

SO-WELL- AWARE

Raising awareness for
school well-being

MANUAL



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SO-WELL-AWARE

Welcome to the SO-WELL-AWARE Classroom Well-being Study



Dear Educators,

This guide is designed to provide you with clear, step-by-step instructions for using the tool, which is intended to measure well-being in your classroom. By understanding the current levels of well-being, the tool aims to lay the groundwork for strategies to enhance and promote it over time.

For a deeper understanding of the project, you can explore our website: <https://so-well-aware.univie.ac.at>.

What you'll need to use the SO-WELL-AWARE tool:

- **Device:** Access to a computer or tablet with an internet connection is required.
- **Preparation:** We recommend a quick review of the manual and the creation of necessary codes before starting with students.

Key Steps for Teachers and Students

This tool aims to foster a supportive classroom environment. Here's what to expect:

- Teachers will set up a unique access code for the class, and students will use this weekly to access the tool.
- Instructions are provided to help both you and your students complete each step with ease.

Data Protection and Privacy

We prioritise data privacy and adhere to strict data protection policies:

- **Zero-Knowledge Policy:** The SO-WELL-AWARE tool does not store any personally identifiable information, ensuring complete anonymity for all users.
- **Confidentiality:** All data is managed securely, following current regulations.

Your involvement helps create a supportive and inclusive classroom environment. Thank you for joining this important initiative.

Teacher Questionnaire



1. How to get to the questionnaire?

Simply click on the following link or copy the link into your browser:

<https://surv.dominikfroehlich.com/index.php/161957?lang=en>

Once successfully clicking the link, you should be able to see the following welcome page for our project. Please note that you can also change the tool's language to your preferred one.



In order to move on to the questionnaire, you will have to tick the “I agree with the terms and conditions for this tool” box. You are strongly encouraged to review the data policy before moving forward.

PRIVACY POLICY
Data Policy Statement for Classroom Well-being Survey
We take your data privacy and security very seriously. In this survey, we will be collecting responses solely for the purpose of understanding and improving inclusion in classrooms.

- 1. Collection of Information:** We will only gather necessary data required to analyze the state of inclusion in classrooms. This includes survey responses, demographic information for categorization purposes, and no personally identifiable information unless explicitly provided by you.
- 2. Use of Information:** The collected data will be used strictly for the purposes of research, statistical analysis, and improvement of educational practices.
- 3. Sharing of Information:** Your data will not be sold or shared with third-party organizations. The survey is set up and maintained by Univ.-Prof. PD dr. Dominik E. Froehlich (Contact via office@dominikfroehlich.com) on behalf of the SO-WELL-AWARE project team. Anonymized and aggregate data may only be used by the SO-WELL-AWARE project team for educational or research purposes, but no individual can be identified from this data.
- 4. Data Security:** We implement data security measures to protect your information from unauthorized access, alteration, disclosure, or destruction.

By participating in this survey, you consent to the data policy as outlined above. We thank you for your trust and assure you of our full commitment to maintaining your data privacy and security.

☒ I agree with the terms and conditions for this tool

Next

Note: Please make sure to select your respective language during the questionnaire setup. This ensures that both your version and the students' versions are in the same language.

You can then click onto “next”, on the right bottom corner.

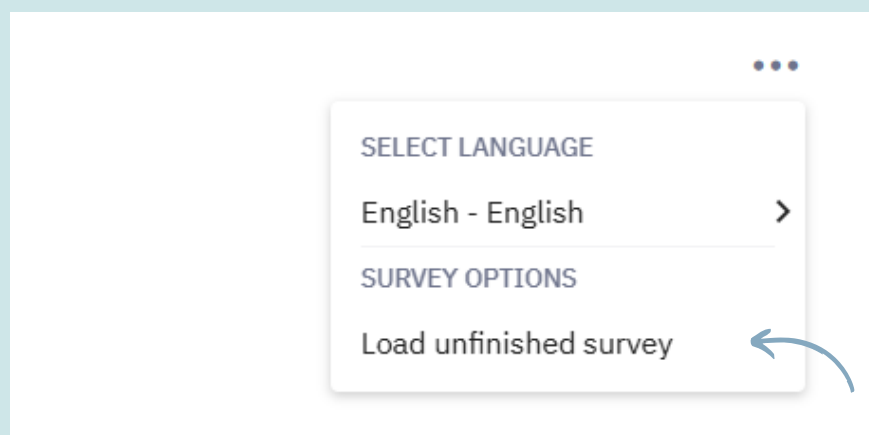
☒ I agree with the terms and conditions for this tool

Next

2. How to save and load your questionnaire?

In order to save and load your questionnaire, you can find the following options on the top right corner:

(To load the survey, click on “Load unfinished survey”).



