

OVERVIEW

The School Community Surveys can be conducted either as a paper based survey, an online survey, or a combination of both. The paper based surveys will continue to be supported via the templates on the [Evaluation and Accountability](#) web page, with the 'new' online survey facility supporting the same structure and content. The main points of note with the online survey facility are:

- Each survey created is unique to a school by having its own web address
- Online surveys are to be administered by the school principal, or delegated staff member
- A survey is 'branded' with the school name, school logo, and 'Welcome' message from the principal
- The department's standard survey templates for *Surveying the School Community* have been adopted in the online form.
- Each schools survey information is securely stored in and accessible from a central department database
- A reporting facility provides immediate results to screen or output file when required.

Each of the online surveys contains a complete compliment of questions that cannot be edited or removed. If offering the survey in **both** paper form and online, **questions should not be removed** from the paper version. If you also intend to only use the online survey as a means of collating your paper based collection, questions should **not** be removed. Removal of questions from the paper version could make the data entry process difficult with resulting inaccuracies in the results.

SURVEY ACCESS

A school principal or delegated staff member will need to logon to the Portal facility using their single sign-on and then select **Survey Tool (Management)** from the Application List.

Sign In

Enter your Single Sign-On user name and password to sign in

User Name

Password

I have read and understand the Appropriate Use of Online Services information.

Login Cancel

Application List

- A-E Exemplars
- DET Account Manager (DAM)
- My Service Call Status
- Remote Reporting (SIS)
- Reporting Req for Schools
- Schools Online
- Survey Tool**

SURVEY MANAGEMENT

Department of Education

DOE | Survey Tool
Version 1.2

Survey Management [Logout](#) | [Manage System Access](#) | [Help](#)

Welcome Milton Butcher, Mt. Lawley Senior High School

New Survey

Allows the creation of a school survey by selection from the versions available.

Begin

Activated Surveys

Lists those surveys that have previously been activated by your school, showing the survey progress and participation; allowing edit of customised information, as well as survey reporting.

There are no active surveys

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1. After logon, a school principal may delegate the administration of school surveys to another member of staff by going to **'Manage System Access'** at the top of the *Survey Management* screen.
2. Verify that your logon has assigned you against the correct school
3. To initiate a 'new' school community survey from the template library.
4. To view surveys that have already been established, providing the ability to edit specific detail, view progress, and also initiate reporting on survey outcomes (more detail at 'Activated Surveys' section)

NEW SURVEY

After clicking 'Begin' on the **Survey Management** screen, the 'new' survey process commences.

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Survey Management | [Logout](#) | [Manage System Access](#) | [Help](#)

Survey Customise Summary Activation

You are about to establish a survey for **Mt Lawley Senior High School**

Available Surveys:

Parent Satisfaction Survey 1.

Continue

This survey will indicate what parents believe about a range of operational issues that are largely within the schools control.

[Preview this survey...](#) 2.

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1. Select the survey required from the drop down menu of available surveys
2. If you are unfamiliar with the survey content, you may choose to select [Preview this survey...](#)
3. and then navigate through the survey before proceeding further.

Customise the Survey

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Survey Customise Summary Activation

Customise your survey

Parent Satisfaction Survey - MOUNT LAWLEY SENIOR HIGH SCHOOL

Branding Show School Logo 1.



Start Date 29/04/2010 2.

End Date 3.

Welcome Message 4.

All surveys begin with your Welcome Message from the school followed by a general message on how to fill out the survey. [Show General Message](#) 5.

Previous Continue

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1. Your **School Logo** will appear at the top of the survey; however this can be deselected (**Show School Logo**) if not required. (*Should your logo not appear, or you would like to change your existing logo, go to 'Data Submission' within Schools Online*)
2. The survey **Start Date** will default to today's date; however this can be changed using the calendar that appears when accessing this field. The Start Date may be future dated.
3. The survey **End Date** must be entered using the calendar that appears when accessing this field. It is possible to extend this date at any time during the survey by going to the 'Survey Management' screen.
4. A **Welcome Message** can be personalised to more fully describe the survey
5. A **General Message** on how to fill out the survey will appear on **all** surveys (click the [Show General Message](#) link to view the message that will appear)

Summary

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Survey Summary **1.**

Survey Parent Satisfaction Survey

School MOUNT LAWLEY SENIOR HIGH SCHOOL

Show Logo yes

Start Date 29/04/2010

End Date 25/05/2010

Welcome Message Welcome to our school survey.

Your responses are most appreciated and will be used to implement improvements.

