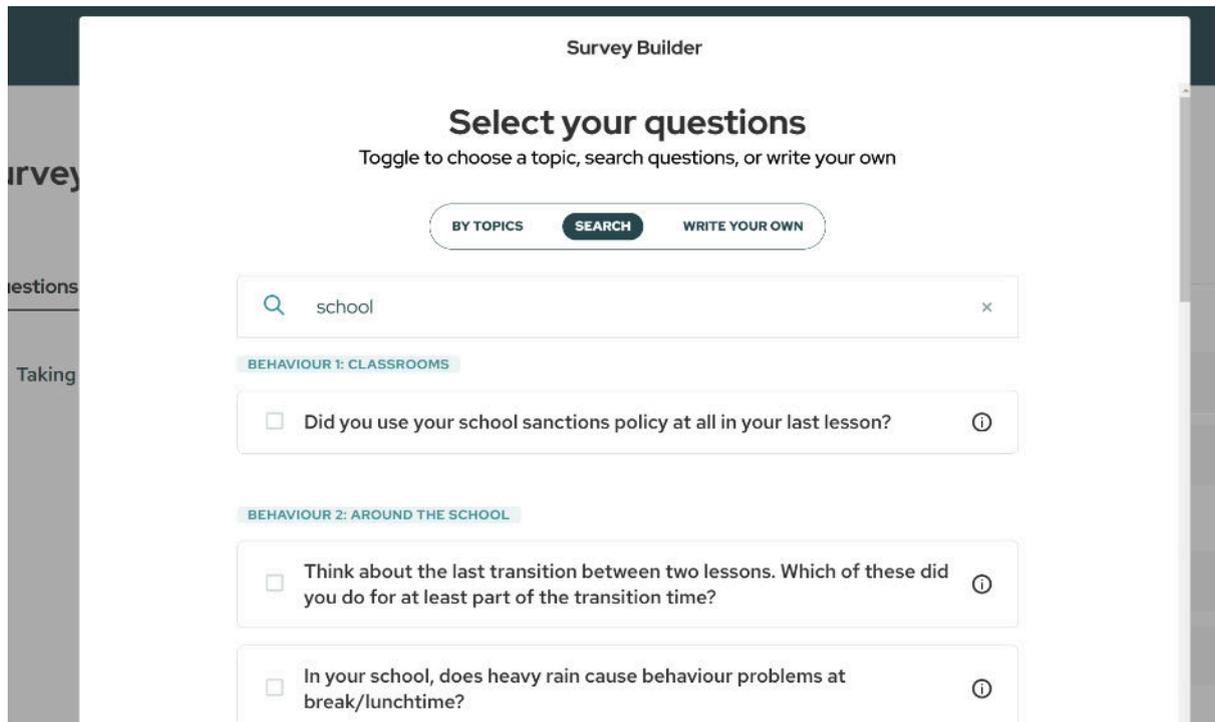
**PARTICIPANTS CAN SELECT FROM:**

- More than three times
- Three times
- A couple of times
- Once
- Not at all
- Not relevant / cannot answer

To return to the topics list, click the blue button which says ‘Back to Topics’.

### Question searching

To search for individual questions, simply click ‘Search’ then type a word or phrase and you will be given a list of potential questions to choose from.



As with question topics, to see the potential responses to a question, you can hover over the ‘i’ icon next to the question. If there isn’t an ‘i’ then the question has an open text response.

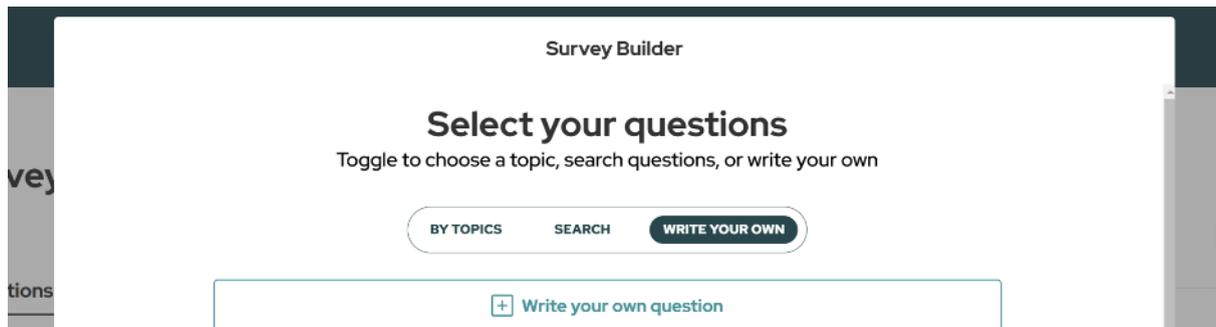
Tick the questions you wish to use.

## Custom questions

We recommend choosing questions from our question bank as these have been curated by our team of question writing experts. We do appreciate however that you may need to ask something specific to your school.

All questions you create will be saved for future surveys, so you have the option to ask the question multiple times. This also ensures that you will receive comparison reports for this question.

