



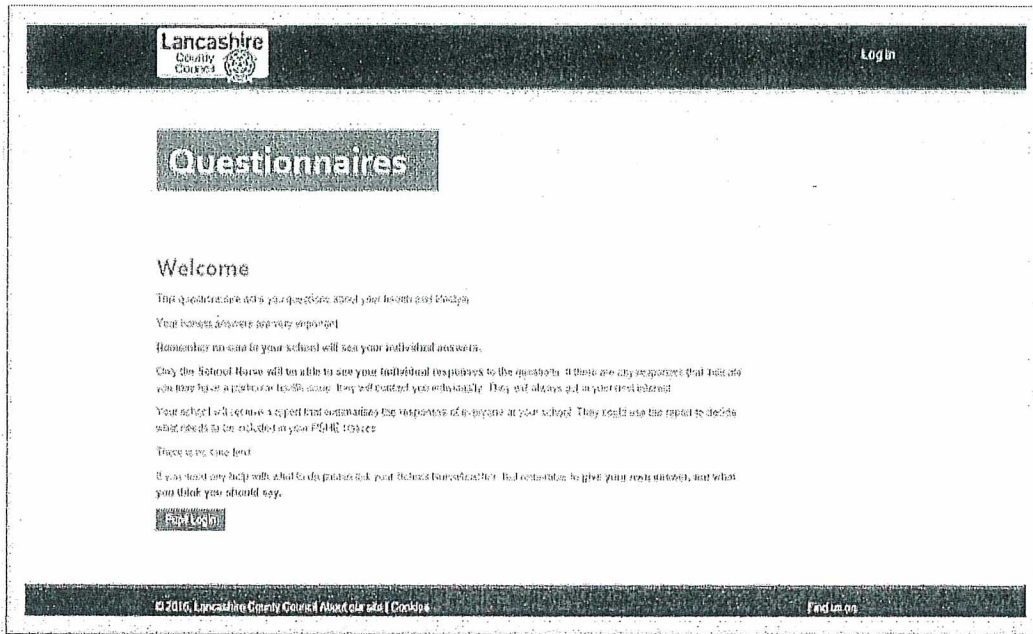
Health needs Assessment

Pupil Guidance Notes

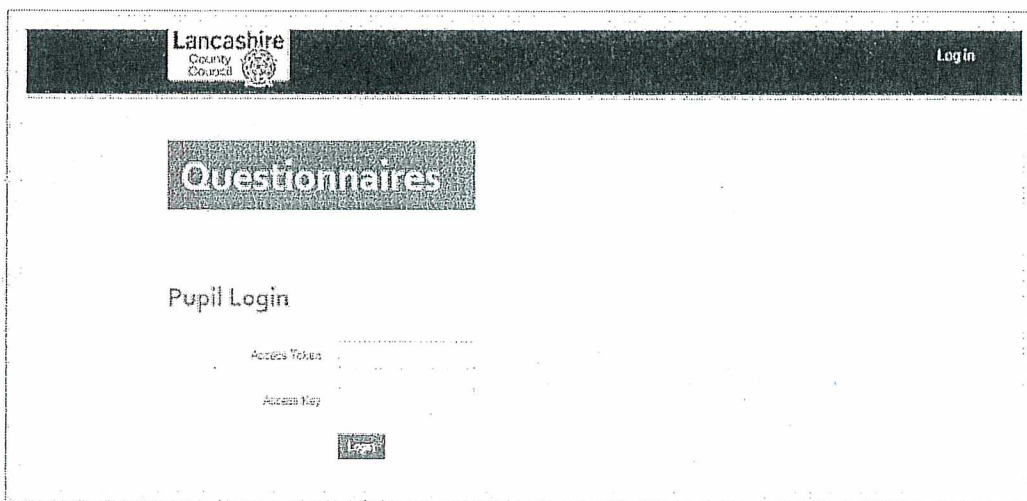
V1.1 November 2016

How to complete the questionnaire

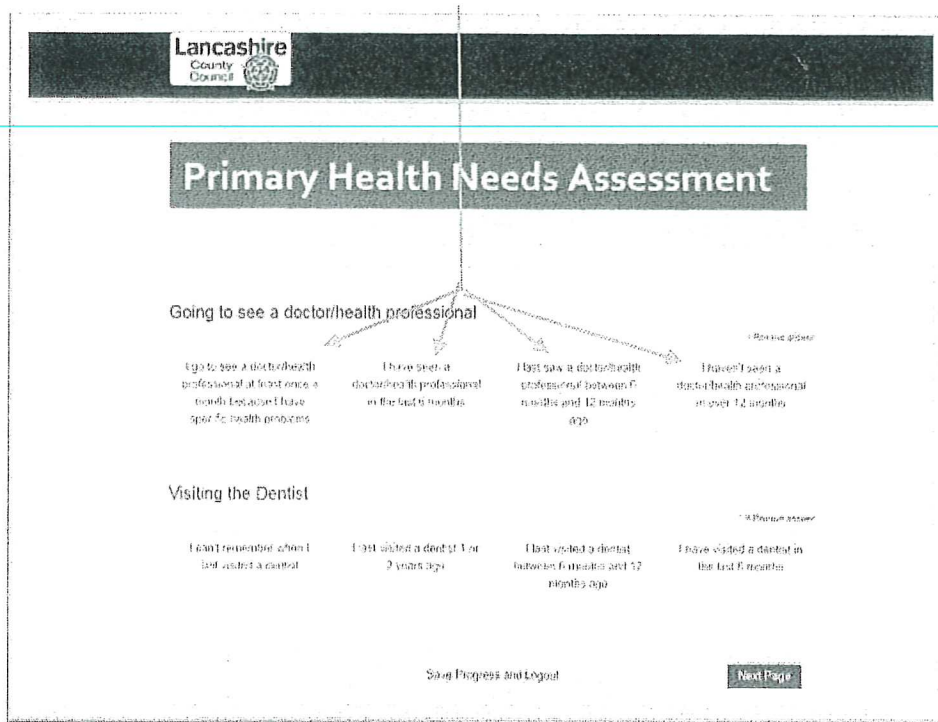
