



HPT School Pulse User Manual

Pulse Version 2.0

HPTschools.com



Pulse User Manual

Welcome

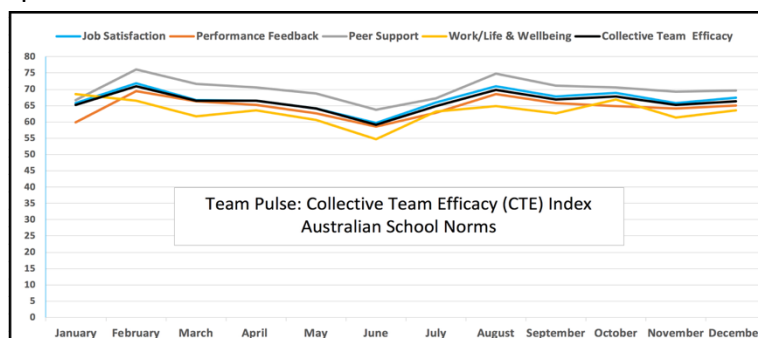
Congratulations & Welcome! Your school is now a member of the High Performance Schools Team Pulse Program.

As a school, you've rightly prioritised Collective Teacher Efficacy and staff wellbeing as one of the most important foundations to maximise student success. You've enabled your teams to manage their own wellbeing and collective efficacy in real time – giving each team the tools and the diagnostics to maximise their success and in turn the success of their students and the wider school!

The High Performance Schools Team Pulse Program is Australia's largest and longest running pulse survey investigating the core elements of Collective Teacher Efficacy and staff wellbeing in schools.

As a school leader, you can now be assured of three very important things:

1. Your teams are able to continuously maximise their own wellbeing as they manage the challenges and opportunities they face on a daily, weekly, monthly and annual basis.
2. You have access to very clear and specific team improvement strategies that can be implemented (at no additional cost simply as part of business as usual) for each of the 4 factors of team efficacy depending upon the team's scorecard and specific needs at any given time.
3. Understand your school's performance on staff wellbeing and collective efficacy compared to Australian Schools Normative Data – knowing when you are below or above average – providing an objective reference point and accountability measure to gauge wider school performance.



By now you and your teams will have watched the various HPTschools Team Pulse Quick Start videos and have started on the journey. This User Manual provides a guide to the 7 key functions of the HPT School Pulse system 'back end' to enable you to self-manage your staff list, teams and reports.

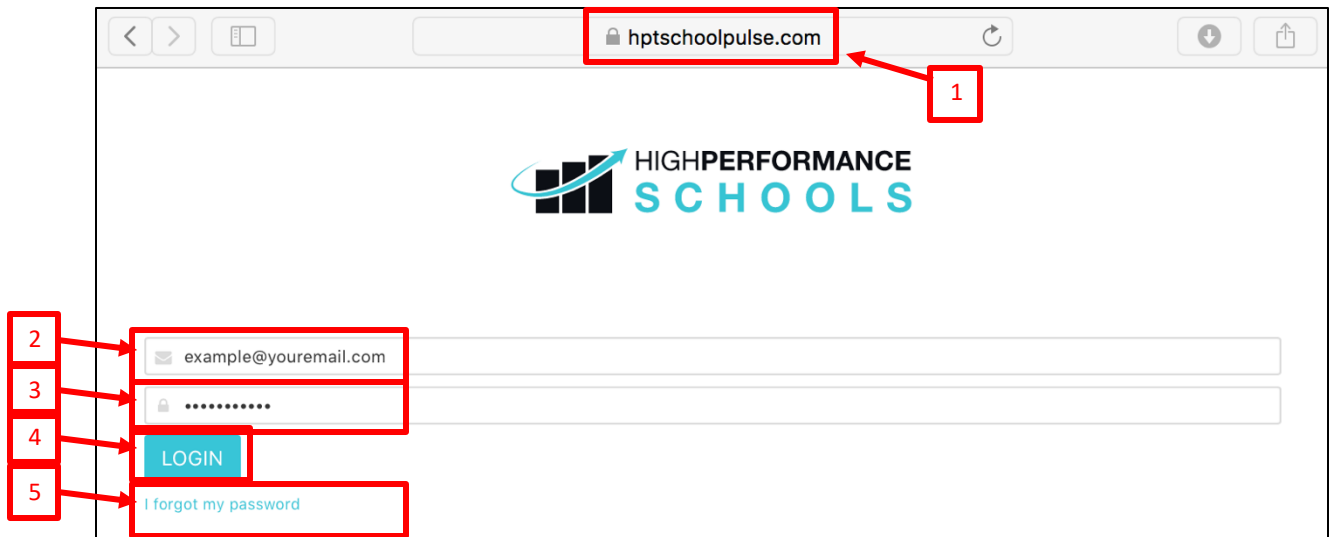
1. Logging into the System
2. View and/or Edit Existing Staff
3. Adding Staff to the System
4. View and/or Edit Your Team/s
5. Adding a Team
6. Tracking Trend Data
7. Downloading Your Reports

