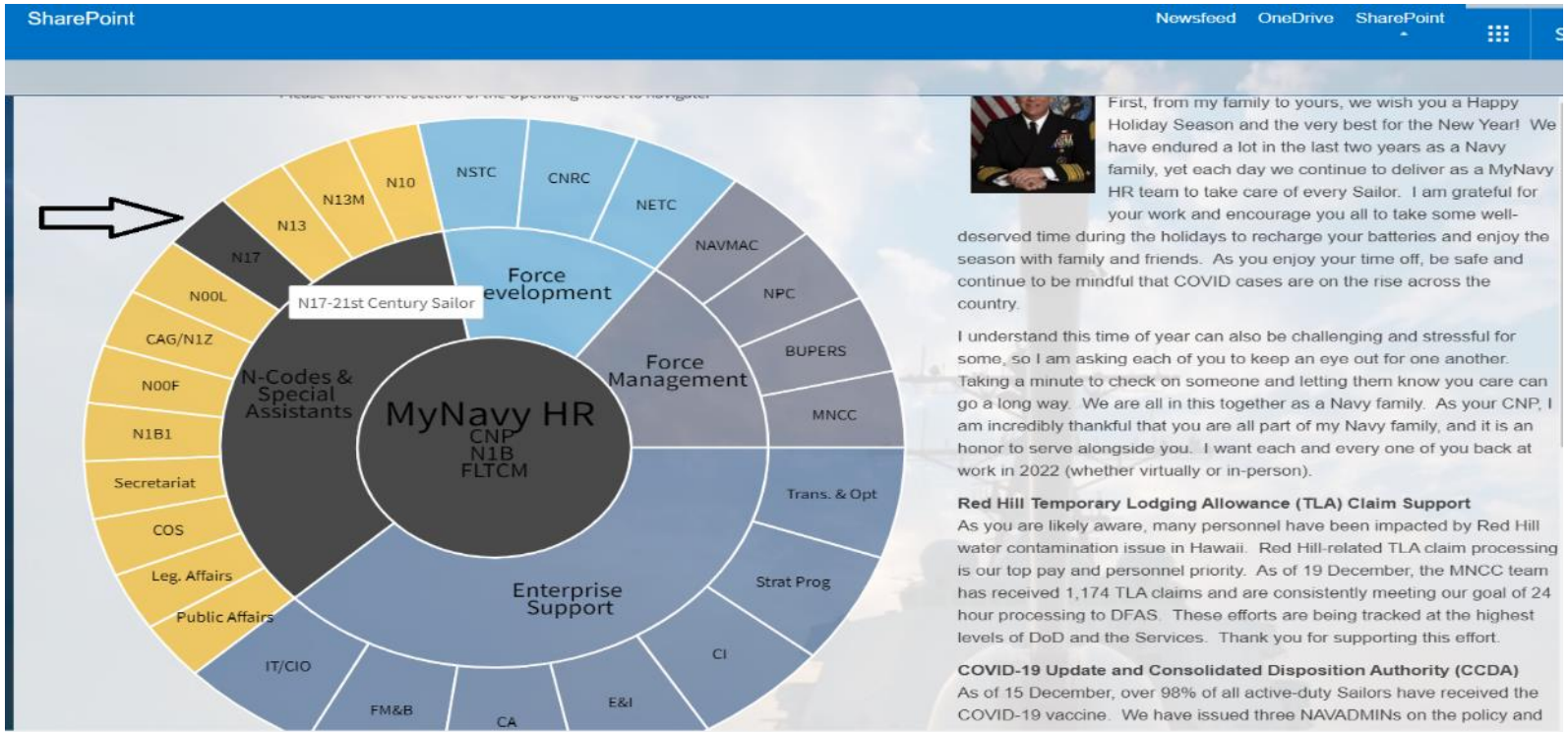
Building a Stress-O-Meter in SharePoint 2013/2016/2019

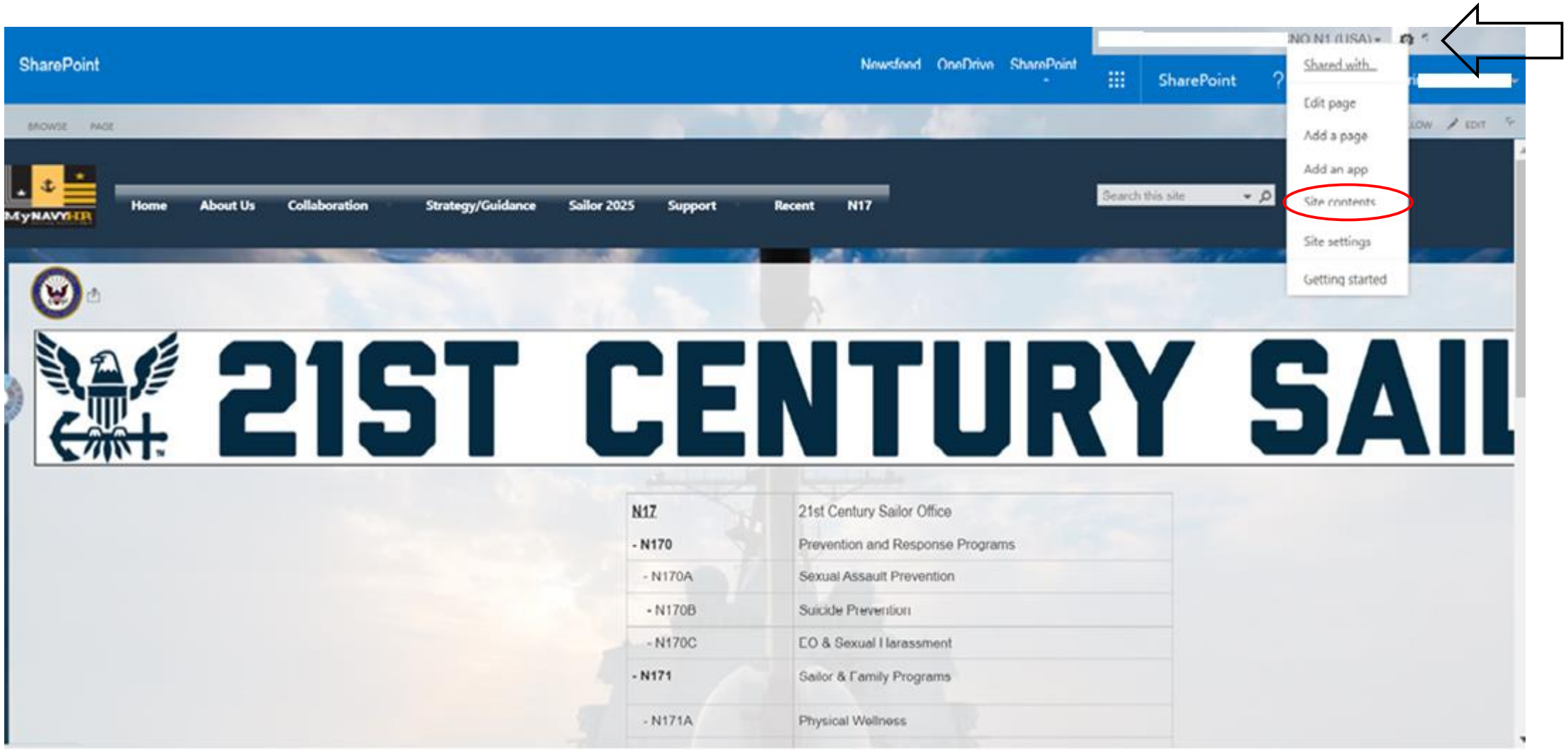
Instructions

- This brief uses screen grabs from the MyNavyHR SharePoint site which runs SharePoint 2019. Accordingly, the splash pages and page content will differ from the content at your command. The menu choices and dropdown menus, however, are consistent across SharePoint 2013/2016/2019 Platforms.

If the SharePoint site you use hosts multiple commands, you will need to select your command. If you are the only command on your SharePoint site, you can skip this step

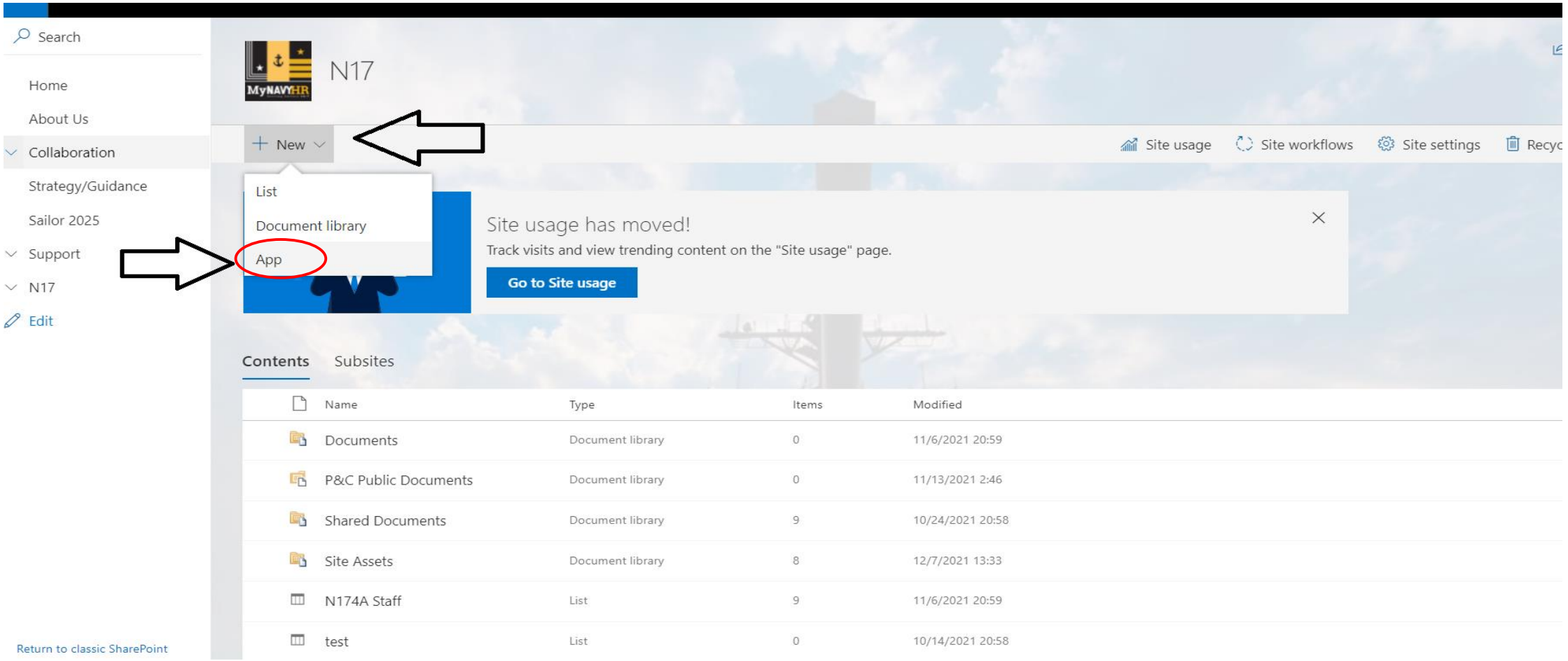


Click on the gear in the upper right corner. Select “Site Contents” from the menu.

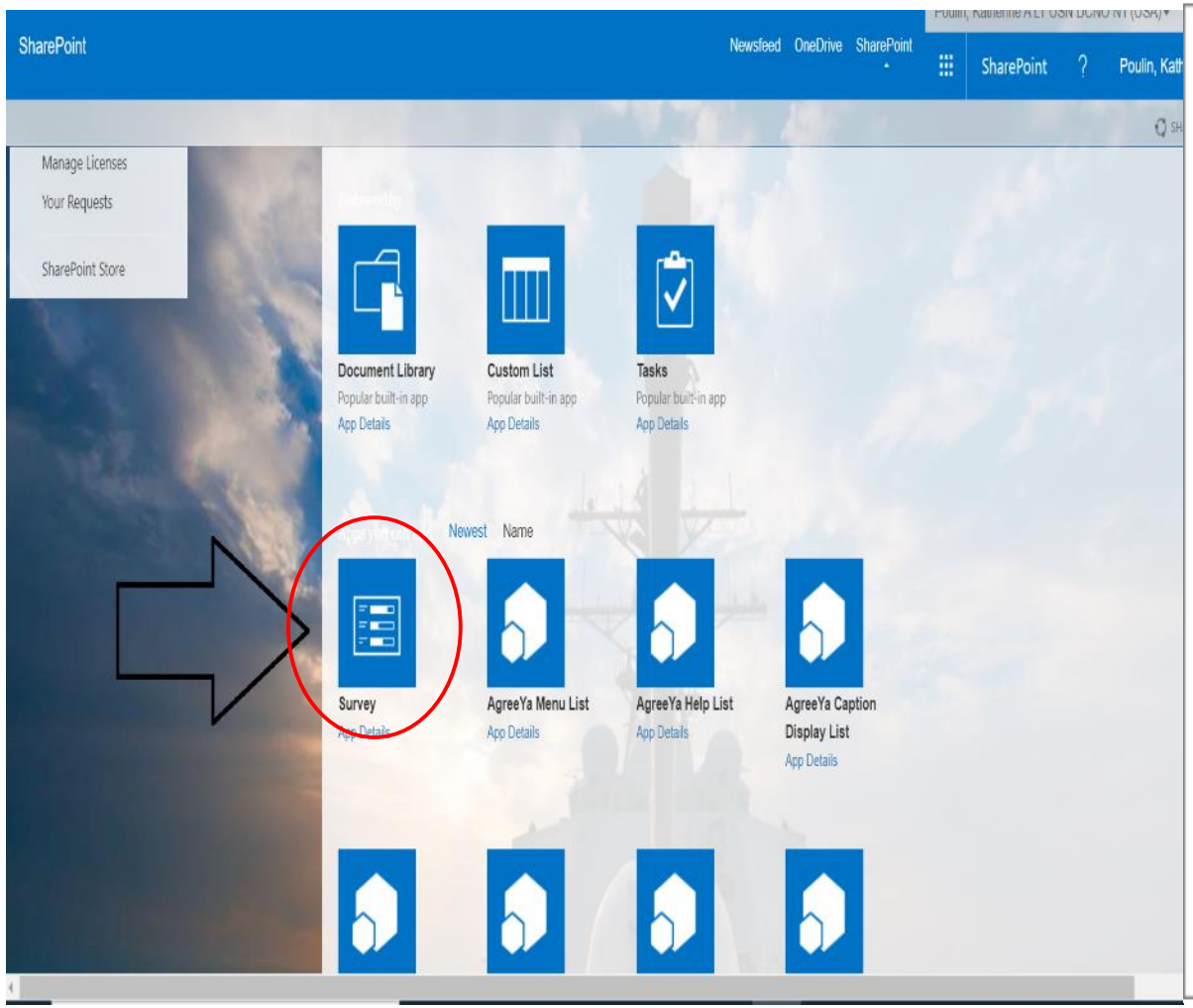


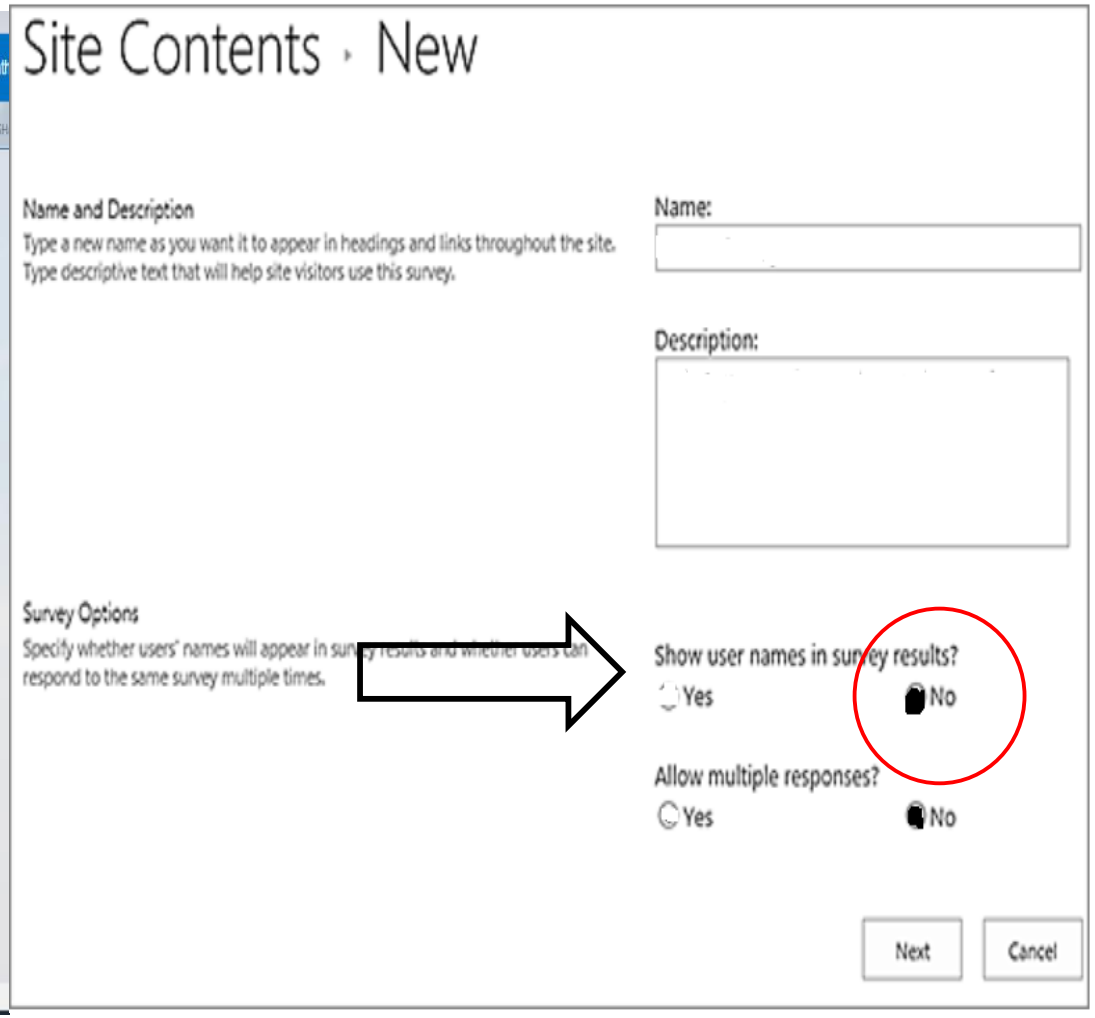
STEP #1 Setting up the Survey

To create the Stress-O-Meter survey, select “New” and then click on “App” from the menu.

