GoodSpace Screening Survey

User Guide

Version 3.0

About this document

This document is intended for Schools who are using the GoodSpace Schools digital screening platform. This user guide is intended for use by School Wellbeing teams.

While every effort has been made to ensure the accuracy and completeness of the information in this document, GoodSpace Schools Limited does not accept any responsibility for any errors, omissions or their consequences.

All data displayed in screenshots contain only test data.

This user guide is subject to change without notice.

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1   Student Onboarding

- Onboarding students on to the **GoodSpace Screening Platform** is simple and easy.

- Schools do not need to upload the student roll on to the **GoodSpace Screening Platform**. This means a student record does not need to exist on the **GoodSpace Screening Platform** in order for a student to complete a **Screening Survey**.

- The GoodSpace Screening Survey is hosted on the Cloud and students can access and complete the **Screening Survey** from any web browser (Chrome, Edge, Safari etc.) on any desktop, Laptop, tablet or mobile device with internet access.

2   How to invite a student to complete a Screening Survey

- Each **Screening Survey** on the GoodSpace Screening platform is associated with a unique **Survey Code**. Students completing the same survey will use the same **Survey Code**.

- Schools can share the **Survey Code** with students via email. This email will include instructions on how to complete the **Screening Survey** and contain the following:

  1. **Survey Link** or **Survey Website address** (*if the school has implemented restrictions on access to public websites, then you will need to ask the School IT team to whitelist the Survey Website address to allow access from the school network*)

  2. **Survey Code** associated with the Screening Survey

3 How to start the Survey

3.1 Step 1: Click on the Survey Link

To access GoodSpace Schools to complete a screening survey either cut and paste, or type the address into your web browser. This can also be provided as a link in an email to the students to click on.	https://app.goodspaceschools.com/#/sw/welcome

3.2 Step 2: Enter the Survey Code

When the GoodSpace school website launches, the user will be asked to enter a **Survey Code** to commence the Survey. Users will commence the survey by entering the **Survey Code** provided in the email: **Example: Survey Code is 21WCX**	Enter your Survey code 21WCX Continue
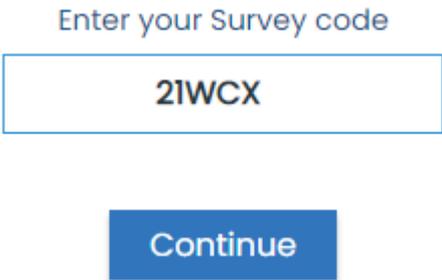
3.3 Step 3: Enter the Student email

After entering a valid **Survey Code**, the user will be asked to enter their **Student email**. **Example: test.student@demo.school.nz** *If an invalid Survey code was entered, an error message will be displayed.* Invalid Survey Code ref: SW105 Ok	Enter your E-mail * Cancel Continue
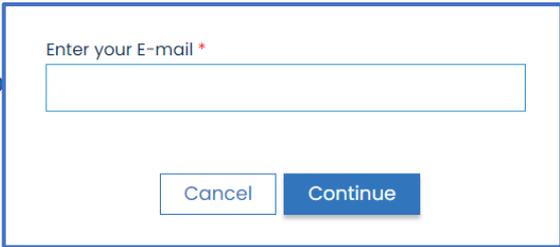
3.4   Step 4: Enter User Details

After entering the Student ID, the user will be prompted to enter the following details:

a) Student id (optional)
b) First name
c) Last name
d) Gender
e) School Year
f) Email already entered in previous step (greyed out and read only format)
g) Mobile Number (optional)

3.5   Step 5: Survey Information Page

The user will be presented an **Information** page for the Survey.

The schools are able to customise this **Survey Information** page for each individual survey.

This **Survey Information** page can be used to display:
• Welcome message
• Information about the survey
• User consent

Example:
The **Survey Information** page shown is an example of the **Survey Information** page for a survey called the *Wellbeing Check in*

3.6   Step 6: Survey Instructions Page

- After the user has clicked on the **Start** button on the **Survey Information** page, the **Survey Instructions** page will be displayed.
- Schools are able to customise the **Instructions** page for each individual survey.

