



## Wellbeing Toolkit - 'How-To' Video

The Nurture-U Wellbeing Toolkit is powered by i-Spero®.

# What is the Nurture-U Wellbeing Toolkit?

- The toolkit helps you track your wellbeing and mental health over time, using an online platform on your phone or laptop.
- You can choose to set goals and targets by following wellbeing plans.
- The toolkit will recommend specific plans and advice according to your answers to the tracking questions.
- You can share your dashboard with anyone you like.

# Login

- Follow the link provided (email [nurture-u@exeter.ac.uk](mailto:nurture-u@exeter.ac.uk) if you don't have one)
- You must use your @exeter.ac.uk email address to set up an account
- Create your own password and click 'Create User Account'
- You will then be asked first to register, and then to consent to be part of the research.
- Read the information sheet and fill out the consent form.
- Then fill out your personal details and save.

**And you're in!**

# Your 'dashboard'

Actions tab: tells you which tasks you need to complete today

Upcoming tab: see actions and appointments

The dashboard for 'Hello Jemima' features a navigation bar with three tabs: 'Upcoming' (selected), 'Results', and 'History'. Below the navigation bar, there are three main sections:

- Actions:** A card with a warning icon and the text 'You currently have no assessments that need your attention'.
- Wellbeing plan:** A card with a plus icon and the text 'Add wellbeing plan(s)', accompanied by a 'View' button.
- Wellbeing Tracking:** A card with a bar chart icon and the text 'Wellbeing Tracking', accompanied by a 'View' button.

The 'Upcoming' tab is active, displaying a dropdown menu for 'Mood (validated PHQ9)' with a print icon. Below this is a section titled 'Mood (validated PHQ9) total score' which contains a line graph. The graph shows a single data point for '24/01/2023' with a blue dot. To the left of the graph are two mood icons: a red sad face and a green happy face.

Wellbeing plan tab: add or change your wellbeing plans

History: see a record of what you have done in the Toolkit



Wellbeing Tracking: view which questionnaires are available to track

Results: see results of questionnaires in graph form

# How to track your wellbeing



- On your 'Wellbeing Tracking' tab, you can choose which questionnaires to fill in to track your wellbeing
- Some questionnaires are mandatory as part of the research project.
- You can sign up to any of the others and choose the frequency of the questions.
- Once you've set them up, you will get an email or text reminder to complete your questionnaires
- They will appear in your 'Actions' tab, press 'Start Now' to fill them in.

Daily Sleep (Nurture-U student-co-created)

Off   Now



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Weekly Sleep (Nurture-U student-co-created)

Every week   Now



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Academic Study (Nurture-U student-co-created)

Off   Now

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Student Stress (Nurture-U student-co-created)

Every 2 weeks   Now

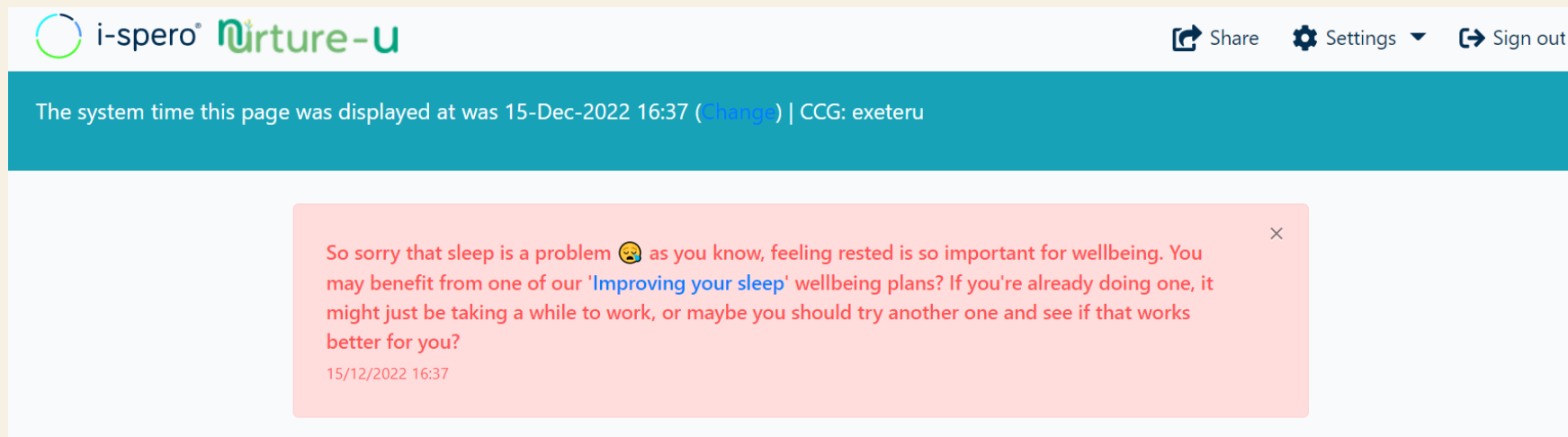
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[Update symptom monitoring settings and continue](#)

