

## **SURVEY ADMINISTRATION INSTRUCTIONS IN AN *IN-SCHOOL SETTING***

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 the survey is voluntary. Any student may decline to participate or may choose to skip any question that they prefer not to answer.
  - *If a student decides to not take the survey, let them know about the alternative activity they can do that was chosen by the school.*
- This survey is anonymous. It does not include any information or codes to identify students. Individual 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 URL that will access the survey for your school.***

- Set up computers as you normally would or as advised by your Survey Coordinator and IT staff.
  - Open computers/tablets and enter the URL into the browser, or
  - Bookmark the URL on computers, or
  - Write the URL on the board so students can enter it themselves.

### **Starting the survey**

1. Administration requires approximately 25 minutes and should be done during a set class time.
2. **Read the following to the students before they begin taking the Survey:**
  - "Today we will be taking the COVID-19 Student Survey: Impacts and Implications on Student Learning and Well-being."
  - "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, let me know and I will try to explain what it means, or you can just skip the question."
  - "Participation in this survey is anonymous. There are no 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 while your classmates finish."
- [Give them a few minutes, then ask], "Do you have any questions?"
- "Please start the survey now."

#### During the Survey if you are in a classroom setting

- 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 and that students do not try to find out how other students answered.
- When 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 hit Submit if they are done, otherwise they may simply exit their browser.

#### **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.
- 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)?
- If you have any issues, contact your Survey Coordinator.

#### **About the COVID-19 Student Survey**

This survey asks questions about student's experiences during the COVID-19 pandemic. The purpose of the survey is to collect information to help teachers, school leaders, parents, and community partners better understand how to meet the needs of youth.