

# SURVEY COORDINATOR GUIDELINES

## Healthy Youth E-survey 2020

The work you do is important to the success of the e-survey. Carefully following these instructions helps ensure that results for your school will be accurate and useable. Use the Survey Coordinator Checklist with these guidelines to mark off each important step in the e-survey administration process. We greatly appreciate your help in this effort!

**All of the materials that you need to implement HYS are at [www.AskHYS.net/Administration](http://www.AskHYS.net/Administration).**

### Review Survey Instructional Packet in early September

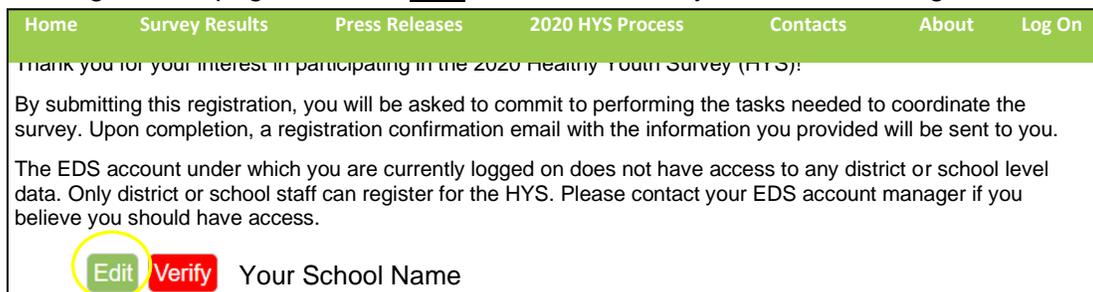
- ❑ A packet of e- survey instructional materials will be emailed upon registration. Review the packet of instruction materials to verify you have:
  - Coordinator Guidelines, a Coordinator Checklist, the School Office Information and Student Opt Out List, the Parent and Student Information Letter, the Survey Administration Instructions, and copies of the questions to be asked on the E-survey.

### Select a E-survey Date and Time in early September

- ❑ The e-survey **should be administered** during the weeks of **October 12 through October 30**.
- ❑ Work with your school administrators and other staff to pick a day that will be the most convenient for the school and a day when large groups of students will not be missing.
- ❑ Schedule the e-survey time(s) so that students will have 45 to 50 minutes to take the e-survey.
- ❑ Students who are not present at the school full-time, including those participating in alternative programs and Running Start, may take the e-survey on a different day or time during the same one-week period as the rest of the school. This does not include full-time students who were absent on the day of the survey.
- ❑ Enter the date and time that the e-survey will start and end online.
  - Log in to AskHYS and go back to the Registration page.



- On the registration page, click the **Edit** button and enter your date/time range.



- Click the Edit button and enter the date and time range that your school will take the e-survey.

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**When will you be taking the survey?**  
Students will not be allowed to take the survey outside of this time range.

Survey Start Date/Time 10/14/2019 09:00  
Survey End Date/Time 10/16/2019 20:00

- Your e-survey link(s) will only be active during this time range.
- If you don't add your e-survey date/time range online, your e-survey will not be activated

**CRITICAL STEP:**

Notify parents and students as soon as possible to ensure that your survey materials arrive on time. Survey materials cannot be shipped until all notifications are complete and you've completed the online Verify form.

All notification steps must be complete at least 2 weeks before the e-survey.

**Notify Parents and Students About the E-survey in early to mid-September**

The Parent and Student Information Letter is available in English, Spanish, and 16 additional languages at [www.AskHYS.net/Administration](http://www.AskHYS.net/Administration).

- Notify **parents** about the survey using at least one of the following methods:
  - Email, make robocalls, or use the Skyward system to notify parents about the survey using the approved Web-Email-Robo Call Sample Language and attach a copy of the Information Letter to emails or Skyward.
  - Send the Information Letter home with students.
  - Mail the Information Letter home.
- Notify **students** at school about the e-survey using both of methods:
  - Post the Parent and Student Information Letter in a school common area, AND
- Notify students about the e-survey during a school assembly or in the classroom in which the students will take the survey.
  - Post information about e-survey on your **school's web site**. Post the information in a prominent location using the Web-Email-Robo Call Sample Language and include a link to the Information Letter.

Additional notification could include announcing the survey on the intercom or public announcement system, using social media, posting on reader boards, posters, handing out extra copies of the Parent and Student Information Letter, or any other method the school uses to communicate with students. These methods do not replace the required methods listed above.

- **Confirm that all notifications steps are complete online** by filing out the **Verify form**:
  - Log in to AskHYS and go back to the registration page:
  - On the registration page, click the **Verify** button and complete the Verify form.

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Thank you for your interest in participating in the 2020 Healthy Youth Survey (HYS)!

By submitting this registration, you will be asked to commit to performing the tasks needed to coordinate the survey. Upon completion, a registration confirmation email with the information you provided will be sent to you.

The EDS account under which you are currently logged on does not have access to any district or school level data. Only district or school staff can register for the HYS. Please contact your EDS account manager if you believe you should have access.

Edit Verify Your School Name

**Complete the Verify form as soon as possible! Submitting the Verify form and entering your e-survey date/time range triggers the system to send activate your e-survey link(s).**

Online Verification must be submitted at least 2 weeks before the e-survey.  
If you're giving the e-survey on October 12<sup>th</sup>, the last day to complete verification is September 28<sup>th</sup>.

### **Notify School Office Staff About the Survey in September**

- ❑ Give staff a copy of the School Office Information and Student Opt Out List after filling in your name on the “Your school’s HYS Survey Coordinator is:” line on the front of the form.
- ❑ Place a copy of the Parent and Student Information Letter and copies of the Survey Questions in the school’s main office. Parents may review the Survey Questions if they wish (but not students). The Letter can be reviewed by both parents and students.
- ❑ Educate staff in the school’s main office so they are aware of the survey and know where copies of the Parent and Student Information Letter and Survey booklets are. Ensure they know how to respond to questions about the survey and how to use the Student Opt Out List for any students or parents who decline participation.