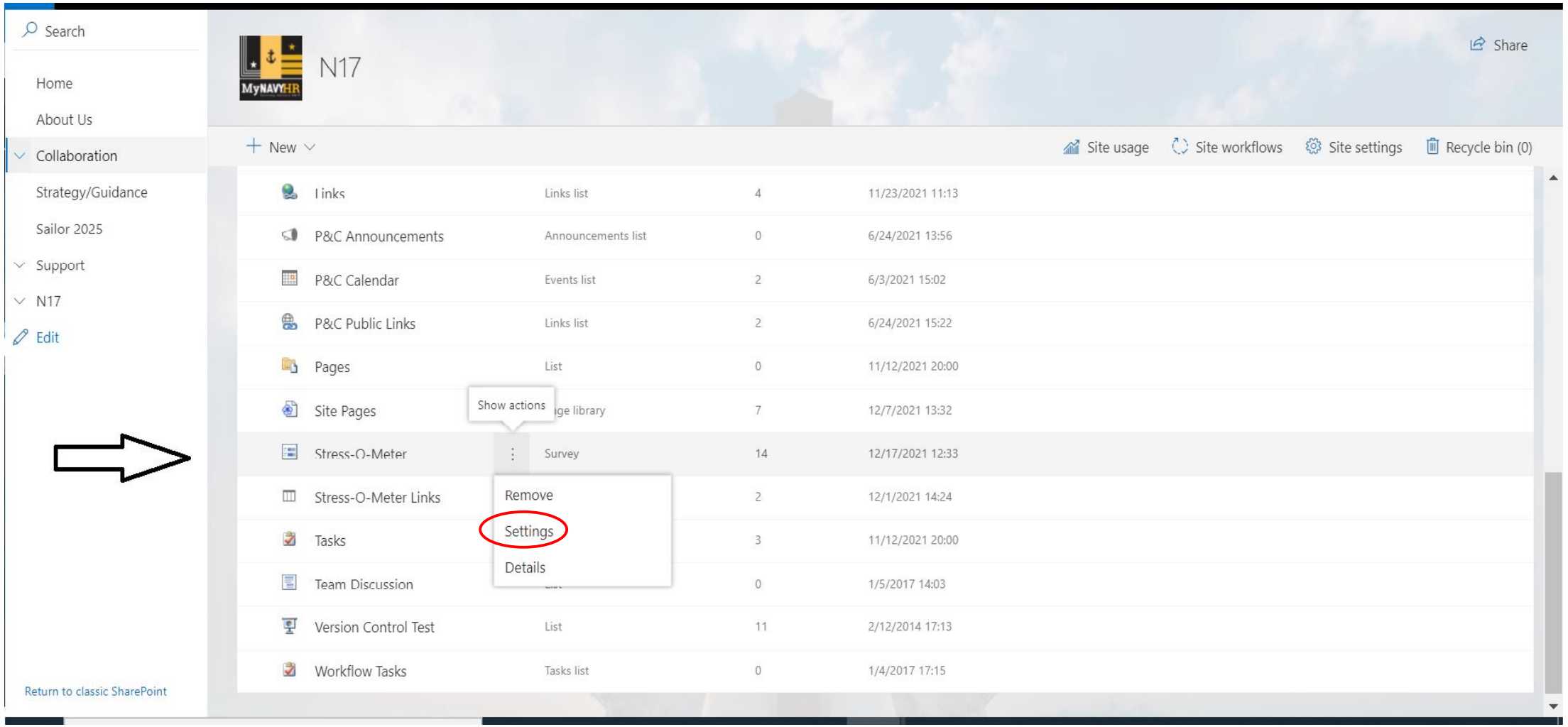


Scroll through the apps until you see “survey.” Click on “survey.” Enter “Stress-O-Meter” as the name. The description is optional. It is important you select “No” for showing user names to maintain anonymity.



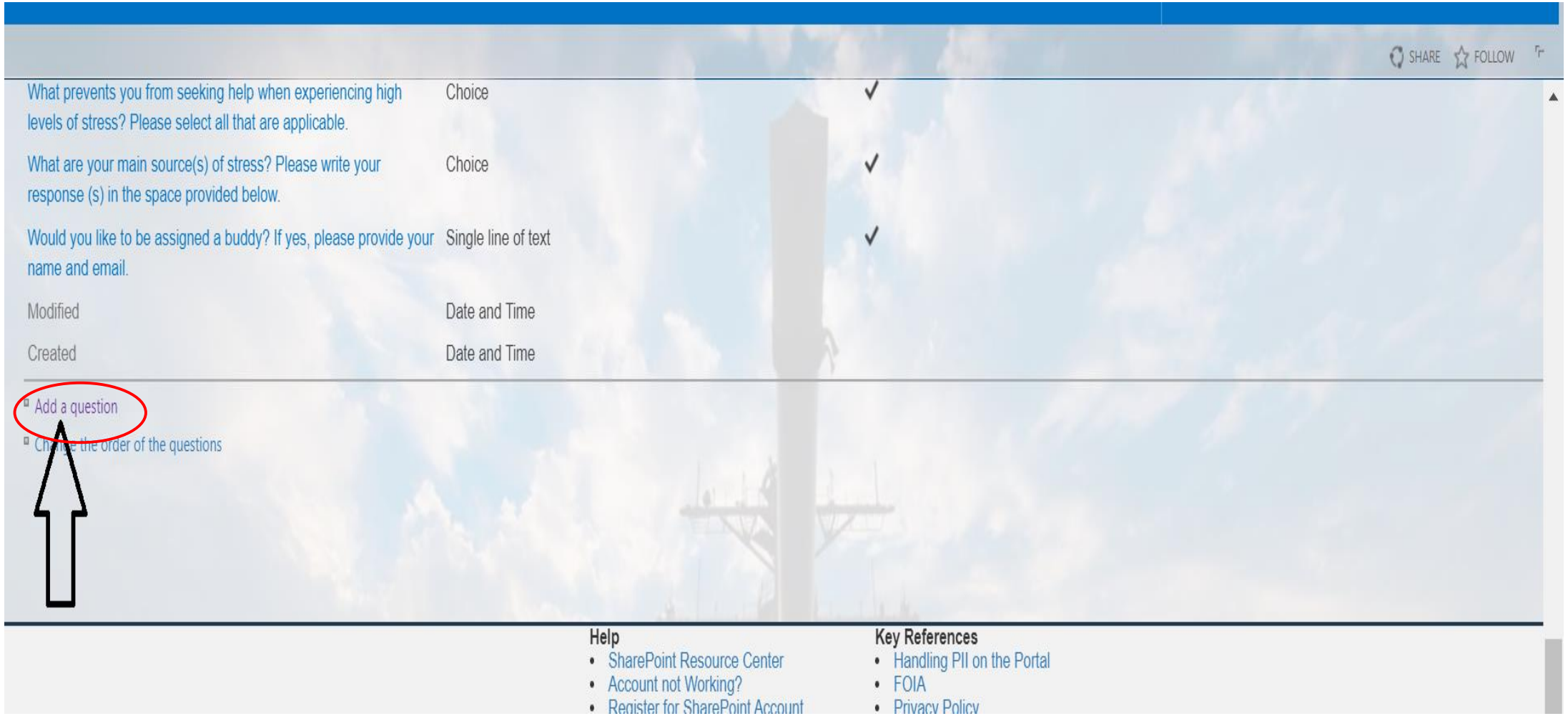


You can now find your survey under “site contents”. Scroll down to “Stress-O-Meter” and click on the 3 vertical dots. Select “settings” from the menu.

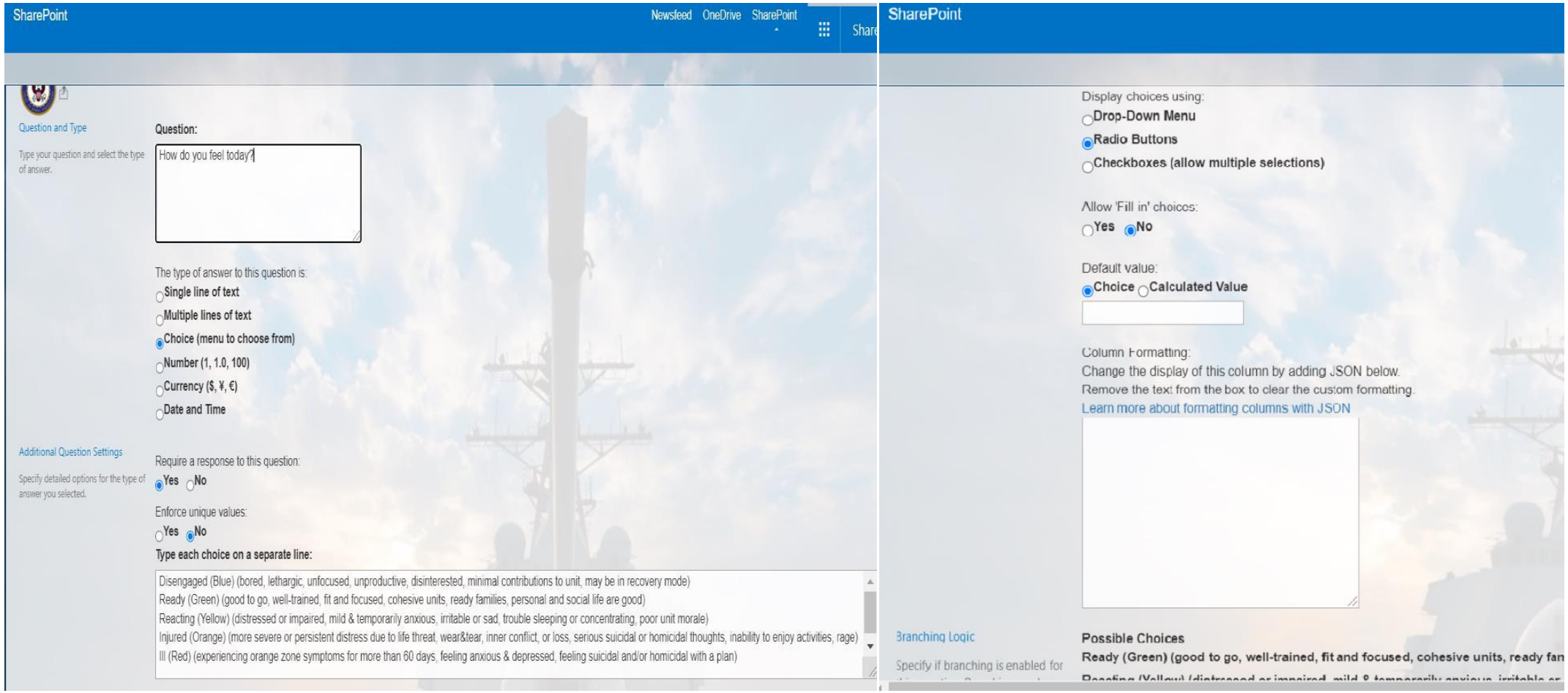


STEP #2: Creating the Questions.

Select “Add a question”.



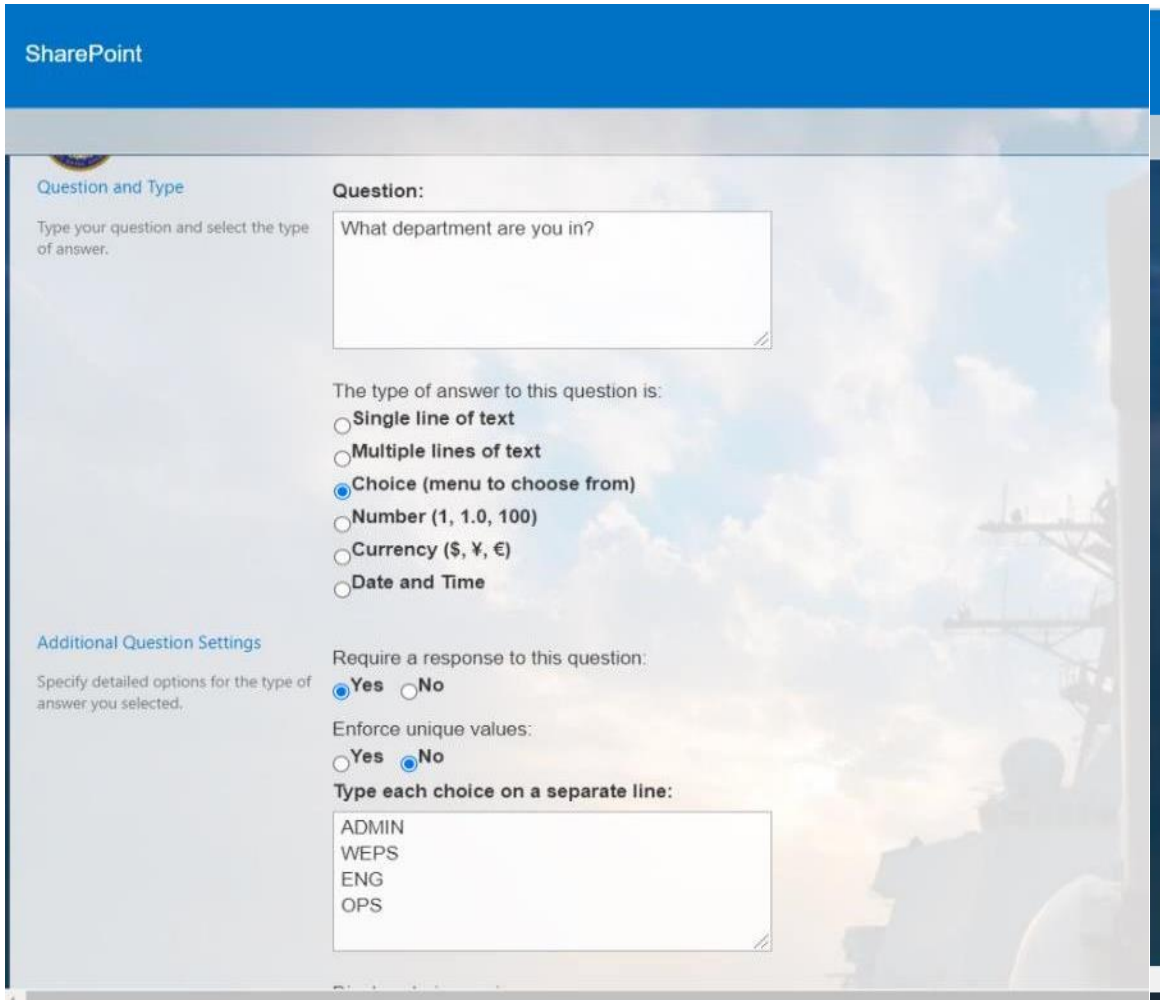
Replicate all inputs in this screenshot then scroll to the bottom right and click “ok”. You have now created question 1.

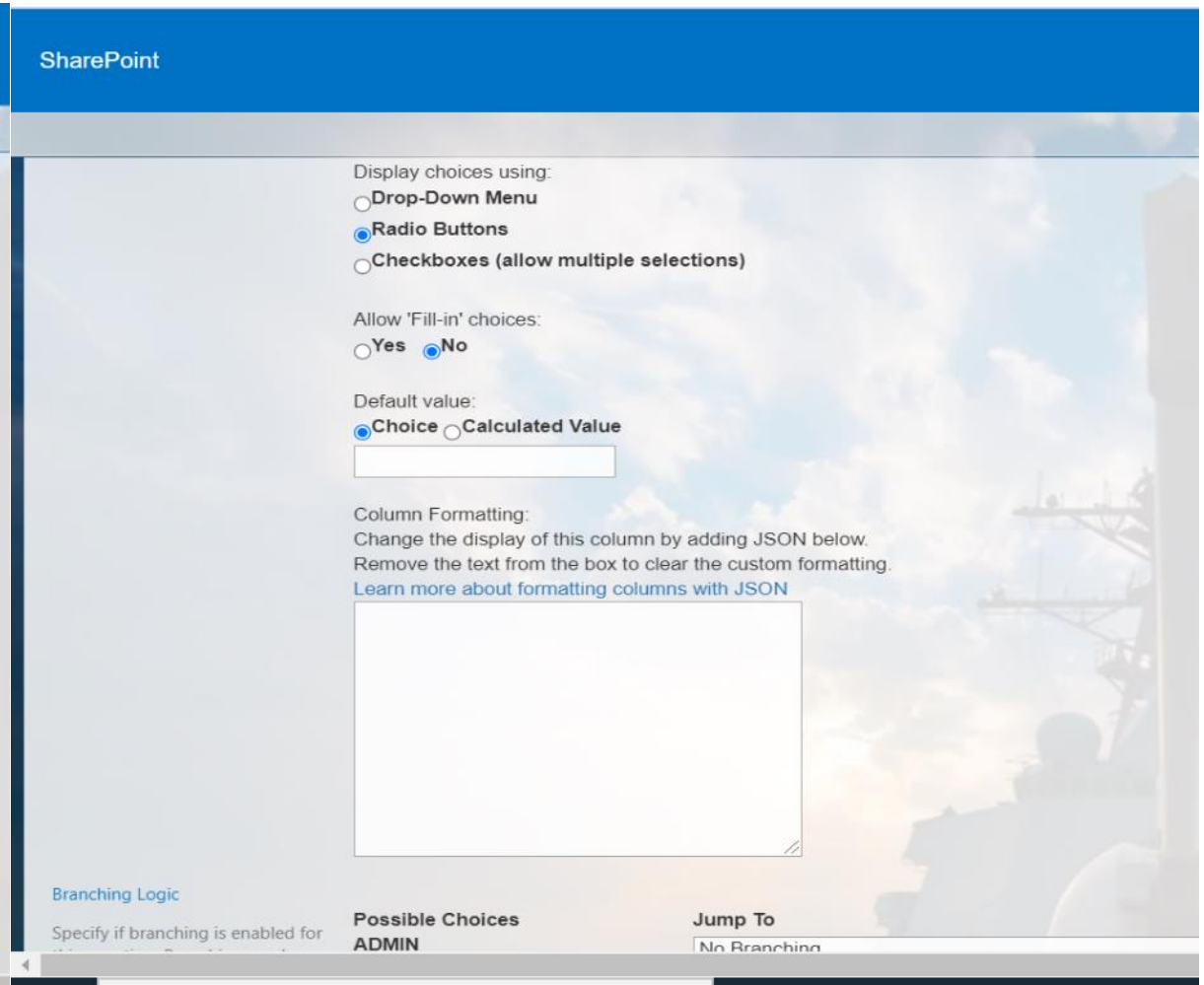


YOU MAY COPY AND PASTE THE CHOICES BELOW FOR THE “Type each choice on a separate line” BLOCK:

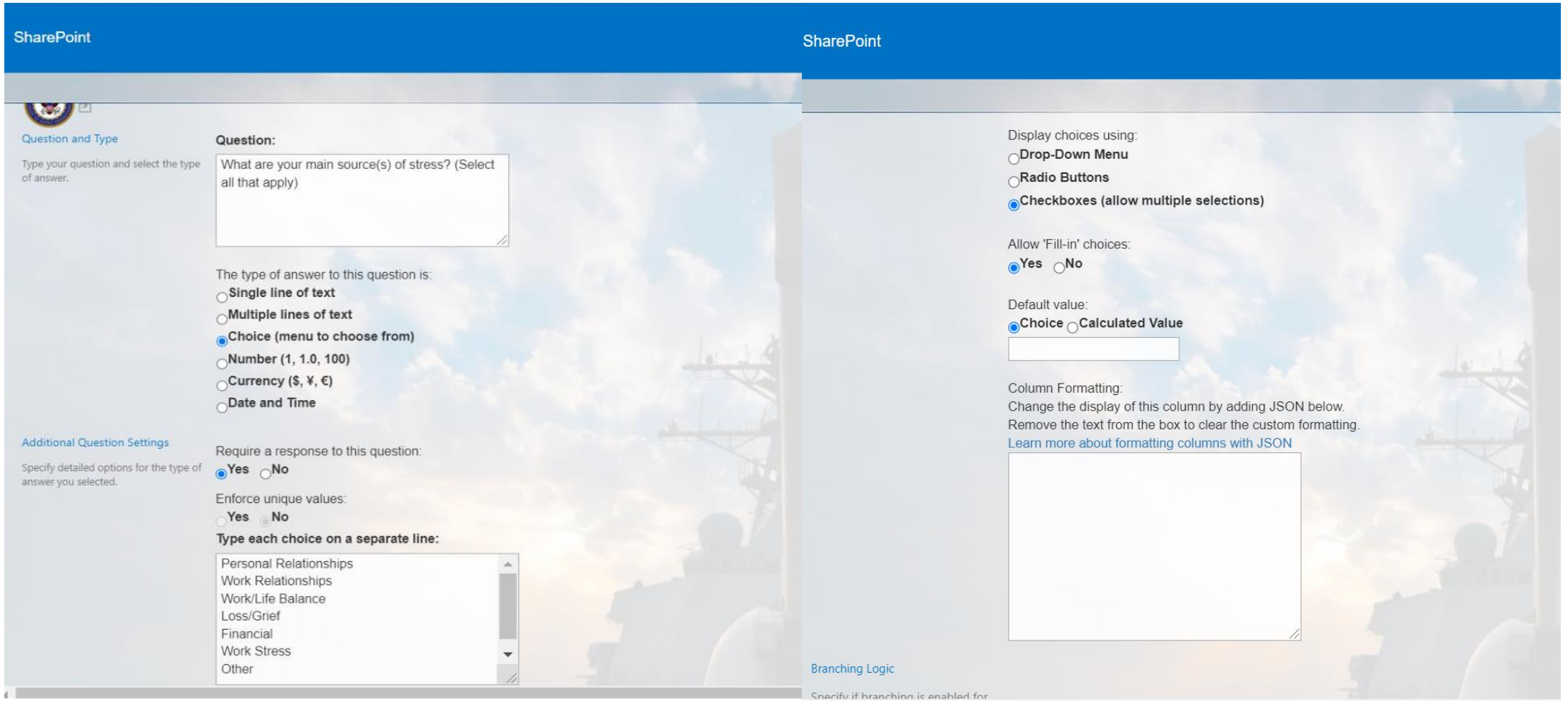
Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to the unit, may be in recovery mode)
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)
Reacting (Yellow) (distressed or impaired, mild & temporarily anxious, irritable or sad, trouble sleeping or concentrating, poor unit morale)
Injured (Orange) (more severe or persistent distress due to life threat, wear and tear, inner conflict, or loss, serious suicidal or homicidal thoughts, inability to enjoy activities, rage)
Ill (Red) (experiencing orange zone symptoms for more than 60 days, feeling anxious & depressed, feeling suicidal and/or homicidal with a plan)

For question 2, click “add a question” and replicate all inputs in this screenshot. For the choices, type the names of the departments or sections at your command. Ensure each department or section is listed on a separate line. Scroll to the bottom right and click “ok”. You have now created question 2.





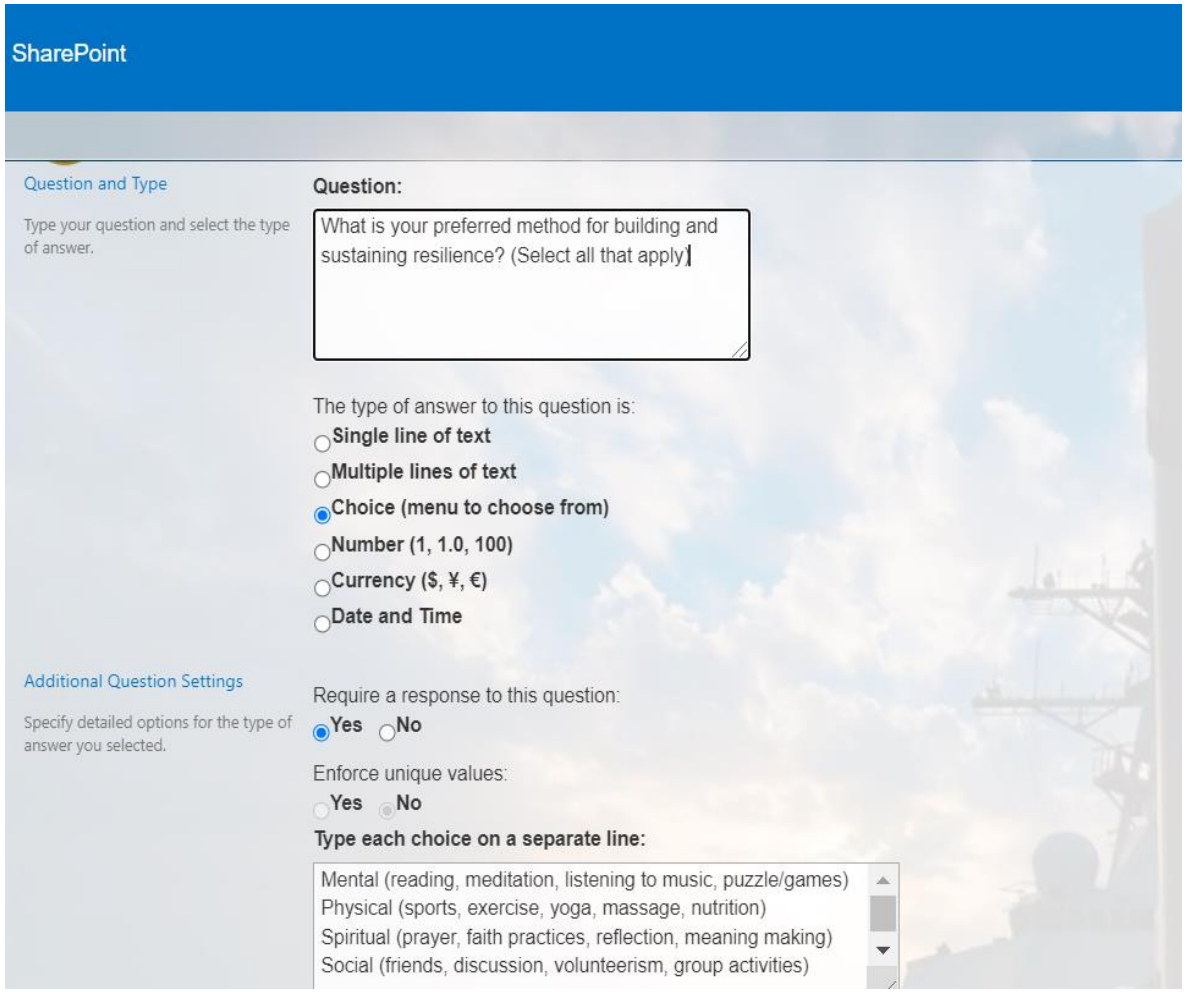
For question 3, click “add a question” and replicate all inputs in this screenshot. Then scroll to the bottom right and click “ok”. You have now created question 3.

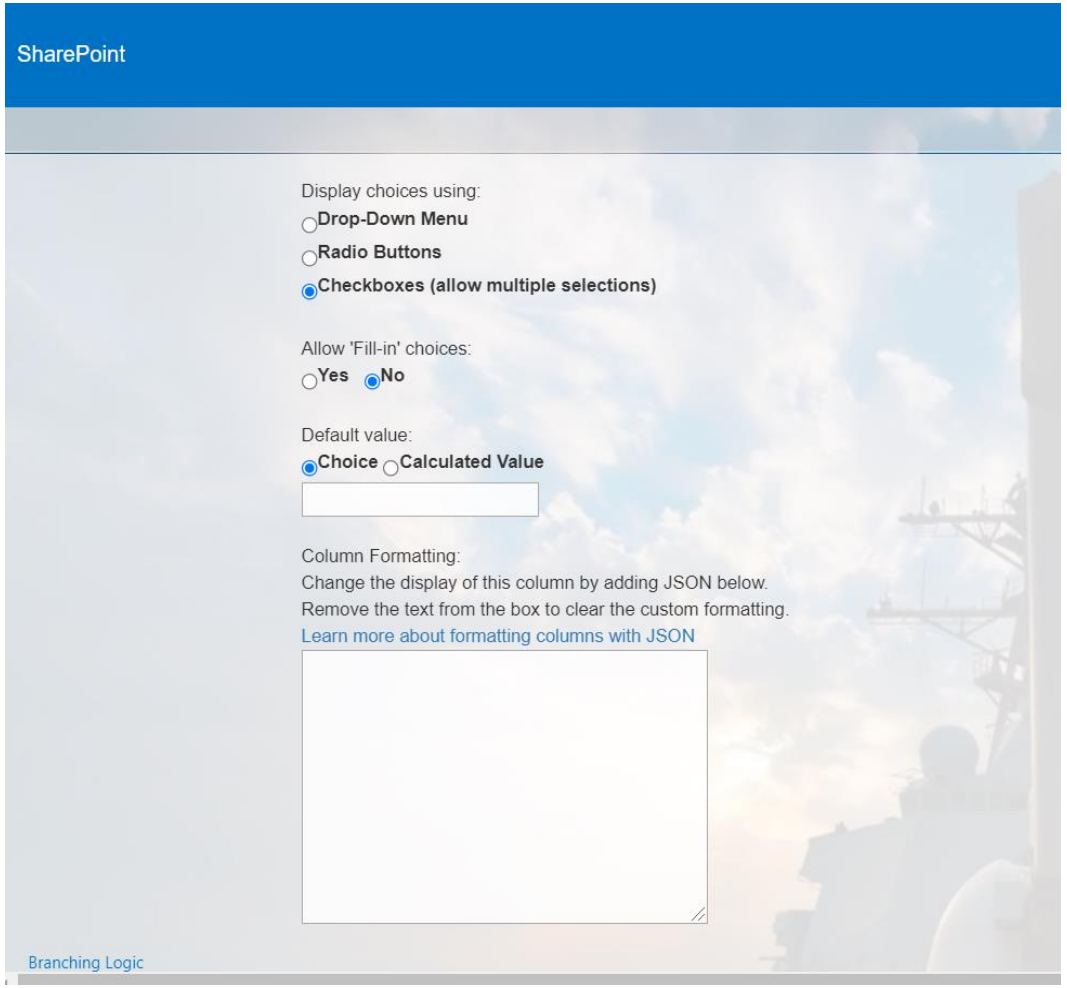


YOU MAY COPY AND PASTE THE CHOICES BELOW FOR THE “Type each choice on a separate line” BLOCK:

Personal Relationships
Work Relationships
Work/Life Balance
Loss/Grief
Financial
Work Stress
Other

For question 4, click “add a question” and replicate all inputs in this screenshot. Then scroll to the bottom right and click “ok”. You have now created question 4.





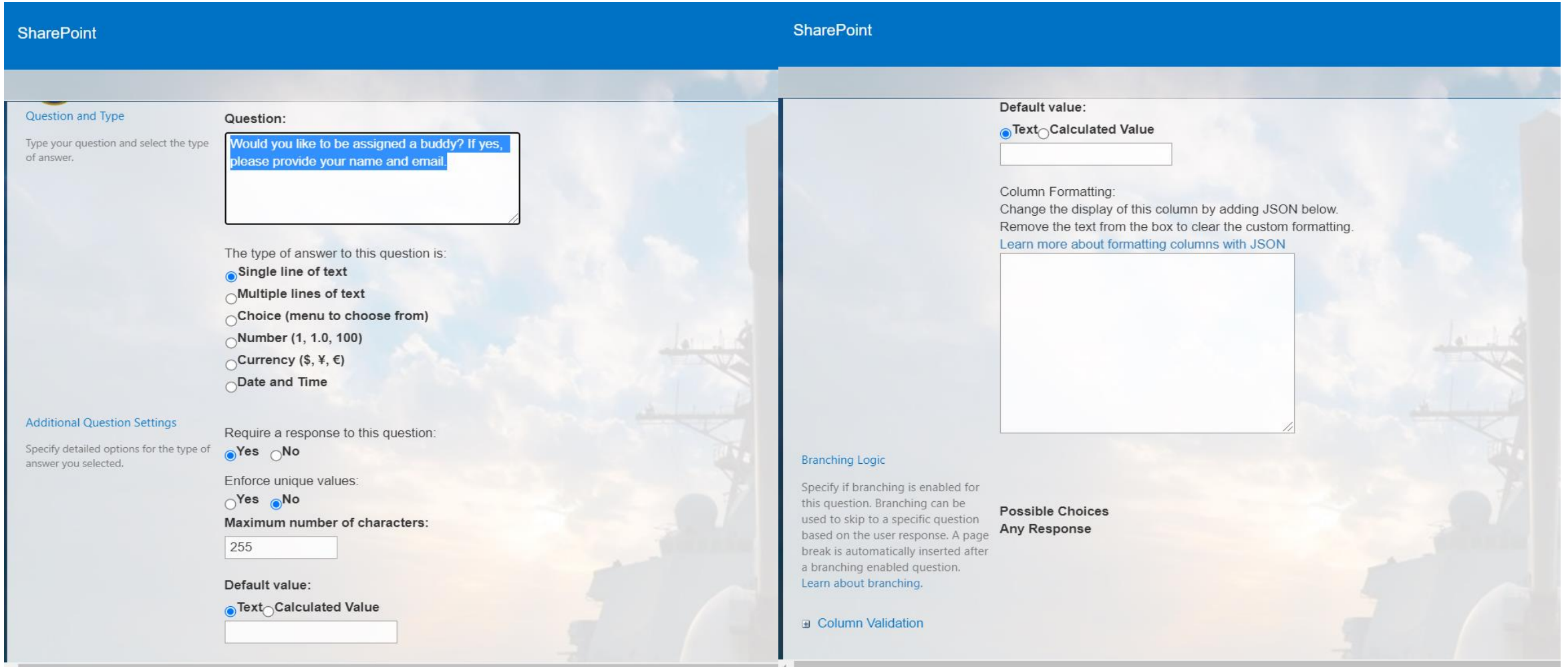
YOU MAY COPY AND PASTE THE SENTENCE BELOW FOR THE “Question” BLOCK:

What is your preferred method for building and sustaining resilience? (Select all that apply)

YOU MAY COPY AND PASTE THE CHOICES BELOW FOR THE “Type each choice on a separate line” BLOCK:

Mental (reading, meditation, listening to music, puzzle/games)
Physical (sports, exercise, yoga, massage, nutrition)
Spiritual (prayer, faith practices, reflection, meaning making)
Social (friends, discussion, volunteerism, group activities)

For question 5, click “add a question” and replicate all inputs in this screenshot. Then scroll to the bottom right and click “ok”. You have now created question 5.

