

## Schools as Learning Organisations (SLO) Survey Desk Instructions (Hwb)

### Introduction

This document will explain how to access the SLO survey, share it with other members of your school and how head teachers and SLO Co-ordinators will be able to access the reports upon completion of the survey. Please note that when staff members have completed the survey, responses cannot be deleted if submitted in error.

All schools will access the survey via the same link. A survey link will be made available each academic year (from September to July). Schools will only be able to take the survey once each academic year. Schools can decide when their staff will complete the survey during the academic year and set their own deadline.

School staff roles will be automatically populated in the survey through the Management Information System (MIS) e.g. SIMS or Teacher Centre as part of the School Workforce Annual Census (SWAC).

To optimise the features in Hwb we suggest that either the CHROME, FIREFOX OR EDGE WEB BROWSER is used to log in, complete the survey and access reports.

### Accessing the survey link

Log in to Hwb and the survey link can be found on the [SLO Hwb page](#). All schools will access the survey via the same link.

### SLO survey



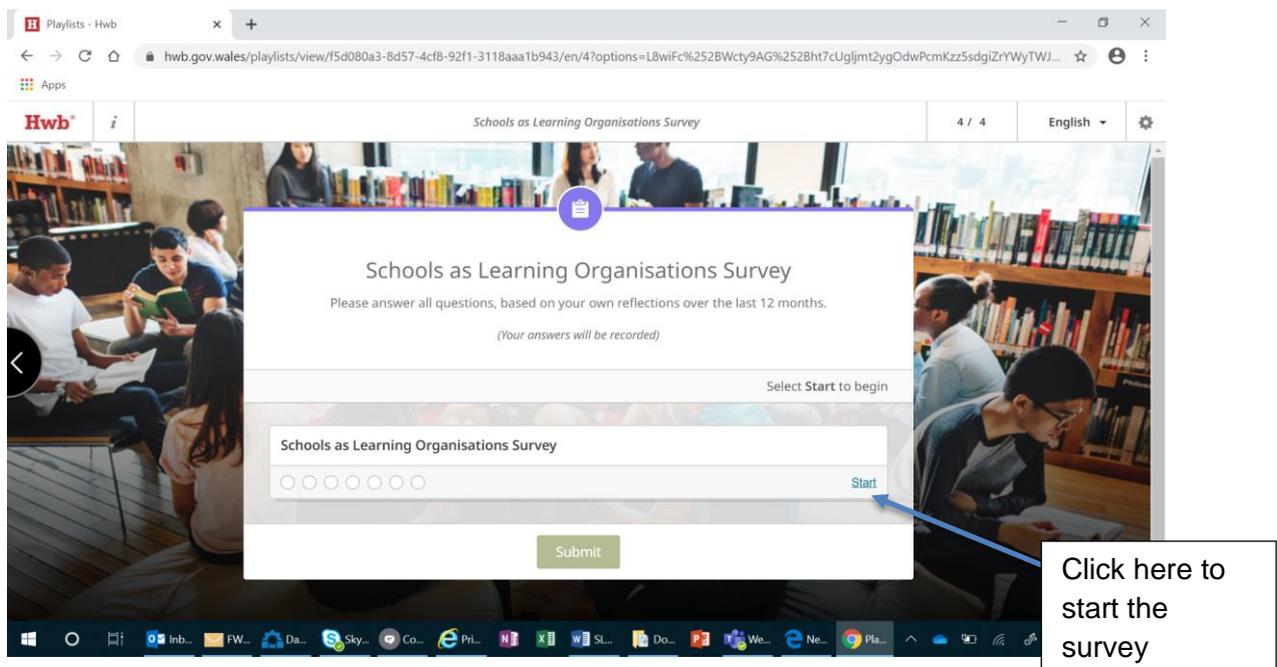
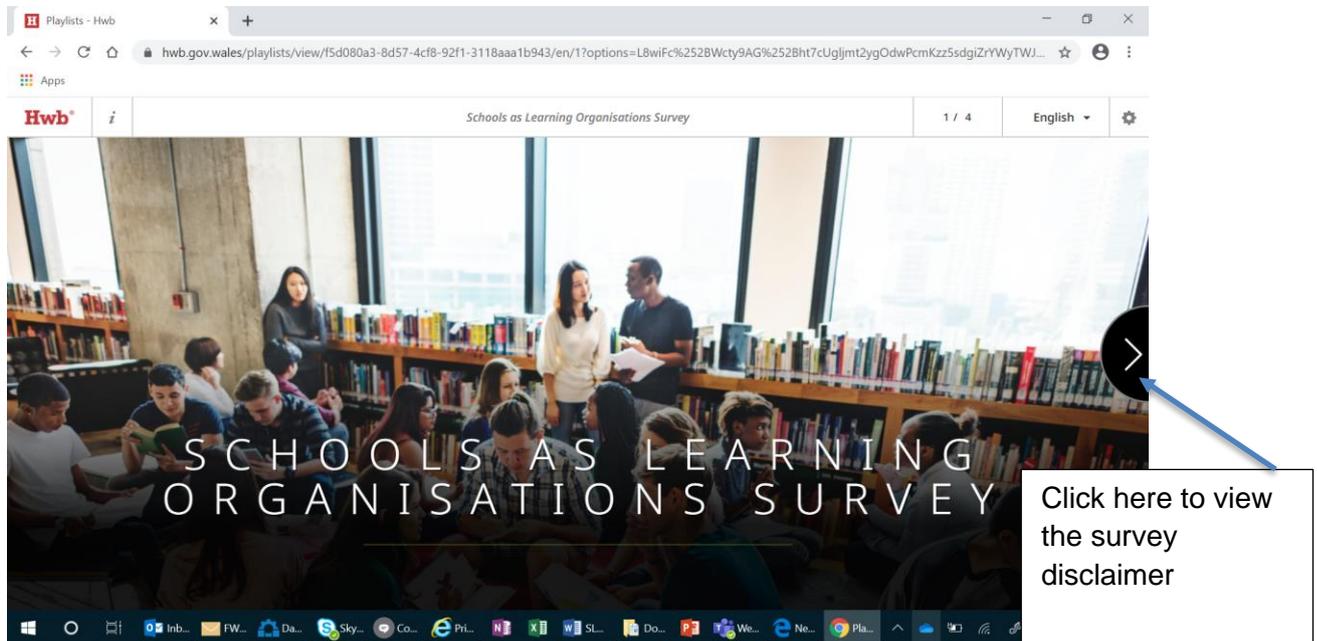
The **2022 to 2023 SLO survey** is now live (please note: you need to be logged into your Hwb account to view this survey). The survey will be available throughout the academic year.

