CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT

Centre for Evaluation & Monitoring

The Cambridge Wellbeing Check
User Guide

Contents

We created this guide for you to use when administering the Cambridge Wellbeing Check with your students. This guide will cover seven parts:

1. Accessing the software needed to run the Wellbeing Check

To run the Wellbeing Check, you will need a stable internet connection, your current web browser (we find Chrome and Safari are the most suitable browsers) and either a PC, laptop, tablet, or mobile phone device. Please note the Wellbeing Check is not supported by Internet Explorer. You must administer the Wellbeing Check in your school environment and not at the students' home or outside of school. Further information on general technical requirements can be found here https://www.cem.org/general-technical-requirements

Our customer support team will email you to confirm when your Cambridge Wellbeing Check registration has processed. A link to the admin site can also be found here https://wellbeing.cambridge.org/admin/login. You can access the system using the email address stated on your registration as a username. Before you can log in you, will need to reset your password.

To reset your password, please select the **'Reset Password'** button on the log in page, enter the email address linked to your account, and click next.

Reset Password - Step 1/2

To start the process please enter email address associated with the account.

E-Mail *

This is required

Next

This form is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

The system will generate a verification code to reset your password, which will be sent to the email you provided. Enter your new password and the verification code you received at your nominated email address.

Reset Password - Step 2/2

A message was sent to yourname@email.com   containing a verification code.

Please allow few minutes for the message to arrive.

If you haven't received it please check the address above is correct and that it can receive messages.

New Password *

Confirm New Password

Verification code:

Please note: to reset your password, you need to make sure the new one is 16 characters long and that it includes the following:

- a capital letter
- a small letter
- a number
- a symbol such as $&+,:;=?@#|'<>.^*()%!-

2. Uploading student details to the system

CSV Upload

Once you have logged on, you can register your students individually or through a csv file upload.

To register students through a csv file upload, please select the **'Import'** button. There is a separate section on the steps you'll take as a returning user of the Wellbeing Check to add new students and organise your existing students.
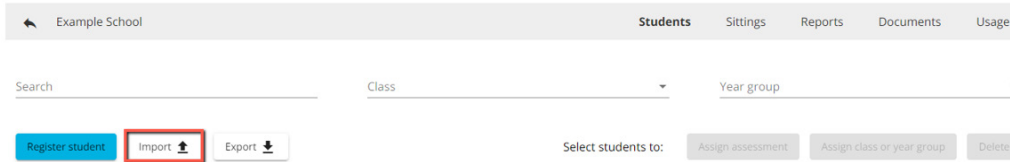
Before you can upload a csv, please download a template CSV as follows:

Click on **'How to import students from a file'** from the dropdown menu.
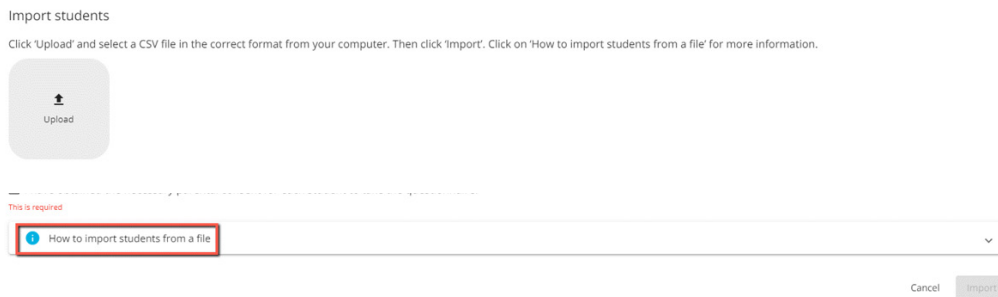
Next, click on the hyperlink where it says, 'template CSV file', and follow the instructions on screen.
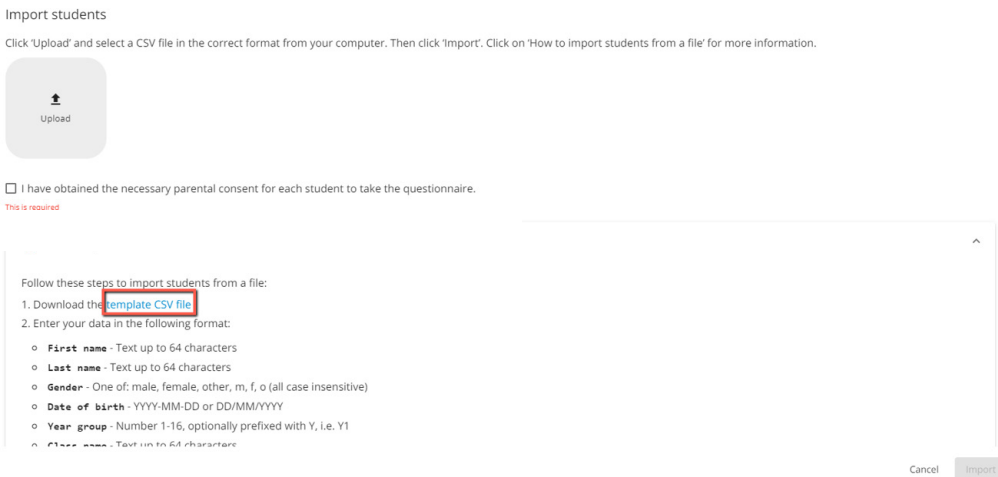