3. How to generate your individual CODE?



A. In order to link your students' results and to compare the data on a long term, you have to create a code that consists the first two letters of your mother's name, the first two letters of your father's name and the last two digits of your year of birth.

For example:

First two letters of mother's name = TH

First two letters of father's name = PA

Last two letters of your year of birth = 99

*
First two letters of your **mother's** **firstname** (XX if unknown)

*
First two letters of your **father's** **firstname** (XX if unknown)

*
Last two digits of your year of birth

Previous

Next

Once you've done that, you should click on the green box "next" on the bottom right corner.

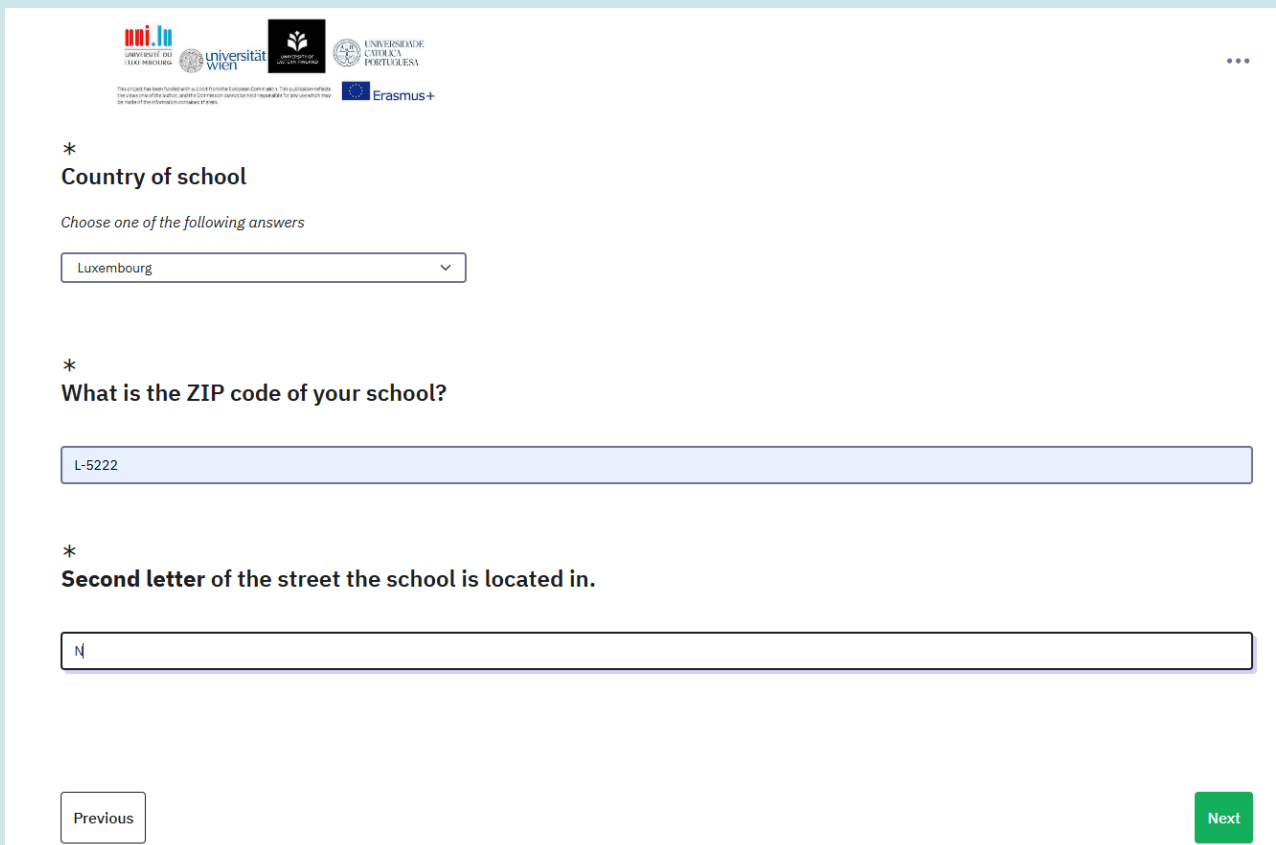
B. In the following page, you are asked to create a school code. In order to do that, you have to enter a code that consists the country that your school is located. You are asked to choose from a list of countries provided for you. Then you need to provide the ZIP code of the school and the second letter of the street the school is located on.