Contents



Contents	Page
1. Logging into the System	4
2. View and/or Edit Existing Staff	5
3. Adding Staff to the System	6
4. View and/or Edit Your Team/s	7
5. Adding a Team	8
6. Tracking Trend Data	9
7. Downloading Your Reports	10
8. Reporting and Troubleshooting Technical Issues	11

Logging into the System



The screenshot shows a web browser window with the address bar displaying hptschoolpulse.com. The page features the HPT School Pulse logo and a login form. Five numbered red boxes with arrows point to specific elements: 1 points to the address bar, 2 points to the email input field containing 'example@youremail.com', 3 points to the password input field containing '*****', 4 points to the 'LOGIN' button, and 5 points to the 'I forgot my password' link.

- Step 1** Navigate to www.hptschoolpulse.com.
- Step 2** Type in your email address. As the nominated representative for your organisation you would have received a Welcome email from HPT School Pulse with your account information including your login email address and password. If you have misplaced this welcome email, your login email address is the one provide to HPT School Pulse to send the monthly reports.
- Step 3** Type in your password.
- Step 4** Click **Login**.
- Step 5** In the event you have forgotten your password, click **I forgot my password**. Type your email address into the box. You will be sent a link to the email address provided to reset your password. Check your email inbox from HPT School Pulse with the subject line *HPT School Pulse Password Reset Link*. Reset your password and Login.

View and/or Edit Existing Staff in the System



- Step 1** Your default page after logging in is the **List of Employees** for your organisation.
- Step 2** You can change the number of viewable employees by clicking on the bottom left hand corner 'Rows per page' button (e.g., 10, 20... all).

List of Employees — HPTschools Exec Team

	Member Surname	Member Firstname	Email Address	Team
1	Danielle	Stebbins	daniellestebbins@yahoo.com	Leadership Team , Administration Team ,
2	Kerr	Tealle	support@hptschools.com	Administration Team ,
3	Kerr	Alistair	alistair.r.kerr@gmail.com	Leadership Team ,
4	Stebbins	Pete	drpetestebbins@gmail.com	Leadership Team ,

