

School Survey

Overview guide

This guide explains the terms and user roles associated with School Survey.

Example web pages demonstrate:

- ▶ how to register
- ▶ the dashboard workspace
- ▶ how to search libraries
- ▶ how to update user details
- ▶ where to find support material and help
- ▶ login after first visit.



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Terms

The following table explains the meanings of special terms used in the School Survey system.

Term	Description
Dashboard	The visual workspace that is the entry point for navigation through the School Survey system
FAQs	Frequently asked questions – with responses
Jurisdiction	A group of schools on School Survey (usually grouped by sector and state/territory, eg 'NT Government Schools')
Library	Repository of questions, surveys and modules
Likert (scale)	A scale that presents alternative responses as a continuum; for example, from strongly agree to strongly disagree
Module	A 'mini survey' containing related questions
Page	A formatted screen for the display and printing of surveys
Piping	The process of inserting the response from one question into the question text for a later question
Publish	The process of requesting and approving the placement of surveys, questions and modules into a library
Question	Expression of enquiry that invites a response from a respondent
School Administrator	An individual authorised to perform administration functions; for example, adding users or changing passwords
School Editor	An individual authorised to update survey contents for a school
Schooling system	A group of schools that is usually a subset of a jurisdiction (eg South Australian Lutheran Schools within the jurisdiction 'South Australian Independent Schools')
Skip logic	Navigation from one question to another that is decided by the response given for the preceding question
Survey	Questionnaire sent to respondents such as parents, students and staff
Survey Editor	An individual authorised to update survey content

User roles and associated functions

The tasks that an individual can perform will depend on their role, as shown in the following tables.

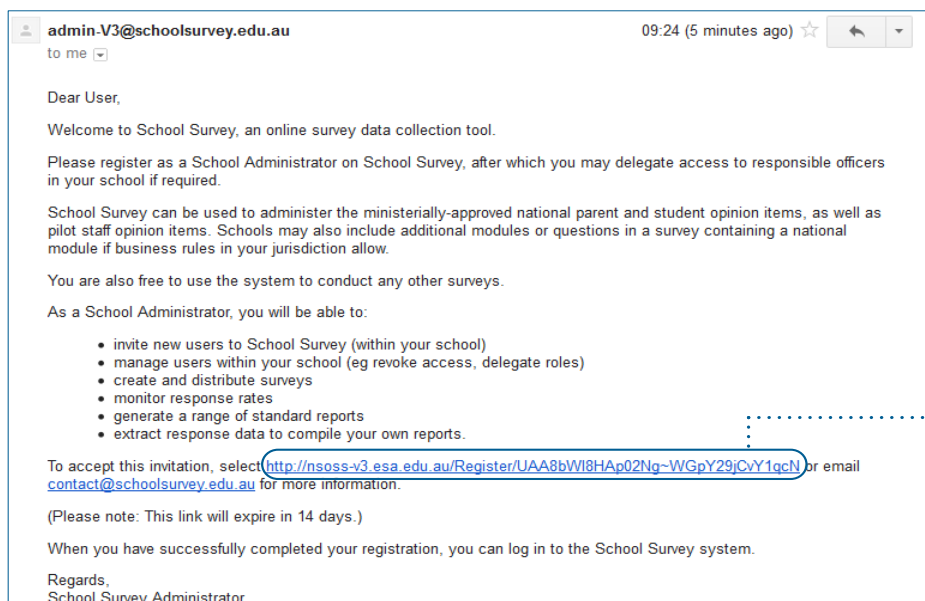
School level	School Administrator	Survey Administrator	Survey Editor
Create and edit surveys, modules and questions	✓	✓	✓
Browse and use library items	✓	✓	✓
Create survey distributions	✓	✓	
View reports	✓	✓	
Add and edit school users	✓		
Publish items in school library	✓		