The survey should be completed by 25/5/2010.

The Principal

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A 'summary' of the customisation will appear prior to activation. If any detail requires modification, you can return to the 'previous' screen to edit this detail.

Activation

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Survey Customise Summary Activation

Your Survey is Active

The MOUNT LAWLEY SENIOR HIGH SCHOOL : **Parent Satisfaction Survey** is now active and ready for use commencing 29/04/2010. The survey is due to end on 25/05/2010. These details can be modified at 'Activated Surveys' on the [Survey Management](#) page. **1.**

Running your Survey

Your survey can be accessed by your target audience visiting <http://testapps.ads.det.wa.edu.au/dest/59949> **2.**

Alternatively visit <http://testapps.ads.det.wa.edu.au/dest/> and enter your survey ID 59949 **3.**

Getting Help

Any assistance with respect to operation of the survey should be directed to the School Performance Branch (9264 4966)

4.

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1. Provides detail of the survey **start** and **end** dates. If necessary these can be modified by clicking on the [Survey Management](#) link. A survey cannot be accessed by respondents until the start date is reached.
2. The unique URL to be provided to those undertaking the survey.
3. An alternative survey access – the general survey URL where the unique survey ID can be entered. (also see 'Undertaking the Survey' – Home Page)
4. Allows return to the '**Survey Management**' screen to allow another 'new' survey to be initiated or to edit of existing survey details.

Email Advice

An email advice confirming the detail provided at the time of 'activating' the survey is forwarded to the principal, as well as others delegated to administer the school survey

To: Stuart Carruthers; Brett Gray
Cc:
Subject: Parent Satisfaction Survey

Your Survey is Active

The MOUNT LAWLEY SENIOR HIGH SCHOOL : **Parent Satisfaction Survey** is now active and ready for use commencing 29/04/2010. The survey is due to end on 25/05/2010. These details can be modified at 'Activated Surveys' on the [Survey Management](#) page.

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ACTIVATED SURVEYS

The screenshot shows the 'Survey Management' page of the DOE Survey Tool. The page header includes the Department of Education logo and 'DOE | Survey Tool Version 1.2'. The main content area is titled 'Survey Management' and includes a 'Logout | Manage System Access | Help' link. A welcome message for Milton Butcher, Mt Lawley Senior High School is displayed. The 'New Survey' section has a 'Begin' button. The 'Activated Surveys' section lists three surveys for 2010, each with a progress bar, a response count, and links for 'Graphic Report', 'Raw Data', and 'Edit Survey'. The surveys are: 1. Student Satisfaction Survey (ID 35216, 0 responses, 29th April - 21st May), 2. Staff Satisfaction Survey (ID 73176, 0 responses, 29th April - 12th May), and 3. Parent Satisfaction Survey (ID 59949, 3 responses, 29th April - 25th May). A footer contains a disclaimer and copyright information.

1. The unique survey id that allows access to view the survey. As a school administrator of the survey this access or any responses recorded will **not** be counted in the survey results.
2. Shows the progress of the survey to date
3. Identifies the number of respondents to the survey.
4. See REPORTING section
5. See REPORTING section
6. Allows edit of survey customisation (logo display, dates, welcome message)

UNDERTAKING THE SURVEY

Respondent Access

Advice to the survey population should provide the survey URL generated at the time of activating the survey e.g. <http://apps.det.wa.edu.au/dest/48773>

Personalised School survey entry page



Parent Satisfaction Survey

MOUNT LAWLEY SENIOR HIGH SCHOOL



Welcome to our school survey.

Your responses are most appreciated and will be used to implement improvements.

The survey should be completed by 25/5/2010.

The Principal

To fill-out this survey, read each of the following statements and indicate, by selecting the appropriate response, the extent to which you agree or disagree with each statement.

Through this survey, we hope to find out about the impressions you have formed of MOUNT LAWLEY SENIOR HIGH SCHOOL. If you don't know for sure about an issue, it will still be useful for us to know what you **believe**. For this reason, please use the unable to comment option as little as possible.

For parents with more than one child at the school, it may seem appropriate to give varying opinions for some statements. However, would you please give your impression of the school based upon your experiences with regard to your eldest child at MOUNT LAWLEY SENIOR HIGH SCHOOL.

At the end of this survey, space is provided for you to make written comments about MOUNT LAWLEY SENIOR HIGH SCHOOL.

