## Creating Wellbeing@School Student Surveys

Log on to Wellbeing@School at <u>https://www.nzcerassist.org.nz/login</u>. 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:

<b>GOGNZCER</b>			
Kanganau Matauranga o Aotearoa	Dashboard		
Administrator	Subscribed Products		
a Admin	Wellbeing@School Toolkit (W	<b>\$5)</b> s designed to support primary, intermediate and secondary schools to	engage in a review process
A Dashboard	The W@S 5-step self-review pro that deters bullying.	Wellbeing@School Toolkit (W@S)	safe and rating climate
Classes		The Wellbeing@School toolkit is designed to support primar The W@S 5-step self-review process explores how different to the offers bullymp	ry, intermediate and secondary schools to engage in a review process. ayers of school life contribute to creating a safe and caring climate
Organisation Users		W@S SURVEY	
🕩 Logout		$\smile$	E SONCIS

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:

Create Survey					
Weilbeing@School Toolkit (W@S) / W@S Survey / Create Survey		Groups			
Note:You can only create one survey of each type for the current Survey Type     WigS Primary Student Survey	calendar year.	How to use the token?     Set the link using the form     https://www.nzceronline.org	at below: rg.nz/		
Start Date	End Date (Closes after 10 weeks of start date) End Date	Group ≑	Token 🗘	Responses 🗘	Actions
Groups		Michael's class	WLKJXM	1	<u>III</u> 🖬 🕼 📼 🖞
Group 1 Please enter youp name +		Julie's class	C7ZJFY	0	Jul 🗊 🕜 📼 🃋
€ BACK		2 CREATE			