

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/>

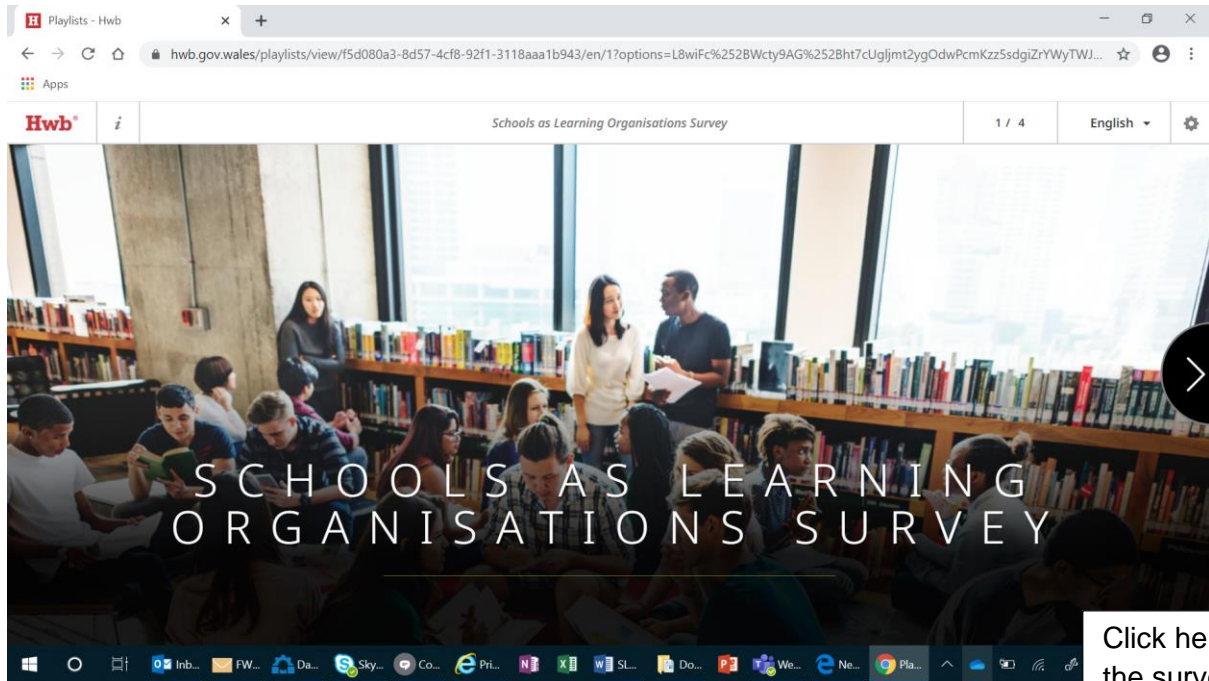
All schools will access the survey via the same link.

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

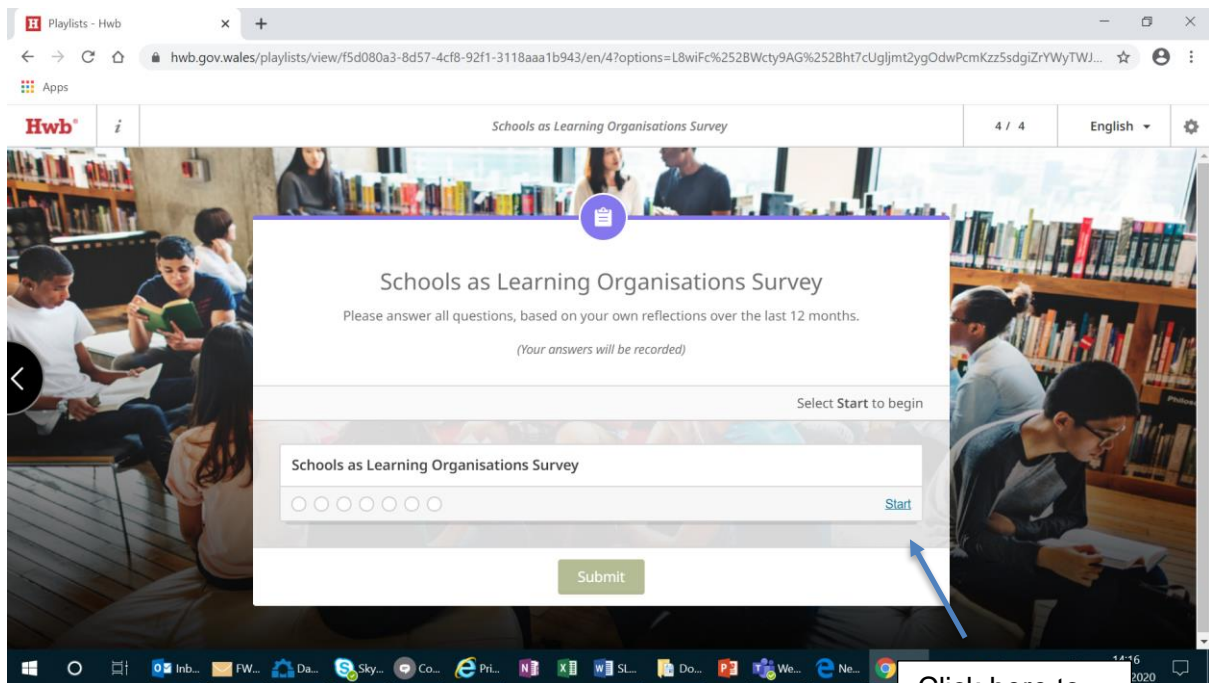
Sharing the survey within your school for completion