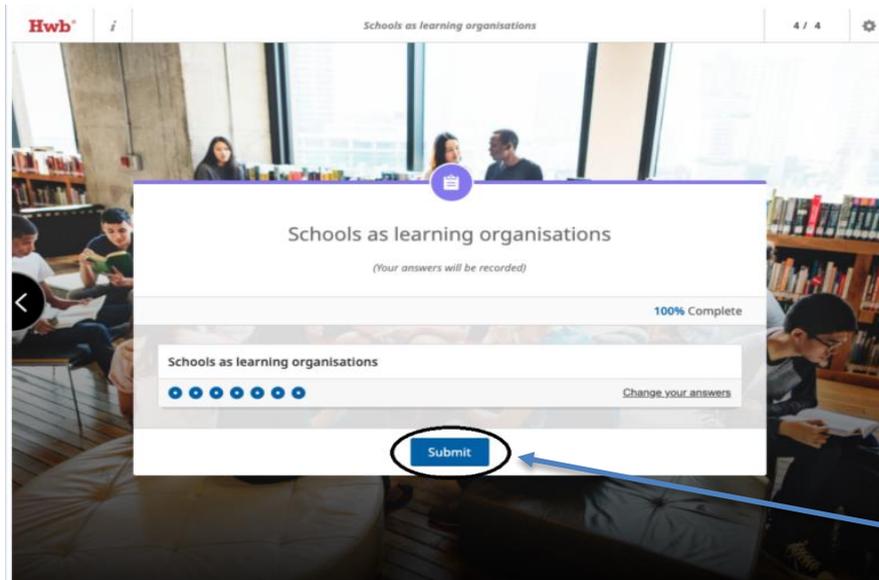
For queries related to the survey, please contact [slo@gov.wales](mailto:slo@gov.wales)

### Sharing the survey within your school for completion

As a head teacher or SLO Co-ordinator, you can direct your staff to the SLO Hwb page to access the survey link. **You should set a response deadline for the survey and communicate the deadline to your staff using a diary marker or similar.**

Each member of staff at your school will need to log in to Hwb, click on the survey link and then work through the survey to answer each of the questions. It is important that they submit their answers on completion. Please note, users can complete the survey across multiple sessions and their responses and position in the survey will be saved.





Remember to click 'Submit' to record your answers

Once at least one member of your school has completed the survey, the reports will begin to populate.

