



Enhancing Catholic School Identity

The 'How To' Guide for the RESEARCH GROUP MANAGEMENT on the ECSI Website

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Introduction

Thank you for participating in the **Enhancing Catholic School Identity (ECSI)** research. This manual is meant to be used by principals and administrative personnel in schools that take part in ECSI. It will help guide you to manage the survey research in your school using the **Australian section of the ECSI Website**: <https://www.ecsi.site/au/>.

The manual consists of separate paragraphs that explain how to perform specific tasks, such as consulting the requested sample size, changing the school password, reviewing participation numbers in real time, accessing online graph results, and so on. You can study the manual as a whole, or you can isolate a paragraph and focus on one specific task. Each paragraph opens with a brief explanation of why a particular task is useful and for what reason(s) it should be performed. As the ECSI Website is further developed in the future, updated versions of this manual might be issued. Good luck administering the ECSI survey process!

1. How to enter the RESEARCH GROUP MANAGEMENT section

The RESEARCH GROUP MANAGEMENT section on the ECSI Website allows you to work behind-the-scenes as you manage the ECSI survey research in your school.

A. Go to the ECSI Website at the following URL: <https://www.ecsi.site/au>. On the top menu, click 'Assess'. Alternatively, click on the button 'ECSI Assessment Tools' in the yellow tile.

The screenshot shows the ECSI website homepage. At the top, there is a dark red navigation bar with the following items: 'Enhancing Catholic School Identity' (with a logo), 'Home', 'Foundations', 'Assess' (highlighted with a red box), 'Enhance', 'Practices', 'Learn', and a flag icon. Below the navigation bar is a large banner with the text 'ENHANCING CATHOLIC SCHOOL IDENTITY' and an artistic image of a figure holding a staff. The main content area is divided into several tiles:

- Foundations of Catholic Identity** (white tile): Text about pedagogical theology at the Catholic University of Leuven. Includes a button 'FOUNDATIONS OF ECSI'.
- Education and Scholarship** (white tile): Text about research and education opportunities. Includes a button 'ECSI EDUCATION AND SCHOLARSHIP'.
- Assessing Catholic Identity** (yellow tile): Text about online survey instruments. Includes a button 'ECSI ASSESSMENT TOOLS' (highlighted with a red box).
- Enhancing Catholic Identity** (light blue tile): Text about professional development tools. Includes a button 'ECSI RESOURCES AND PROJECT GUIDES'.
- Catholic Identity Best Practices** (pink tile): Text about project resources. Includes a button 'ECSI BEST PRACTICES'.

In the center of the page, there is a quote: "Preach the Gospel at all times. When necessary, use words." attributed to St. Francis of Assisi.

B. To enter the RESEARCH GROUP MANAGEMENT section, click 'Manage Your ECSI Study'.

The screenshot shows the 'Assessing Catholic Identity' page. The header includes the logo and navigation links: Home, Foundations, Assess, Enhance, Practices, Learn, and a flag icon. The main content area is divided into three sections:

- ECSI SURVEYS**: Describes surveys used to capture attitudes among students, teachers, staff, leaders, families, and other constituencies. A button labeled 'TAKE THE ECSI SURVEYS' is present.
- RESEARCH GROUP MANAGEMENT**: States that regional managers can use administrative functions in the ECSI data system. A button labeled 'MANAGE YOUR ECSI STUDY' is highlighted with a red border.
- ORGANISE ECSI RESEARCH WITH YOUR GROUP**: Offers an instructional clip on joining the ECSI research project. A button labeled 'WATCH THE PROCESS' is present.

C. Input the case-sensitive password **Klm321** and click 'Login'.

The screenshot shows a password login form. The header is identical to the previous screenshot. Below the header, a light blue banner reads 'This page requires a password to view.' Below this, the text 'Password:' is followed by a text input field containing the password 'Klm321' (represented by dots). A blue 'Login' button is positioned below the input field.

D. You have entered the RESEARCH GROUP MANAGEMENT section (formerly known as the 'Principal's Access Level').

As a group administrator, in this section you can (1) register a new research group, (2) login in an existing research group, (3) download manuals and instructions for ECSI research, (4) submit qualitative research data, and (5) get information about Opt-in ECSI Services and order those services.

