



CAMBRIDGE

# The Cambridge Wellbeing Check User Guide 2024-25



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# Contents

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

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# 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.cambridge.org/insight/general-technical-requirements>

Our customer support team will email you to confirm when your Cambridge Wellbeing Check registration has processed.

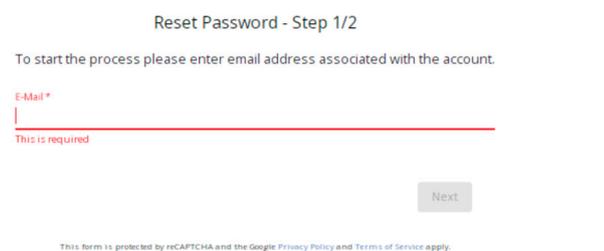
There are two platforms you need to administer the Wellbeing Check.

The admin platform: <https://wellbeing.cambridge.org/admin/login>

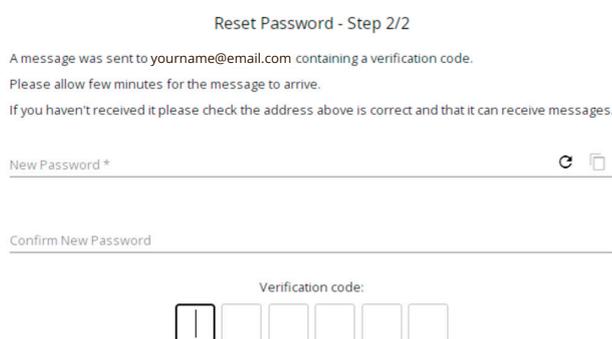
The platform for students to complete the Wellbeing Check:

<https://wellbeing.cambridge.org/assessment/login>

You will use the admin platform to set up the assessments and view the reports. You can access the admin platform using the email address that you provided on your registration as the 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 login page, enter the email address linked to your account, and the click 'Next'.



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.



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 \$&+,:;=?@#|'<>.^\*()%!-

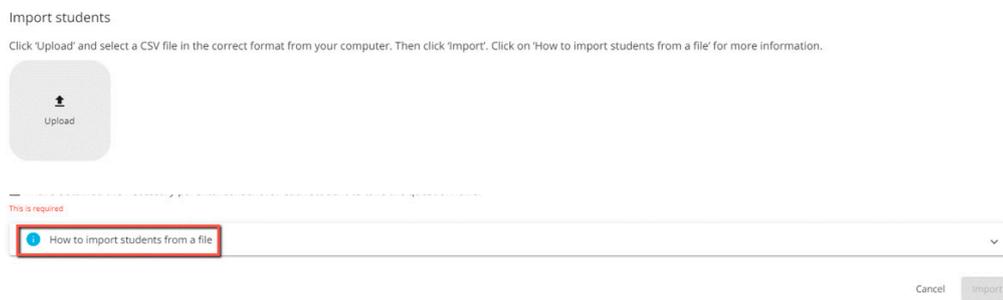
# 2. Uploading student details to the system

## CSV Upload

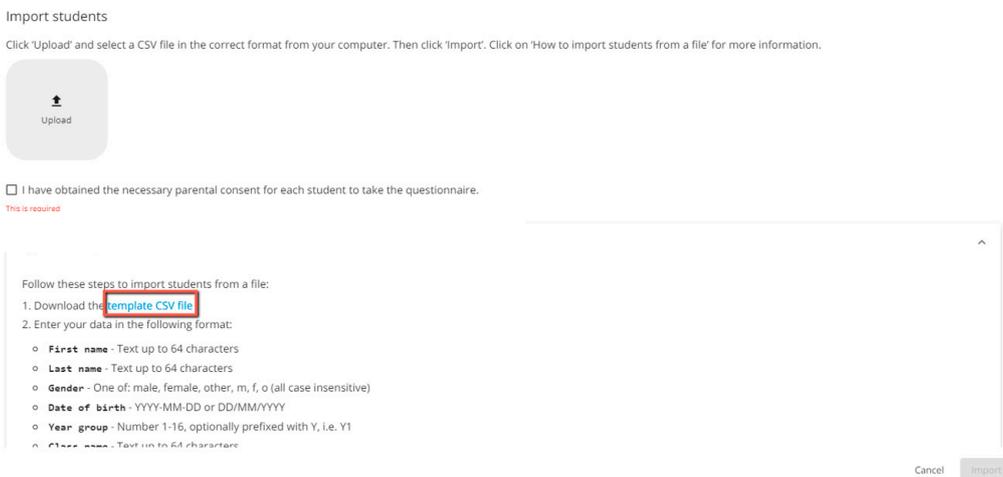
Once you have logged on, you can register your students individually or through a CSV file upload. To register students through a CSV file upload, please select the **'Import'** button. There is a separate section on the steps you'll take as a returning user of the Wellbeing Check to add new students 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.



