



# ASSESSING WELLBEING IN EDUCATION

## Getting Started with AWE

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[www.aweschools.com](http://www.aweschools.com)

# Getting started with AWE

The following is a step-by-step guide highlighting how to get started and make the most out of Assessing Wellbeing in Education. If you have any questions, please email: [help@aweschools.com](mailto:help@aweschools.com)

## Step 1

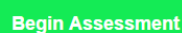
**Be informed.** First familiarise yourself with the information on the AWE website – in particular:

- ▶ Look at the features on the [Features](#) page.
- ▶ Download a copy of the assessment technical manual on the [Assessments](#) page for further reference. This document outlines the questions asked in the assessment.
- ▶ Download and view a copy of the example Organisational Report on the [Reports](#) page.
- ▶ Use the [Pricing](#) page to calculate your schools cost for using AWE.
- ▶ Read the questions relevant to a school on the [AWE Users](#) page.
- ▶ Be aware there is a 'Business Case for Organisational Wellbeing' on the [Wellbeing Science](#) page. This may be useful for communications with staff and management.
- ▶ See the [Terms of Use](#) and [Privacy Policy](#) pages. These have been written so they are short and comprehensible.
- ▶ Lastly read over the FAQ's relevant for schools on the [FAQ](#) page.

Once you feel like you have a good overview of AWE and what it provides, the next step is to register your school.

## Step 2

**Register your school.** From the home page of the [AWE website](#), click the green "Begin Assessment" button:



Then scroll to the bottom of this next page to the section where it says "school" in pink and fill in all the information.

The screenshot shows a sign-up form with two main sections. The top section is titled "Sign up as a Adult user" and includes fields for First Name, Last Name, Email Address, Password, Confirm Password, and School Relationship. The bottom section is titled "Sign up as a School" in pink text, and includes fields for School Name, Contact Person First Name, Contact Person Last Name, Email Address, Password, Confirm Password, Select Timozone, Select Currency, Number of Students, AWE Reference, and Membership Amount. A blue arrow points to the "Sign up as a School" section.

All of the information entered on this sign up form can be edited or changed later. Take care in this section in selecting your appropriate Time Zone as this will impact your assessment open and close times, and the timing of the emails sent.

Ignore the 'AWE Reference' box unless a AWE team member or AWE partner has specifically asked you to type information into this box. Lastly, tick to accept the [Terms of Use](#) and [Privacy Policy](#), and select the red 'Sign Up' button.



### Step 3

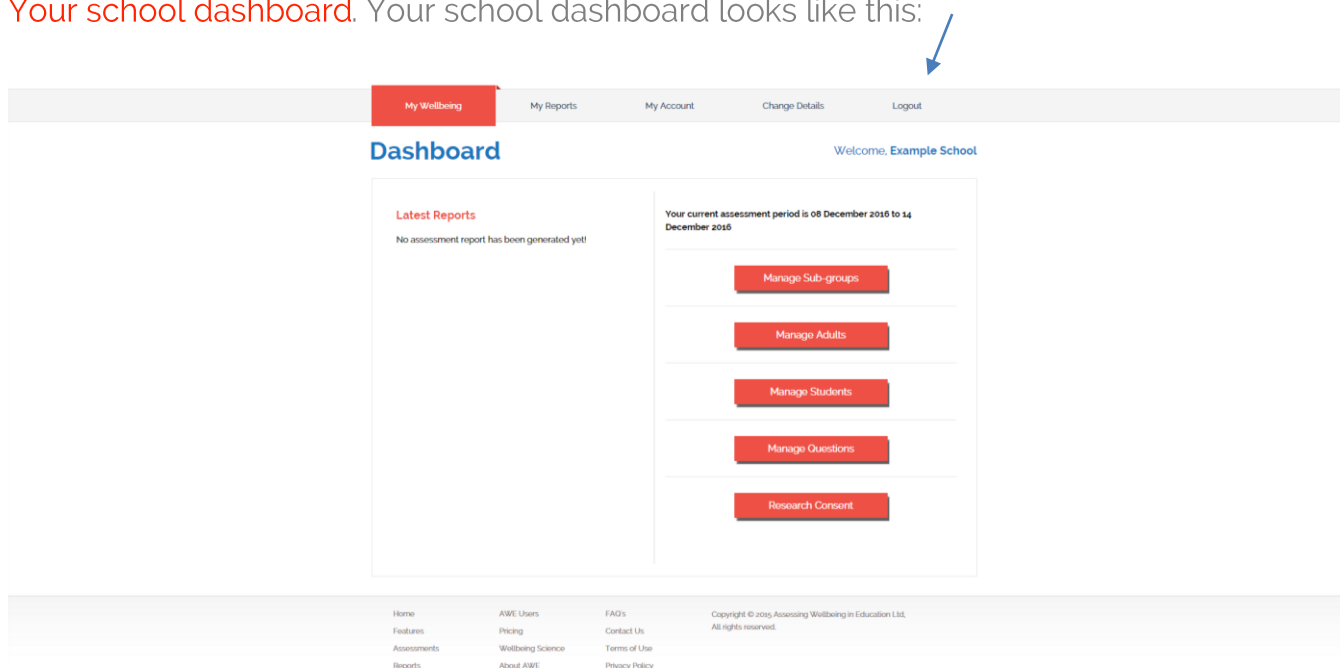
**Pay via PayPal.** Upon selecting 'Sign Up' you are redirected off the Assessing Wellbeing in Education secure site to PayPal's secure server to pay, and it will look like this:

The screenshot shows a PayPal payment page. On the left, there is a "Your order summary" section with a table showing items and their prices. On the right, there is a "Choose a way to pay" section with options for "Pay with my PayPal account" and "Pay with my credit or debit card". Below these options are fields for card number, expiration date, and billing information.

