



# **SURVEY COORDINATOR GUIDELINES**

## **Healthy Youth E-survey 2021**

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).

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## Steps for Early September

### Review Survey Instructional Packet

A packet of E-survey instructional materials will be sent in the mail. Review the packet of instruction materials to verify you have:

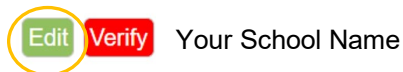
- Coordinator Guidelines, a Coordinator Checklist, the School Office Information and Student Opt Out List, the Parent and Student Information Letter, the Survey Administration Instructions, and copies of the questions to be asked on the E-survey.

### Select a E-survey Date and Time

- ❑ The E-survey **should be administered** during the weeks of **October 11 through October 29**. If you need extra time, you can administer the survey the next week as long as completed surveys are submitted by November 5th.
- ❑ 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 minutes to take the E-survey.
- ❑ **The HYS E-survey is to be administered in a classroom setting**, whether students are taking the survey at school in a physical classroom or taking it remotely in a classroom-like setting.
- ❑ 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 by selecting Register a School.



- 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.

#### **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.

## ***Steps for Early to Mid-September***

### **Take the Required Survey Coordinator Training**

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

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

### **Notify Parents and Students About the E-survey**

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 methods below:
  - 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 E-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 notification 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.



Your School Name

Online Verification must be submitted at least 2 weeks before the E-survey.

If you're giving the E-survey on October 11<sup>th</sup>, the last day to complete verification is September 27<sup>th</sup>.

#### **CRITICAL STEP:**

Notify parents/students and complete the online Verify form as soon as possible!  
Submitting the Verify form triggers the system to activate your E-survey links.

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

## ***Steps for Mid to Late September***


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

- ❑ 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.

### **Arrange for an Alternative Activity**

- ❑ 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 school 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.

### **Get Your E-survey Link(s)**

- ❑ Your E-survey test link(s) (URL) will be accessible on AskHYS.net on the same registration page. You can access your link(s) any time:
  - Log in to AskHYS.net and select Register a School from the 2021 HYS Process dropdown menu.
  - Links will appear below the Edit/Verify buttons for each school registered. Sample links:  
 Your School Name  
6<sup>th</sup> Grade link: <https://s.AskHYS.net/?s=3d1ca>  
8<sup>th</sup> through 12<sup>th</sup> Grade link: <https://s.AskHYS.net/?s=7abfd>
  - Your test link will become live during the time you designated on your registration for the E-survey start and stop time.

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

- ❑ **Work with your 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 HYS technical support staff.
  - Work with IT staff to assure devices will be set up and available on the date(s) needed.
  - Determine how and where your school will administer the E-survey to your students. Consider the following options:
    - 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 or bookmark the E-survey link on each student's device desktop.
- Write/show the E-survey link on the board for students to enter themselves.
- For students taking the survey remotely, display the E-survey link for them to copy into their own browser or you can send it to them in a chat box or the mechanism you use for sharing URLs during remote learning.
- **Don't** ask student to take the E-survey on a cell phone.
- The survey is completely anonymous, and no one can know how students responded. To ensure student privacy, schools and districts must **disable any recording, keystroke tracking, and video capture software** on school-issued devices used to take the survey. Please work with your District Security Manager to ensure any such software is appropriately deactivated during survey administration.
  - Students should be instructed to do the same on personal devices used to take the survey before they begin

### **Test Your E-survey Link(s)**

- Access your test E-survey link(s) on AskHYS.net and make sure everything is working properly.
- Click on the link(s) and check to see your school's name and the proper grade for students taking the E-survey. The survey for students 8<sup>th</sup> grade and older is different from the survey for younger students, so there may be two different E-survey links.
- Start the E-survey and check for the following:
  - The E-survey is formatted with a blue or green 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 where it says Submit.
  - Ensure that the system allows for cookies. The survey needs to drop one cookie that will last for 3 days.
  - Make sure the E-survey works on each different type of device that students will use.
- Ensure that any recording, keystroke tracking, and video capture software is disabled.

## **Steps for Early October**

### **Train Teachers to Administer the E-Survey**

- Arrange a time to meet with the teachers/staff who will be administering the survey.
- Explain that the E-survey is to be administered during a structured classroom time, whether students are taking the survey at school in a physical classroom or taking it remotely. The E-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. Students should not be asked to take the E-survey on their own time or as homework.
- 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/Registration/Training](http://www.AskHYS.net/Registration/Training)
  - ❑ Show teachers the Classroom Instructional Video at: [www.k12.wa.us/HYSvideo](http://www.k12.wa.us/HYSvideo)

### **Before the Survey Administration**

- ❑ Print enough Administration Instructions for each classroom.
- ❑ Add the following to the Administration instructions:
  - The E-survey link, as appropriate for the classroom grade.
  - The E-survey date and time.
  - Your name and contact information.
- ❑ Print enough Resource Lists for each student or distribute or post the URL for the Resource List to all students after the survey is completed. The resource list is available at: <https://www.askhys.net/Docs/HYS%202020%20Student%20Resource%20List.pdf>
- ❑ Repeat an announcement to students about the survey **on the day prior** to the administration.
- ❑ Check in with IT staff to **ensure the E-survey link(s) work 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 Administration Instructions with the E-survey link to each classroom taking the survey.
  - Do not email the E-survey out ahead of time or post the E-survey link on social media or with anyone aside from the students taking it.
- ❑ Distribute the Resource Lists to each classroom taking the survey or send or post a digital copy of the Resource List to all students that took the survey. The resource list is available at: <https://www.AskHYS.net/Administration>

### **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.