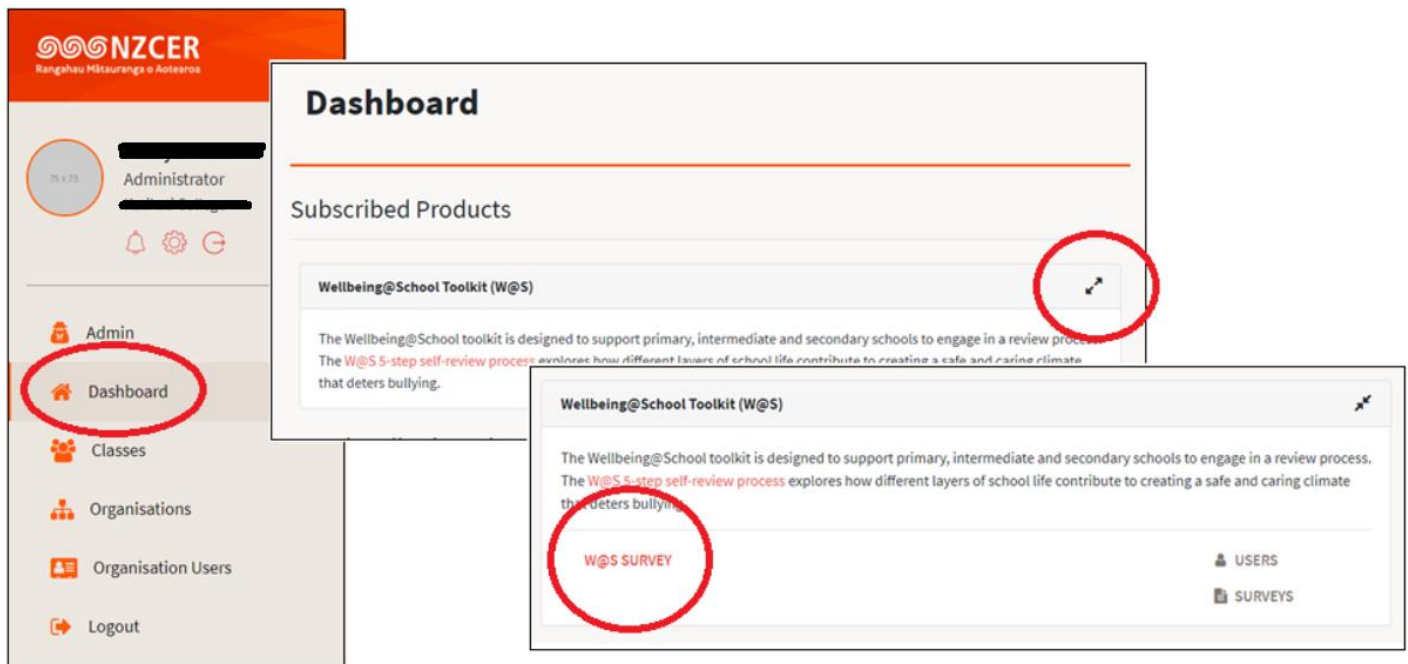


Creating Wellbeing@School Teacher Surveys

CREATING THE SURVEY

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:




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

You will be returned to your Current Surveys page and the W@S Teacher Survey will be displayed.

ASSIGNING TOKENS TO TEACHERS

(Note: Individual teachers must have their own account within Assist to sit the Teacher Survey. Invite them to self-subscribe by sending them the automatically generated 'On board' URL link that you will find at the top of the 'Manage Users' icon beneath the Actions heading. Teachers will only need to create an account once.)

To add teachers to the Teacher Survey, go back into the survey by clicking the Manage Users  icon listed beneath the **Actions** heading. Copy the unique aqua coloured 'On board' website link (eg. <https://www.nzcerassist.org.nz/on-board/b389b3db-8abc-4fc7-adb5-fdbb0282>) and email it to each teacher so that they can self-register and be automatically added to the survey. They will be sent an automated email containing their unique token and the website address required to sit the survey.

END.