Jurisdiction level	Jurisdictional Administrator	Jurisdictional Survey Administrator
Create and edit surveys, modules and questions	✓	✓
Browse and use library items	✓	✓
Create survey distributions	✓	✓
View reports	✓	✓
Add and edit school users	✓	
Add and edit jurisdiction users	✓	
Publish items in jurisdiction library	✓	

Register with School Survey

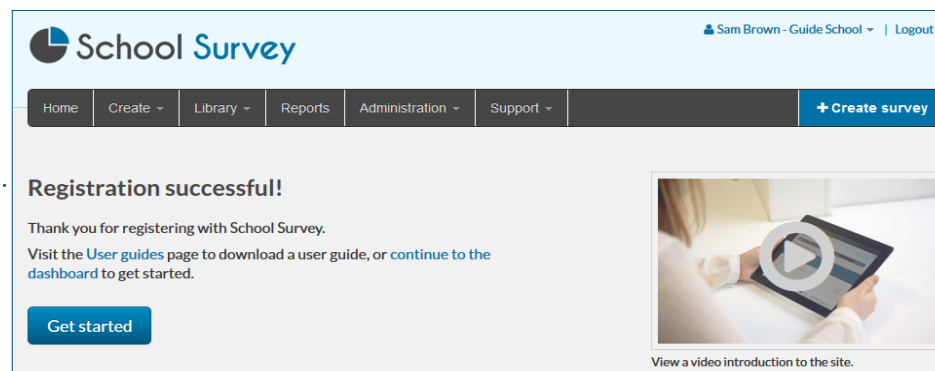
You will need to register to use School Survey. An invitation to register will be emailed to you.

When you receive your invitation email, select the **link** to register. (If you do not see the email, please check your 'Junk' folder.)



Enter your name, create a password and select the checkbox to agree to the terms of use. Select the **Register** button to continue.

After your registration is completed, you can select a **user guide**, watch a **video** introduction to the site or select the **Get started** button.

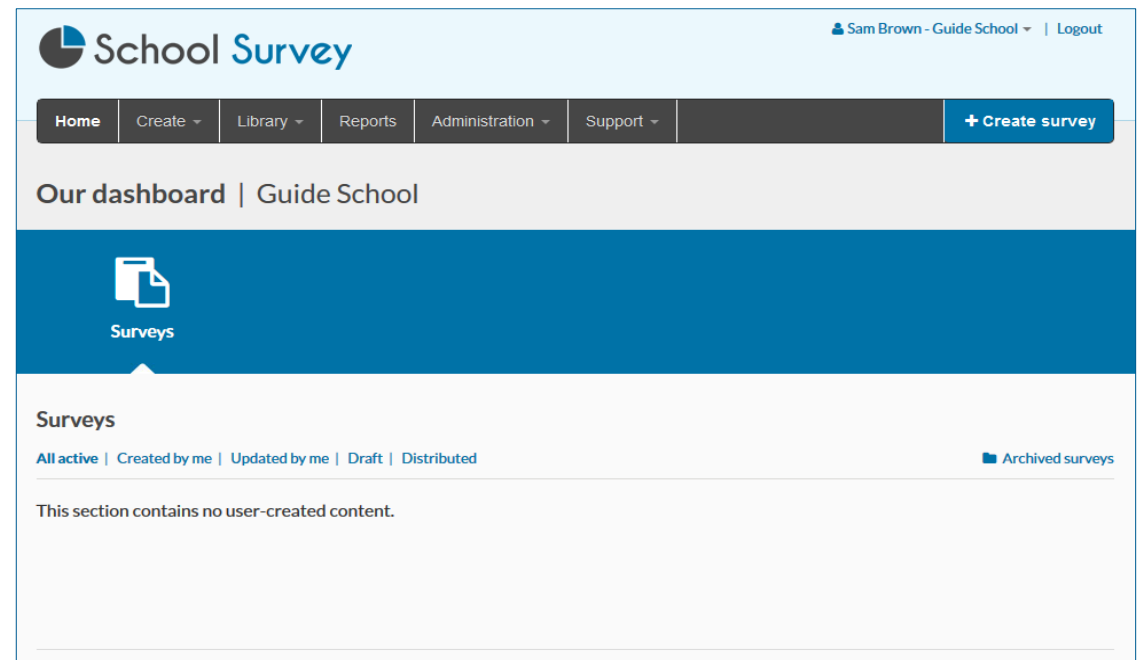
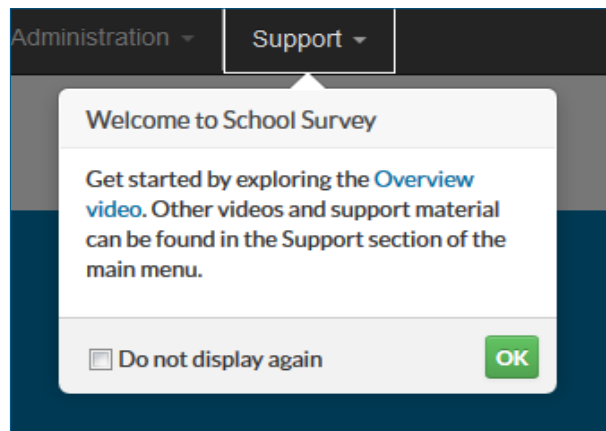


