



SOS-Q On-Line Version User Documentation

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Terminology

This section describes terminology used in this document which is specific to workflow in the SOS-Q system.

Questionnaire

Questionnaire is a set of questions, their answers, calculation and paging layout. SOS-Q contains two built-in Questionnaires ready to use “Student Orientation to School Questionnaire - Jr. and Sr. High” and “Student Orientation to School Questionnaire - Upper Elementary”. New Questionnaires can be created within SOS-Q for other purposes.

[Trend Report](#) is available only within a specified Questionnaire, because results must align with the exact same questions, and calculations.

Questionnaire Set

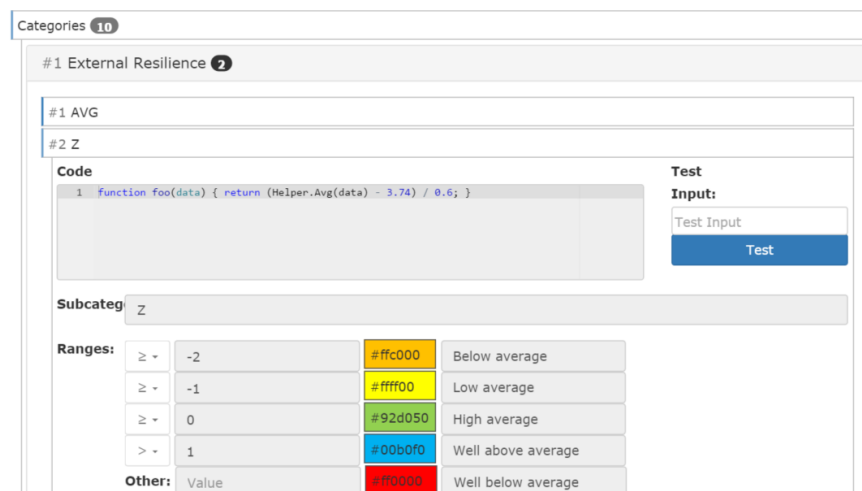
Questionnaire Set is a subset of a [Questionnaire Set](#) and represents the list of students in a specific school or grade who must complete this Questionnaire within a specified date range, and also contains student’s results (if completed).

Category

Category is a symbolic tag you can apply to any questions(s) to create a definite subset of questions. Subsets can intersect.

Calculation

Calculation is a function which accepts an array of real numbers and returns one real number as a result. Calculation must be applied to [Category](#) or to all questions with numeric answers in [Questionnaire](#). It calculates values for a complete Questionnaire for each user. Calculation also may have color-title conditional formatting. SOS-Q sub-scale (standard or Z-scores) is a specific case of Calculation available for the SOS-Questionnaires. Example of Calculation setup:

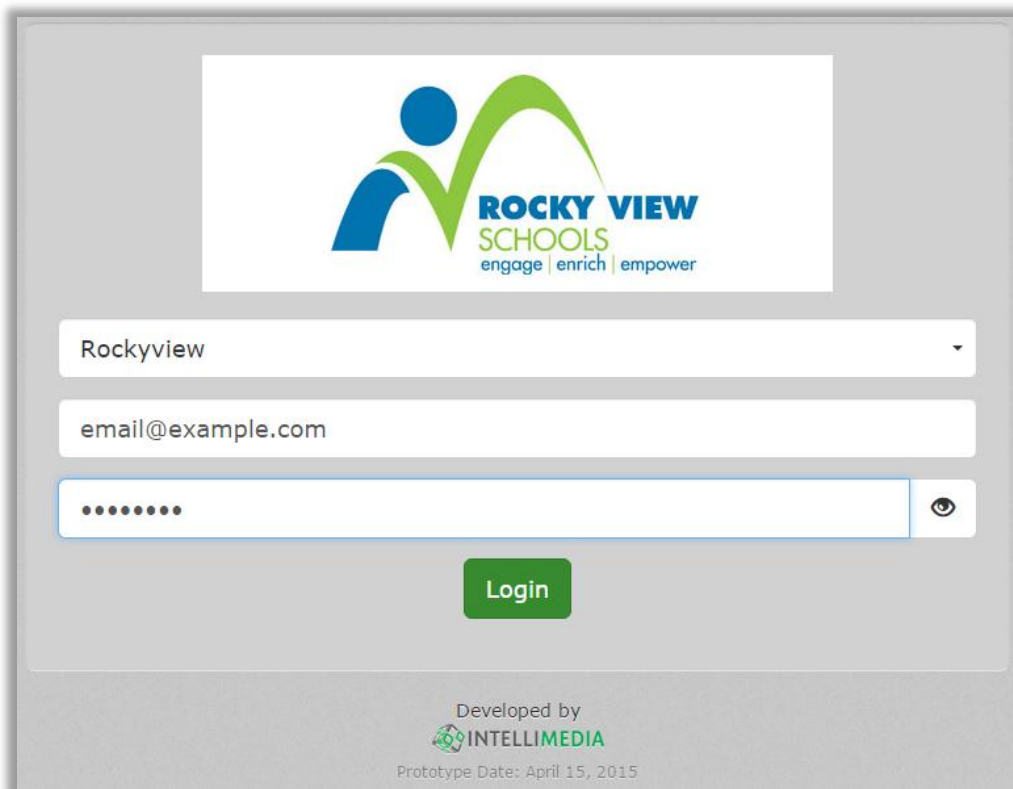


Categories 10			
# 1 External Resilience 2			
# 1 AVG			
# 2 Z			
Code		Test	
<pre>1 function foo(data) { return (Helper.Avg(data) - 3.74) / 0.6; }</pre>		Input: Test Input Test	
Subcategory: Z			
Ranges:	≤ -2	#ffc000	Below average
	≤ -1	#ffff00	Low average
	≤ 0	#92d050	High average
	> 1	#00b0f0	Well above average
Other:	Value	#ff0000	Well below average

District Admin Access

District Admin Login Screen

SOS-Q is a multi-district system. Before entering credentials the program requires selection of the district from dropdown menu detailed in the following screen shot. To avoid future confusion the browser remembers this selection.



Rockyview

email@example.com

.....

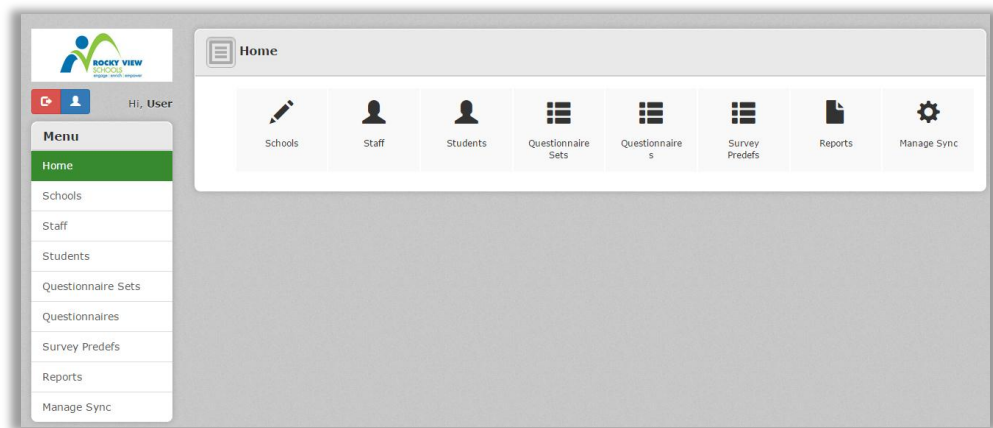
Login

Developed by
INTELLIMEDIA
Prototype Date: April 15, 2015

Main Screen

The Main screen detailed in the next screen shot, contains the page with all of the main functional items that are described in this manual:

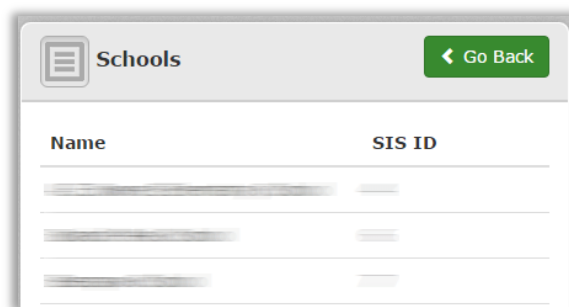
- Schools
- Staff
- Students
- Questionnaire
- Survey Predefs
- Questionnaire Sets
- Reports
- Manage Sync



Schools Screen

The Schools screen contains the list of the synced/imported schools. It has no additional functionality.

Schools must be automatically synced from PowerSchool or manually imported (See [Manage Sync](#) for more info) for student-school relationships.



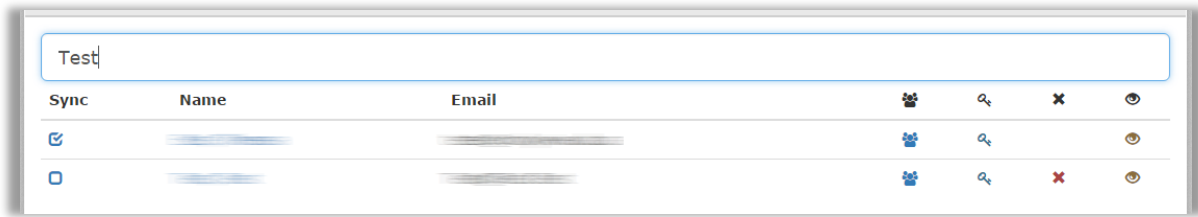
Staff Screen

The Staff screen manages District Admins access to the system and its parts.

Staff users can be automatically synced from PowerSchool or manually imported (See [Manage Sync](#) for more info) for retrieving accounts to SOS-Q. You can also add staff user manually if he/she isn't presented in PowerSchool.