The system will provide a downloadable csv file for you to populate with your students' details. Please only populate columns A to F, and do not populate G and H. The system will populate columns G and H at a later stage. For column C, the format can be M, F, O, Male, Female, Other.

Once you populate the spreadsheet with your students' details, you can import the csv into the system. If the 'Import students' dialogue is not open, please select the **'Import'** button in the top left corner. To import the students' details, please click on the **'Upload'** button (with up facing arrow) and select the csv file from your computer.
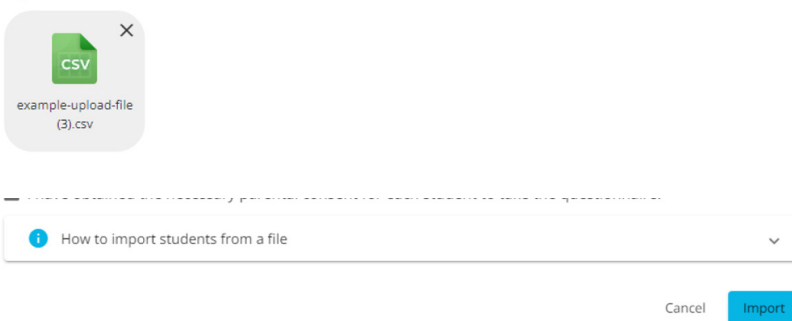
Import students

Click 'Upload' and select a CSV file in the correct format from your computer. Then click 'Import'. Click on 'How to import students from a file' for more information.

⬆
Upload

ⓘ How to import students from a file ⌄

Cancel   Import
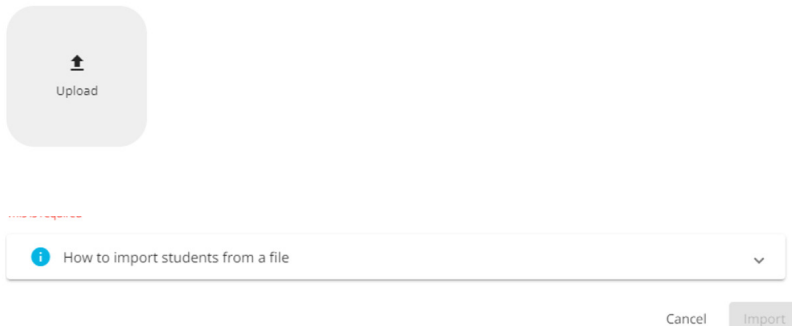
Then click the **'Import'** button in the bottom right corner.

Import students

Click 'Upload' and select a CSV file in the correct format from your computer. Then click 'Import'. Click on 'How to import students from a file' for more information.

CSV
example-upload-file (3).csv

ⓘ How to import students from a file ⌄

Cancel   Import

The system will now display each individual student from your imported csv file.

