

Dear user

These guidelines are designed to help you access and administer the wellbeing census (don't worry it is really easy!). The process is identical for both primary and secondary schools and is very simple; you'll likely need the help of your schools IT support the setup of the measurement. Having a knowledge of excel will also be useful. To compliment this guide we also have a tutorial video on the platform itself (in the procedure and tools section)

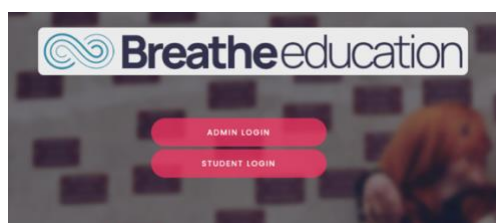
This guide provides instructions on how to:

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Accessing the Breathe Digital Platform.

Initially you will need to log-on to the Breathe Digital Platform by clicking the following link <https://breathe-schools.co.uk> or typing the address into your internet browser.



Use the admin login option and then sign in using the 'login id' and password given to you by your assigned assistant. If you have not received or have misplaced this information, then please contact your assistant (you will also likely have to carry out a quick security assessment to prove you are not a robot).

Registering Students

If you have carried out the survey before it is best to register all of your students again to ensure new students are registered – the system will recognise UPNs from previous registrations and add the new ones. This is also a good idea as it means your exported lists will be more easily matched up to your names of pupils for disseminating the survey.

How to prepare your initial spreadsheet

Whether you are going to manually code your data or use the auto import function (Capita SIMS and Bromcom users only) you will need to have downloaded a spreadsheet of the data required from your school management system. The data required will be (SIMS/BromCom data columns in brackets):

- UPN
- First Name
- Last Name
- Year Group (SIMS = Year, BroCom = Year Group)
- Ethnicity
- Gender
- SEND (SIMS = Need type description, BromCom = SEN)
- % Authorised Absence (BromCom = AA%)
- % Unauthorised Absence (BromCom = UA%)
- Free School Meals (SIMS = Eligible for free meals, BromCom = FSM)
- Postcode (partial)

If you are planning to carry out a mailmerge to disseminate the census you might want to add a pupil email column and populate with pupils emails (the system will ignore this data but it will already be on your register then when you reattach names – though you can also attach later)

(see below of an example of how it might look).

**Please note pupil's names are for your own reference and are not collected by the system at all*

**Postcodes are only partially collected so please just enter the entire postcode*

Example Spreadsheet

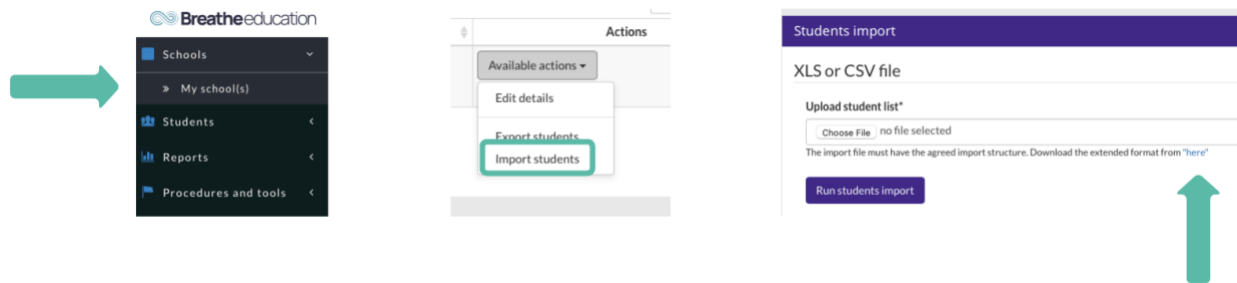
	A	B	C	D	E	F	G	H	I	J	K
	UPN	First Name	Last Name	Postcode	Year	Ethnicity	Gender	Need Type Description	FSM	% Authorised absences	% Unauthorised absences
1											
2	H8012000010001	Michael	Smith	B34 8RG	4	White British	M	Autistic Spectrum Disorder	Y	4.50	2.31
3	H8012000010002	Jenny	McNeil	B11 7DW	4	White British	M	No specialist assessment undertaken	Y	1.30	2.31
4	H8012000010003	Bradley	Adams	B27 8FX	4	White British	M	Social, Emotional and Mental Health	Y	2.30	2.30
5	H8012000010004	Susan	Davids	B48 9MQ	4	White British	F	Autistic Spectrum Disorder	N	8.12	3.23
6	H8012000010005	Patrick	McGurk	B16 2TI	4	White British	M	Autistic Spectrum Disorder	Y	0.00	0.00
7	H8012000010006	Imran	Ali	B4 2UC	4	Pakistani	M	Autistic Spectrum Disorder	N	0.00	0.00
8	H8012000010007	Josh	Scredeli	B7 4WQ	5	White British	M	Autistic Spectrum Disorder	Y	0.00	12.50
9	H8012000010008	Youseff	Sheriff	B18 3DV	5	Pakistani	M	Moderate Learning Difficulty	N	0.00	0.00
10	H8012000010009	Alena	Rahman	B64 8LN	5	Pakistani	F	No specialist assessment undertaken	Y	0.40	11.40

