Desk instructions for Head teachers accessing legacy SLO survey data

Introduction

This document will outline the process for head teachers to access the legacy data for the Schools as Learning Organisations survey. The data is only available from the academic year 2019-2020. If you completed the survey prior to September 2019 (as part of the pilot with OECD) you will need to use the excel spreadsheet sent by Welsh Government to compare your results.

It will explain how to access the legacy data within Hwb and how to make comparisons between this year's data and last year's data.

Following recent changes, three variations of Head teacher will now have automatic access to the SLO survey reports. This access will be automatically granted to:

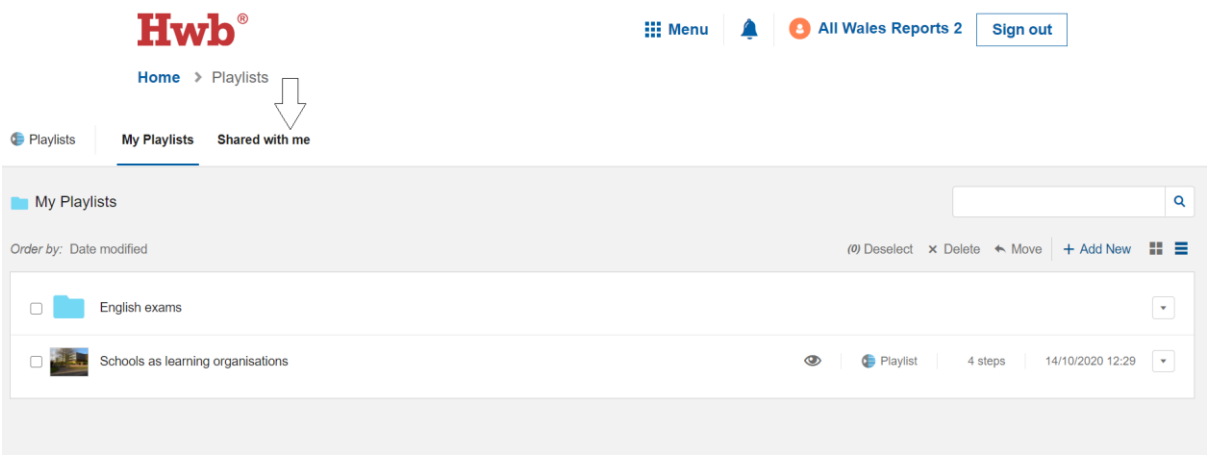
- Head teachers
- Acting head teachers
- Executive head teachers

If you fall into one of these categories and do not have access to the reports, please contact the SLO team at SLO@gov.wales

