

A how to guide

In this guide you can learn how to:

Create a survey

Send a survey

Look at your results

Find more support

Edtesa wellbeing is an essential part to Edtesa and is there to support management with understanding their organisation and staff better.

The tool essentially allows management to pose questions to the staff in a slide survey form to see how successful they are with managing certain internal aspects of their organisation, relating primarily to wellbeing in the workplace. It can monitor overall satisfaction and opens opportunities for companies to address issues and adapt accordingly.

The tool is divided into several sections. This guide will cover:



Surveys



Results



Support

Creating a wellbeing survey

1

This is where management can setup a survey, prepare appropriate questions and send it to their team for response. When entering the **Survey**, you'll be presented with your **Dashboard** of surveys. If you haven't done one yet, just click **Create Survey (+ button)** on the toolbar.

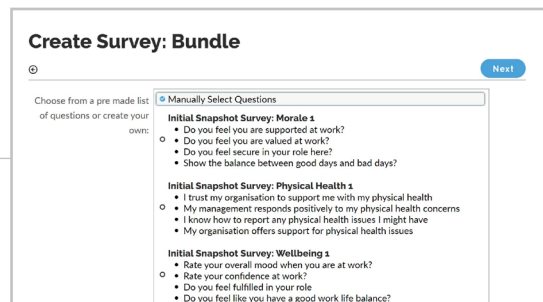


Surveys

+ CREATE SURVEY

2

You'll then be asked to **Add some questions** to your survey. A variety of questions have been prewritten to focus on specific areas. Each question aims to address different areas for analysis. You can choose a predetermined group of questions or manually include as many as you want but it is wise to keep it within the overall aim of what your survey is trying to achieve.



Create Survey: Bundle

Choose from a pre made list of questions or create your own:

- Manually Select Questions**
 - Initial Snapshot Survey: Morale 1**
 - Do you feel you are supported at work?
 - Do you feel you are valued at work?
 - Do you feel secure in your role here?
 - Show the balance between good days and bad days?
 - Initial Snapshot Survey: Physical Health 1**
 - I trust my organisation to support me with my physical health
 - My management responds positively to my physical health concerns
 - I know how to report any physical health issues I might have
 - My organisation offers support for physical health issues
 - Initial Snapshot Survey: Wellbeing 1**
 - Rate your overall mood when you are at work?
 - Rate your confidence at work?
 - Do you feel fulfilled in your role
 - Do you feel like you have a good work life balance?

3

You'll be asked to **Add a title** for your survey. This is entirely up to you, but ideally you would want a good title to reference the overall objective of your survey for future reference e.g. Post lockdown return to office. You'll then be asked to include any **Introductory text** you may want to start your survey with. This is a good opportunity to outline your aims of what the survey is trying to achieve. Maybe highlight that the company is addressing staff wellbeing and you want to see where improvement is needed. Edtesa does include a prewritten introductory text as well! A good introductory message can engage people a lot more!

4

The tool will then ask you to set an **Expiry date**. This is essentially how long the user has to complete the survey. Make sure users have enough time!

Create Survey: Title

⊙

PrevNext

Title your survey:

Create Survey: Config

PrevSave

Add when the survey should expire. Leave blank if no expiry date.

x


Sending a survey

1

As soon as you have inputted all the relevant information, you'll be able to see the survey fully formed. From your **Survey Manager**, select your chosen survey and you'll be able to preview it as a user would. You'll notice that for each question, a slider can be placed between **Agree** and **Disagree**. This is what will drive your results and data analysis. Please take this time to review your survey, check for mistakes and ensure you have included everything you feel is necessary.

2

Once ready click the **Email button (letter icon)** next to the survey. Choose which email app you want to download to and a file will be sent to your email. From here, you can forward it onto relevant users, however you see fit.

**edtesa**
wellbeing

Starter Survey: Working Environment

We are using DashUp Wellbeing to gain some initial insights into how you and your work colleagues perceive your working environment when in the office or working from home when required.

