



NZCER Teacher Workplace Survey

Administrator documentation

Introduction

When schools register for the Teacher Workplace Survey they must nominate a staff member to act as the school's survey site administrator. This person is able to log into the NZCER Survey website (www.nzcersurvey.org.nz) and control how the survey is used within the school. As the survey administrator they can:

- create customised questions specific to the needs of the school
- share the web link that allows teachers to complete the survey online
- monitor how many staff members have completed the survey
- set the closing date
- turn the survey on and off
- generate and print reports.

Logging on as an administrator

Once a school has successfully registered for the survey the nominated survey site administrator is emailed a username and password that can be used to enter the NZCER Survey site. To logon as the administrator go to www.nzcersurvey.org.nz and select the "Teacher Workplace Survey" page. Once on the appropriate page enter the username and password to open the school's My Account page. The administrator can edit some account details on this page. When the changes are complete click on the "Update account" button to register the changes.

Creating customised questions

Schools are able to create their own questions that are specific to their needs. The customised questions are in addition to the 40 questions selected by NZCER and once created they will appear at the end of the survey in a named section defined by the school.

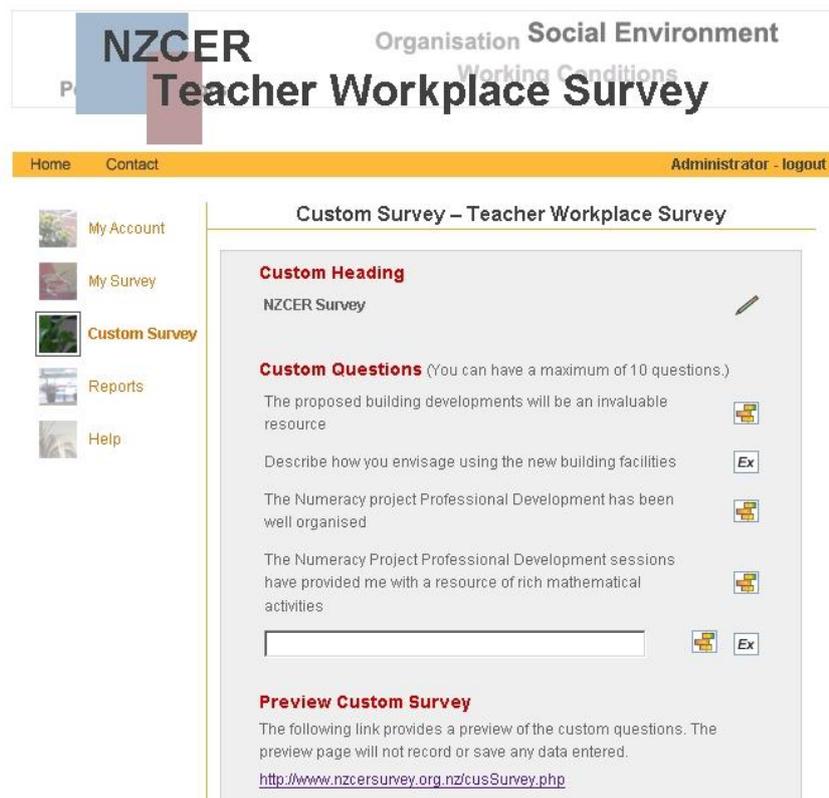
Figure 1 shows the three main sections of the Custom Survey page.

- The 'Custom Heading' section allows a school to create a name for the section created by the school. Please ensure that this section is completed.
- The 'Custom Questions' section is where the administrator is able to compose Likert-type questions  that will seek a response of strongly disagree,

disagree, agree and strongly agree or Extended response questions  which will allow teachers to type into a free text box.

- The 'Preview Custom Survey' section provides a URL link that you are able to access at any time. This enables you to preview the custom survey section as it will appear for the teachers.

Figure 1: Custom Survey page



It is possible to edit the custom survey at any stage. When you click on any question you will have the option to edit the text. Once editing is complete you will need to select the 'update question' icon . It is also possible to remove a specific question by clicking on the question and then selecting the 'delete' icon .

Retrieving a password

The login page has a facility to retrieve a lost or forgotten password. Simply click on the "Forgot your password" link and enter the email address that was used in the initial registration process. The username and password will be sent directly to this address.

Which internet browsers can be used?

The NZCER Survey website supports Internet Explorer, Google Chrome and Firefox browsers. The Safari browser which is used on some Apple Macintosh computers is not

supported. School administrators or teachers who use Macintosh computers can download the Macintosh version of Firefox from the following site for free:

<http://support.mozilla.com/en-US/kb/Installing%20Firefox%20on%20Mac>

Commencement Date

The survey website is available for use throughout the whole year.

