

User Guide - Compass Calibration Online Platform

Click on the link below to access our Compass Calibration Online Platform

www.compasscalibration.co.za



A: Brief Process Outline: Registration of a School and creation of Survey on the Online Platform by Principals

- 1. The Principal registers the School and will receive a password via email.
- 2. The Principal changes the issued password to remember on the Profile tab.
- 3. Upload's the School's information under the School tab
- 4. Use a **Voucher** received from Strong Schools or make a **Payment** in order to register the School
- 5. Add Users ALL Deputies, HOD's, Educators and ALL other Staff members must be added to the system in order for them ALL to participate in the Survey
- 6. Create a Survey for your School
- 7. **Invite to other users to complete their individual Questionnaires**. This is done through an automated email from the system which is sent to the email addresses



that were entered by the Principal and each added user will receive a temporary password.

- 8. The Principal completes the Principal's Questionnaire and submits it
- 9. Once all other users have submitted their Questionnaire, the Principal will submit the Survey on behalf of the School
- 10. The Principal clicks the Generate Report button to receive the Survey Report

B: Detailed Process Steps: For Principals

1. Click on the Register School button

Email ad	ldress	
Passwor	d	
Lawin	Format passward	

2. Capture the following information:

The School Name

(

The Level. Primary School, High School or both a Primary School and High School Principal First Name, Surname, Email address

Voucher (if you have been provided with a Voucher by Strong Schools, you will enter the Voucher no. here).

If the Principal does not have a Voucher, they will be redirected to the payment site. Only once a payment has been made would they be able to complete the registration process.

3. After capturing the information, click on the **Register** button.

Register school	
School name	
Level	~
First name (principal)	
Surname (principal)	
Email address (principal)	
Voucher (optional)	
Register	



- 4. The system will take the User to the School and Principal's Profile.
- 5. Once there, click on the School tab. Upload the School's Logo, which must be in PNG format and the size must be smaller than 2MB. Please Note: If your School's logo has a .jpg extension, please save it in Explorer with a .png extension before you try to upload.



6. Scroll down to Add Active Users

Active Users					
Principal	~	JR	Moller	juanita	Update Delete
Deputy	¥	Campher	Serfontein	campher 🗍 📜 🙏 📩	Update Delete
Secretary	×	Juanita	Moller	juanita	Update Delete
Role	×	First name	Surname	Email address	Add

7. To add an Active User, select the role of the User, by clicking on the drop down and making the selection.





8. Then enter the Name, Surname and Email Address of the new User and click on the Add button.

Role 🛩 First name Surname Email address						
	Add	Email address	Surname	First name	~	Role

- 9. The Principal is able to change the roles as needed **before activating the Survey.**
- 10. The Principal can delete an Active User and Restore the User later, by clicking on the **Restore** button

Deleted Users						
Deputy	~	Campher	Serfontein	campher	(Restore

NB!!! The Principal must first ADD the details of ALL the Deputy Principals, HOD's, Educators and ALL Non-Teaching Staff as Users of the system, <u>BEFORE creating a</u> <u>Survey</u>.

If this is not done, the Principal will be excluding Users from completing the survey, which means that the data will be incomplete and therefore not a true reflection of the School's context.

11. In order to create, access and complete Surveys, the Principal must click on the **Surveys** tab

(Home	Scho Surveys	uestionnaires	Profile	Logout
-	Surveys					
	Active Surveys					
	You have no active surveys					

12. Then scroll down to New Surveys (after using the Voucher or doing a Payment).The Principal will be required to tick the check box below, confirming that ALL users have been added before being able to create a Survey:

5													ALS ON	SC
÷	С	https://www.	compasscalibration.co.za/surv	/eys/			Q	AN t	3 0) {`	Ē	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
						Home Sci bi Surveys Q stionnai	res Profile Li	ogout						Î
		<	Surveys Active Surveys Active Surveys Surveysa S	s by Auerika Test School (Submitted: 2023-12-21) by Auerika Test School	ete this survey and understand that NO	NW USIRS can be added after the survey og into the platform before you continue.	has been creat							
			LEAD THE CHANGE	A FOR PURPOSE angeneration of the clusters. NPCs 2020029980/08 PEG-930070822 NPCs 261-739		admin@ ww	and productive istrongschoolsz w.strongschool in (za.co.za Nisco.za Ø f						

Once the Principal puts in the Voucher no. and clicks the Create button or in the absence of a Voucher no. clicks the Create button, the following notification will pop up, to which the Principal must either click the OK or Cancel button:

	www.compasscalibration.co.za says	
Surveys	Are you sure you want to create the survey "Survey 13 February 2024"? Only the 5 staff members that are currently active will receive questionnaires and no more can be added afterwards.	
Active Surveys You have no active surveys	Unless you have a voucher, you will be redirected to the payment page after a short delay.	
Submitted Surveys	OK Cancel	
Survey 20 December 2023 b	Juanika test School (Submitted: 2023-12-21)	
Survey 21 December 2023 b	y Juanita Test School (Submitted: 2023-12-21)	
Survey 21 December 2023 b	y Juanita Test School (Submitted: 2023-12-21)	
New Survey		
 I hereby confirm that I I NOR CAN EXISTING U 	ave added ALL THE USERS that need to complete this survey and understand that NO NEW USERS can be added after the survey has been created SERS BE UPDATED. Best practice is to check with all your staff members that they can log into the platform before you continue.	
Survey 13 February 2024		
Create		

If the Principal clicks the OK button and the School has a Voucher, the system will create the Survey and generate the following pop up message. If the School does not have a Voucher, the Principal will be redirected to the payment page.