Once payment is made, you are sent an invoice via email from PayPal, and then redirected back to the Assessing Wellbeing in Education secure site, and onto your schools user dashboard. Your schools user dashboard is where you control all of the settings for your school's assessments. In addition, after payment has been made and you have reached the user dashboard, your sign up information (username & password) is also emailed to the email address that you registered your school with.

## Step 4

**Your school dashboard.** Your school dashboard looks like this:

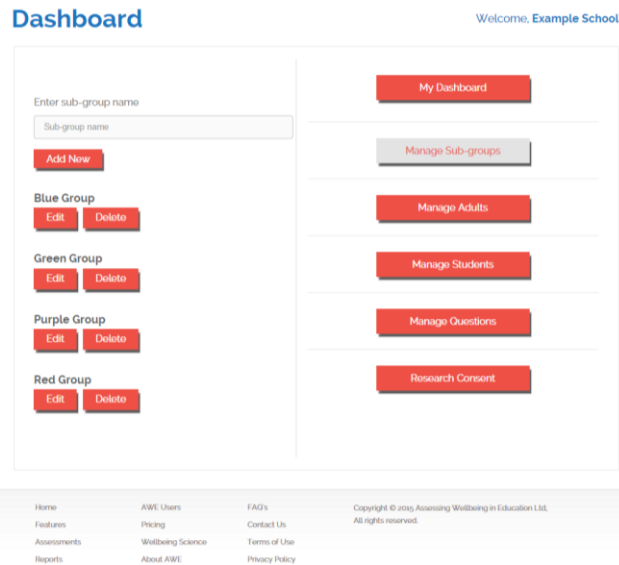


There are a range of tasks you need to complete when you arrive on your schools dashboard. The first thing you need to do is click 'Mange Sub-groups' to input your schools sub-groups if you wish to report on sub-groups within your school community. If you choose to add sub-groups, then parents, staff and students will be prompted to choose a sub-group you define, or alternatively you can instruct them to choose the 'no subgroup' option when registering.

Select Your Sub-Group  I agree to the To

No subgroup   Sign Up

Here you can specify up to a maximum of 10 subgroups.

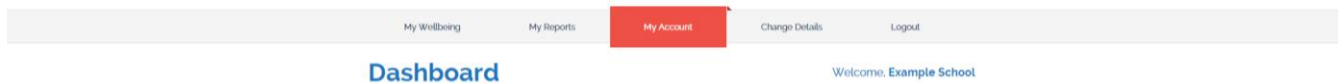


When you are finished adding sub-groups, click the 'My Dashboard' button.

At this stage no Adults or Students would have registered using your school name, so there will be no Adults or Students listed when clicking on the 'Manage Adults' or 'Manage Students' buttons. In future you can log into your school dashboard and see the total number of adults and students who have registered, their names, and the email addresses they have used, and also reassign their sub-groups.

Next click on the 'Manage Questions' button if you wish to present staff, parents and students with additional questions during their assessments. Follow the instructions in order to add free text questions and scale questions.

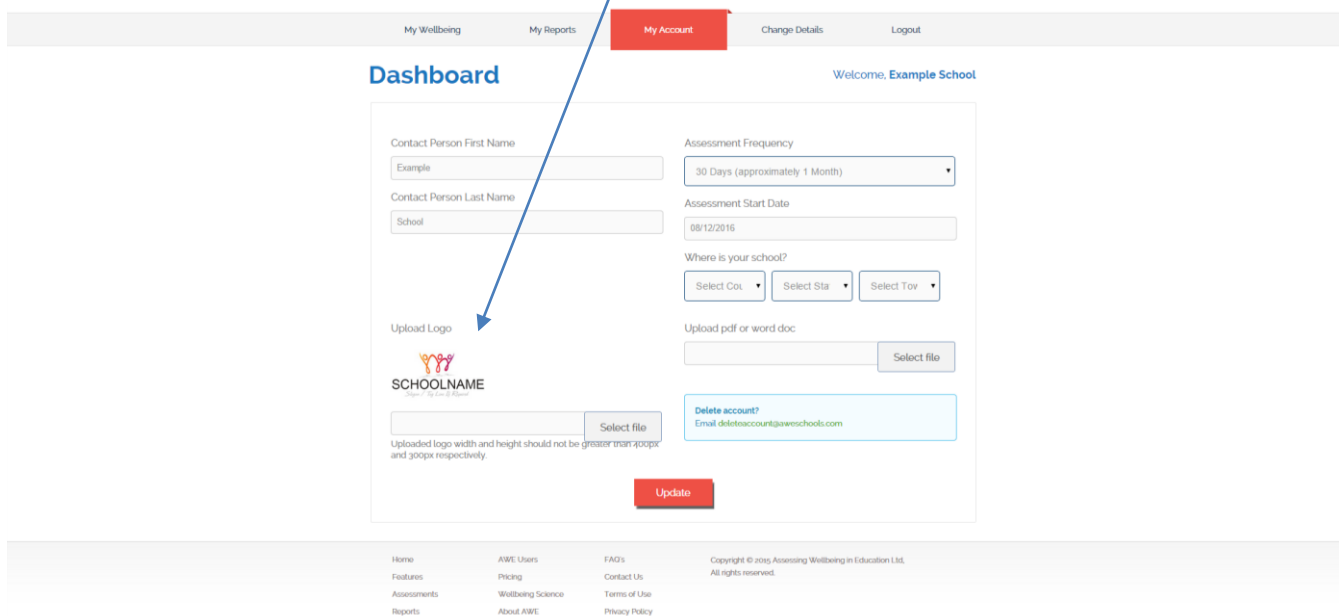
Next click on the 'My Account' tab at the top of the dashboard.



