

# FAQs on the Schools as Learning Organisations Co-ordinator role and new download function for graphs

This document should be read in conjunction with the [Schools as Learning Organisations \(SLO\) Survey Desk Instructions \(Hwb\)](#).

## Introduction

We have listened to your feedback on the SLO survey. In response to your suggestions, we have created a new SLO Co-ordinator role and a new download function for the graphs and diagrams in the reporting data.

## SLO Co-ordinator role

### **What is the purpose of the SLO Co-ordinator role?**

If head teachers choose to nominate an SLO Co-ordinator for their setting, it will mean that the SLO Co-ordinator will have access to the SLO survey results in addition to the head teacher. This will mean that the work relating to the survey could be split between two individuals in the setting.

### **What's changed?**

Previously only the head teacher was able to access the SLO survey results for their own setting. Schools queried whether the functionality to review reports could be delegated to another member of staff.

### **From when can head teachers nominate an SLO Co-ordinator?**

Head teachers will be able to nominate an SLO Co-ordinator from within their setting from 25 February 2022.

### **Does a setting have to have an SLO Co-ordinator?**

No. Head teachers can choose whether or not they would like their setting to have an SLO Co-ordinator. Some head teachers may not feel it is necessary to have someone else in the setting who can access the SLO survey results, whereas some head teachers will find having someone in the role beneficial.

### **Who should the SLO Co-ordinator be?**

If head teachers would like to nominate an SLO Co-ordinator for their setting, they can decide who in the setting is best placed to carry out the role. This may be a member of their Leadership team who has responsibility for Professional Learning.

## **If a setting has an SLO Co-ordinator, can the head teacher still access the SLO survey results?**

Yes. The SLO Co-ordinator will be able to access the SLO survey results in addition to the head teacher.

## **How do I nominate an SLO Co-ordinator in my setting?**

Firstly, you will need to make sure that all the information for your setting is up to date on your setting's management information system (MIS). Once you have done that and your Hwb provisioning client has run for your setting, you will be able to nominate someone within your setting as the SLO Co-ordinator in the User Management Portal.

1. Log in to Hwb and navigate to the User Management Portal.
2. Click Administration > SLO Co-ordinator. The existing SLO Co-ordinators will appear at the top of the page and a list of all remaining staff members will appear underneath.
3. Locate the relevant member of staff.
4. Click Promote to add a staff member as a SLO Co-ordinator.
5. The following message will appear: "Are you sure you want to promote BloggsJ@Hwbcymru.net to SLO Co-ordinator Role?"
6. Click 'Yes' to continue (or Cancel to cancel the instruction).

The individual nominated as the SLO Co-ordinator will then automatically be able to access the SLO survey results.

## **How will the SLO Co-ordinator know how to access the SLO survey results?**

Once someone has been set as an SLO Co-ordinator, they will see the following tab in playlists:



The SLO Co-ordinator should refer to the [SLO survey desk instructions](#) for more information on how to access the survey results. There is also a video on Hwb explaining how the survey results can be accessed.

## New download function for graphs and diagrams in the reporting data

### What is the new download function for graphs?

This new function will allow schools to download and save a graph for each question block within the SLO survey.

### What's changed?

Previously, it was not possible for schools to download SLO survey results for their own setting and were required to save an offline version of their SLO report by taking a screen shot. Schools queried whether a download button could be added to save survey reports offline.

### From when will the new download function for graphs be available?

This new function will be available from 25 February 2022.

### How do I access the graphs?

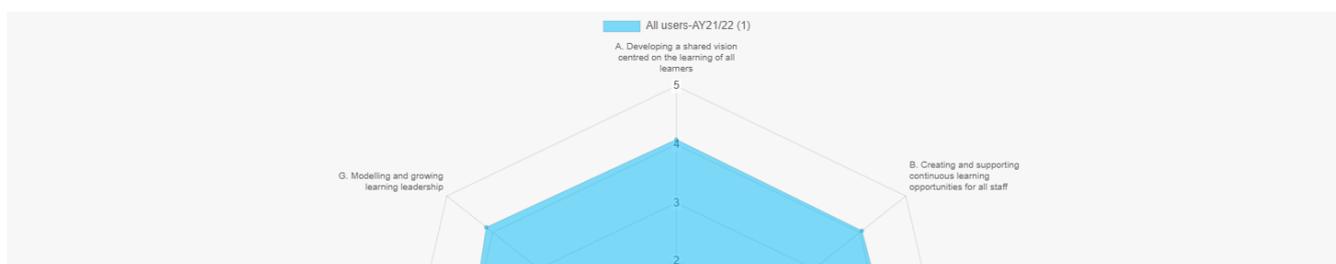
The way you access the graphs won't change. Please refer to the [SLO Survey Desk Instructions](#) for information on how to access the graphs.