First click the ‘**write your own**’ option and then click the ‘+ **Write your own question**’ button.



You are able to create:

**Open response questions** - these are questions which allow your respondents to type in their answers to the question you have asked. Simply type your question and then the 'Add question' button in the bottom right hand corner.

## Write your own questions

Create free, single and multiple select questions

Open questions ⓘ
  Multiple choice ⓘ
  Single choice ⓘ

Question:

Type your question here...

**Multiple choice questions** - these are questions which allow your respondents to choose from a number of pre-defined responses. We recommend keeping the '**not relevant / cannot answer**' option in order to account for anyone to whom this question does not apply.

Open questions (i)

Multiple choice (i)

Single choice (i)

Question:

Type your question here...

Participants can select multiple answers from

Answer 1

Not relevant/cannot answer

+ Add answer

Once you are happy with this question, click 'Add question' at the bottom to insert it into your survey.

**Single choice questions** - these are questions which allow your respondents to choose only one answer from a pre-defined list. As before, we recommend keeping the '**not relevant / cannot answer**' option to ensure everyone answering the survey is included.

<input type="radio"/> Open questions 	<input type="radio"/> Multiple choice 	<input checked="" type="radio"/> Single choice 
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Question:

Type your question here...

Participants can select a single answer from

Answer 1

Not relevant/cannot answer

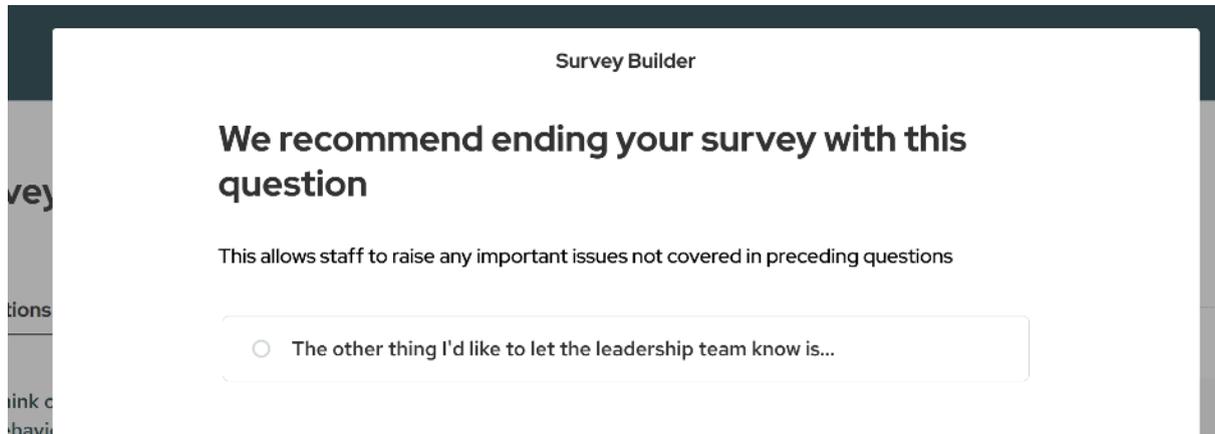
+ Add answer

Once you are happy with this question, click 'Add question' at the bottom to insert it into your survey.

Please note: for multiple and single choice questions, you can only create up to **ten potential responses** per question.

#### 4c. End of survey question

You then have the option to ask a final, open-ended question at the end to give your staff another opportunity to express their opinions about any issues that they have been unable to earlier in the survey.



## Survey Builder

At this point, you will be taken to the final Survey Builder page. You will see the questions you have chosen alongside the chosen dates and times. You can **edit** any questions by clicking on the 'change questions' button and you can also change the dates and times at this point.

Please note: **you can edit questions at any time until the survey opens but not afterwards.** You can edit the close date whilst a survey is open but not after it has already closed.

If your survey is ready to go, you can click the 'looks good, create survey' button at the bottom.

## Survey Builder

### Questions

ADD QUESTIONS

- 1 Think of your most recent lesson. For how much of this lesson did behavioural issues interrupt teaching and learning?
- 2 In your last lesson, was behaviour so poor that teaching and learning stopped completely?
- 3 I think staff inevitably have to tolerate some low-level disruption in the classroom

### SUMMARY

Survey type

STAFF

### START SURVEY

22nd November 2024

07:30

### CLOSE SURVEY

23rd November 2024

00:00

Looks good, create survey

A link will be generated in the panel to the right, allowing you to share your survey with staff.

### SHARE LINK

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

 Anyone with the link can take this survey.

We can also automatically distribute staff surveys for you. If you would like to know how, please check our Help Centre for a detailed guide on how to share your survey.

That's it! You can schedule surveys as far in advance as you wish and you may want to plan the term's surveys in advance.

If you would like support in setting up your surveys or need any additional advice or support, please reach out to us at [help@schools-surveys.com](mailto:help@schools-surveys.com) and we would be more than happy to help.



[schools-surveys.com](https://schools-surveys.com)



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