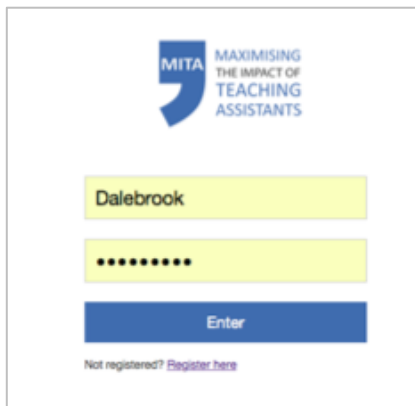


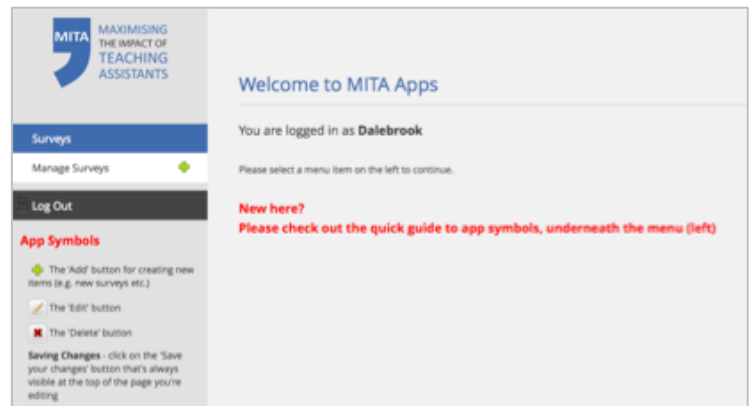
## TA Deployment Review Staff Survey – Quick Start Guide

### Logging in to the MITA App Area

1. Go to [www.maximisingtas.co.uk/apps/admin/login.php](http://www.maximisingtas.co.uk/apps/admin/login.php) and enter your username and password (Screen #1). Click **Enter** to get your **Welcome** page (Screen #2)
2. You can add and manage your surveys from the menu on the left-hand side (Screen #2). A key for the App icons is always displayed in the bottom left corner.




Screen #1



Screen #2

### Setting up a new survey

1. Setting up a survey is easy and takes about 2 minutes. To add a new survey, click the green cross  next to **Manage Surveys** (Screen #2). This will take you to the **Surveys > Edit** page (Screen #3, on next page).
2. The **TA Deployment Review – Staff Survey** invites your staff to share their experiences and views about how TAs are deployed and prepared. They are asked to describe and rate the effectiveness of current classroom practices.
3. Start by giving your survey a distinctive title, including your school name at the beginning (see **A** in Screen #3). If you are setting up a baseline survey against which to assess changes over time, and therefore intend to run the survey again in the future, call your first survey 'Survey 1'. Subsequent surveys can be numbered sequentially, as and when you set them up.

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Save Your Changes

Surveys

Log Out

**App Symbols**

- The 'Add' button for creating new items (e.g. new surveys etc.)
- The 'Edit' button
- The 'Delete' button

**Saving Changes** - click on the 'Save your changes' button that's always visible at the top of the page you're editing

**A** **Title**  
Enter a title of your survey (e.g. Dalebrook School Staff Survey - Spring Term 2015)  
Dalebrook Teacher and TA survey 1

**B** **Survey**  
Select the survey you would like to conduct  
2017/18 TA Deployment Review - Staff Survey


**C** **URL**  
This is the unique URL that will give your staff access to the survey. You will need to share this URL with your staff. Please make a note of it.  
http://maximisingtas.co.uk/apps/465b8db591/

**D** **Start Date**  
Select the date you wish to start your survey. If you are not certain when to start the survey, select today.  
01-10-2015

**End Date**  
You will need to set a deadline for staff to have the survey completed. Select the date you wish to close the survey. Staff will not be able to access the survey after this date. You can change the survey closing date at any time.  
30-10-2015

**E** **Active**  
Check this box to make the survey active and available to staff. Unchecking this box will mean that staff cannot access the survey. You can change the status of the survey at any time.

Screen #3

4. Select **2017/18 TA Deployment Review – Staff Survey** from the drop-down menu (see **B**).
5. A unique URL (or web address) is automatically generated. This will give your staff access to your survey (see **C**). Only *your* staff in *your* school can use *your* survey. **Carefully note this URL and share it with your staff.**
6. Select a start and end date for your survey (see **D**). Remember to notify staff of the deadline for completion (end date). You can change the end date at any time by visiting this screen.
7. Check the **Active** box to make the survey 'live' (see **E**). Live surveys are ready to collect data. Unchecking this box automatically closes the survey. You can reopen a survey any time, without losing data, by checking the box.
8. The App system does not automatically save your work, so make sure you click the **Save Your Changes** button at the top of the screen before you exit the page (see .

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## Surveys > List

ID	Survey Name	Active	Get Results	Edit / Delete
69	Dalebrook Teacher and TA survey	Yes	Download PDF	

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**App Symbols**

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- The 'Edit' button
- The 'Delete' button

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Screen #4

## Managing your surveys and downloading reports

1. Select **Manage Surveys** from the menu on the left-hand side to visit your **Surveys > List** page. Your survey history will be listed here, together with the activity status of each survey. Surveys which are currently live are indicated with a 'Yes' under **Active** (see **A** in Screen #4, above).
2. We advise that you have **only one survey type active at any one time**. This avoids data being added to different surveys and makes reporting the results more straightforward.
3. Do not add new data to an old survey. For example, if you want to compare changes at the beginning and end of a term, set up two different surveys: one for Time 1 (to get your start of term baseline) and one for Time 2 (end of term).
4. You can edit and delete surveys using the icons on the right-hand side (see **B**). Clicking the edit survey icon will direct you to the **Surveys > Edit** page (Screen #3).
5. You cannot edit the survey questions, but you can preview the survey using the link below:

**TA Deployment Review Staff Survey:** [www.maximisingtas.co.uk/apps/preview/ade7bd3026/](http://www.maximisingtas.co.uk/apps/preview/ade7bd3026/)

1. Should you wish to delete a survey, click the red cross . You will be asked to confirm your decision. Please note: deleted surveys cannot be recovered.
2. You can access your survey results at any time by clicking **Download PDF** (see **C**). Doing this while a survey is active will tell you how many responses have been collected so far.