You will then need to perform something called small number suppression. You do this by deleting any **ethnicities** and **SEND type/need** in your school that occur **less than 5 times** in the data. For example, if you only have 3 pupils your schools data whose ethnicity is “Hong Kong Chinese” then please delete this ethnicity data for these pupils leaving them blank – the system will allocate these pupils ethnicity as “unknown”.

If you have any parents that that have requested their child to not take part you can leave them out or remove them from your list (please remove any residual blank rows created by removing pupils). Pupils will also be able to opt out when they begin the survey.

i) Manual import/coding

Once signed in to www.breathe-schools.co.uk you will need to **download the spreadsheet template** and populate with the students you wish to register on the census; you can do this by going via the “My School” tab, going to “Import students” (right hand side) and then clicking “here” on the student import screen.



Open the downloaded spreadsheet (it will be an .xlsx file) then cut & paste the students you wish to register from your SIMS spreadsheet; then code columns that need coding using the coding sheet in your school pack or from the platform **document library** (procedure and tools “how to”). If you leave a cell blank this will just register as not recorded; **(please note there is an accompanying tutorial on the platform under procedures and tools that demonstrates how to do this quickly)**. You can change the student pins to whatever number you like for example you can have individual passcodes for each pupil or if you wanted a ‘*school pin*’ you can enter any 4 digit pin i.e. “1111”. Alternatively, if you leave this column blank then no password/pin will be required for pupils to enter the survey.

Breathe Manual Import Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	No	UPN	First name	Last name	Postcode	School Year	Student pin	Ethnicity	Sex	SEND	Free school meals	Authorised Absence%	Unauthorised Absence%
2													
3													
4													
5													
6													
7													
8													
9													
10													

passcode/pin

	UPN	First Name	Last Name	Postcode	School Year	Student pin	Ethnicity	Gender	Need Type Description	FSM	% Authorised absences	% Unauthorised absences
1												
2	H8012000010001	Michael	Smith	B34 8RG	4	1111		1	1	2	2	4.50
3	H8012000010002	Jenny	McNeil	B11 7DW	4	1111		1	1	1	2	1.30
4	H8012000010003	Bradley	Adams	B27 8FX	4	1111		1	1	4	2	2.30
5	H8012000010004	Susan	Davidis	B48 9MQ	4	1111		1	2	2	1	8.12
6	H8012000010005	Patrick	McGurk	B16 2TI	4		White British	M	Autistic Spectrum Disorder	Y		0.00
7	H8012000010006	Imran	Ali	B4 2UC	4		Pakistani	M	Autistic Spectrum Disorder	N		0.00
8	H8012000010007	Josh	Scredell	B7 4WQ	5		White British	M	Autistic Spectrum Disorder	Y		0.00
9	H8012000010008	Youseff	Sheriff	B18 3DV	5		Pakistani	M	Moderate Learning Difficulty	N		0.00
10	H8012000010009	Alena	Rahman	B64 8LN	5		Pakistani	F	No specialist assessment undertaken	Y		0.40
												11.40