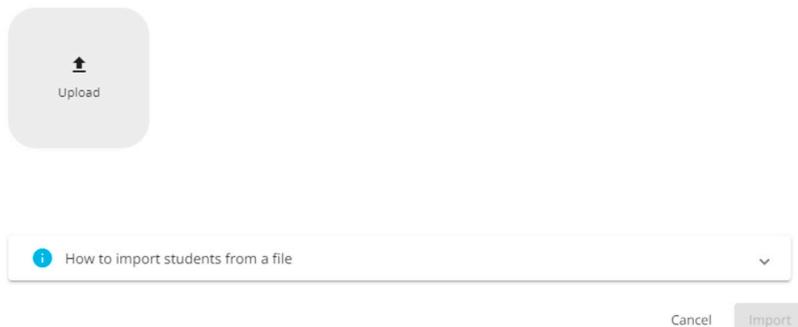
The system will provide a downloadable CSV file for you to populate with your students' details. For column C, the format can be M, F, O, Male, Female, Other.

	A	B	C	D	E	F	G
1	First name	Last name	Gender	Date of birth	Year group	Class name	MIS ID/Student Code
2							
3							

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

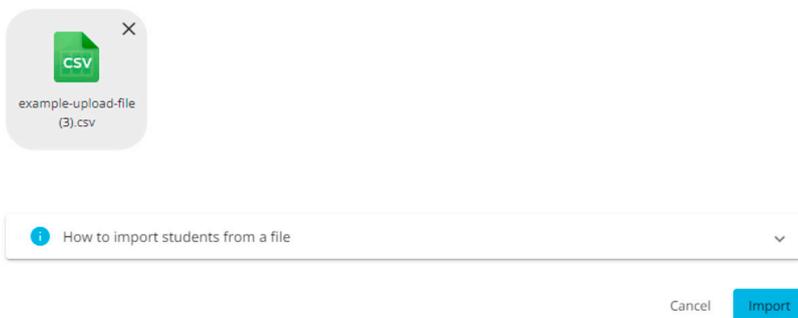
Click 'Upload' and select a CSV file in the correct format from your computer. Then click 'Import'. Click on 'How to import students from a file' for more information.



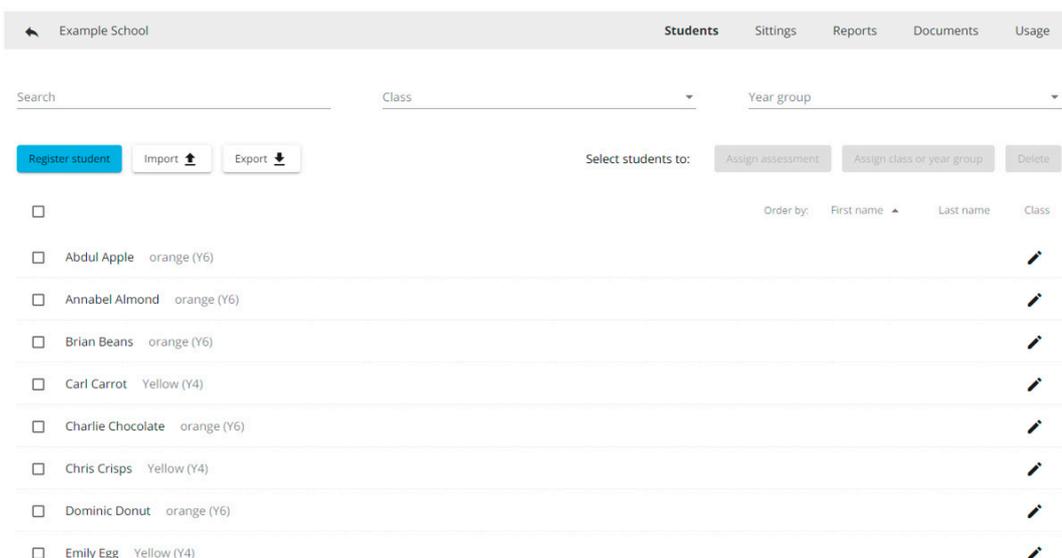
Then click the **'Import'** button in the bottom right corner.

