

This user guide will explain how to use the teachers portal, view that teachers users and save their reports.

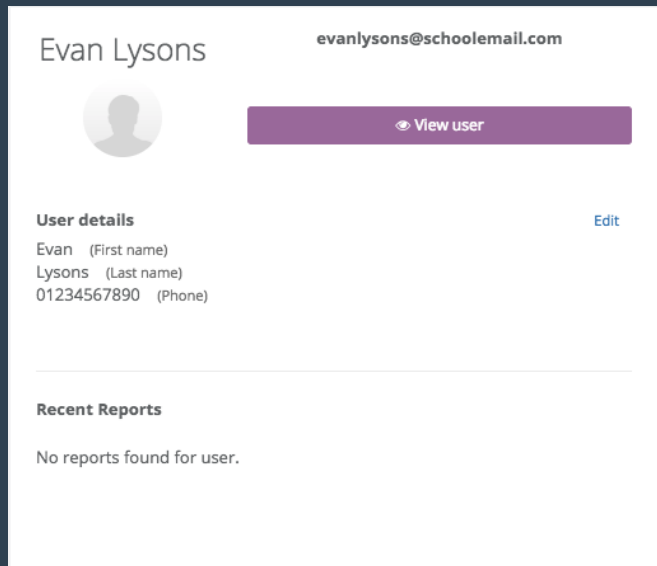
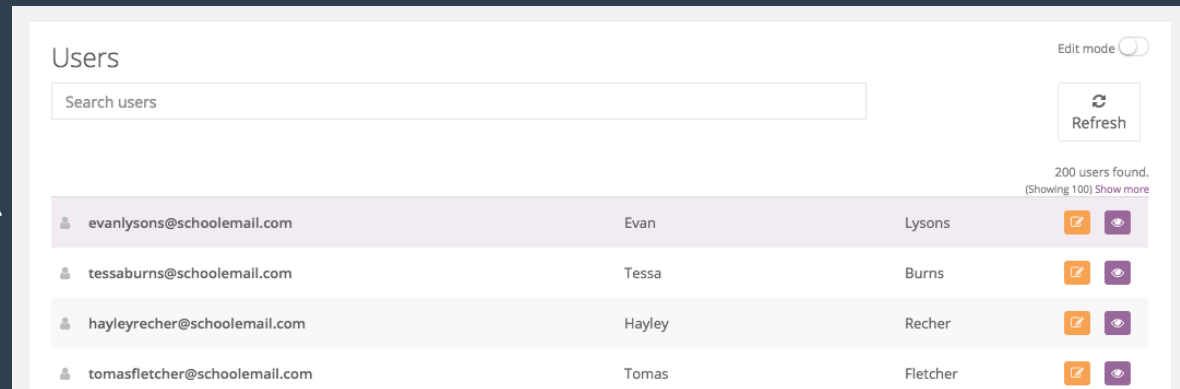
- 1) Go to the APPA wellbeing portal, <https://portal.appawellbeing.com/>, and login using your username and password.



