Survey Administrator’s Instructions

Introduction

The School Climate Survey system provides a single web page from which survey takers will access the on-line surveys and you will access the page where your school’s account is set-up and managed.

Survey takers will be required to enter a survey code. The survey code ensures that their anonymous survey is linked to your school for reporting purposes. As the administrator of your school’s account you will have a unique code for each type of survey. You will provide that code to the survey takers.

Access to the page where your school’s account is set-up and managed requires logging in using two steps: 1. Using a system wide User Name and Password.  2. Using a unique Management Access Code.

The following instructions will help you:

• Register your school’s account and receive your Management Access Code.
• Log into your school’s account and activate the surveys you want to use.
• See how many surveys have been completed and request reports.

Comments in italics provide useful background information.

Additional instructions and aids are also provided within the on-line system.

Instructions

1) Go to: http://www.edu-climate-surveys.ca/

This is the start page for survey takers and school account administrators.

2) Choose a language by clicking either the “English” or “Français” button.

The system is bilingual.

Example 1 - If an account is set up in English the information is also available in Français by logging out and clicking the “Français” button when re-entering the system.

Example 2 – Surveys can be completed in either Français or English for any school.

3) Click the “Schools enter here” link below the "Submit Code" button to register and manage your school’s account.

Survey takers will enter the survey code you provide them in the “Survey Code” field.
4) Enter the system wide user name and password as shown below.

User Name: climate
Password: survey

Click “Log In”.

The section below the “Log In” button provides a way for a school administrator to have the system wide User Name and Password sent to the registered email account. This would be helpful if a new administrator takes over after their school account is set-up and they were not given the system wide User Name and Password.

Also provided in this section is a link to the Ministry web site where Board IDs and School IDs can be found.

5) This page has three functional areas:

Registered Users: Enter Your Management Access Code (MAC)

• The Administrator of a previously registered school enters their Management Access Code (MAC) where indicated and clicks “Submit”. They will then be taken to their specific administration page.

New Users Register Here

• The Administrator of a previously non-registered school enters the requested information (Board ID, School ID, Name, Title & email) and clicks “Submit”. An email is sent to them with their Management Access Code (MAC). Once they have received the email with their MAC they return and log in as in 5a.

Forgot Your Management Access Code (MAC)?

• The Administrator of a previously registered school who has forgotten their Management Access Code (MAC) can retrieve it using their board ID and School ID. An email will be sent to the registered email address. If the Administrator no longer has access to that email address they must contact the Safe Schools Unit at: 416-325-2558.

6) Once in the administration area users can do the following:

School Details

• Review the information associated with your school.

User Details
• Review the information associated with the Administrator of your school’s account.
• If this information needs to be updated or changed please contact the Safe Schools Unit at: 416-325-2558.

Survey Access Codes

• Activate or deactivate each of the four different types of surveys using the radio buttons and “Update Statuses” button.
• Locate the Access Code for each type of survey required by survey takers to access their survey.

A fuller explanation is provided on-line.

Surveys Received

• See the number of completed surveys for each type of survey.

A fuller explanation is provided on-line.

Reporting

• Request a report by clicking the “Request Report” button.

All reports are emailed to the default, registered, email address and are complete to the date requested. The reports include a summary in PDF form and all data for each survey type in XLS format.

Log Out

• Use the log out link in the upper right to log out of the system.

QUESTIONS? Contact the Safe Schools Unit at: 416-325-2558.