UPNs (use to order your spreadsheet)



Updated Coding Key for Wellbeing Census 2025.pdf

code your data using the coding sheet providing in your pack

When you are finished **name and save your spreadsheet**. Now return to the digital platform and import this spreadsheet into the digital platform using the **choose file** to locate the xls spreadsheet you just created and then click **“Run students import”**

Students import

XLS or CSV file

Upload student list*

Choose File

My School Import.xlsx

The import file must have the agreed import structure. Download the extended format from ["here"](#)

Run students import

Students import

Well done!

The import file has 12 entries, please check your entries to be sure that the import was successful.

XLS or CSV file

Upload student list*

Choose File

no file selected

The import file must have the agreed import structure. Download the extended format from ["here"](#)

Run students import

Notes

The import will ADD new students; existing students (by UPN) will be updated.
Please use the manual update/delete features to update or delete students.
The student UPN must be present - this is the unique student identifier.

Show

100

entries per page

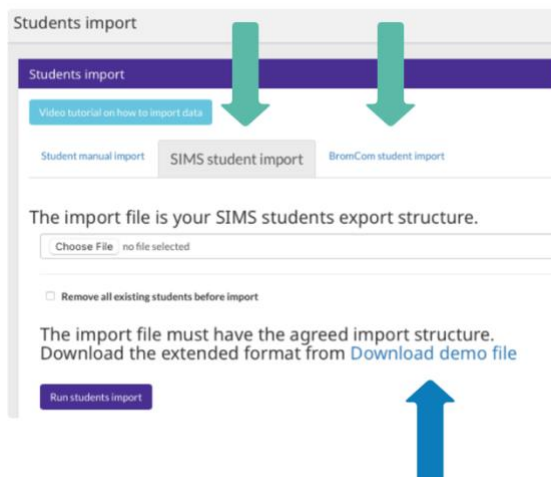
Search for:

Import status	UPN	Student pin	School	Student year	Student sex	Student ethnicity	SEND	Year group minus	Free school meal
NEW - imported	H8012000010001	1111	Birmingham Wellbeing School Test (Secondary)	7	M	White British	Communication & Interaction	Same as current year	no
NEW - imported	H8012000010002	1111	Birmingham Wellbeing School Test (Secondary)	7	F	Black Caribbean	None identified	Same as current year	yes
NEW - imported	H8012000010003	1111	Birmingham Wellbeing School Test (Secondary)	7	M	White British	SENH	Same as current year	yes
NEW - imported	H8012000010004	1111	Birmingham Wellbeing School Test (Secondary)	7	F	White British	None identified	Same as current year	no

Your pupils are now registered for the census 😊

ii) Automated import (SIMS and Bromcom users)

If your school uses Capita SIMS or Bromcom you can have your data auto-coded by the system. To do this you need to use import tabs on the import screen for you SMIS (School Management Information System). You can also download the template for your SMIS once the tab is click (this will give you the correct column headers – so you can just cut and paste your data into this template).



You'll want to prepare your spreadsheet and carry out small number suppression as outlined in *how to prepare your initial spreadsheet*. It should look like the something like the spreadsheet below (this is for Bromcom).