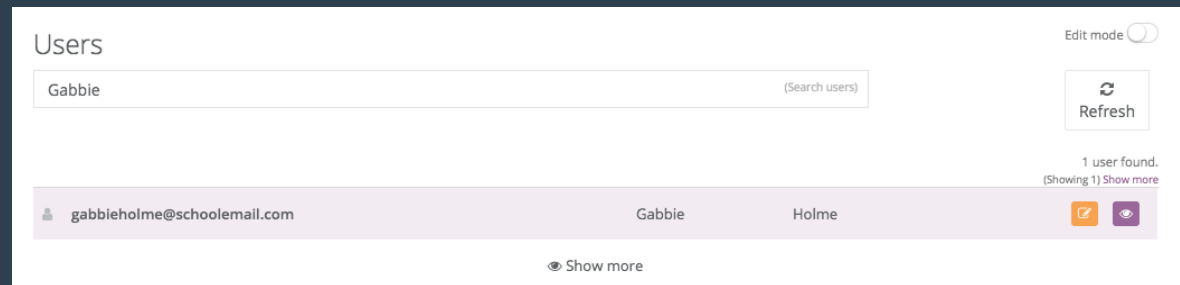
# APPA User Guide: Teachers Portal



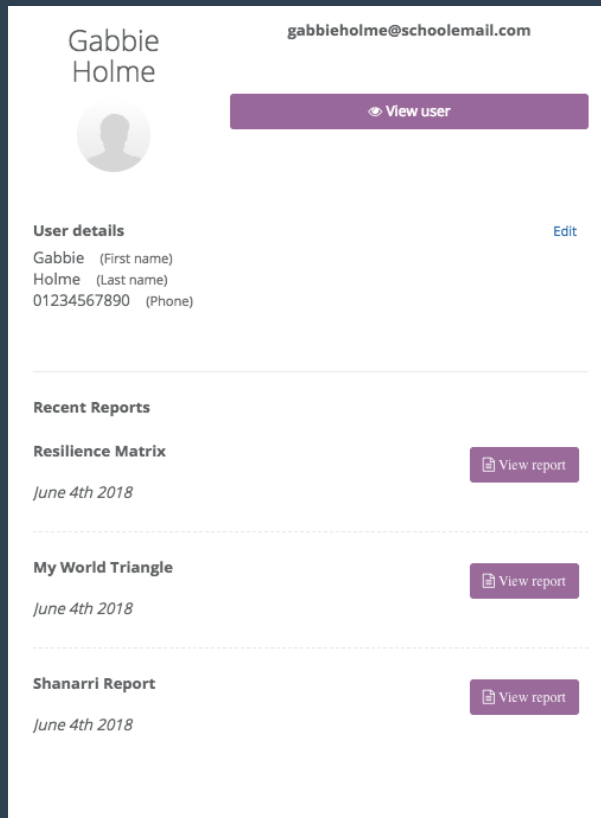
After logging in you should see a list of users. Clicking on a user displays their information to the right of the list.



You can filter the users or search for a specific user using the search bar.



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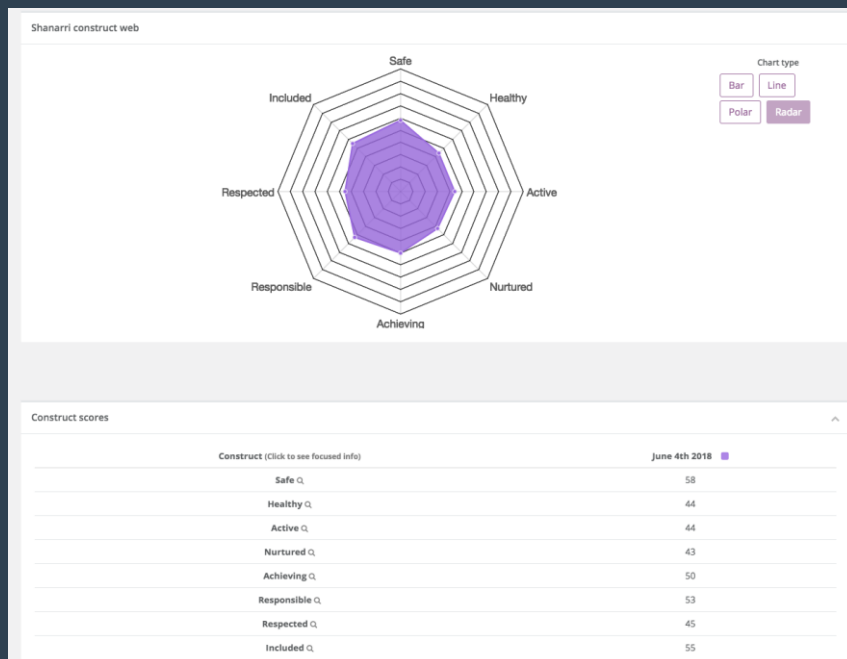
You can view the users profile page by clicking on view user.

Clicking the edit button on the user allows you to change their details.

If the user has completed any assessments then you will be able to review their reports.

Each type of report is different but the pages are made up of the same components.

To the left of the page is a graph displaying the assessment and beneath that a list of the constructs that make up the graph.



Hovering your mouse over a part of the graph shows what construct that part represents with an exact score.

Clicking on the construct, either on the graph or on the list below, will take you to another report page displaying the sub groups and scores that construct is made up of.

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To the right of the page information about the report and other options are displayed.

You can save a pdf of your report by pressing the actions button at the top, and then selecting save from the drop down menu.

Information such as when the assessment was created and completed is shown here.

If the user has completed more than one set of reports, they are displayed here. You can then overlay these reports to compare previous results.

