NSW GOVERNMENT | **Education**

Quick Reference Guide: OSCR_01
Project OSCR School Counselling Technology Survey

Description

The purpose of the Online Student Counselling Technology survey is to understand the personal computing devices that are currently available to and used by, school counselling staff. This will be assessed for compatibility with the new student counselling case management and file management solution that is being sourced by Project OSCR.

Prerequisites

You may find it easier to print a copy of the Technology Survey before you begin and to ask your School ICT Coordinator to be available to help you. Alternatively, call EDConnect on 1300 32 32 32, select option 5 then option 4.
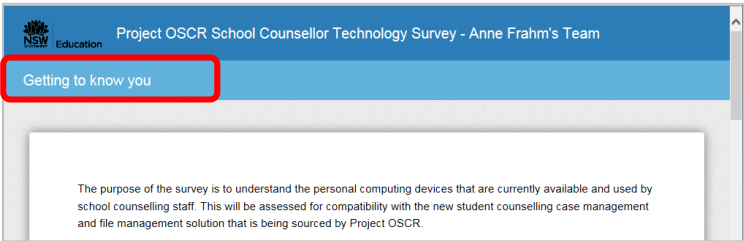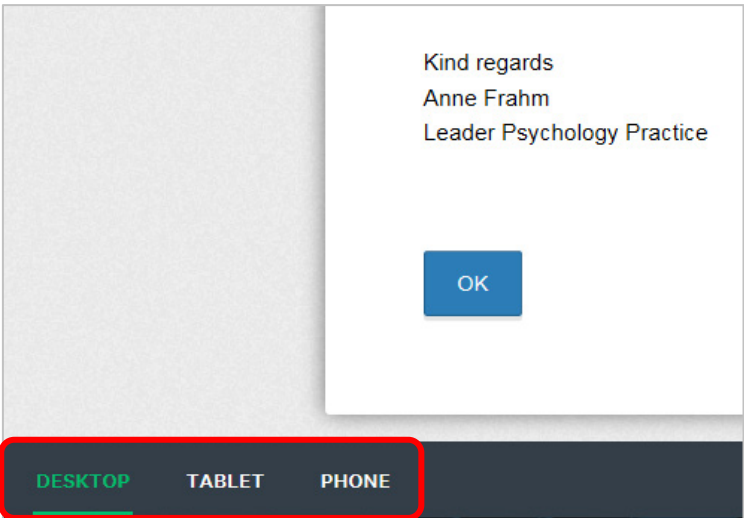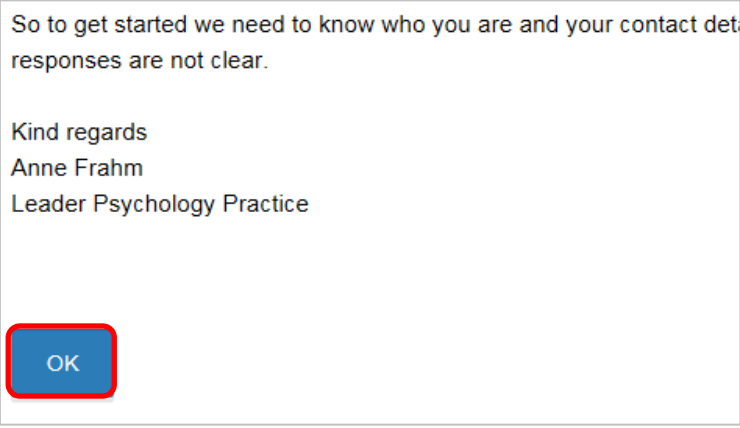
Getting Started

