



## TEACHER/PROCTOR USER GUIDE - 2018 ILLINOIS YOUTH SURVEY ONLINE SURVEY ADMINISTRATION

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Thank you for administering the Illinois Youth Survey during your class. Your school has chosen to participate in this survey as a way of getting input from youth about important issues that affect them. Your approach to administering the survey will play a large part in determining whether students give sincere and valid responses to the survey questions.

### EQUIPMENT NEEDED

Schools require an Internet connection, either through a LAN (T1, etc.), Wi-Fi or with an individual modem, connected to an Internet Service Provider and the network capacity to accommodate the number of students surveying simultaneously. Traffic to and from the survey site must be allowed.

#### Operating System Requirements

- PC configured to run Windows 7 to 10
- Mac configured to run Mac OS X
- Apple iPad2
- Chrome OS

#### Supported browsers

- Microsoft Internet Explorer v11
- Mozilla Firefox, v52 esr or higher
- Google Chrome, v62 or higher

### IDENTIFYING INELIGIBLE STUDENTS

The site coordinator of the Illinois Youth Survey at your school will provide you with a list of students to be excluded from surveying based on parental denial. In addition, if your classroom includes some students that are in grade levels that are **not eligible** (grades 6, 7, 9, or 11), these students should not participate in the survey. Only the results from students in eligible grade levels will be tabulated and included in your school report. *Please note that some schools choose to survey grade levels that are normally ineligible. If this is the case at your school, your site coordinator will inform you of the grades surveying and which form should be used.*

### CREATING AN EFFECTIVE SURVEY ENVIRONMENT

The survey should be administered to students in an environment that allows them to think seriously about each question and respond in an honest manner. Ensure your class seating is arranged so that others cannot see a student's answers to the survey questions. If desired, students may use an extra sheet of paper to cover their responses as they complete the survey.

Please remain at the front of the classroom while students are completing the survey. It is important that the students feel assured that no one will see their answers to survey questions. Do not allow students to wander around the room.

Stress the anonymity of the survey, so students are assured that their responses cannot, and will not, be connected individually with them. Point out that names should never be written on the surveys so individual participants cannot be matched with their answers. Only data for the entire grade level will be summarized and individual answers will not be looked at under any circumstances.

The student survey may last an entire class period. Please reserve the whole class period on the selected survey date so that your students have time to finish the survey without feeling rushed.

### TO SET UP A STUDENT SURVEY

1. Access the IYS website at <https://iys.cprd.illinois.edu> and click on the Login flag at the top right of the home page and select "Online Survey". This is required for each computer being used.
2. Type in your school's specific proctor user name and password (that will be sent to the contact person via email), and then click "Login". This will take you to the Survey Setup page.
3. Check your site name at the top left corner of the page to be sure you are logged in with the correct school. On this page, you will also see your expected number of surveys and the remaining balance of surveys.

4. Click to highlight the survey you would like to setup, and then click “Setup Survey”. Remember there are different versions of the survey for middle school and high school in both English and Spanish. The only surveys that will be available are those your school has registered to use.
5. Stop! When you see the survey instruction page, you have completed the setup for your computer. Repeat this for all computers that will be used to administer the survey. If students will be using their own handheld device, such as a Chromebook or tablet, the school proctor should share with the students who are participating in the survey, the school login and password as well as which survey they should choose.

## TROUBLE SHOOTING

- **If your site name is incorrect**, check to be sure you are using the login information associated with that school. It is possible that your school building is listed with multiple school names, per the Illinois State Board of Education. In this case, you have login information for each individual school name. You can click the “Log Out” link on the upper right corner of the screen and log in again using the correct information.
- **If you don’t see the grade listed that you are surveying**, please note that you are selecting the survey form, not the grade being surveyed. All participating middle school students should use the 8<sup>th</sup> grade form and all high school students should use the high school form.
- **If you need surveys in Spanish and they are not available**, contact an IYS coordinator to request them to be added to your available survey listing.