Next >>

Log Out

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Parent Satisfaction Survey

MOUNT LAWLEY SENIOR HIGH SCHOOL



To what extent do you agree or disagree with the following statements:

2.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Unable to Comment
1. This school is well organised and runs smoothly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. This school encourages a sense of pride in achievement and a sense of self worth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. My child enjoys being at school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Teachers and students at this school care about each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. This school has clear goals and a positive school identity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.

<< Previous Next >>

Log Out

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1. Indicates to the respondent the progress made in completing the survey.
2. All question responses are optional and therefore could result in a survey being submitted without full completion.
3. Allows the respondent to navigate page by page in any direction of the survey.

Thank you for taking the time to complete the MOUNT LAWLEY SENIOR HIGH SCHOOL survey.

Survey Home

Survey Home Page – after completion of the survey the respondent will be returned this page. This page designed to support situations where a number of respondents are undertaking the survey from one or several computers located at the school e.g. students completing the survey within a computer laboratory

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Welcome to the Department of Education online survey tool.

Please enter a survey ID: **1.**

or begin the last survey run on this computer **2.** [MOUNT LAWLEY SENIOR HIGH SCHOOL : Parent Satisfaction Survey](#)

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There are two alternatives when undertaking a survey in continuous fashion:

- 1.** Enter the unique id for the survey being conducted at the school
- 2.** Click on the link to the previous survey undertaken on the computer and the new respondent will be taken to the start of that survey

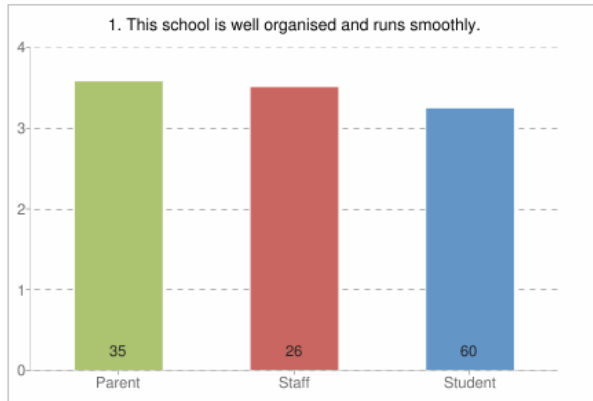
REPORTING

Reporting may be initiated to the screen at any point during or after the survey.

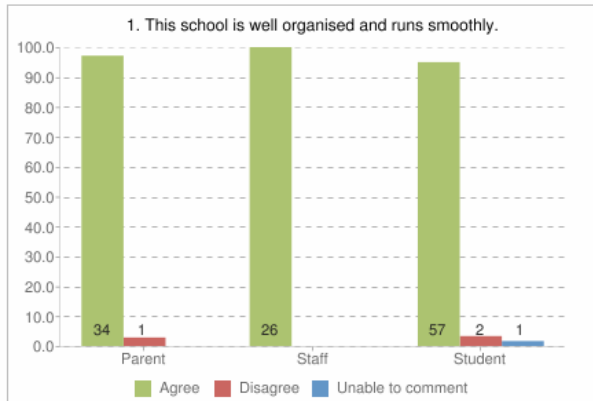
48773 Student Satisfaction Survey	20th April > 28th April	0	1. Graphic Report	2. Raw Data	Edit Survey
28272 Staff Satisfaction Survey	20th April > 29th April	0	Graphic Report	Raw Data	Edit Survey
67379 Parent Satisfaction Survey	20th April > 29th April	0	Graphic Report	Raw Data	Edit Survey

1. Selecting this option generates the graphical displays that have become the standard for School Community Surveys (see below)