Rows per page

✓ 10

20

30

40

50

100

All

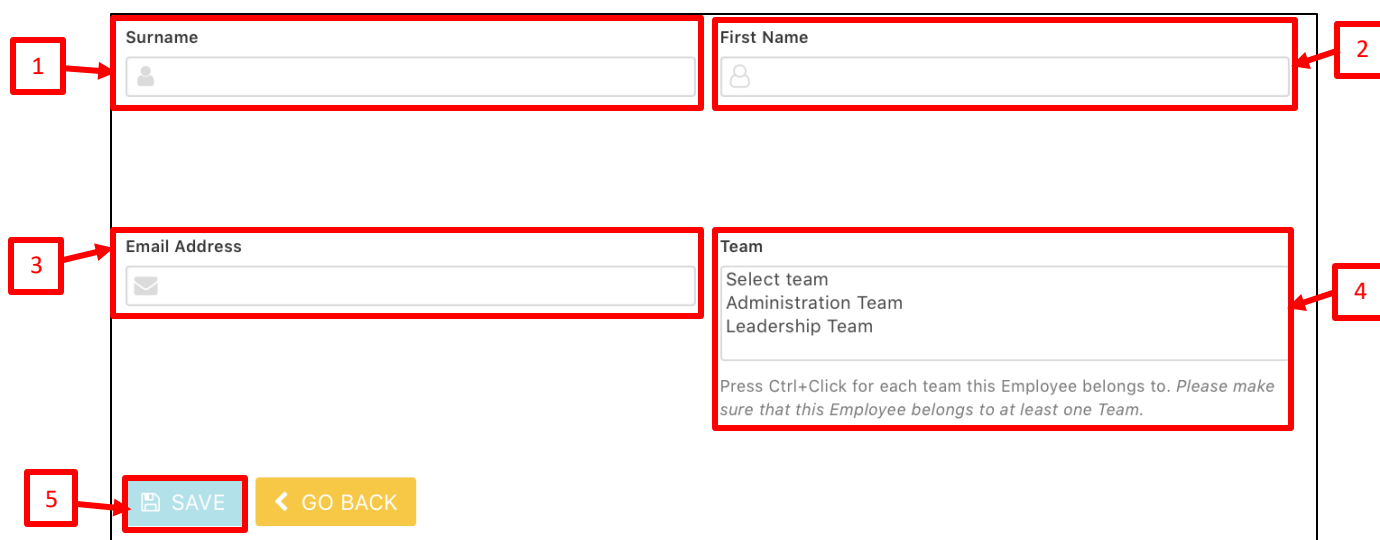
◀ Prev 1 - 4 of 4 Next ▶

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- Step 3** To edit the details of an individual staff member, click on their surname. This will take you to the **Employee Form** page. Here you can make edits to:
- Surname**
 - First Name**
 - Email Address** and/or
 - Team** assigned to.
- Step 4** Click **Save** to finalise the update.
- Click **Delete** to remove the staff member.
- Click **Go Back** to return to the **List of Employees** page.

Adding Staff to the System

- Pre** Hover over the **Employees** tab on the menu bar at the top of the screen. Click on **New Employee** from the dropdown list.
- Step 1** Type in the new staff member's **Surname**.
- Step 2** Type in the **First Name**.
- Step 3** Type in the **Email Address**.
- Step 4** Select the Team(s) if applicable. If the staff member belongs to more than one team, Ctrl+Click all applicable teams.
- Step 5** Click the **Save** button to finalise changes.



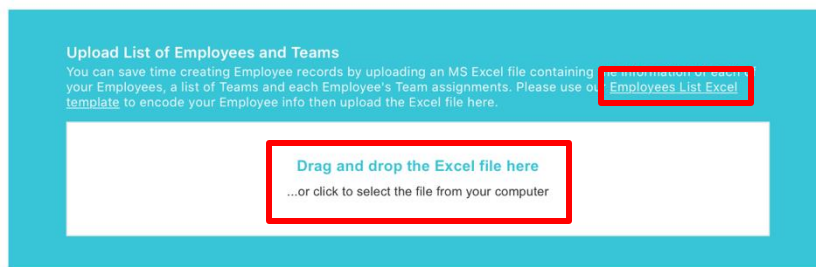
The form is titled 'Add New Employee' and contains the following fields and buttons:

- 1** Surname (text input field)
- 2** First Name (text input field)
- 3** Email Address (text input field with an envelope icon)
- 4** Team (dropdown menu with options: Select team, Administration Team, Leadership Team. Below the dropdown is a note: "Press Ctrl+Click for each team this Employee belongs to. Please make sure that this Employee belongs to at least one Team.")
- 5** SAVE button (blue button with a floppy disk icon) and GO BACK button (yellow button with a left arrow icon)

Note:

Staff can also be added in a bulk upload by downloading the Excel file template in the aqua box at the top of the **Employee Form** page. Add new employees to the excel file following the instructions on the excel template to avoid errors. Once completed, **Drag and Drop the Excel File** into the white box or **Click to Select the File from your Computer**, locate your file and click **Open**. Click the Save button to finalise the changes.