This screen allows:

- View and search the list of staff
- Review synced staff users and users created manually
- Create new users
- Change passwords
- Assign roles

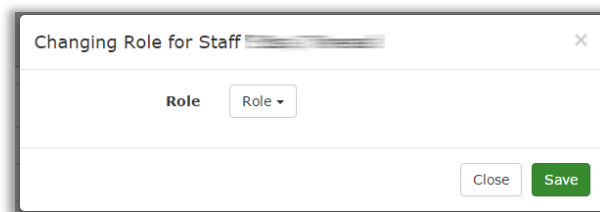


Staff screen

To search users by name, enter text in the search box above the list (where “test” appears in the screen shot above) and press Enter.

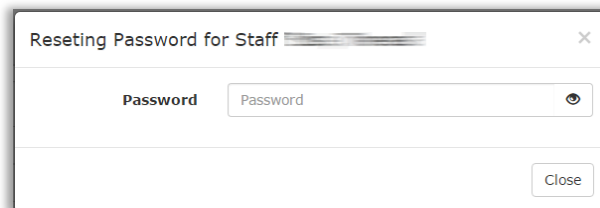
All synced users (synced from PowerSchool or imported from file) are marked by this icon in “Sync” column, otherwise users created manually marked with on the left from staff name.

To change user’s role, click “Change Role” icon () to the right of the user’s email address.



Changing role

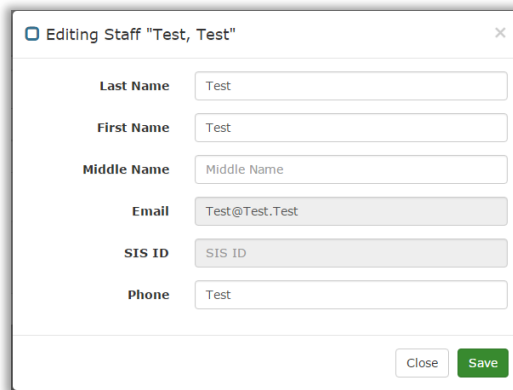
To change user’s password, click “Reset Password” icon () to the right of the user’s email address. *Synced users are not available to edit or delete.*



Changing password

To delete a user click “Remove button” (✖).

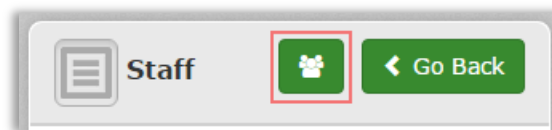
To view or edit user’s information (if available) click “Details” icon (👁) to the right of the users email address.

A dialog box titled "Editing Staff 'Test, Test'" with a close button (X) in the top right corner. It contains several input fields: "Last Name" with "Test", "First Name" with "Test", "Middle Name" with "Middle Name", "Email" with "Test@Test.Test", "SIS ID" with "SIS ID", and "Phone" with "Test". At the bottom right, there are "Close" and "Save" buttons.

Editing user

Roles Management

To access Roles Management screen, click 🧑 button in the “Staff” header selected from the Main Screen.



Roles Management button

On this page you can create, and manage existing roles to improve flexibility of your system.

Roles Management Go Back

#1 Principal

Role Name
Principal

Permissions
Find Permission...

- ✓ Settings
 - ✓ ManageSchools
 - ✓ ManageStaff
 - ✓ ManageStudents
 - ✓ ManageSync
- ✓ Survey
 - ✓ Assign
 - ✓ Manage
 - ✓ Edit
 - ✓ View
- ✓ Report
 - ✓ PersonalInfo

Remove Save

#2 Secretary

New Role

Role Name
Role Name

Save

Roles Management Screen

In the Roles Management screen you can assign or remove specific permissions for the selected role:

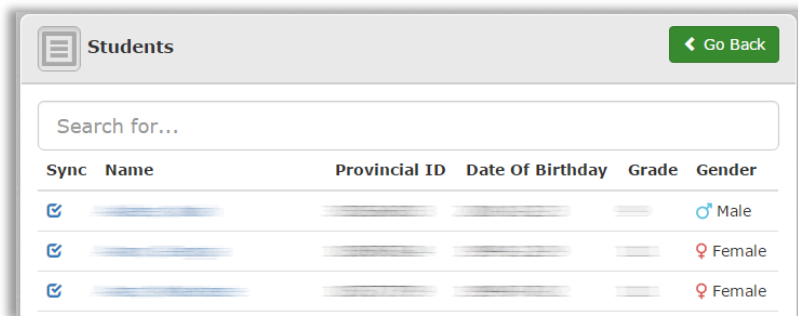
- Settings
 - ManageSchools – being able to see “Schools” screen
 - ManageStaff – being able to see “Staff” screen, manage roles, create new users, reset passwords
 - ManageStudents – being able to see “Students” screen, search for specific student
 - ManageSync – being able to see current log of sync process, setup PowerSchool API access or manually import schools, staff and students to SOS-Q
- Survey
 - Assign – being able to create and assign Questionnaire Sets
 - Manage
 - Edit – being able to create new Questionnaires, in addition to the existing SOS-Q’s