- Open the questionnaire at <https://lccsecure.lancashire.gov.uk/questionnaires/>
- Click pupil login



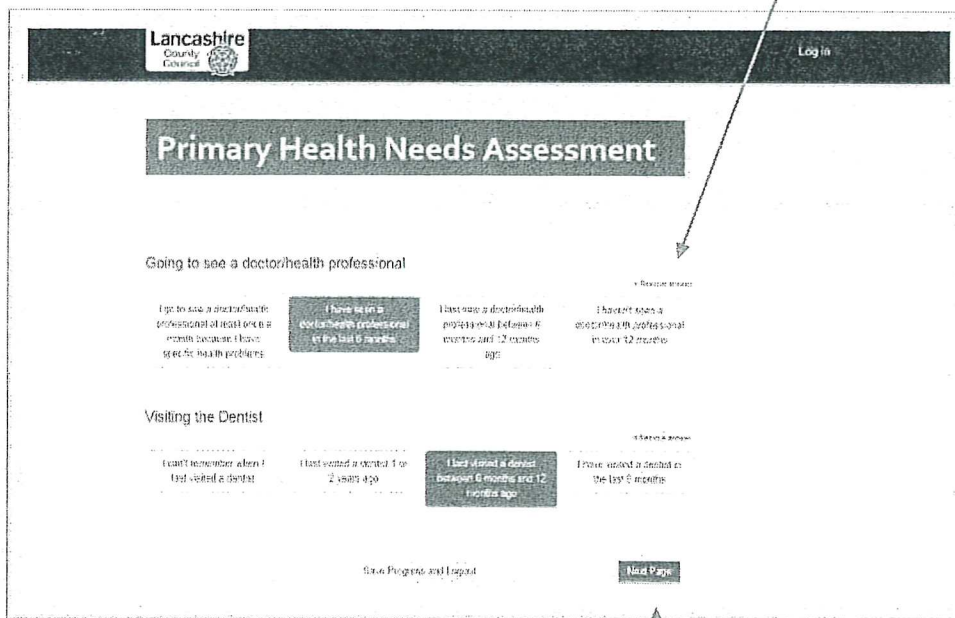
- Enter the log-in details and click login. You will be taken to the question screen



