

Dare to Ask? Online

User guide - Oxfordshire

Dare to Ask? Online

a user guide for Oxfordshire

Introduction

The aim of *Dare to Ask? Online* is to simplify the process of gathering feedback for the development of effective careers education and involve students in evaluating their career learning. This gives students a voice so that they can make a positive contribution to the evaluation of the careers education programme.

Each learning outcome used in the evaluation questionnaires was derived from the learning outcomes in the national framework for careers education and guidance (DfES 2003).

More detailed information about the questionnaires and support in carrying out an evaluation and interpreting results are available in the *Dare to Ask?* paper-based resource. If you do not have a copy, please contact us.

How does the online version differ from the paper-based resource?

The questionnaires are identical to those in the paper-based version of *Dare to Ask?* The advantage of the online version is that all calculations are done for you automatically. You can also select a range of parameters to generate your reports and compare results.

Unlike elements of the paper-based version, *Dare to Ask? Online* does not give qualitative feedback. Therefore, you may wish to supplement it with other resources, use some of the open-ended questions in the paper-based version or run focus groups.

All questionnaires are completed anonymously in the online version so you may not be able to identify individuals for support.

You will need Internet access and for the best results each student must complete the questionnaire(s) individually. However this is a very quick process and could be easily fitted into a short slot such as tutor time. Even if different students complete the questionnaire at different times, the results can still be aggregated to give an overall picture.

Getting started

The evaluation questionnaires do not 'test' individual students, they gather students' perceptions on how well they have learnt various topics. They are grouped into commonly taught topics and you can choose to use as few or as many as you like. The maximum number of questions on any questionnaire is fourteen.

Technical issues

The questionnaires and reports are accessed via the Internet and should be straightforward to use. If you experience problems, please check firstly with your own ICT technicians that your Internet access is working properly. If problems continue and you are certain that it is not an internal issue then please contact us in writing by post or email outlining your difficulties.

Occasionally, cells in the report may not display correctly when copied into your Excel workbook. If this happens, first check that they are set up correctly by selecting the affected cells and choosing Cells from the Format menu. Then choose the correct format from the menu. For example if the dates do not display properly, ensure that you choose the Date option. See also the key points on page seven.

Choosing a questionnaire

You may wish to give students a free choice of questionnaire, but it is more likely that you will want a consistent choice. See the hard copy resource for further information about the questionnaires.

Your students may be working at a stage lower or higher than their chronological age would suggest. You can use all of these materials flexibly to suit your students, with the sets of statements being only indicative of the key stage. For example, some college students may be working on areas that are related to the key stage 4 outcomes. It is possible to choose the "wrong" key stage in relation to the year group; this is deliberate so that you can have flexibility.

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Using *Dare to Ask? Online* with students

Student instructions and password

- Give each student a copy of the student leaflet “How to use *Dare to Ask? Online*.” The instructions begin at the first screen with the password logon. **The student website address is not given on the leaflet so that you can better control access. It is:**
<https://www.cfbt.com/daretoask>
- The student password is **OXON**. This is a generic password for all students in Oxfordshire to enable ease of access.
- If you want meaningful reports for your school or college you will need to ensure that they **choose their own school or college** from the drop down box. The option “None” is available for those who are not attending a local school or college. **You may prefer to log on yourself and begin with the students at the second screen.**
- Explain that you want to find out their views on what they have learnt about careers and planning for the future. Reassure them that this is not a test and that it will only take a few moments.

Key points – student screens:

See also the leaflet “How to use *Dare to Ask? Online*.”

Screen 1 – initial logon

- Ensure that students choose the correct school/college in the first screen or login yourself and move on to screen two.

Screen 2 – choosing the questionnaire

- There are key stage 3 and key stage 4 questionnaires. As the student selects their key stage they are given the appropriate list of questionnaires to choose from.
- Ensure that students choose the questionnaire you want them to complete from the drop-down list **or** give them a completely free choice. Make a note of the questionnaires that are being completed.

Screen 3 – completing the questionnaire

- Ensure that students select the correct gender and year group
- If year group and key stage do not match, a warning will be given but the student can still proceed. The key stage chosen determines the list of questionnaires, but reports are generated by year group.
- All questions must be answered before the questionnaire can be submitted. A warning will be given if there are gaps.

Screen 4 – results

- The results screen should appear immediately. If the student wishes to retain the information, they must either
 - **print** the page or
 - **select, copy** and save the results into a Word document, giving it a **file name**.

Once they leave the screen the individual results are lost.

- Students can either “return to the list of questionnaires” if they wish to complete another one or “close”. If they choose to “close” the website will close completely. If you have another student waiting, you should instruct them to return to the list of questionnaires. The next student can select a questionnaire, input their own details and continue. As the questionnaires are anonymous, this will not adversely affect the results.
- You will find it helpful to keep a manual record of which questionnaires have been completed, when and by whom. An example of a suitable record is included in this pack.

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Students: How to use *Dare to Ask?* Online.