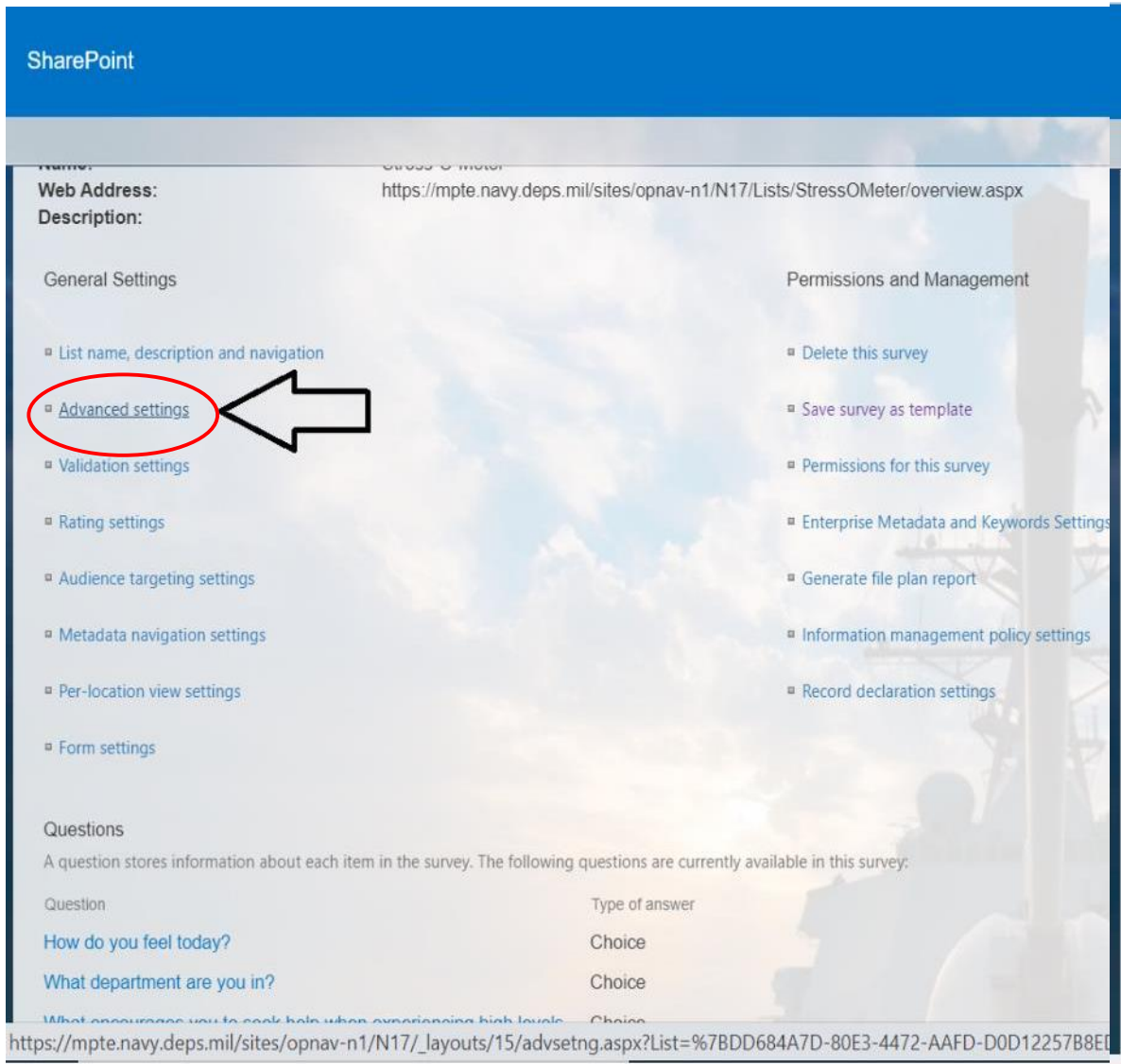


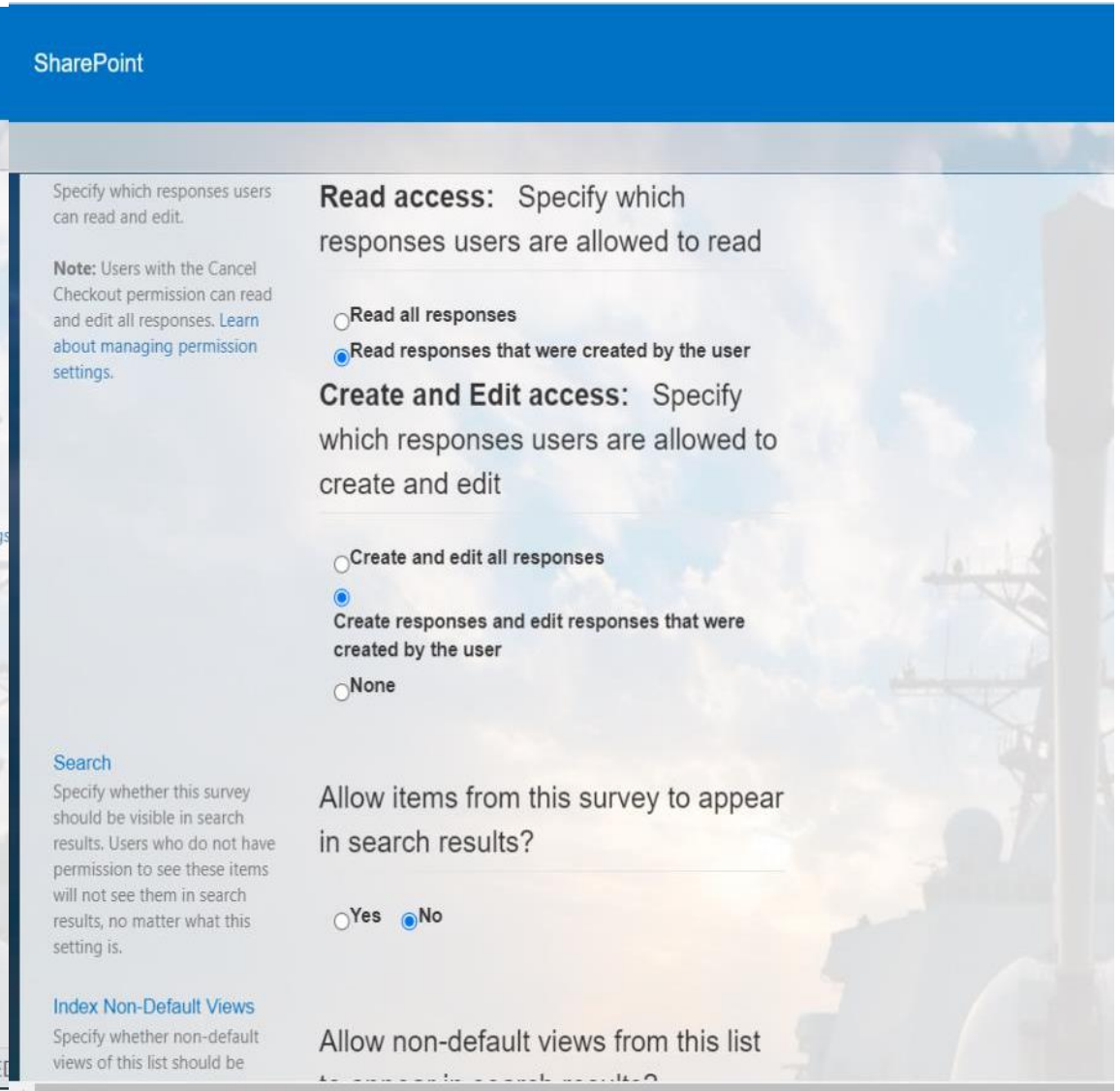
YOU MAY COPY AND PASTE THE SENTENCE BELOW FOR THE “Question” BLOCK:

Would you like to be assigned a Stress Buddy? If yes, please provide your name and e-mail address.

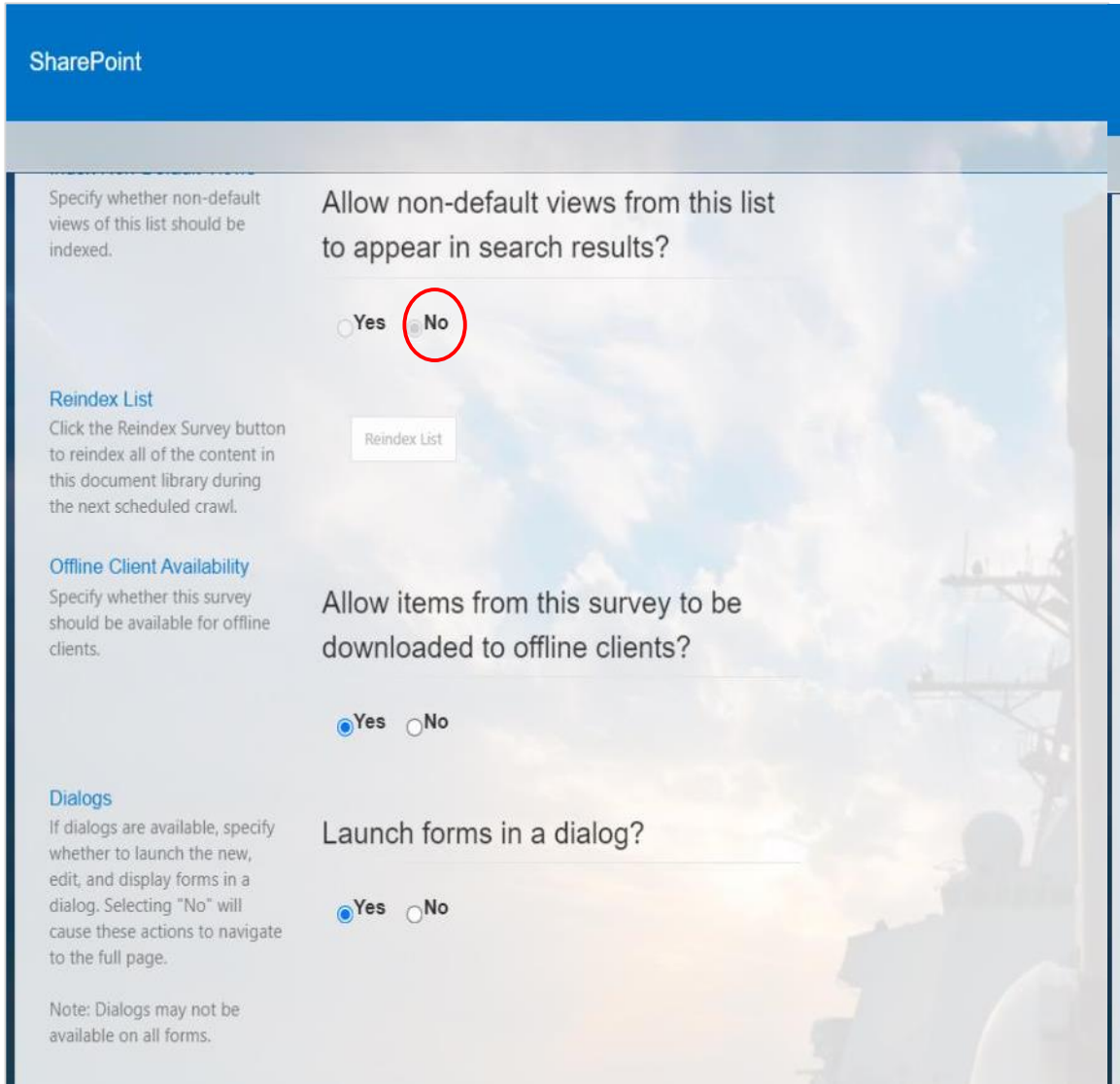
STEP #3: Finalizing the Survey

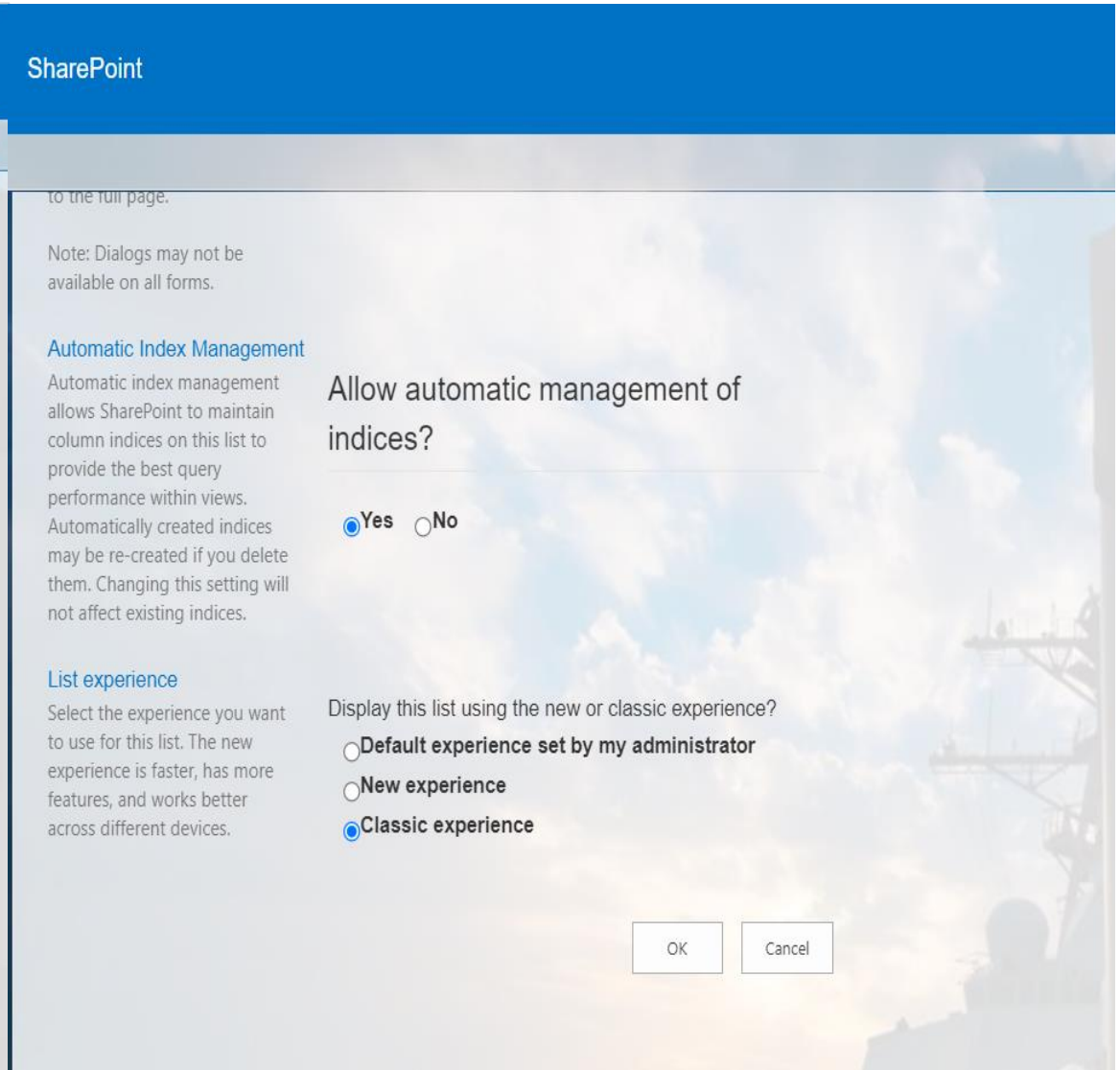
Ensure Advanced Settings are set to the following:





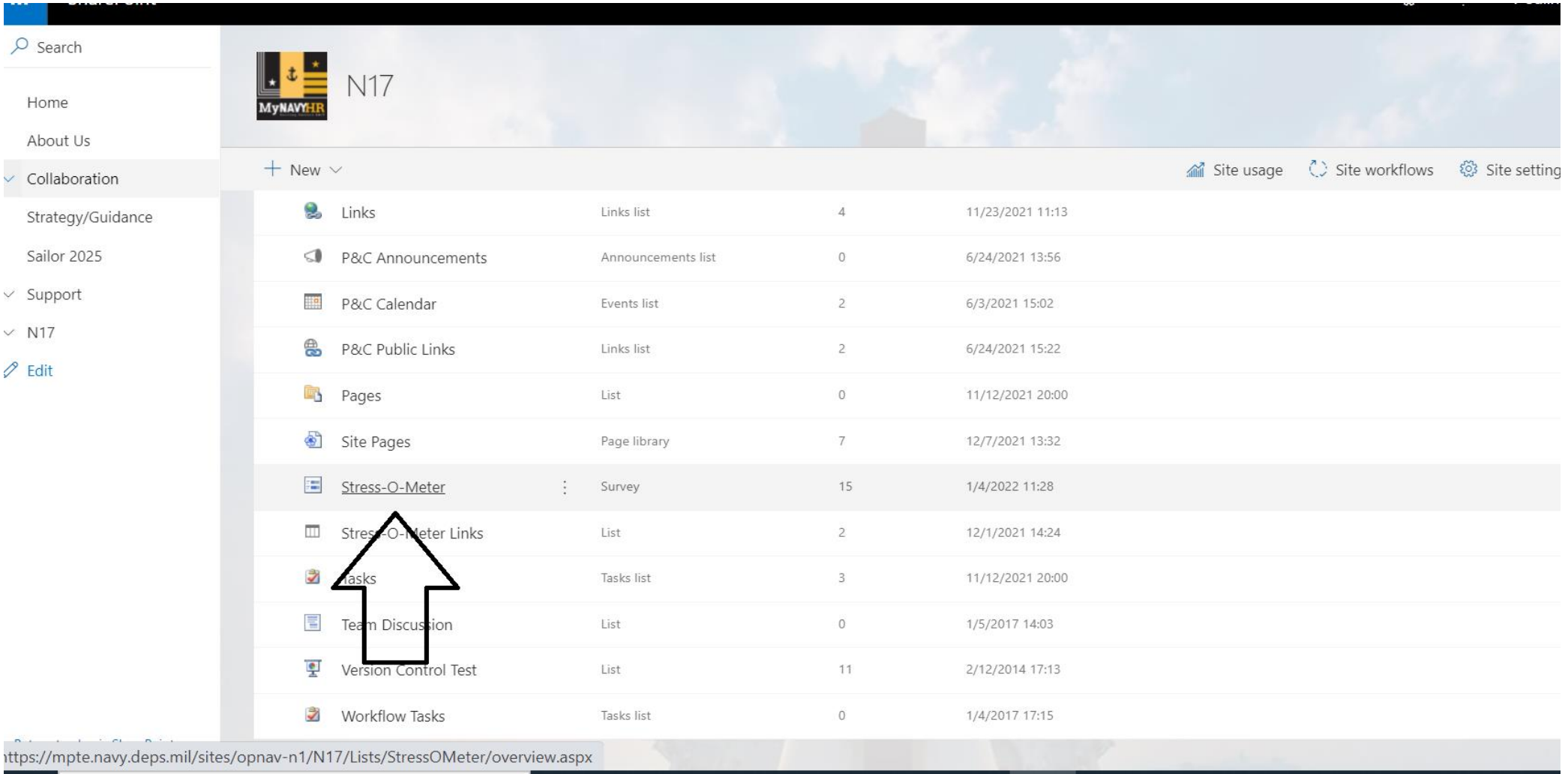
Advanced Settings (continued)