First visit

After registration, you will be presented with the 'first time user' options.

After registration, select the link to the **Overview video** for an introduction to the site or select the **OK** button to be directed to the **dashboard**.

You are now ready to begin. The **dashboard** view will change as content is added. See the next page for an explanation of all the features that will be displayed on the **dashboard**.



Dashboard – the School Survey workspace

When you first log in, you will see the main navigation menus and the **dashboard**. This is your school’s workspace in School Survey.

The main menu is available on every page in School Survey.

Select the user menu to edit your profile or change your password.

Our dashboard is your School Survey workspace, which is accessible by all users at your school. On first login, you will see the **Surveys** section. Further sections will be added when content is created or accessed.

Each tab contains a list of items created or updated by you or another user at your school. Select each column header to change the sort order.

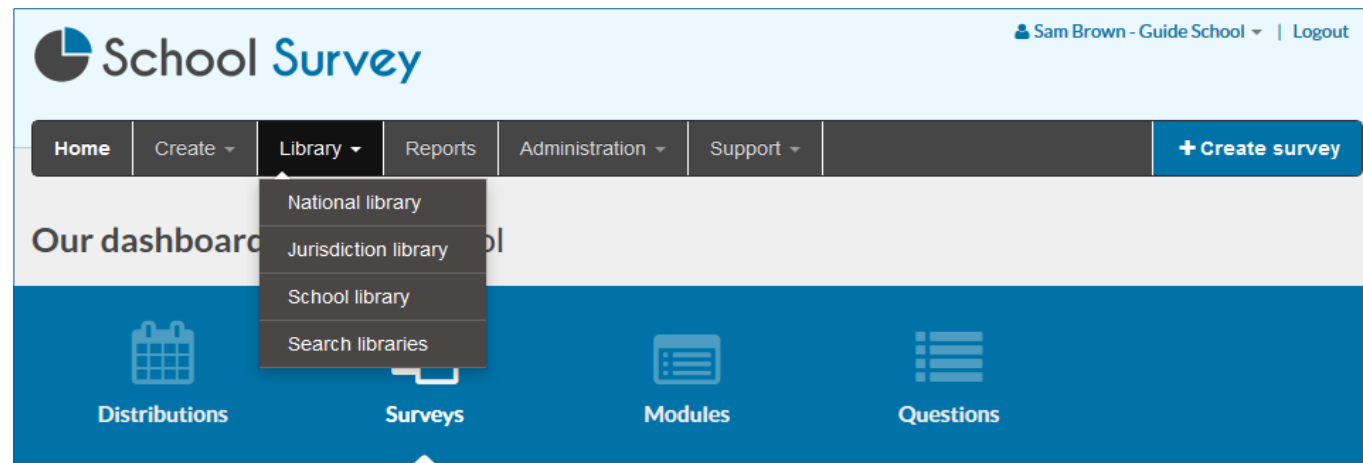
Actions drop-down menu – access functions available for the relevant item.