The screenshot shows the 'RESEARCH GROUP MANAGEMENT' section of the website. At the top is a dark red navigation bar with the logo and text 'Enhancing Catholic School Identity' on the left, and menu items 'Home', 'Foundations', 'Assess', 'Enhance', 'Practices', and 'Learn' in the center. On the right of the navigation bar is a small Australian flag icon with a dropdown arrow. Below the navigation bar, the main heading is 'RESEARCH GROUP MANAGEMENT'. Under this heading, there are five main sections: 1. 'Register a new group' with a form for 'Enter your e-mail address:' and a blue button 'Send me an e-mail with the link to the group registration page'. 2. 'Login as administrator of an existing group' with a form for 'Group code:' and 'Administrator Password:', and two blue buttons: 'Login' and 'Reset password'. 3. 'Manuals & instructions' with a blue button 'Go to overview'. 4. 'Submit qualitative research data' with a brief description and a blue button 'Login with your group code and administrator password'. 5. 'Opt-in ECSI Services' with a brief description and a blue button 'Login with your group code and administrator password'.

2. How to enter the GROUP ADMINISTRATION page of a school

A. Enter the RESEARCH GROUP MANAGEMENT section by following the steps in paragraph 1.

B. **Login as an administrator of an existing group** by entering the **Group Code** and the **Administrator Password**. Both were assigned when your school was registered in the ECSI Website. In the state of Victoria, schools can also use their **E-number** as group code. If you wish to change your password, click on the '**Reset password**' button.

Login as administrator of an existing group

Group code:	<input type="text"/>
Administrator Password:	<input type="password"/>

Click on the '**Login**' button. This will take you to the GROUP ADMINISTRATION page for your school.

C. You are now in the GROUP ADMINISTRATION page. This page displays the information provided during the school registration process. The coloured buttons on the top menu can be used to perform certain tasks, described elsewhere in this manual.

E Enhancing Catholic School Identity
 Home
Foundations
Assess
Enhance
Practices
Learn
🇺🇲

Edit group registration data
Change password
Survey research results
Feedback
Disable invalid users
Logout

Group administration

You are logged in as administrator of:
Test School, Leuven (####)

On this page you can review your research group's registration data. Please make sure that the information on this page is accurate. It is especially important that the displayed population numbers match the actual population numbers at the time of the research. If required, you can update the information by clicking the menu option: "Edit group data".

Group registration data

Group code:	####
Group name:	Test School
Research Project:	ECSI Victoria 2021 Research
Survey Access Code:	#####

Describe in a few words the research undertaken:	ECSI Victoria 2021 Research
Select your E-number:	
School name:	Test School
Organisation type:	P-12 School
Location:	Leuven
State / Province:	Flemish Brabant
Diocese:	Mechelen-Brussels
Region:	Flanders
Zone:	
Confirmation that the above group information and population numbers are verified, revised and correct:	Yes, I verified and revised the group registration data and I confirm that they are correct.

Population numbers

Respondent groups	Total population	Requested sample size
Students P-4	267	(No participation required)
Students 5-6	67	63
Students 7-8	87	63
Students 9-10	98	61
Students 11-12	79	55
Students tertiary education	0	0
School staff (teachers & local leadership)	48	48
Parents (family units)	486	61
CEO Members	0	0

On the GROUP ADMINISTRATION page, the following information is made available:

- **Group Code:** a code that is uniquely assigned to your school. The **Group Code** begins with the letter 'i'. If you are in Victoria, you can also use your school's E-number to login to the GROUP ADMINISTRATION page.
- **Group name and location:** the name of your school, and the town or city it is located in (as every school is viewed as a 'group' of students, teachers, parents and staff).
- **Organisation type:** a code that indicates the study years offered by the school. This is usually indicative for the age of the students.
- **Survey Access Code:** meant to be distributed to all participants in the survey research. Give this code to all students, parents, teachers, leadership and staff who are invited to fill in the questionnaires.
- **State and diocese:** the state and Catholic (arch)diocese the school is located in.
- **Research Project:** the research project to which the present school registration belongs.
- **Population numbers:** the total number of people (head counts) in each respondent group at the time of the survey research. In principle, each of these individuals is invited to take part in the survey research. The aim is to draw a **representative sample** from each population.
- **Requested sample sizes:** automatically estimated numbers of expected respondents in order to obtain representative samples in each respondent group. These figures predict the number of students, staff members or parents who need to participate in the survey research so that their results are representative. Schools are to reach or exceed the requested sample size for all respondent groups. (The data for your school will differ from the example data shown here.)

3. How to look up the requested research sample in your school

To know how many people in your school should participate in the survey research in order to obtain **representative results**, please consult the table at the bottom of the GROUP ADMINISTRATION page:

Population numbers		
Respondent groups	Total population	Requested sample size
Students P-4	250	(No participation required)
Students 5-6	50	50
Students 7-8	60	58
Students 9-10	60	55
Students 11-12	60	53
Students tertiary education	0	0
School staff (teachers & local leadership)	120	74
Parents (family units)	360	57
CEO Members	0	0

In the first column, the various **respondent groups** are listed (not all of them apply to each school).

The second column shows the **total population numbers**: head counts of the people in each respective respondent group in your school.

