

## Classroom Proctor Instructions - Online

### **THIS SURVEY IS FOR STUDENTS IN 6TH, 8TH, 10TH, AND 12TH GRADES ONLY!**

- Some parents may have opted their child out of participating in the survey; your survey coordinator will notify you if any of those students are in your classroom.
- If you need a link to take the survey in Spanish, please notify your survey coordinator prior to the day of the survey.

Each school has been provided a unique online survey URL set up for the school 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 on each computer (if it is not already open.) If the school's survey URL is not bookmarked on the computers to be used, please notify your survey coordinator or IT staff person to receive the correct web link.

Prior to beginning the survey, make certain that each computer screen is set to **the first page of the survey**. If it is not, please refresh the link to the survey or open the URL anew. This is especially important when you are administering the survey in a computer lab which has been used to survey students earlier in the day.

#### **(1) READ the following ALOUD to STUDENTS before beginning the online survey:**

- ✓ Today we will be taking the Pennsylvania Youth Survey. Your school and community want to hear about issues affecting you.
- ✓ This is not a test. There are no right or wrong answers.
- ✓ Participation in this survey is completely anonymous.
- ✓ Answer as many questions as you can and choose the answer for each question that is true for you.
- ✓ Participation in this survey is voluntary. If you don't want to answer a question, just leave it blank. If you don't understand a question, you can move on to the next question.
- ✓ Do not talk to other students during the survey.
- ✓ When you are done with the survey and see the final "Thank You!" screen, please sit quietly at your computer while the rest of your classmates finish.
- ✓ Any questions?

#### **(2) Ask students to turn to their computer screens.**

#### **(3) READ the following ALOUD to the students:**

- ✓ Read the introduction and instructions on the first page of the survey
- ✓ Answer the questions for this online form by marking the bubbles available.
- ✓ If you want to change an answer, simply click on the answer you wish to use instead.
- ✓ If you finish your survey early, sit quietly at your computer until you are dismissed. DO NOT take the survey again.

[Remain at the front of the room during the survey to ensure confidentiality.]

#### **(4) At the end of class, READ the following ALOUD to the students**

- ✓ The class period is over. If you have not finished the survey, please click through the survey to the final page of the survey.
- ✓ Click on the "Done" button to submit your survey.
- ✓ Thank you for your participation in this important survey!

**[If you plan to administer the survey again to another group of students, please make certain that the first page of the survey is shown on the screen.]**

*Should you have any questions regarding the online surveying process, please call Bach Harrison Project Director Mary Johnstun at 801-842-2682 or [mary@bach-harrison.com](mailto:mary@bach-harrison.com).*