Libraries

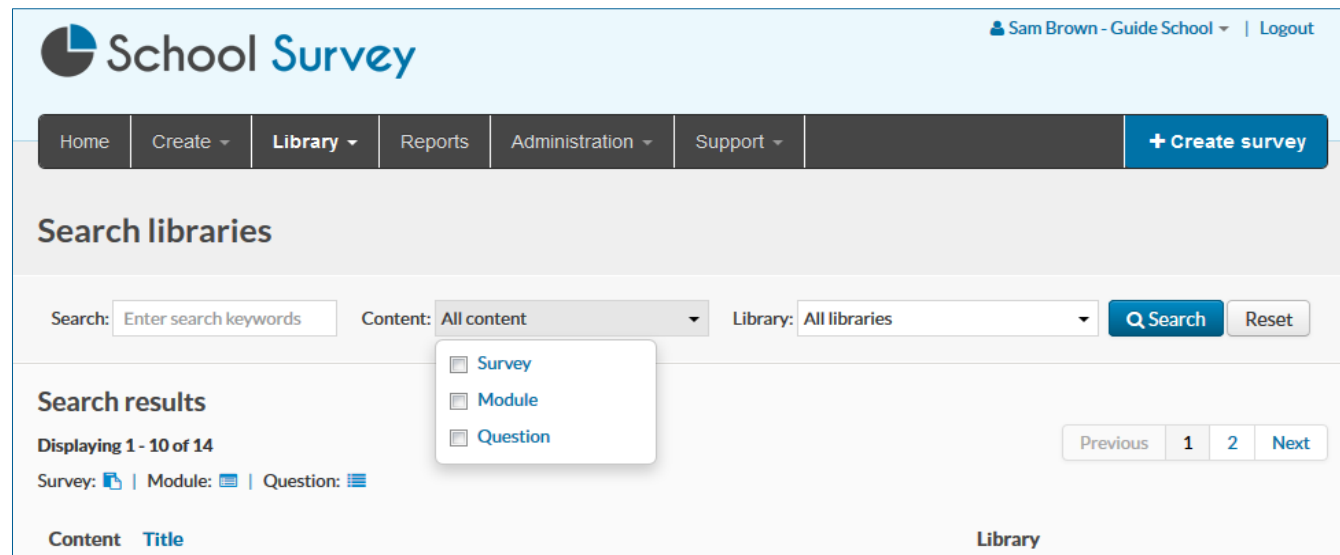
To view the contents of a library, select the **Library** menu. You can also conduct searches from this menu.

Select **Library** to go to the **National library**, **Jurisdiction library** or **School library** (the libraries available to you will depend on your role).

You can publish a survey template to your **School library** which will allow access by all users at your school.



The **Search libraries** option allows you to conduct searches for existing questions, surveys and modules.



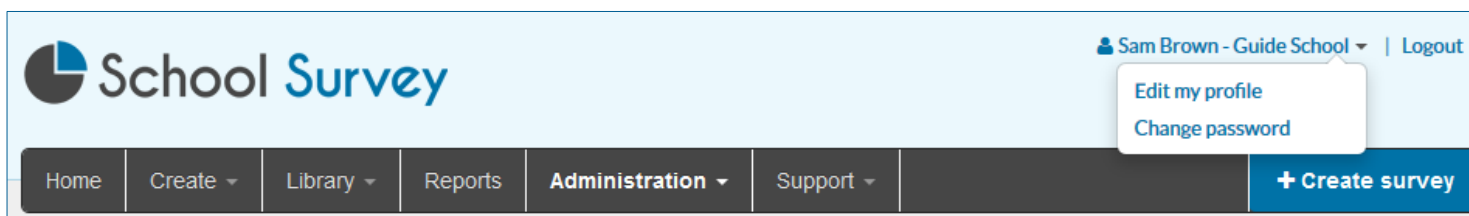
Items are listed alphabetically by default. Select the **Title** column header to display in reverse alphabetical order.