#### 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.



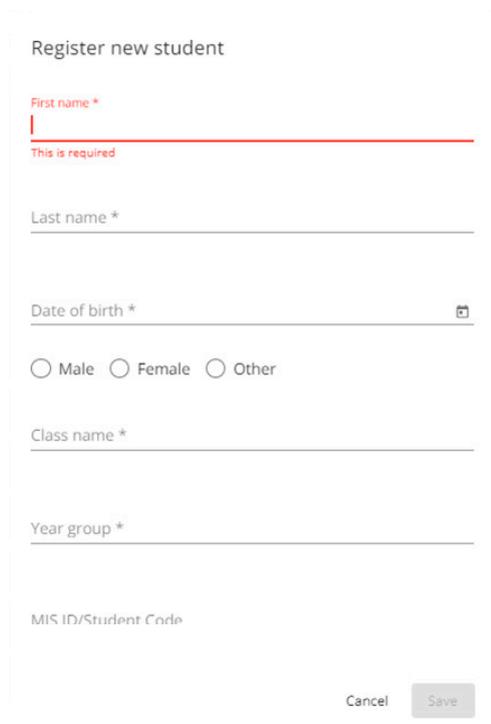
The system will now display each individual student from your imported csv file.



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.



The screenshot shows a form titled "Register new student". It contains several input fields: "First name \*" (with a red error message "This is required"), "Last name \*", "Date of birth \*" (with a calendar icon), "Class name \*", and "Year group \*". There are also radio buttons for "Male", "Female", and "Other". At the bottom, there is a "MIS ID/Student Code" field and two buttons: "Cancel" and "Save".

## Promoting students to a new year group

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

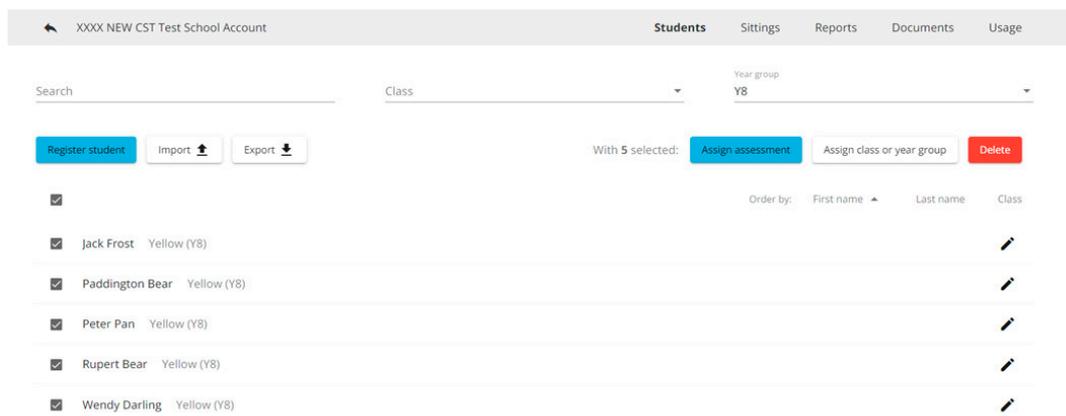
**Step 1:** You should start with the oldest year group in your school and work down to prevent new students and previous students becoming combined in any of the groups. For example, if you use the Wellbeing Check for Year 7, 8, 9, 10, 11, 12 and 13, you should start by moving the students in Year 13 first, then Year 12, followed by Year 11, etc.

**Step 2:** 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 select groups of students.



The screenshot shows the "Students" tab interface. At the top, there is a navigation bar with "Students" selected, and other options: "Sittings", "Reports", "Documents", and "Usage". Below the navigation bar, there is a search bar and two dropdown menus labeled "Class" and "Year group". At the bottom, there are several buttons: "Register student", "Import" (with an upload icon), "Export" (with a download icon), "With 1 selected:", "Assign assessment", "Assign class or year group", and "Delete".

**Step 3:** Let's use Year 8 as an example. You can filter by your chosen year group or class, then select all students using the tick box above the student list. Once you have selected your students, you will need to click on the 'Assign class or year group' button.



**Step 4:** A pop-up will appear where you can enter your new class or year group. If you only want to change the year group, you will need to leave the 'Class name' field blank and enter the new year group number in the 'Year group' field. The same applies if you only want to change the class – you must leave the year group blank. Press 'Save' once you have added the new year group and/or class.

