Teacher/Proctor Instructions for 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.

Please 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 for Survey Administration.

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. If you are also the IYS Coordinator, make sure you have tested the survey login (see School IYS Coordinator Guide for Survey Administration

OPERATING SYSTEMS & BROWSERS

Windows 10 on PC
- Google Chrome, v113 or higher
- Microsoft Edge, v113 or higher
- Mozilla Firefox, v102 or higher

Chrome OS on Chromebook
- Google Chrome, v113 or higher

MacOS
- Safari, v16.5 or higher

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. *Some schools choose to survey grade levels besides 8th, 10th, and 12th. If this is the case at your school, your school IYS coordinator will inform you of the grades to survey.* The survey should not be given to 6th or 7th grade students.

Creating an Effective Survey Environment
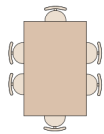
The survey should be administered to students in an environment that allows them to think seriously about each question and respond in an honest manner. If possible, make sure that your class seating is arranged so that students cannot see another student's answers.

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.

Assure students that their responses are **anonymous** and their responses cannot, and will not, be connected to them. Data are summarized by grade level only.

If your school uses a school information system that allows student monitoring, disable this feature during survey administration. In addition, we encourage proctors to refrain from using their computers while administering the survey to assure students that their answers are private.

The survey may last an **entire class period, but many students will finish more quickly**. Please reserve the whole class period on the selected survey date so that your students have time to finish the survey without feeling rushed.

Setting Up the Survey

Instructions vary depending on whether your students have individual devices such as Chromebooks or are sharing devices such as in a computer lab.

On individual devices

1. Before starting, close all other browsers and tabs.

2. Access the IYS website at https://iys.cprd.illinois.edu. Before starting, close all other browsers and tabs. Click on the Login flag at the top right of the page and select Online Survey.

3. Type in your school's user name (Proctor_____) and password and click Login.

4. On the Survey Setup page, check your school name near the upper left corner to be sure you are logged in to the correct school.

5. Instruct students which survey to select, 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 that correspond to your school's grades.)

6. Instruct students to stop when they see the instructions page so that the introduction can be read aloud.

On shared devices

1. Before starting, close all other browsers and tabs.

2. Access the IYS website at https://iys.cprd.illinois.edu. <u>Before starting, close all other browsers and tabs</u>. Click on the Login flag at the top right of the page and select Online Survey.

3. Type in your school's user name (Proctor_____) and password and click Login.

4. On the Survey Setup page, check your school name near the upper left corner to be sure you are logged in to the correct school.

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 that correspond to your school's grades.)

6. When you reach the instructions page, you have completed the setup for that computer. Students should remain on this page while the introduction is read aloud.

7. Repeat this for all computers that will be used to administer the survey.

8. Once a student has submitted the survey, they will be directed to close the browser. If the same computer will be used by another student, return to the IYS home page to set up the survey again.

Troubleshooting

If your school name is incorrect, check that you are using the login information associated with the correct school. It is possible that your school building is listed with multiple school names by ISBE (such as a separate junior high and senior high). In this case, you should have login information for each individual school. 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 8th grade students should use the 8th grade form and 9th – 12th grade students should use the high school form.

There is a 60-minute time limit from the time the computer is set up at the instructions screen to the time the survey is started. If more than 60 minutes elapse, the computer will automatically log out of the survey when the student clicks 'I agree'. If you are surveying in a computer lab, we recommend set up no more than 15 minutes prior to students taking the survey.

Administering the Survey

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.

The online survey is available in both English and Spanish. Assign language-specific online surveys as appropriate.

Read aloud the proctor script and instructions below. Then, ask the students to begin the survey. Students completing the survey in Spanish will see the script and instructions in Spanish on the screen.

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.

Students will finish the survey at different rates; students who finish should work quietly at their desks while others finish.

If students have questions about survey items, answer them as suggested below:

If you are asked by a student if they have do it:
"Your participation is voluntary and it will help our school, so we encourage you to give it a try. It's completely anonymous, so you will not be identified, but you don't have to answer any question you don't want to answer."

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."

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!