



InfoMapper ViewFinder

QUICKSTART GUIDE 2

Preparing for the Survey

01. Carrying out individual pupil surveys: Is the individual survey method suitable for my school?

This method requires students to connect to our website to do the survey individually. It is therefore very suitable for schools with easy access to the Internet

‘Easy access to the Internet’ means that:

- Your school has a network of computers that are all connected to the Internet
- You can arrange for your students to work on these computers during your lesson

If your students' computers are connected to a local intranet but not to the Internet the individual entry method is not suitable for your school. If only one or a few of the computers on your network have a connection to the Internet the individual entry method is not so suitable either. In these cases it is more appropriate to use the **bulk entry** or year group entry method.

02. Pupil level registrations and passwords.

When your school registered, whoever registered will have received one Staff Level username and password and one Pupil Level username and password. The staff level account will allow you to manage the information coming back from the surveys, to complete the School Travel Plan template and to create additional user accounts. The pupil level account can be used by the pupils to input their surveys.

Please Note: You do not have to create a separate pupil level account for each pupil! We recommend that schools use **one pupil account per form** and that all pupils from that form log in to the one account. They can record their name as part of the individual survey process so that the teacher can identify individual pupils and know which surveys to release.

Please make sure you record the username and password somewhere safe! If you forget your password we can issue you with a new one but we cannot tell you what the old one was!

03. How do I instruct my students?

Have a trial run before the lesson! Log in using the Pupil Level username and password and hit the 'Do survey' button. Work your way through the survey taking the opportunity to identify any questions that your pupils may struggle with e.g. their home postcode. Think about strategies for dealing with this and consider how long it will take for your pupils to complete the survey.

Please also make sure you work through (when logged in as a Staff User) the process of checking and releasing the results! Once you are familiar with the whole process you can then decide if you are going to split the surveys and the subsequent discussion of the results into two separate lessons.

04. Creating accounts.

We recommend you create one Pupil Level account per form and that you fill out the pupil level registration form in the following way:



The screenshot shows a web browser window with the URL <http://www.viewfinder.infomapper.com/somerset/admin/addUser>. The page header includes the Somerset ViewFinder logo and navigation links: Home, Do survey, Survey results, Resources, Administration (selected), Census, Help, and Logout. The main content area is titled "New user" and contains the following form fields:

- Establishment:** A dropdown menu.
- First name:** A text input field.
- Surname:** A text input field.
- User name:** A text input field.
- Password:** A text input field.
- Confirm password:** A text input field.
- E-mail address:** A text input field.
- User type:** A dropdown menu with "Pupil User" selected.

Annotations on the form include:

- Green arrows pointing to the First name and Surname fields with the text "Insert your name here".
- Green arrows pointing to the Password and Confirm password fields with the text "Choose a simple username and password based on the class/form name".
- A green arrow pointing to the User type dropdown with the text "Make sure pupil user is selected".

At the bottom of the form are "Save" and "Cancel" buttons. The footer contains the text: "ViewFinder v0.1 is a partnership between the National Children's Bureau and InfoMapper. NCB is a registered charity No. 258825." and logos for infomapper and National Children's Bureau.

You are now ready to do the survey!