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.



Click here to view the survey disclaimer



Click here to start the survey

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Schools as learning organisations
(Your answers will be recorded)

100% Complete

Schools as learning organisations

Change your answers

Submit

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.

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.'

Hwb[®]

Menu L Clarke Sign out

Learning and teaching for Wales

The Curriculum for Wales and free educational tools and materials.

Office 365	Outlook	Adobe Spark
Just2easy	User management	Support Centre
Networks	News	Curriculum for Wales
Blended learning	Curriculum for Wales 2008	Professional development
Events	Keeping safe online	Zones
My Hwb Dashboard	Playlists	Assignments
		Resources
		Britannica Digital Learning

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.

Click here to access reports

The screenshot shows the Hwb user interface. At the top, there's a dark header with logos for 'Uywodaeth Cymru Welsh Government' and 'ADDYSG CYMRU EDUCATION WALES'. Below this is a navigation bar with 'Home > Playlists'. The 'Shared with me' tab is selected, showing a list of 'Contributor Playlists'. The first playlist is 'Schools as learning organisations' with 4 steps, dated 10/04/2020 10:59. The second is 'Report Playlist' with 1 step, dated 01/04/2020 14:44. A blue arrow points from the 'Click here to access reports' text to the 'Report Playlist' entry.

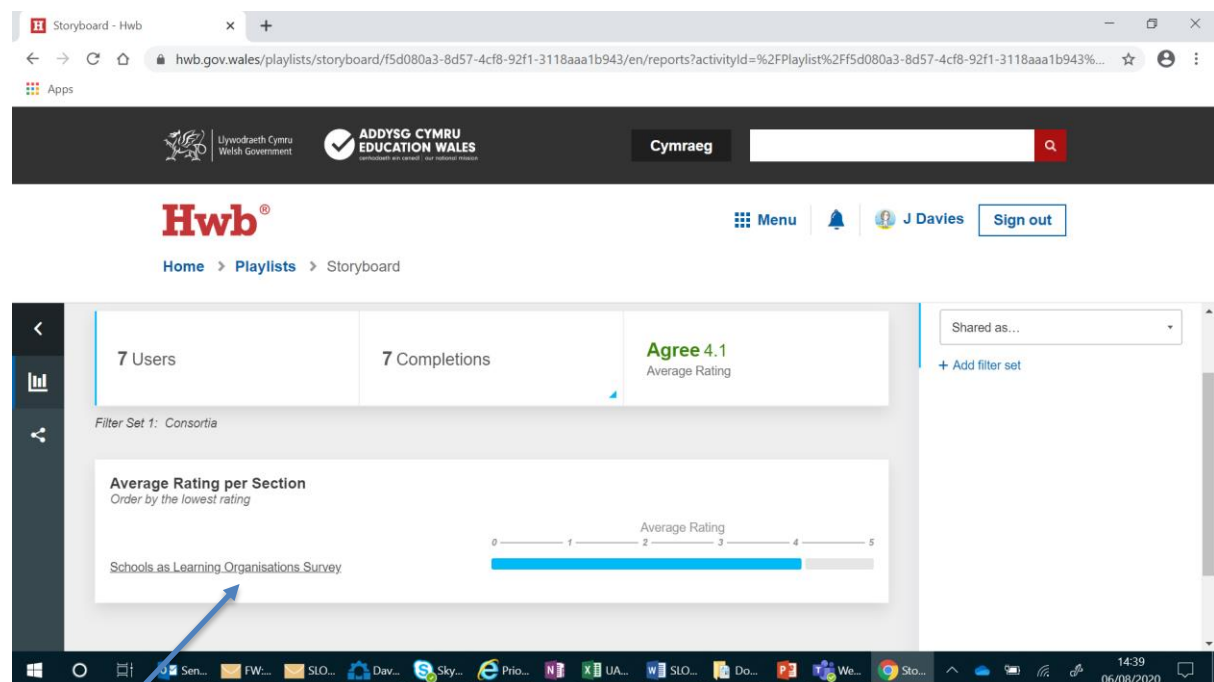
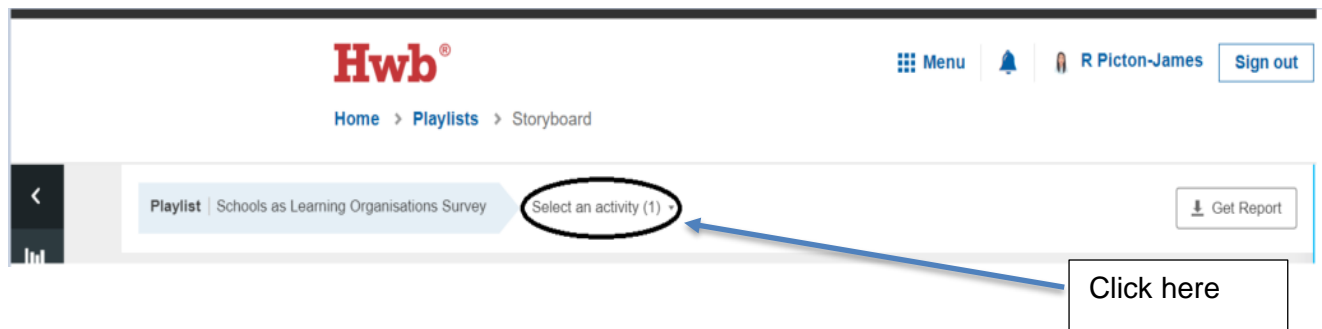
To access the reports from here, click on the title of the playlist i.e. SLO Survey and the below screen will appear.

The screenshot shows the 'Storyboard' page for the 'Schools as Learning Organisations Survey'. The page displays statistics: 5 Users, 6 Completions, --- Average Score, and 10 Views. Below these is a section for 'Filter Set 1: WG National'. On the right, there are dropdown menus for 'WG National (4)', 'Shared as...', and 'All languages'. A '+ Add filter set' link is also visible. The page is titled 'Playlist | text change - Schools as Learning Organisations Survey' and includes a 'Get Report' button.

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 to
access spider
diagram

Average Rating per Group



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.

Click here to view a question group.

[Click here to view a question group.](#)

Home > Playlists > Storyboard

Section Schools as Learning Organisations...

Select a question group (7)