*Note: There is a 60 minute time limit from the time the computer is setup at the instructions screen and when the student begins taking the survey by clicking the “I agree” button. Should more than 60 minutes expire from setup to survey start, the computer will automatically log out of the survey when the student clicks “I agree” and you would need to set it up again.*

## TO EXIT OR SETUP ANOTHER SURVEY

Once a student has submitted the survey, they will be directed to a thank you page that contains a “Select Another Survey” button that will bring you back to the login page. You can login again using your school user ID and password to access another survey. To exit the survey, click the “Log Out” link at the top right of the page or simply close your browser. If a student has opened the IYS hotlines webpage from the link on the thank you page, close this page and you will return to the thank you page.

## ADMINISTERING THE SURVEY

1. Identify students not completing the survey and assign them to participate in the alternate activity already established. Reasons for not surveying include ineligible grade level, parent denial, or student decision.
2. Assign language specific online surveys to respective students.
3. Read aloud the proctor script on the following page. Then, ask the students to silently and carefully read the instructions and then begin the survey.
4. If there are fewer computers than students eligible to participate, keep a record of who has participated to make sure all eligible students can participate and that they survey only once.
5. Based on your professional judgement, if students need assistance in reading survey items, you may read the items in a very even, non-suggestive tone to avoid influencing students’ responses.
6. Answer student questions about survey items as suggested below:
  - **A student doesn’t understand the question or a particular word:**  
*“If you are not sure what that means, just answer to the best of your ability.”*
  - **A student is not sure if they know the right answer:**  
*“I want to stress that there are no right or wrong answers. Just answer the best that you can.”*
  - **A student cannot find a response option that fits exactly:**  
*If you can’t find an answer that fits exactly, choose the one that comes closest.”*
  - **A student says the question doesn’t apply:**  
*“If the question does not apply to you, you can just leave it blank.”*

7. When all students have completed surveying at your school, the school IYS coordinator should inform CPRD that data collection at your site is complete. The principal will then receive administrative login information when your results are ready to be accessed online, approximately 6 weeks after completing the survey.

## PROCTOR SCRIPT

“Thank you for accepting the invitation to participate in this study for youth in Illinois schools. The questions ask you about your health behaviors, your community, your friends, your school, and your family. This is your chance to let state and community leaders know how many young people are concerned with and affected by each of the topics covered.

If this study is to be helpful and if you choose to begin the survey, it is important that you answer each question as thoughtfully and honestly as possible. Your answers will be kept strictly confidential. No one at school will see your answers. We ask that you respect the privacy of others and look only at your own screen. This study is completely voluntary, so you may skip any questions you do not wish to answer or stop the survey at any time. ***[Proctor: The following sentence should not be read to students taking the survey on an iPad]*** If you accidentally answer a question that you did not want to answer, hold down the shift key and click the button again to clear the response.

We have some rules to protect your privacy during the survey. First, students and teachers will not be allowed to walk around during the survey. If you need to leave the room during the survey or if you have a question regarding an item in the survey, please let me know by raising your hand.

Other students have said that these questionnaires are interesting, and they enjoy filling them out. We hope you will, too. Please be patient if some questions don't apply to you: we need to ask everyone the same questions. Be sure to read the instructions on your screen before you begin the survey. Thank you very much for being an important part of this project.”

## STUDENT INSTRUCTIONS

***[Proctor: These instructions display on the screen for students to read, if you feel that it is important to read them aloud, please do so.]***

1. This is not a test, so there are no right or wrong answers. We would like you to work fairly quickly, so that you can finish.
2. All of the questions should be answered by clicking one of the answer buttons or filling in a number. If you don't always find an answer that fits exactly, use the one that comes closest. If any question does not apply to you, or you are not sure of what it means, just skip it.
3. To move to the next or previous screens click the corresponding button at the bottom of each page. The back and forth buttons on your browser will not work.

**Thank you for your assistance in making this survey a success!**



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