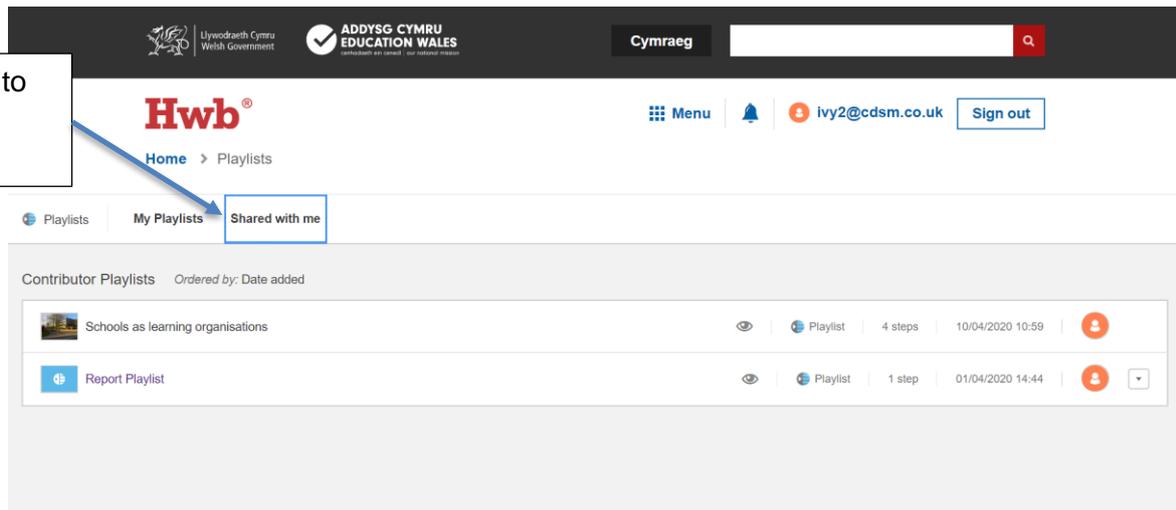
## Accessing reports

Head teachers and SLO Co-ordinators will automatically have access to the results through the reporting section of the survey. **Please note that results will take a few hours to register, so will not be instantly accessible on via the survey reports.** To access the reports, you will need to log onto Hwb and click on 'Playlists.'

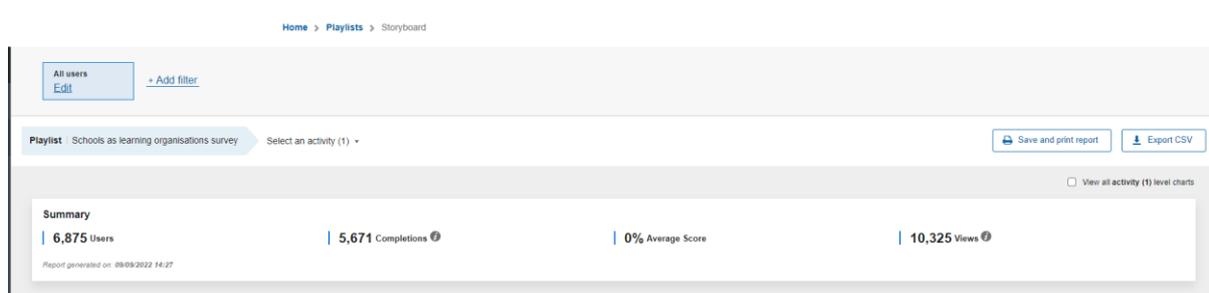


Click on Playlists

In 'Playlists' click on the 'Shared with me' tab. If you do not have access to the SLO survey within the 'Shared with me' tab, or do not see the 'Shared with me' tab at all, please contact the Hwb helpdesk (hwb@gov.wales). If you have not updated the MIS system, you will not see this link.



To access the reports from here, click on the title of the playlist i.e. Schools as learning organisations survey and the below screen will appear.



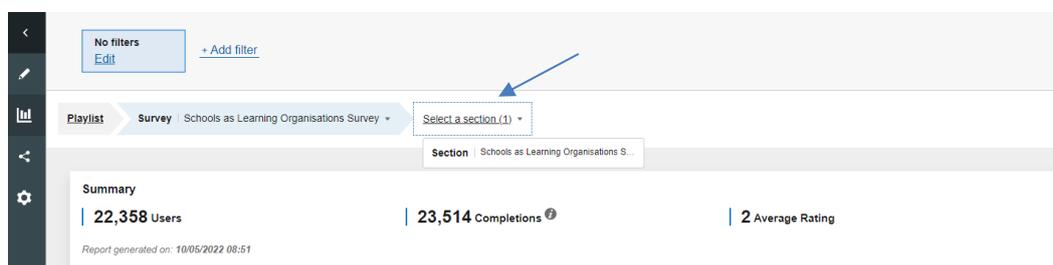
## Navigation and drill down

Once you have accessed the reports, you will have the initial overview screen, which will show you:

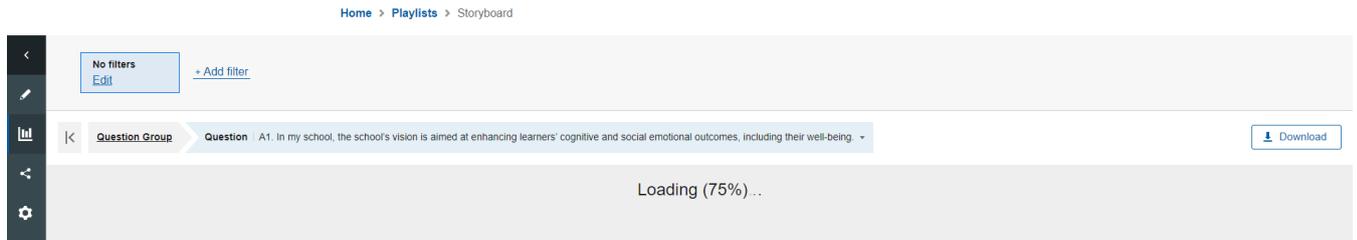
- the number of users that have completed the survey
- the number of completions
- the average score
- the number of views for your school.

The number of users that have completed the survey may vary from the number of completions if a user has completed the survey more than once.