3 Users 3 Completions

Filter Set 1: WG National - Text changes

Average Rating per Group

A. Developing a shared vision centred on the learning of all learners

B. Creating and supporting continuous learning opportunities for all staff

C. Promoting team learning and collaboration among all staff

D. Establishing a culture of enquiry, innovation and exploration

E. Embedding systems for collecting and exchanging knowledge for learning

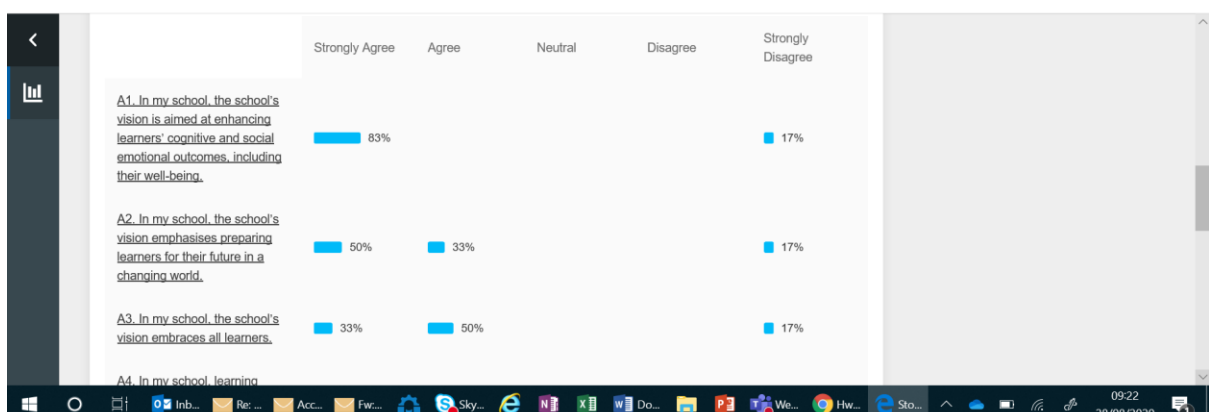
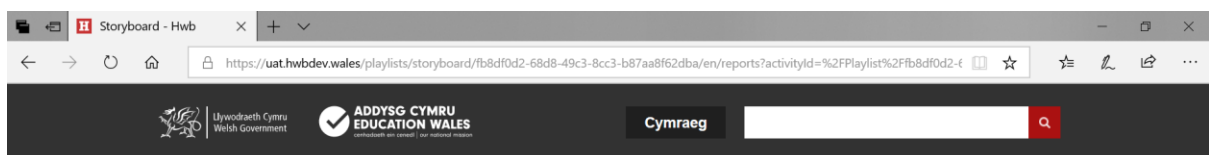
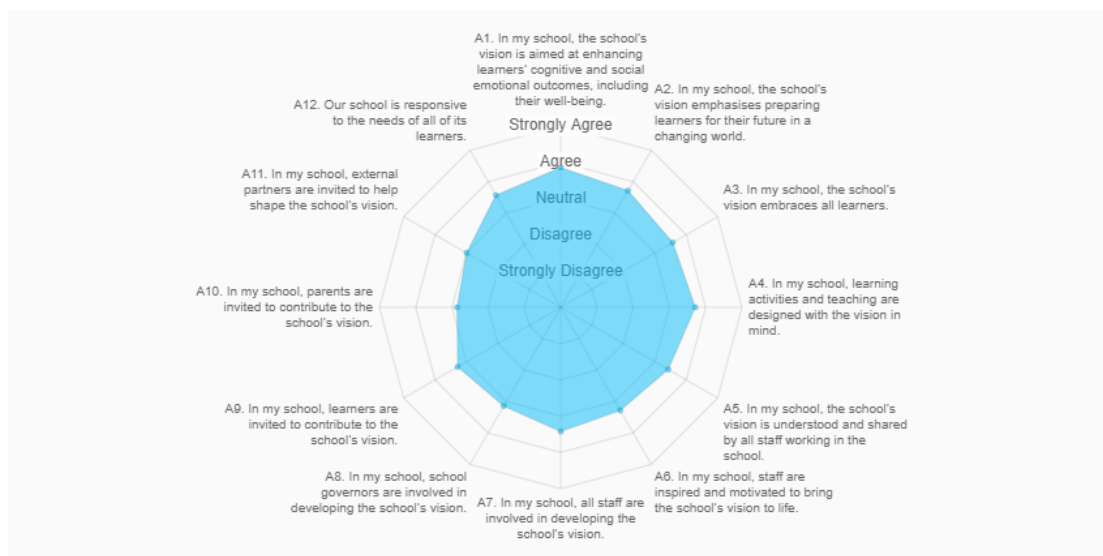
F. Learning with and from the external environment and wider learning system

G. Modelling and growing learning leadership

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.



Average Rating per Question



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.