← Example School		Students	Sittings	Reports	Documents	Usage

Search	Class ▼	Year group ▼

Register student	Import ⬆	Export ⬇		Select students to:	Assign assessment	Assign class or year group	Delete

☐   Order by: First name ▲   Last name   Class

☐   Abdul Apple   orange (Y6)   ✎

☐   Annabel Almond   orange (Y6)   ✎

☐   Brian Beans   orange (Y6)   ✎

☐   Carl Carrot   Yellow (Y4)   ✎

☐   Charlie Chocolate   orange (Y6)   ✎

☐   Chris Crisps   Yellow (Y4)   ✎

☐   Dominic Donut   orange (Y6)   ✎

☐   Emily Egg   Yellow (Y4)   ✎

If you would like to edit any details for a student, please select the pencil icon. ✎

Manual upload

You can also manually add a student to the current list. To do this, please select the **'Register student'** button in the top left corner on the **Students** tab. This will display a screen for you to add the required data to each field for the individual student. When you have finished, click the 'Save' button.

Register new student

First name *

This is required

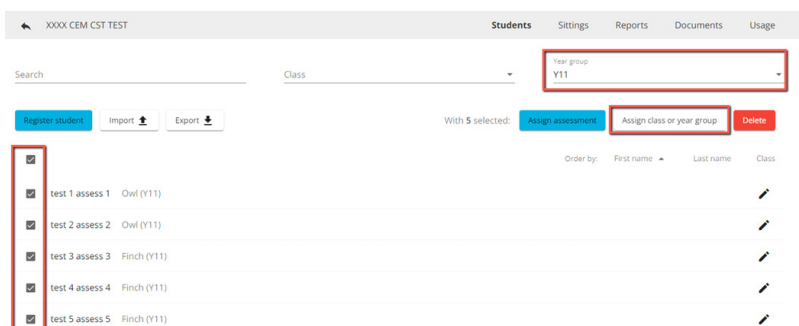Last name *

Date of birth *

◯ Male   ◯ Female   ◯ Other

Class name

Year group *

Cancel   Save

Adding and organising students for a new academic year

There are a few important points to note before you start setting up your students for the next academic year.

You will need to manually move your students from one year group and/or class to the next. On the **'Students'** tab there are filters across the top to help you effectively group the students. For example, you could filter to everyone in Year 7, select all students using the tick box above the student list, and use 'Assign class or year group' to move them all to Year 8.

Note – you should start with the highest year group in your school and work down to prevent new students and previous students becoming combined in any of the groups. For your highest year group or class (who will likely have left the school), you can either delete them (understanding you will lose the data) or move them to a fictitious year group (e.g. Year 12 if the highest group in your school is Year 11)

For any new students, you can use either of the above methods (CSV upload or Manual upload). You only need to complete your CSV upload once, so you can add students for multiple classes and year groups at once.

3. Preparing your students to take the Wellbeing Check questionnaire

Your students will need a password to access the Cambridge Wellbeing Check questionnaire. To generate a password, you need to schedule a 'sitting' in the system.