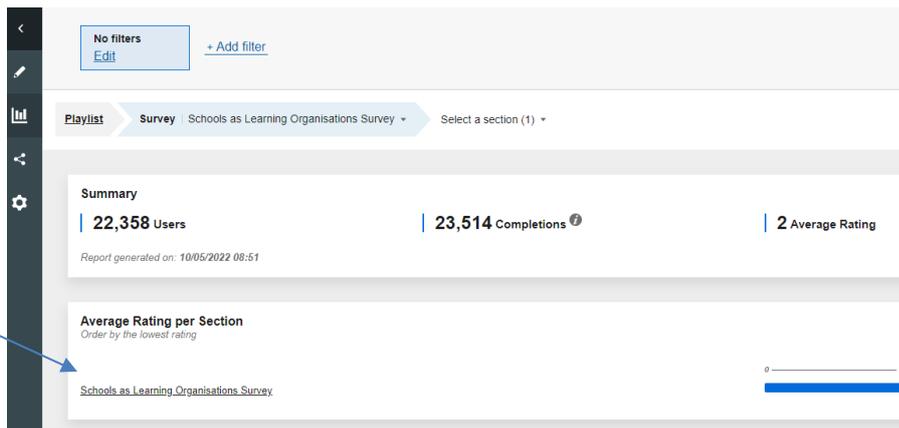
You can then drill down further to review the reporting data on each question by selecting the dropdown above the reporting section.



Whilst the latest data is being generated, you will see a loading update on screen.

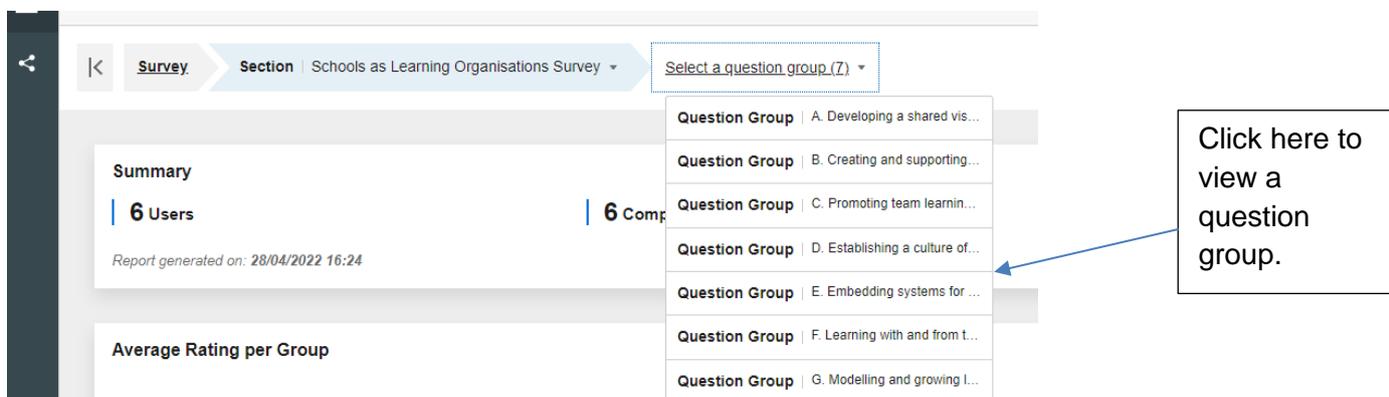


To view the spider diagram for the survey as a whole, click on the 'Schools as Learning Organisations Survey' link.

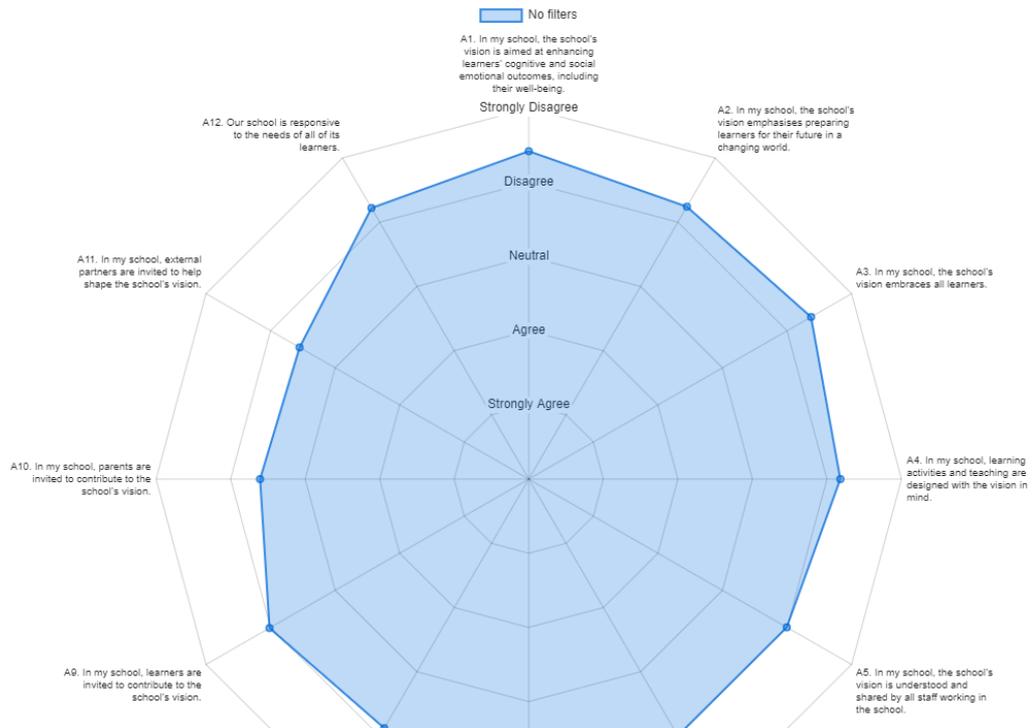


The spider diagram displaying the overall results will display a 1 – 5 rating. 1 = strongly disagree and 5 = strongly agree.