To begin -
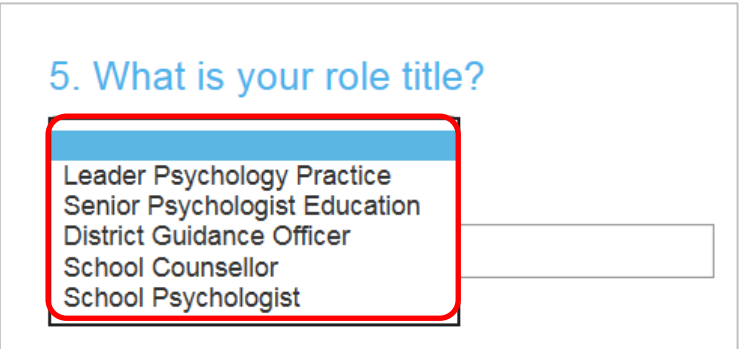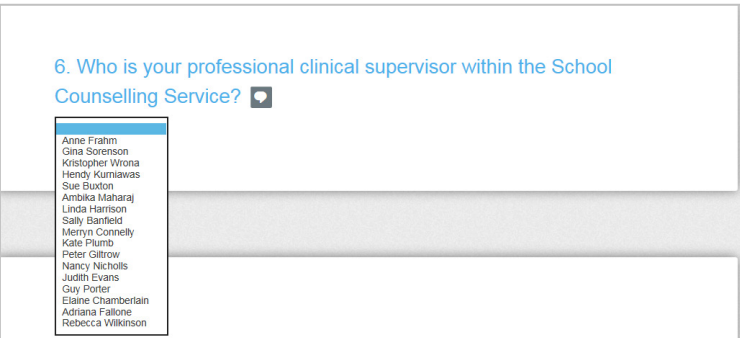
1) Open the Project OSCR School Counsellor Technology Survey link in the email recently sent to you by your Leader Psychology Practice, Senior Psychologist Education or District Guidance Officer

2) Complete the questions in the survey

3) Submit.
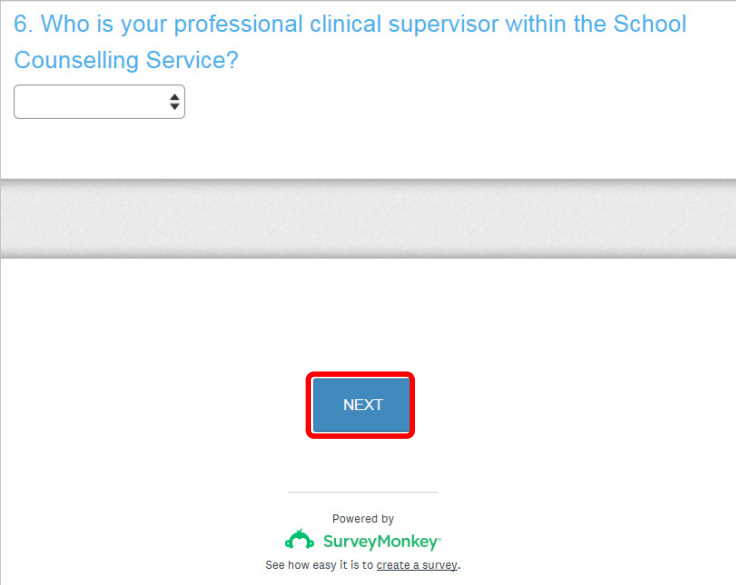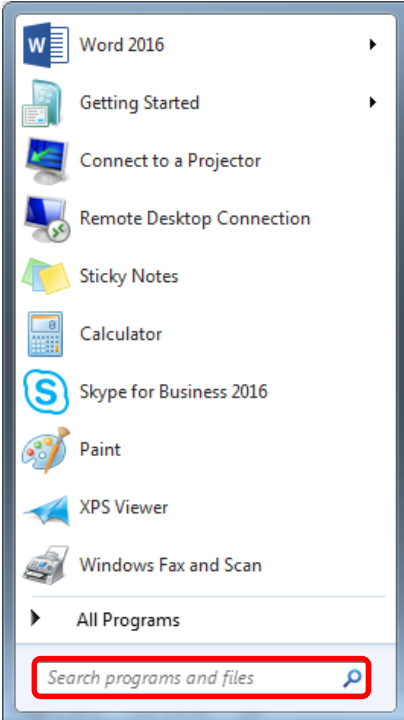
This document will provide details on the following information:

1) How to print the survey

2) How to complete the survey

3) How to view from a Desktop or Laptop

Preface: The survey of Anne Frahm, Leader Psychology Practice (LPP) was used as an example to complete this document. There are tailored versions of the survey available for each LPP's team.

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STEP	INSTRUCTIONS	SCREENSHOT | CLARIFICATION
1	**Project OSCR School Counsellor Technology Survey**	**The Online Student Counselling Technology survey is to understand the personal computing devices that are currently available to and used by, school counselling staff.**
1.01	Log in to the survey website by clicking on the link provided in the email sent to you by your Leader Psychology Practice. For example, **https://www.surveymonkey.com/r/ AnneFrahmsTeam**	🔗 https://www.surveymonkey.com/r/AnneFrahmsTeam
1.02	The **Getting to know you** page will display.	
1.03	**Note**: the bottom left-hand side of the screen will provide the option to view this survey in the following formats: ▪ DESKTOP ▪ TABLET ▪ PHONE It is recommended that you complete the survey using your Desktop or Laptop computer – they both work using the same option.	