In this example, the year 8 group you selected will now be updated to become Year 9.

Update selected students

All of the 5 students selected will have class or year group set to the values below. If either value is empty, the current one will be retained.

Class name

Year group

9

Cancel

Save

**Step 5:** Repeat steps 1-4 for every other year group and/or class, **making sure to do this from your oldest year group downwards.**

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

Where to move your oldest students after they leave your school

You have two options:

1. Move these students to a fictitious year group (e.g., Year 13 students move to a fictitious Year 14), so your student data remains in the system and all in one place.
2. Download the student data in CSV format, save it in your internal systems, and then delete those students. Please note: This will remove the student data and their reports from the system.

**What do we mean by a fictitious year group?**

The fictitious year group would be Year 14 if the oldest group in your school is Year 13. It would be Year 13 if the oldest group in your school is Year 12. Likewise, the fictitious year group would be Year 12 if the oldest group in your school is Year 11, etc. Effectively, you can use the fictitious year group to store the data in one place for all students that have left your school.

## How to create a fictitious year group so you can send all your leavers' data to one place

Let's imagine your students have left Year 13. You would simply overwrite the information in the 'Year Group' field and change this to Year 14. This can be repeated year-on-year as students leave your school. Simply follow steps 1-4 above to promote this year group.

## Adding your MIS ID numbers to student profiles

You might want to assign an ID number to your students. Often, schools will include a unique number from their Management Information System (MIS) so they can track the data of a student more efficiently.

The Wellbeing Check platform allows you to do this with the downloadable CSV template. Here you will see a column called 'MIS ID/Student Code'. Go to page 4 and the section called *CSV Upload* for instructions on how to find the CSV template:

	A	B	C	D	E	F	G
1	First name	Last name	Gender	Date of birth	Year group	Class name	MIS ID/Student Code
2							
3							

You might also want to add the MIS ID codes to student records already in the system.

In this case, you'll need to re-import student data including new MIS IDs alongside existing student information. The easiest option is to export your existing student information from the system as follows:

- Step 1:** Go to the 'Students' tab and you will see a button called 'Export' in the top left of the screen.
- Step 2:** The spreadsheet you have exported will give you all student data, across all year groups and classes, as below. This will include a column for you to enter/change the MIS ID.
- Step 3:** You can use the exported file to add your MID ID data and then upload your spreadsheet as per the instructions in the *CSV Upload* section on page 4 of this user guide.

In the example below, we have added the new MIS IDs in column G after exporting the student records.

	A	B	C	D	E	F	G	H
1	First name	Last name	Gender	Date of birth	Year group	Class name	MIS ID/Student Code	
2	Sam	Jones	male	28/09/2009	Y10	Yellow	100013	
3	Zoe	Wright	female	01/01/2010	Y9	Red	100014	
4	Leanne	Grimes	female	02/03/2010	Y7	Yellow	100015	
5	Tom	Dixon	male	10/03/2009	Y9	Red	100016	

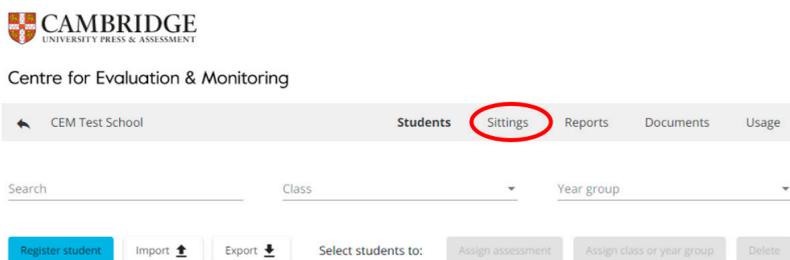
**Please note:** The system will treat the students as new if there are any discrepancies between the existing information in the system (First name, Last name, Date of birth and Gender) and the information on your latest downloadable CSV file (First name, Last name, Date of birth and Gender).

### 3. Preparing your students to take the Wellbeing Check questionnaire

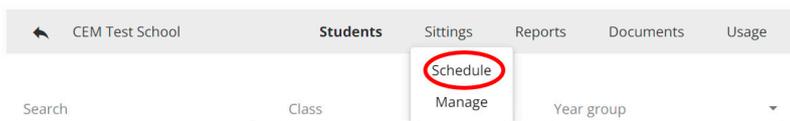
Your students will need a password to access the Cambridge Wellbeing Check questionnaire. To generate a password, you need to schedule a 'sitting' in the system.