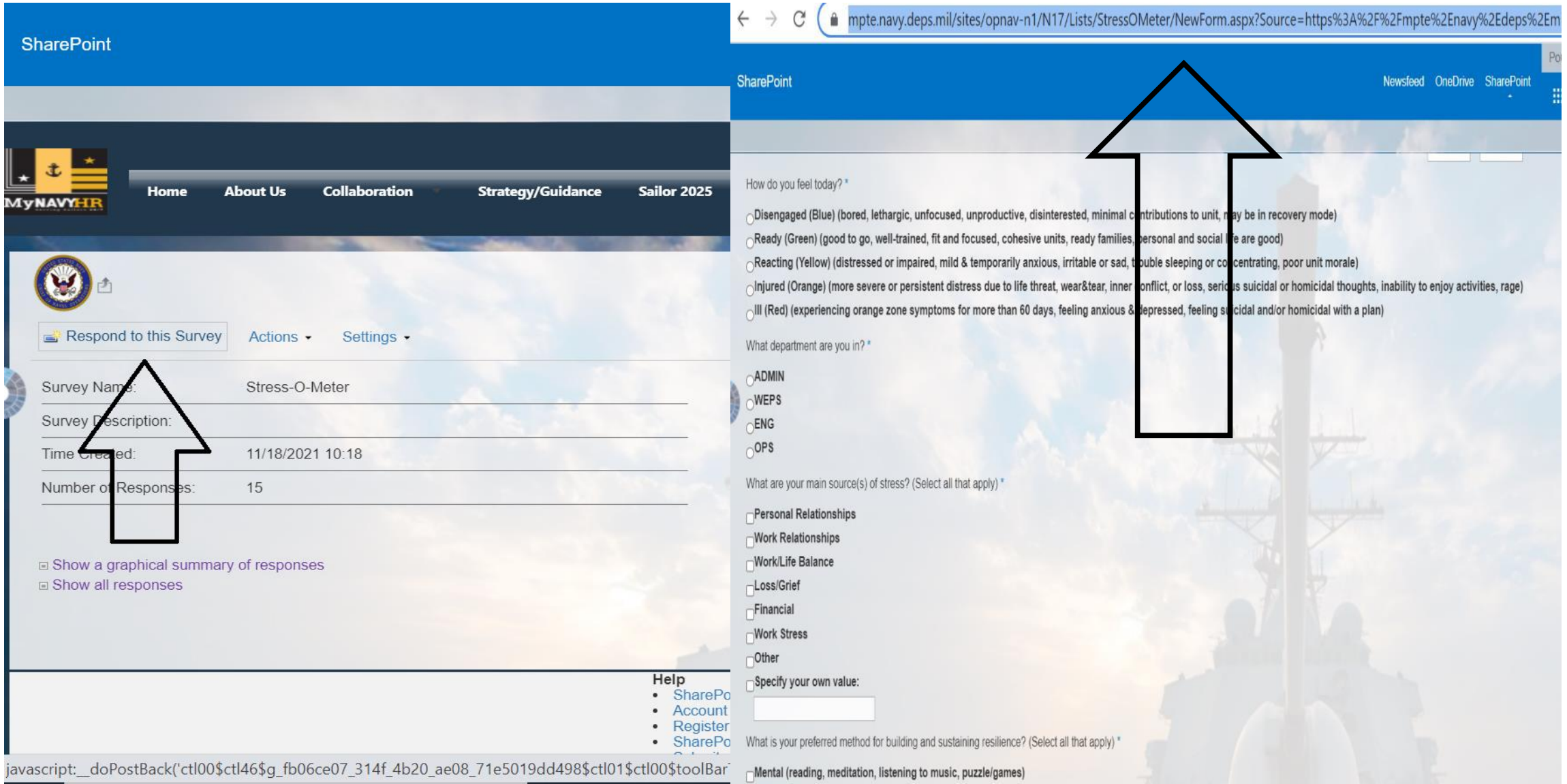


STEP #4: Sending the Survey to Members of Your Command

You have now created the SOM. See the following guidance to send the survey out to your unit. Go to “site contents” and click on “Stress-O-Meter”.



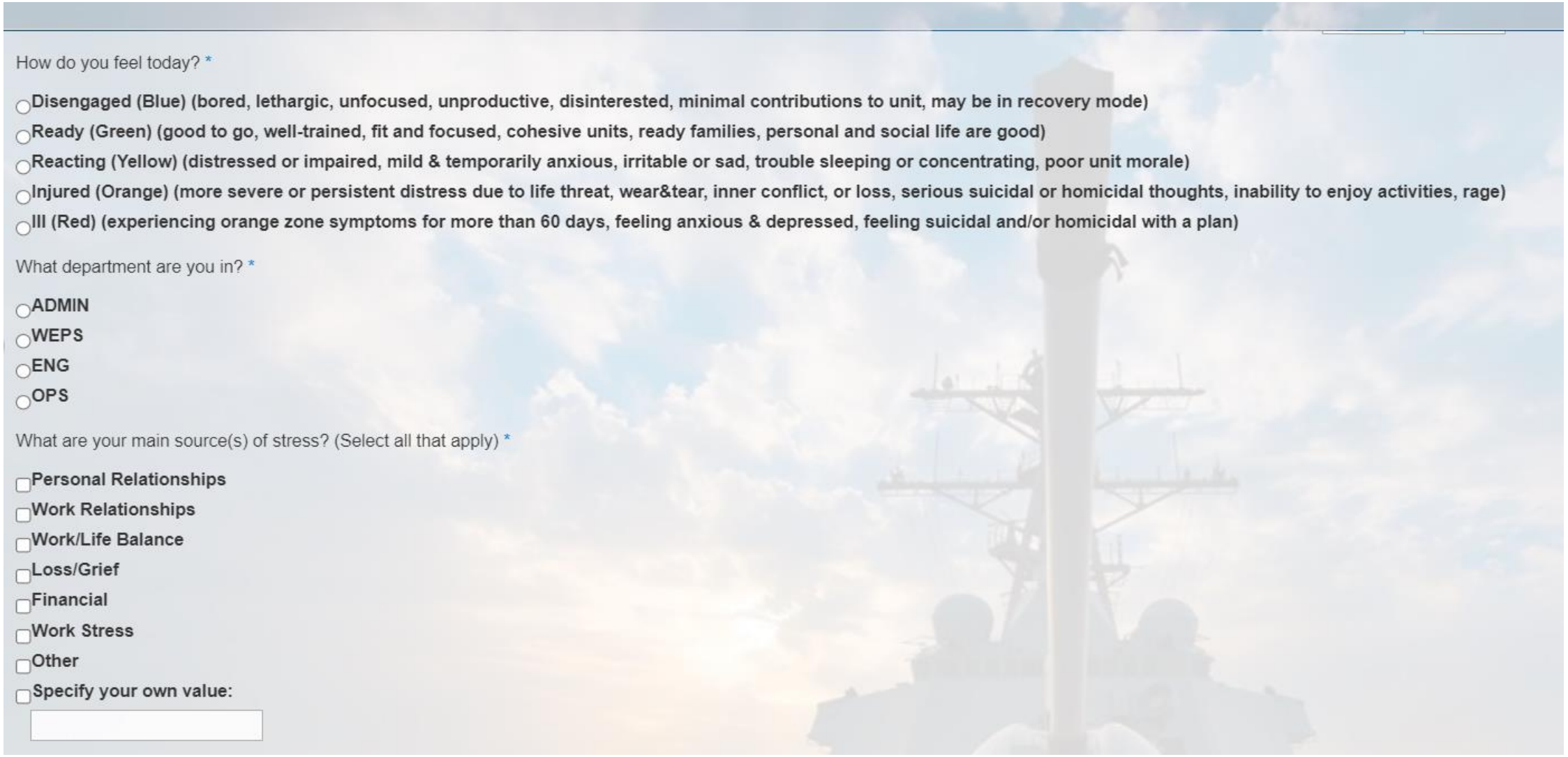
Click on “Respond to Survey”. The survey will open. Copy the web address and send it out to your unit.



- You have now created the SOM survey and sent it to your unit.
- In the e-mail to your unit, be sure to specify:
  - How long the survey will remain open
  - Identify your E-OSC Team Leader
  - Identify whom the respondents should contact if they have stress issues
  - A sample email could be as simple as: “The command would like your input as part of a Stress-O-Meter exercise. Please respond openly and honestly to these questions. Your responses are anonymous unless you choose to be identified in the final question.”
- Please see the following slides to learn how to take the survey.

STEP #5: Taking the Stress-O-Meter Survey

When the people in your command paste the survey link in their browser, the link will take them to the survey, below. Note that several questions have the option for short answer or for the user to add their own input.



How do you feel today? *

- ○ Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery mode)
- ○ Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)
- ○ Reacting (Yellow) (distressed or impaired, mild & temporarily anxious, irritable or sad, trouble sleeping or concentrating, poor unit morale)
- ○ Injured (Orange) (more severe or persistent distress due to life threat, wear&tear, inner conflict, or loss, serious suicidal or homicidal thoughts, inability to enjoy activities, rage)
- ○ Ill (Red) (experiencing orange zone symptoms for more than 60 days, feeling anxious & depressed, feeling suicidal and/or homicidal with a plan)

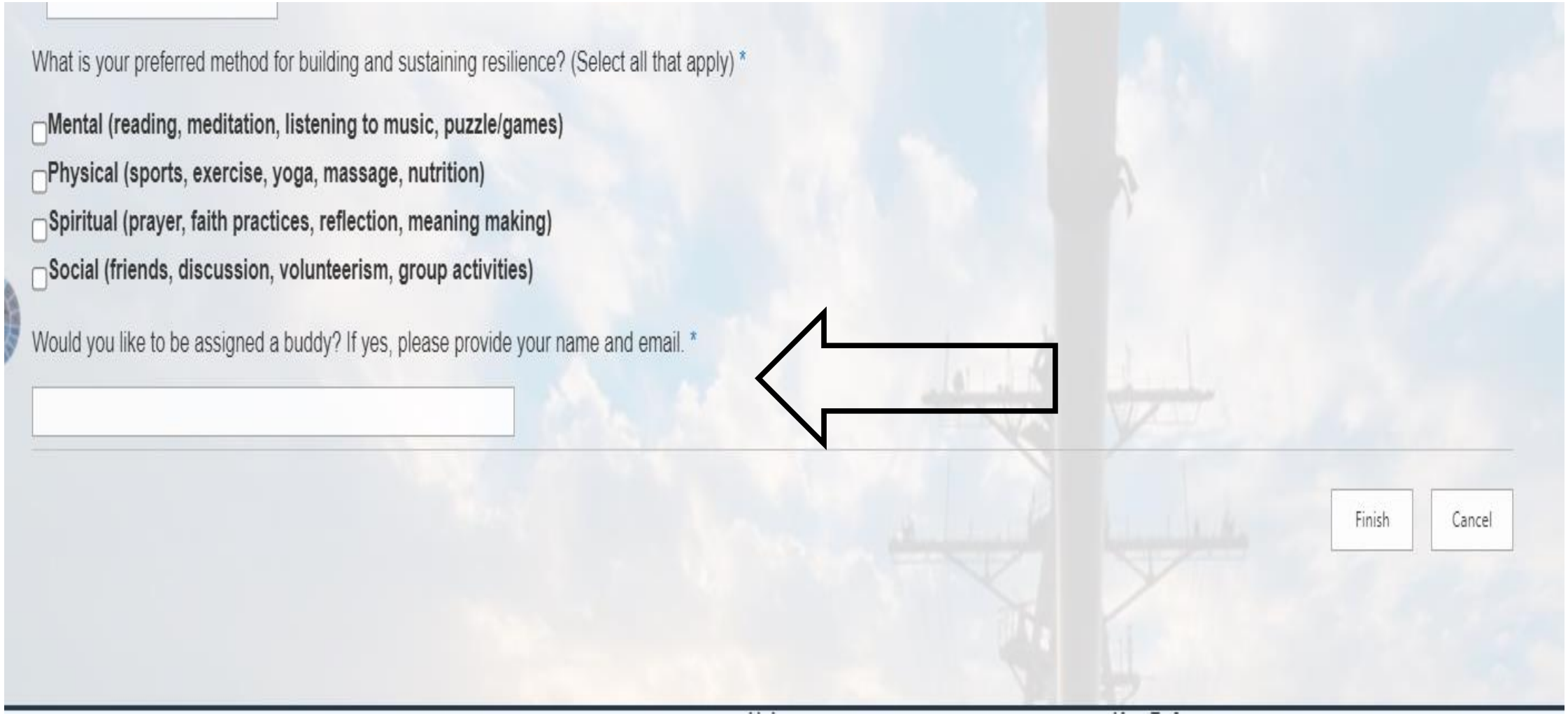
What department are you in? *

- ○ ADMIN
- ○ WEPS
- ○ ENG
- ○ OPS

What are your main source(s) of stress? (Select all that apply) *

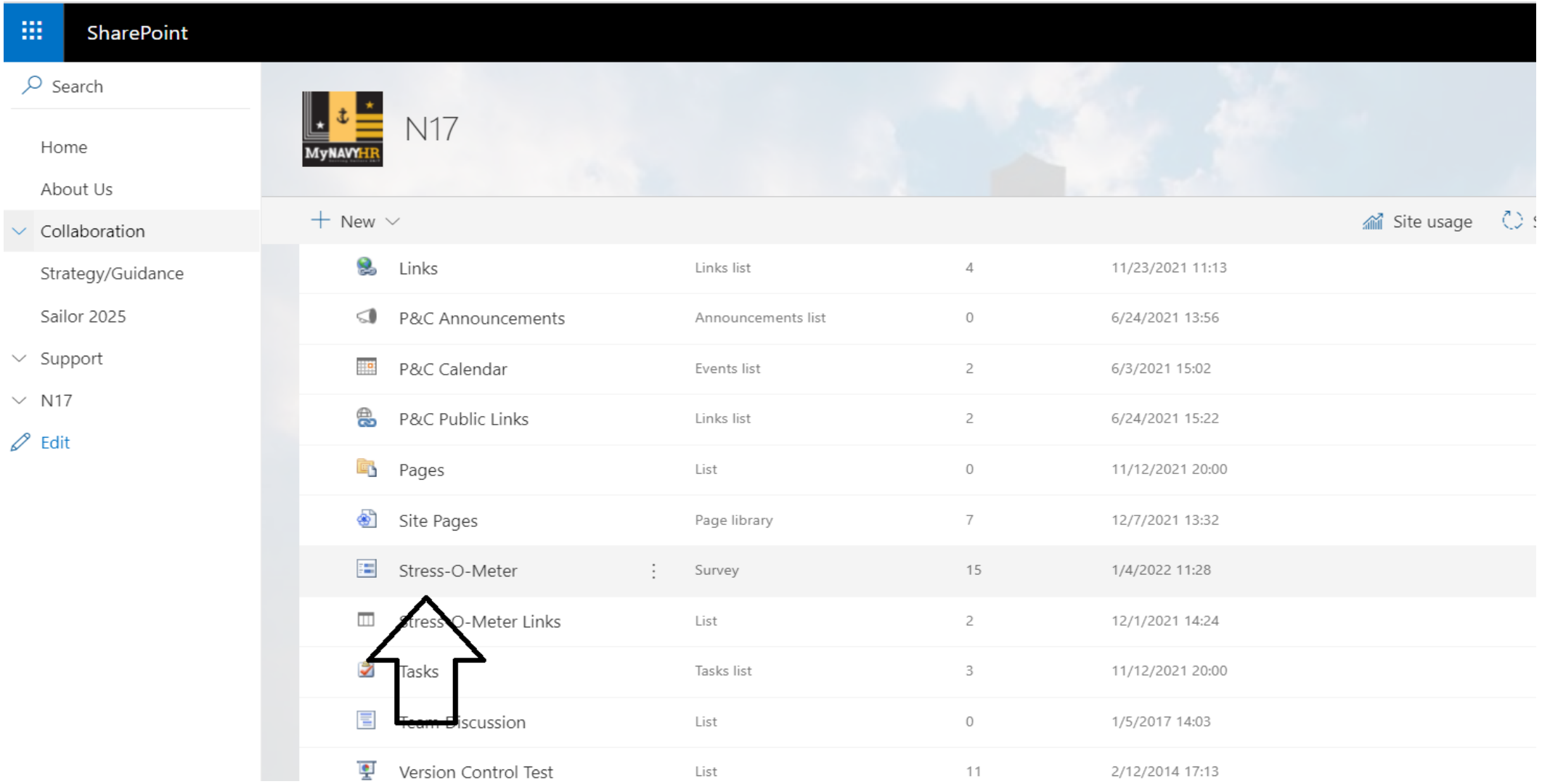
- ☐ Personal Relationships
- ☐ Work Relationships
- ☐ Work/Life Balance
- ☐ Loss/Grief
- ☐ Financial
- ☐ Work Stress
- ☐ Other
- ☐ Specify your own value:

The survey should be anonymous. If someone requests a buddy it is important that they provide their name and email in the last question.