You can continue to filter within the dropdown menu through the different question groups. This will allow you to see a detailed report on how a particular question has been answered. Below is an example of navigating through the question groups using the dropdown menu.



At this level, you can see a spider graph representing the responses for an individual dimension or overall responses for all dimensions. You can also hover over the spider graph to view specific values. The spider graph will be displayed as shown below. Scroll down and you will also be able to view each question response by percentage.

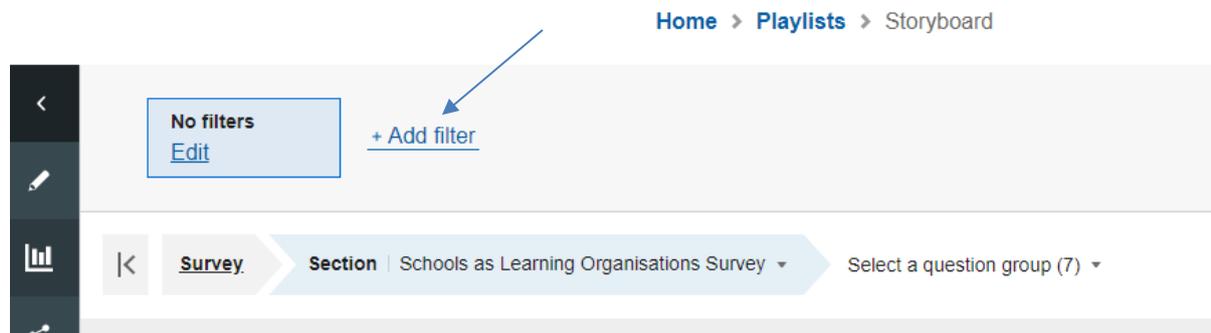


### Answer Distribution per Question

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
A1. In my school, the school's vision is aimed at enhancing learners' cognitive and social emotional outcomes, including their well-being.	51%	42%	5%	1%	0%
A2. In my school, the school's vision emphasises preparing learners for their future in a changing world.	40%	48%	10%	3%	0%
A3. In my school, the school's vision embraces all learners.	51%	38%	8%	3%	0%
A4. In my school, learning activities and teaching are designed with the vision in mind.	35%	51%	12%	2%	0%
A5. In my school, the school's vision is understood and shared by all staff working in the school.	31%	46%	16%	6%	1%
A6. In my school, staff are inspired and motivated to bring the school's vision to life.	30%	47%	17%	5%	1%
A7. In my school, all staff are involved in developing the school's vision.	32%	42%	18%	7%	1%
A8. In my school, school governors are involved in developing the school's vision.	25%	43%	27%	4%	1%
A9. In my school, learners are invited to contribute to the school's vision.	30%	48%	17%	5%	1%
A10. In my school, parents are invited to contribute to the school's vision.	17%	40%	33%	9%	1%
A11. In my school, external partners are invited to help shape the school's vision.	14%	39%	37%	9%	1%