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.

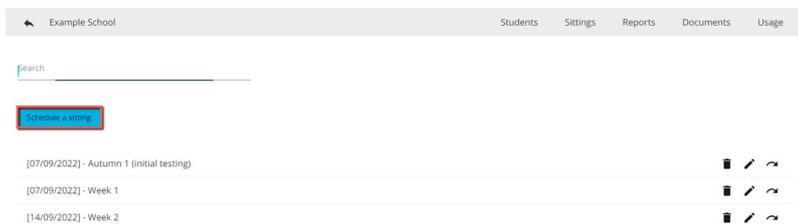
To add a 'sitting', select the **'Sittings'** tab from the menu bar in the top right.



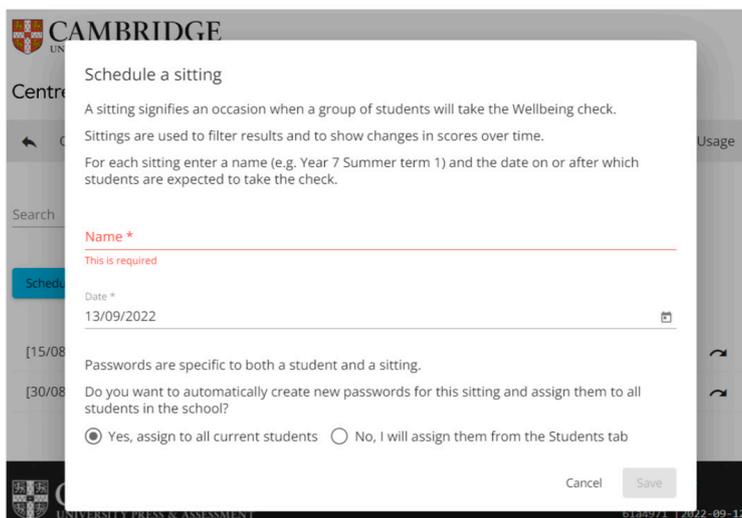
Then click on **'Schedule'**.



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.

The screenshot shows the 'Students' tab in a school management system. At the top, there are navigation tabs: 'Students', 'Sittings', 'Reports', 'Documents', and 'Usage'. Below the navigation, there are search and filter options for 'Search', 'Class', and 'Year group'. A toolbar contains buttons for 'Register student', 'Import', and 'Export'. A status bar indicates 'With 5 selected:' and features a red-bordered 'Assign assessment' button, 'Assign class or year group', and 'Delete' buttons. The main area displays a list of students with checkboxes and edit icons. The selected students are: Abdul Apple (orange, Y6), Annabel Almond (orange, Y6), Brian Beans (orange, Y6), Charlie Chocolate (orange, Y6), and Dominic Donut (orange, Y6). The checkboxes for these students are highlighted with a red box.

	Search	Class	Year group		Order by:	First name	Last name	Class
<input checked="" type="checkbox"/>	Abdul Apple	orange	(Y6)					
<input checked="" type="checkbox"/>	Annabel Almond	orange	(Y6)					
<input checked="" type="checkbox"/>	Brian Beans	orange	(Y6)					
<input type="checkbox"/>	Carl Carrot	Yellow	(Y4)					
<input checked="" type="checkbox"/>	Charlie Chocolate	orange	(Y6)					
<input type="checkbox"/>	Chris Crisps	Yellow	(Y4)					
<input checked="" type="checkbox"/>	Dominic Donut	orange	(Y6)					

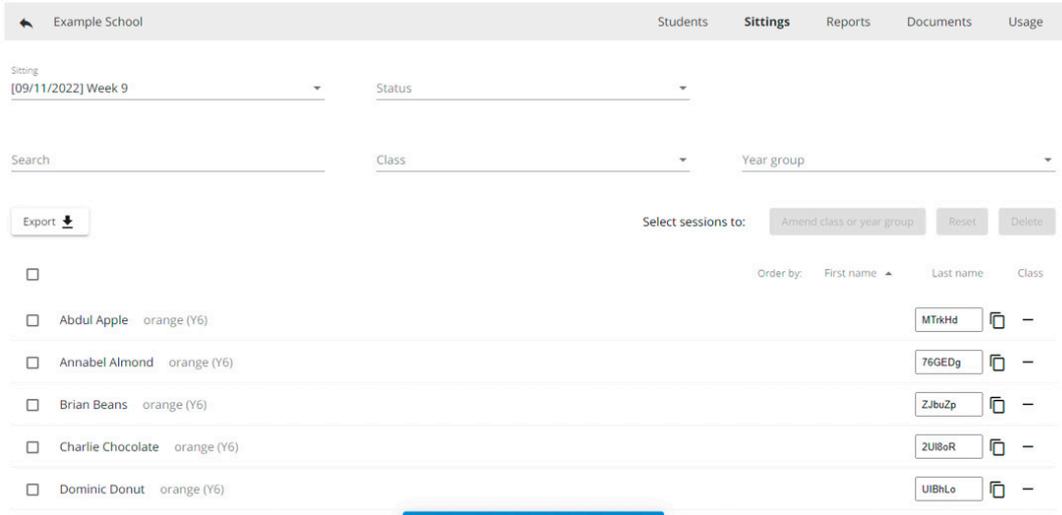
Next, you should choose which 'sitting' to assign to those students.