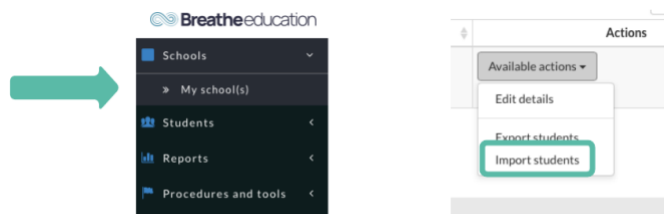
Add Column "Student pin" →

	A	B	C	D	E	F	G	H	I	J	K	L
	UPN	Forename	Legal Surname	Postcode	Year	Ethnicity	Gender	Need Type Description	FSM	% Authorised absences	% Unauthorised absences	Student pin
1												
2	H8012000010001	Michael	Smith	B34 8RG	4	White British	M	Autistic Spectrum Disorder	Y	4.50	2.31	1111
3	H8012000010002	Jenny	McNeil	B11 7DW	4	White British	M	No specialist assessment undertaken	Y	1.30	2.31	1111
4	H8012000010003	Bradley	Adams	B27 8FX	4	White British	M	Social, Emotional and Mental Health	Y	2.30	2.30	1111
5	H8012000010004	Susan	Davids	B48 9MQ	4	White British	F	Autistic Spectrum Disorder	N	8.12	3.23	1111
6	H8012000010005	Patrick	McCurk	B16 2TH	4	White British	M	Autistic Spectrum Disorder	Y	0.00	0.00	1111
7	H8012000010006	Imran	Ali	B4 2UC	4	Pakistani	M	Autistic Spectrum Disorder	N	0.00	0.00	1111
8	H8012000010007	Josh	Scredell	B7 4WQ	5	White British	M	Autistic Spectrum Disorder	Y	0.00	12.50	1111
9	H8012000010008	Youseff	Sheriff	B18 3DV	5	Pakistani	M	Moderate Learning Difficulty	N	0.00	0.00	1111
10	H8012000010009	Alena	Rahman	B64 8LN	5	Pakistani	F	No specialist assessment undertaken	Y	0.40	11.40	1111

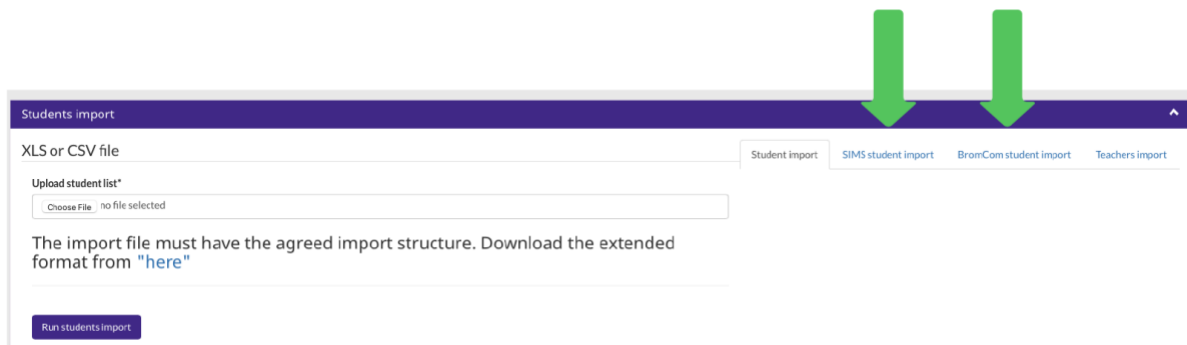
If you want to set student passwords then you will need to add a column titled "Student pin" at the end of your report and populate it with 4-digit passwords and save this spreadsheet. (please be aware these new columns headers need to be written exactly as they are here including capitalisation and space between words).

If you are planning to carry out a mailmerge to disseminate the census you might want to add an pupil email column and populate with pupils emails (the system will ignore this data but will already be on your register then when you reattach names – though you can also attach later)

You can now sign in navigate to www.breathe-schools.co.uk and go to the “My School” then “available actions” and then “import students”.



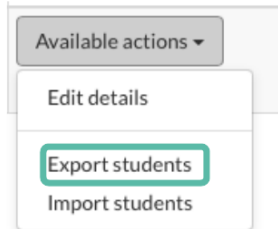
Again now you will need make sure you have clicked on the relevant student import function for your SMIS then upload your file via the “choose file” option. Our system will automatically search the report for the required data and code it into the system for you.



