



SCHOOL IYS COORDINATOR GUIDE - ONLINE SURVEY ADMINISTRATION 2020 ILLINOIS YOUTH SURVEY

Note: If you serve as both the school IYS coordinator and the teacher/proctor for your school, please read both this document and the [Teacher/Proctor Instructions – Online Survey Administration](#).

Thank you for overseeing the administration of the Illinois Youth Survey in your school. This document provides guidelines for selecting classrooms, scheduling the survey date, notifying parents, setting up computers for survey administration, administering the survey, and closing out the survey process. If you have any questions about these procedures, please contact an IYS coordinator at CPRD using the information at the end of this document.

EQUIPMENT NEEDED *Final updates to this list will be made in October 2019*

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. Do not allow students to take the IYS on their cell phones; cell phones have not been tested.

Operating System Requirements

- PC configured to run Windows 7 to 10
- Mac configured to run Mac OS X
- Apple iPad 2 or newer
- Chrome OS on Chromebook

Supported Browsers

- Microsoft Internet Explorer, v11.0 or newer
- Mozilla Firefox, v52.0 esr or higher
- Google Chrome, v62 or higher
- Edge 62

BEFORE YOU START, TEST!

To make sure your system is ready to administer the survey, be sure to test the survey **before** your survey date:

- Using one of the browsers listed above, log in to a computer/tablet using the login and password you received via email.
- Go through all of the pages of the survey by clicking the “Next” button, leaving all responses blank.
 - If you are able to reach the end of the survey and submit, your system is ready to administer the survey.
 - If you are kicked out before reaching the end, please have an IT professional contact us with a screen shot of the error you received, the tablet/computer type, and the browser name and version.

ADMINISTERING THE SURVEY

Target all students in participating grade levels (8th, 10th, 12th). In practice, you may not be able to survey them all, but the higher the percentage of those you survey, the more likely it is that your results will be representative of the whole grade level.

SELECTING THE SURVEY ENVIRONMENT

You will need to determine the environment you will use to administer the survey. Regardless of the environment selected, please be sure that the teacher/proctor is amenable to administering the survey and that students will take the survey in a quiet, comfortable location with at least 40–45 minutes to finish. Administering surveys to large groups in places like a school gymnasium is not recommended due to noise levels and potential compromises in confidentiality.

- Identify a **subject** taken by all students in the participating grade level and schedule the survey to be administered during all classes. Possible subjects include English or P.E., but the best ones for your school may vary.
- Identify a **class period** that would be most conducive to surveying and schedule all students in participating grade levels to survey at that time, regardless of the class they are in.
- Use an **all-school assembly schedule** and use the time normally dedicated to an assembly to administer the survey to all students in participating grade levels.

SCHEDULING THE SURVEY DATE(S)

When scheduling the survey, please keep the following in mind:

- Giving the survey to all participating students on the same day or as close as possible will minimize the opportunity for “cross talk” between those who have already taken the survey and those who haven’t.
- Higher rates of absenteeism tend to decrease survey validity, so try to avoid low attendance days.
- Surveying during high stress times, such as preparation for standardized testing, can affect how the survey is administered and, in turn, affect how accurate and representative your results will be. Be aware of competing priorities teachers may have and try to solicit help from others such as PTA members or community partners to administer the survey if need be.

NOTIFYING PARENTS

Schools are required to use a **minimum of two methods** to alert parents to the upcoming IYS. All written notification should include a link to the page on the IYS website where parents can see, download, and sign a parent notification/opt-out form. Keep a printed copy of all survey forms to be administered at your school in the office for parents to review.

1. **Parent Notification/Opt-Out Form (Required):** All parents should receive the parent notification letter printed on school or district letterhead. In this letter, parents are notified that the survey is being administered and have the opportunity to withdraw their child from the survey by signing and returning the opt-out form. The parent notification/opt-out form with the current UIUC IRB stamp (in English and Spanish) can be found on the IYS website at <https://iys.cprd.illinois.edu/conducting/opt-out>. It should be customized to include when the survey will be conducted, in what environment, and a contact at the school for questions.
2. **Supplementary Notification Options:** Schools are required to choose at least one supplementary method to increase the likelihood that all parents will receive notification of the

survey and have an opportunity to opt out. Possible methods include an article posted to the school website or social networking page, announcements at PTA meetings, parent emails, listservs sponsored by the school, or inclusion in school or classroom newsletters/blogs. A sample generic flyer is posted on the parent notification page at the link above.