The screenshot shows the 'Report Stats' section of the APPA Teachers Portal. It includes the following information:

- Report Stats**
- User:** Gabbie - (barttest@appa.com) with an **Actions** dropdown menu.
- Period:** June 4th 2018 - June 4th 2018
- Prepared for:** Example Onesd (teacher@exampleschool.co.uk)
- Prepared at:** June 5th 2018, 10:25:44 am

Below the stats is the 'About this report' section, which contains two expandable panels:

- Previous Reports**: Contains the text 'By checking the below reports, you can overlay them onto this report for comparison.' and a link for 'Reset overlay reports'.
- Professional Questions**: Contains the text 'You can choose to answer certain questions about the user which enables a more accurate score based on the child's individual circumstances.' and 'These are set once per user per assessment cycle, and any updates to these answers will not affect previous reports.'

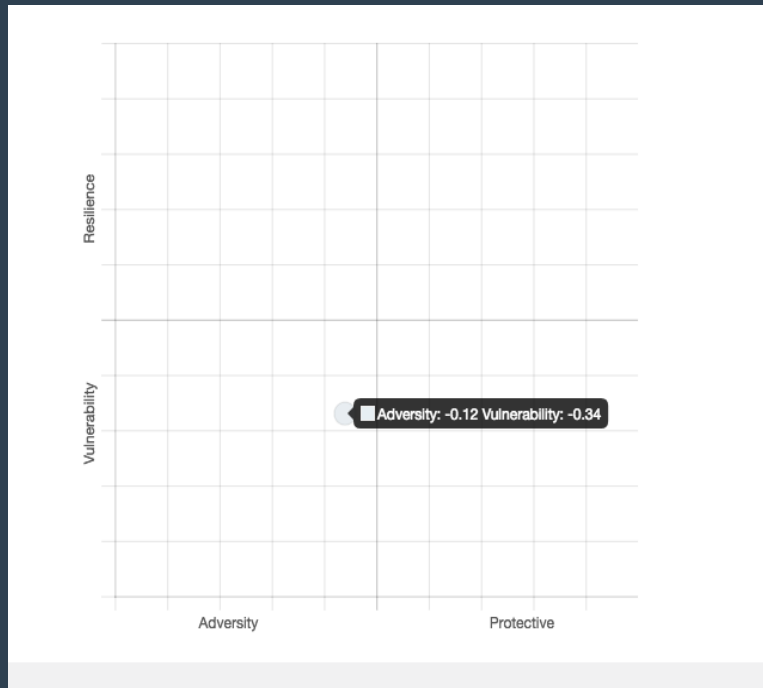
At the bottom of the 'Professional Questions' panel, there are two buttons:

- Update answers**: Last updated a day ago (orange button with a pencil icon).
- View previously answered questions** (purple button with an eye icon).

At the very bottom right of the page, there is a link for 'Show technical string'.

## Resilience Matrix

The resilience matrix report shows a graph with two scales. Protective/Adversity and Resilience/Vulnerability.



This is a measure of factors in the child's life, such as family circumstances or their own characteristics, that maybe preventing healthy development. Protective measures how well **the child's environment, such as their school** experience and community, helps to support them through these negative experiences. Resilience measures how well the child is able to cope with these experiences, using their own resources, taking into account things like self-esteem and sociability.

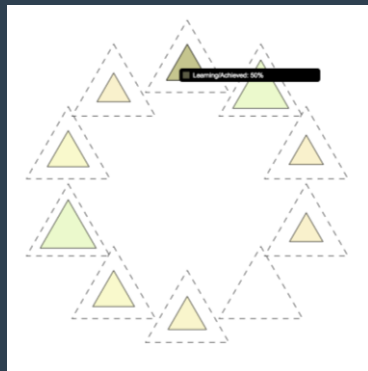
## My World Triangle

The My World Triangle report helps to measure what is **going well in a child's life and what is not**. The graph is a triangle made up of three sections.

Grow – How the child is growing and developing

Need – What the child needs from the people who look after them

Wider – **The impact of the child's family, friends and community**



Selecting one of these sections shows the sub-constructs that make up each of these measurements. Giving further insight into what may be causing a low score.



## Shanarri Report

The shanarri report covers a wide range of information about the child, such as how safe they feel in their environment, how healthy their behaviour is and how included they feel in their community. There are eight indicators, each of which can be clicked on to see how they are further broken down. There is also a full explanation of what each indicator means for the child on the downloadable pdf.



← You can also change the chart type of the Shanarri report, in order to make it easier to view and interpret.





If you have any questions  
please contact us at  
[info@appawellbeing.com](mailto:info@appawellbeing.com).