

Setting up your first survey

To set up your survey, you first need to log in to Tes Portal.

Step one: Go to the Tes website (www.tes.com).

	Hello, we're To Hello we're to bern an edication business sur berders, ach weys spect of their fir. Our technology and service mel your teaching if e asier.		ES porting ols to traching sexists to		Login with G Google f Facebook or Username or email Enter your username or email Password Forgot password? Enter your password		
	For teachers For so Supporting you throughout your career Support			nools our school to achieve			
and a		>	Attract Transform the r		Stay logged in		
	Jobs Find your next role in the UK or overseas		Train Help your teachers build their ideal cancer Empower		Log in		
	Connect with like-minded educators to share ideas and advice News The latest education news, research and analysis		Help your teach	hers feel supported and manage their classrooms	Not a member yet? Join us for free		
		>					

Step two: In the log in box, enter your username and password and click on the blue 'Log in' button.

Step three: Enter your username and password and click on the blue 'Log in' button



Now you are in Tes Portal, it is easy to set up your survey.



Staff Pulso	Set up survey							
Stall Fulse	Select the day, tim	e and frequency	to send the surve	ey to your staff.				
Dashboard								
Action Plans	(iii) Day of the w	eek						
Conversations	Monday	Tuesday	Wednesday	Thursday	Friday			
Settings New	🕖 Time slot							
	08 - 10	10 - 12	12 - 14	14 - 16	16 - 18			
lelp and support	🛱 Repeat							
lack to homepage								
		w will be sent on T	bursday 26 Mar 202	0 between 10:00 ar	d 12:00			
		.,	,					
	Categories and	questions				Show categories		
	Create survey	Cancel						

Step one: In Tes Portal, click on Staff Pulse.

You'll see a welcome message with a blue button prompting you to set up your first survey.

Step two: Click the 'Set up your first survey' button.

Step three: In the set up survey page, select the day, time and frequency you want the survey email to go out to your staff members.

Step four: Once you have made your selection, click on the blue 'Create survey' button.

Once you've set up your survey, you can now create staff segments (optional) and add in custom questions (optional)

ff segmentation allows you to create different segments for your sta ve created these segments, you'll be able to filter the survey result:	aff members. Once s on your dashboard and
npare how they're performing.	s on joan aasnooana ana
e: to create a segment, you need a minimum of five staff members	and a staff member can
r be added to one segment. Only staff members who've accepted thadded to a segment.	ne Staff Pulse invite can
, ,	
Segment name	
Segment name Eg: Primary, Secondary, Non-teaching	
Segment name Eg: Primary, Secondary, Non-teaching	
Segment name Eg: Primary, Secondary, Non-teaching Members	
Segment name Eg: Primary, Secondary, Non-teaching Members Choose an email address	

Step five (optional): You can create staff segments. You must have a minimum of five staff members in each segment. Once you've created staff segments, you'll be able to filter survey results by segments.

Custom Questions (optional)		Hide questions	1
 You can write as many custom questions as three per survey. For best results, we sugge See example. Bad: How great was INSET day? 	s you like. However, you can only est using statements rather thar	include n questions.	
Good: INSET day was useful for my training	þ.		
Step 1 - Create questions			
Write your custom questions in these boxes. Y next step.	ou can select any questions add	led here for a future survey in the	
The staff training last week was useful		Edit	
Having an extra hour a week away from t helpful	he classroom to plan my les	sons has been Edit	
Completing weekly surveys has made me	e feel that I am being listene	d too? Edit	
+ Add question			
Step 2 - Select questions			
Click the input fields below to select your custo be included in the next survey only.	om questions. You can select a r	naximum of 3 questions which wi	ill
Question 1			
Select your question	~		
Question 2			
Select your question	~		
Question 3			
Select your question	~		

Step six (optional): You can also add custom questions. You can add as many as you like, but you can only include three questions per survey.

Your survey is now set up and will automatically go out. You can pause your survey at any time.

For further support on Staff Pulse, please contact customer service.

pulse@tes.com