Screen 1 – Log in with the password you have been given

Choose your school or college

Enter the password

Click on "submit"

Screen 2 – Choose a questionnaire

Pick your "key stage"

Choose a questionnaire

Click "submit"

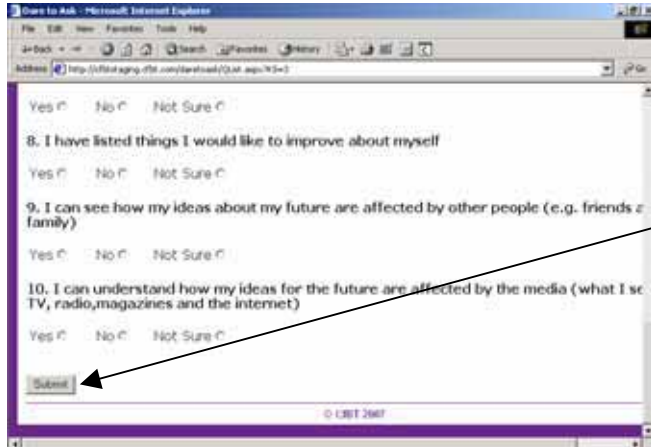
Screen 3 – Fill in the questionnaire

Choose from Male or Female

Choose your correct year group

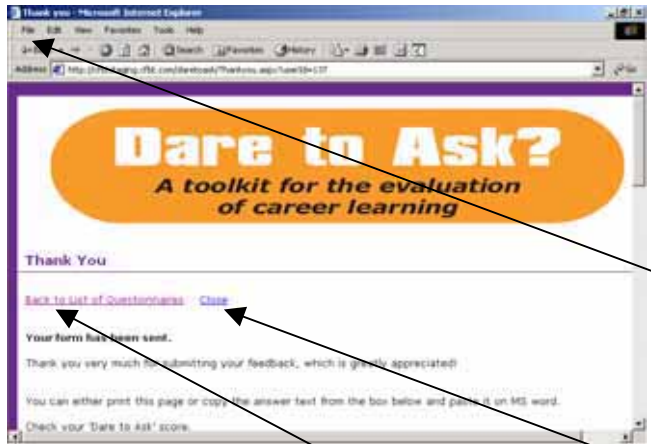
Answer each question

Screen 4 – Send the questionnaire



When you have answered all of the questions, click on “submit”

Screen 4 – Read the results then print or save



If you want to **print** your results or **copy and save** to a Word document, use the “drop down” options from “File”. **You must give the file a name as you save it.** If you just close down instead, you will not be able to look at your results again later.

EITHER
Close down the website if no-one else is waiting to use it.
OR
Go back to the list of questionnaires.

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Generating reports - staff access only

The reporting facility for *Dare to Ask? Online* is password protected. Each school has a unique password that allows you to access your own reports according to various criteria. See also the leaflet "Accessing your report"

The data are centrally collected so that they may be aggregated to show trends across an area, for example across a 14-19 consortium or across Oxfordshire. Individual schools cannot access this data – please contact us for further information.

WEBSITE IS <https://www.cfbt.com/daretoask/reportLogin.aspx>

Key points – staff screens

Screen one – log in

- The staff instruction sheet takes you through the process step-by-step. You will be given a password so that you can access your own institution's reports

Screen two – enter criteria

- For most selections you can hold down the CTRL key to select multiple options BUT you can only choose one questionnaire at a time.
- You can only choose by year group - not by tutor group.
- By selecting the date range you can run a report that aggregates the results from a specific day or from a longer period. For example, you can select the day on which specific tutor groups completed the questionnaire and compare the results with a different day and tutor groups. You could run a report for 2009 and compare it with 2008, BUT see notes for screen four below – you need to save or print as you go and the results will give you one total for your selected period.
- The results show the total responses according to the criteria you have chosen for a specific questionnaire.

Screens three and five – view/download report or close down

- Before you see the results you must choose the view/generate report option.
- If you use the "Back" button from the report screen, you return to this view. At this point you can set up a new report with different criteria or close down the website.

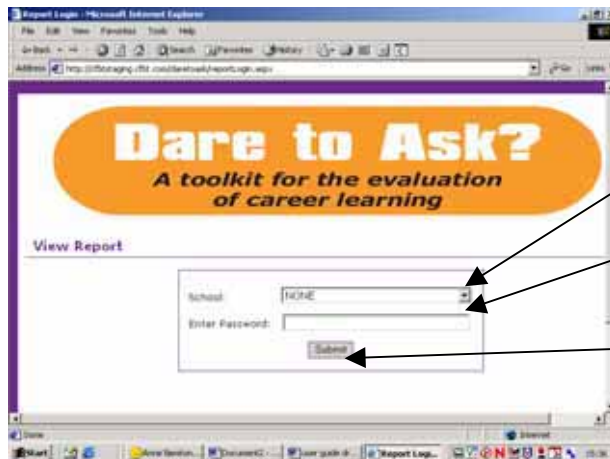
Screen four – view the results

- The Excel format report shows a summary of the choices you have made on screen two. The results show the aggregated totals and percentages.
- The report is not stored on your system. If you want to keep the report for comparison or to share with others, you **MUST highlight and copy the cells you require, then open Excel on your machine and paste into a new workbook** and/or **print** it using the normal commands from the "File" menu.
- Then **save** the new workbook, giving it your chosen **file name** so that you can identify it later. For example Y9 SA1 01Jan08 or Y9 10 11 PO1 Feb08.
- You can then use normal Excel functions. You should separate out the numbers and percentages into new cells if you wish to draw a chart.