The third column shows the **requested sample sizes**: the minimum number of participants for each group that is required to take part in the research. It is always advisable to at least reach or, preferably, exceed these minimum numbers as this will produce a sharper picture of your school's identity.

If you notice that any of the population numbers are inaccurate, please go to paragraph four of this manual and input the correct numbers. The requested sample sizes will update accordingly.

4. How to edit your school's registration data

Schools that wish to take part in the ECSI research need to register in the ECSI Webpage. See the *'How To' Guide for Registering a School in the ECSI Research* for more information on the school registration process.

After registration, it is possible to edit your school's registration data on the GROUP ADMINISTRATION page. In the top menu, click on the **'Edit group registration data'** button. You are then directed to the following page:

Enhancing Catholic School Identity
Home Foundations Assess Enhance Practices Learn

Back to group administration

Group administration

Edit group registration data

You are logged in as administrator of:
 Test school VIC 2021, Leuven (i0051)

Describe in a few words the research undertaken:

Select your E-number:

School name:

Organisation type:

Location:

State / Province:

Diocese:

Region:

Zone:

Population numbers

Respondent groups	Total population	Requested sample size
Students P-4	<input type="text" value="250"/>	(No participation required)
Students 5-6	<input type="text" value="50"/>	50
Students 7-8	<input type="text" value="60"/>	58
Students 9-10	<input type="text" value="60"/>	55
Students 11-12	<input type="text" value="60"/>	53
Students tertiary education	<input type="text" value="0"/>	0
School staff (teachers & local leadership)	<input type="text" value="120"/>	74
Parents (family units)	<input type="text" value="360"/>	57
CEO Members	<input type="text" value="0"/>	0

Confirmation that the above group information and population numbers are verified, revised and correct

Yes, I verified and revised the group registration data and I confirm that they are correct.

No, at this time I cannot yet confirm that the group registration data are complete and correct. I will verify and revise them at a later time.

Edit group registration data

It is important that this page contains accurate and **up-to-date information about your school**. Please make sure the information is always correct. It is especially important to verify that the population numbers reflect the actual population count in your school at the time of the survey research.

If you are certain that all the information on this page is correct, then check the option labelled: "*Yes, I verified and revised the group registration data and I confirm that they are correct.*" If you cannot (yet) confirm the information, then select "No" and make a note to return to the GROUP ADMINISTRATION page later in order to verify and, if necessary, modify your school's registration data.

Confirmation that the above group information and population numbers are verified, revised and correct	
<input type="radio"/>	Yes, I verified and revised the group registration data and I confirm that they are correct.
<input checked="" type="radio"/>	No, at this time I cannot yet confirm that the group registration data are complete and correct. I will verify and revise them at a later time.

After you have finished reviewing your school's registration data, click on the '**Edit group registration data**' **button** at the bottom of the page.

A **confirmation email** that lists the updated registration data will be sent to the email address of the person who registered your school in the ECSI Website.

5. How to customise your school's Administrator Password

Upon registration, each school receives a **Group Code** and an **Administrator Password**. If you wish, you can customize your school's password. To do this, login into the GROUP ADMINISTRATION page. In the top menu is a '**Change password**' button. Click on it and the following dialogue box appears:

Group administration

Change Administrator Password

Type your current Administrator Password:	<input type="text"/>
Type your new Administrator Password:	<input type="text"/>
Confirm your new Administrator Password:	<input type="text"/>

You can change your school's **Administrator Password** at any time and as often as you like.

Please keep in mind that the password should be composed of at least 6 characters (letters or numbers) and that it is case sensitive. It is advisable to use a unique string that is not used for other purposes. Fill in all three boxes and click on the '**Change password**' button.

Please take note of your new password!

6. How to give feedback to the ECSI Website developers

Do you have a comment, a suggestion or an idea regarding **the methodology or the technology** of the survey research? Don't hesitate to share it with the ECSI Website developers in the *Catholic University of Leuven*! User feedback is valuable and will be used to update and improve the process of empirical research on Catholic identity.

NB. It is better to give your feedback on **the theological and educational content** of the ECSI endeavour directly to your *Catholic Education Office* contact person.

To access the feedback form, go to the GROUP ADMINISTRATION page. In the top menu, click on the **'Feedback'** button and you will be taken to the feedback page that contains a simple form:

Group administration

Feedback

You are logged in as administrator of:
Test school VIC 2021, Leuven (i0051)

As Group administrator, you are invited to provide feedback on the empirical research.
Note: This feedback is linked to the Group Code, and is therefore not anonymous.

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Insert image, Help.

[Type your feedback here]

body p

Save feedback

Simply **type your feedback in the text input field**, apply layout if you wish, and click on the **'Save feedback'** button.