The Cambridge Wellbeing Check can be taken at any time throughout the academic year. You may wish to run the check more than once, such as at the start of the new term or around exam periods. The system allows you to set up 'sittings' to enable you to track students over time. These sittings are also needed for providing the data in the Individual Student Tracking report and Year Group Tracking report.
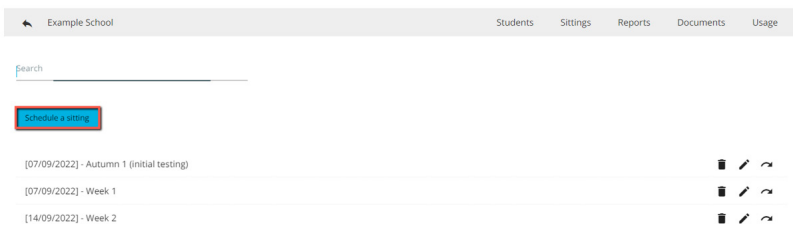
To add a 'sitting', select the **'Sittings'** tab from the menu bar in the top right.
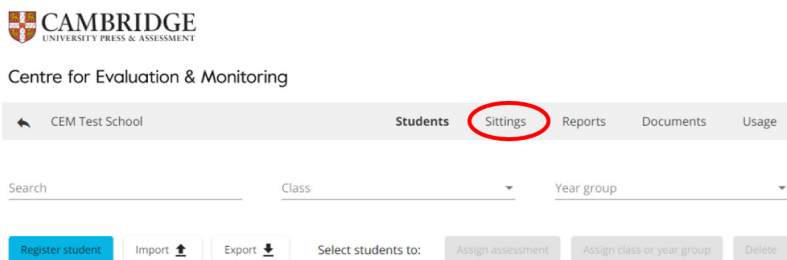
Then click on **'Schedule'**.
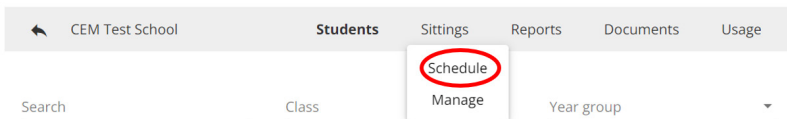
Next click on **'Schedule a sitting'**

You will need to add your 'sitting' name and date into the field below. The system will also ask if you wish to assign all the students in the system to that specific 'sitting', or if you wish to assign them individually via the **'Students'** menu tab option at the top right of the screen. Once you have selected your preference, click **'Save'**.
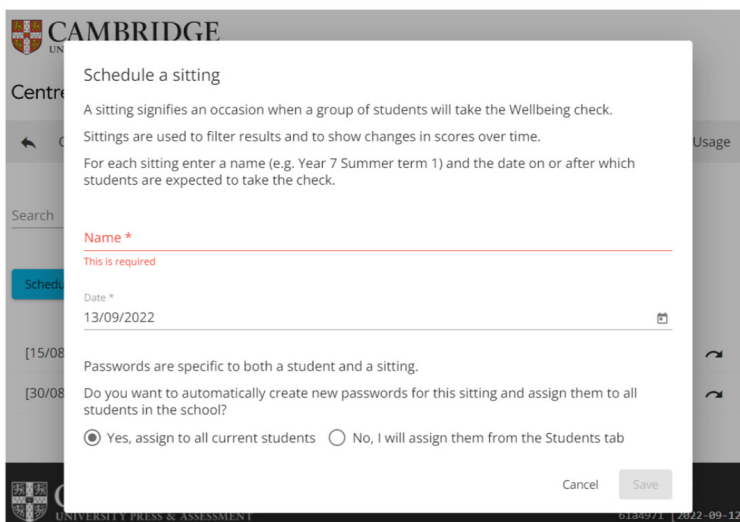
You can amend the class and year group on each of the individual sittings. This will only change the information on that specific sitting. This function allows schools to make amendments at any point before and after the assessment for a specific sitting.
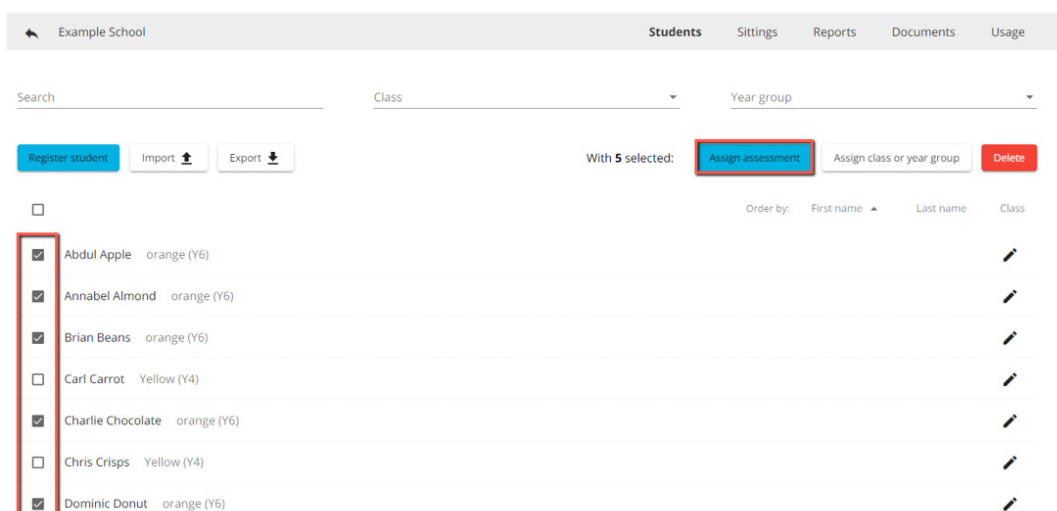
Names of students can be updated on the student tab. Any updates to names will appear on any existing and future sitting.