[← Back to Dashboard](#)

# How to track your wellbeing

- For most of the questionnaires, when you fill out your answers you'll receive feedback in the form of 'alerts' at the top of your dashboard.
- These might be positive, motivational messages if you're feeling well.
- Or if there's part of your wellbeing that you are struggling with, the alerts will advise you to look at our wellbeing plans or contact at University or healthcare service.



The screenshot shows a web dashboard header with the logo 'i-spero@virture-u' on the left and 'Share', 'Settings', and 'Sign out' links on the right. Below the header is a teal bar displaying the system time: 'The system time this page was displayed at was 15-Dec-2022 16:37 (Change) | CCG: exeteru'. A red alert box is centered on the page, containing the following text: 'So sorry that sleep is a problem 😞 as you know, feeling rested is so important for wellbeing. You may benefit from one of our ['Improving your sleep'](#) wellbeing plans? If you're already doing one, it might just be taking a while to work, or maybe you should try another one and see if that works better for you?'. The alert includes a close button (X) in the top right corner and a timestamp '15/12/2022 16:37' at the bottom left.

# PLEASE NOTE

- Your answers are NOT monitored by anyone in the Nurture-U team or University wellbeing service.
- If you need immediate help with your mental health and wellbeing, please visit your nearest accident and emergency department, or contact your GP.
- Samaritans (call: 116 123) and Maytree (call: 020 7263 7070) are registered charities which have someone on the other end of the telephone line 24/7.

# Wellbeing Plans

- You can also choose to start your own Wellbeing Plans at any time.
- These are stored under different topics, which you'll find on the dropdown menu.
- You can make your own goals and targets, and set reminders, when you start a plan.
- Once a plan is set up you'll be able to see it on your dashboard.
- You can edit or stop a Wellbeing Plan at any time by clicking on it, then selecting the 3 dots on the wellbeing card.



## Improving your sleep

Your sleep is a big factor in your wellbeing and productivity. It's easy to get stuck in a cycle of bad sleep and feel like there's nothing you can do.

Student Minds have some excellent tips about how

Show more

Select which activity you are going to do

Select a plan

Goal and target

Add wellbeing plan and continue



# 'Upcoming' tab

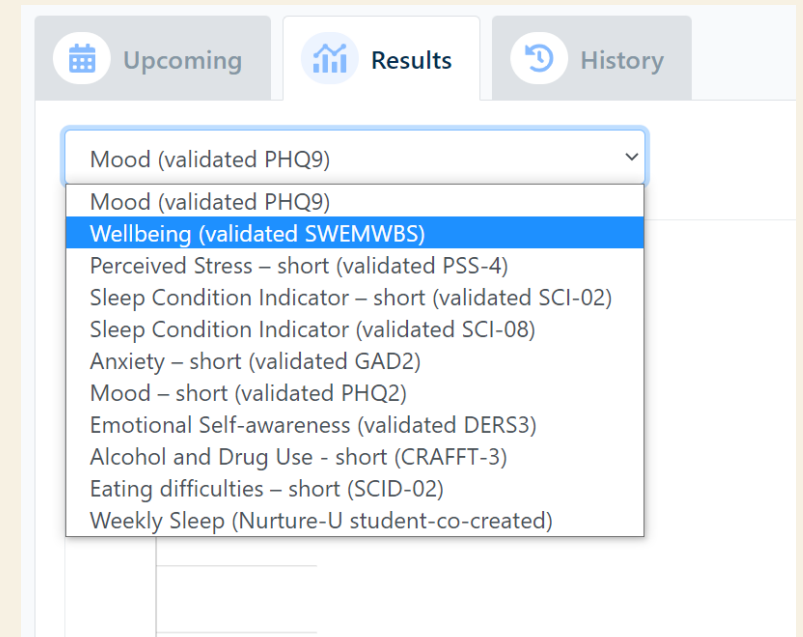
- You can view any questionnaires or appointments on this tab
- You can view / update reminders by pressing the 'View' button

