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:
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.

![District Admin Login Screen](image)

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.

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.
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 Image](image1)

*Students screen*

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

![Students Screen Image](image2)

*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](image)

**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.

![Questionnaire Sets list](image)

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

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.

*PowerSchool Sync screen*
Super Admin Access

To access Super Admin page, go to your browser and login [https://sosq.rockyview.ab.ca/#/admin](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.

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).
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 at 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.

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.