- View – being able to see newly created Questionnaires
- Report – being able to access reports
 - Being able to access Detailed Report

Students Screen

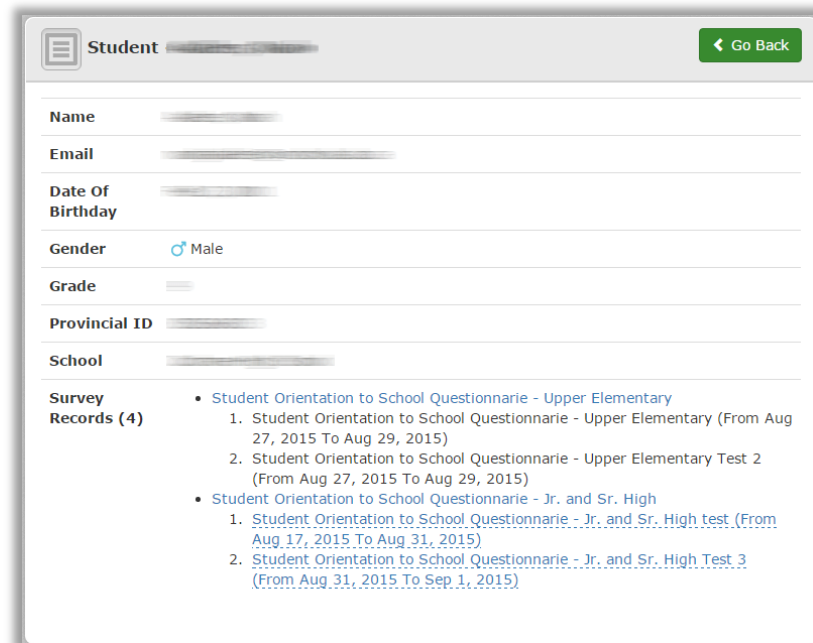
Students screen allows the user to manage the students in a district you have been logged in. It allows

- View and search list of students
- Review students sets



Students screen

To access student's info and questionnaires the student completed, click the student's name.



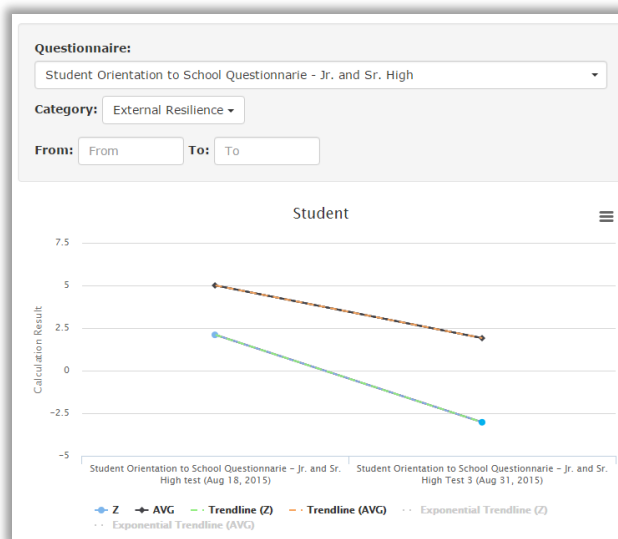
Students screen

To access a Student Detailed Report click on the desired Questionnaire Set name (described in the Reports section).

Trend Report

To access Student Trend Report based on multiple SOS-Q for desired Questionnaire results, click on the Questionnaire name.

When you click on Questionnaire name, you may choose Questionnaire, the SOS-Q sub-scale category and date range. Fields “From” and “To” are optional and allows you to filter results to specific date range.



Student's Trend Graph

Questionnaire Sets

In the Questionnaire Sets screen, selected from the Main screen, you can see all created questionnaire sets created by the respective school district. Be aware that as soon as any student finishes a questionnaire set, the set will become read-only, without the ability to remove it.

1. Jr and Sr High Joyce Test	👁
2. Student Orientation to School Questionnaire - Jr. and Sr. High	👁
3. Student Orientation to School Questionnaire - Jr. and Sr. High test	👁
4. Student Orientation to School Questionnaire - Upper Elementary Test 2	👁
5. Student Orientation to School Questionnaire - Upper Elementary test	👁
6. Student Orientation to School Questionnaire - Upper Elementary Test 2	✖ 🖋
7. Student Orientation to School Questionnaire - Upper Elementary	👁
8. Student Orientation to School Questionnaire - Jr. and Sr. High Test 3	👁

Questionnaire Sets list

To create new Questionnaire Set, click “Add New”



- Choose desired SOS-Q Questionnaire.

- Edit the questionnaire name and description. Ideally, the name also should include the school name and approximate data of completion, e.g. “SOS-Q – Upper Elementary – Lovely Elementary – fall 2015”

- Enter date range for the survey. This item sets the date range students may complete the SOS-Q.

