



Modeshift STARS How To: Conduct a Whole School Hands Up Survey

These instructions are for School Level Users of the STARS system to set up and distribute a survey to other members of school staff for both pupil and staff travel surveys.

Please note: As a School Level User, you can input the results of surveys when signed in to your account without going through this process if you already have the results of the surveys or are conducting a paper-based survey instead.

Stage One: Set Up Your Survey

1. Sign into your Modeshift STARS account
2. Ensure that you are on the 'School' tab

3. Select the 'Perform Process' (Cog) icon from your TOOLBOX
4. Select the 'Generate Survey User' option from the dropdown menu – this will generate a new Survey User account for your school.

5. Keep an eye on your email inbox, the email address that you use to sign into Modeshift STARS, as it will contain the instructions on how to distribute and complete your hands-up survey.

Note: To check that a Survey User registrant has been set up, select the 'Users for School' tab which will show all the registrants for your school. Survey Users have 'Survey' listed under the User Type column.

	School	Email Address	Telephone	Registration Date	User Type
01	Modeshift STARS School	Example@example	123456	123456	School
02	Modeshift STARS School	Example@example	123456	123456	Survey

Now you are ready to distribute your survey illustrated in Stage 2.



Stage Two: How to Distribute Your Survey

1. You will receive a survey from the Modeshift STARS system titled: Modeshift STARS Travel to School Survey – Please Complete
2. Login with the details that are provided in the email
3. On first login you will be asked to change the users password – please change this to something memorable that you can share with your colleagues
4. Share the Survey Username and new password with your colleagues so that they can complete the surveys (we have provided some suggested email text below to assist you)

Suggested Email Text to Send to Your Colleagues:

Our school is undertaking a travel survey to find out how our pupils and staff get to school. We need 80% of pupils and 50% of staff to complete the survey to enable us to apply for Modeshift STARS accreditation.

Please could you follow the steps below to complete the survey:

1. Click here to be taken to the Modeshift STARS system
2. Login with the details provided below:
 - Survey Username: INSERT SURVEY USERNAME
 - School Password: (enter the details of the new password that you have set up)
3. Enter the survey responses for your class. Please note, boxes shaded in yellow are mandatory and must have an entry; the totals entered for actual and preferred must be equal.
4. Be sure to select the 'Save' option before closing the web page.



Modeshift STARS is the national schools awards scheme that has been established to recognise schools that have demonstrated excellence in supporting cycling, walking and other forms of sustainable travel.

www.modeshiftstars.org