If you update the class or year group on the student page, the updates will not appear for any existing sittings but will appear on future sittings. This is so that the students' class or year group at the time of the sitting is preserved, and they can be in a different class or year group in future sittings. Therefore, you will want to update students' classes and year groups at the beginning of each academic year

The name will update on all the sittings as this is used to identify the student throughout their time at the school. When you update the class and year group on the student page, this will not update on the sittings page. This is because this date is variable during the student's time at the school and this change needs to be identified on the different sittings.
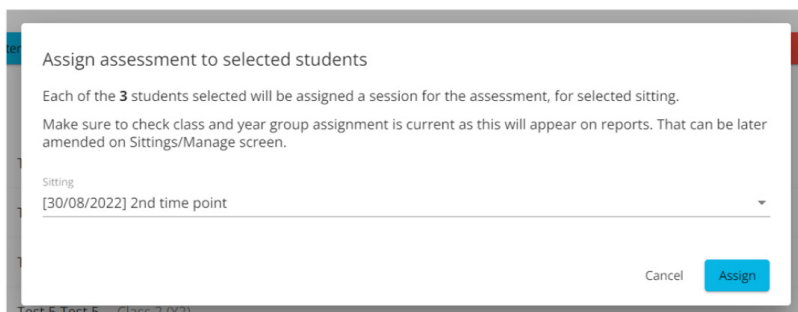
Assigning students to sittings

To assign students to a specific sitting, please go to the **'Students'** tab and then select the box to the left of each student's name, or the box at the top of the list to select all students. Then click the **'Assign assessment'** button.

Next, you should choose which 'sitting' to assign to those students.

Once you have assigned students to a sitting, click on **'Sittings'**, and then click on **'Manage'**.

Providing student passwords

The system will now display the password for each student in a box, to the left of the copy and edit icons. This password is unique to the student for that sitting and must not be shared with other students.

You can copy the password to the clipboard using the two-page icon 🗐 or you can export all the passwords to a downloadable csv file by clicking the 'export' button in the top left corner. This contains the data you imported in section 2 of this guide together with the passwords assigned to each student. Open the CSV to see the passwords.

	A	B	C	D	E	F	G	H
1	First name	Last name	Gender	Date of birth	Year group	Class name	Password	Completed
2	Adam	Apple	MALE	01/01/2011	Y7	Fruit	t5jqxe	NO
3	Billy	Banana	MALE	02/02/2011	Y7	Fruit	5Lxuul	NO
4	Christina	Cauliflower	FEMALE	03/03/2011	Y7	Vegetable	alj9qu	NO
5	Katie	Kiwi	FEMALE	04/04/2011	Y7	Fruit	2PeN6V	NO
6	Lucy	Lettuce	FEMALE	05/05/2011	Y7	Vegetable	KwCuve	NO
7	Olivia	Olive	FEMALE	06/06/2011	Y7	Vegetable	cTSsKB	NO
8	Phil	Pepper	MALE	07/07/2011	Y7	Vegetable	Yl9TnD	NO
9	Martin	Mandarin	MALE	08/08/2011	Y7	Fruit	3qdaJL	NO
10	Simon	Sprout	MALE	02/01/2011	Y7	Vegetable	Xxi3FA	NO
11	Tom	Turnip	FEMALE	03/02/2011	Y7	Fruit	0CQ92e	NO
12								
13								
14								

4. Taking the Wellbeing Check

Alongside the password, your students will need the URL for the Cambridge Wellbeing Check. Our customer support team will provide the URL once they have processed your registration, but you can also find it here **https://wellbeing.cambridge.org/assessment/login**

When accessing the URL for the Cambridge Wellbeing Check, the student will need to input their password. This password is unique to the student and must not be shared with other students.