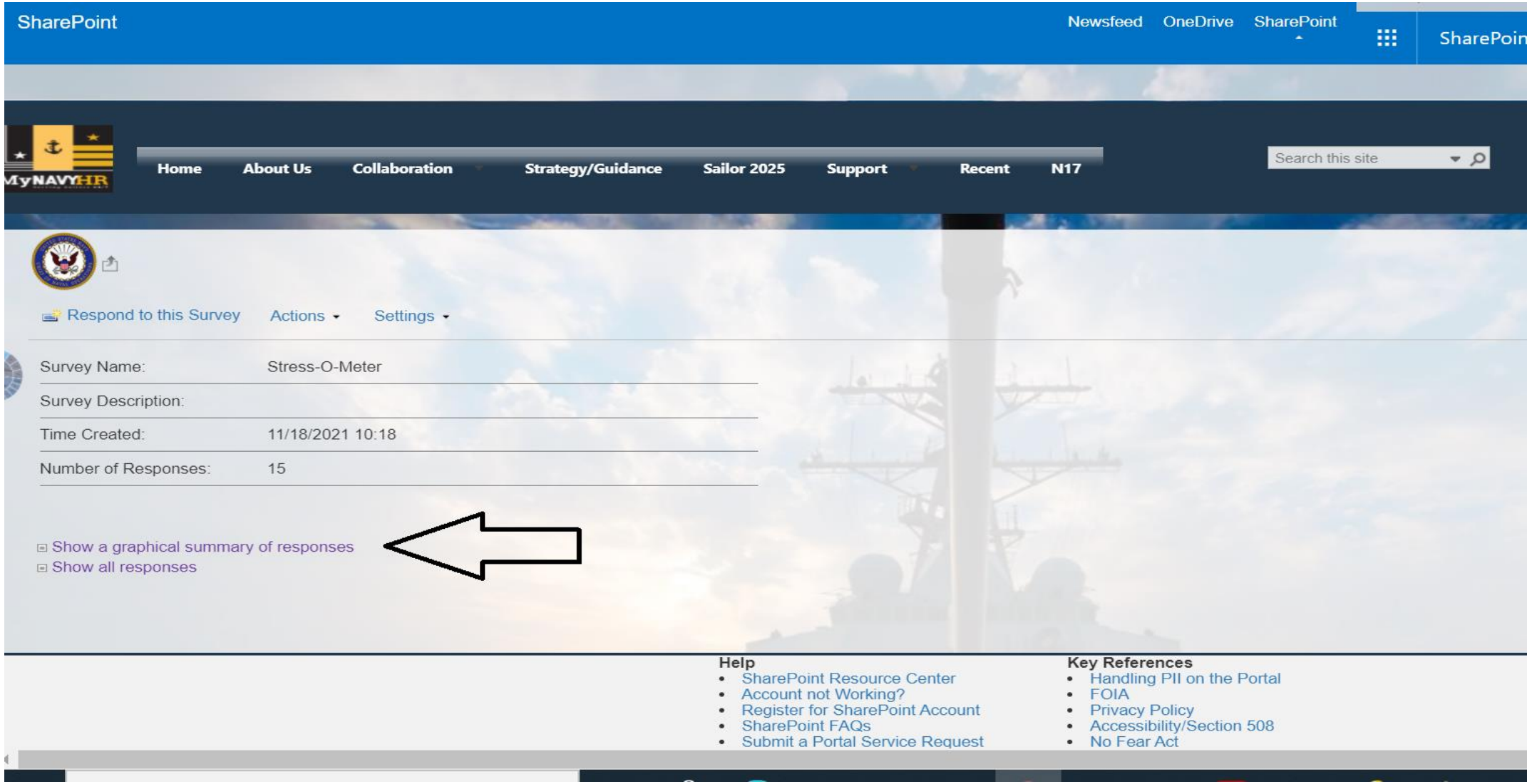


STEP #6: Viewing the Stress-O-Meter Results

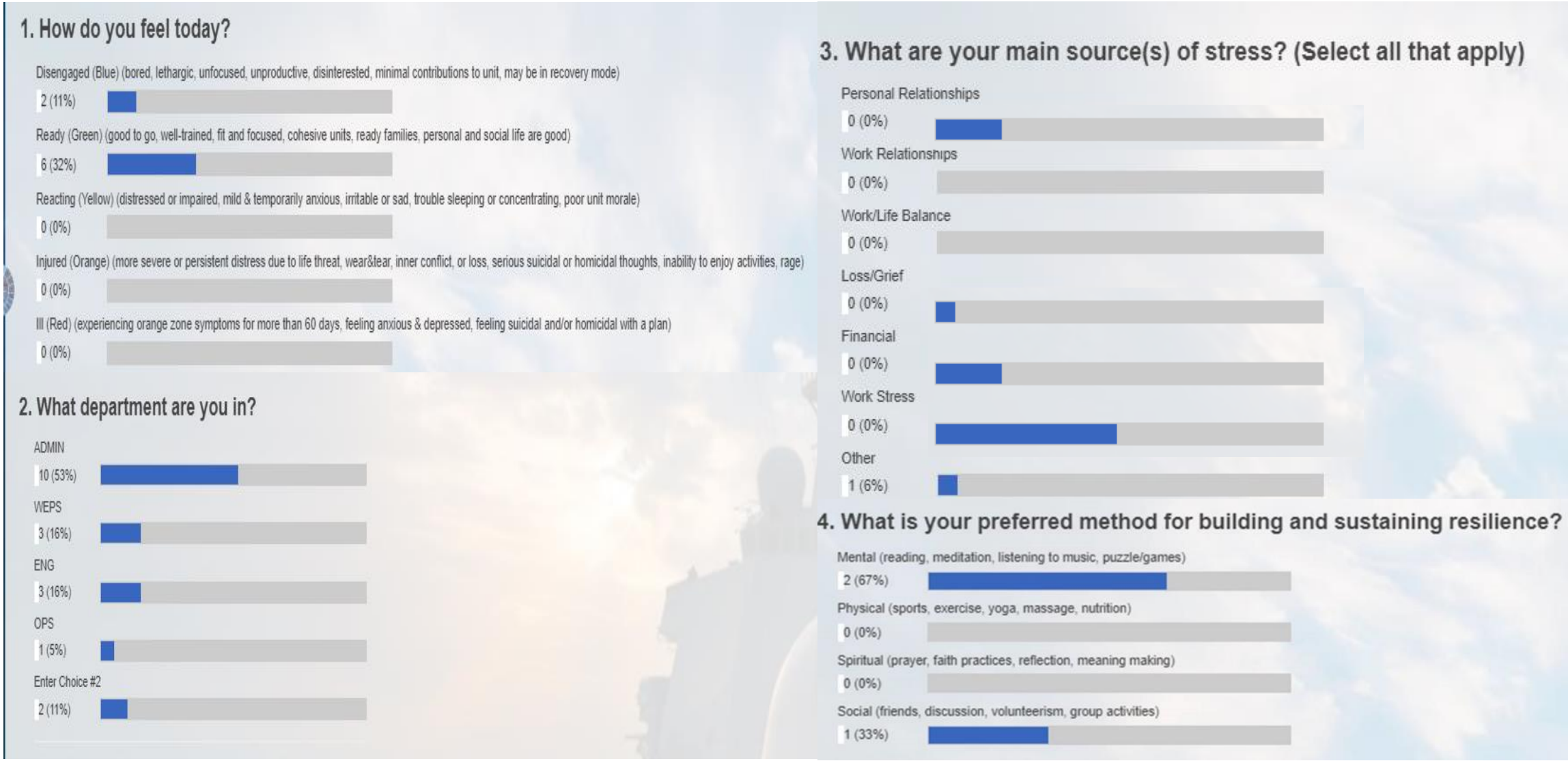
From the SharePoint “Site Content” screen, select “Stress-O-Meter.



Select “show a graphical summary of responses.”

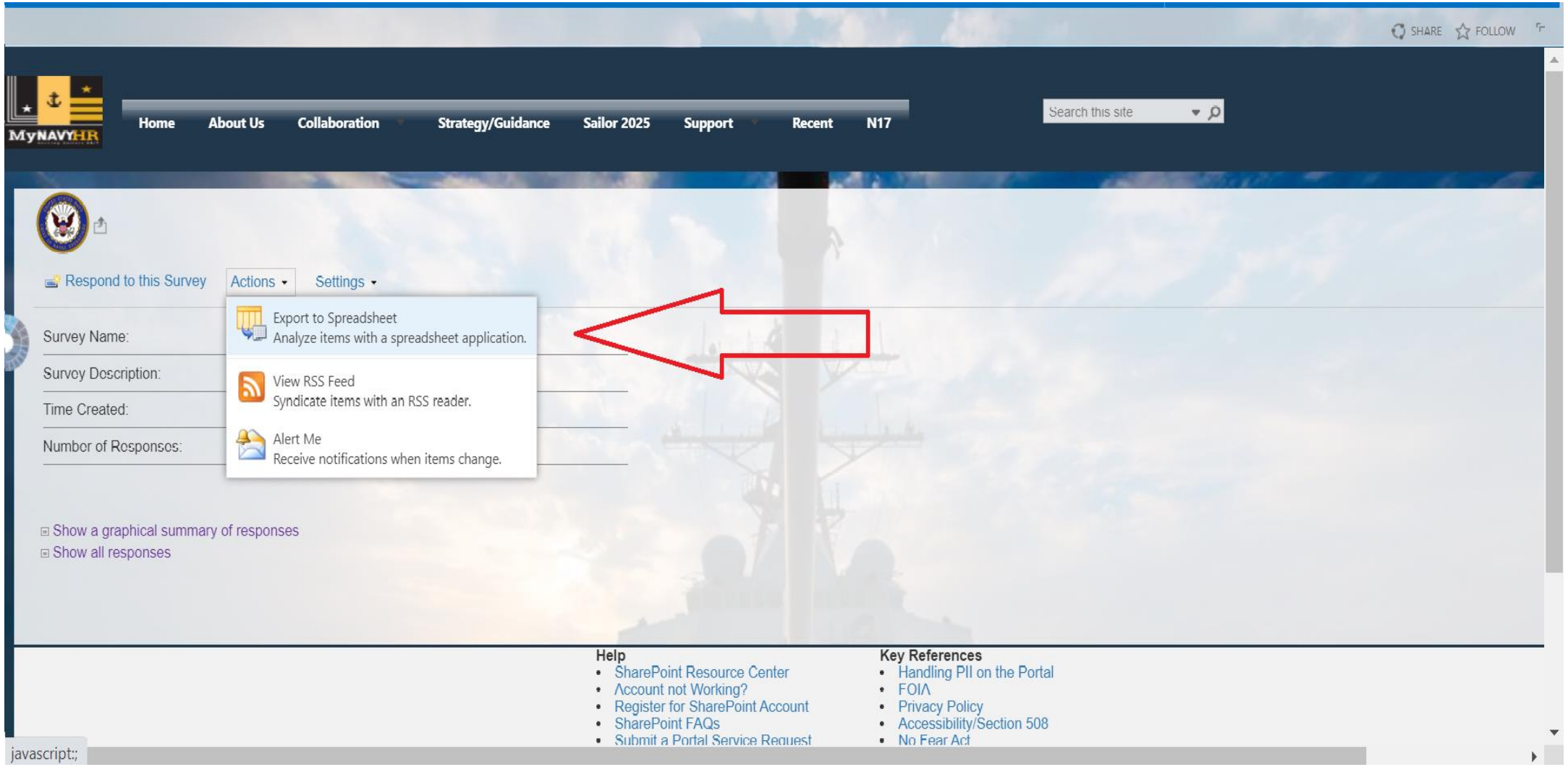


SharePoint will present the results in the format, below.

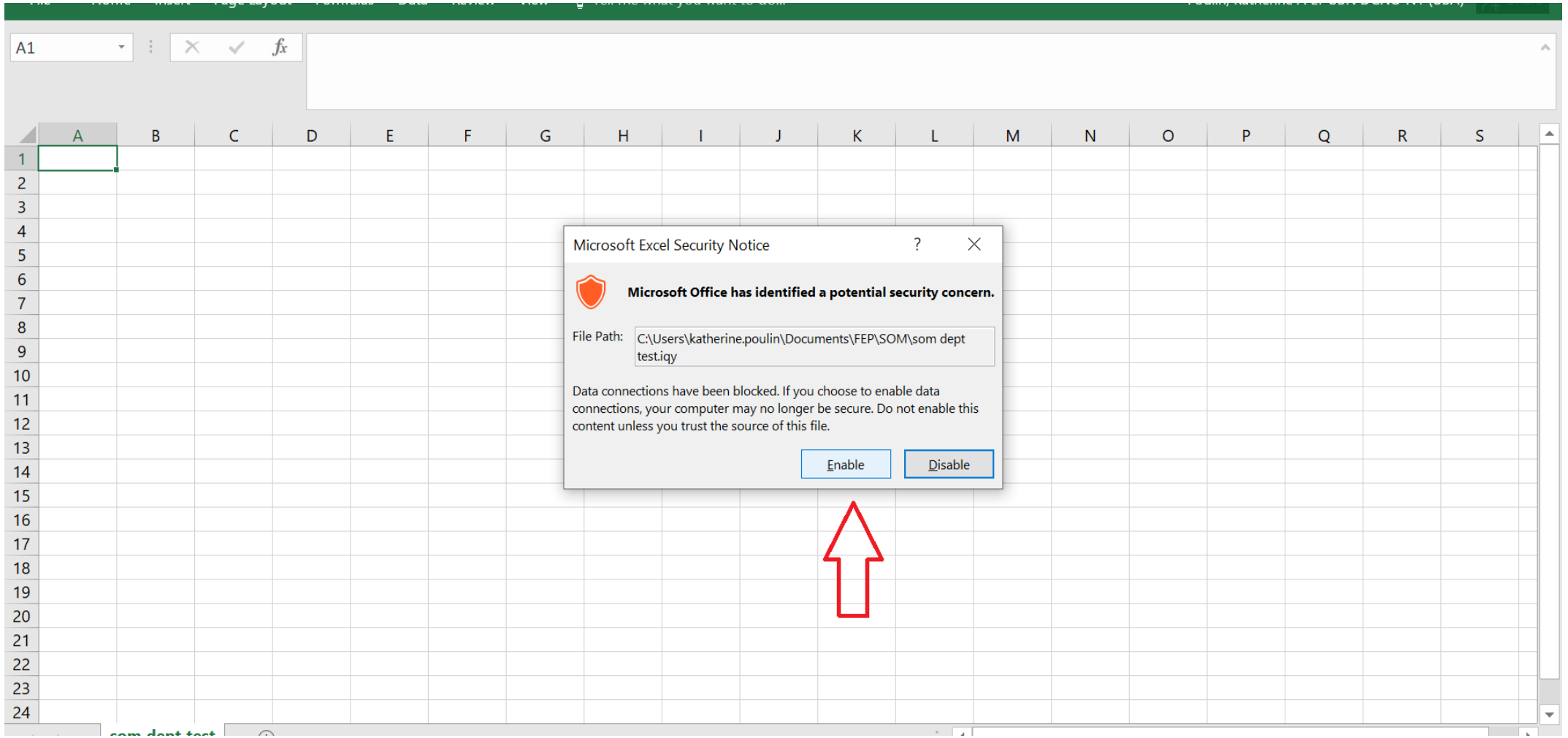


To save the results as a spreadsheet and view the results by department, follow the instructions on the following slides.

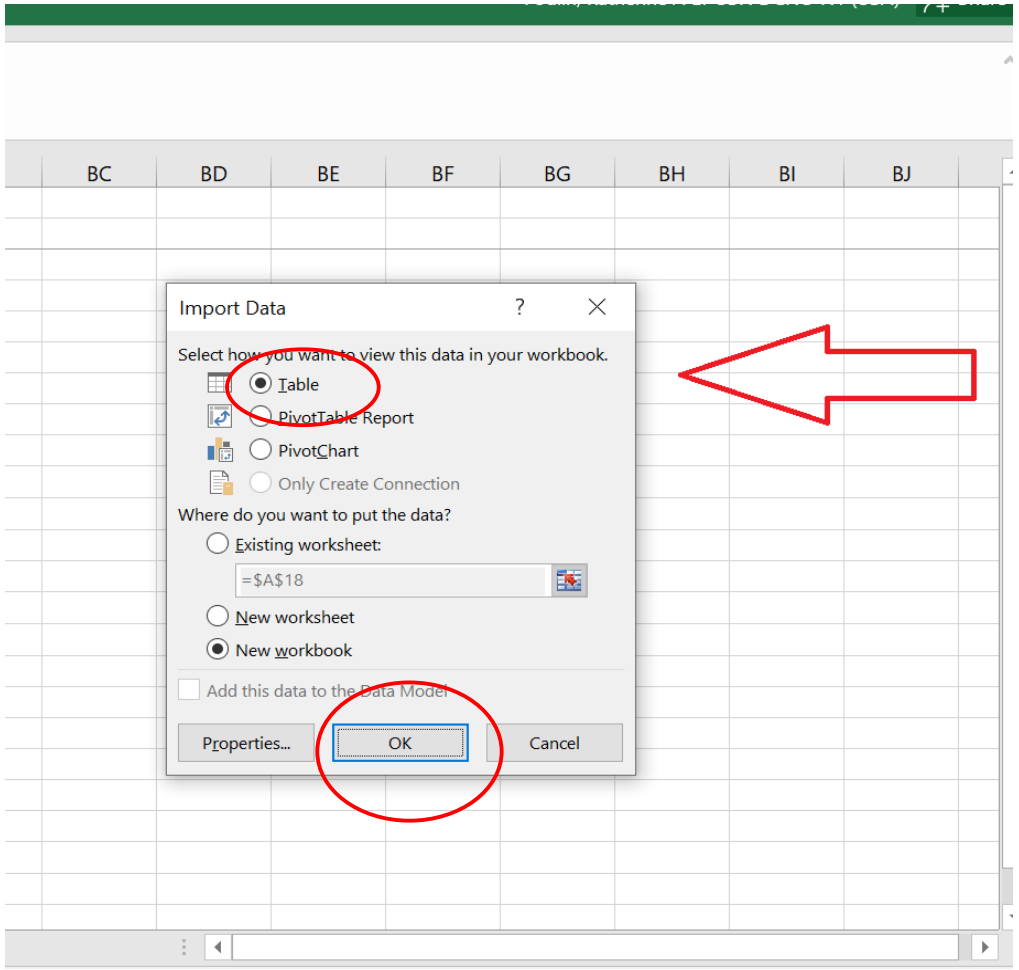
From the Stress-O-Meter page, select “Actions” then select “Export to Spreadsheet” from the menu.



