

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

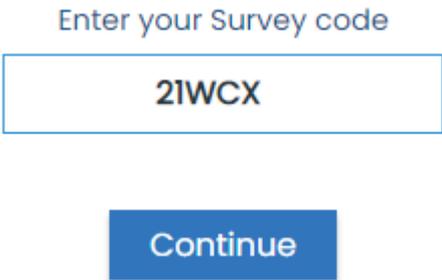
- Each **Screening Survey** on the GoodSpace Screening platform is associated with a unique **Survey Code**. Students completing the same survey will use the same **Survey Code**.
- Schools can share the **Survey Code** with students via email. This email will include instructions on how to complete 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

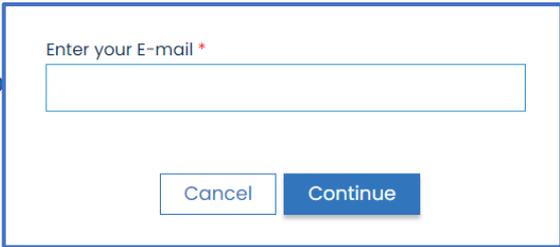
3.1 Step 1: Click on the Survey Link

<p>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.</p>	<p>https://app.goodspaceschools.com/#/sw/welcome</p>
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3.2 Step 2: Enter the Survey Code

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

<p>After entering a valid Survey Code, the user will be asked to enter their Student email.</p> <p>Example: test.student@demo.school.nz </p> <p><i>If an invalid Survey code was entered, an error message will be displayed.</i></p> <div data-bbox="288 1599 608 1800" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>	
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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)

WELCOME

Enter the details below to continue

Survey Code * Student ID

First Name * Last Name *

Gender * School Year *

E-mail *

Mobile Number

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*

Wellbeing Check In

Hi Team,

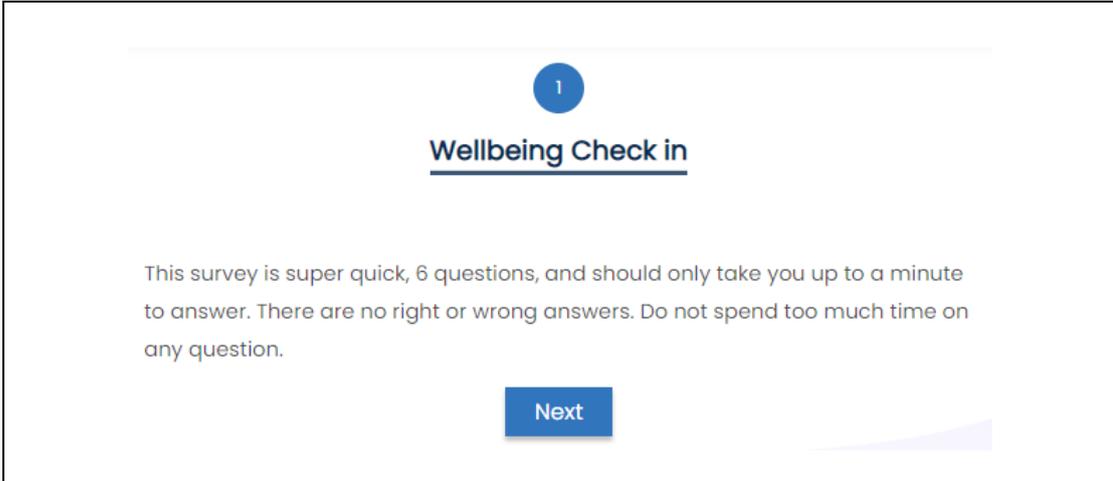
We are sending you this survey so that we can reach out and offer you support if you need it. This wellbeing check in will give us a full picture of how we are doing across the entire middle and senior school. If your answers show that you are not doing so well at the moment then you will receive another survey to help us assess what level of support you need to improve your wellbeing in lockdown. A member from our counselling team may also be in touch with you via email if we require a bit more information.

If you have any questions please don't hesitate to contact us on support@goodspaceschools.com

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*:

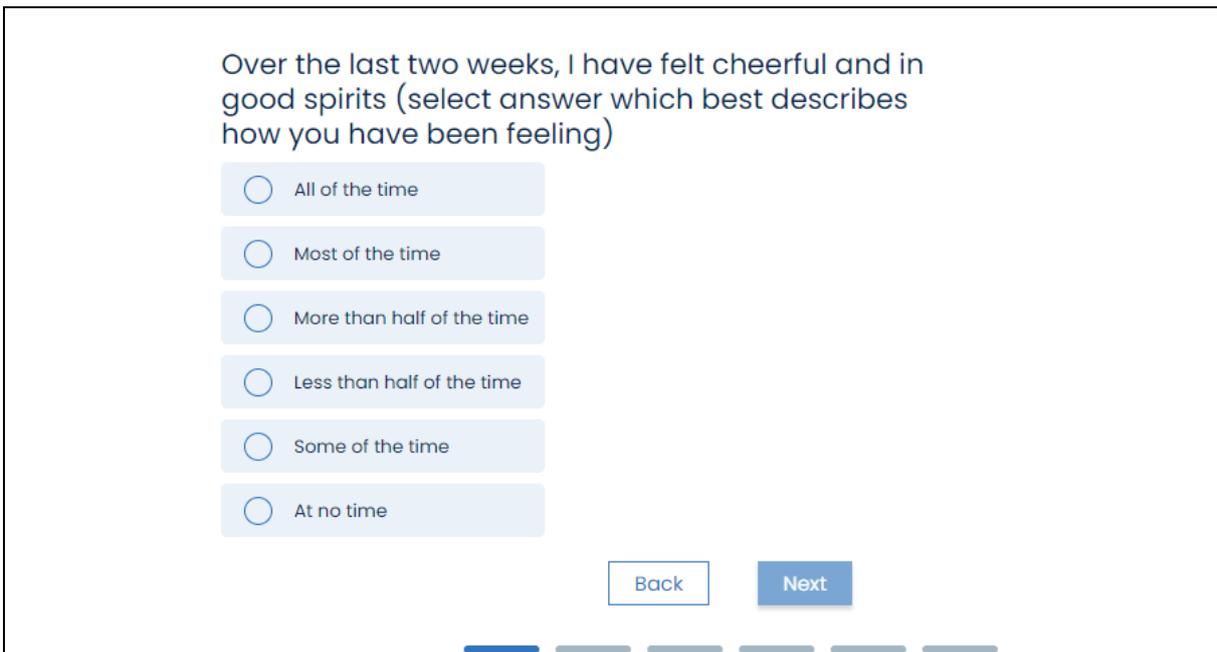


The screenshot shows a survey instructions page for 'Wellbeing Check in'. At the top, there is a blue circle with the number '1'. Below it, the title 'Wellbeing Check in' is underlined. The main text reads: 'This survey is super quick, 6 questions, and should only take you up to a minute to answer. There are no right or wrong answers. Do not spend too much time on any question.' At the bottom center, there is a blue 'Next' button. A light purple decorative shape is visible in the bottom right corner.

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*:



The screenshot shows a survey question: 'Over the last two weeks, I have felt cheerful and in good spirits (select answer which best describes how you have been feeling)'. Below the question are six radio button options, each in a light blue box: 'All of the time', 'Most of the time', 'More than half of the time', 'Less than half of the time', 'Some of the time', and 'At no time'. At the bottom, there are 'Back' and 'Next' buttons. A progress indicator at the very bottom shows a blue bar under the first of six segments.

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