



Survey Coordinator Instructions Regarding: Administering your Online Survey

Hello, and welcome to the 2013 Pennsylvania Youth Survey (PAYS) Project! We are happy to be collaborating with you for this very important survey. We appreciate your time and effort in coordinating this year's survey administration. We have put together a quick list to help you in preparing for this year's survey.

We hope that these guidelines will help your preparation go smoother. Please feel free to contact Project Director Mary Johnstun via phone or email (801-842-2682 or mary@bach-harrison.com) if you have any questions about this process.

Contents of the email you are receiving:

- ❖ URLs for the survey. Each school will receive one URL to use. Each URL is set to activate on September 16th (the first day of our survey window) and will expire on November 28th (the last day of our survey window). Should you need to extend the window in which your URLs are active, please notify Mary Johnstun at Bach Harrison.
 - a. Likewise, if your survey has been completed and you would like to request that we de-activate your survey link, please let us know and we will fulfill that request.
- ❖ PAYS Classroom Proctor Instructions/Script for Teacher

Preparing for your online survey

- Please examine these materials to ensure that instructions are clear. If you have any questions about the survey process, please contact Mary Johnstun immediately at mary@bach-harrison.com or 801-842-2682.
- Check to make certain that each of your Survey URLs works on the internet platform to be used at each school. We do not anticipate there being any problems with this, but a quick test to make certain will put everyone's mind at ease.
- Figure out the best way to distribute the URLs to each school and to each teacher/survey proctor.
- Teachers/Proctors will also need to be given very clear information regarding the computer lab (if multiple computer labs exist at your school) or technology they are to use on the day of the survey, and the system you would like to follow for getting the survey done in one school day.

- Some ideas for gearing up for each school's survey are as follows:
 - Consider bringing all teachers/proctors together to conduct a training for how you would like the survey to be administered and the system you would like to use for moving students through the computer labs.
 - Forward the URLs and your online survey plan via email to your school-level contacts or teachers/proctors.
 - Supply the URLs to school-level IT staff and ask that the survey location be bookmarked in the school's computer labs (NOTE: We will set up an activation timeframe to ensure that students do not take the survey ahead of time).

Survey Day Instructions:

- If schools and teachers/proctors have been properly trained and prepared prior to the day of the survey, the administration should go quite smoothly. However, should any technical problems arise on the day of the survey, please contact Mary Johnstun at Bach Harrison LLC or contact the IT staff at your school. Some day-of-the-survey specifics:
 - On the day of the survey, each school will use the unique online survey URL that has been set up for them by Bach Harrison. Each computer that is to be used should have the URL bookmarked and ready for use. Prior to students entering the computer lab, the survey proctor should open the URL for each computer. Students will sit down and take the form.
 - The last screen of the survey will read "Thank you for completing the survey. On behalf of the Commonwealth of Pennsylvania, we would like to thank you for your participation in this important study." Students should click the "Done" button/option. When they do so, the survey will refresh for the next student taker. Survey proctors should make certain that students do not take the survey multiple times while they are sitting at the computer.
 - If a student does not finish the survey and leaves the computer lab without hitting that final "Done" button, the survey proctor should merely reload the URL for the next student.
 - These instructions are also located in the instructions/scripts for survey proctors.
- Check with each school after the survey to make sure that they completed the survey as planned. Assess whether or not the school needs more time to get all students surveyed and if they have a plan for doing so.
- Survey links will be set to expire shortly after the day of the survey, if any school decides to reschedule their survey, please alert Bach Harrison to the change so that they can modify the settings on the link.
- When the survey is completed, please send thank you letters and/or emails to superintendents, principals, and individuals within the school (i.e. teachers, aides, office staff, etc.) that helped with the survey process.

THANK YOU FOR YOUR HELP AND SUPPORT!

If you have questions, contact Pennsylvania Youth Survey Project Director Mary Johnstun via phone or email (801-842-2682 or mary@bach-harrison.com).