Your pupils are now registered for the census 😊

Creating your links (exporting your survey links for pupils)

Whichever way you have registered your pupils go back to **“my school”** and this time when you go back to available actions click on **“export students”**



You will now see your registered pupils with their pins, a URL and student code

Export function

Student pin

Student URLs

Student codes

All school students

#No.	UPN	First name	Last name	School	Student pin	Student measurement URL	Student code	Student year
1	H8012000010001			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/UPU7	JU9U7	7
2	H8012000010002			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/7zf2u	7zf2u	7
3	H8012000010003			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/6vRAC	6vRAC	7
4	H8012000010004			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/PyzyC	PyzyC	7
5	H8012000010005			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/Y34fK	Y34fK	7
6	H8012000010006			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/GNv44	GNv44	7
7	H8012000010007			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/7C5J5	7C5J5	8
8	H8012000010008			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/8Gc9b	8Gc9b	8
9	H8012000010009			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/sF2az	sF2az	8
10	H8012000010010			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/AEFTa	AEFTa	8
11	H8012000010011			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/2E1p1	2E1p1	8
12	H8012000010012			Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/byfAw	byfAw	8

Row 1 of 17 of 17 results

If you click on **“Export to XLSX”** this will download this to a spreadsheet. You can then filter both this spreadsheet ascendingly using the UPNs on both (ignore the #No column) then you can then cut and paste the names of your pupils back in your spreadsheet; now save this as your school census register.

A	B	C	D	E	F	G	H
All school students							
Don't forget to fill in the Student name after your export.							
#No.	UPN	First name	Last name	School	Student pin	Student measurement URL	Student code
1	H8012000010001	Michael	Smith	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/UPU7	JU9U7
2	H8012000010002	Jenny	McNeil	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/7zf2u	7zf2u
3	H8012000010003	Bradley	Adams	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/6vRAC	6vRAC
4	H8012000010004	Susan	Dauids	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/PyzyC	PyzyC
5	H8012000010005	Patrick	McGurk	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/Y34fK	Y34fK
6	H8012000010006	Imran	Ali	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/GNv44	GNv44
7	H8012000010007	Josh	Scredeli	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/7C5J5	7C5J5
8	H8012000010008	Youseff	Sheriff	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/8Gc9b	8Gc9b
9	H8012000010009	Alena	Rahman	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/sF2az	sF2az
10	H8012000010010	Alisha	Playnard	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/AEFTa	AEFTa
11	H8012000010011	Graham	Johnson	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/2E1p1	2E1p1
12	H8012000010012	Stephanie	Best	Birmingham Wellbeing School Test(Secondary)	1111	http://schoolspace.estaging.co.uk/scwbst/byfAw	byfAw

You can now delete the UPNs on your register. Remember to handle your school side spreadsheets in line with your school's data protection policies. You can destroy them once you have facilitated the survey.

Using the unique links and facilitating the measurement

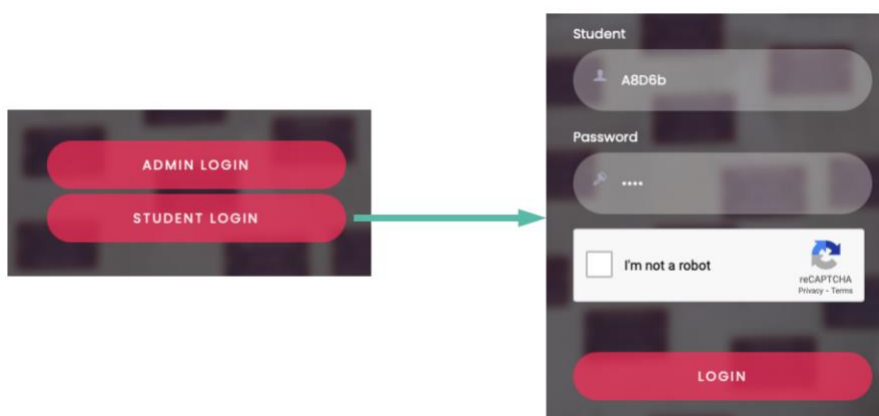
via email method

By far the simplest method; the student measurement URL can be used to access that pupils survey; you can use these links by sending each student their URL and pin via their email (just add a column on your spreadsheet with the pupils email next to the correct link); all pupils will need to do then is open the email click on the link (if they have one set) and they can then complete their survey. Here is a useful online tutorial on how to do this