The screenshot shows a user interface with three tabs: 'Upcoming' (selected), 'Results', and 'History'. Below the tabs, the title 'Upcoming activities' is displayed. To the right of the title are a 'Filter by' dropdown menu and a print icon. A vertical timeline on the left side of the activity list shows dates: 22/12/2022, 12/01/2023, and 26/01/2023. Each date is associated with one or more activity items, each featuring a 'View' icon (a magnifying glass over a line graph) and a blue bar on the left. The activities listed are:

- 22/12/2022: Assessment questionnaires at Weekly
- 12/01/2023: Assessment questionnaires at 4 Weeks
- 12/01/2023: Wellbeing Plan Feedback for Improving your sleep Self-help workbooks Wellbeing plan
- 26/01/2023: Assessment questionnaires at 6 Weeks

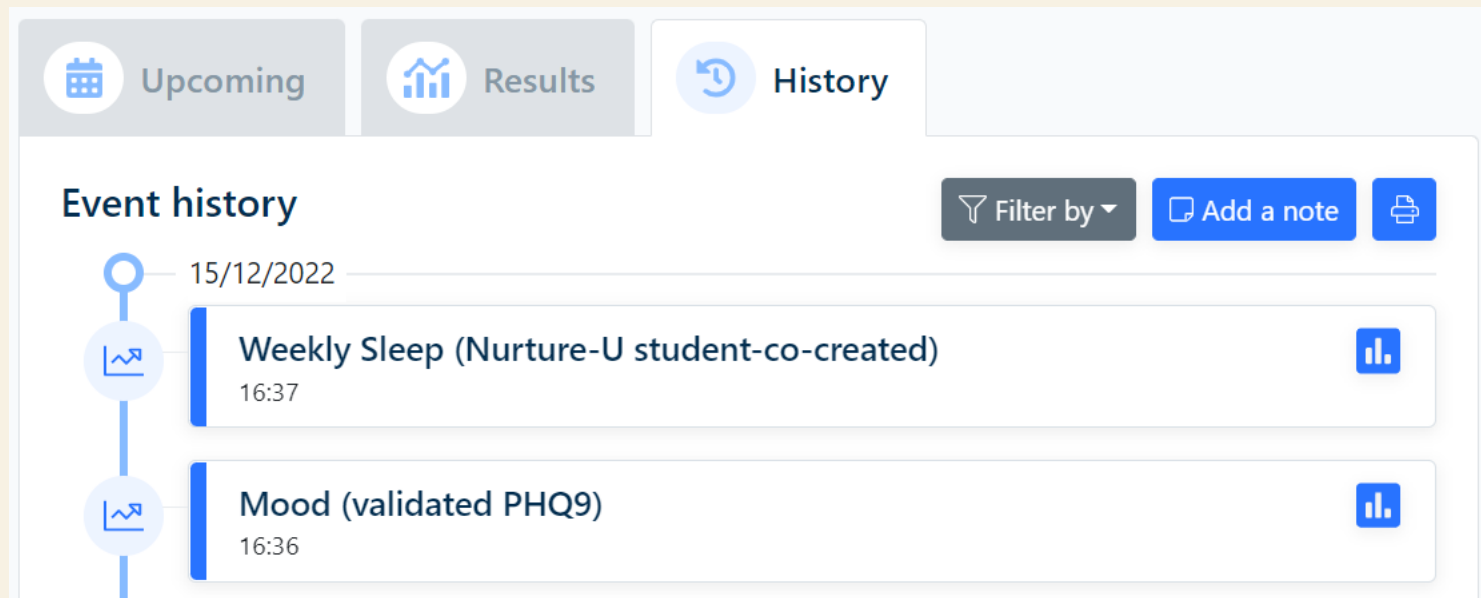