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STEP	INSTRUCTIONS	SCREENSHOT | CLARIFICATION
1.04	Click **OK** after reading the **Getting to know you** page.	So to get started we need to know who you are and your contact det responses are not clear. Kind regards Anne Frahm Leader Psychology Practice OK
1.05	Answer the questions in the free text field. For example, type your first name in the free text field for Question 1.	1. What is your first name?
1.06	Other questions, such as question 5, require an answer by clicking on the arrow to the right side of the answer box to access a drop down list.	5. What is your role title? Other (please specify)
1.07	By clicking on the arrow, a set of answers will display enabling you to select one. Question 5 asks you to select from the official role title available within the School Counselling Service.	5. What is your role title? Leader Psychology Practice Senior Psychologist Education District Guidance Officer School Counsellor School Psychologist
1.08	Question 6 asks you to select your professional clinical supervisor within the School Counselling Service. If the person you require is not available due to extended leave or a relieving officer, then select the person who is normally your supervisor.	6. Who is your professional clinical supervisor within the School Counselling Service? Anne Frahm Gina Sorenson Kristopher Wrona Hendy Kurniawas Sue Buxton Ambika Maharaj Linda Harrison Sally Banfield Merryn Connelly Kate Plumb Peter Giltrow Nancy Nicholls Judith Evans Guy Porter Elaine Chamberlain Adriana Fallone Rebecca Wilkinson

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STEP	INSTRUCTIONS	SCREENSHOT | CLARIFICATION
1.09	At the end of each section, click on the **NEXT** button to progress to the next set of questions.	6. Who is your professional clinical supervisor within the School Counselling Service? NEXT Powered by SurveyMonkey® See how easy it is to create a survey.
	Additional information to assist with Questions 2, 3 and 4. To assist in locating the details of your computer device, click on the windows icon located at the bottom left hand corner.	
	Type '**dxdiag'** in the search field. Using 'dxdiag' should work on your desktop computer however if you are using a laptop or mobile device and require assistance, please contact your ICT coordinator.	Word 2016 ▶ Getting Started ▶ Connect to a Projector Remote Desktop Connection Sticky Notes Calculator Skype for Business 2016 Paint XPS Viewer Windows Fax and Scan ▶ All Programs Search programs and files 🔍

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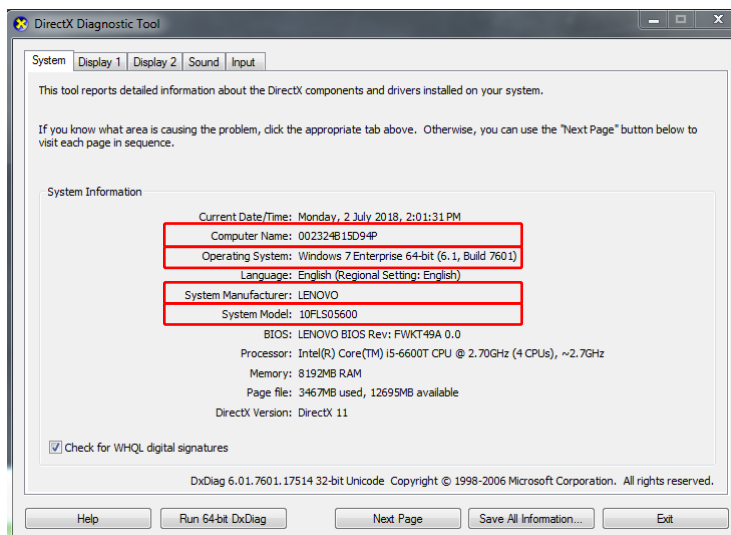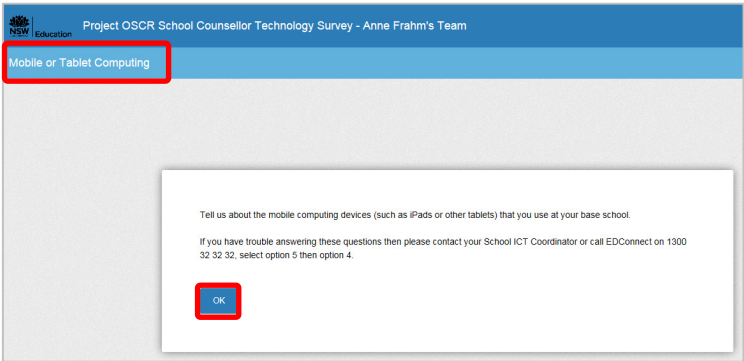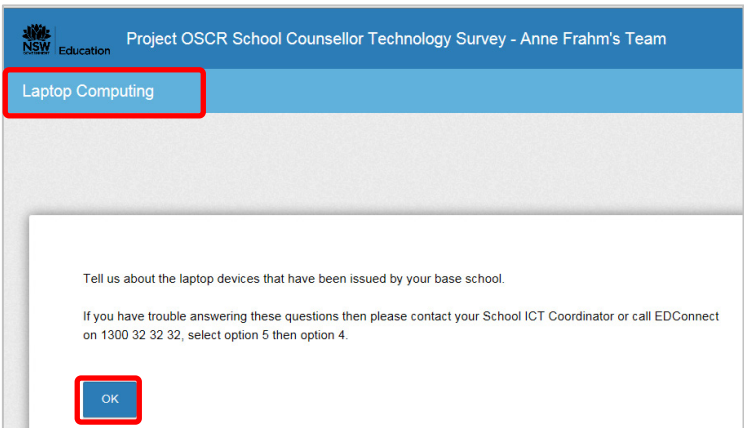| STEP | INSTRUCTIONS | SCREENSHOT | CLARIFICATION |
|------|--------------|-------------------------|
| | Click on the result (**dxdiag**). | Programs (1)

