

Well-Being Index: Google Form and Sheet Setup

The automated version of the Well-Being Index serves two purposes:

- a. It supports electronic administration that automatically inputs data into a spreadsheet to avoid manual data collection.
- b. It ensures that the data collected is your own and that teachers are the owners of all student well-being data. Turnaround won't have access to your survey or data.

You can follow the steps below to install this automated tool; it's a one-time setup, after which you should be good to go for every administration.

Below are two links to the backend Google spreadsheets for WBI-Secondary and WBI-Elementary. Here's a step-by-step guide on how to use them.

[Click HERE to start setup for WBI-Elementary](#)

[Click HERE to start setup for WBI-Secondary](#)

Part 1: Creating and Sharing your Google Form

- 1) Begin by selecting the link that is relevant to you (either Elementary or Secondary). Select "Make a Copy."
- 2) Next, go to your Google Drive. There should now be a copy of the Google Spreadsheet titled "Copy of Well-Being Index Reports" as well as a Google Form titled "Copy of Student Well-Being Index" saved. Remember to store these two files somewhere easy to find in your Drive, as you will be coming back to them with each administration of the tool.
- 3) Open the Google Form. Rename the file, something like "Student Well-Being Index 2021."
- 4) Review the questions in the Google Form. You have editing rights to this form.
 - A "Student ID" question has been included as the student identifier, but you can also change this to "Student Name" if that's an easier way to track well-being data.
 - As you read above in Appendix A, the tool was developed after extensive research and review to measure well-being with a comprehensive set of items, and so we request that you not change any of the items 6-12 on the survey.
- 5) Once the form is finalized and ready to be sent to students to take it, find the Send option, and either send the link to students or share by email if you prefer. If you're directly emailing the survey to students, **do not check** "Include form in email" before sending.
- 6) You can share the same link with students as often as 1x per week. Students will need to fill out the right date every time they take the survey for the data to show up in the spreadsheet, so be sure to show and remind them how to choose today's date in the Google form.

Part 2: Creating Individual and Class Reports of Well-Being Data

- 7) You have now administered the tool to your entire class and want to see results. Go back to the Google Spreadsheet you copied and saved in Step 2, titled "Copy of Well-Being Index Reports." You can rename this sheet, too, as you please.
- 8) Check the first tab titled "Form Responses 1" to make sure your class responses are showing up. You don't need to do anything additional with this tab. Please don't edit data on this tab – it is

pulling the data directly from the students' Google Forms. This information is then used to create reports with aggregate scores and visualizations for you.

- 9) Next, go to the second tab titled "Report Generator." Select a date range, ensuring you include the day you administered the survey (for example, if some students took the survey on Sept. 1, 2021, and some on Sept. 2, 2021, you would include the date range 8/31/21 to 9/4/21). Click on "Create Report."
- 10) *(Note: What happens next is a one-time process and is safe; Google just adds a number of extra security options for extra precaution. The data can only be accessed by your Google account.)* Google will provide a pop-up called "Authorization Required." Click on "Continue." Choose your Gmail account. Another pop-up will show up saying, "Google hasn't verified this app." Click on "Advanced" and then "Go to Well-Being Index." On the next pop-up, click "Allow."
- 11) Now, click on "Create Report" again. Check to see if the date range has been updated again.
- 12) As you do this, a new tab titled "Time 1" will show up to the right of existing tabs. Your report for Time 1 is ready! You will have two ways of looking at the data at one time point: (1) by individual student scores across items and domains to see how each child is doing, or (2) by summary scores to see how the class overall is feeling and functioning. In order to interpret the report accurately, go back to "Step 2: Reviewing the WBI Data."
- 13) You can create similar reports for every time you administer the survey. We recommend you use the same Google Form and Spreadsheet every time you administer the survey, so you're able to look at student scores over time.