Staff instructions – accessing your report

WEBSITE IS <https://www.cfbt.com/daretoask/reportLogin.aspx>

Screen 1 – log in

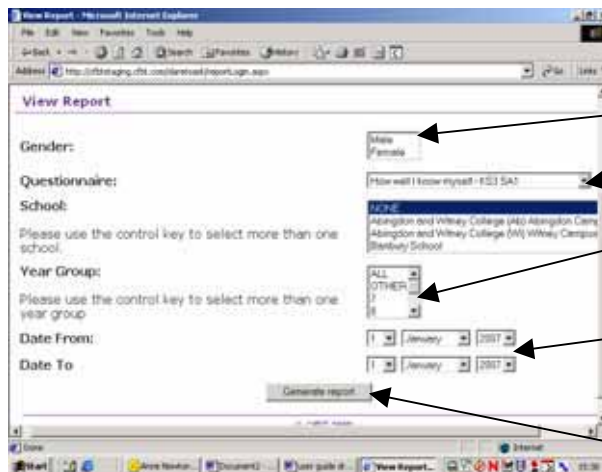


Choose your school or college from the drop down list

Enter your password

Submit the form (do not just press the "enter" key)

Screen 2 – enter criteria for your report



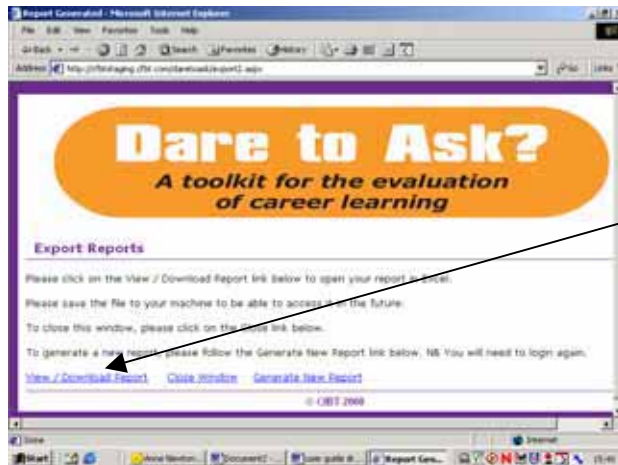
Choose the combination of gender, questionnaire and year group that you require.

Carefully select the date range.

Generate the report

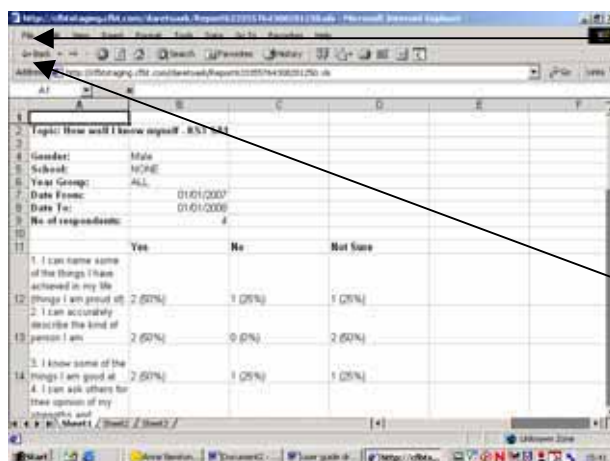
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Screen 3 – view/download your report



Generate the report using the View/Download button

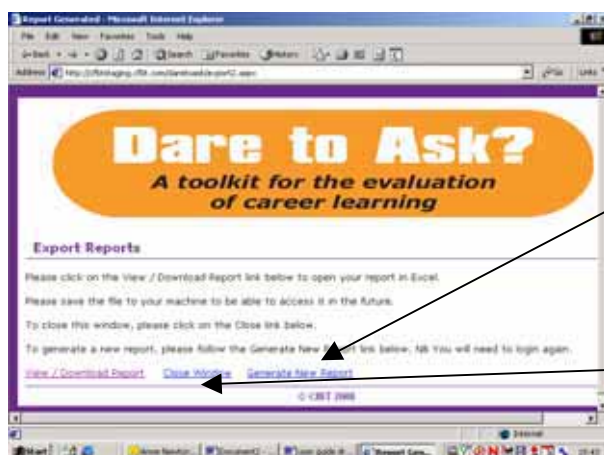
Screen 4 – view the results



Select cells and copy - paste into your Excel workbook or print from the File menu. Save and name the file

Use the Back button to return to the previous menu

Screen 5 – generate another report or close down



Choose to generate a new report

Or choose to close the website

Contact details

For information or further support

Careers Education Development

Connexions Centre

62 Stert St

Abingdon

Oxon

OX14 3UQ

Anne Newton anewton@cfbt.com

or

Elaine Barnes ebarnes@cfbt.com

You may wish to note your school password here:



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