### How do I download the spider graphs?

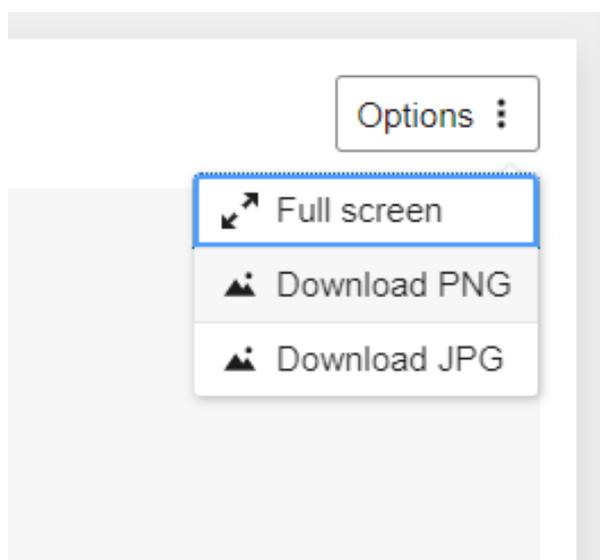
1. Click on the 'Options' button. This button is on the top right hand side of the graph.

Average Rating per Group

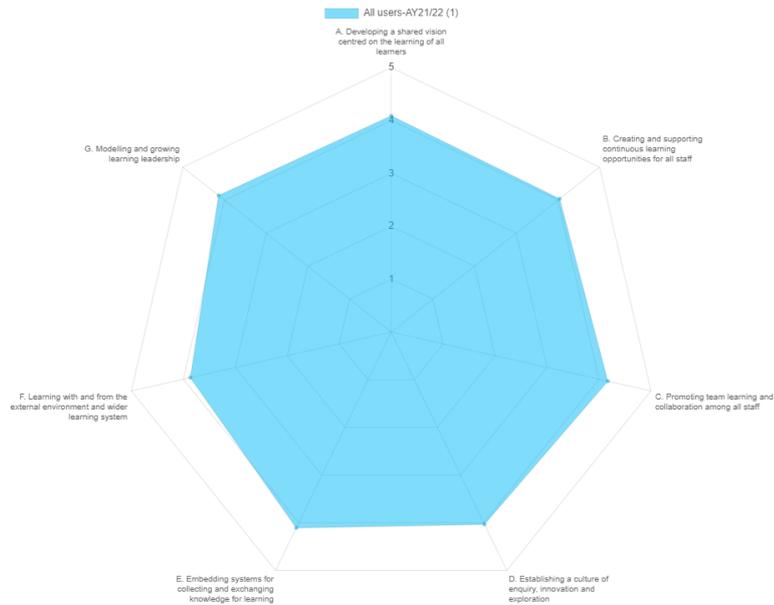
Options ⋮



2. You will see the following options after clicking the 'Options' button.

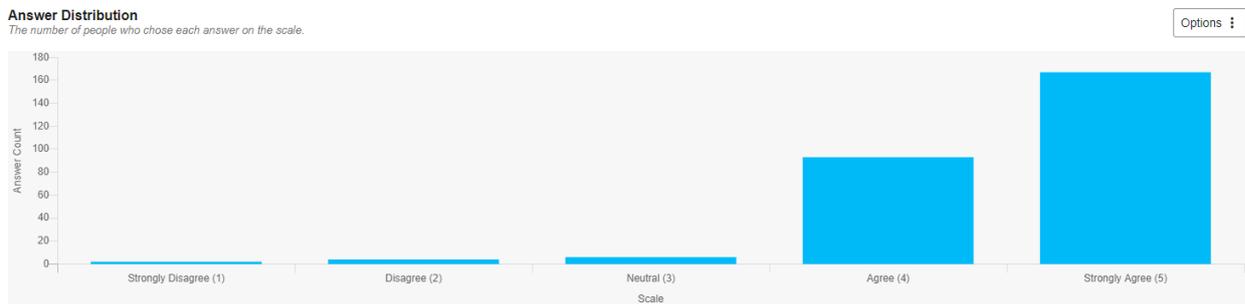


3. After choosing 'Download PNG' or 'Download JPG', you will see the file saved to your device.
4. Once downloaded and opened on your machine, the spider graph will look similar to the one below.

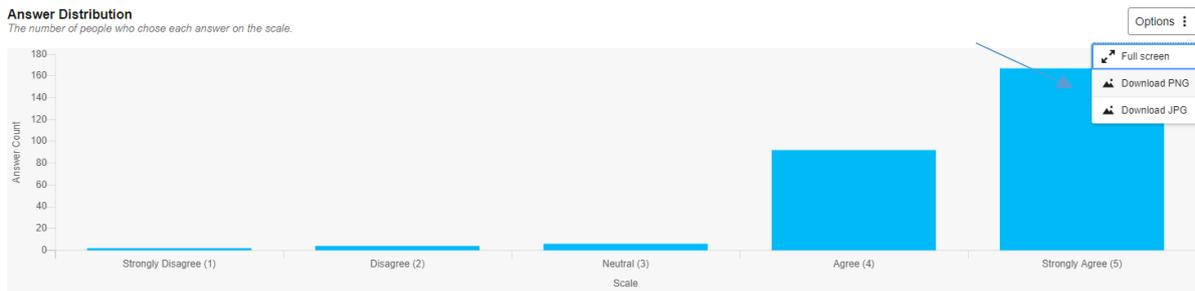


### How do I download the bar graphs?

1. Click on the 'Options' button. This button is on the top right hand side of the graph.



2. You will see the following options after clicking the 'Options' button.



3. After choosing 'Download PNG' or 'Download JPG', you will see the file saved to your device.

4. Once downloaded and opened on your machine, the bar graph will look similar to the one below.