## Comparing reports

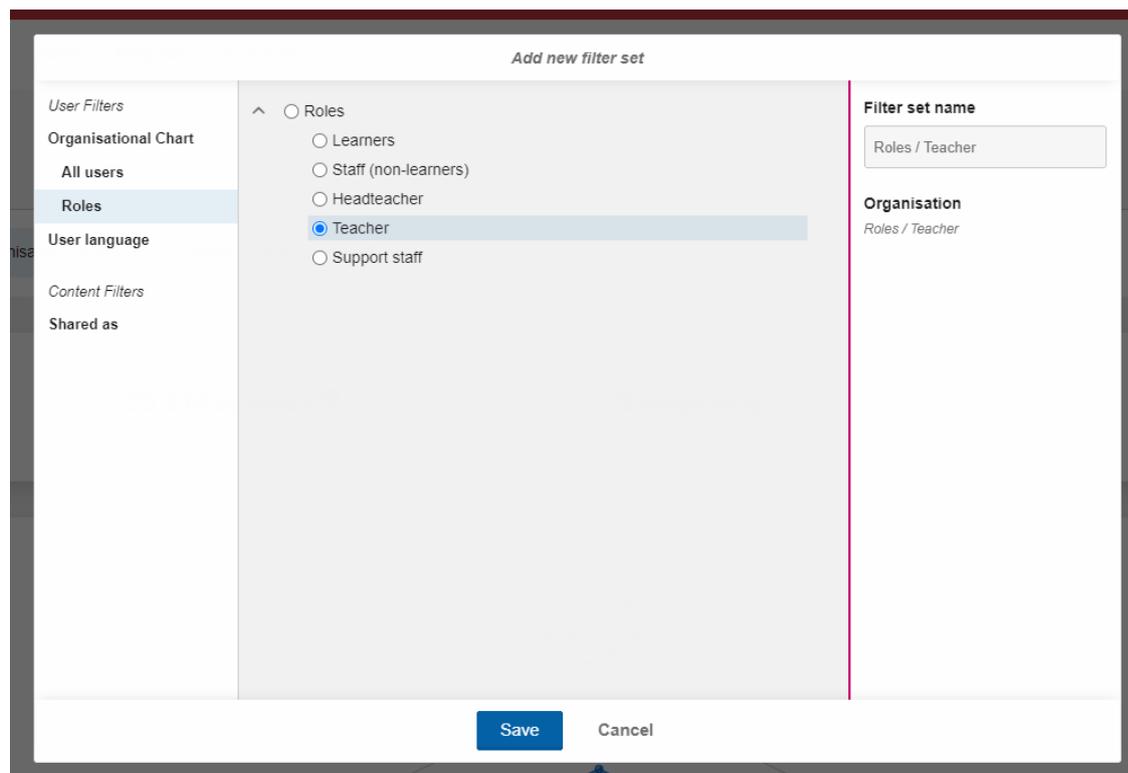
You will be able to filter the results to show the spider diagram by academic year (the year of data you want to look at) and by school role (headteacher, teacher, support staff). If you are a regional or local authority lead, you will also be able to filter by location. To begin filtering your results, click '+Add filter'.



Clicking '+Add filter' will give you the option to add a new filter. A pop-up will open, where you will be able to make your selections.

## Filtering by staff type

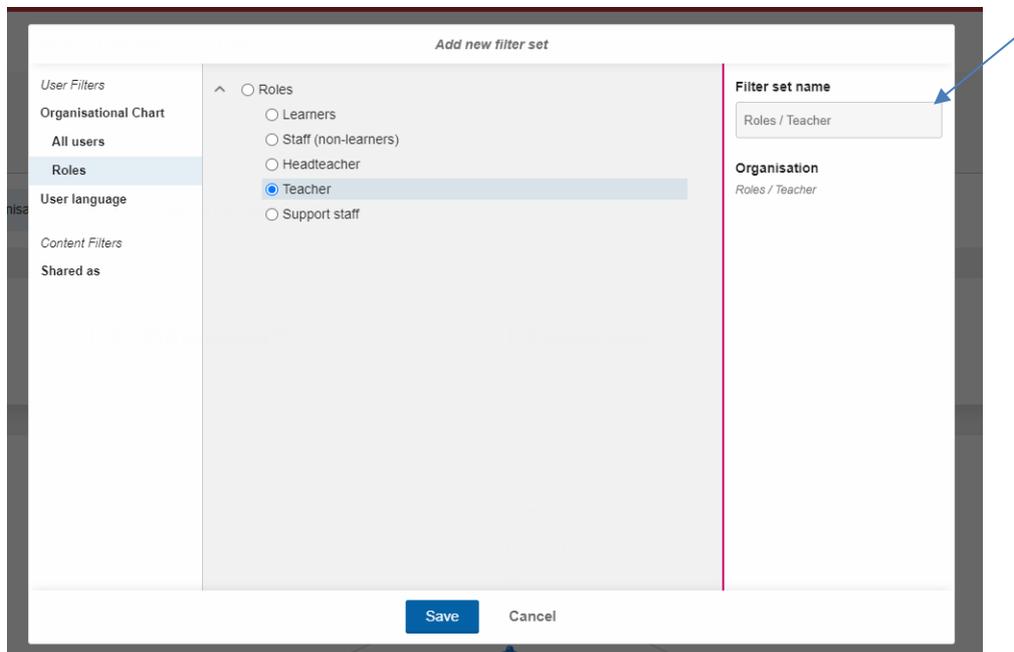
Click 'Roles' to add a filter for staff type.



