



## TEACHER/PROCTOR INSTRUCTIONS - ONLINE SURVEY ADMINISTRATION 2020 ILLINOIS YOUTH SURVEY

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

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. 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 10
- Apple iPad (3<sup>rd</sup> Gen)
- Chrome OS on Chromebook

#### Supported Browsers

- Microsoft Internet Explorer, v11 or higher
- Google Chrome, v77 or higher
- Microsoft Edge, v44 or higher
- Safari, v9 or higher

If you are the IYS coordinator, make sure you have tested the online login (see [School IYS Coordinator Guide – Online Survey Administration](#)).

### IDENTIFYING WHO SHOULD PARTICIPATE

The IYS coordinator at your school will provide you with a list of students to be excluded from surveying based on parental opt-out. In addition, if your classroom includes students who are in grade levels that are **not registered to survey**, those students should not participate in the survey. Only the results from students in grade levels that your school registered to survey will be included in your school report. *Note that some schools choose to survey grade levels besides 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup>. If this is the case at your school, your school IYS coordinator will inform you of the grades surveying and which form should be used for those students.*

### 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. If possible, make sure that your class seating is arranged so that students cannot see another student's answers.

Please remain at the front of the classroom while students are completing the survey. It is important that students feel assured that no one—including anyone administering the survey—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 to them. Only data for the entire grade level will be summarized and individual answers will not

be looked at under any circumstances.

The 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. Before starting, close all other browsers and tabs.
2. Access the IYS website at <https://iys.cprd.illinois.edu>. Click on the **Login** flag at the top right of the home page and select **Online Survey**.
3. Type in your school's specific proctor user name and password (which was sent to the school IYS coordinator via email), and then click **Login**. This will take you to the Survey Setup page.
4. 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.
5. Click to highlight the survey you would like to set up, and then click **Setup Survey**. **There are different versions of the survey for 8th grade and high school in both English and Spanish.** The only surveys that will be available are those your school has registered to use.
6. When you see the survey instructions page, Stop! You have completed the setup for that computer.
7. Repeat this for all computers that will be used to administer the survey. If students will be using their own handheld devices, such as a Chromebook or tablet, you should share the school login and password with them, as well as instruct them about which survey to use (8<sup>th</sup> grade English, 8<sup>th</sup> grade Spanish, High School English, or High School Spanish).

## TROUBLESHOOTING

- **If your site name is incorrect**, check to be sure you are using the login information associated with the correct school. It is possible that your school building is listed under multiple school names by the Illinois State Board of Education (such as a separate junior high and senior high). 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 that you are surveying**, 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 the IYS coordinator at CPRD to request that they be added to your available survey listing.
- **There is a 60-minute time limit** from the time the computer is set up at the instructions screen and when the student begins taking the survey by clicking the "I agree" button. If more than 60 minutes pass between setup to survey start, the computer will automatically log out of the survey when the student clicks "I agree" and you will need to set it up again.

## TO EXIT OR SET UP 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 them 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 the browser. If a student has opened the IYS hotlines webpage from the link on the thank you page, close this page to return to the thank you page.

## ADMINISTERING THE SURVEY

1. Identify students who are not completing the survey and assign them to participate in the alternate activity already established. Reasons for not surveying include ineligible grade level, parent opt-out, or student decision.
2. The online survey is available in both English and Spanish. Assign language-specific online surveys as appropriate.
3. Read aloud the proctor script and instructions below. Then, ask the students to begin the survey. Students surveying in Spanish should read the script and instructions on the screen before they start.
4. If there are fewer computers than students registered to participate, keep a record of who has participated to make sure all registered students participate and that they complete the survey only once.
5. If students have questions about survey items, answer them 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:**  
*"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."*
6. When all students have completed surveying at your school, the school principal should inform CPRD that data collection at your site is complete via the Report Viewer. The login to the Report Viewer will be sent to the principal. The Report Viewer login will also allow the principal to access the school report online, approximately 6 weeks after completing the survey.

## PROCTOR SCRIPT

[Proctor: Read **both** the script and instructions aloud to students before they start the survey.]

You are being asked to participate in the Illinois Youth Survey, a study of middle and high school students conducted in Illinois every two years. The questions ask you about a number of different things, including health and social indicators such as substance use and perceptions, bullying, violence, and other information about your school and your family. This is a way for state and community leaders to learn about what young people are concerned about and how each of the topics affects them.

If this study is to be helpful, it is important that you answer each question as thoughtfully and honestly as possible. Your answers will be kept strictly confidential, which means that no one will know how you answered the questions, and no one at school will see your answers.

Your participation is completely voluntary. If you choose to begin the survey, you don't have to answer any questions you don't want to, and you can stop the survey at any time. It will take 40-45 minutes to complete.

Other students have said that the survey is interesting and they enjoy filling it 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. Thank you very much for being an important part of this project.

## INSTRUCTIONS

1. This is not a test, so there are no right or wrong answers. We would like you to work fairly quickly, so you can finish.
2. Answer each question by clicking one of the answer buttons or filling in a number. If you don't find an answer that fits exactly, use the one that comes closest. If a question does not apply to you, or you are not sure what it means, just leave it blank. If you have a question about an item in the survey, please let me know by raising your hand.
3. To move to the next or previous screens, click the corresponding button at the bottom of each page. The back and forward buttons on your browser will not work.
4. **[Do not read the following sentence 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.
5. Respect the privacy of others by looking only at your own survey.

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

**ILLINOIS**  
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*Funded in whole or in part by the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery through a grant from the Substance Abuse and Mental Health Services Administration.*