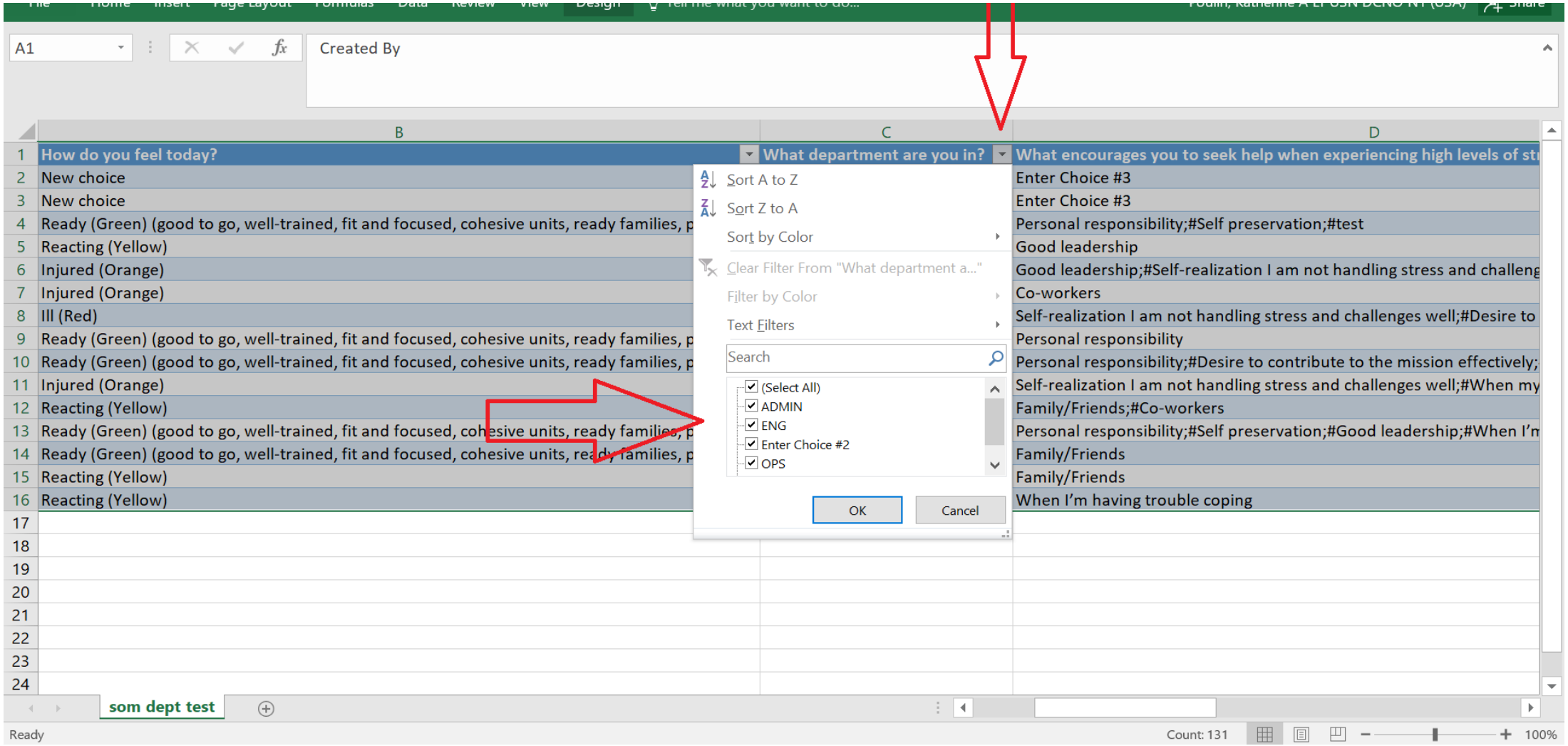
Save your spreadsheet as “SOM DDMMMYY” and select “Enable”.



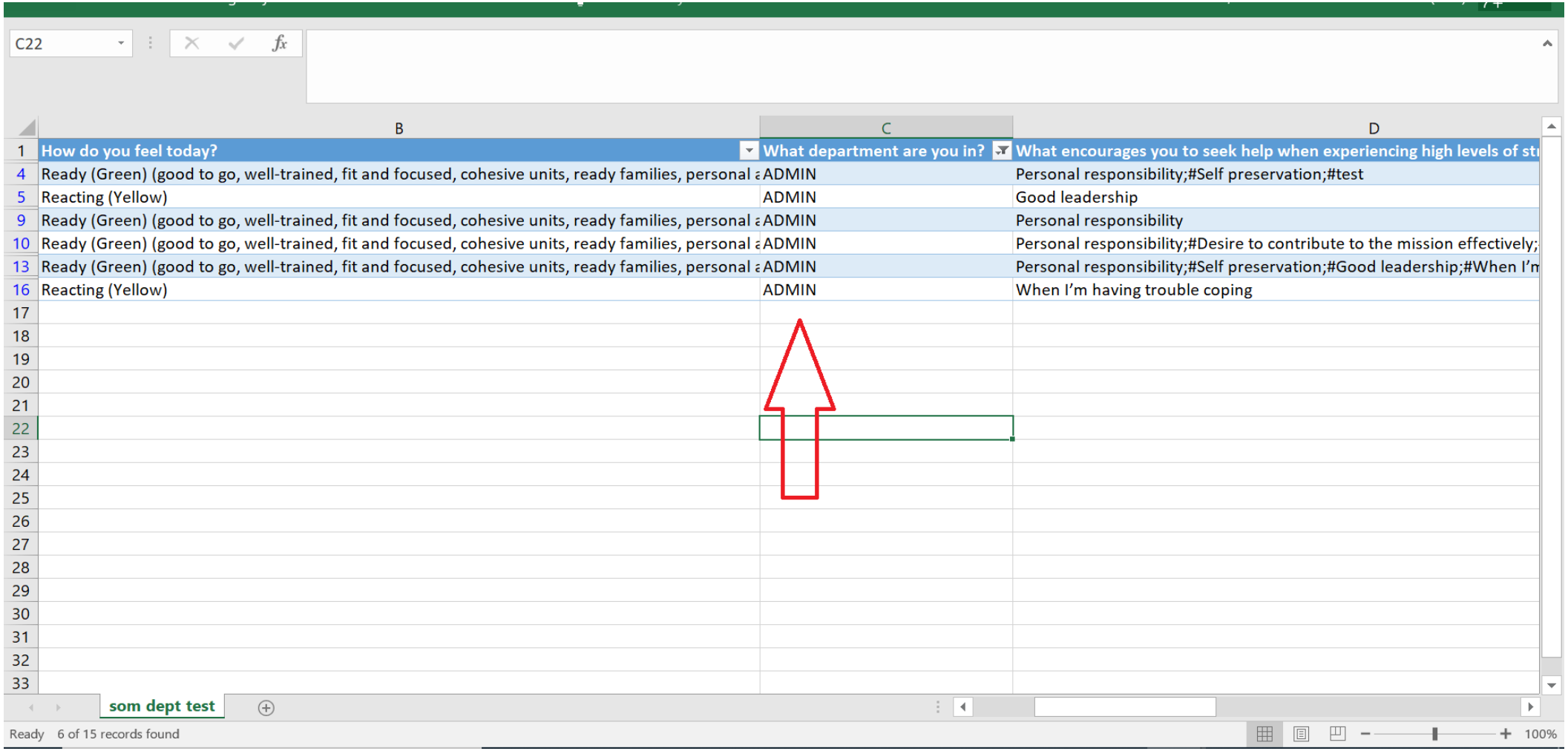
Select “Table” and click “OK.”



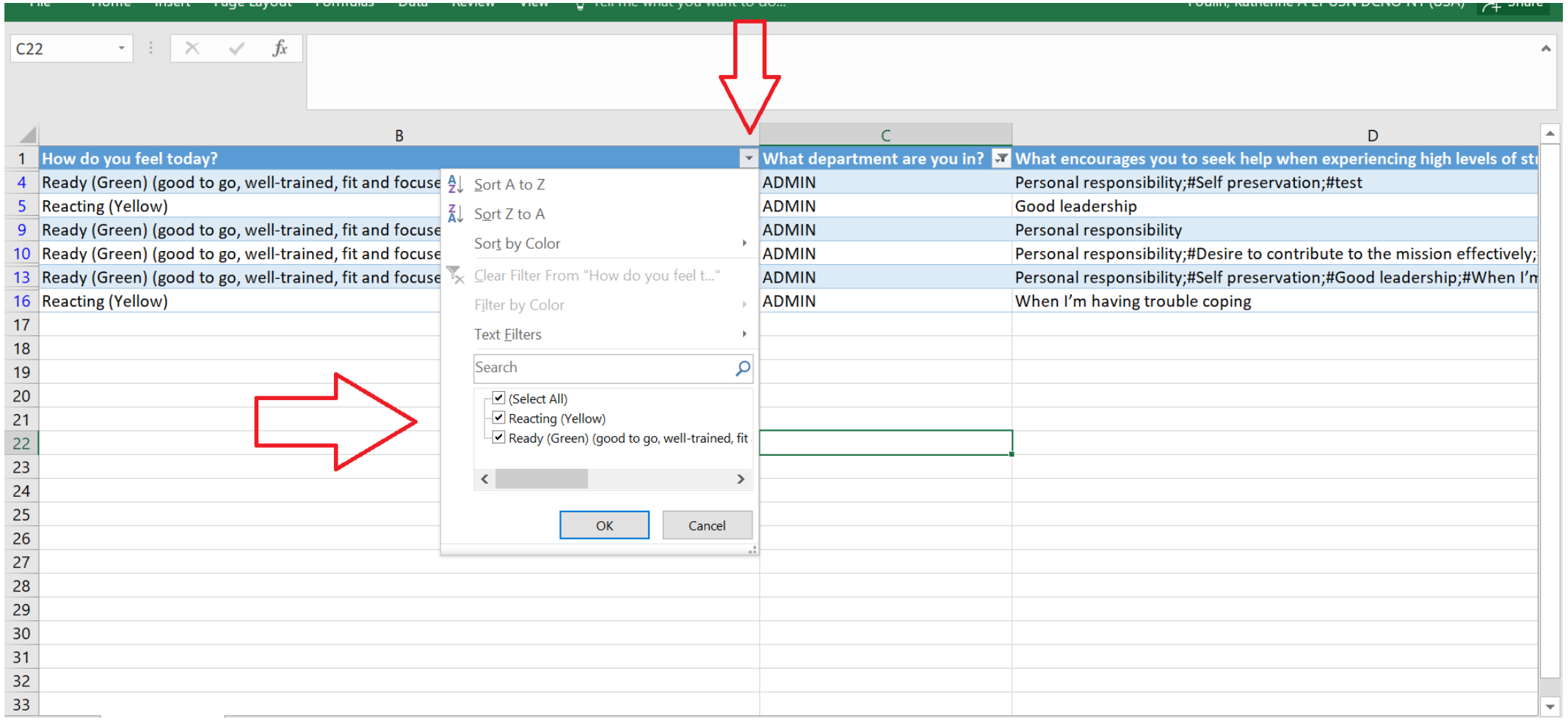
To view results for a particular department, click on the down arrow in the department column and select the department of interest.



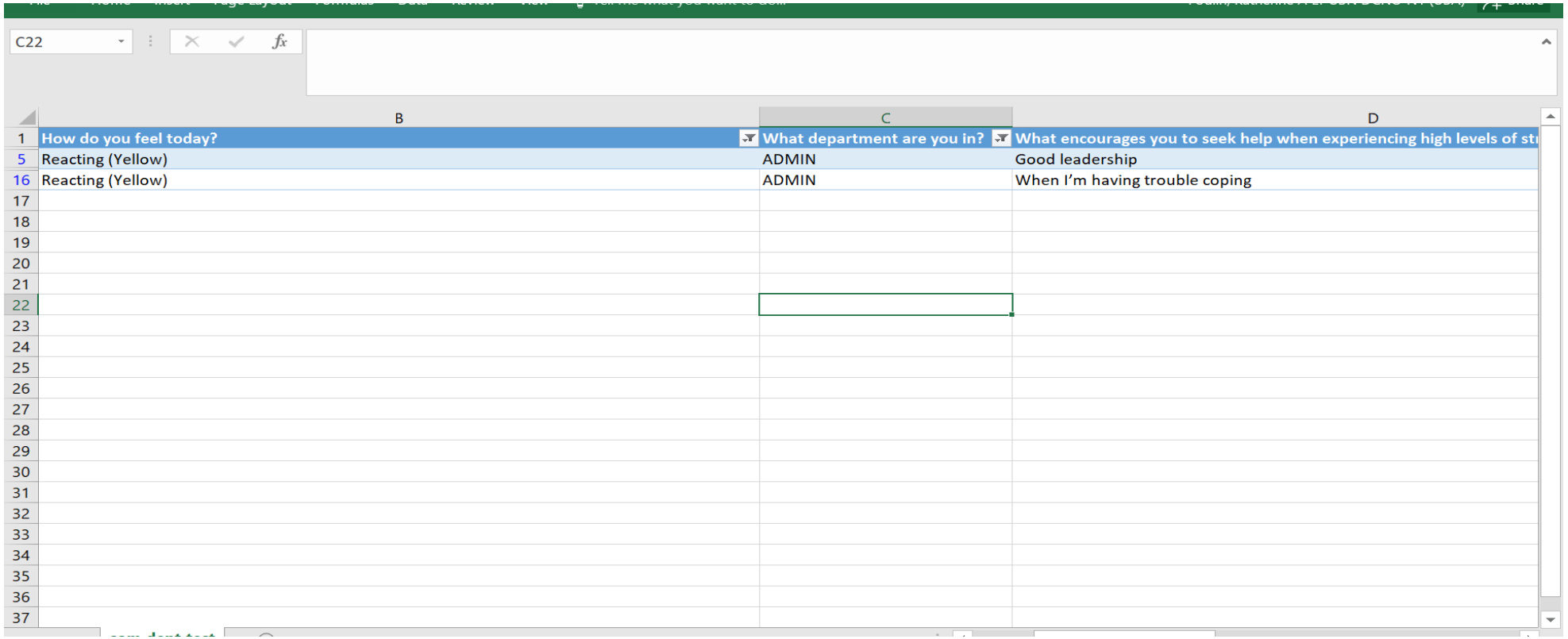
You will now see results for the department of interest.



You can further filter the results by stress level. Select the down arrow in the stress level column and select the desired level from the menu.



You will now see the results by department and stress level.



C22

	B	C	D
1	How do you feel today?	What department are you in?	What encourages you to seek help when experiencing high levels of str
5	Reacting (Yellow)	ADMIN	Good leadership
16	Reacting (Yellow)	ADMIN	When I'm having trouble coping
17			
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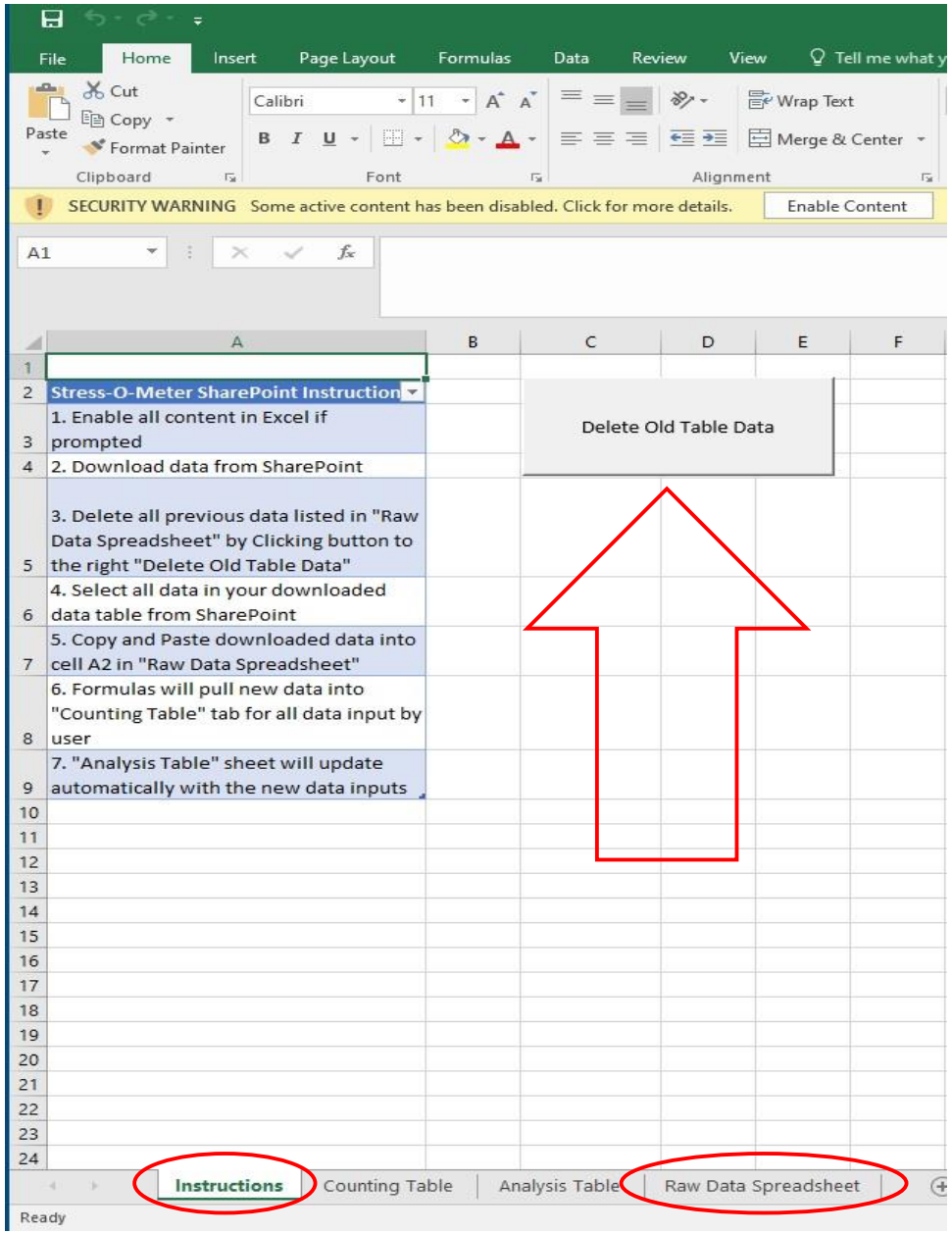
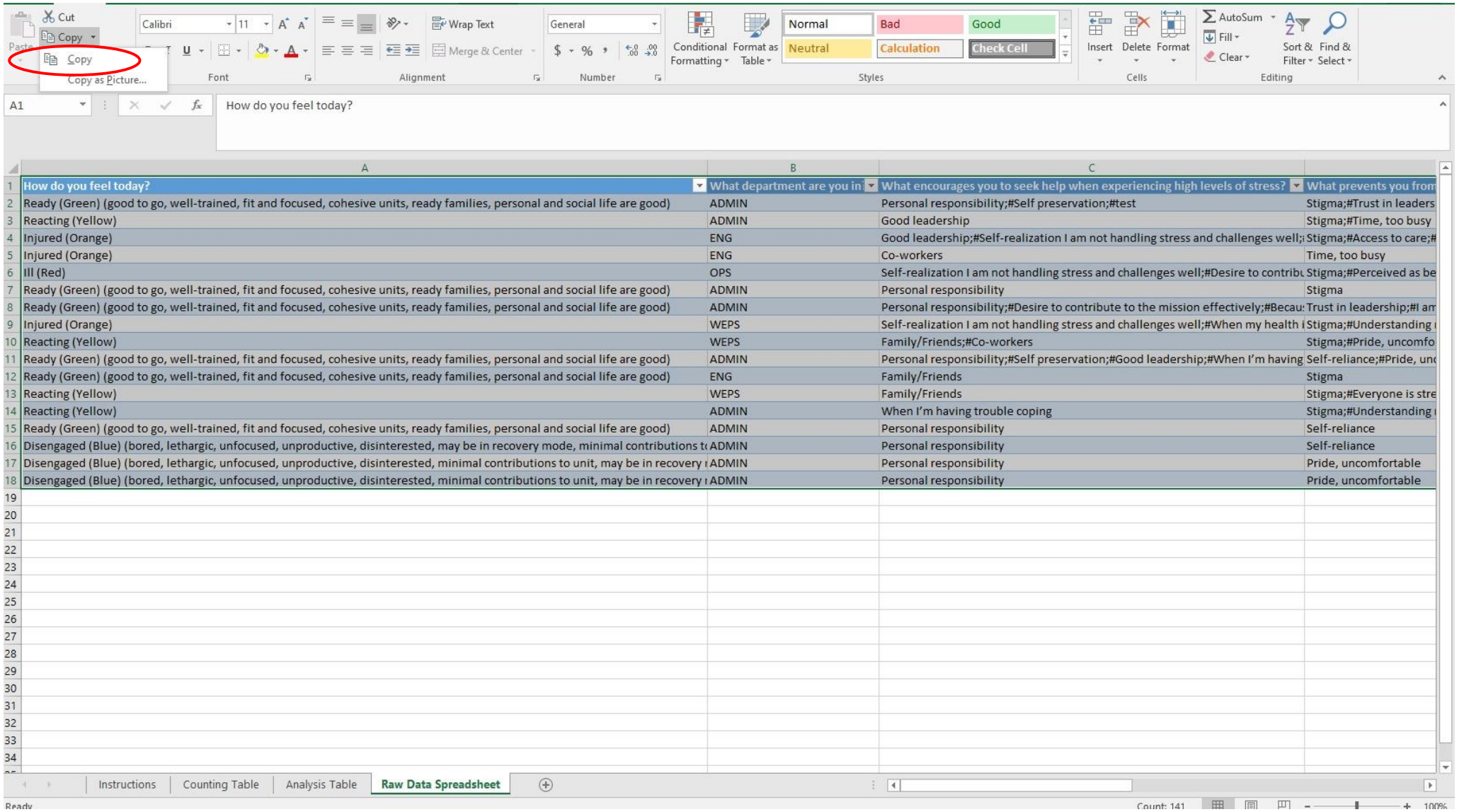
- If you would like to see color coded results that are appropriate for printing and sharing with command leadership, please see the following slides.
- You will need to download the SharePoint SOM Companion from the EOSC support center or the EOSC MyNavyHR webpage: https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/E-OSC/