Edit user details

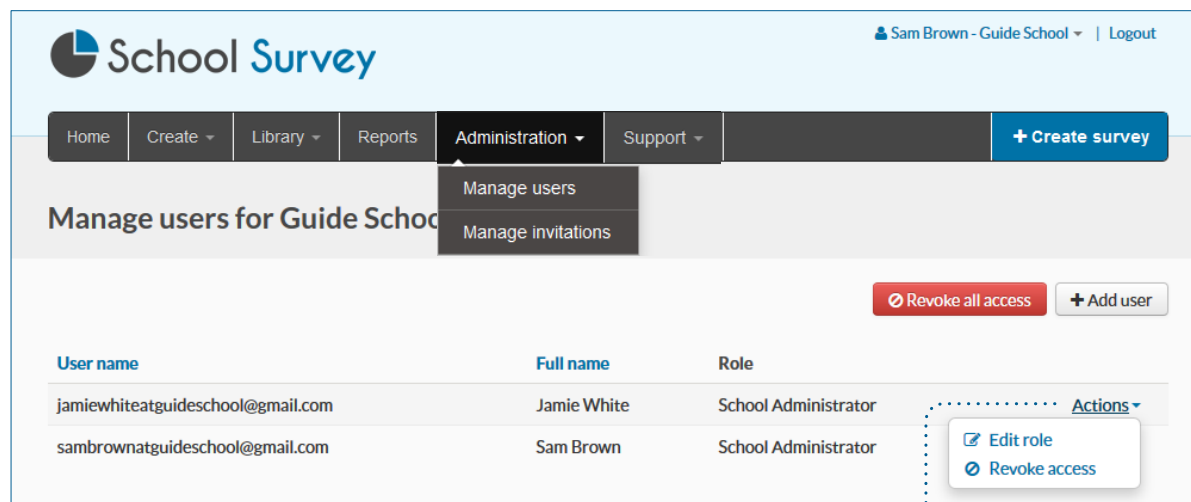
Update your name and/or email address or change your password by selecting the relevant option from the user menu at the top of the screen.

To view or change user details, select the **Administration** menu and then **Manage users**.

Select the user menu, then **Edit my profile** to update your personal details or **Change password**.



From **Administration**, go to **Manage users** to update a user's details.



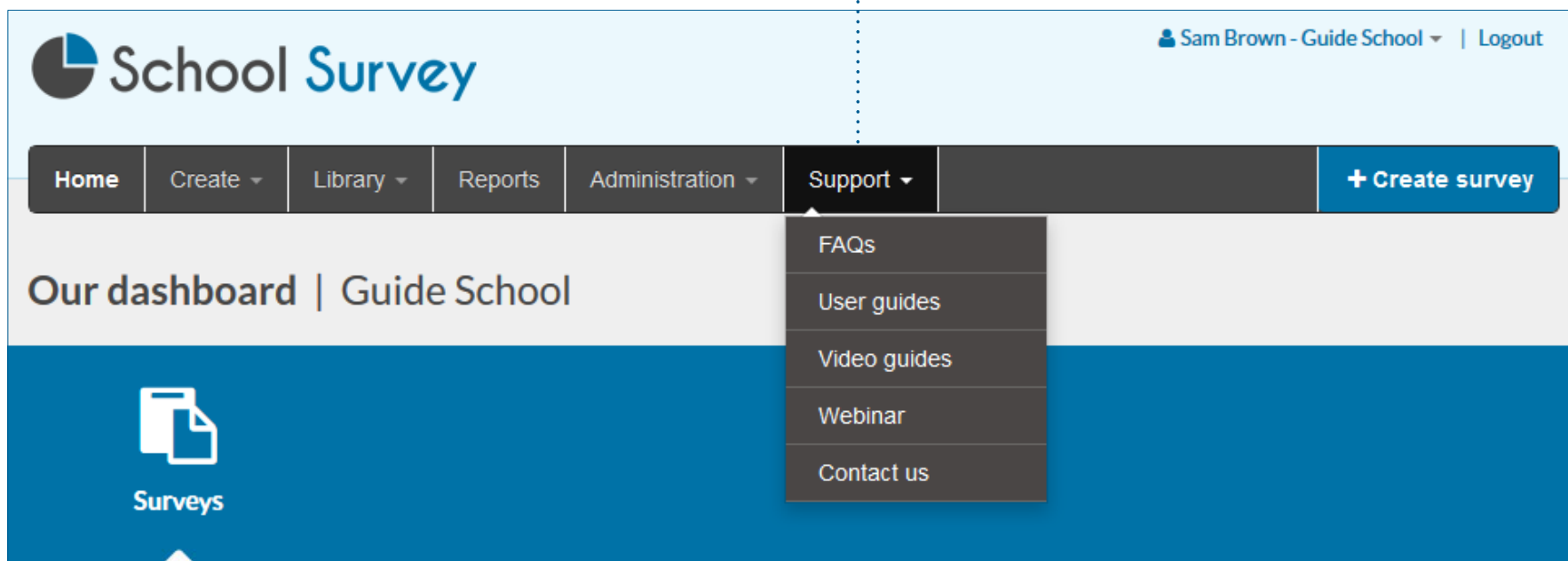
To **edit** a user's **role** or **revoke** a user's **access**, select the **Actions** drop-down menu.