Note also that when using this function any new email address that the system finds in the uploaded file will prompt the creation of a new employee record. A repeat of an already enrolled email address will prompt the system to update to the uploaded file's details. All information in the system unaffected by the upload (i.e., email addresses not listed in the upload) remain in the system.



Upload List of Employees and Teams

You can save time creating Employee records by uploading an MS Excel file containing your Employees, a list of Teams and each Employee's Team assignments. Please use the [template to encode your Employee info](#) then upload the Excel file here.

[Employees List Excel](#)

Drag and drop the Excel file here
...or click to select the file from your computer

View and/or Edit Your Team/s



Step 1 Click on the **Teams** tab on the menu bar at the top of the screen to bring you to your organisation's **List of Teams**.

Step 2 Click on the team you want to edit. You will be redirected to the **Team Form** where you can:

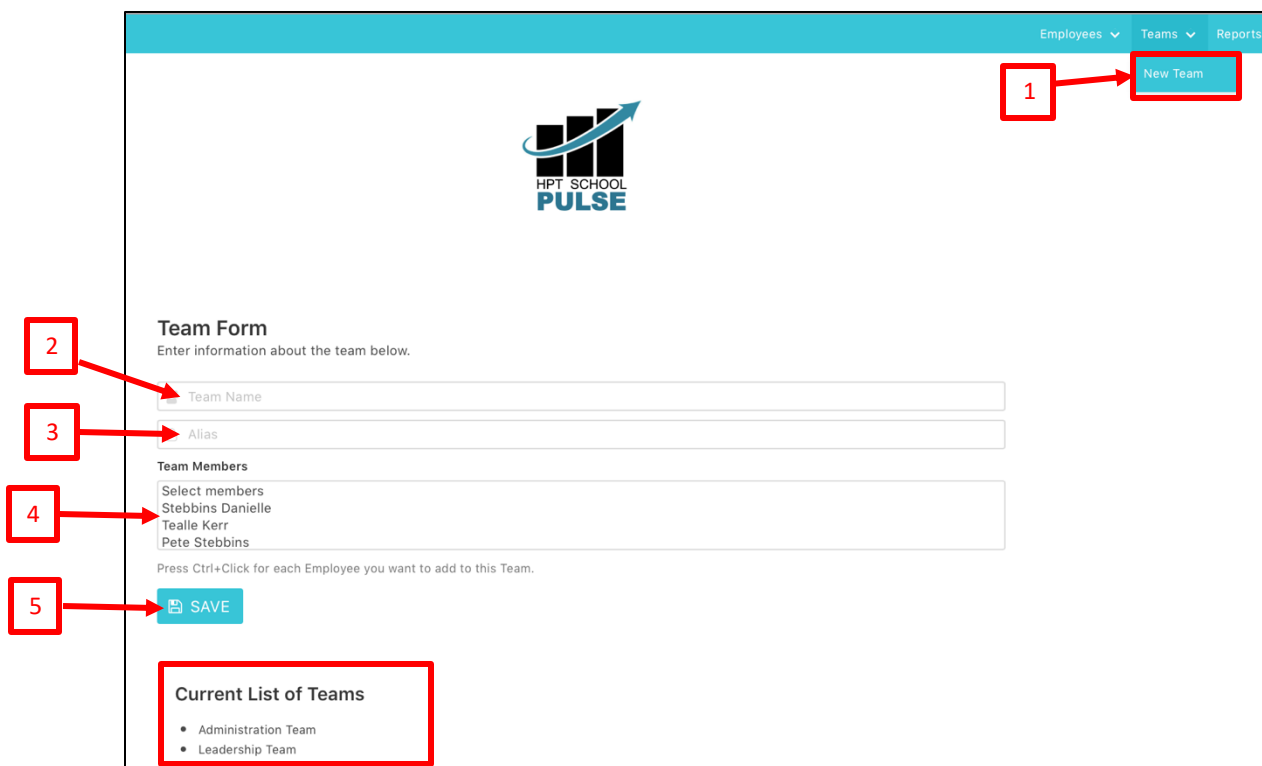
- Change the Team Name
- Remove Members of the Team
- Update Information of Existing Team Members
- Remove Team Members from the Team
- Reassign Team Members to Team