### **Take the Required Survey Coordinator Training in late September**

Complete the online Survey Coordinator Training at least two weeks before the survey, available at [www.AskHYS.net/Registraion/CoordinatorTraining](http://www.AskHYS.net/Registraion/CoordinatorTraining):

- ❑ Go through the Coordinator Training Presentation PowerPoint
- ❑ Take the short online Training Quiz (to fulfill your training requirement)

### **Arrange for an Alternative Activity in late September**

- ❑ Decide what alternative activity will be provided and whether or not these students will remain in the same room or be asked to move to another room.
- ❑ Each building may decide what alternative activity to provide in the school, as long as it is an appropriate activity (e.g., free reading time, assigned supplemental reading, a library assignment, if arranged in coordination with the school librarian, or another appropriate activity). Activities such as cleaning litter off the football field or allowing students to leave school early are inappropriate.

### **Train Teachers to Administer the Survey in late September**

- ❑ Arrange a time to meet with the teachers/staff who will be administering the survey.
- ❑ Discuss the following key elements needed for a successful administration:
  - Describe the survey’s purpose.
  - Emphasize that student participation in the survey is **anonymous and voluntary**. It’s important that students do not feel that they must participate in the survey.
  - Inform teachers about the alternative activity for students who will not participate in the survey.
  - Describe the importance of teachers protecting the anonymity of the data.
  - Ask teachers to create an environment where students feel comfortable providing honest answers.
  - Explain to teachers the importance of the survey and how the results can be used to better understand your school’s climate, for school planning and improvements, and justify existing programs or apply for funding for programs to help students.
- ❑ A Classroom Administrator Training PowerPoint to help you train teachers to administer the survey is available at [www.AskHYS.net/Registraion/CoordinatorTraining](http://www.AskHYS.net/Registraion/CoordinatorTraining).
- ❑ Show teachers the Classroom Instructional Video at: <https://youtu.be/6mwJav2QVtY>

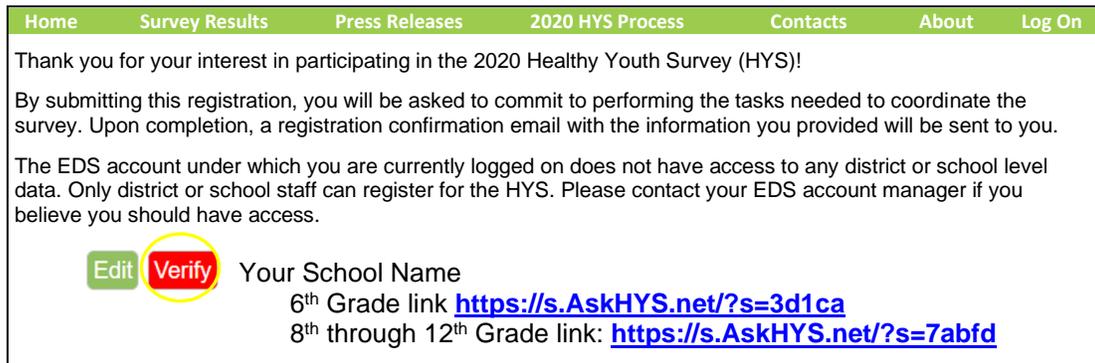
### **Meet with Your IT staff**

- ❑ **Work with your school or district IT staff** (or those that support the online State Assessments) to determine how to best implement the E-Survey at your school:
  - Meet with your IT staff to discuss the E-survey and designate a HYS technical support staff.
  - Determine how and where your school will administer the E-survey to your students:
    - Use Hapara or something like it to restrict student’s internet access and to ensure that they only interact with the specific website for the survey.
    - Use Canvas, Google Classroom, or something like it to pre-place the link on each student’s device desktop.
    - Write/show the URL on the board for students to enter themselves.

- Print enough Resource Lists for each student and Administration Instructions for each classroom.
- Work with IT staff to test the surveys links and to assure computers will be set up and available on the date(s) needed.

### **Get Your Survey Link(s)**

- Your survey link (URL) is now available on AskHYS.net on the same registration page. You can access your link any time:
  - Log in to AskHYS.net and select Registration from the 2020 HYS Process dropdown menu.
  - Click on the Edit button and links will appear below the Edit button for each school registered.



### **Test Your Survey Link(s)**

- Access your URL on AskHYS.net and make sure everything is working properly. If you click on the link you should see your school name and the proper grade. Then click on "click here to take the survey" to make sure your survey is correct.
  - The survey is formatted in green with a blue background. If it's all white, please remove any pop-up blockers and try it again.
  - Forward through the survey and make sure you can get to the end.
  - Ensure that the system allows for cookies. The survey needs to drop one cookie that will last for 3 days.
  - Make sure the survey works on each different type of device that students will use.

### **Before the Survey Administration**

- Print enough Resource Lists for each student and Administration Instructions for each classroom.
- Repeat an announcement to students about the survey **on the day prior** to the administration.
- Check in with IT staff to **ensure the URL works and everything is ready** for administration.

### **The Day of Administration**

- Ensure classrooms are prepared for the E-survey.
- Pick up the **Student Opt Out** List from the school office and inform teachers of students who are to participate in the alternative activity rather than taking the survey.
- Distribute the Resource Lists to each classroom taking the survey.

**Thank you for your assistance!**

If you have other questions about any of these instructions, please email [surveyadmin@askHYS.net](mailto:surveyadmin@askHYS.net) or call toll-free 1-877-HYS-7111.