The ECSI Website sends an **automated email** that contains the date, the name of your school and your written feedback to three addressees:

1. to the KU Leuven website developers;
2. to the person who registered your school in the ECSI Website (this could be you);
3. and to your *Catholic Education Office* contact person.

If you need the KU Leuven website developers to reply to you, then mention this explicitly in your message and leave your name and email address.

7. How to deactivate 'invalid users'

Participation in the online ECSI surveys can be *invalid*. Examples of such situations are:

A test user. A registration was made just to trial the survey process, without filling in the surveys 'for real'.

A joker. Some respondents don't take the surveys seriously and (attempt to) act amusingly. They respond in a way that is inconsistent, improbable, unreliable, farcical or ridiculing. It is more likely that this is done by students than by adults.

An incomplete or double registration. A respondent registers and begins to fill in the surveys. Before reaching the end, he/she quits and is logged out, either accidentally or on purpose. Later, that person resumes his/her participation — not by logging in using the previous Login-ID, but by registering again for a second (or even third) time, starting over from the beginning. In such cases, an individual ends up being registered twice (or more) instead of only once. All redundant registrations are considered invalid and should be deactivated. One registration can remain, namely the one that is most complete and/or of the highest quality.

Someone who registered in the wrong school. A crucial step in the beginning of the registration process is indicating to which school one belongs. This is done by typing the [Survey Access Code](#) in the designated field (recommended) or by selecting the school from the dropdown list. If something goes wrong and a respondent ends up being registered in the wrong school, then he/she should log out and start over. The erroneous registration is invalid.

A student who registers as an adult, or an adult who registers as a student. Adults and students automatically receive different versions of the surveys. The first step for any respondent, after having selected a school, is to self-identify either as a student or an adult. Respondents who register in the wrong category and persist with the surveys, fill in the wrong survey versions. This renders their contribution useless. When detected, such respondents should be encouraged to start over with a new Login-ID. The erroneous registration is invalid and should be deactivated.

An incapable or inept user. It sometimes happens that a respondent has trouble with the survey content, language or difficulty level and runs aground. He/she admits that the task is too hard, and that his/her responses have little or no meaning and significance. The validity of the remaining data would increase if that user were deactivated.

If you doubt whether a user is invalid or not, you can always send a question to the website developers through the feedback form (see paragraph six of this manual: [How to give feedback to the ECSI Website developers](#)).

As the administrator of the research in your school, you are invited to **deactivate 'invalid users'**. You can do this yourself, using the ECSI Website. Deactivating invalid users is important for the accuracy of the survey in your school. You remove 'defective data' from your school's sample.

Every participant in the ECSI research is identified by a unique **Login-ID**. This code begins with the letter 'r', followed by a string of numbers. It is advisable to keep a list with the Login-IDs of all invalid users you encounter during the survey process. There is no need to collect those users' passwords as well; their Login-IDs will suffice.

To deactivate an invalid user, go to the Group Administration section. In the top menu, click on the **'Disable invalid users' button**. A text input field appears. Type the **Login-ID** of the invalid user and click on the grey button **'Deactivate user'**. Please note that invalid users can only be deactivated one at a time.

Group administration

Deactivate a user account

Enter a user's Login-ID and click "Deactivate user" to render this user INVALID.

Login-ID:	<input type="text"/>
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The data that was entered by deactivated users is not deleted from the database, but it is omitted in the automated graph results.

Please note that deactivation of a user cannot be reversed, so make sure to enter the correct **Login-ID**!

8. How to review your school's survey participation in real time

It is obviously useful to the administrator of the ECSI survey process in a school to know, at any moment, the **participation rates among the various respondent groups** in that school. To monitor in real time how the survey process in your school proceeds, go to the GROUP ADMINISTRATION page. On the top menu, click the **'Survey research results' button**. This leads you to the following page:

Enhancing Catholic School Identity Home Foundations Assess Enhance Practices Learn

Back to group administration

Group administration

Survey Research Results

You are logged in as administrator of:
Test school VIC 2021, Leuven (i0051)

To check your school's current participation rate, click the button labeled: "Participant numbers".

To view your school's current research results, click on any of the other buttons. Warning: results from small samples are unreliable. Be sure that the participation numbers satisfy the conditions before you interpret the results.

Participant numbers

Background variables

Results Doyle Questionnaire

Results PCB Scale

Results Melbourne Scale

Results Victoria Scale

Then click on the first blue button labelled **'Participant numbers'**. Please wait a few seconds (the more respondents there are, the more patience you might need). You will then see a detailed page with two tables and a graph. Here you can track down your school's current participation rates in detail. All figures are **updated in real time**.

