

Guide to Using the SSP Web Database.

1. How a PLT or SSCo answers their school questions

- a. Log on to www.sspweb.co.uk and enter your **Schools** username / password (eg prim106 / 55764)
- b. Select 'Answer School Questions'
- c. Complete the questions and click 'Save'.

2. How Pupils complete the online survey

- a. Log on to www.sspweb.co.uk and enter your **Student** username / password (eg prim107 / 52336)
- b. Pupils select the year group they are currently in and click answer questions.
- c. Pupils select gender, enter name and fill in questions.
- d. Once completed pupils must click 'save' – a prompt will appear in red, at the top of the screen, if any questions have been missed out or have not been answered fully.

3. How a PLT or SSCo can check and edit their pupils answers

- a. Log on to www.sspweb.co.uk and enter your **Schools** username / password (eg prim106 / 55764)
- b. Select 'Edit / Answer Student Results'
- c. Click on the year group you wish to check.
- d. Names are listed with the pupils doing the most activity first and the least last.
- e. Click on any of the names to view and edit a pupil's answers.

4. How a school can edit a whole year group result?

- a. Log on to www.sspweb.co.uk and enter your **Schools** username / password (eg prim106 / 55764)
- b. Select 'Edit Year Group Results'
- c. Enter the number of pupils meeting the criteria for any question or year group. **This figure should be number of pupils not percentage.** The reports will then convert this to a percentage whilst keeping the names behind the percentage. (Note the new percentage will not reflect the percentage of names behind it as it has been overwritten.)
- d. To reverse the overwrite, enter 0 in the 'Edit/ Answer student Results'.

5. How a PLT / SSCo can access their completed form to be submitted to TNS

- a. Note – This form can only be accessed when both school and pupil questions have been answered.
- b. Log on to www.sspweb.co.uk and enter your **Schools** username / password (eg prim106 / 55764)
- c. Select 'Form to be submitted to TNS'

6. How a PLT/ SSCo/ PDM can view their PESSYP Results

- a. Log on to www.sspweb.co.uk and enter your **Schools** username / password (eg prim106 / 55764)
- b. Select 'Reports'
- c. Select 'PESSYP reports'
- d. Ensure you have set the correct term to report at the top of the result buttons.
- e. Select the report you would like to view.

7. How a PLT / SSCo/ PDM can see names of pupils not meeting criteria

- a. Names are only available for reports – 3hours, Inter School, Regular Inter School, Pupils attending Clubs, Volunteering, Top 3 requested and 5 hour offer.
- b. Click on one of the above reports from the PESSYP reports.
- c. Click on the percentage of pupils in a particular year group to view the names of the pupils not meeting the criteria.

8. How a PLT / SSCo/ PDM can see names of pupils meeting criteria

- a. Names are only available for reports – 3hours, Inter School, Regular Inter School, Pupils attending Clubs, Volunteering, Top 3 requested and 5 hour offer.
- b. Click on one of the above reports from the PESSYP reports.
- c. Click set student lists to ‘meeting criteria’ (Button at top of table.)
- d. Click on the percentage of pupils in a particular year group to view names of pupils meeting criteria

9. How PLT /SSCo / PDM can see most popular activities requested and the names and year groups of those that requested them.

- a. View PESSYP results as described in Question 6.
- b. Select ‘ Top 3 requested’. You will now be able to see the top 3 activities requested in your school
- c. Click on your school name. You will now see the most popular activities by year group and the number of requests for each activity.
- d. Click on the activity to view names of pupils requesting the activity.

10. How a PLT / SSCo / PDM can see their 5 hour offer

- a. View PESSYP results as described in Question 6.
- b. Click on report 14 ‘5 hour offer 1’
- c. You will now see the percentage of pupils doing less than 2 hours physical activity, between 2 and 3 hours ,between 3 and 4 hours, between 4 and 5 hours and 5 hours plus.
- d. All percentages on this report are hyperlinked to names.
- e. Alternatively, click Report 15 5 hour offer 2
- f. You will now see the percentage of pupils doing more than 2hours, 3 hours, 4hours and 5 hours physical activity per week. (Same data as report 14 but reported differently)
- g. All percentages on this report are hyperlinked to names.

11. How a PDM can set additional questions for all schools to answer

- a. Log on to www.sspweb.co.uk and enter your **Partnership** username / password
- b. Click 'Add additional Q's'
- c. Click 'create additional questions'
- d. Enter the name of the REPORT you want to generate and click Add question.
- e. The name of the report will appear in the top left hand corner. Click on the name of report.
- f. Enter your question and up to 7 responses and click save.
- g. Click 'back to menu'
- h. Click 'Select Year group to answer Q's'
- i. Click on the name of your report.
- j. Select year groups you wish to answer question and click save.

12. How does a PDM select whether to include PESSYP questions in survey.

- a. Log on to www.sspweb.co.uk and enter your **Partnership** username / password
- b. Click on 'Add additional Q's'
- c. Select the down arrow and select either
 - i. Just PESSYP (All schools will answer just PESSYP Q's)
 - ii. Just Additional Questions (All schools will answer just additional Q's)
 - iii. Both(All schools will answer both sets of questions.)

13. How a PLT / SSCo can set additional Questions just for their school

- a. Log on to www.sspweb.co.uk and enter your **Schools** username / password (eg prim106 / 55764)
- b. Select 'Reports'
- c. Click 'Add additional Q's'
- d. Click 'create additional questions'
- e. Enter the name of the REPORT you want to generate and click Add question.
- f. The name of the report will appear in the top left hand corner. Click on the name of report.
- g. Enter your question and up to 7 responses and click save.
- h. Click 'back to menu'
- i. Click 'Select Year group to answer Q's'
- j. Click on the name of your report.
- k. Select year groups you wish to answer question and click save.

14. How a PLT / SSCo / PDM can view additional question reports.

- a. Log on to www.sspweb.co.uk and enter your **Schools** username / password (eg prim106 / 55764)
- b. Select 'Reports'
- c. Select 'Additional Q's Results'.
- d. Select report. All reports can link through to names by clicking on the percentages.

Frequently asked Questions

1. What does the * stand for in the results

- a. The * appears on all percentages that have been overwritten as in point 4 above.

2. What do the colours stand for in the PESSYP reports?

- a. The PESSYP reports use a 'traffic light' system.
 - i. If the percentage is in green it is above the national average
 - ii. If the percentage is in amber it is close to the national average
 - iii. If the percentage is in red it is below the national average.