



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

**END OF
COURSE
SURVEY**

**INSTRUCTION
MANUAL**

SURVEY

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FACILITATING THE SURVEY WITH LEARNERS' INSTRUCTIONS

Learner Instructions

This survey should be delivered with staff support and completed during class time towards the end of each course to ensure strong engagement and accurate results. Learners can complete the survey on their phones, laptops, or PCs by following the instructions below.

Using the Computer

WIFI Connection

Ensure you're connected to WIFI

VPN:

If applicable, turn off any VPN connection

Browser:

Use Microsoft Edge

Type:

<https://tinyurl.com/43srknsn> directly into the address bar, not the search bar

Login:

Use your WWETB email address and password

Permissions:

If prompted, select Allow on the app permissions dialog box

The Survey will now open

Using the Phone

WIFI Connection:

If your phone is not with an Irish provider, ensure WiFi is enabled

VPN:

If applicable, turn off any VPN connection

Type:

<https://tinyurl.com/43srknsn> directly into the phone's browser and not the search bar

or scan the QR Code and this will open Power Apps

**Important:**

Do not open the Power Apps app. Instead, select "Continue in browser" under the blue "Open App" button.

Login:

Use your WWETB email address and password

The Survey will now open

End of Course Survey Instructions

Please ensure the following questions are answered correctly
Country:
Centre:
Course: Select the correct PLSS code
Please answer all questions and click the submit button

Important: If you do not click the submit button, your feedback will be lost.

Figure 1 - End of Course Survey Learner Instructions

Alternative Instructions

This instruction page can be displayed on your Interactive Whiteboard or projector where possible. Alternatively, it may be printed and provided to learners if required. A Microsoft PowerPoint version of these instructions is also available, along with a short instructional video that can be shown to learners.

- [Learner Instructions](#) as shown in *Figure 1*
- [Learner Video Instructions](#)