→ To answer a question click on the relevant answer

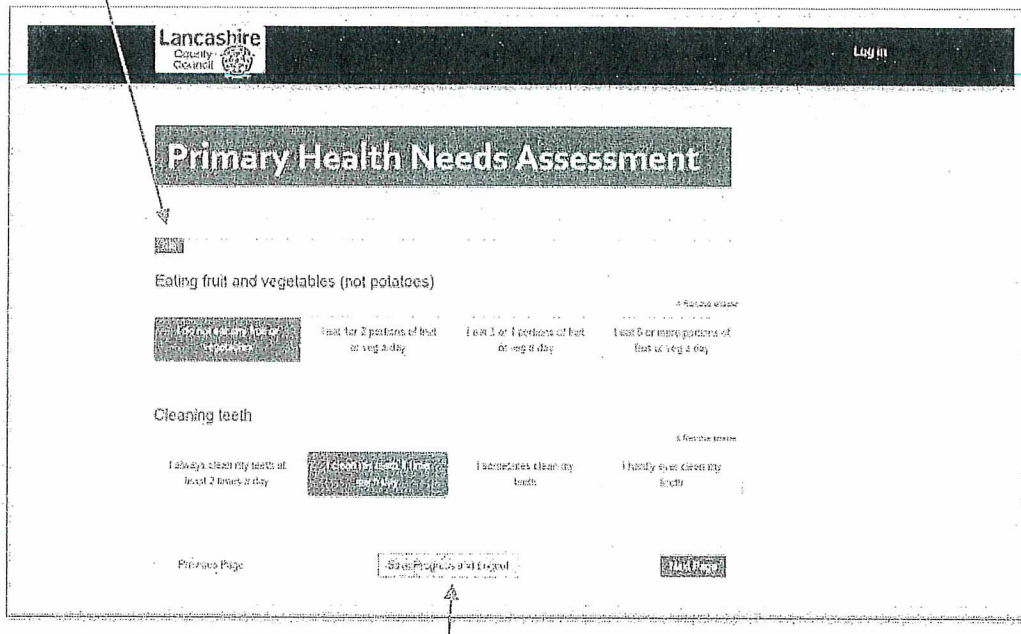


→ If you change your mind you can click on another answer and it will change your selection or alternatively you can click 'remove answer' at the top right of every question.



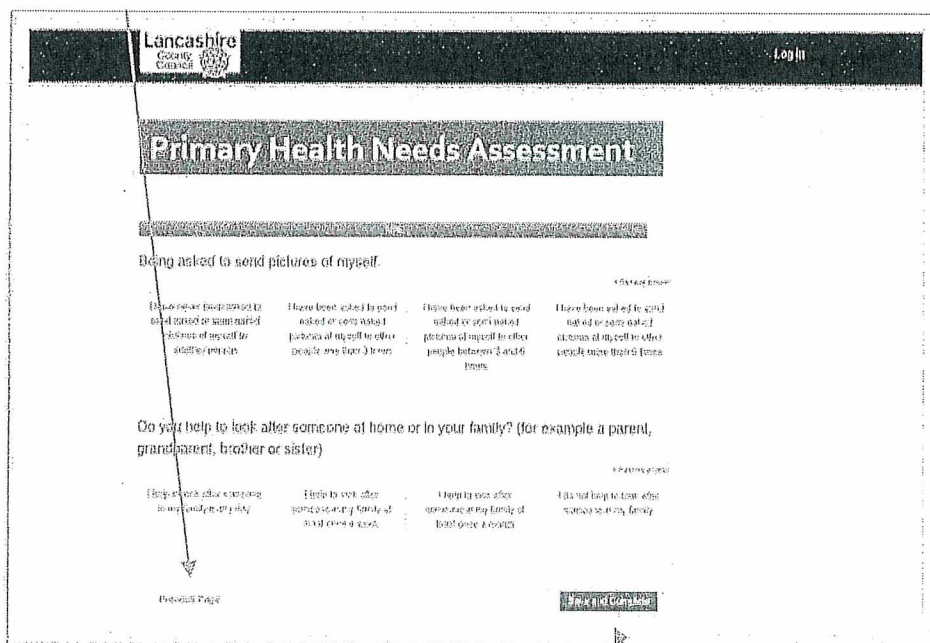
→ Once you have answered both questions on the page click next page at the bottom of the screen

→ Progress is shown at the top of each screen so you know how far you have to go before you complete the questionnaire.



→ If you need to stop the questionnaire e.g. if you don't get it finished during the lesson and will be coming back to it on another day click save progress and logout at the bottom of the screen. You have 5 days to complete the questionnaire.

→ You can go back to any question at any time by clicking the previous page button.



→ Once you have completed the questionnaire click 'save and complete' on the last page.