The following are exploratory questions. They are entirely anonymous and so we would encourage transparent responses that reflect your true perspective, either positive or negative.

There are just five questions, answered by moving the slider between the two extremes to a position that best expresses your response.

Once you have answered those you feel you can, press SUBMIT

Your responses are important and will inform our health and wellbeing strategy allowing us to make improvements that we hope reinforce and improve your working life.

Thank you.

I feel safe when I am at work:

UnsafeSafe

I feel there is enough space at work for me to carry out my role effectively:

DisagreeAgree

My organisation supports my wellbeing when working from home:

DisagreeAgree


I have everything I need to do my job effectively:

DisagreeAgree

I take regular and restful breaks when at work:

DisagreeAgree

Submit Answers



Wellbeing Results

1

Once surveys have been created and sent out, **Edtesa wellbeing** will gather the results as they come in. This data can be found in **Results**. Here, you can analyse the responses from users in the areas you have asked for feedback on.

2

This section is divided into two parts. **Element** and **Aspect**. Depending on which topics and areas you chose to focus on in your surveys, data will be calculated relating to those specifics.

3

When exploring the data, you'll notice that data is calculated around **Average scores**. This is based around users answers on a scale of 0 - 100. There are also diagrams to illustrate what areas are working well and which ones need attention. The general formula is that if a section has achieved a high score then it is working well, if it is a low number then it is something your users feel, needs attention.

4

You'll notice that as you explore the diagrams, you have the opportunity to **see the data around specific areas**. These can help guide what supporting resources will be prioritised for you in the **Support** section of the toolkit.

Support articles

1

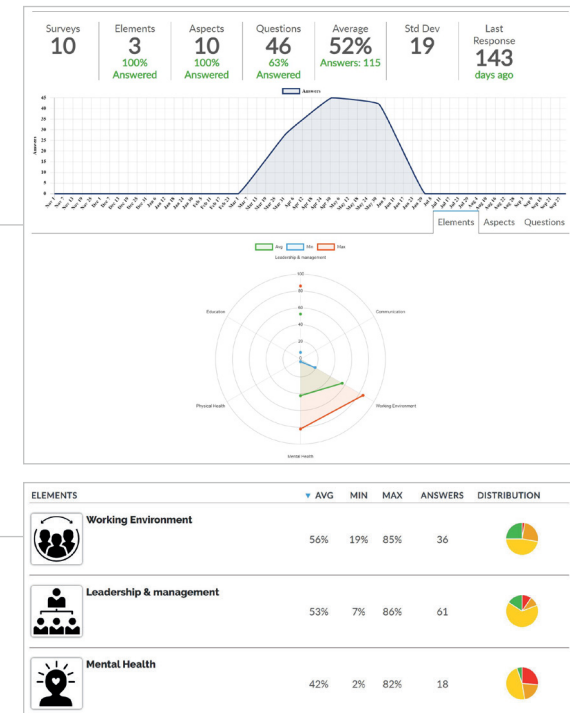
Using the results data is key to developing your staff wellbeing over time. If you want to dive straight into the support resources without having guidance from the surveys, you can find supporting resources in the **Support** section of the toolkit. Here you can search for and filter down relevant resources for particular areas of your business you want to focus on. They have been chosen to support within specific areas relating to the elements and aspects within the toolkit

2

Use the new Edtesa wellbeing tool to build your knowledge, address key issues and work towards a healthier, more positive work environment!



Results



Support

Support Articles

15 Employee Morale Survey Questions You Need to Ask...
Definition: Employee morale survey is a powerful survey that Human Resources Managers can use to understand and...

[Employee morale](#) [Leadership & management](#)

26 Surefire Ways To Boost Employee Wellbeing In 2021
Employee wellbeing goes beyond just health and wellness programs. Here are 26 ways to boost wellbeing in the...

[Wellbeing strategy and ideas](#) [Leadership & management](#)

30 Questions to Ask Your Employees Instead of the...
Unfolding the power of asking people centric questions that pave the way for real employee engagement

[Employee morale](#) [Leadership & management](#)