

## Creating Survey Groups

When your trust signs up for School Surveys, you have the flexibility to create survey groups. These groups are a way of segmenting your schools (e.g. primary schools and secondary schools) if you would like to send a particular survey to that specific group. A default 'all schools' survey group will be created for you when you join.

### Creating a survey group

First, click on the name of your trust in the top left hand corner, then **settings** and finally, **survey groups**.

You will see your current survey groups. You can then click on the orange **Set up group** button.

## Account information

Account Details	All Schools	<u>Survey Groups</u>	Leaders	Help
<b>Group</b>			<b>No. of Schools</b>	
<b>TT Primary Schools</b>			1	
All the primary schools				
<b>TT All Schools</b>			3	
All Schools within Teacher Tapp Trust				
<b>One school only</b>			1	
One school				

[Set up group](#)

Once clicked, you will need to give your group a name and a description. You can then start adding your schools using the tick boxes on the right hand side.

## Edit a Survey Group

Select all the schools you want to include within this group, if a survey is upcoming then schools removed will receive an expired link and schools added will be notified.

### NAME

TT All Schools

### DESCRIPTION

All Schools within Teacher Tapp Trust

Save Group

Delete group

Cancel

Teacher Tapp Academy

Teacher Tapp Academy 2

Teacher Tapp Academy 3

For our larger trusts, you can use the **search by name** box to quickly find the school you require. Once you are happy with your choices, please click on the **Save Group** button.

Your new group will now appear on the list of Surveys Groups in your Account Information.

Two schools

Two schools

2

EDIT

If you need any further support with setting up your survey groups, or if you have any other questions about School Surveys, please get in touch with us at [hello@schools-surveys.com](mailto:hello@schools-surveys.com).