[Back to survey results](#)

Group administration

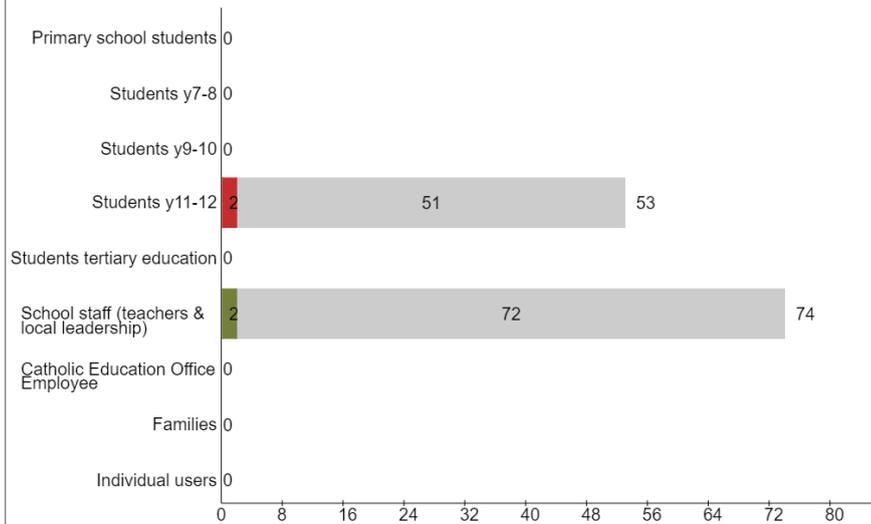
Participation numbers and representativity

You are logged in as administrator of:
Test school VIC 2021, Leuven (j0051)

This table shows the number of people who completed surveys.

	Everything completed	Started, not yet completed	Total	Requested Sample Size	Status
Primary school students	0	0	0	50	not started
Students y7-8	0	0	0	58	not started
Students y9-10	0	0	0	55	not started
Students y11-12	0	2	2	53	51 to go
Students tertiary education	0	0	0	0	
School staff (teachers & local leadership)	0	2	2	74	72 to go
Catholic Education Office Employee	0	0	0	0	
Families	0	0	0	57	not started
Individual users	0	0	0	0	
Total	0	4	4	347	343 to go

Participation numbers Test school VIC 2021



Relative participation numbers in relation to the total population

The next table shows the sample ratios of the different respondent groups and the sample ratio of the school as a whole. (In order to calculate these ratios, the population numbers must be registered correctly.)

	Population	Sample	Relative sample size
Primary school students	50	0	0.0%
Students y7-8	60	0	0.0%
Students y9-10	60	0	0.0%
Students y11-12	60	2	3.3%
Students tertiary education	0	0	0.0%
School staff (teachers & local leadership)	120	2	1.7%
Catholic Education Office Employee	0	0	0.0%
Families	360	0	0.0%
Total	710	4	5.00%

Let's break down this page and look at its components:

The table at the top of the page

	Everything completed	Started, not yet completed	Total	Requested Sample Size	Status
Primary school students	0	0	0	50	not started
Students y7-8	0	0	0	58	not started
Students y9-10	0	0	0	55	not started
Students y11-12	0	2	2	53	51 to go
Students tertiary education	0	0	0	0	
School staff (teachers & local leadership)	0	2	2	74	72 to go
Catholic Education Office Employee	0	0	0	0	
Families	0	0	0	57	not started
Individual users	0	0	0	0	
Total	0	4	4	347	343 to go

①

②

③

④

⑤

⑥

Column ①: contains nine respondent groups that are distinguished by the ECSI research, in their corresponding colours. Not all groups are present in a single school.

Column ②: shows how many people in each respondent group have completed the ENTIRE SET of surveys. These people have completed their contribution to the research.

Column ③: shows how many people in each respondent group have started but have not (yet) completed ALL the surveys. These people should be encouraged to complete their contribution to the research, if possible and convenient.

