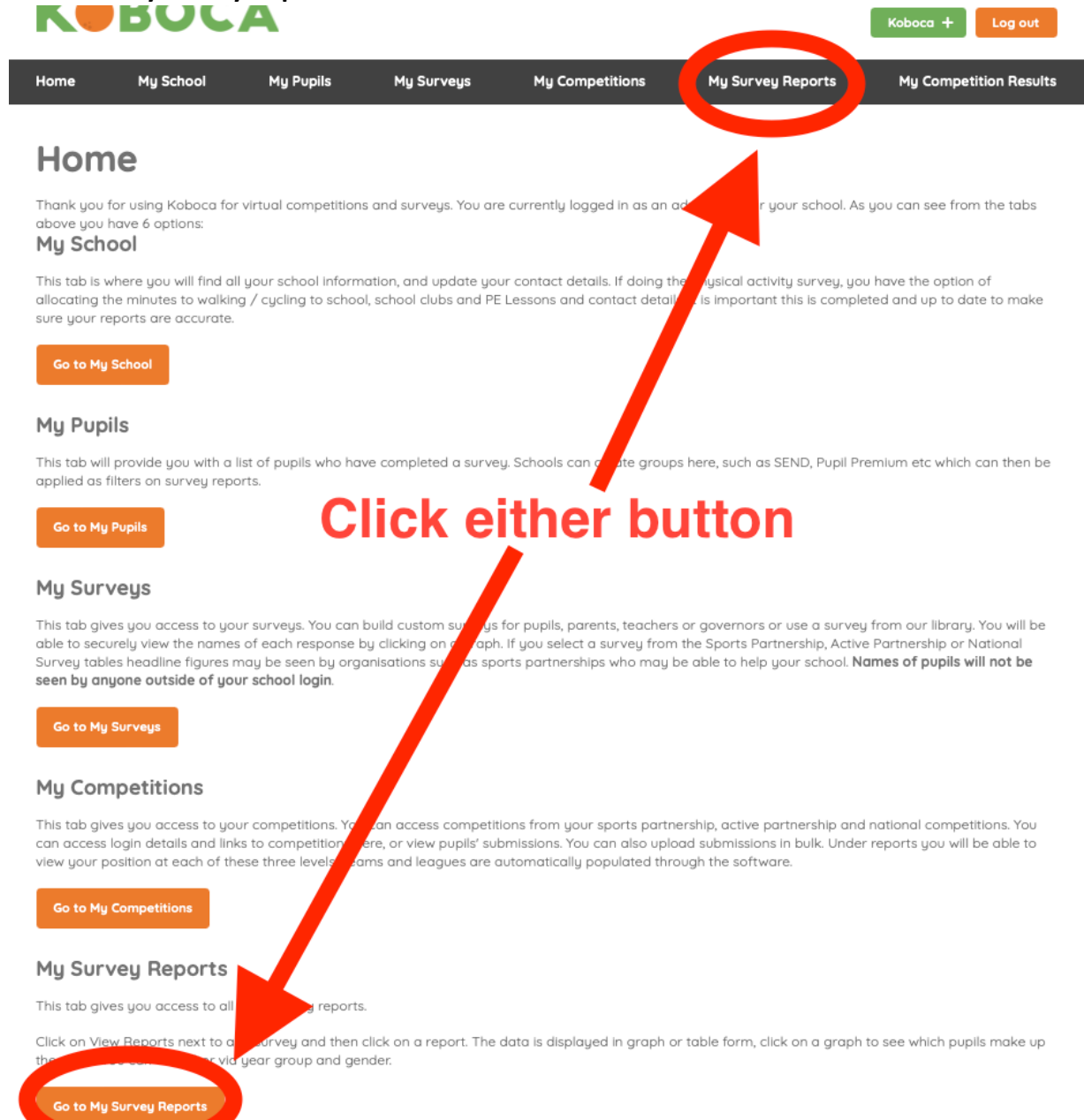


## Changing a survey response on Koboca

You can use the 'My Survey Reports' section to change a response on Koboca, either to add or remove responses.

### 1. Click on the 'My Survey Reports' Tab



The screenshot shows the Koboca website interface. At the top right, there are two buttons: 'Koboca +' and 'Log out'. Below these is a navigation bar with tabs: 'Home', 'My School', 'My Pupils', 'My Surveys', 'My Competitions', 'My Survey Reports', and 'My Competition Results'. The 'My Survey Reports' tab is circled in red. Below the navigation bar, the 'Home' section is visible, followed by a 'My Survey Reports' section. In the 'My Survey Reports' section, there is a button labeled 'Go to My Survey Reports' which is also circled in red. A large red arrow points from the 'Go to My Survey Reports' button to the 'My Survey Reports' tab in the navigation bar. The text 'Click either button' is written in red across the middle of the page.