A screenshot of the HPT Schools Exec Team interface. At the top, there is a menu bar with 'Employees' and 'Teams' tabs. The 'Teams' tab is highlighted with a red box and labeled with a red '1'. Below the menu bar is the HPT School Pulse logo. The main content area is titled 'List of Teams — HPTschools Exec Team'. It features a table with two columns: 'Team Name' and 'Member Count'. The table has two rows: 'Administration Team' (2 members) and 'Leadership Team' (3 members). The 'Administration Team' link is highlighted with a red box and labeled with a red '2'. The table also includes pagination controls at the top: 'Rows per page: 10', 'Prev', '1 - 2 of 2', and 'Next'.

Adding a Team

- Step 1** Hover over the **Teams** tab on the menu bar at the top of the screen and click **New Team** on the dropdown to bring you to the **Team Form**.
- Step 2** Type in the **Team Name**.
- Step 3** Type in the **Alias**. This is just the team name or an abbreviation of the team name in lowercase with no spaces in between (you may separate words with a dash or underscore).
- Step 4** Select the **Team Members** for this new team by clicking on the staff member's name. If multiple people need to be included in the new team, press Ctrl+Click on all target team members to highlight them for inclusion.
- Step 5** Click **Save** to finalise the setup of the new team.

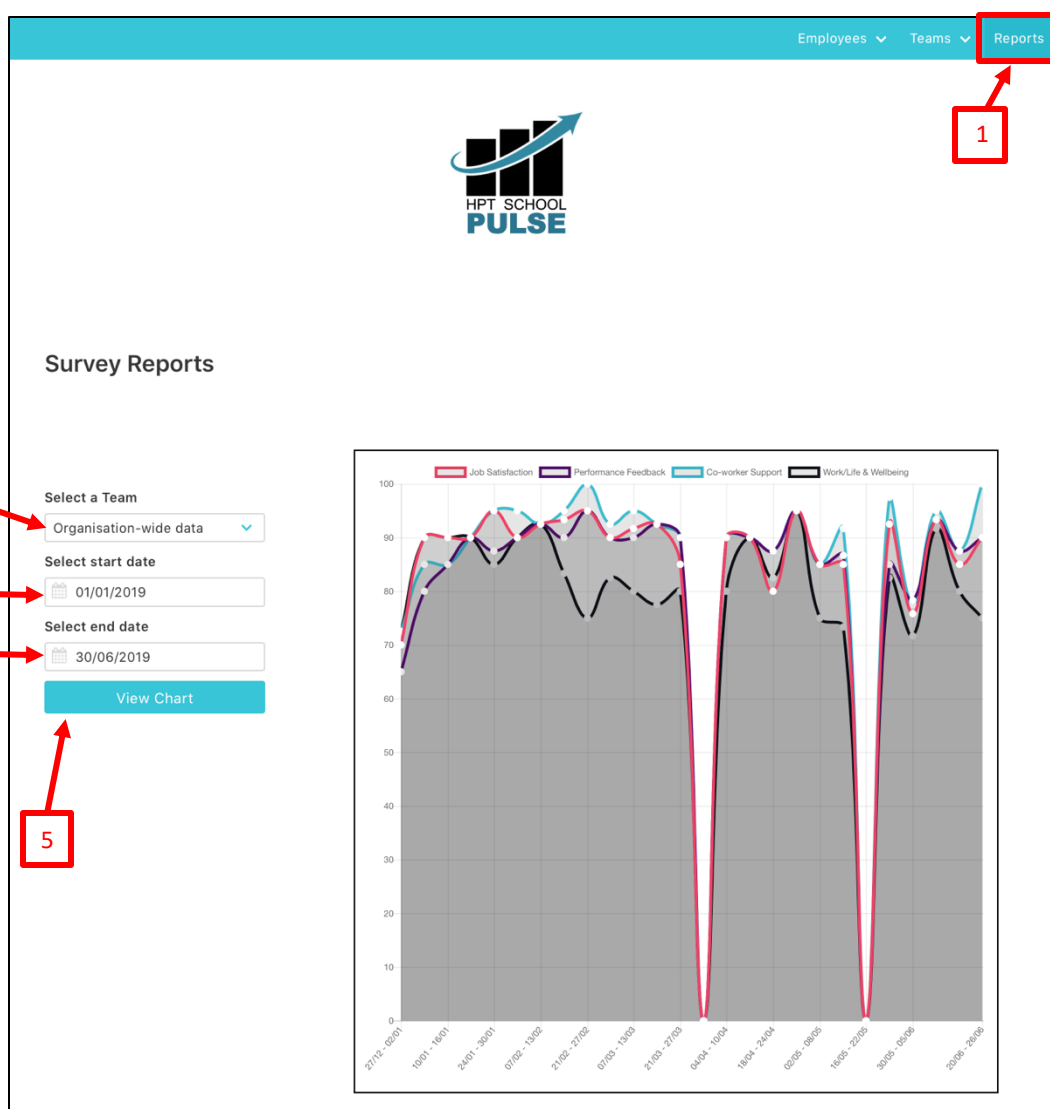
You may view **Current List of Teams** at the bottom of the page.



