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 will be able to access the reports upon completion of the survey.

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 a year.

A new link will be available at the start of each academic year in September for schools to repeat the survey (e.g. AY2021/22). Individual 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 the CHROME 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, link below.

https://hwb.gov.wales/professional-development/schools-as-learning-organisations/

All schools will access the survey via the same link.

For queries related to the survey, please contact slo@gov.wales

Sharing the survey within your school for completion

As a head teacher, you can direct your staff to the SLO Hwb page to access the survey link. You will need to set a response deadline for the survey.

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

**Head teachers - Accessing reports**

Head teachers will automatically have access to their school 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.’
In ‘Playlists’ click on the ‘Shared with me’ tab. If, as a Headteacher 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. SLO 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 (e.g. if one user has completed the survey twice), the average score and number of views for your school.

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

Click here

Click here to access spider diagram
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.
Comparing reports

You will be able to filter the results to show the spider diagram by role etc. You will not be able to download the diagrams from Hwb so if you require a copy offline, you will need to take a screen shot and print / save to your home drive. In the future, you will be able to compare results from different years e.g. to compare the responses in 2020 to the responses in 2021. To compare results, click "Add filter set" and define what you want your filters to be.

Below is a second example of using the filter sets, where two different share links have been compared.
Within the reports area, you will find the option to download the survey responses. Please note, the ‘Get Report’ button will be deactivated when more than 1 filter set has been selected e.g. if you may wish to view different staff categories. In this instance you will need to save each report in an excel spreadsheet to filter as you may wish. **PLEASE NOTE THIS FUNCTION IS STILL IN DEVELOPMENT. WE ARE STILL EXPLORING HOW SCHOOLS MAY WANT TO USE THE REPORTS. PLEASE LET US KNOW IF YOU USE/DO NOT USE THIS FUNCTION/ WHAT YOU WOULD LIKE TO SEE IN THE REPORT ETC.**

To download a CSV of the report, you will need to click on the “Get Report” option and the text will change to “building”. Please wait on the same page until the report has been generated.

Once the report has been generated, the text will then change to “Download”. Simply click on this to download a CSV export of the survey responses. Downloading the CSV report will allow you to have a granular breakdown of the survey responses, including the data and time that the response was provided.