<https://support.microsoft.com/en-gb/office/use-mail-merge-to-send-bulk-email-messages-0f123521-20ce-4aa8-8b62-ac211dedefa4>

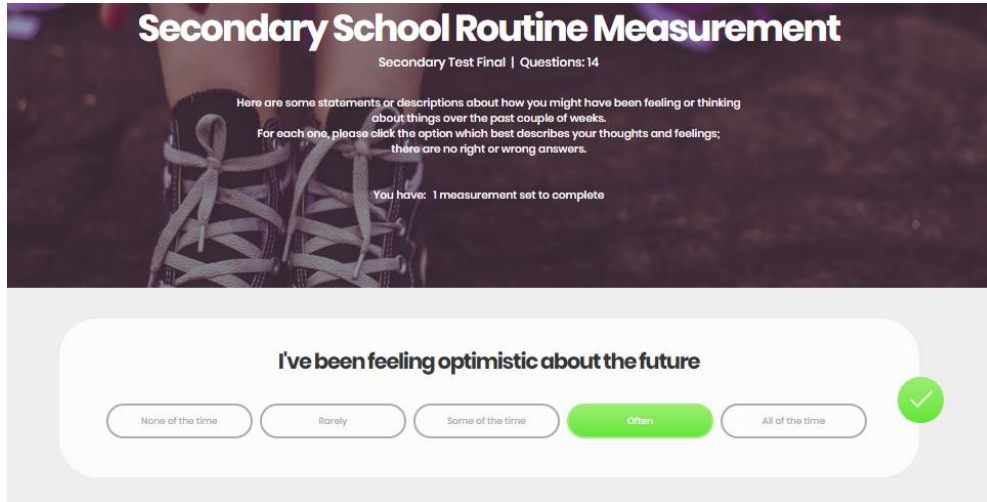
via manual method

If students cannot get access to email then a pupil can enter their **student code** (the 5 character code on your export sheet) manually. To do this you student will need to go to <https://breathe-schools.co.uk> (the digital platforms front page along) and click on students login; then can then enter their student code into the student login and pin (we would always advise setting a pin if using this method).

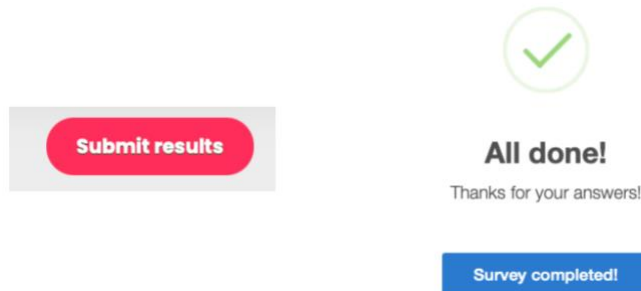


The diagram illustrates the login process flow. On the left, a menu with two red buttons is shown: 'ADMIN LOGIN' and 'STUDENT LOGIN'. A green arrow points from the 'STUDENT LOGIN' button to a login form on the right. The login form has a dark background and contains the following elements: a 'Student' label above a text input field containing 'A8D6b'; a 'Password' label above a text input field containing four dots; a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo; and a red 'LOGIN' button at the bottom.

Once a student clicks the link/enters their code and their pin (if one is set) they will be automatically directed to their survey (they will likely have to carry out a simple security test from google to make sure they are not a robot – usually picking out a few pictures).



Please note that a census is completed after pupils click submit at the bottom of the page. Pupils can then close the census page.





Deleting Students

If you have a request for data to be deleted or need to delete a student for whatever reason please contact your assistant or the research team so that we can delete them for you.

This is everything you will need to know in order to setup the measurement; however remember you also have an assistant that you can contact to help you with this process so please contact them or use the email below if you need further support.

Your Dashboard

We will need to carry out some calculations on the entire census population before we can create your dashboard. This is will likely be around in September you will be able to access this dashboard from the same screen that you signed into when setting up the survey.

Contacts:

Mr Colin Palmer: c.palmer@warwick.ac.uk