⊗ dxdiag

🔎 See more results
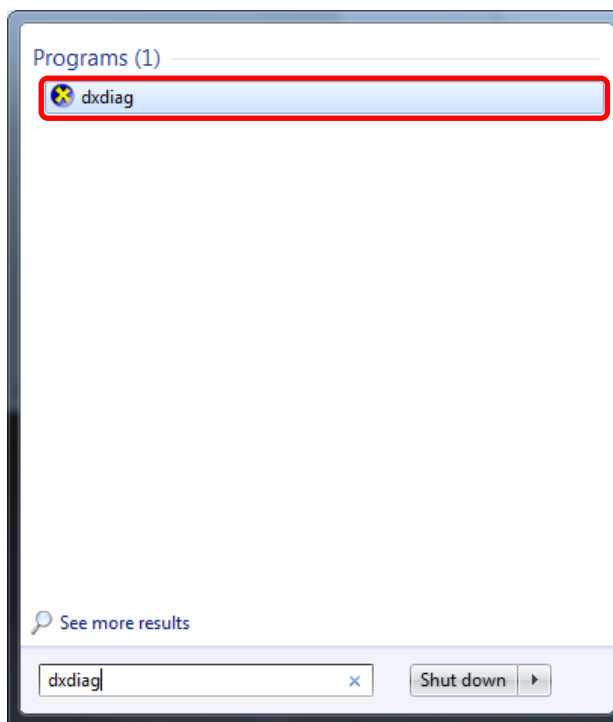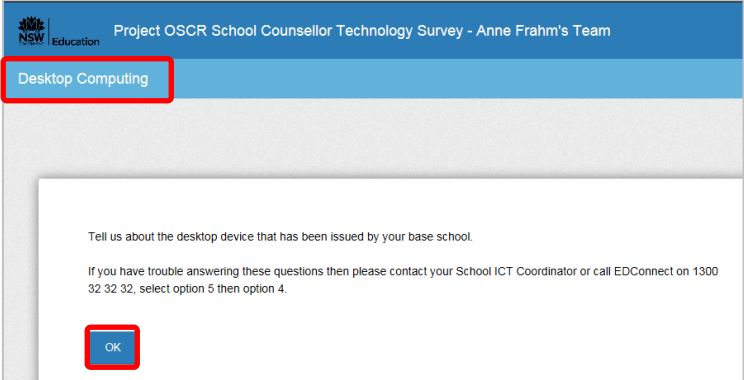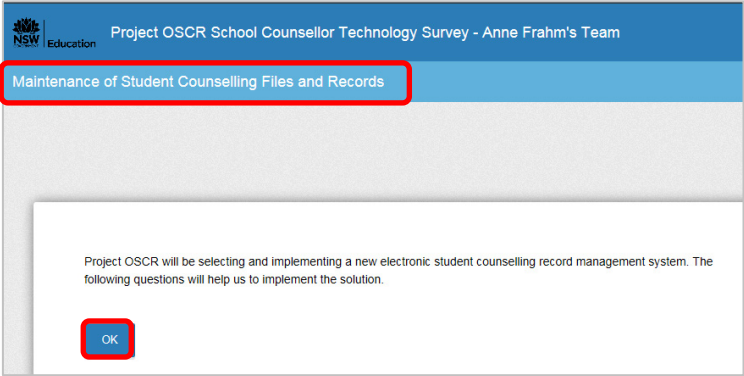
dxdiag ✕ Shut down ▶ |
| | The computer details will display. The information required is:
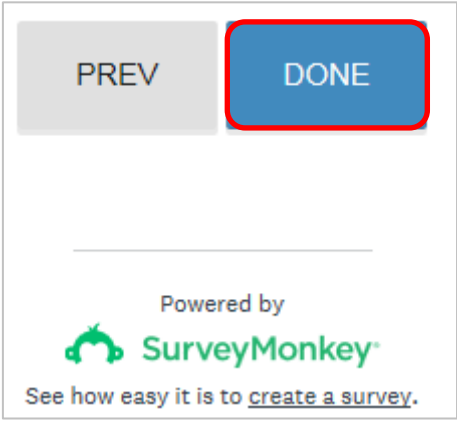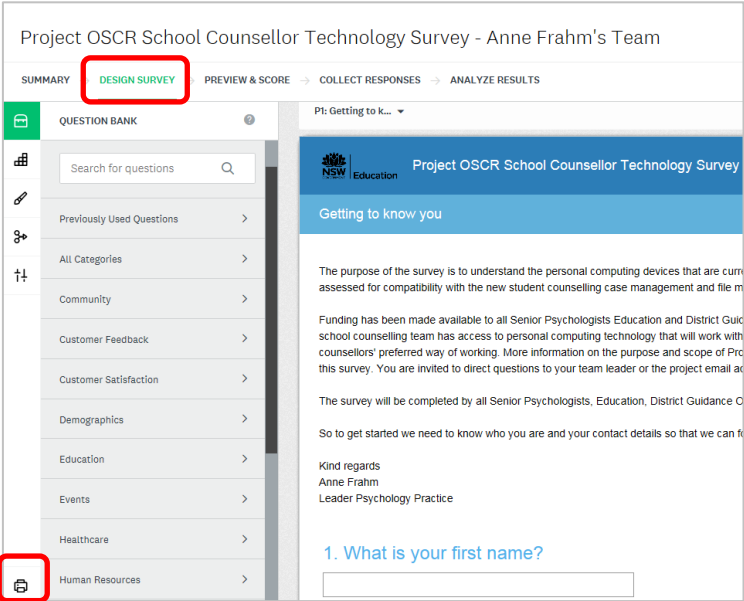
▪ Computer Name
▪ System Manufacturer (brand)