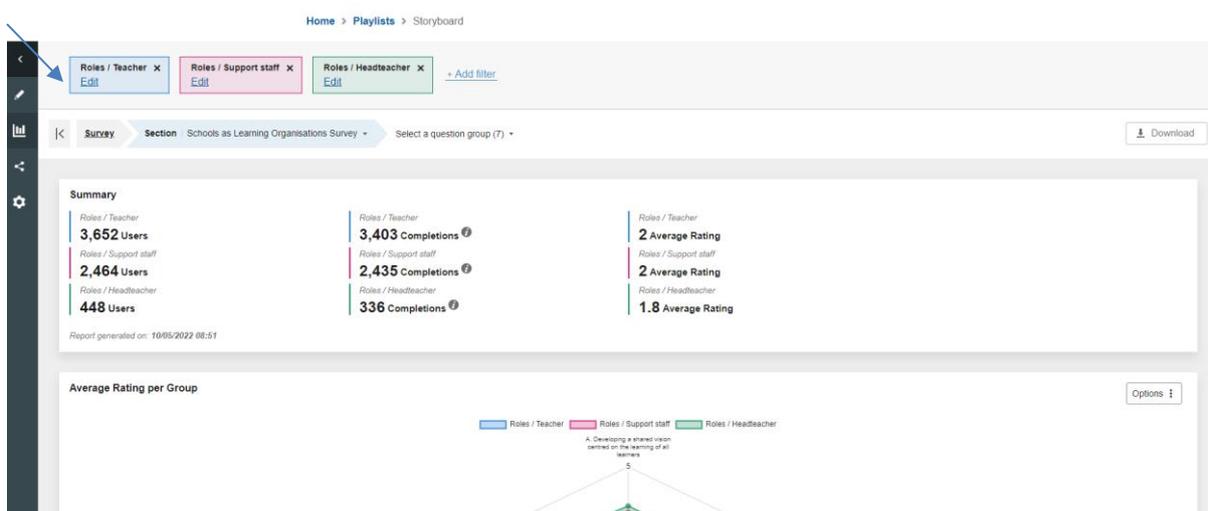
To choose 'Teacher' as one filter, click 'Teacher' and press save. You can then repeat these steps to add a filter for 'Support staff' and for 'Headteacher' if you are looking to compare responses from these staff roles. Please note, the name of the filter will automatically update to show your selection. For example, if you choose

'Teacher', the filter name will update to 'Roles / Teacher'. The filter name can also be edited as shown below – simply click in the box and type in the filter name.

To note: Staff (non learners) applies to staff in the school who are not teachers, not support staff, nor are they the Head teacher. This category would apply to administrative staff, school caretakers etc.



If you are looking to compare all user completions with the completions by one staff role, you can do this as set out above. If you are looking to compare the responses from three different staff roles, you can do this by selecting 'edit' on Filter set 1, which otherwise defaults to 'All users' for your school. You will then need to use '+ Add filter' to add the other staff roles.



## Filtering by academic year

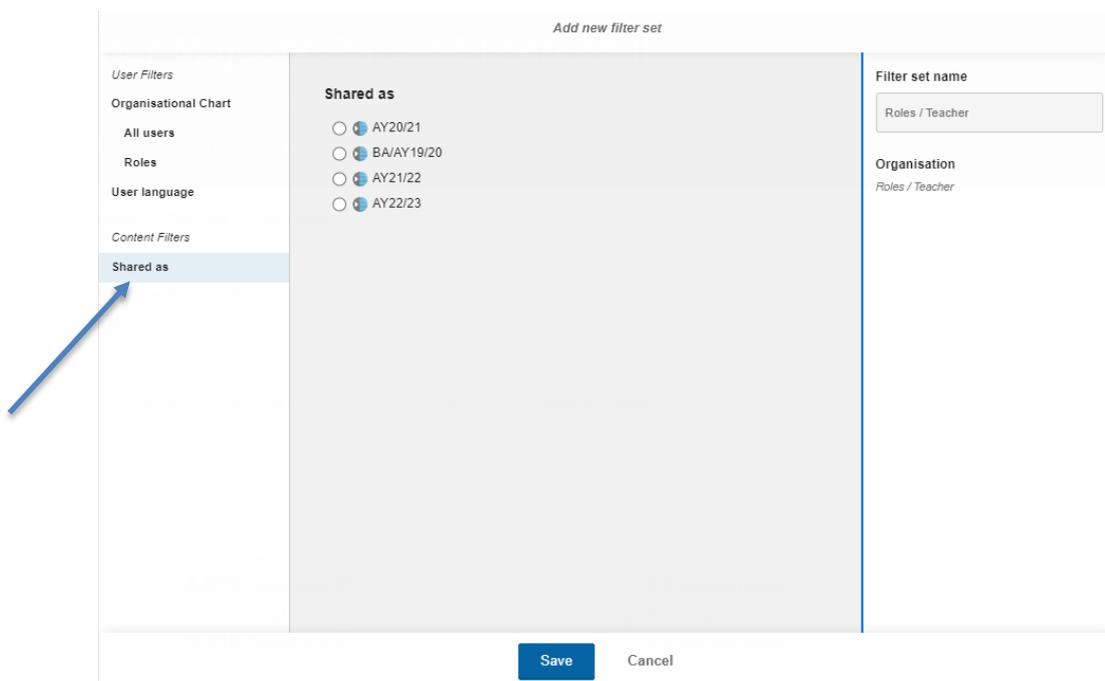
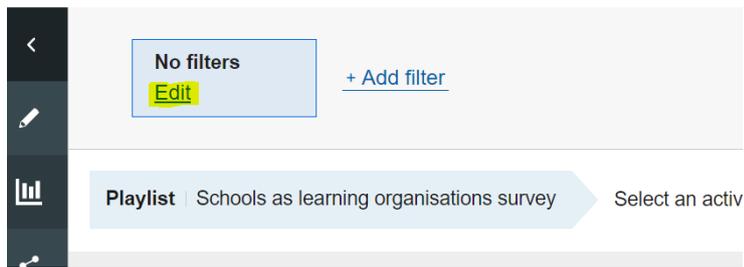
If you need to look at responses for a particular academic year, you can press 'Shared as' to select the academic year that the survey was completed in.

