



# SURVEY ADMINISTRATION INSTRUCTIONS

## Healthy Youth Survey 2023

As a survey administrator, your primary goal is to encourage students to answer thoughtfully and honestly, by emphasizing the importance of the survey. We greatly appreciate your help in this effort!

Coordinator Contact Information: \_\_\_\_\_

Survey link: \_\_\_\_\_

Survey date and time: \_\_\_\_\_

*If your survey link doesn't work or doesn't show the correct school name and grade range for your class, contact your Survey Coordinator immediately.*

### Setting Up the Classroom

The HYS survey is to be administered **during a class period**, whether students are taking the survey at school in a physical classroom or taking it remotely.

- Administer the HYS survey only on the date and time designated by your school (above).
  - **Do** give the survey during structured classroom time.
  - **Do not** ask students to take the survey on their own time or as homework.
  - The survey is not a test, but it needs to be taken in a 'test-like' environment to ensure the quality of the data and to help protect student privacy.
- Share the survey URL during class time, right before students take the survey.
  - **Do not** send out the survey link out ahead of time.
  - **Do not** ask students take the survey on cell phones.
  - **Do not** send or post the survey link on social media or with anyone aside from the students taking it.
- Student participation in HYS is **voluntary**. Any student may decline to participate or may choose to skip any question that he or she prefers not to answer.
  - Tell students there is an alternative activity chosen by the school to do if they do not want to participate in the survey. If you're unsure what the alternative activity is, ask non-participating students to read silently or work on homework.
  - Students taking the survey remotely will be asked if they are in a place where they can answer questions privately and honestly when they begin the survey. If the students feel that they are not in a place to privately or honestly answer questions, they will not be able to continue with the survey. They will be instructed to ask their teacher for the alternative activity.
- HYS is **anonymous**. The survey does not include any information or codes to identify students. Student responses are not sent to the school.
- Accommodate any students with special needs in the manner that they are usually accommodated, to the extent reasonable, *so long as the voluntary and anonymous nature of the survey is preserved.*

### Setting Up Computers

- Your school has a unique survey link (URL) that will access the survey for your school and grade levels.
- Set up computers as you normally would or as advised by your HYS Survey Coordinator and IT staff.
- Open computers and enter the URL into the browser, or
- Bookmark the survey link on computers, or
- Write the survey link on the board so students can enter it themselves.
- If your school is permitted to administer the survey remotely, you can either display the link for your students to copy into their own browser or you can send it in a chat box or the mechanism you use for sharing URLs during remote learning.

## Starting the Survey

1. Administration requires one full class period (approximately 45 minutes).
2. When students open the survey, confirm that it is for the correct school and grade level.
3. Let students know the survey is available in multiple languages and ASL by selecting language in the upper right corner of the survey.
4. **Read this statement to students:** *“The survey is completely anonymous, and no one can know how you, as a student, responded. If you use a screen capture or recording program on your device, please turn it off before you begin the survey. If you are using a school device that usually has this kind of program, it has already been turned off. This will help make sure you can answer honestly and anonymously.”*
5. **Show the Classroom Instructional Video** [www.k12.wa.us/HYSvideo](http://www.k12.wa.us/HYSvideo). If you can't show the Instructional Video, read the following to the students before they begin taking the survey:
  - “Today we will be taking the Washington State Healthy Youth Survey. This is not a test. There are no right or wrong answers. Answer as many questions as you can and choose the answer that is right for you. If you don't want to answer a question, just leave it blank. If you don't understand a question, raise your hand and I will try to explain what it means, or you can just skip the question.”
  - “Participation in this survey is anonymous. There are not any codes or information that will identify you or your survey. No one will know which answers are yours. Participation in this survey is voluntary. If you prefer not to participate in the survey, you may {describe the alternative activity designated by the school}.”
  - “Your answers will help your school and community leaders understand what you really think. They are very interested in what you have to say and appreciate your accurate and honest answers. The answers you give are very important and will help provide better programs and services for students.”
  - “Take a minute to read the instructions on your screen. Use the Next button to move forward and the Previous button if you want to go back. When you are done with the survey, hit the Submit button and you will see a Thank You screen. If you finish early, sit quietly at your computer while your classmates finish.”
  - {Give them a few minutes, then ask}, “Do you have any questions? Please start the survey now.”

## During the Survey

- To ensure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the survey.
- If your school is permitted to administer the survey remotely, follow your school's current protocol for “test” administration in a remote setting, while conducting the survey.
- Do observe their behavior to ensure that disruptions do not occur or that students do not try to find out how other students answered.
- If students finish the survey, ask them to quietly sit or read silently, or do whatever they would normally do during extra class time.

## Completing the Survey

- When the time for the survey is up, ask students to go to the end of their survey and hit Submit. Make sure all the students have submitted their surveys and closed the browser window.
- Distribute the *If You Need Some Help* resource list to all students. Hand out paper copies of the resource list or send them a digital copy: <https://www.askhys.net/HYS/GetDocument?path=Administration%5C2023&fileName=Student%20Resources.pdf>

## Technical Issues? Please check the following:

- To navigate the survey, students use the Next button to go forward and the Previous button to go back. If a student accidentally uses the back arrow in the Internet browser, ask them to refresh the page by hitting F5.
- Check the survey welcome page to see if it shows the correct name of the school and grade level ranges. If the school or grade are incorrect, contact your HYS Survey Coordinator.
- Check to see if the survey link is correctly entered into the URL bar and NOT the “search” bar (e.g., Google).
- If you have any issues, contact your HYS Survey Coordinator.