▪ System Model
▪ Operating System
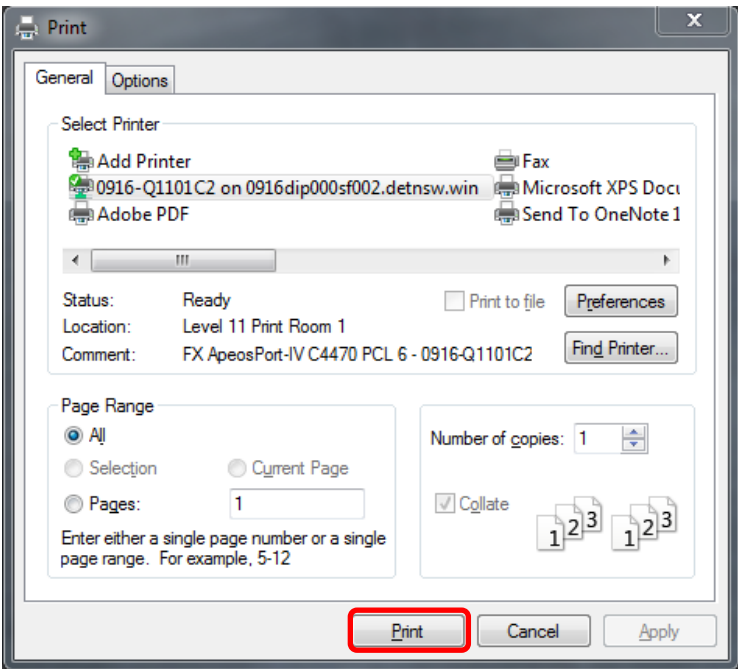
Regarding the age of the computer, please contact your **School ICT Coordinator**. | **DirectX Diagnostic Tool**

System │ Display 1 │ Display 2 │ Sound │ Input

This tool reports detailed information about the DirectX components and drivers installed on your system.