You will need to make sure that you set the 'content filter' to the academic year you want to look at. To do this, click 'edit' in the top left filter box. This will open a pop-up, where you will be able to add filters for roles and academic years.

Once you have chosen the academic year, press 'save' and you will see the survey report update.

Please note, if you do not select an academic year, the default will be **all completions** for your school for **all academic years**.

[Home](#) > [Playlists](#) > Storyboard



## Downloading the data

There are two options available for downloading the data, these are “Export CSV” and “Save and print report”. You can access each of these using the buttons shown below. These can be found in the top right hand side of the screen.



The ‘Export CSV’ option will provide you with an excel spreadsheet of the data and will not contain any spider graphs or graphical representation of the responses. The CSV will contain data for the page you are on when you choose to ‘Export CSV’.

To save a printout of the spider graphs, you can use the ‘Save and print report’ option. You can read more about this in the **To Save and Print reports** section.

## Viewing the spider graphs

You have the option to view the graphs individually, by section or by question group. Alternatively, you can view all the graphs for the section or question groups collectively.

When you have selected your section or question group (as shown in the diagram below), you need to check the box to “view all question group level charts”. This will bring all the graphs into one view. Please be aware that loading times may take a few minutes.

The screenshot shows the Hwb interface with a red header. The breadcrumb trail is 'Home > Playlists > Storyboard'. The main content area shows a survey report for 'Schools as Learning Organisations Survey'. A red arrow points to the 'Select a question group (7)' dropdown menu. A red box highlights the checkbox 'View all question group (7) level charts'. The report summary shows 13 Users, 13 Completions, and 3 Average Rating. The 'Average Rating per Group' section displays a spider graph with three main categories: 'A. Developing a shared vision centred on the learning of all students', 'B. Creating and supporting continuous learning opportunities for all staff', and 'G. Modelling and growing learning leadership'. The spider graph shows a central point with three lines extending outwards, each ending in a blue triangle representing a data point.

## To Save and print reports

You can save and print all the spider graphs at once with the “Save and print report” button. You should navigate to the ‘section’ level to view and save the spider graphs for each of the question groups in one single report. Click ‘view all question group (7) level charts’ as described above, and this will generate the spider graphs for each of the question groups.

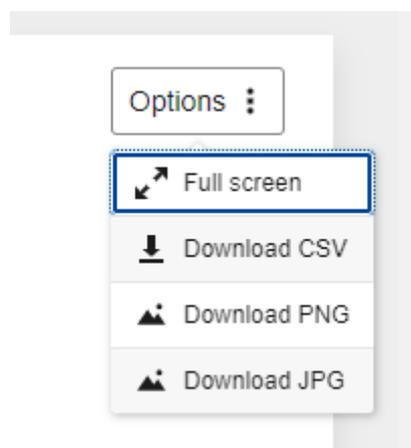
To save the report, click ‘Save and print report’. A pop-up will open, giving you the choice to either print the report or save it. If you are connected to a printer, the printer options will be available under ‘Destination’. If you would instead like to save the report, ensure that the destination is set to ‘Save as PDF.’ Click ‘save’ within the pop-up to save the report to your device.

Please note, the saved report will be a snapshot of the spider graphs at the time that you have saved. It will also include any filters that you have set on screen. If you later adjust the filters, you will need to save a new version of the report in order for those changes to be reflected in your saved report.

Please note that you will need to wait for all the spider graphs to load before pressing ‘Save and print report’ to ensure that the printout has all the details you require. You will clearly see when the reports are still being generated as there will be a ‘loading’ message instead of the spider graphs. Once all graphs are visible, you can choose to ‘Save and print report’.

## Saving an individual graph

The option to save an individual spider graph will still be available via the ‘Options’ button against each of the spider graphs.



If you need to save an individual spider graph for a presentation or report, you can do so by using either the ‘Download PNG’ or ‘Download JPG’ options. This will save a copy of the individual spider graph to your device. Please note, any filters that you add to the report will be maintained in the saved version.

If you would like to download a breakdown of the responses, you can use the 'Download CSV' option against the individual sections of the report. Please note, this option will **not** include any graphical representation of the report and will include data for this individual section of the report only.

## FAQs

### **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.

### **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.

### **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.

### **Can I delete the survey responses if I need to?**

It is not possible for survey responses to be deleted once they have been completed.

### **When staff complete the survey again this academic year, will this produce a separate SLO report to last year's please?**

Yes, a new report will be produced for this year.

## **How do schools access their previous SLO survey results?**

School can access their previous SLO survey results by:

- logging into Hwb
- going to 'Playlists'
- going to the 'Shared with me' tab
- clicking the 'Schools as learning organisations' survey link
- in the reports area on the right hand side of the page, going to the option to 'filter' results
- clicking 'Shared as..' and selecting the relevant academic year
- the results will then show on screen.

## **Who will see the survey results?**

Each school will only receive data for their own school. Survey results will be accessible to the Head teacher and the SLO Co-ordinator nominated by the school. The approach to collecting, sharing and using the results is determined by the individual school. The results can be used to facilitate discussions among staff and inform school improvement planning. As a school, you may choose to share your data with cluster partners to facilitate partnership working to address common areas for improvement.