Setting the closing date

The survey administrator can set the closing date for the survey. Simply enter the closing date in the space provided and click on the “update” button.

Turning the survey on and off

The administrator can choose to make the survey site unavailable at any time. This is done by selecting the “Survey on/off” radio button on the My Account page. Please note that once the survey is turned off teachers will not be able to access the survey site.

Accessing Help

Useful information for the survey site is provided under the “Help” menu. If the answer to a specific question cannot be found please email teacherworkplace@nzcer.org.nz or phone (04) 802 1394.

Sharing the survey web link with teachers

The survey administrator is responsible for distributing a web link to all teachers that will enable them to generate their own private entry point for the survey. The link takes teachers to a registration page where they are prompted to enter their email address. A new confidential link is then generated and emailed back to the teacher. This new link can be used to enter the survey site directly. Teachers can only register once for the survey using their email address.

Survey administrators can find the registration link on the My Survey page and should email it to staff members at an appropriate time. The email address the staff member uses is kept confidential.

Administrators should test the internet link to make sure that the emails received from the survey system can be viewed appropriately before providing the link to teachers. This is particularly important if school email addresses are to be used. If there are problems receiving or viewing the emails from the survey system please get in contact with NZCER at teacherworkplace@nzcer.org.nz.

We recommend that you introduce the survey at least a week or so before you provide the registration web link. This could be done through a staff meeting and/or an email about the survey. The introduction should tell teachers what the survey is about, why it

is being done, how the results will be used and who they can contact if they have any questions. An additional email should provide the registration link and encourage staff to participate. It should make clear what the closing date is for the survey and who they can contact if they have any questions or technical problems. We have provided some example emails at the end of this document.

A general reminder email should be distributed a few days before the end of the survey.

Viewing and printing reports

The survey site administrator can use the Report page to generate a report showing the proportion of teachers choosing each response to the questions for each of the survey sections. Reports for the customised section will also be available online for the Likert-type questions. To help ensure the anonymity of the survey participants these reports only become available after five or more teachers have completed the survey. The reports have the facility to display your school data and comparison data pooled from all schools who have participated nationally. The national data will become available for display after all participating schools have completed the survey.

The reports can be printed from the website by using the browser's printing functions. Print settings should be used to make sure margin sizes and paper orientations are set for optimal printing.

Example Email Messages

Example Introduction Email

Teacher Workplace Survey - Introduction

Dear Staff Member

This year our school is running the Teacher Workplace Survey developed by the New Zealand Council for Educational Research (NZCER). The online survey provides a systematic way for us to find out how the teachers at our school view their work conditions. The survey is anonymous and there is no way to know how an individual teacher has answered any question.

The survey is divided into the following sections:

- Physical Working Environment and Resources
- Teacher Satisfaction with School
- School Leadership
- Professional Development
- School Organisation
- There may be an optional 'Custom made section' specific to the needs of your school. These questions will have been written or overseen by your schools senior management team.

More information about the survey can be found at

<http://www.nzcer.org.nz/tests/teacher-workplace-survey>

In about a week's time each teacher will be sent an additional email that contains a web link to the survey. This link can be used to generate your own entry point to the survey site and complete the survey online (either at home or at work). The survey must be completed by [insert date here].

If you have any questions about the survey please feel free to contact me.

Example Web Link Email

Dear Colleague

Teacher Workplace Survey – Access link

This email contains a web link that will enable you to generate your own confidential access point for the online Teacher Workplace Survey.

To use the link simply click on it or paste it into a browser window and press enter. The link will take you to a registration page which enables you to generate a second link that will be emailed to you and can be used to enter the survey website.

Click on the link below to generate an access point to the survey.

(Insert web link here).

Once you access the survey you can complete it in one sitting or, if needed, log off part way through and finish it at a later time. The survey takes about fifteen to twenty minutes to complete.

We need all teachers to participate in the survey. The information it produces will help us as we plan and move forward together. Please remember that the survey is completely anonymous, no one will be able to know how you answered the questions.

Access to the survey site will be available until (insert date here). The survey can be done at home or at school. The survey site can be viewed using Internet Explorer, Google Chrome or Firefox browser. If your computer does not have any of these browsers Firefox can be downloaded for free from the Internet (see the following links).

Apple Mac computers:

<http://support.mozilla.com/en-US/kb/Installing%20Firefox%20on%20Mac>

Windows PCs:

<http://www.mozilla-europe.org/en/products/firefox/>