For example:

Country of School: Luxembourg

ZIP code: L-5222

Second letter of street: N



The screenshot shows a web form for creating a school code. At the top, there are logos for the University of Luxembourg, Universität Wien, and Universidade de Coimbra, along with the Erasmus+ logo. The form has three main sections, each marked with an asterisk (*):

- Country of school**: A dropdown menu with "Luxembourg" selected.
- What is the ZIP code of your school?**: A text input field containing "L-5222".
- Second letter of the street the school is located in.**: A text input field containing "N".

At the bottom left is a "Previous" button, and at the bottom right is a green "Next" button.

Once you've done that, you should click on the green box "next" on the bottom right corner.

C. In the following page, you are asked to create a class code. In order to do that, you have to enter a class identifier and the total number of pupils in the classroom.

For example:

Class identifier: 2b

Level: 1 (years 6-7)

How many pupils are in this class: 25



Class identifier (e.g. 2b)**

Level**

Choose one of the following answers

1 (years ~6-7) ▼

How many pupils are in this class?

Only an integer value may be entered in this field.

Previous Next

Once you've done that, you should click on the green box "Submit" on the bottom right corner.

D. This is an optional question. We ask you to provide us with your professional email in order to send you all the necessary information regarding the tool and the next steps to be followed. However, if you do not wish to share you email address, we kindly request for you to save somewhere the essential information that will be provided on the next page.



This project has been funded with support from the European Commission. This project is not a Commission project and the Commission is not responsible for any use which may be made of the information contained therein.



What is your e-mail adress?

Previous

Submit

Once (if) you've filled out your email address, you should click on the green box "Submit" on the bottom right corner.



1. Your unique ID: With the examples provided, the unique survey ID has the following form, “LU_L-5552N_THPA99_2b”
2. Links to be provided with the student in the given week
3. The data analysis link that will take you to the dashboard with all the data you've collected from your students.
4. Evaluation: a link to evaluate the tool at the end.

Remarks:

1. An email will be sent to you by a member of the team to remind you to fill out the questionnaire in the corresponding week.
2. If you lose any of the links needed for your class, you can easily retrieve them by using the following link generator:
<https://survey.dominikfroehlich.com/index.php/414348?newtest=Y&lang=en>.
Enter the Class ID, and all the necessary links will be re-collected for you.

Student Questionnaire



1. How to guide students to access their questionnaire?

At the beginning of your class, please share the link for the corresponding week via the recourses available in your school & classroom.

Each student has to click on or copy the link into their browser:

<https://survey.dominikfroehlich.com/index.php/662661?lang=en>

Once successfully clicking the link, they should be able to see the following page:

Your ID number**

Choose one of the following answers

Please choose... ▾

Next

Students will then be asked to choose their corresponding ID number from a list provided. Once they do that, they should press onto "next" on the bottom right corner.

Student Questionnaire



1a. Allocating Student IDs and Guiding Students to the Questionnaire

Step 1: Assigning Student IDs

1. Make a Student List

- Write down the names of all your students on a piece of paper or use a digital spreadsheet (e.g., Excel, Google Sheets).
- You can organise the list alphabetically, by student number, or in any other way that works for you.

Note: This list will be used to assign and track unique IDs for each student.

2. Assign ID Numbers

- Next to each student's name on your list, assign a unique ID number starting from 1 (e.g., 1, 2, 3, etc.).
- Example:
 - Student Name: John Doe → Assigned ID: 1
 - Student Name: Jane Smith → Assigned ID: 2

3. Share the IDs with Students

- Clearly communicate each student's assigned ID to them. You can do this by:
 - Writing it on a handout.
 - Sending an email or message to each student.
 - Sharing the list during class or through a secure platform.

Step 2: Guiding Students to the Questionnaire

1. Share the Questionnaire Link

- Give students the link created during the registration phase, corresponding to the week in question. For example:

1. Week 1: https://survey.dominikfroehlich.com/index.php/161957?lang=en&CID=LU_L-5222N_THPA99_2b&TP=1

2. Ask Students to Select Their ID

- When students open the link, they'll see a dropdown menu labeled "Your ID number."
- They should select their assigned ID (number) from the list and click "Next" to start the questionnaire



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2. How to guide student to answer the questionnaire?

After proceeding to the next section, students will encounter a 12 questions spread across two pages, prompting students to provide responses on a scale from “Not at all true” to “Certainly true”.



...

How do you feel about school? Read every sentence carefully and tick the box that applies to you. Please answer all questions!

I like going to school.

Choose one of the following answers

- ☐ Not at all true
- ☐ Somewhat not true
- ☐ Somewhat true
- ☐ Certainly true

After completing both pages of the questionnaire, students should click 'Next' to proceed to the final page, where they will receive a heartfelt thank you for their participation



This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission or its member states are not responsible for any use which may be made of the information contained therein.



Thank you for participating!

**QUESTIONS?
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wien



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