Returned parental notification/opt-out forms should be collected in the school office. A log of returned forms should be kept, along with identifying student information. A list of students excluded from participation due to parental opt-out should be given to each classroom teacher/proctor on the day the survey is administered. All returned parental notification forms should be filed in a locked cabinet and remain at the school for 1 year.

Schools that are required to use an active consent process due to district policies should inform CPRD and discuss methods to obtain as many parent responses as possible. Note that active consent processes have been known to be much more labor-intensive and result in a biased sample of students allowed to complete the survey.

SELECTING AN ALTERNATIVE ACTIVITY

A supervised alternate activity will need to be arranged for students who will not be participating in the survey. The activity should not be so desirable that participants would prefer to do it rather than complete the survey. At the same time, the activity should not be perceived by participants as punitive—they must not feel coerced to complete the survey. Supervised study time or free reading are options that are frequently used. Reasons for not surveying include ineligible grade level, parent opt-out, or student decision.

TRAINING SURVEY PROCTORS

Review the teacher/proctor instructions and view the **Administering the Illinois Youth Survey Online** video on the IYS website at <https://iys.cprd.illinois.edu/conducting/online>. Plan a meeting with those who have been assigned to administer the survey at your school to ensure that all proctors understand how to effectively administer the survey. Give specific instructions to your teacher/proctors about which grades your school registered to survey online. Only students in those grades should participate.

PREPARING PROCTOR INFORMATION

All teachers/proctors should receive the following information:

1. Alternative activity to be assigned to non-participating students and a list of which students should be excluded based on parental opt-out or ineligible grade level.
2. Instructions about which survey form should be used (8th grade or high school) if more than one form will be used in your building.
3. School-specific user name and password to login to the survey. The same login and password should be used to login **all** students in the grades your school registered to survey. This is the same login/password you tested (see BEFORE YOUR START, TEST! on page 1)

4. Teacher/Proctor instructions and script to be read aloud before students begin surveying.

CHECKING YOUR SCHOOL'S PROGRESS



The **IYS Report Viewer** from which principals can access the IYS school reports, now has a tab that enables you to check your school's survey progress (including the number of valid surveys) and to let CPRD know via email when you are finished. This login is **different** from the online survey login used by students and will be sent **to the school principal only**. If you are not the school principal, talk to him/her about how best to handle this part of the process. You should keep track of your school's overall progress as you survey your students, especially if you survey over multiple days due to computer availability. Go to <https://iys.cprd.illinois.edu/conducting/online> for information about how to check your school's progress using the report viewer.

NOTIFYING CPRD WHEN SURVEYING IS COMPLETE



When your school has finished surveying, your principal should notify CPRD via the IYS report viewer. The principal will receive instructions to view surveying progress and let us know about survey completion at the click of a button. Once you inform CPRD that you have finished, the survey reporting process begins. Reports are generated only after we receive the email that you have finished surveying.

SURVEY RESULTS

When the report is ready, we will email your principal with instructions on how to access your school's secure results through the IYS website, via the Report Viewer link. Your school should expect to receive its report within 6 weeks of completing surveying. This login will be sent to the **school principal only**. All school- and district-level results are confidential. School/district administrators may share the results directly with partners.

Reports for counties and Chicago Community Areas will be available to the public on the IYS website in the summer following statewide administration. The **statewide frequency report** will be available late fall or early spring of the following school year.

Thank you for coordinating the IYS at your school!

I ILLINOIS
CPRD | Center for Prevention
Research & Development
SCHOOL OF SOCIAL WORK

510 Devonshire Drive, Champaign, IL 61820-7306
Local: 217.333.3231 • **Toll-Free:** 888.333.5612
Email: cprd-iys@mx.uillinois.edu
Website: <http://iys.cprd.illinois.edu>



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