



Be You Surveys FAQs

Be You Surveys provide the opportunity to get feedback from children, young people, families and educators.

The Be You Survey platform is hosted by Qualtrics. You may have some questions while navigating the survey set up and completion, and when accessing results.

Generating survey links

Where can I find instructions on how to generate links?

For more information on generating links, see the Be You Surveys Guide. Instructions are in the About Be You Surveys section.

Where can I find the link to generate surveys?

The link to generate surveys is included on the surveys page in the Action Team Leader dashboard. Alternatively, look in the Be You Surveys Guide (About Be You Surveys section).

How can I test I've generated the correct link and preview the survey?

Once you have generated the link, you can look through each of the questions to familiarise yourself with the surveys and the participant experience.

On the last page, make sure that you don't press submit, otherwise your responses will be recorded and contribute to the data being collected from the intended participants.

Completing surveys

Why is my survey link only letting me access one type of survey?

You will need to create a different link for each survey that you want to use. These links are unique for your learning community and each survey. This makes the process more streamlined for respondents.

Once you have generated your links you can use the same links each time you distribute surveys, but it's not a problem if you lose these; you can regenerate them as many times as you need to.

Why can't I select the next button on the survey page?

Most survey questions are optional; however, some questions are compulsory so that responses can be sorted into categories such as year level. A reminder message will appear on screen if a question is compulsory. Once compulsory questions are answered, you will be able to progress to the next screen.

Can respondents return to a survey they've started?

Yes. To return to the survey they've started, respondents must keep the survey open in their browser. This survey will be available for 4 weeks

from the time it's started. After this time, it will no longer be available.

Respondents will have to start a new survey by clicking on the link shared by the Action Team Leader or organisational leader.

Reviewing survey responses

How do I set up access to my results dashboard?

Once you are assigned as an Action Team Leader or Organisation Leader, you will receive an email from Be You with instructions on how to set up your account.

The email will include instructions on how to access Qualtrics, the Be You survey provider, for the first time and how to set up your password.

The email will arrive within seven days, but if you don't receive it or accidentally delete it you can contact your Be You Consultant to arrange for it to be sent again. The link in the email does not expire so you do not need to do this immediately.

I've lost my password. What do I do now?

The login page for Qualtrics has a 'Forgot your password?' link. If you forget your password, you can easily get a new one by following the steps at this link.



Where can I find the link to the reporting dashboard?

The link to the survey reporting dashboard is included on the Be You Surveys page in the Action Team Leader dashboard, and in the Be You Surveys Guide.

What do I do with the results from paper surveys?

If you would like results from paper surveys to be included in the tables and graphs in the reporting dashboards, you will need to enter these into the platform manually on behalf of the respondents who were unable to complete these online.

How can I best understand my learning community's strengths and areas for opportunity?

Action Team Leaders have access to a dashboard for each survey type, as well as an 'Overall Summary Page'.

The widget on this dashboard titled 'Domain Scores Per Survey' provides an *overall score* for each survey type, as well as a *domain score* for each survey type. This gives Action Team Leaders a snapshot of all data collected.

The Educator Survey also lists the scores for each domain, which learning communities may find helpful when directing their educators towards professional learning.