# 'Results' tab

- You can view the results of the questionnaires you've filled in over time
- Use the dropdown menu to look at different graphs



# 'History' tab

- You can click through your previous answers in more detail
- The 'filter' option helps you narrow down your search (e.g. reminders, messages, wellbeing plans)

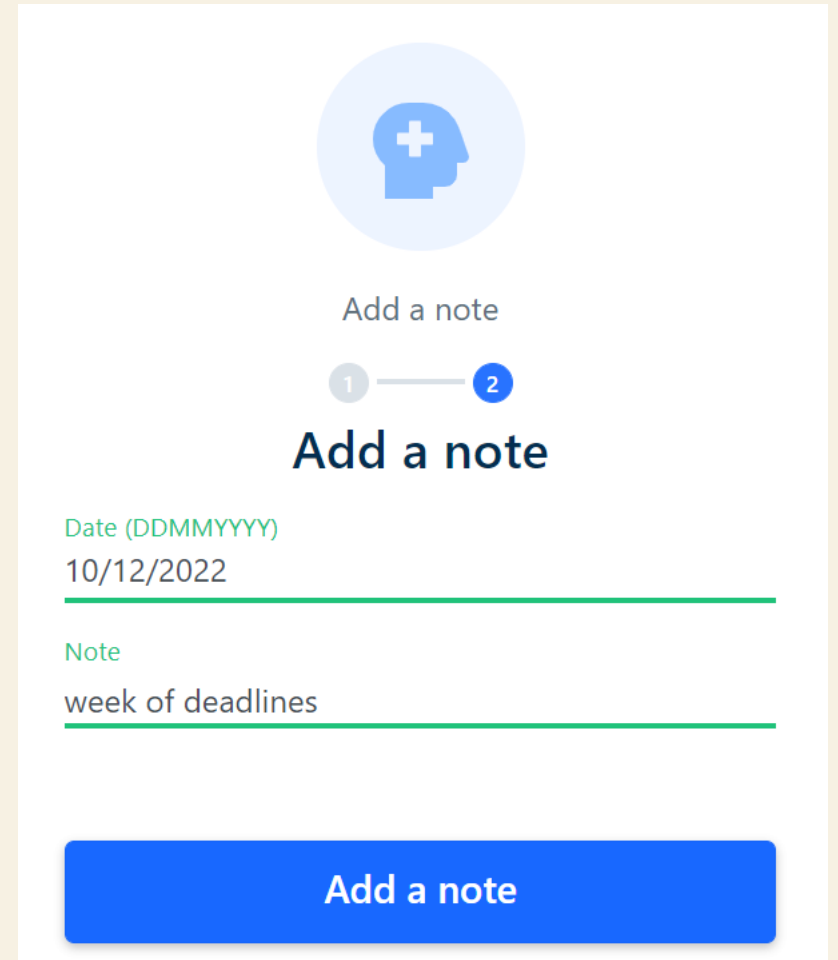


The screenshot displays the 'History' tab of the Nuture-U application. At the top, there are three navigation tabs: 'Upcoming' (calendar icon), 'Results' (bar chart icon), and 'History' (clock icon). Below the tabs, the 'Event history' section is visible. It includes a 'Filter by' dropdown menu, an 'Add a note' button, and a print icon. The event history is dated 15/12/2022 and lists two events:

- Weekly Sleep (Nuture-U student-co-created)** at 16:37, with a bar chart icon.
- Mood (validated PHQ9)** at 16:36, with a bar chart icon.