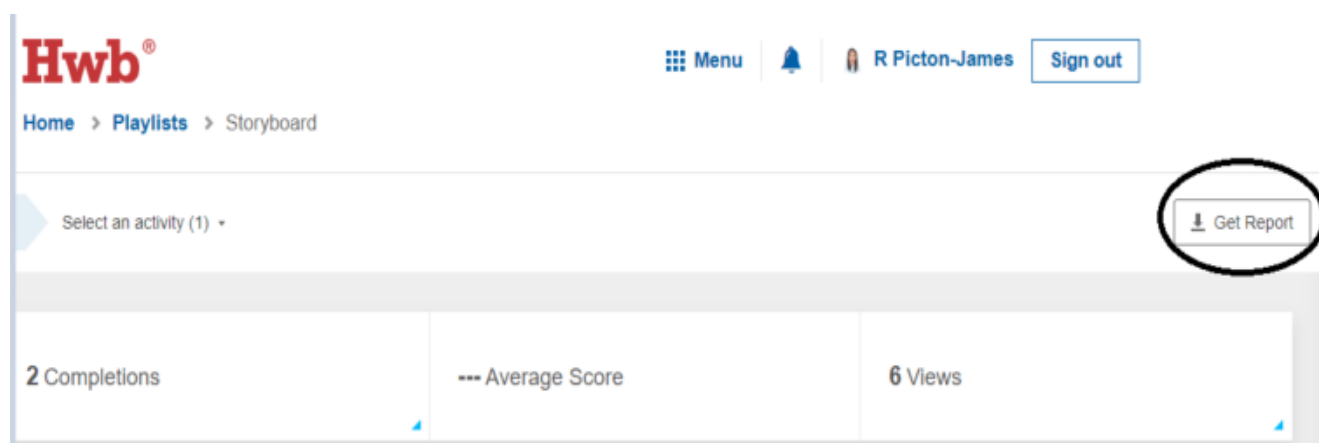
The screenshot shows the Hwb Storyboard interface. The top navigation bar includes the Hwb logo, a menu icon, a user profile for 'S Headteacher 2', and a 'Sign out' button. The breadcrumb trail is 'Home > Playlists > Storyboard'. The main content area displays a report for the playlist 'text change - Schools as Learning Organisations Survey'. It shows four metrics: 5 Users, 6 Completions, --- Average Score, and 10 Views. Below these metrics, it indicates 'Filter Set 1: WG National'. On the right side, there is a 'Filter Set 1' panel with dropdown menus for 'WG National (4)', 'Shared as...', and 'All languages', along with an '+ Add filter set' button. The bottom of the screen shows a Windows taskbar with various application icons and a system clock showing 09:37 on 28/08/2020.

Below is a second example of using the filter sets, where two different share links have been compared.

The screenshot shows the Hwb Storyboard interface with a comparison of two filter sets. The top navigation bar is the same as the previous screenshot. The breadcrumb trail is 'Home > Playlists > Storyboard'. The main content area displays a report for the playlist 'A. Developing a shared vision cen...'. It shows four metrics: 5 Users, 6 Completions, and 'Neutral 2.9 Average Rating'. Below these metrics, it indicates 'Filter Set 1: WG National - Text changes' and 'Filter Set 2: WG National'. On the right side, there are two filter set panels. 'Filter Set 1' has dropdown menus for 'WG National (4)', 'Text changes', and 'All languages'. 'Filter Set 2' has a 'Remove filter set' button, a dropdown menu for 'WG National (4)', and a 'Shared as...' dropdown. The bottom of the screen shows a Windows taskbar with various application icons and a system clock showing 09:47 on 28/08/2020.

Downloading the data

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.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
	User ID	Date/time responded	Parent label	Question label
1	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A5. The school's vision is understood and shared by all staff working in the school
2	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A7. All staff are involved in developing the school's vision.
3	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A2. The school's vision emphasises preparing students for their future in a changing world
4	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A12. Our school is responsive to the needs of all of its students
5	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A4. Learning activities and teaching are designed with the vision in mind.
6	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A11. External partners are invited to help shape the school's vision.
7	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A3. The school's vision embraces all students.
8	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A1. The school's vision is aimed at enhancing pupils' cognitive and social emotional development
9	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A8. School governors are involved in developing the school's vision.
10	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A. Developing a shared vision centred on the learning of all students
11	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A10. Parents are invited to contribute to the school's vision.
12	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A6. Staff are inspired and motivated to bring the school's vision to life.
13	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A9. Students are invited to contribute to the school's vision.
14	83e5c7b-d08e-45d0-955e-ffd71	02/05/2020 03:36	A. Developing a shared vision centred on the learning of all students	A11. External partners are invited to help shape the school's vision.
15	16f39668-3b87-422c-9214-129c	02/05/2020 06:16	A. Developing a shared vision centred on the learning of all students	A. Developing a shared vision centred on the learning of all students
16	16f39668-3b87-422c-9214-129c	02/05/2020 06:16	A. Developing a shared vision centred on the learning of all students	A7. All staff are involved in developing the school's vision.
17	16f39668-3b87-422c-9214-129c	02/05/2020 06:16	A. Developing a shared vision centred on the learning of all students	A6. Staff are inspired and motivated to bring the school's vision to life.
18	16f39668-3b87-422c-9214-129c	02/05/2020 06:16	A. Developing a shared vision centred on the learning of all students	A1. The school's vision is aimed at enhancing pupils' cognitive and social emotional development
19	16f39668-3b87-422c-9214-129c	02/05/2020 06:16	A. Developing a shared vision centred on the learning of all students	A4. Learning activities and teaching are designed with the vision in mind.
20	16f39668-3b87-422c-9214-129c	02/05/2020 06:16	A. Developing a shared vision centred on the learning of all students	