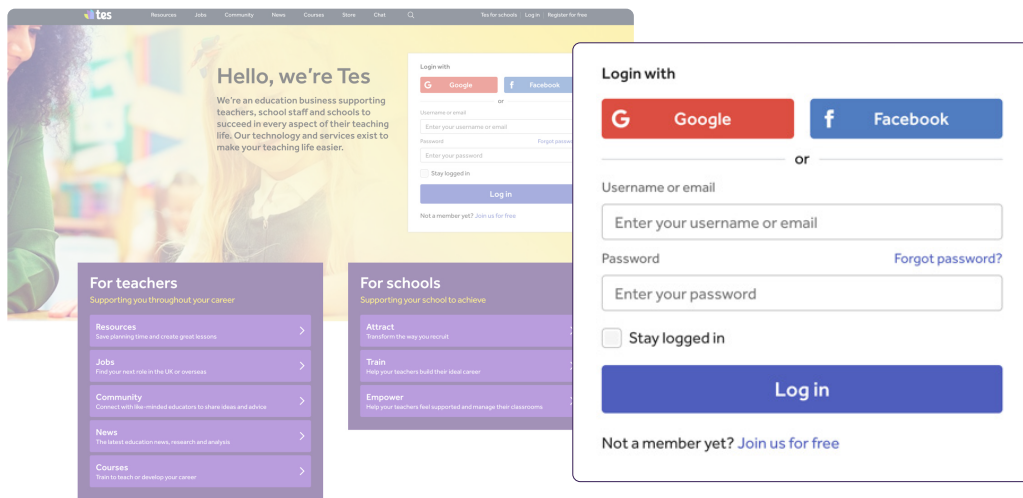




Setting up your first survey

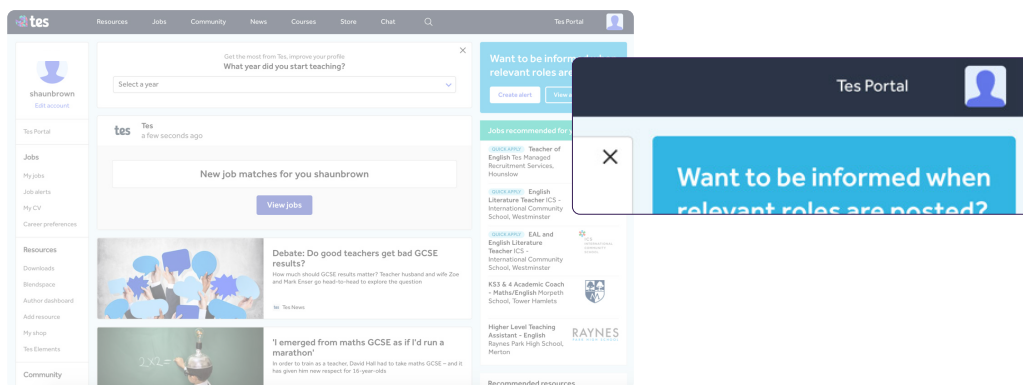
To set up your survey, you first need to log in to Tes Portal.

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

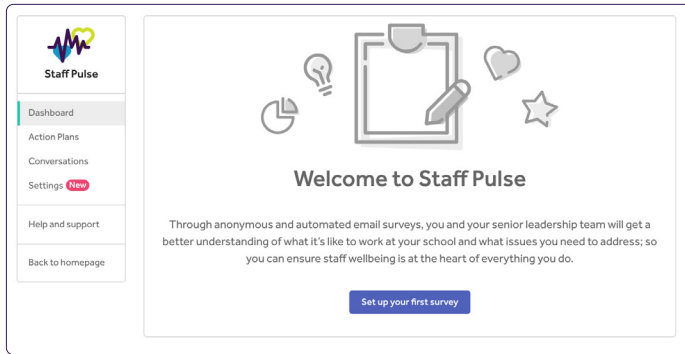


Step two: In the log in box, enter your username and password and click on the blue 'Log in' button.

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



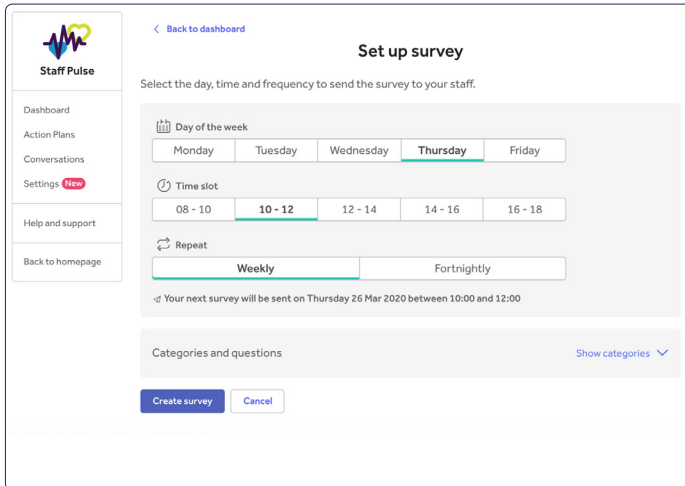
Now you are in Tes Portal, it is easy to set up your survey.



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.

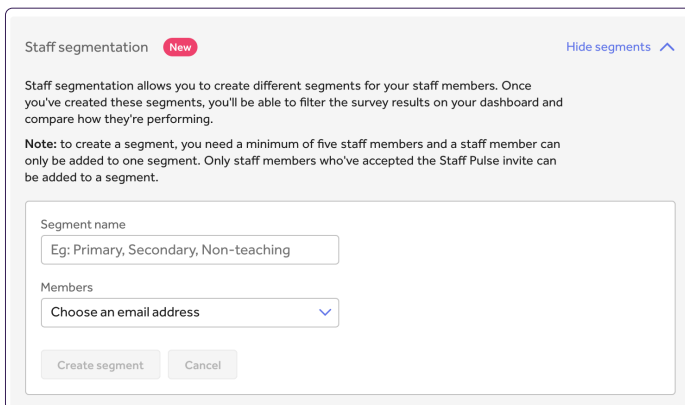
Step two: Click the 'Set up your first survey' button.



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)



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](#) ^

 You can write as many custom questions as you like. However, you can only include three per survey. For best results, we suggest using statements rather than questions. See example.
Bad: How great was INSET day?
Good: INSET day was useful for my training.

Step 1 - Create questions

Write your custom questions in these boxes. You can select any questions added here for a future survey in the next step.

The staff training last week was useful [Edit](#)

Having an extra hour a week away from the classroom to plan my lessons has been helpful [Edit](#)

Completing weekly surveys has made me feel that I am being listened too? [Edit](#)

[+ Add question](#)

Step 2 - Select questions

Click the input fields below to select your custom questions. You can select a maximum of 3 questions which will be included in the next survey only.

Question 1

Question 2

Question 3

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