- Using filters “School” and “Grade” select the student respondents who will complete the SOS-Q

- Click “Save”
- Emails with access links will be sent to students

Reports Screen

The Reports screen, selected from the Main screen makes available all reports for the finished and incomplete Questionnaires.

All reports (except District Finished Report) are available by the whole Questionnaires, and by specific Questionnaire Sets. If you want to generate the report for specific set, you need to select the Questionnaire first.

Four reports are available:

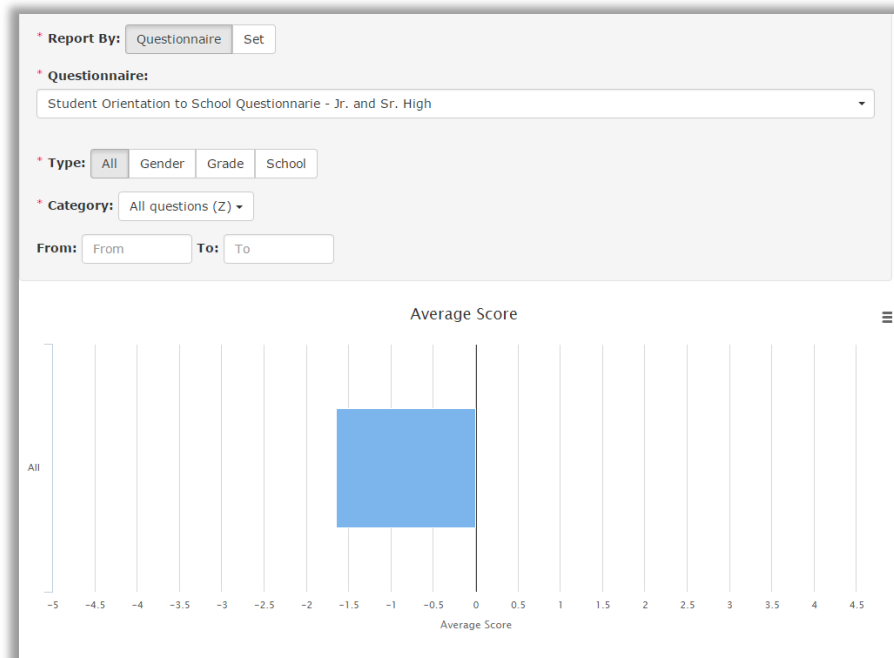
- District Average Report
- District Ranged Report
- District Finished Report
- District Students Results

Tabs for various reports on Report Screen

District Average Report

The District Average Report shows a bar chart with raw score average or standard Z-score for a **group of students** (Gender, Grade, School or All) for a Questionnaire or by Questionnaire Set by selected SOS-Q sub-scale or total (all questions) categories.

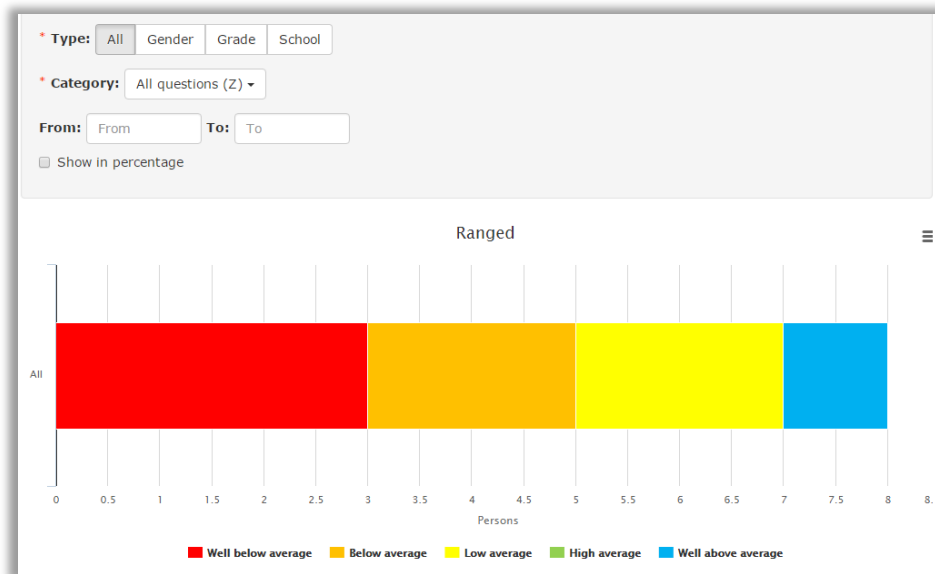
Additionally, Questionnaires or Questionnaire Sets can be filtered by start and end dates but this is optional.



District Ranged Report

District Ranged Reports show a bar chart with a count (or percentage) for a **group of students** (Gender, Grade, School or All) by selected SOS-Q sub-scale or total category which has color coding corresponding to the standard (Z-score) results.

