

**Quick Reference
Survey Coordinator Instructions –
Online Administration**

Welcome to the 2019 Pennsylvania Youth Survey (PAYS) Administration. We are happy to be collaborating with you for this very important survey and appreciate your time and effort in coordinating this year's survey administration. Here is a quick list to help you in preparing for this year's survey.

We hope that these guidelines will help your preparation go smoother. If you have any questions regarding SurveyGizmo, the URLs you're receiving, or online survey planning, please contact Apollo Bach-Harrison at apollo@bach-harrison.com or 801-359-2064 ext 101. Apollo is the primary BH contact available to provide technical assistance for administering the survey online. If you have any questions about the survey in general (scheduling, students to survey, etc.) please contact Mary Johnstun at mary@bach-harrison.com or 801-842-2682.

Contents of the email you are receiving:

- **URL(s) for the survey:** Each participating school building within a district will receive a unique URL to use.
 - The link will be active when you receive it and will deactivate approximately one week later. Should you need to extend the window in which your URLs are active, please notify Mary Johnstun at Bach Harrison.
 - If you have completed the survey process and would like to request that we deactivate your survey link before the one week, please contact Apollo Bach-Harrison.
- Classroom Proctor Instructions - Online

Preparing for your online survey

- Examine these materials to ensure that instructions are clear. Again, if you have any questions regarding SurveyGizmo, the URLs you are receiving, or online survey planning, please contact Apollo Bach-Harrison at apollo@bach-harrison.com or 801-359-2064 ext 101. Apollo is the primary BH contact available to provide technical assistance. If you have any questions about the survey in general (scheduling, students to survey, etc.) please contact Mary Johnstun at mary@bach-harrison.com or 801-842-2682.
- Work with your district/school IT staff to make certain that each of your Survey URLs works on the internet platform to be used at each school, including that you have sufficient bandwidth. 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 survey proctor.
- 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 preparing for each school's survey administration are as follows:

- Consider bringing all 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 proctors.
- Forward the Classroom Proctor Instructions - Online to your contacts and make sure that they all understand that the script is to be read aloud prior to each online survey administration.
- 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 or contact the IT staff at your school. Some day-of-the-survey specifics:
 - On the day of the survey, each school building 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, listen to the script that is read aloud by the survey proctor, and take the online survey.
 - 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 to participate. 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 to ensure confidentiality.
 - These instructions are also located in the instructions/scripts for survey proctors.

Post-Survey Instructions

- 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.
- When your school(s) are done with the survey, please let Mary Johnstun or Apollo Bach-Harrison know and they will confirm that the web links were deactivated for your survey.
- When the survey is completed, please send thank you letters and/or emails to superintendents, principals, and individuals within the school (e.g., teachers, aides, office staff, etc.) that helped with the survey process.

Tips for Planning for the Administration of the Survey

In-depth survey planning/scheduling information can be found in the “Survey Coordinator Training Information” document. Here are a few reminders regarding scheduling of survey dates:

- Try to avoid scheduling the survey on a Monday or Friday, days before or after Holidays, and first or last period of the day.
- Whenever possible, avoid standardized testing days, partial days, and days in which many students will be absent (such as “Senior Skip Day”).
- Try to avoid peak absentee days such as during hunting or sports seasons.
- At each school, choose a single day on which the survey is to be administered. Schools within a district can choose different survey dates, but each school should conduct their survey on the one day that is selected.
- It is also helpful to come up with a back-up date. If the original date falls through for one reason or another (such as weather), you have a back-up date already planned.
- To increase the comparability of the data, schools should schedule the survey administration at approximately the same time of the school year.

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). Questions regarding technical issues related to the online survey can be directed to Apollo Bach-Harrison, Data Collection Manager, at apollo@bach-harrison.com or 801-359-2064 ext. 101.