The student will receive notification of a successful login once they input their password.

The student will now see the first screen of the questionnaire.

Once the student has read the information, they will need to click **'Next'** in the bottom right-hand corner to move onto the next screen. There are a further three information screens before the questions appear – please see the three screen shots below. Once the student has read the information on each screen, they need to click **'Next'** to move on.

Welcome to the Cambridge Wellbeing Check

We would like to know how you are feeling when you are in school.

The answers you give will be used to make a report for you and your teacher.

Back   Next

You will be asked some questions about how you are feeling when you are at school.

There are no right or wrong answers.

Please click the Next button to move on to the next question. If you want to see a question again, click the Back button.

You can change your answers if you want to.

If you do not want to answer a question, click the Next button to move to the next question.

Back   Next

Before you start answering the questions, please take a moment to think about how you feel when you are at school.

Back   Next

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After the information screens, the questions will appear. There is no time limit for each question. The students should click on the response box they wish to select as their answer.

The response will turn blue once the student selects it as their answer. They can amend their response by selecting another response option. Their final response will record in blue, and they need to click the **'Next'** button to submit their response and move onto the next question. This will appear on the next screen. The student can skip a question by ignoring the response options and clicking the **'Next'** button. They can also select the **'Back'** button, which will allow them to return to previous screens, should they wish to review or amend their response.

5. On completion of the Wellbeing check

Once the students complete the twenty-two questions, the below screen will appear. It will ask the student to click the **'Submit'** button to save their responses. The system will automatically save these responses. No further action needs to be taken by the student.


On the admin screen, the system will update for those students that have completed a questionnaire and will display a tick ✓ next to the edit ✎ on the right-hand side of the student list. The system will automatically generate the reports, and these will be available on the system instantaneously. Some reports require a minimum number of students to produce data.

6. Accessing the reports

To access the reports, please select the **'Reports'** tab from the menu.
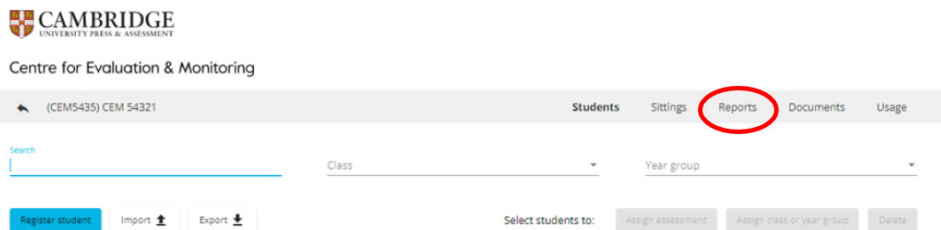
All the available reports will appear under this section. You can view, download, and print these reports. Please select the sitting for which you wish to view reports, and then select from the **'Students'**, **'Classes'** or **'Year Groups'** tabs to view each report. You can search for students and filter by class or year group. The only reports that are not 'sitting' specific are the Tracking reports. You will see a date range tool in the top right of the report screen that will allow you to tailor the content of those reports. This date range is only relevant to Tracking reports.

There are twelve reports available: four for individual students; five for classes; and three for year groups. Reports for teachers will show a purple button. Reports for students will display a green button. For all reports you can select which students/classes/year groups you want to view the report for using the tick boxes to the left of the student names. This allows you to view, save, and print reports for groups of students at a time, but the content of the reports will not change or become combined.

Individual Student Reports

The individual student reports available are:

- **Individual Student Summary for Teachers** - Bar chart showing an individual student's mean (average) scores in each of the four areas of wellbeing.
- **Individual Student Response Report for Teachers** - Table showing how an individual student responded to each question in the Check. Responses of most concern are highlighted.
- **Individual Student Tracking Report for Teachers** - Bar chart that displays a student's wellbeing across different time periods, in each of the four areas of wellbeing.
- **Individual Overview for Student** - Descriptive statements based on the responses the student gave to each of the four areas of wellbeing. To be shared with the student to help them reflect on their feelings, without attaching a score to their responses.