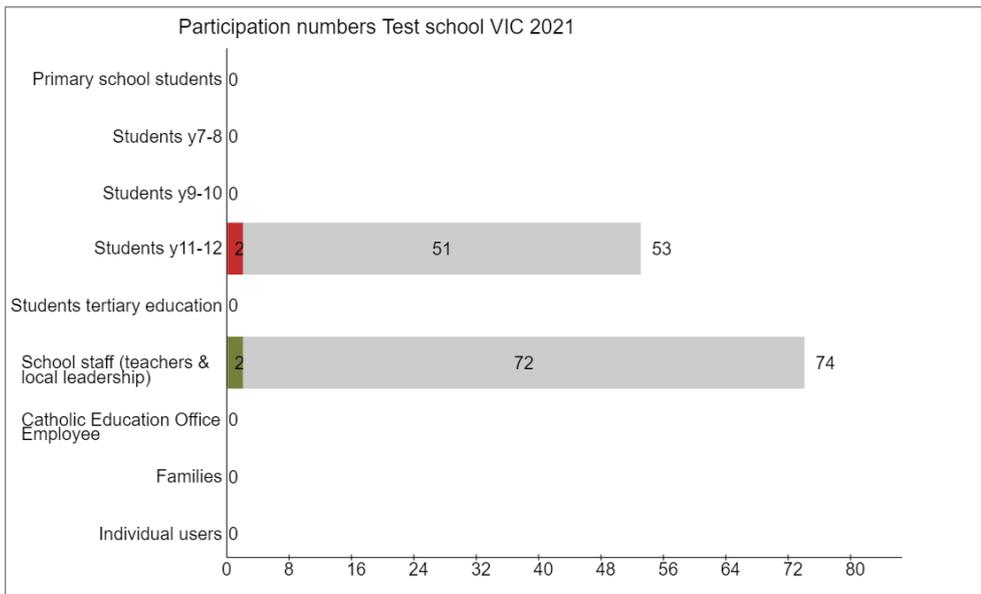
Column ④: contains the sum of columns 2 and 3. Here you see the total 'head count' of participants in each respondent group who have completed at least one survey in a valid way.

Column ⑤: informs you about the recommended minimal number of participants for each respondent group needed for representivity. This is referred to as the '**requested sample size**'.

Column ⑥: compares the achieved respondent count (column 4) with the 'requested sample size' (column 5). It mentions whether each respondent group has "not started", "achieved" or "exceeded" the desired respondent count. If you still lack respondents for representivity, this column mentions how many individuals are missing, e.g. "5 to go". Please encourage these people to register and participate.

The row at the bottom of the table contains the sum of the respondents in each column.

The graph in the middle of the page



This graph shows the number of respondents who completed at least one survey in a valid way (as indicated in column 4 in the table above it). The graph also compares the achieved number to the 'requested sample size'. The coloured part of each respective bar indicates the number of valid participants in each respondent group. If the minimum requested number has not yet been reached, then the difference between 'requested' and 'achieved' is stacked as a grey bar on top of the coloured bar, visualising the ratio between 'achieved' and 'requested'. The data labels indicate the exact values.

NB. Often it is difficult to obtain a representative sample for the 'families' cohort (cf. the dark blue bar at the bottom of the graph) — although some schools succeed. Nevertheless, it is important to include the views of the mothers and the fathers of the school children in the research on the Catholic identity of their school.

The table at the bottom of the page

	Population	Sample	Relative sample size
Primary school students	50	0	0.0%
Students y7-8	60	0	0.0%
Students y9-10	60	0	0.0%
Students y11-12	60	2	3.3%
Students tertiary education	0	0	0.0%
School staff (teachers & local leadership)	120	2	1.7%
Catholic Education Office Employee	0	0	0.0%
Families	360	0	0.0%
Total	710	4	5.00%