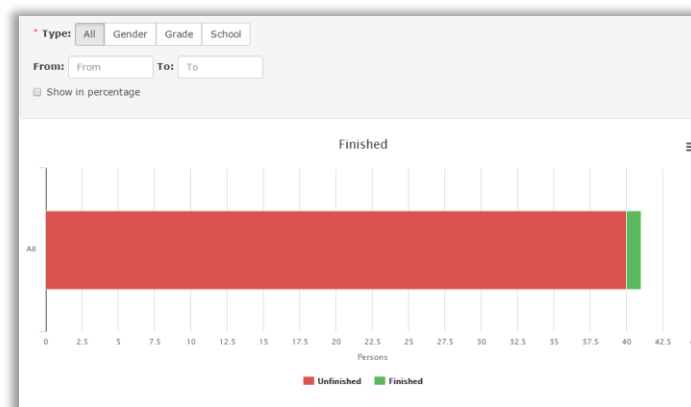
Additionally can be filtered by start and end dates but this is optional.



District Finished Report

The District Finished Report displays a bar chart with count (or percentage) for a **group of students** (Gender, Grade, School or All) who have finished or not finished the Questionnaire for a current Questionnaire Set.

Additionally can be filtered by start and end dates.



District Students Results

The District Students Results report shows individual student, calculated values (raw score averages and colour-coded Z-scores) for a specific Questionnaire or Questionnaire Set.

Additionally questionnaire selection can be filtered by start and end dates, but this is optional.

Report By: Questionnaire Set

Questionnaire: Student Orientation to School Questionnaire - Jr. and Sr. High

Search for...

From: From To: To

Name	Aq (AVG)	Aq (Z)	SaCS (AVG)	SaCS (Z)	ER (AVG)	ER (Z)	IR (Z)
	2.98	-1.79	3	-0.98	3	-1.23	3
	3.56	-0.38	3.26	-0.59	4.08	0.57	1.75
	3.65	-0.15	4	0.48	4	0.43	2
	1.7	-5.02	1	-5.02	1	-5.00	5
	2.98	-1.79	3	-0.98	3	-1.23	3
	2.82	-0.39	3	-0.98	1.91	-5.00	2
	4.32	1.48	5	1.95	5	2.1	1
	2.31	-3.43	2	-3.45	2	-2.9	4

By clicking a student name a more detailed report can be accessed.

(School)

Questions

Categories

Category	Value
All questions (AVG)	2.98
All questions (Z)	-1.79
Safe and Caring Schools (AVG)	3
Safe and Caring Schools (Z)	-0.98
External Resilience (AVG)	3
External Resilience (Z)	-1.23
Internal Resilience (AVG)	3
Internal Resilience (Z)	-0.24
Extra Curricular Activities (AVG)	3
Extra Curricular Activities (Z)	-0.27
Self Confidence (AVG)	3
Self Confidence (Z)	-1.88
Utility of School (AVG)	3

If you want to see all student's sets or their trend graph, click the student's name in the header and the student profile will be opened.

Manage Sync

Three types of school, staff and student data import are available:

- Manual Import
- PowerSchool Sync

Manual Import

Files prepared for Manual Import must contain all school, student and staff records of the whole district. All files must be valid CSV files and generated according to the rules below.

Manual import screen

School Import Format

CSV file for School Import must contain columns:

- id – positive integer, students' schools must be linked using this ID (unique identifier, preferably database Primary Key)
- name – required, school's name, max length 256

Staff Import Format

CSV file for Staff Import must contain columns:

- id – positive integer (unique identifier, preferably database Primary Key)
- email – required, must be unique within the district, max length 256
- firstName – required, max length 64
- lastName – required, max length 64
- middleName – max length 64
- phone – must include area code, max length 64

Students Import Format

CSV file for Students Import must contain columns:

- id – unique identifier, positive integer (unique identifier, preferably database Primary Key)
- email – required, must be unique within the district, max length 256
- firstName – required, max length 64
- lastName – required, max length 64
- middleName – max length 64
- phone – including area code, max length 64
- schoolId – required, positive integer, must be the same as used in School (unique identifier, preferably database Primary Key)
- provincialId – provincial ID, max length 64 (Provincial Identifier such as Alberta Student Number)
- gender – required, "M" or "F" literals
- grade – required, max length 16
- dob – required, format mm/dd/yyyy

PowerSchool Sync

PowerSchool sync allows the user to easily keep data up to date. You need to install SOS-Q plugin to your PowerSchool system, and set up PowerSchool API credentials in the window below:

- PowerSchool URL – your system's URL

- Client ID – data gathered after plugin installation
- Client Secret – data gathered after plugin installation
- Sync Every – sync interval in hours

Technical support or IT would typically perform this task.

Type

Manual Import

PowerSchool Sync

Starting Configurations

PowerSchool URL

https://ps.rockyview.ab.ca/

API Credentials

Client ID

Client Secret

Sync Every

24

Disable

Save

Last Synchronizations

Time Start	Time Finish	Status	Message
08/30/2015 21:48:23		InProgress	Student Sync: Imported 19400 from 21485.
08/29/2015 00:42:04	08/29/2015 21:48:20	Finished	Sync was finished successfully.