Support – where to get help

From the **Support** menu, view the list of **FAQs**, and access **User guides** and **Video guides**.

Extra assistance is provided throughout the site via the question mark icon. Select this icon to display help for the function you are performing.

From **Support**, select **FAQs** (frequently asked questions), **User guides**, **Video guides**, **Webinar** or **Contact us** (for details of Jurisdictional Administrators and Education Services Australia helpdesk).



Copy a published survey

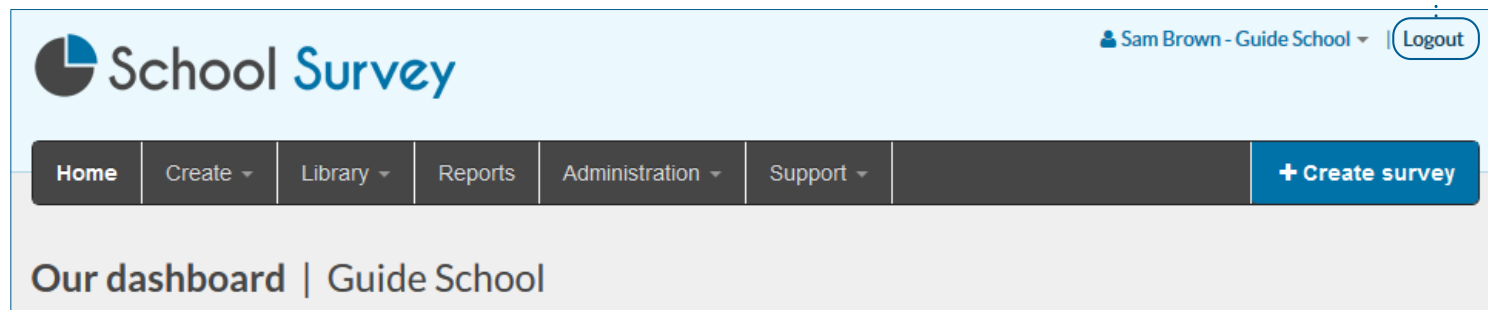


Select the question mark icon (?) next to an item to access specific help for that function.

Logout and next visit

To exit School Survey, select **Logout** from the top right of the screen. When you next visit School Survey, you will see the login screen.

Select **Logout** from the top right of the screen to exit School Survey.



When you next visit School Survey (www.schoolsurvey.edu.au), you will see the **Login** screen. Enter your email address and password, then select the **Login** button.

