SURVEY ADMINISTRATION INSTRUCTIONS
Healthy Youth E-Survey Pilot 2019

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!

If you are missing anything or if your URL doesn't work, contact your Survey Coordinator immediately.

Coordinator Contact Information: _____

Setting Up the Classroom

- 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.
  - Let students who decline to participate know that there is an alternative activity chosen by the school.
  - Your survey coordinator will notify you of any students in your classroom who have already decided not to participate.
- Responses are completely **anonymous.** HYS does not include any information or codes to identify students and no one should be permitted to see a student's responses. Your school will let you know if it has additional privacy requirements.
- 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 online survey 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 URL on computers, or
  - Write the URL down so students can enter it themselves into a web browser.
  - Make sure each computer screen is on the first page of the survey.

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.
- Is the complete URL entered correctly?
- Does the survey welcome page show the correct name of the school?
- Is the address correctly entered into the URL bar and NOT the "search" bar (e.g., Google)?

Starting the Survey

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, you can come up and I will try to explain what the question means, or you can just skip the question."

- "Participation in this survey is completely anonymous. There are not any codes or information that will identify 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. However, 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 at their desk.

Completing the Survey

- When the time for the survey is up, ask students to go to the end of their E-Survey and hit Submit.

- Make sure all the students have submitted their surveys and closed the browser window.

- Hand out the *If You Need Some Help* resource list.