PowerSchool Sync screen

Super Admin Access

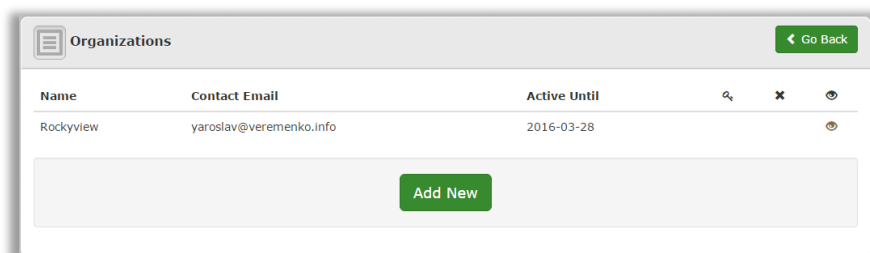
To access Super Admin page, go to your browser and login <https://sosq.rockyview.ab.ca/#/admin>
Additional screen “Organizations” will be available under these credentials.

Organizations Screen

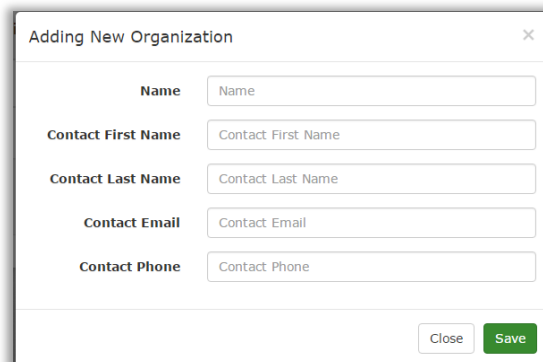
This screen contains all organizations who have access to SOS-Q.

The Main table shows name, contact email and date license is valid for.

After this date ability to take questionnaires will be unavailable. A district will still be able to review all existing data, but the ability to create new surveys will be restricted.



To add new organization click “Add New” button and fill the simple form.

The screenshot shows a modal form titled "Adding New Organization". It contains five input fields: "Name", "Contact First Name", "Contact Last Name", "Contact Email", and "Contact Phone". At the bottom right are "Close" and "Save" buttons.

After clicking save, a new organization will be created and a password will be sent to the entered email address. To prevent confusion, the organization’s contact information can be changed only before the designated user activates the received password.

Managing licences

To manage licences click “Details” (👁️) button.

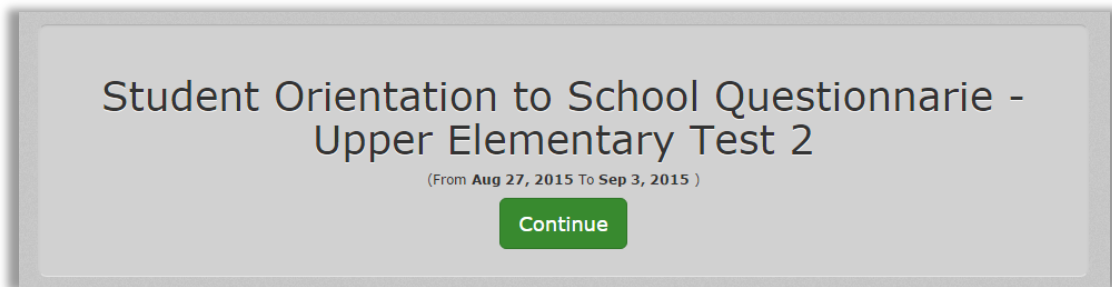
To add a new license period, enter date of beginning, date of the end and comment (optional). If you created the license by mistake, it can't be deleted, but can be cancelled (with an optional comment).

Licenses				
From	To	Status	Comment	
2015-07-23	2016-03-28	Active		✖
<input type="text"/>	<input type="text"/>	<input type="text"/>		+