The screenshot displays the HPT School Pulse web application. At the top, a navigation bar includes 'Employees', 'Teams', and 'Reports'. A red box labeled '1' highlights the 'Teams' dropdown menu, which has a 'New Team' option. Below the navigation bar is the 'Team Form' section, which includes a 'Team Name' input field (labeled '2'), an 'Alias' input field (labeled '3'), and a 'Team Members' section (labeled '4') with a list of staff members: 'Stebbins Danielle', 'Tealle Kerr', and 'Pete Stebbins'. A 'SAVE' button is located below the 'Team Members' section (labeled '5'). At the bottom of the form, there is a 'Current List of Teams' section showing a list of existing teams: 'Administration Team' and 'Leadership Team'.

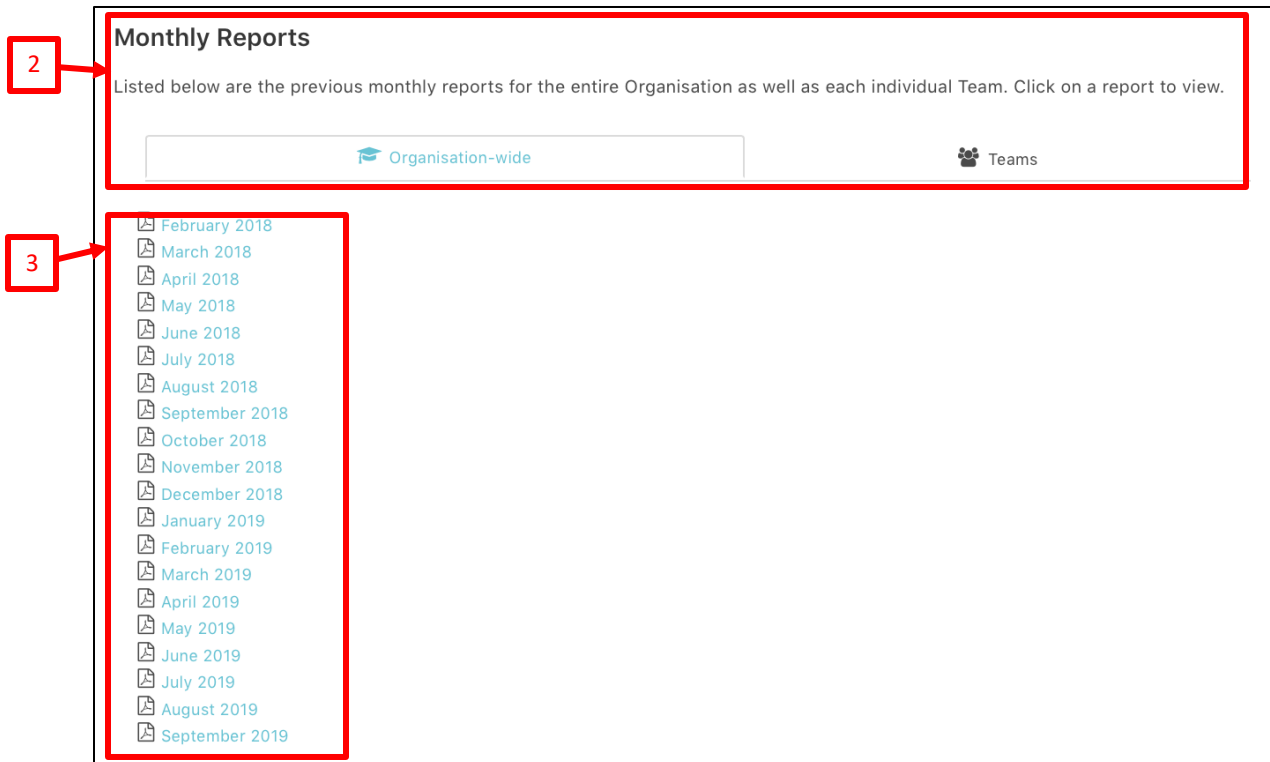
Tracking Trend Data

- Step 1** Click the **Reports** tab on the menu bar at the top of the screen to bring you to the reports page.
- Step 2** In the **Survey Reports** section, **Select the Team** you want to track.
- Step 3** Select the **Start Date** using the calendar.
- Step 4** Select the **End Date** using the calendar.
- Step 5** Click the **View Chart** button to generate the trend data.



Downloading Your Reports

- Step 1** Click on the **Reports** tab on the menu bar at the top of the screen to take you to the reports page.
- Step 2** Scroll down to the bottom of the page to the **Monthly Reports** section. These reports are segregated into two forms:
- Organisation-wide** reports that reflect data for the entire organisation.
 - Team** reports for each recorded team.
- Step 3** Click on the report you want to download to open the file.
- Step 4** Hover over the upper right hand corner of the screen and click  to download.