The screenshot shows a dialog box titled 'Assign assessment to selected students'. The message states: 'Each of the 3 students selected will be assigned a session for the assessment, for selected sitting. Make sure to check class and year group assignment is current as this will appear on reports. That can be later amended on Sittings/Manage screen.' The 'Sitting' dropdown menu is set to '[30/08/2022] 2nd time point'. The 'Assign' button is highlighted in blue. The dialog also shows 'Cancel' and 'Assign' buttons at the bottom. The background shows a snippet of the student list with 'Test 5 Test 5' and 'Class 2 (Y2)' visible.

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	Year group	Class name	MIS ID/Student Code	Password	Status	Completed
2	Adam	Apple	Y8	Yellow	100001	jZLbwa	assigned	15/04/2024
3	Billy	Banana	Y8	Yellow	100002	pKSugi	assigned	
4	Christina	Cauliflower	Y8	Yellow	100003	E4Ejh3	assigned	15/04/2024
5	Lucy	Lettuce	Y8	Yellow	100004	Cdh9DO	assigned	

## 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.



Centre for Evaluation & Monitoring

Cambridge Wellbeing Check

Please type in your password and click Login to begin the Cambridge Wellbeing Check.

Password \*

This form is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Login

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

You have been successfully logged in.

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



Centre for Evaluation & Monitoring

Cambridge Wellbeing Check

### Welcome Student 1

If your name is not Student 1, please tell your teacher now.

If your name is correct, click the Next button.

Cancel

Next

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](#)

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.



Centre for Evaluation & Monitoring

Cambridge Wellbeing Check

When I am at school...  
I feel good about myself

never      not often      sometimes      often      always

Back      Next

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.



Centre for Evaluation & Monitoring

Cambridge Wellbeing Check

When I am at school...  
I feel good about myself

never      not often      **sometimes**      often      always

Back      **Next**

## 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.



Centre for Evaluation & Monitoring

Cambridge Wellbeing Check

**Thank you for completing the Cambridge Wellbeing Check.**

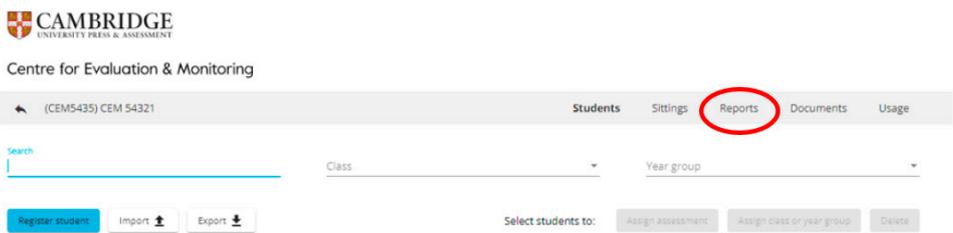
Please click Submit to finish.



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.