Step #7: Preparing Results for Command Leadership



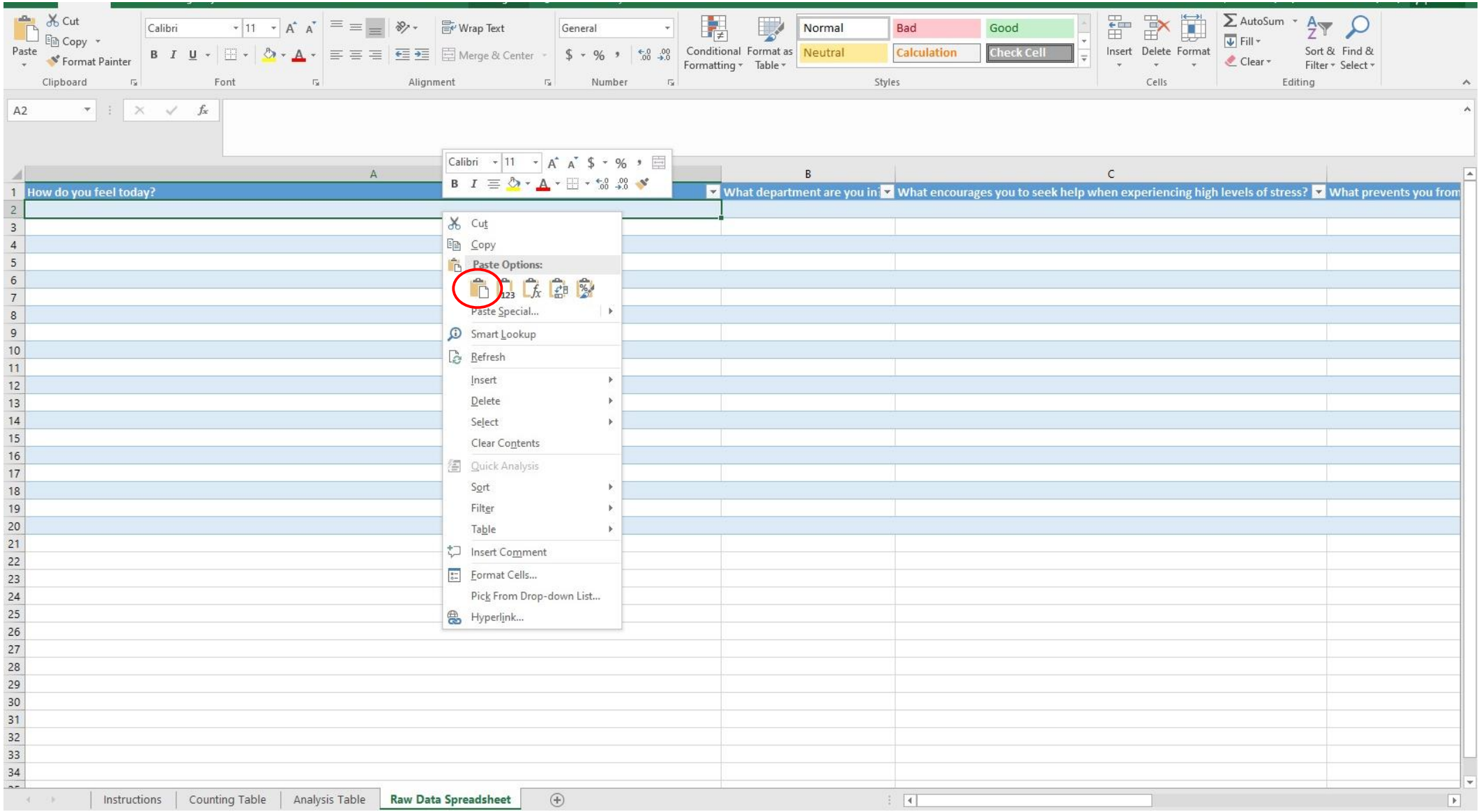
Open the “SOM Companion” spreadsheet and go to the “Instructions” tab. Click on the "Delete Old Table Data“ button to clear any old data then go to the “Raw Data Spreadsheet” tab.

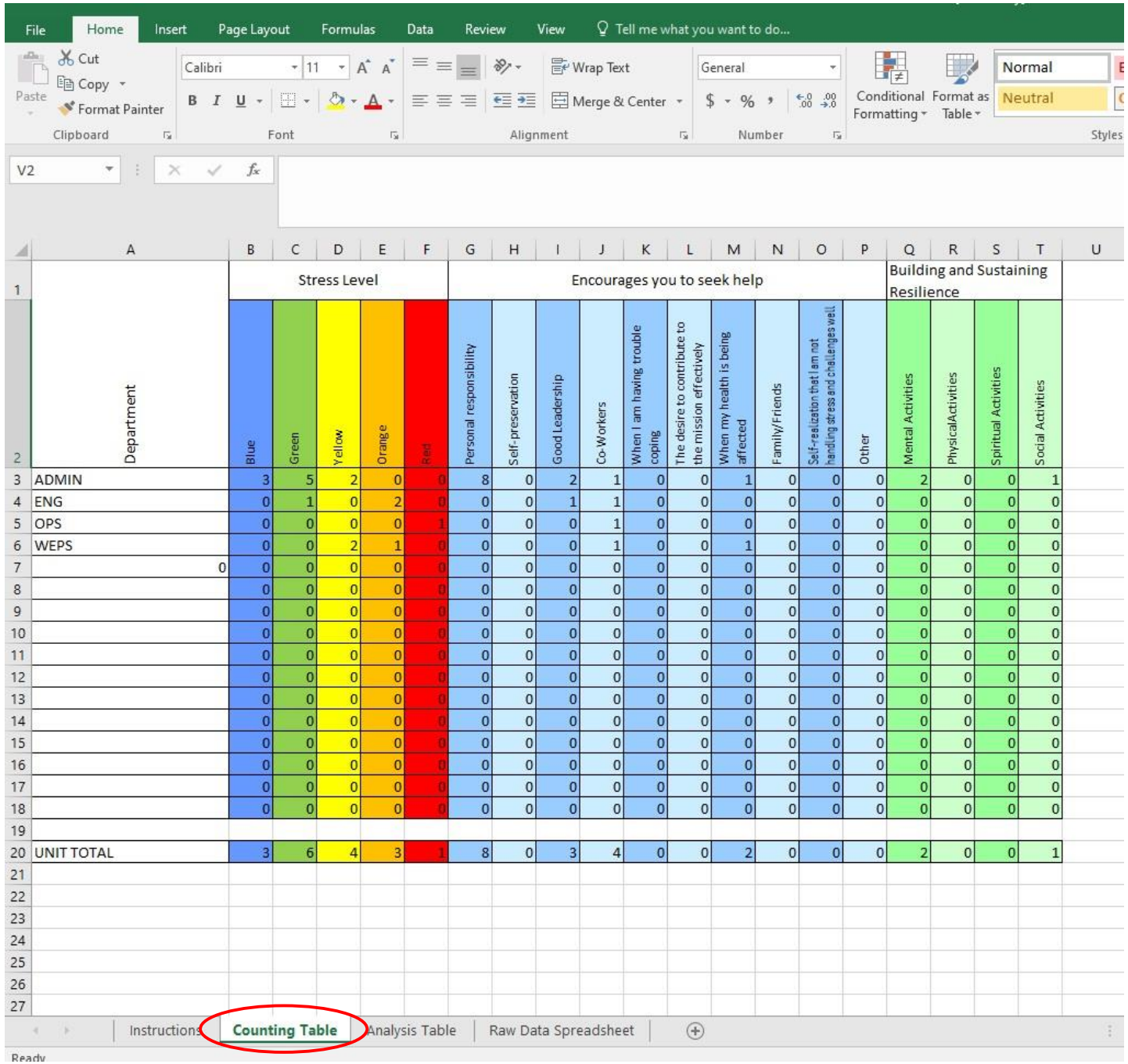
Open the spreadsheet you created in step #6 titled “SOM DDMMMYYYY.” Select all the data in this spreadsheet and select “Copy.”



How do you feel today?	What department are you in?	What encourages you to seek help when experiencing high levels of stress?	What prevents you from
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility;#Self preservation;#test	Stigma;#Trust in leaders
Reacting (Yellow)	ADMIN	Good leadership	Stigma;#Time, too busy
Injured (Orange)	ENG	Good leadership;#Self-realization I am not handling stress and challenges well;	Stigma;#Access to care;#
Injured (Orange)	ENG	Co-workers	Time, too busy
Ill (Red)	OPS	Self-realization I am not handling stress and challenges well;#Desire to contribu	Stigma;#Perceived as be
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility	Stigma
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility;#Desire to contribute to the mission effectively;#Becau	Trust in leadership;#I am
Injured (Orange)	WEPS	Self-realization I am not handling stress and challenges well;#When my health i	Stigma;#Understanding
Reacting (Yellow)	WEPS	Family/Friends;#Co-workers	Stigma;#Pride, uncomfo
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility;#Self preservation;#Good leadership;#When I’m having	Self-reliance;#Pride, unc
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ENG	Family/Friends	Stigma
Reacting (Yellow)	WEPS	Family/Friends	Stigma;#Everyone is stre
Reacting (Yellow)	ADMIN	When I’m having trouble coping	Stigma;#Understanding
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility	Self-reliance
Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, may be in recovery mode, minimal contributions t	ADMIN	Personal responsibility	Self-reliance
Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery	ADMIN	Personal responsibility	Pride, uncomfortable
Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery	ADMIN	Personal responsibility	Pride, uncomfortable

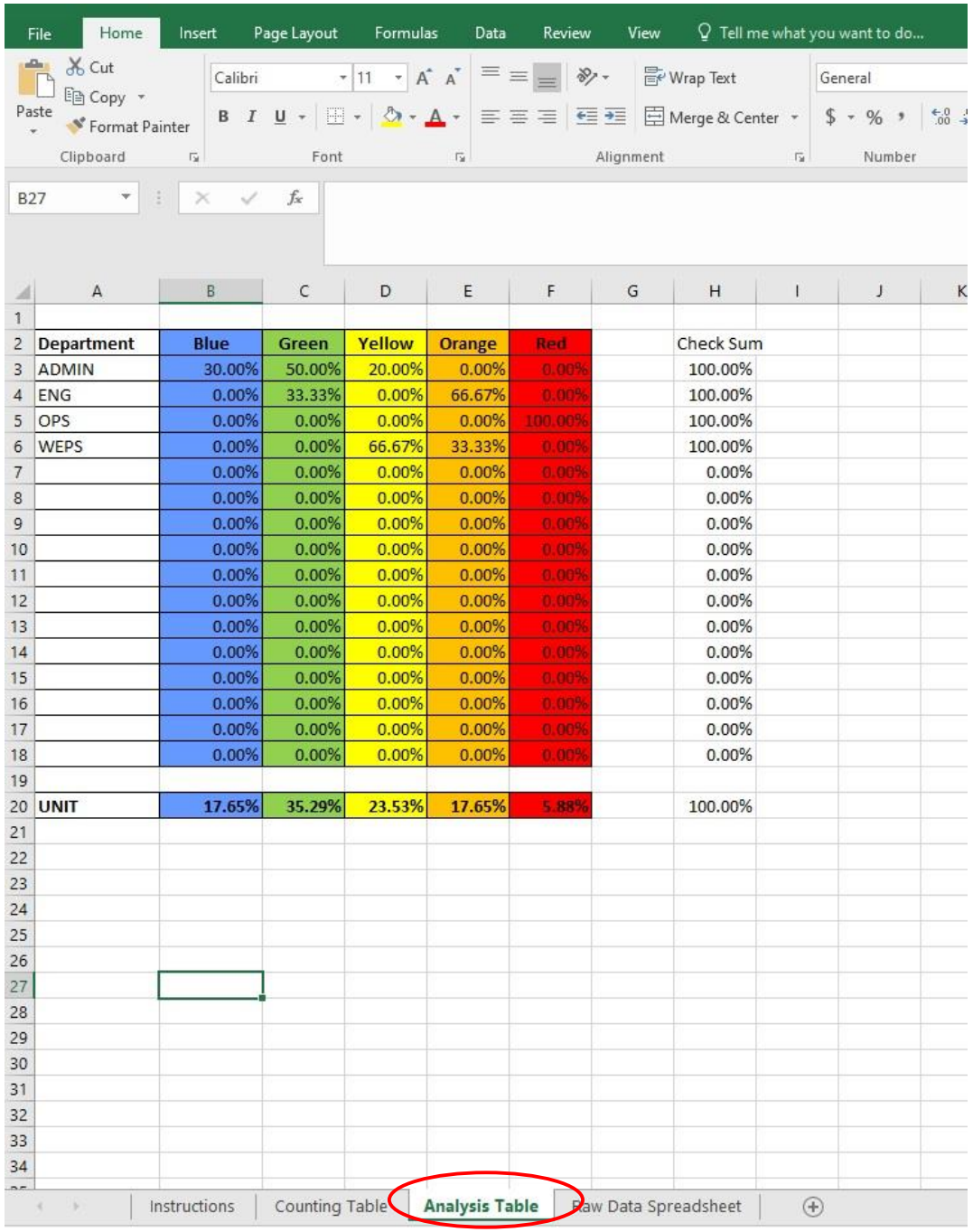
Go to the “SOM Companion” spreadsheet (“Raw Data Spreadsheet” tab), highlight cell A2, right click and select “Paste.”





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1		Stress Level					Encourages you to seek help										Building and Sustaining Resilience				
2	Department	Blue	Green	Yellow	Orange	Red	Personal responsibility	Self-preservation	Good Leadership	Co-Workers	When I am having trouble coping	The desire to contribute to the mission effectively	When my health is being affected	Family/Friends	Self-realization that I am not handling stress and challenges well	Other	Mental Activities	PhysicalActivities	Spiritual Activities	Social Activities	
3	ADMIN	3	5	2	0	0	8	0	2	1	0	0	1	0	0	0	2	0	0	1	
4	ENG	0	1	0	2	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	
5	OPS	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
6	WEPS	0	0	2	1	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
17		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
19																					
20	UNIT TOTAL	3	6	4	3	1	8	0	3	4	0	0	2	0	0	0	2	0	0	1	
21																					
22																					
23																					
24																					
25																					
26																					
27																					

Select the “Counting Table” tab. The data you pasted will automatically be displayed by department.



Department	Blue	Green	Yellow	Orange	Red	Check Sum
ADMIN	30.00%	50.00%	20.00%	0.00%	0.00%	100.00%
ENG	0.00%	33.33%	0.00%	66.67%	0.00%	100.00%
OPS	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
WEPS	0.00%	0.00%	66.67%	33.33%	0.00%	100.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
UNIT	17.65%	35.29%	23.53%	17.65%	5.88%	100.00%

The “Analysis Table” tab will display results by department as percentages.

You now have color coded results that are appropriate for printing and sharing with command leadership