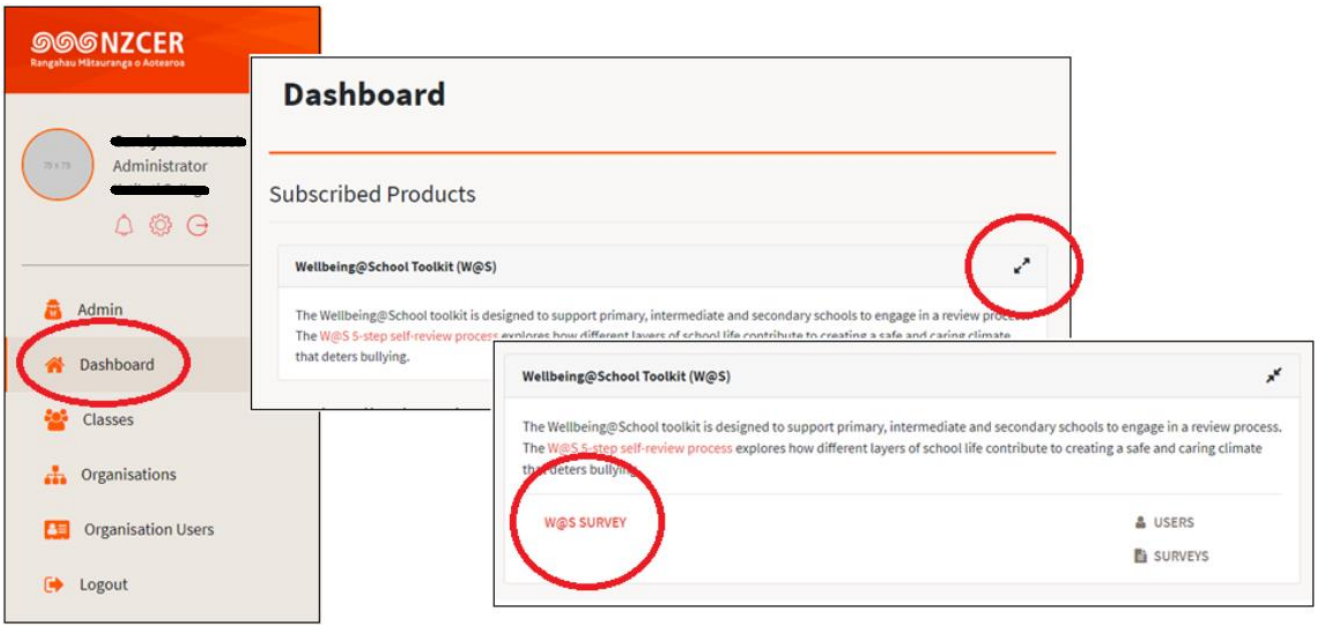
Creating Wellbeing@School Student Surveys

Log on to Wellbeing@School at https://www.nzcerassist.org.nz/login. Click on the **Dashboard** menu option and expand **Wellbeing@School Toolkit (W@S)** under the Subscribed Products heading to display access to the **W@S SURVEY** toolkit link:

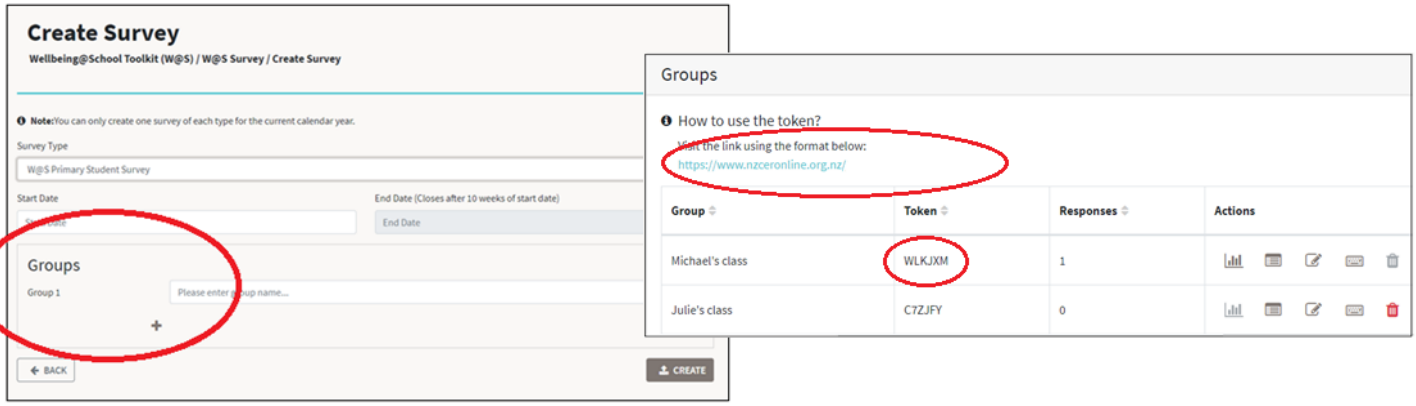


Then, click the **+ CREATE SURVEY** link to the right of your screen, then click in the **Select Survey Type** box to choose survey. Complete the **Start Date** field. *(Note: the system will automatically assign a 10 week end date.)*

Both the Primary Student Survey and the Intermediate Student Survey require at least 1 Group for password generation. Enter a relevant Group name against the 'Group 1' field (eg. Michael's class) and click **CREATE** at the bottom right to have a unique token automatically assigned against every group created. (Click the **+** symbol if more than one Group is required.)

The survey is now created, and you will be returned to the Current Survey summary screen.

Note: when the children are ready to sit the survey, go into the survey to retrieve the tokens by clicking the Manage Groups icon listed beneath the **Actions** heading. The Group names and tokens are displayed and should be given to the relevant teachers along with the https://www.nzceronline.org.nz/ link (displayed above the list of groups) for the children to enter into their browser:



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