**Koboca +** **Log out**

Home My School My Pupils My Surveys My Competitions **My Survey Reports** My Competition Results

## Home

Thank you for using Koboca for virtual competitions and surveys. You are currently logged in as an administrator for your school. As you can see from the tabs above you have 6 options:

### My School

This tab is where you will find all your school information, and update your contact details. If doing the physical activity survey, you have the option of allocating the minutes to walking / cycling to school, school clubs and PE Lessons and contact details. It is important this is completed and up to date to make sure your reports are accurate.

**Go to My School**

### My Pupils

This tab will provide you with a list of pupils who have completed a survey. Schools can create groups here, such as SEND, Pupil Premium etc which can then be applied as filters on survey reports.

**Go to My Pupils**

### My Surveys

This tab gives you access to your surveys. You can build custom surveys for pupils, parents, teachers or governors or use a survey from our library. You will be able to securely view the names of each response by clicking on a graph. If you select a survey from the Sports Partnership, Active Partnership or National Survey tables headline figures may be seen by organisations such as sports partnerships who may be able to help your school. **Names of pupils will not be seen by anyone outside of your school login.**

**Go to My Surveys**

### My Competitions

This tab gives you access to your competitions. You can access competitions from your sports partnership, active partnership and national competitions. You can access login details and links to competition here, or view pupils' submissions. You can also upload submissions in bulk. Under reports you will be able to view your position at each of these three levels. Teams and leagues are automatically populated through the software.

**Go to My Competitions**

### My Survey Reports

This tab gives you access to all your survey reports.

Click on View Reports next to a survey and then click on a report. The data is displayed in graph or table form, click on a graph to see which pupils make up the majority of responses for each year group and gender.

**Go to My Survey Reports**

**Click either button**

2. Find the survey you wish to change and click on 'View Reports'



You are logged in as Test School

Kobaca +

Log out

### My Survey Reports

Select a year:

2022 - 23

#### Sports Partnership Surveys

Survey	Start date	No. submitted		Actions
		Test School	Vale Royal School Sport Partnership	
Autumn Primary CPD Registration	27th September 2022	1	9	<a href="#">View Reports</a> <a href="#">Download CSV</a>
Autumn Primary School Games Registration	12th September 2022	0	15	<a href="#">View Reports</a> <a href="#">Download CSV</a>

Click on 'View Reports' of the survey you wish to change

3. Select the question you wish to change the response for

All Data Report

#### Additional Questions

Select the response you wish to change

- Please select to attend the New Subject Leader Training (Your New Role) at Hartford CoEHS on 01/11/22, 4-5.30pm.
- Please select if you would like to attend PE for Early Career Teachers at Hartford CoEHS on 11/11/22, 09.30-15.30
- Please select to attend the Phys Kids Playground Leader training for Midday Assistants at St Joseph's CPS, Winsford on 21/11/22, 9.30-11am.
- Please select to attend the PE & Sport Premium for Governors training (online) on 22/11/22, 6-7.30pm.**
- Please select to attend the Assessment in PE training (online) on 23/11/22, 4-5pm.
- Please select to attend the KS1 Physical Activity & PE for teachers & TAs training at Hartford CoEHS on 24/11/22, 1-5pm.
- Please select to attend the Phys Kids Playground Leader training for Midday Assistants at Winington Park PS on 25/11/21, 9.30-11am.
- Please select to attend the Key Step Gymnastics training at Cheshire Gymnastics on 28/11/22, 4-5.30pm.
- Please select to attend the Using the YST Quality Mark to transform provision training (online) on 30/11/22, 4-5.30pm.
- Please select to attend the KS2 Physical Activity & PE for teachers & TAs training at St Joseph's CPS, Winsford on 02/12/22, 1-5pm.
- Please select to attend the School Games for Eco Leaders training at Hartford CoEHS on 12/12/22, 4-5.30pm.

4. Select the response you've originally given

Please select to attend the PE & Sport Premium for Governors training (online) on 22/11/22, 6-7.30pm.

Back to reports >

Headline data

Figures: Hard figures | Year Group: All | Filters: All

Click on your previous response

## 5. Choose the answer you'd now like to give

First name	Surname	School name	Contact email	Change answer to	Options
CHRIS	STORY	Test School	TEST	<input type="radio"/> 0 <input type="radio"/> 2 <input type="radio"/> 3	<input type="button" value="Change name"/> <input type="button" value="Delete submission for WHOLE survey"/>

Choose the response you wish to give

OR

To delete every response in the survey and start again select 'delete submission for WHOLE survey'

First name	Surname	School name	Contact email	Change answer to	Options
sdf	sdf	Test School	sdf	<input type="radio"/> 0 <input type="radio"/> 2 <input type="radio"/> 3	<input type="button" value="Change name"/> <input type="button" value="Delete submission for WHOLE survey"/>

Choose this to delete all your responses to this survey so that you can start again