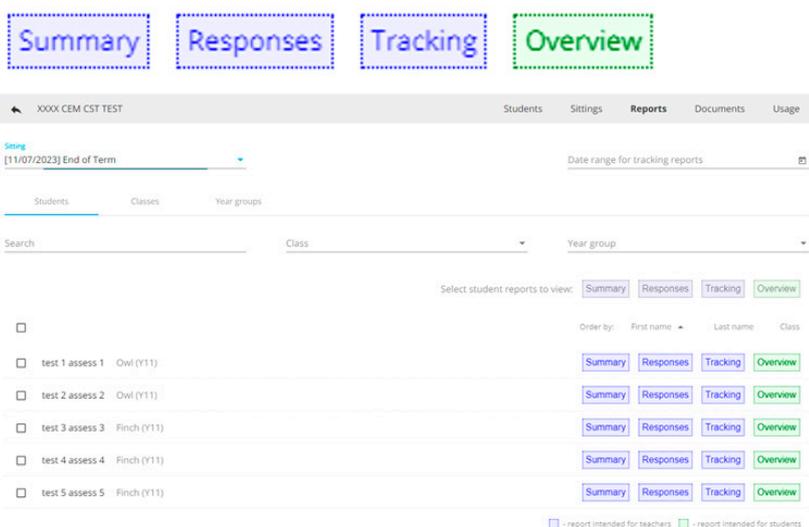
There are twelve reports available: four for individual students; five for classes; and three for year groups. Reports for teachers will show a purple button. Reports for students will display a green button. For all reports you can select which students/classes/year groups you want to view the report 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

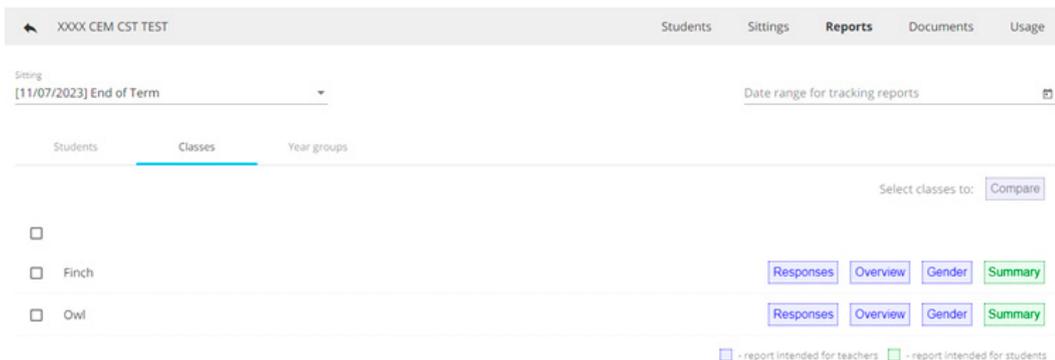
The class reports available are :

- **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.



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.



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.

The screenshot shows the 'Year groups' tab in the Cambridge Wellbeing Check interface. Two year groups, Y10 and Y12, are selected with checkboxes. A 'Compare' button is highlighted in a red box. Below the year groups, there are buttons for 'Tracking' and 'Gender' for each group. At the bottom, there are checkboxes for 'report intended for teachers' and 'report intended for students'.

You can see an example report below:

Cambridge Wellbeing Check (CEM5435) CEM 54321 Group Report for Students			
Y10	top	Date of wellbeing check: 05/09/2022	Number of students: 5
The bar graph below show the students' average (mean) responses in the four areas of wellbeing.			
Area of wellbeing	What is this?	What the students thought about their wellbeing: average responses	
Competence Wellbeing	How often you feel able to do something well.		
Interpersonal Wellbeing	How often you feel connected to others, that people care about you, treat you well and value you.		
Life Satisfaction	How often you feel content and optimistic about the future.		
Negative Emotions	How often you feel worried, stressed, and/or personal sadness. A high score indicates few experiences of negative emotions.		
<p>Remember that no matter how you are feeling at the moment about any aspect of your personal wellbeing, things can change. You can grow in confidence, build stronger relationships with friends and teachers, enjoy school more or less at different times of the year, and our emotions change day-to-day.</p> <p>If you feel worried or upset about any area of your wellbeing, it is important that you talk to an adult you trust (like a teacher, parent or carer) about how you are feeling.</p>			

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.

9/16/22, 10:17 AM CEM Admin

**CAMBRIDGE** Centre for Evaluation & Monitoring  
Cambridge Wellbeing Check  
Example School  
Individual Student Tracking Report for Teachers

Abdul Apple | 20 August 2012 | Y6 | orange | Date range: 09/09/2022 to 13/09/2022

This report provides a summary of how the student's responses have varied over time in the Wellbeing Checks they have completed. The areas of concern are highlighted in red.