Student Access

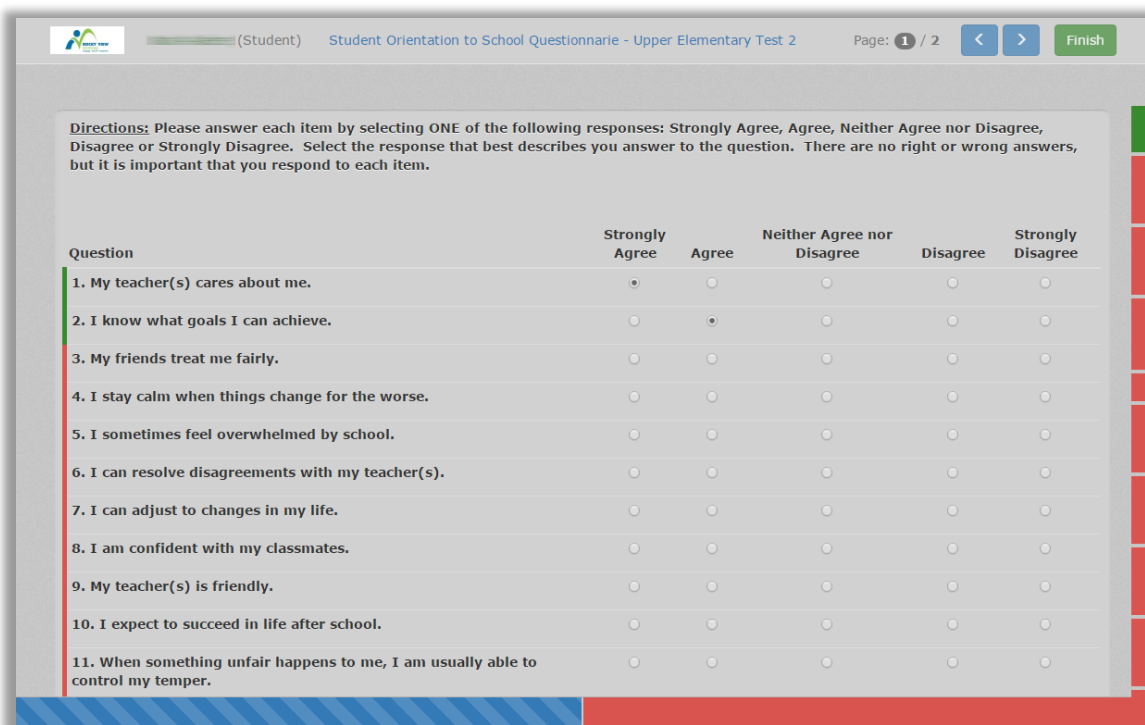
After creating a Questionnaire Set students automatically receive an email with the link to the survey. Students should be given an introduction to the SOS-Q by referencing pps. 10-11 in the SIS-Q Program Manual available @ <http://www.rockyview.ab.ca/jurisdiction/research/sos-q>.

When a student opens the link they will see name and description (See [Questionnaire Sets](#)) of the current Questionnaire Set they will complete.



Survey main screen

The next page represents the current Questionnaire.



Directions: Please answer each item by selecting ONE of the following responses: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree or Strongly Disagree. Select the response that best describes your answer to the question. There are no right or wrong answers, but it is important that you respond to each item.

Question	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
1. My teacher(s) cares about me.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I know what goals I can achieve.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. My friends treat me fairly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I stay calm when things change for the worse.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I sometimes feel overwhelmed by school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I can resolve disagreements with my teacher(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I can adjust to changes in my life.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. I am confident with my classmates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. My teacher(s) is friendly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I expect to succeed in life after school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. When something unfair happens to me, I am usually able to control my temper.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Student's survey

Top header contains general information

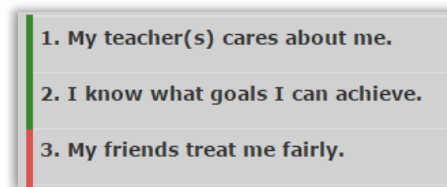
- Student name
- Questionnaire Set name
- Indicator of the next page

- Next/Previous page buttons (become available when all required questions on the page are answered)
- Finish button (becomes available when all required questions in the questionnaire are answered)



Top header

Answered questions are marked by green bar on the left of the questions. Unanswered required questions marked by red bar.



Answered and unanswered questions

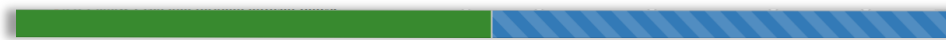
The bar on the left indicates answered/unanswered questions on the page scaled to screen height.

The footer is an indicator of the current page. For example. Student is on first page, second page isn't finished



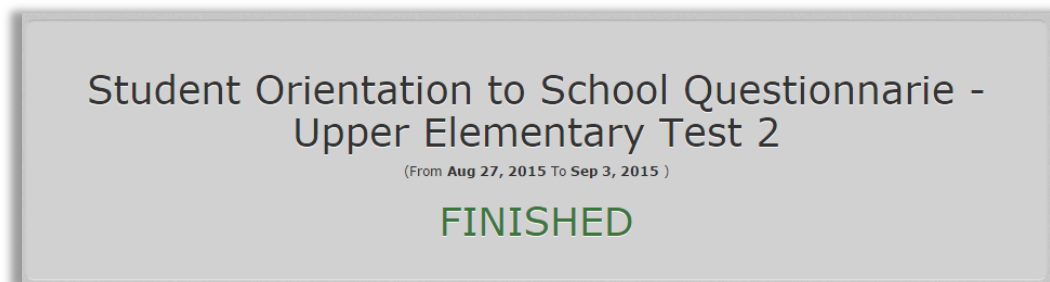
Page indicator

Student is on second page, first page is finished



Page indicator

After answering all required questions and clicking "Finish" button, the last screen appears.



Finished Questionnaire

The link to the Questionnaire will become unavailable.