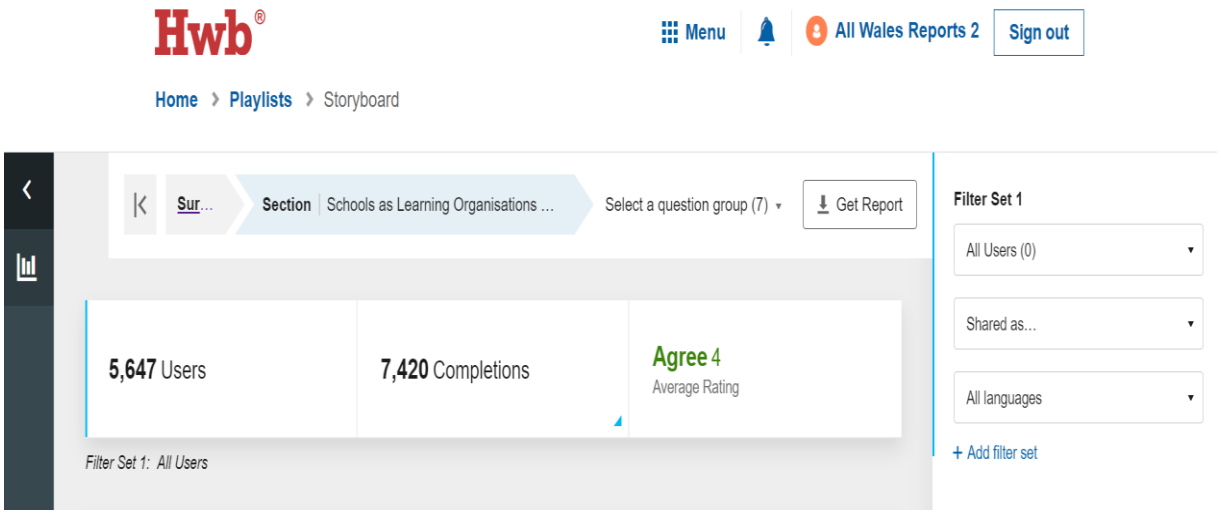
How to access the Legacy data

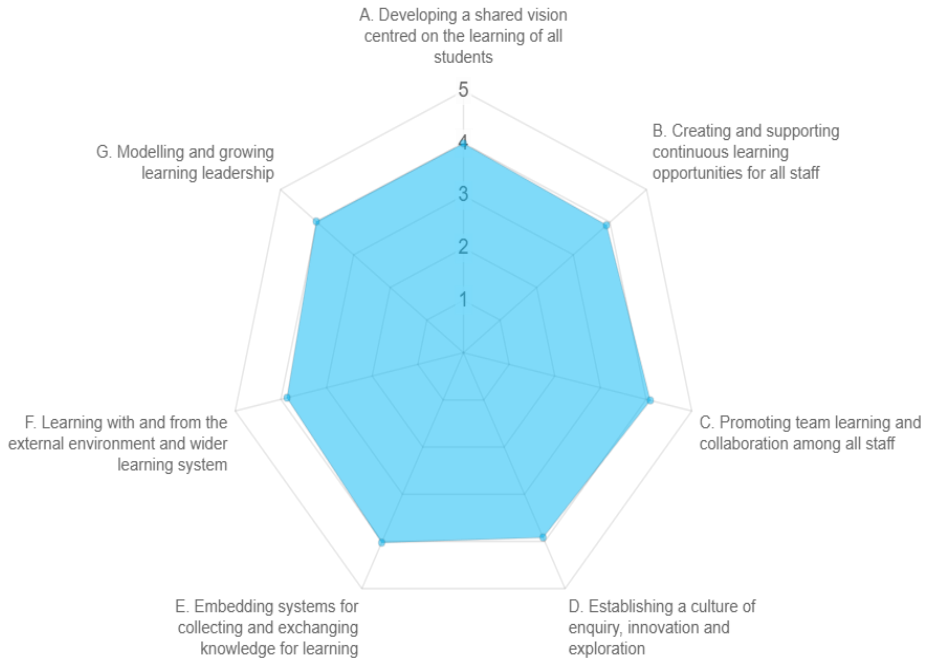
1. Login to Hwb and click on the Playlists application.