  Below is an example of the **Instructions** page for a survey called *Wellbeing Check In*:
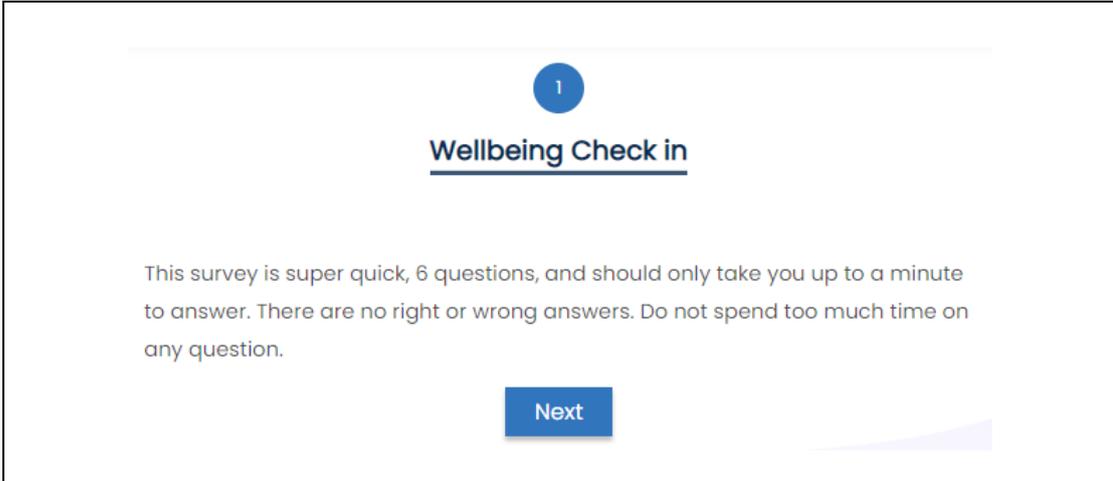
3.7   Step 7: Survey Questions

- After the user has clicked on the **Next** button on the **Survey Instructions** page, the first question of the survey will be displayed.

  Below is an example of how a **Survey Question** is displayed for a survey called the *Wellbeing Check In*:
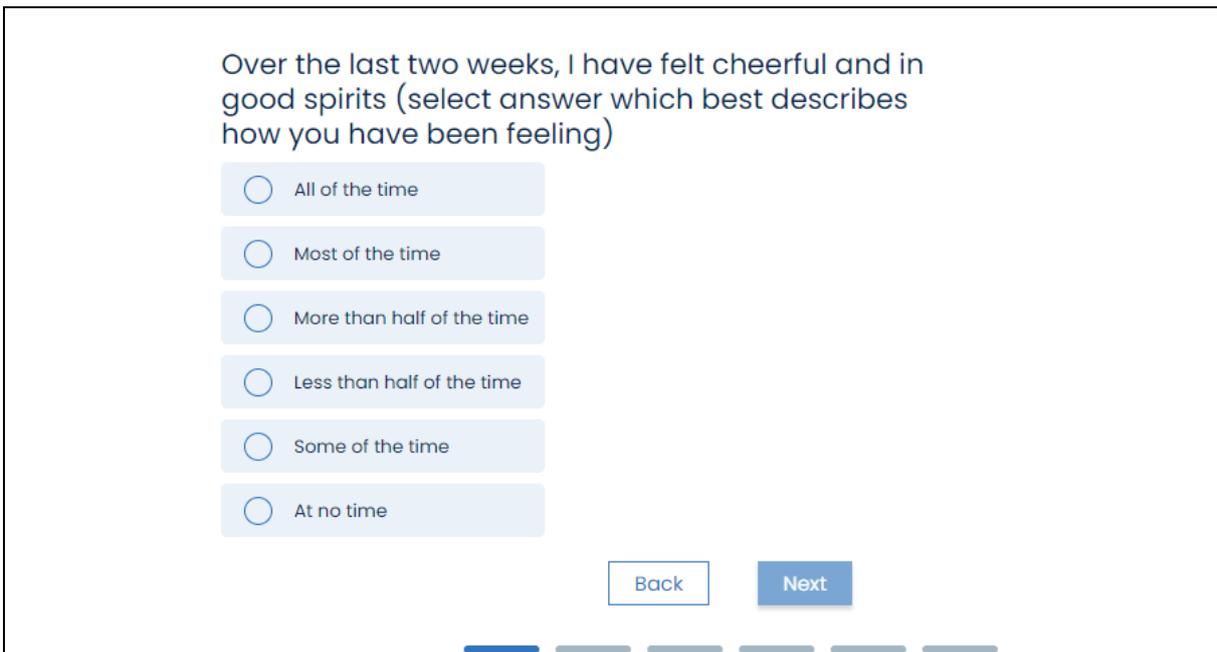
3.8   Step 8: Thank You page

After all the survey questions are displayed, the last page is a **Thank You** page. Schools are able to customise the **Thank You** page for each survey.	**THANK YOU** Thank you for participating in this survey. If you are currently experiencing any current challenges which you would like help from the wellbeing team, please reach out to your Dean or the Wellness Centre for a confidential conversation. Close