To view these reports, please select the relevant button. Note that there are options for you to 'select all' (using the tick box above the list) and add a date range for Tracking reports.
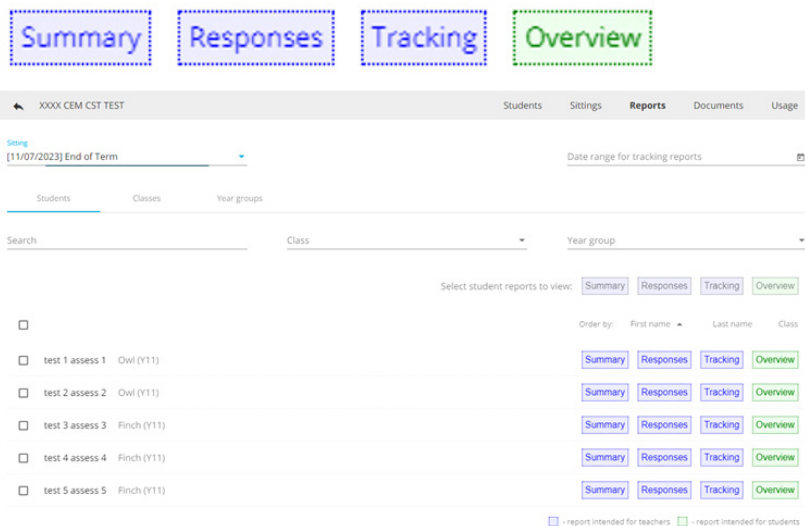
Class Reports

The class reports available are :

- **Detailed Overview of Responses for Teachers** - Stacked bar chart showing how your group responded to each question. It shows the percentage of students who chose each response option.
- **Confidential Group Overview for Teachers** - Table of mean (average) scores in each of the four areas of wellbeing for each student in your group.
- **Class Gender Split Report for Teachers** - Bar chart that displays the class or group's average (mean) wellbeing scores split by gender, for each of the four areas of wellbeing.
- **Group Report for Students** - Bar chart showing your group's mean (average) scores in each of the four areas of wellbeing.
- **Comparison report (classes or groups)** - Bar chart that displays average (mean) scores of your selected classes or groups, in each of the four areas of wellbeing.

To view these reports, please select the relevant button. Note that there are options for you to 'select all' (using the tick box above the list) and add a date range for Tracking reports.

Responses   Overview   Gender   Summary

To view the Class Comparison report, please click on the check boxes next to the classes you wish to compare and then click on the **'Compare'** button.
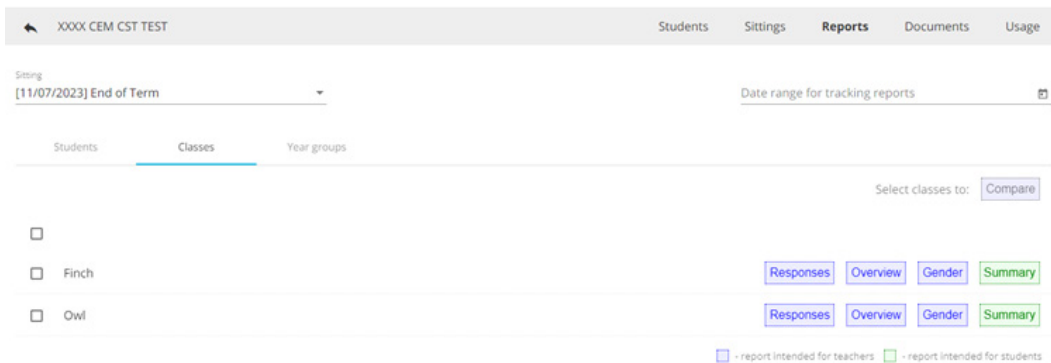
Year Group Reports

The year group reports available are:

- **Year Group Tracking Report** - Bar chart that displays year group's average (mean) scores over different time periods, in each of the four areas of wellbeing.
- **Year Group Gender Split Report for Teachers** - Bar chart that displays the year group's average (mean) wellbeing scores split by gender, for each of the four areas of wellbeing.
- **Comparison report (year groups)** - Bar chart that displays average (mean) scores of your selected year groups, in each of the four areas of wellbeing.