2. Click the "Shared with me" tab, to access the reports for the Schools as Learning Organisations survey.

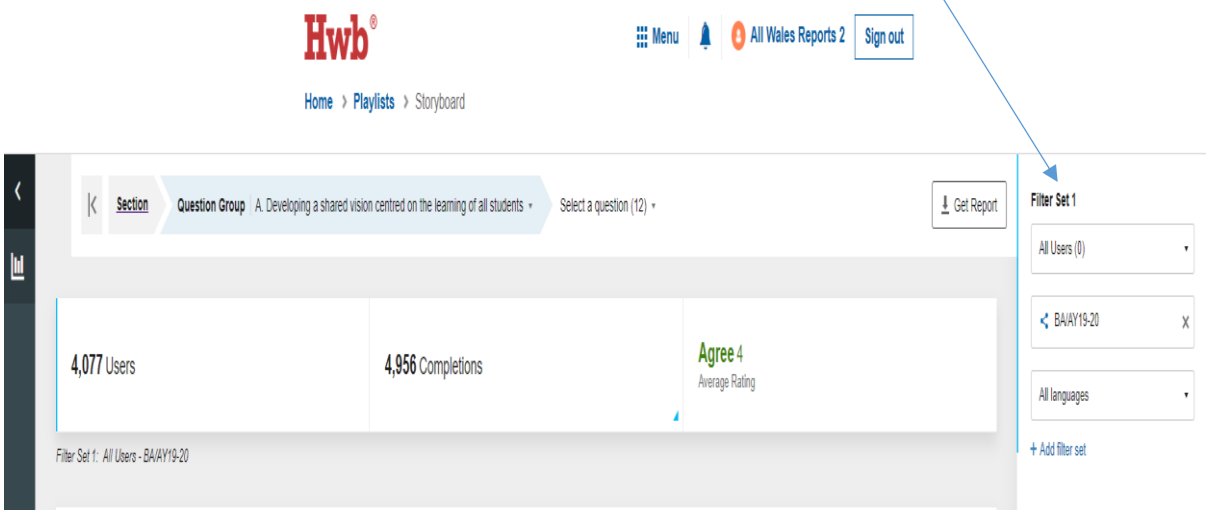


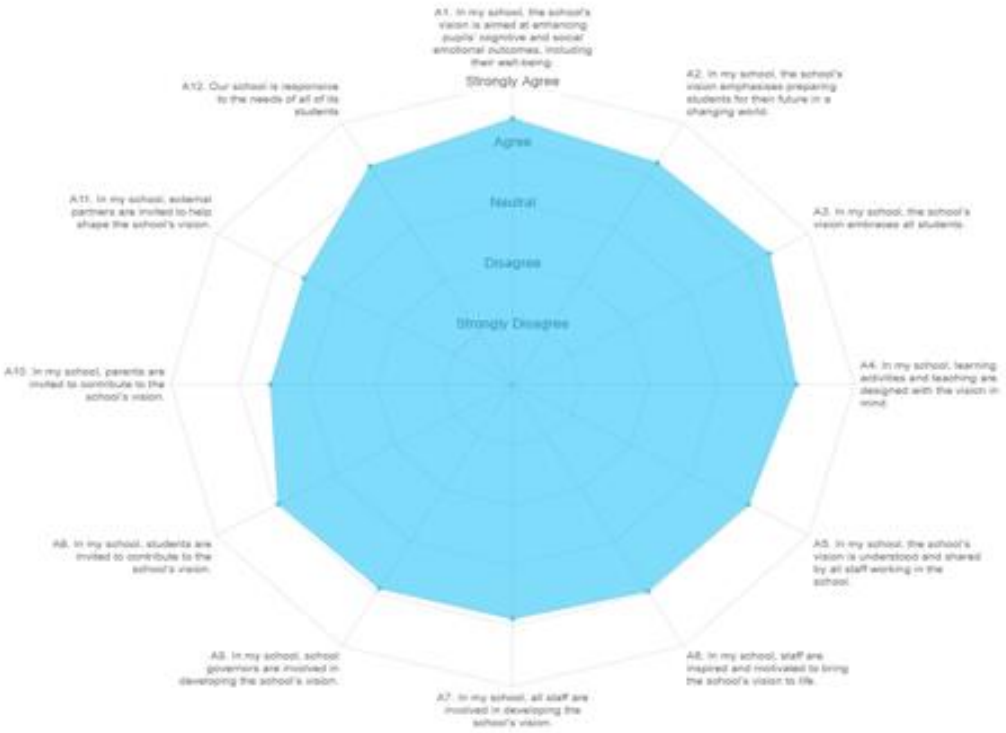
3. Click on the “Schools as Learning Organisations Survey” and you will see the top level of the reports. This will include the users, completions, average score and views of all the data for both the current survey and the legacy survey data (academic year 2019-2020). You can then use the top-level filters to navigate down to the various levels of the survey. For example, click on “Select an Activity” > “Select a section” to get an overview of the data across the survey.



