

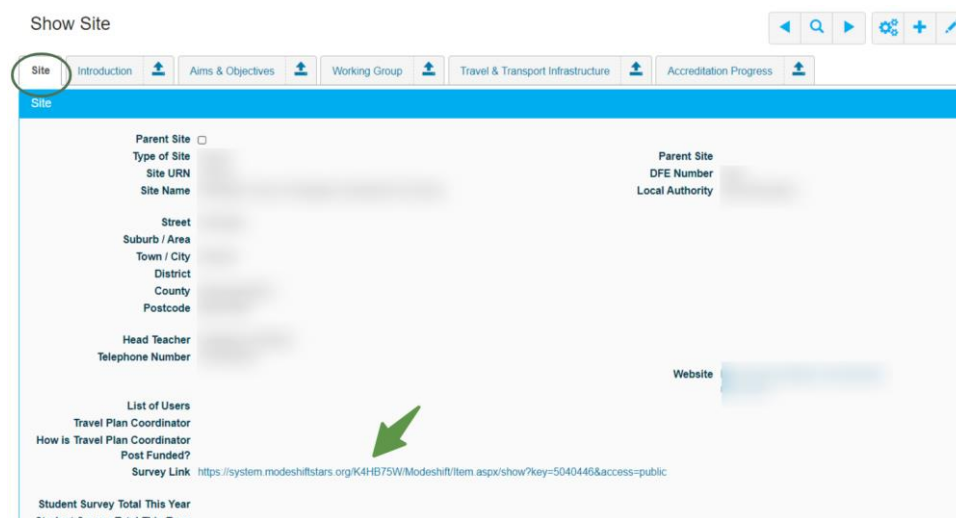
How to complete a mode of travel Hands up Survey using Modeshift STARS

The easiest way to complete your hands up surveys is in Modeshift STARS using your schools **unique survey link** which can be emailed to class teachers to complete the surveys. Once all form classes have completed their surveys, the data will be collated and available to view within STARS and will count towards your Modeshift accreditation.

The member of staff administering the survey will need to be registered on the Modeshift STARS system, **if you don't have a login, you can request one at www.modeshiftstars.org**

Once you are registered on the system, please follow the instructions below.

1. Sign into your [Modeshift STARS](#) account
2. Click on the 'Site' tab
3. Towards the bottom of this screen you will see your schools **unique survey link** – see image below.
4. Copy the survey link (as usual just right click and 'copy link address') and then share with your staff by pasting the link into an email (**there is some suggested email text on page 2 of this sheet**).



5. Please add or update your pupil and staff numbers for this academic year and select the relevant Key Stage levels, **before you complete your survey**. You will find these fields in the 'Introduction' tab. **Click on the pencil icon in the top right of the screen to open the fields for editing.**

6. That's it! Just keep an eye on which classes have completed the survey (how to do this is explained in the FAQs) and send a reminder out to staff if needed.

Thank you

Frequently asked questions

Q Why do you ask for the Key Stage information and pupil numbers?

A So the system can work out percentages for each mode of travel.

Q How can we keep track of which classes have completed their surveys?

A Log into STARS and click on the 'All Surveys' tab, select the 2023/2024 survey, you should then be able to see which of your classes have completed their surveys. (NB Only if they added their class name at the survey stage).

Q Why do we need to ask why pupils prefer to travel to school?

A This is to judge many pupils would like to travel to school by other modes of transport.

Q When will we be able to view the survey results?

A Modeshift STARS updates overnight so survey results will be able to view the following day, this is a good way to keep track of which classes have completed their surveys.

Q Do we need to survey all the pupils?

A Schools need to have surveyed at least 80% of pupils for the survey to count, once this figure has been reached the collated data will appear in the 'Student Modal Shift ' tab.

Q Is there another way to complete the survey?

A Schools could opt to complete a survey on paper and then input the collated data into STARS, please email tracy.aitken@northumberland.gov.uk for further guidance on this method.

Q How do we complete a staff survey?

A Once class teachers have completed and saved their pupil surveys, they should click on their school's unique survey link again and select 'Staff Individual' to complete their own surveys, if they have data for more than one member of staff they should use the Staff Collective option, multiple staff surveys can be added until all staff have been surveyed.



Survey Type Student Staff Individual Staff Collective

Suggested text to send to your colleagues:

Our school is undertaking a travel survey to find out how our pupils and staff get to school. We need 80% of pupils and 50% of staff to complete the survey to enable us to apply for Modeshift STARS accreditation.

Please could you follow the steps below to complete the survey:

- 1. Click here <insert your survey link here> to be taken to the Modeshift STARS system**
- 2. Enter the survey responses for your class. Please note, boxes shaded in yellow are mandatory and must have an entry; the totals entered for actual and preferred must be equal.**
- 3. Be sure to select the 'Save' option before closing the web page.**