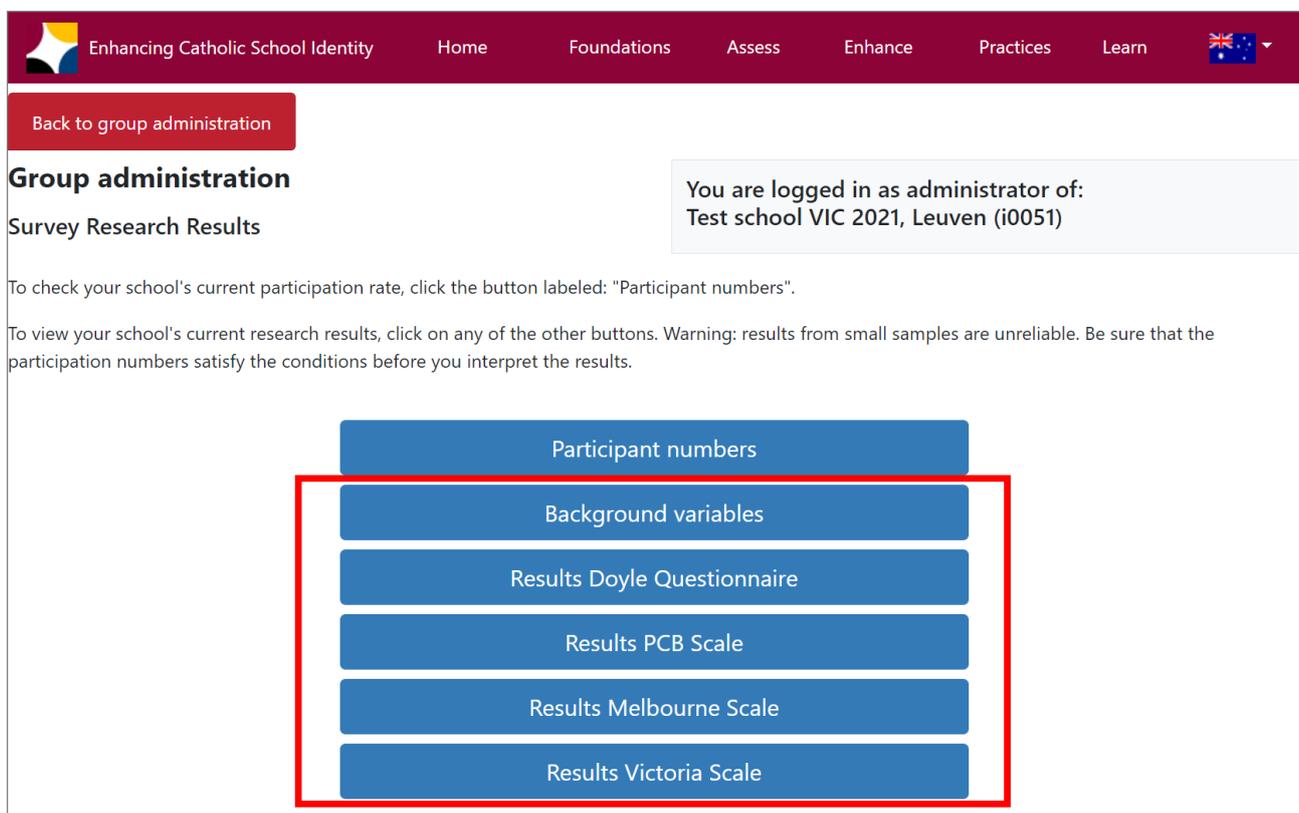
This table shows the 'sample ratio' of each respondent group, and of the school as a whole. This is the fraction, expressed as a percentage, between the achieved sample and the population at the time of the research. In this example, 5.00% of the total school population, families included, took part in the survey research.

9. How to view your school's online graph results

After schools have delivered a good research sample, the KU Leuven ECSI Team prepares a detailed **ECSI Research Report in PDF format** that contains the results in the form of carefully created tables and graphs. The data contained in these KU Leuven reports are the 'official' results of the research.

Next to these official results, it is possible to consult a **preview of your school's results** on the ECSI Website in the form of online tables and graphs created automatically in real time. The automated results are a close approximation of the official results in the ECSI Reports. There is no guarantee, however, that the automated results are 100% correct and reliable at all times. Deviations can be due to possible 'contaminations' of the raw data in the Website's server databases. The KU Leuven ECSI Team 'cleans up' the data before creating the official ECSI results.

To view your school's online graph results, go to the GROUP ADMINISTRATION page. On the menu at the top of the screen, click the **'Survey research results' button**. The following page appears:



The screenshot shows the ECSI Group Administration page. At the top, there is a navigation bar with the following items: Enhancing Catholic School Identity, Home, Foundations, Assess, Enhance, Practices, Learn, and a flag icon. Below the navigation bar, there is a red button labeled "Back to group administration". The main heading is "Group administration" and the sub-heading is "Survey Research Results". A grey box on the right indicates the user is logged in as administrator of "Test school VIC 2021, Leuven (i0051)". Below this, there is a message: "To check your school's current participation rate, click the button labeled: 'Participant numbers'." Another message follows: "To view your school's current research results, click on any of the other buttons. Warning: results from small samples are unreliable. Be sure that the participation numbers satisfy the conditions before you interpret the results." A list of blue buttons is shown, with a red box highlighting the bottom five buttons: "Participant numbers", "Background variables", "Results Doyle Questionnaire", "Results PCB Scale", "Results Melbourne Scale", and "Results Victoria Scale".

Clicking on one of the blue buttons opens a new browser tab that contains the results of the respective survey instrument. Depending on the number of respondents in your school's sample, it may take a little while to load each page – please be patient.



Note. Automated online results that are consulted *before a representative sample has been obtained* in all respondent groups – for example on a date prior to the deadline of the data collection period – may not be an accurate representation of the Catholic identity of your school and its members. It is advisable to wait until the surveys have been filled in by everybody before looking at the online graph results. The automated results are available, though, throughout the survey period.

Participant numbers

The **'Participant numbers' section** allows you to monitor in real time the survey participation rate of the members of your school community. This is explained in detail in paragraph eight of this manual: [How to review your school's survey participation in real time](#).

Background variables

The **'Background variables' section** contains results of the Profile Questionnaire. Here you find information on the personal profile of the school members, such as: gender, average age, faith in Christ, personal prayer life, church praxis, attitude towards the Catholic faith, and support for Catholic school identity.