To view these reports, please select the relevant button. Note that there are options for you to 'select all' (using the tick box above the list) and add a date range for Tracking reports.

Tracking   Gender

To view the Year Group Comparison report, please click on the check boxes next to the year groups you wish to compare and then click on the **'Compare'** button.

You can see an example report below:

If you wish to print the report, click on the print icon in the top right, or press **Ctrl-P** and a window like the one shown below (the example shown is from Google Chrome) should appear. On the next screen, you can click the **'Print'** button in the bottom right corner.


If you wish to download the report, please press **Ctrl-P** and a window like the one shown below (the example shown is from Google Chrome) should appear, the same as if you want to print. Please select from the **'Destination'** in the top right corner **'Save as PDF'** and click the **'Save'** button in the bottom right corner.

CSV Export Report

The csv export allows you to download a data file of the students who have completed the Cambridge CEM Wellbeing Check in the Sitting you have selected. You can use this file to import your data into your schools' management information system.

The **Export** button is on the **Students** tab in the **Reports** section of the platform.
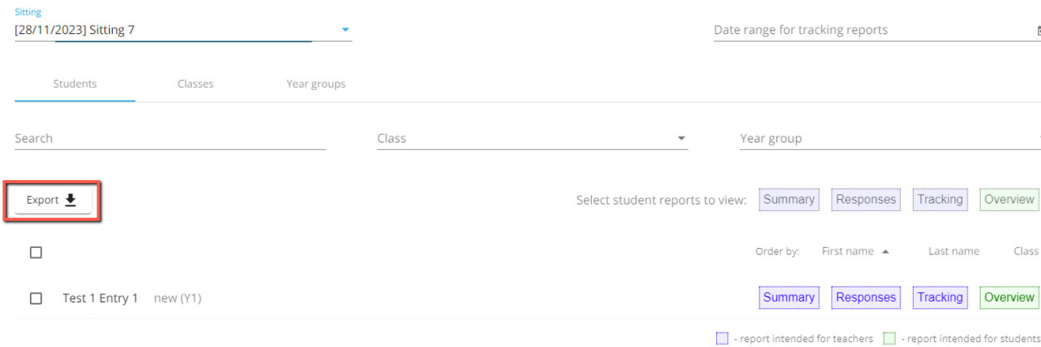

Within the file you are presented with your students' details, their average (mean) section scores for each of the four areas of wellbeing, and their individual responses to each of the questions. If a student did not answer a question, the cell in the Export file will be empty. Questions which are negatively worded have been reversed scored for you, so that a higher score always indicates a higher level of wellbeing.

If a student has a section score of below 1.5, this is of urgent concern, and you should follow-up with a discussion with the student to find a way to support them. Any score below the mid-point of 2.5 is of concern and we suggest that you follow-up with the student.

7. Additional information

If you wish to remove a student, please select them by ticking the box to the left of the student's name on the admin screen. Once you have selected a student, click on the red 'Delete' button in the top right corner.
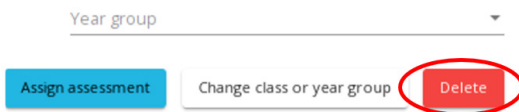
Next confirm that you want to delete the student

If you would like a student to retake the questionnaire, you can do so by assigning them to a new assessment 'sitting' . You can also assign the student to the existing sitting, and this will also remove the previous report for the student in that sitting. Please select that student by ticking the box to the left of the student's name on the admin screen and clicking the blue **'Assign assessment'** button in the top right corner. To add them to a new sitting, you will need to have created an additional 'sitting' (see section 3 above) to assign them to.

The lesson plans, the teacher quick guide and the handbook provided have more detailed information about introducing the check to your students and interpreting the reports.