If you know what area is causing the problem, click the appropriate tab above. Otherwise, you can use the "Next Page" button below to visit each page in sequence.

System Information
Current Date/Time: Monday, 2 July 2018, 2:01:31 PM
Computer Name: 002324B15D94P
Operating System: Windows 7 Enterprise 64-bit (6.1, Build 7601)
Language: English (Regional Setting: English)
System Manufacturer: LENOVO
System Model: 10FLS05600
BIOS: LENOVO BIOS Rev: FWKT49A 0.0
Processor: Intel(R) Core(TM) i5-6600T CPU @ 2.70GHz (4 CPUs), ~2.7GHz
Memory: 8192MB RAM
Page file: 3467MB used, 12695MB available
DirectX Version: DirectX 11

☑ Check for WHQL digital signatures

DxDiag 6.01.7601.17514 32-bit Unicode Copyright © 1998-2006 Microsoft Corporation. All rights reserved.

Help │ Run 64-bit DxDiag │ Next Page │ Save All Information... │ Exit |

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STEP	INSTRUCTIONS	SCREENSHOT | CLARIFICATION
2	**Mobile or Tablet Computing**	**The Mobile or Tablet Computing section is designed to capture information of the type of mobile or tablet used by the school counselling staff.**
2.01	The **Mobile or Tablet Computing** page will display. Click **OK**. **Note**: This section asks questions about the **Mobile or Tablet Computing** devices that have been issued by your base school. These devices include iPads or other tablet style devices	
3	**Laptop Computing**	**The Laptop Computing section is designed to capture information of the Laptop used by the school counselling staff.**
3.01	The **Laptop Computing** page will display. Click **OK**. **Note**: This section asks questions about any laptop devices that have been issued by your base school.	

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STEP	INSTRUCTIONS	SCREENSHOT | CLARIFICATION
4	**Desktop Computing**	**The Desktop Computing section is designed to capture information of the type of Desktop(s) used by the school counselling staff.**
4.01	The **Desktop Computing** page will display. Click **OK**. **Note**: This section asks questions about any desktop devices that have been issued by your base school.	NSW Education — Project OSCR School Counsellor Technology Survey - Anne Frahm's Team Desktop Computing Tell us about the desktop device that has been issued by your base school. If you have trouble answering these questions then please contact your School ICT Coordinator or call EDConnect on 1300 32 32 32, select option 5 then option 4. OK
5	**Maintenance of Student Counselling Files and Records**	**The Maintenance of Student Counselling Files and Records section is designed to capture information about software**
5.01	The **Maintenance of Student Counselling Files and Records** page will display. Click **OK**. This section asks questions about the software used to support the maintenance of Student Counselling Files and Records. It is important as it will help the project team make decisions on how to support you to transfer any existing electronic files into the new OSCR solution. Please provide as much detail as you can.	NSW Education — Project OSCR School Counsellor Technology Survey - Anne Frahm's Team Maintenance of Student Counselling Files and Records Project OSCR will be selecting and implementing a new electronic student counselling record management system. The following questions will help us to implement the solution. OK

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STEP	INSTRUCTIONS	SCREENSHOT	CLARIFICATION
5.02	Once complete, click **Done**. You have completed the survey. Thank you	
6	**Print the Survey**	**Print instructions are below if you would like to print the survey.**
6.01	To print the survey, select the **Design Survey** tab, select the **Print** icon in the left hand menu.	

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STEP	INSTRUCTIONS	SCREENSHOT | CLARIFICATION
6.02	To print the survey from the desktop, hold down the **Ctrl** button and P button on your keyboard. The Print option box for your location will display. Select the relevant printer and click **Print**.	

Further information

Counselling and psychology services intranet site: **https://education.nsw.gov.au/student-wellbeing/counselling-and-psychology-services**

Contact Us: **https://education.nsw.gov.au/student-wellbeing/counselling-and-psychology-services/contact-us-psychology**

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Document History					
Reference	**Version**	**Purpose / Change**	**Author**	**Authorised by**	**Date**
OSCR_01	1.0	Initial version	Psychology and Wellbeing Services	Director, Psychology and Wellbeing Services	July 2018

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