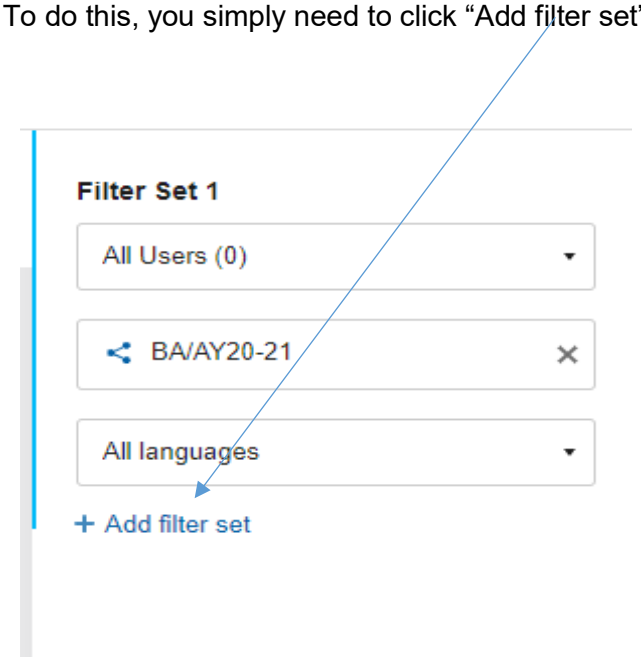


4. To access the legacy data you will need to use the filter set. In the “Shared as” dropdown - you will notice that there are two share links. The first titled BA/AY20-21 and a second BA/AY19-20. The share link titled BA/AY19-20 contains the data for the previous academic year and the BA/AY20-21 share link contains the data for the current live survey. Simply select BA/AY19-20 and this will solely show the reports for the academic year 19/20. You can then navigate down into the relevant stages of the survey to review the data as you need to.

