Editing Survey Groups

As your trust grows, you may wish to add new joiners to various groups. You may also wish to survey them separately prior to joining the trust. For details on how to create a new survey group, you can find a step-by-step guide [here].

Editing 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. Whilst hovering over the group you would like to edit, you will see an **edit** button appear on the right hand side. Please click this button to proceed to the editing screen.

Account Details	All Schools	Survey Groups	Leaders	Help	
Group				**No. of Schools**	
TT Primary Schools All the primary schools				1	
TT All Schools All Schools within Teacher Tapp Trust				3	EDIT
One school only One school				1	
Two schools Two schools				2	

Set up group

Here, you can add or remove schools by ticking, or unticking, the checkboxes. If a survey is already scheduled for this group, the newly added schools will have the survey created for them as normal.

You can also change the name and the description of your survey group on the left hand side.

Setup 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

Two schools

DESCRIPTION

Two schools

[Save Group]   Cancel

🔍 Search by name

☑ Teacher Tapp Academy

☑ Teacher Tapp Academy 2

☐ Teacher Tapp Academy 3

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

Please note: If a survey is already **open** and you add a school to the group, they won't receive this survey. Furthermore, if you remove a school from a survey group whilst a survey is scheduled, they will receive an expired link (if we distribute the survey for you).

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@schoolsurveys.com .