On this page you can accomplish five key tasks.

- a. Set your assessment frequency. You have five options for assessment frequency – monthly, quarterly, bi-yearly, yearly, and custom defined dates. This choice impacts when your assessment open week periods are, and when your staff, parents and students are emailed and invited to the assessment.

- b. Set your assessment week start date. Here you can specify the start date of your schools assessment week. The default date is well in advance of the date that you registered with AWE, meaning that if you do not change this date here, your assessment will not start for quite a while.
- c. Upload your school logo for placement on wellbeing report cover pages. Here you can upload a logo (a .png or .jpg file type is best, also with a white background) that will be placed on the cover of each adults and students report and also on the cover of the school report (e.g., see the example school report on the AWE website 'reports' page). Note the requirement that the logo width and height should not be greater than 400px and 300px respectively. Once a logo has been successful uploaded, your school dashboard will look like this:



- d. Upload a document. Here you can upload a document that your staff, parents and students will need to download in order to complete their assessment. This is your schools chance to include other questions or to provide information to your staff, parents and students (e.g., instructions on a wellbeing program). Select a file from your computer and then click 'Update'.

The 'My Account' tab then looks like this:

The screenshot shows a web interface with a navigation bar at the top containing 'My Wellbeing', 'My Reports', 'My Account' (highlighted in red), 'Change Details', and 'Logout'. Below the navigation bar is a 'Dashboard' section with a welcome message 'Welcome, Example School'. The main content area contains a form with the following sections:

- Contact Person Information:** Fields for 'Contact Person First Name' (Example) and 'Contact Person Last Name' (School).
- Assessment Settings:** 'Assessment Frequency' (30 Days (approximately 1 Month)) and 'Assessment Start Date' (08/12/2016).
- School Location:** 'Where is your school?' section with dropdown menus for 'Select Col', 'Select Sta', and 'Select Tow'.
- Logo Upload:** 'Upload Logo' section with a 'Select file' button and a note: 'Uploaded logo width and height should not be greater than 200px and 300px respectively'.
- File Management:** 'Upload pdf or word doc' section with a link 'View Existing pdf or word doc | delete' and a file named '(17\_wellbeing-programme-instructions.docx)' with a 'Select file' button.
- Account Action:** A 'Delete account?' section with the email 'Email: deleteaccount@aweschools.com' and a red 'Update' button at the bottom.

A blue arrow points from the text above to the 'View Existing pdf or word doc' link.

The footer contains a grid of links: Home, AWE Users, FAQs, Copyright © 2016, Assessing Wellbeing in Education Ltd. All rights reserved.; Features, Pricing, Contact Us; Assessments, Wellbeing Science, Terms of Use; Reports, About AWE, Privacy Policy.

By clicking on 'View Existing pdf or word doc' you can view the file that you have uploaded – the file that staff, parents and students will download, and upload back to you (ensure that the file is editable). These files that staff, parents and students upload back to you are then stored on the 'My Reports' tab and can be downloaded from there. It is important to point out to staff, parents and students that the information that they supply in these files is viewable by the school account holder (i.e., it is not anonymous).

- e. Specify the location of your school. Choose where your school is located by answering the 'where is your school?' question.

## Step 5

**Invite staff, parents and students.** Your assessment is now set and ready to go. You can now tell your staff, parents, and students (via email, intranet, newsletters, social media, etc.) that the assessment is now available for the open week period you specified, and to navigate to the Assessing Wellbeing in Education website, select 'Begin Assessment', sign up and

select your school by typing the first three letters of your school name in the 'Select Your School' field, and the subgroup that they are in if applicable.

## Step 6

**Assessments are undertaken.** Staff, parents, and students will do their assessments and get their individual reports upon completion of their individual assessments. At the end of the assessment open week specified, a School Report is automatically generated and emailed to all staff and parents that completed an assessment and the school account holder at around 9am the following day.



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