13. Click on the **Questionnaires** tab to start completing the Survey. The system will direct the User to the POPI Act that must be accepted on the Profile tab.

	Home School Survey: Questionnaires Profile Logout
Questionnaires To complete questionnaires, you must first accept the POPI Act on the Profile tab.	
	Home School Surveys Questionnain Profile sgout
Profile	
Personal Details	
Name: JR Moller Email: juanitamoller@yahoo.com School: Juanita Test School (Principal)	
POPI Act	
Before accepting the POPI Act below, you will not be able to complete any questionnaires.	
I hereby give Strong Schools Community Collaborative (SSCC) permission to access, utilise and share the data a platform. I further provide SSCC permission to share the data and information with their Donors, Funders, Partr manner, respecting confidentiality and in pursuance of providing support to our School.	and information that I capture on the Compass Calibration ners and any other Affiliate or Associate, in a responsible
Accept	

Once the User ticks the check box and clicks the Accept button the following notification will pop up. The User must click the OK button to continue, if the User clicks the Cancel button they will not be able to complete the Questionnaire.



When the User clicks the OK button the following notification pops up:

	www.compasscalibration.co.za says	nnaires Profile Logout
Profile		
Personal Details		

14. Uncompleted sections are indicated by the maroon colour.



15. When completed, the maroon sections change to blue-green.



16. When the Users have completed their Questionnaires, they must click on the **Submit** button.





- 17. Once all the Questionnaires have been completed by the different individuals (roles), the Principal will receive an email and can click on the **Submit** button to submit the School's Survey.
- 18. Once done, the Principal will generate the report: Click on Surveys Click on the name of your Survey Click on the Generate Report button
- 19. An automated email is sent to the Principal with the Survey Report attached.
- 20. Users can access their Profiles at any time by clicking on the Profile tab.



21. The Profile tab shows the details of the User. Passwords can be changed here.





C: User Login for Staff: To access the system once added as User by the Principal to complete the Survey

- 1. An automated email will be sent to the User's email address titled: Compass Calibration User Registration
- 2. The User will be provided with the link to the Compass Calibration online platform
- 3. The email provides the User with a temporary password
- 4. The User is requested to log in and change their password
- 5. The User will click on the link, enter their Email address and the temporary password
- 6. The user will change the password, by clicking on **Profile** and scrolling down to the **Change Password** section and enter the temporary password and then capturing a new password which must be confirmed. The user is advised to store their new password somewhere safe where they are able to access it easily.
- 7. Once the password has been changed, the User will tick the POPI Act.
- 8. To access the system once the user has received notification of the Survey that they need to complete, the user will log in with their new password and then **click the Questionnaires tab** to complete their Questionnaire.

D: User Login: To access the system once already registered as a User, BUT the user has forgotten their password

The user will click on the link below:

www.compasscalibration.co.za

- If the User has forgotten their password, they must click on the Forgot password tab
- 2. Once the User clicks the Forgot password button, they will be required to complete the Email address with which the User was registered.
- 3. The system will ask whether the user is sure that they want to reset their password, if sure, the user will click the OK tab.
- 4. The following message will then appear:





5. The user must then go to their emails and they will find the following automated communication:



- 6. The user must then click on the Compass Calibration website link, enter their email address and the temporary password.
- 7. The user will then be given access to the system, but they MUST immediately change their password by following the steps stated in Section C.

Feedback Session – this is conducted with the School based on the Survey Feedback Report as received from the Compass Calibration Survey system

- This session is conducted with the entire team who completed the survey. The purpose of the Feedback Session is to unpack the areas of development and possible ways to address them and also to celebrate areas of achievement.
- This tool will give your Senior Management Team a balanced view across four main areas, which determine the effectiveness of your School.
- It identifies challenges, provides your School with knowledge and enables your School to determine required interventions.

Key Features:

- 1. The success of the session is dependent on the attendance and participation by the Principal and all Staff who have completed the Survey
- 2. Our Facilitator is an experienced professional in the field of education management and therefore has the required knowledge and skills to effectively lead the session to achieve the best outcome for your School.

For any queries or support with the utilisation of the system please email <u>admin@strongschoolsza.co.za</u>

Thank you for taking the time to register your School and for completing the Compass Calibration Survey.

We look forward to walking this journey with you.

STRONG SCHOOLS COMMUNITY COLLABORATIVE – NPC NUMBER: 2020/029980/08 | PBO: 930070182 | NPO 261-739 DIRECTORS: B. ALHEIT, G. SCHOEMAN, P. QHALANE, J. MÖLLER