Results Doyle Questionnaire

The **'Results Doyle Questionnaire' section** offers an insight into the profile of your school as an institution. Here you find information such as: features of Catholic school identity, belief in God at school, growing closer to God at school, growing in the Catholic faith, listening to the Catholic church leadership, levels of diversity at school, uniform practices, and so forth.



Results PCB Scale

The **'Results PCB Scale' section** delivers a series of graphs regarding the 'cognitive belief styles' of the people in your school¹. PCB Scale graphs all have a light blue background. At the top, you see the 'differentiated results', comparing the profiles of various respondent groups in your school. Then follow the results of the adult respondents (teachers, school leadership and parents). Finally, the results of the students are displayed.

Results Melbourne Scale

The **'Results Melbourne Scale' section** shows the profile of your school as an institution with regard to the ECSI typology of Catholic school identity models from a theological perspective, called the Melbourne Scale². Melbourne Scale graphs all have a beige background. This instrument measures Catholic identity at two levels: a factual level that describes the 'current practice' in your school, and a normative level that deals with the respondents' views on their 'ideal school'. At the top, you see the 'differentiated results' on the factual and the normative level, comparing the profile of various respondent groups. Then follow the results of the adult respondents (teachers, school leadership and parents). Finally, the results of the students are displayed.

Results Victoria Scale

The **'Results Victoria Scale' section** shows the profile of your school as an institution with regard to the ECSI typology of Catholic school identity models from a pedagogical perspective, called the Victoria Scale³. Victoria Scale graphs all have a light green background. Like the Melbourne Scale, this instrument measures Catholic identity at the factual and the normative level. At the top, you see the 'differentiated results', comparing the

¹ For a detailed guide, see The PCB Scale video at <https://www.youtube.com/watch?v=g9Xc1ceoNIE>.

² For a detailed guide, see The Melbourne Scale video at <https://www.youtube.com/watch?v=vFyzzgrvt5U>.

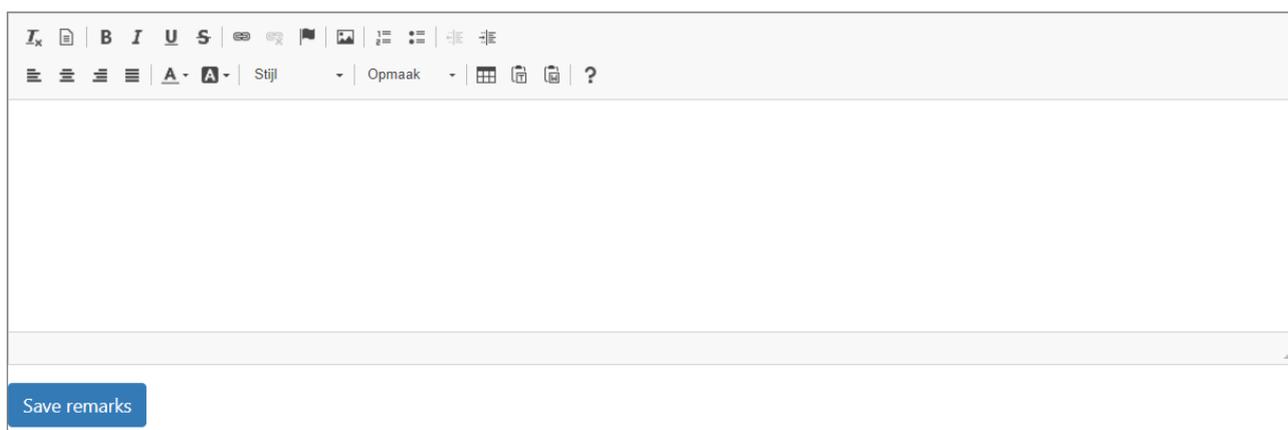
³ For a detailed guide, see The Victoria Scale video at https://www.youtube.com/watch?v=KHn_Kx0Mybo.

profile of various respondent groups. Then follow the results of the adult respondents (teachers, school leadership and parents). Finally, the results of the students are displayed.

Underneath each online graph is a little grey button labelled **'Save this graph'**. When you click on it, your internet browser receives the respective graph as a .PNG image file to download. You can save it on your computer. The file name contains your school's **Group Code**.

Save this graph

Underneath a set of scale graphs is a text input field that you can use to write and store your comments on the graphs' content and meaning. This is an optional functionality that you can use freely. Don't forget to click on the button **'Save remarks'**. The text that you type here is visible to all those with access to your school's GROUP ADMINISTRATION page. However, it will not be sent out automatically.



The image shows a screenshot of a web interface. At the top, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, and other functions. Below the toolbar is a large, empty text input field. At the bottom left of the input field, there is a blue button with the text "Save remarks".

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