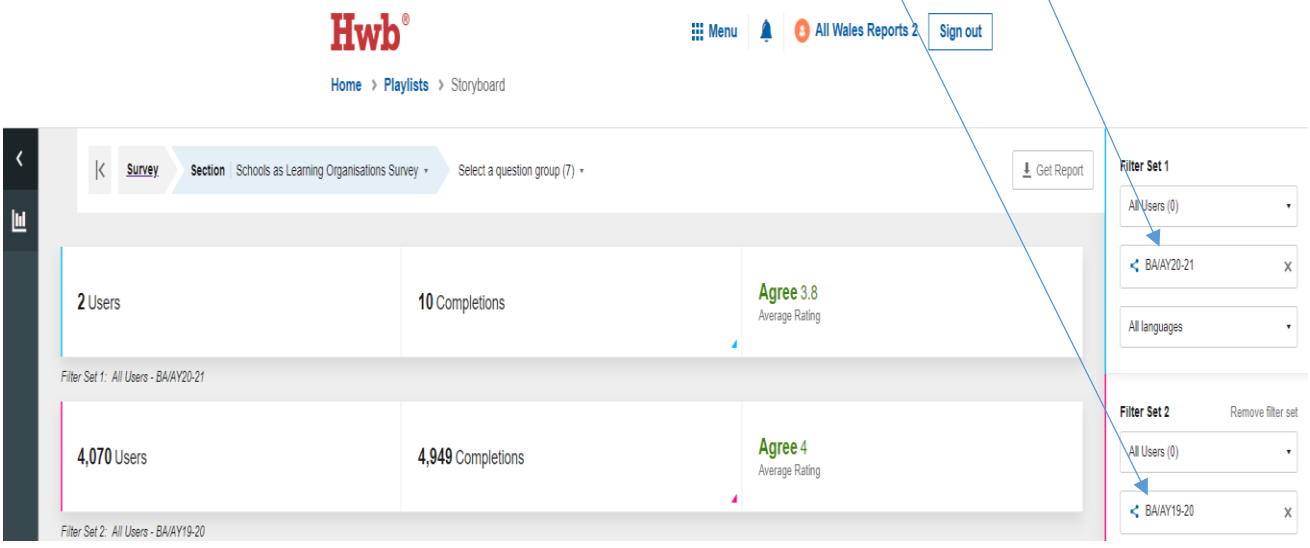
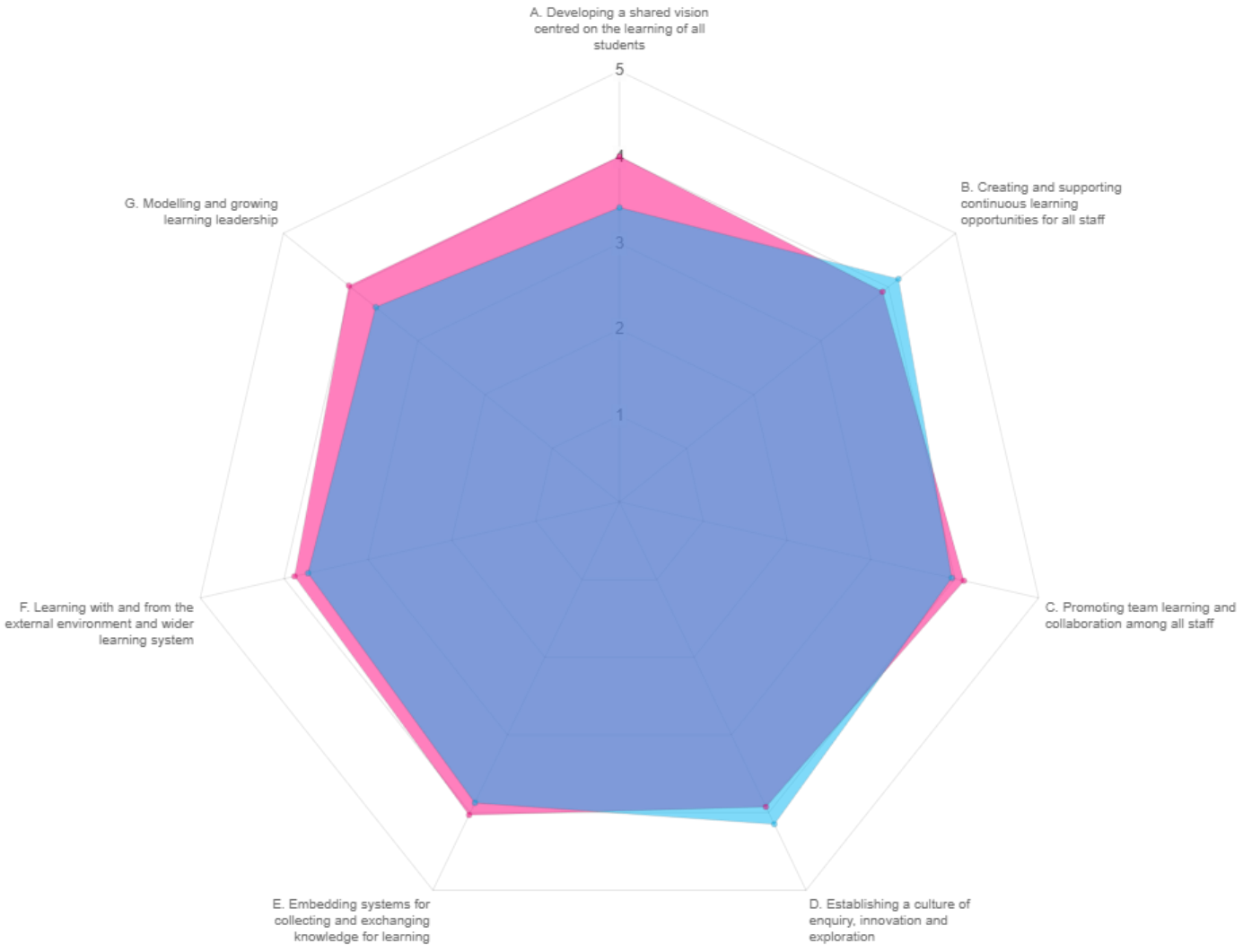




5. To compare the results from last year to the current year, you would need to add a filter set. To do this, you simply need to click “Add filter set” under Filter set 1.



6. After adding a new filter set, select one filter set to have the BA/AY20-21 share link in the “shared as” dropdown and the other as the BA/AY19-20 share link (legacy data). You will then be able to compare the values for last year and the current year. From the below example you will note that the current data set is in blue and the previous year is in red.



In September 2021, the data from 2020-2021 will remain available and a new share link for the new Academic Year will be launched. You will then have the opportunity to compare the results between the three academic years. Please note, the maximum number of filter sets you can compare at any one time is three.