# Student Snapshot - Implementation guide

To implement Student Snapshot, follow the steps outlined below. If you have any difficulties, please contact us at [schools@reachout.com](mailto:schools@reachout.com) and we will be able to support you.

# Creating a survey

1. Go to: [Student Snapshot Survey](https://studentsnapshot.reachout.com/).
2. If you already have a ReachOut Schools account you can simply **‘log in’**. Otherwise, select ‘**Sign up here**’ and register with your school email to create an account. Once registered, you will be able to access the dashboard using your email address and password and easily create future surveys.
3. Choose which survey you want to create. You can create both, however they need to be done separately.
4. **Create a new survey** by entering a survey name, year group and the number of students you expect to complete it.
5. A new survey will be generated at the bottom of the page. Click on '**Survey link**' and share the link with your students. (We have included some example text below that you might wish to use.)
6. Ask your students to **complete the survey** (approximately 8 minutes).
7. Once a student has completed the survey, click on '**View details**. You don’t have to wait for every student to complete the survey. You can view them at any time.

**Please note:** Responses will be deleted 12 months after they are submitted.

# Sample text to share with students

Subject: Snapshot

Hi,

We are doing a survey to find out more about you! This survey will let us know what you like to do, as well as what might be worrying you at the moment. It’s a digital survey and your responses will go to your teacher. Be as honest as you can when providing answers, and remember: there are no right or wrong responses.

Go to: **INSERT YOUR SCHOOL’S UNIQUE LINK**

* Register with your school email.
* Complete the survey, making sure to answer every question!