The screenshot shows the 'Monthly Reports' section of the HPT School Pulse interface. A red box labeled '2' highlights the 'Monthly Reports' header and the instructions: 'Listed below are the previous monthly reports for the entire Organisation as well as each individual Team. Click on a report to view.' Below this, there are two tabs: 'Organisation-wide' (selected) and 'Teams'. A second red box labeled '3' highlights a list of monthly reports from February 2018 to September 2019. Each report entry is preceded by a document icon.

Monthly Reports

Listed below are the previous monthly reports for the entire Organisation as well as each individual Team. Click on a report to view.

 Organisation-wide  Teams

-  February 2018
-  March 2018
-  April 2018
-  May 2018
-  June 2018
-  July 2018
-  August 2018
-  September 2018
-  October 2018
-  November 2018
-  December 2018
-  January 2019
-  February 2019
-  March 2019
-  April 2019
-  May 2019
-  June 2019
-  July 2019
-  August 2019
-  September 2019

Reporting & Troubleshooting Technical Issues



In the unlikely event you encounter any technical issues or problems with system security or site access, please follow the steps below:

- Step 1** Immediately report any concerns to pulseprograms@hptschools.com.
- Step 2** Please include the word urgent in the subject title.
- Step 3** Provide a copy of any screenshots or error messages along with any other specific details that will assist with the rapid diagnosis and resolution of the issue.
- Step 4** We will confirm receipt of your message as soon as possible.
- Step 5** We will immediately alert our technical support team who provide 24/7 support for such situations. They will immediately assess the issue and can take local or global system actions pending the severity of the concerns.
- Step 6** As soon as the problem has been addressed, we will notify the end user of the solution. Optionally we will share the diagnostics and technical specifics within the troubleshooting process as required.