# Adding a Note

- Under the 'History' tab you can click 'add a note'.
- This allows you to keep track of why you might have been feeling a certain way, or anything else you would like to keep track of.



The screenshot shows a mobile app interface for adding a note. At the top, there is a blue circular icon containing a white head profile with a plus sign inside. Below this icon, the text 'Add a note' is displayed. A progress indicator consists of two circles connected by a horizontal line; the first circle is grey with the number '1', and the second circle is blue with the number '2'. Below the progress indicator, the text 'Add a note' is written in a larger, bold font. Underneath, there are two input fields. The first is labeled 'Date (DDMMYYYY)' in green text and contains the value '10/12/2022'. The second is labeled 'Note' in green text and contains the value 'week of deadlines'. At the bottom of the form is a large blue button with the text 'Add a note' in white.

# Share with others

- You may want to share your dashboard and results with someone who is providing you care (e.g. a doctor or wellbeing practitioner), or family or friends.
- To do this, select 'Share' on your dashboard and type the email of the person you wish to share it with.
- An invitation with a Share Access Code will be sent to the person. They must use this within 3 hours.



## Share my i-spero student record

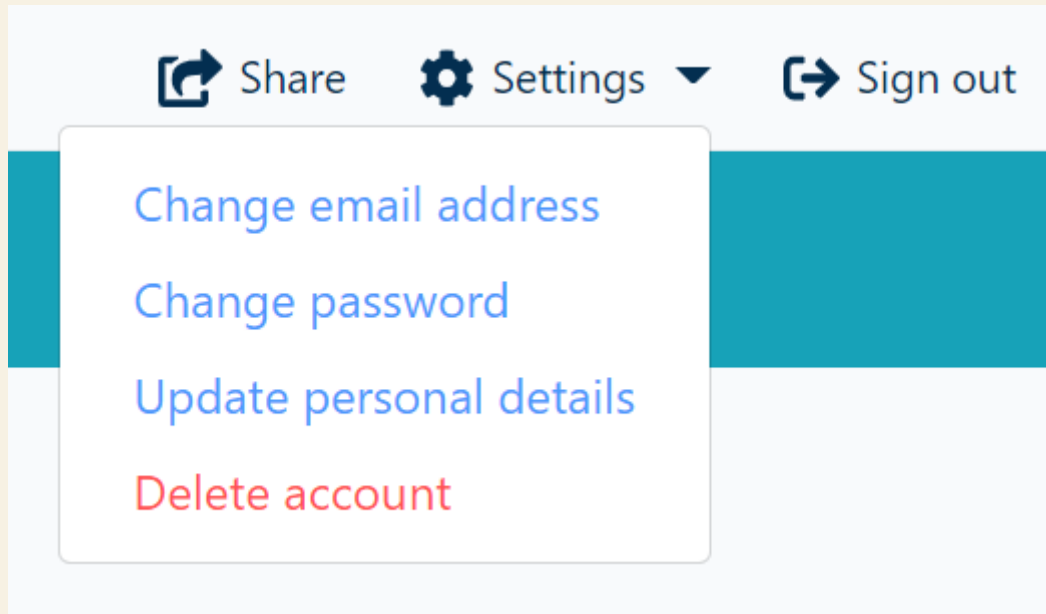
Share your i-spero student record with someone else by providing their email address below. You will be presented with an access code, please give this to the email recipient.

Email address

friend@gmail.com

I confirm that by pressing the button below I will be sharing access of my i-spero student record with the email recipient above.

# Changing / Deleting your account



- Click on the 'settings' icon at the top of the screen.
- Select which details you want to change.
- Or press 'Delete account' to delete at any time. This cannot be undone.



**Thank you for supporting our research!**

Any questions or comments, please email [nurture-u@exeter.ac.uk](mailto:nurture-u@exeter.ac.uk)

More information at [www.nurtureuniversity.co.uk/wellbeingtoolkit](http://www.nurtureuniversity.co.uk/wellbeingtoolkit)

Or follow us on Instagram: [@nurture\\_uni](https://www.instagram.com/nurture_uni)