**Competence Wellbeing: the extent to which learners experience competence, self-confidence, fulfillment, and purpose.**

Autumn Term 1 (09/09/2022)	3.0
Autumn Term 2 (09/09/2022)	4.0
Report Testing - Sitting 1 (09/09/2022)	2.8
Report Testing - Sitting 4 (13/09/2022)	1.0

**Interpersonal Wellbeing: the extent to which learners feel connected to others, that people care about them, and are valued.**

Autumn Term 1 (09/09/2022)	3.6
Autumn Term 2 (09/09/2022)	3.8
Report Testing - Sitting 1 (09/09/2022)	3.6
Report Testing - Sitting 4 (13/09/2022)	1.0

**Life Satisfaction: the extent to which learners experience contentment and overall life satisfaction.**

Autumn Term 1 (09/09/2022)	3.8
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Print 2 sheets of paper

Destination: WebEx Document Loa

Pages: All

Copies: 1

Color: Color

More settings

Print Cancel

1/2

<https://cem-assessments-dev.e-psychometrics.com/admin/schools/13/wb/report/student-tracking/100129/62>

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.

9/16/22, 10:19 AM CEM Admin

**CAMBRIDGE** Centre for Evaluation & Monitoring  
Cambridge Wellbeing Check  
Example School  
Individual Student Tracking Report for Teachers

Abdul Apple | 20 August 2012 | Y6 | orange | Date range: 09/09/2022 to 13/09/2022

This report provides a summary of how the student's responses have varied over time in the Wellbeing Checks they have completed. The areas of concern are highlighted in red.

**Competence Wellbeing: the extent to which learners experience competence, self-confidence, fulfillment, and purpose.**

Autumn Term 1 (09/09/2022)	3.0
Autumn Term 2 (09/09/2022)	4.0
Report Testing - Sitting 1 (09/09/2022)	2.8
Report Testing - Sitting 4 (13/09/2022)	1.0

**Interpersonal Wellbeing: the extent to which learners feel connected to others, that people care about them, and are valued.**

Autumn Term 1 (09/09/2022)	3.6
Autumn Term 2 (09/09/2022)	3.8
Report Testing - Sitting 1 (09/09/2022)	3.6
Report Testing - Sitting 4 (13/09/2022)	1.0

**Life Satisfaction: the extent to which learners experience contentment and overall life satisfaction.**

Autumn Term 1 (09/09/2022)	3.8
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Print 2 pages

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options:  Headers and footers,  Background graphics

Save Cancel

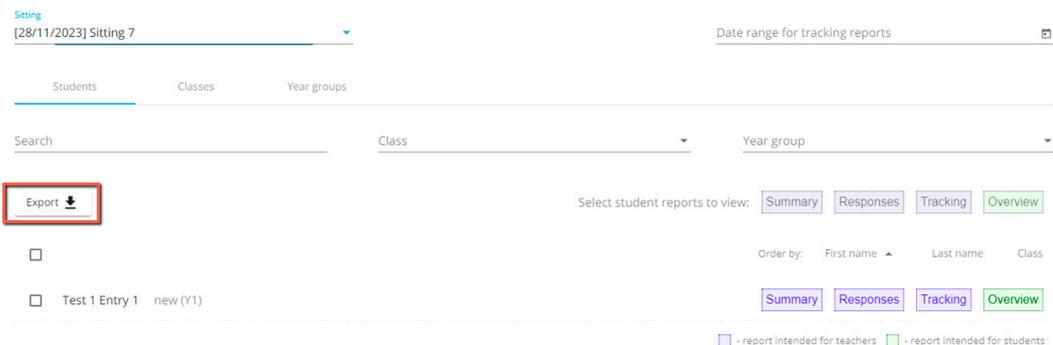
1/2

<https://cem-assessments-dev.e-psychometrics.com/admin/schools/13/wb/report/student-tracking/100129/62>

## CSV Export Report

The CSV export allows you to download a data file of the students who have completed the Cambridge 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.

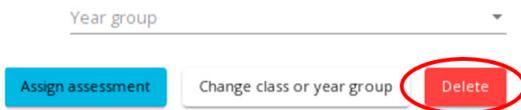


Within the file you are presented with your students' details, their average (mean) section scores for each of the four areas of wellbeing, and their individual responses to each of the questions. If a student did not answer a question, the cell in the Export file will be empty. Questions which are negatively 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

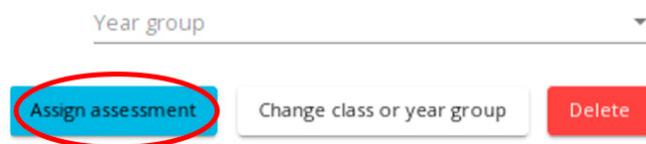
Delete selected students

This will delete 1 students selected and any data that was collected in relation to them.

This operation is irreversible.



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.