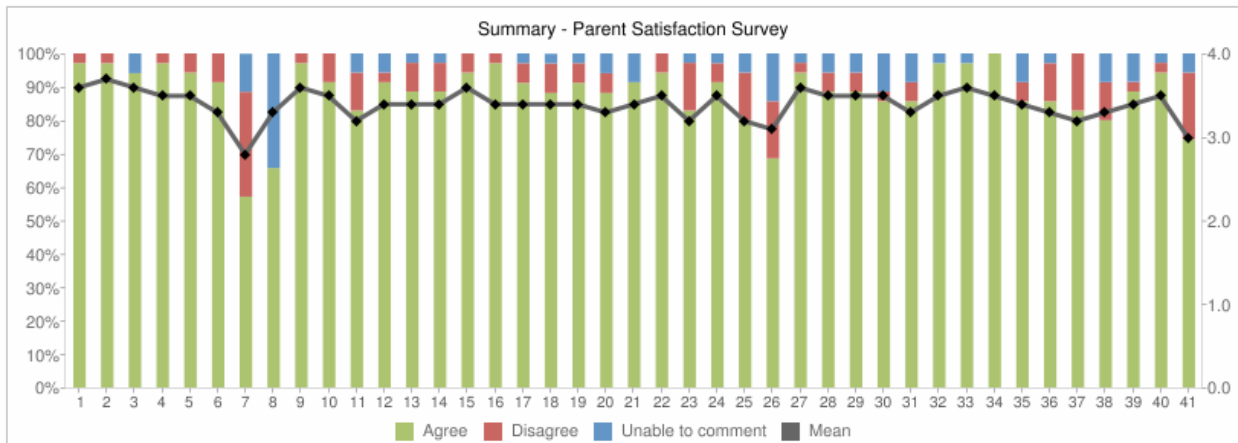
Means



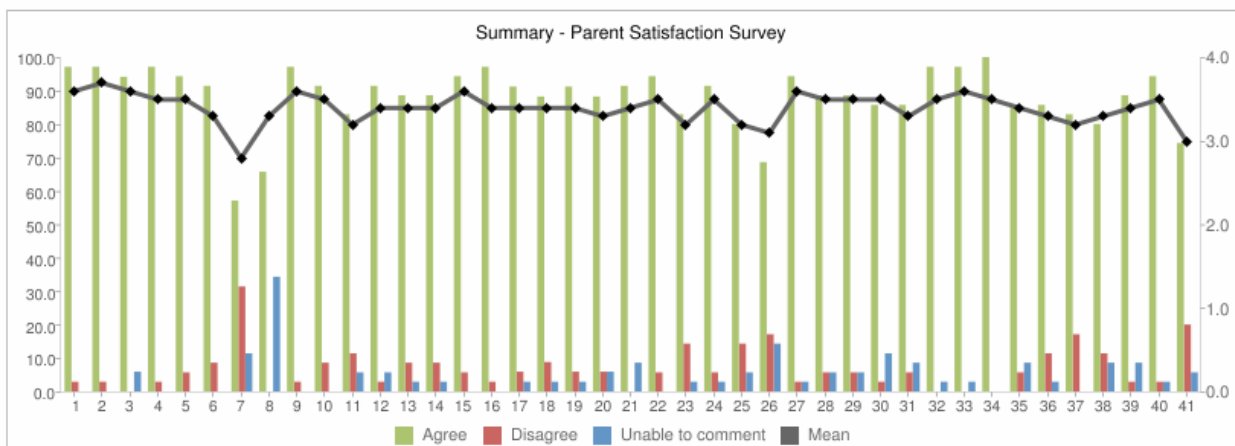
Proportions



Summary Stacked



Summary Grouped



- Provides a file that opens in Microsoft Excel showing the raw data responses to each question from all respondents (see below). This data can be used for further analysis beyond that of the standard graphical displays.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Surname	Firstname	Auth ID	Date Started	Date Completed	Elapsed Mins	Entity Code	Entity Name	Q1_1	Q1_2	Q1_3	Q1_4	Q1_5	Q1_6
2			ANON	24/03/2010 12:36	24/03/2010 12:37	0.9	4109	YORK DISTRICT HIGH SCHOOL	1	1	1	1	1	1
3			ANON	24/03/2010 12:40	24/03/2010 12:41	1.6667	4109	YORK DISTRICT HIGH SCHOOL	1	2	2	1	1	1
4			ANON	24/03/2010 12:41	24/03/2010 12:43	1.1667	4109	YORK DISTRICT HIGH SCHOOL	3	3	3	3	3	3
5			ANON	24/03/2010 12:43	24/03/2010 12:44	1.1833	4109	YORK DISTRICT HIGH SCHOOL	3	2	3	2	3	3
6			ANON	24/03/2010 12:44	24/03/2010 12:45	1.1667	4109	YORK DISTRICT HIGH SCHOOL	2	2	2	2	2	2
7			ANON	24/03/2010 14:12	24/03/2010 14:13	0.85	4109	YORK DISTRICT HIGH SCHOOL	2	2	2	1	1	1
8			ANON	26/03/2010 10:27	26/03/2010 10:30	2.7333	4109	YORK DISTRICT HIGH SCHOOL	3	4	3	4	4	4

Contained with the raw data output at the appropriate question numbers will be the **textual comments** provided by respondents

SUPPORT

Any difficulties experienced in logon to the portal facility, or access to the Survey Tool, should be reported to the **Customer Service Centre** on **9264 5555**.

Should you require any further assistance during the course of the survey process please make contact with the **School Performance Branch** on **9264 4966**.