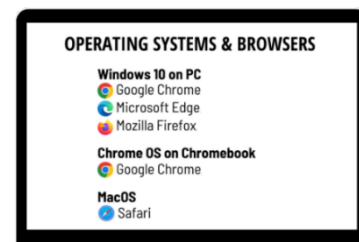# Illinois Youth Survey Teacher/Proctor Instructions for Survey Administration

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 **IYS School 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 the *IYS School Coordinator Guide for Survey Administration*).

OPERATING SYSTEMS & BROWSERS

Windows 10 on PC
- Google Chrome
- Microsoft Edge
- Mozilla Firefox

Chrome OS on Chromebook
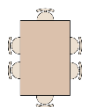- Google Chrome

MacOS
- Safari

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 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

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 page and select Online Survey.
3. Type in your school's user name and password and click Login. The survey login uses the word 'survey', like Survey30306.
4. On the Survey Setup page, have students check your school name near the upper left corner to be sure you they logged in to the correct school.
5. The only surveys that will be available are those that correspond to your school's grades (8th grade or High school). Instruct students to select the appropriate survey and then click setup. Both English and Spanish will be available.
6. Ask students to stop when they see the instructions page so that the introduction can be read aloud.

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.

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.

Students may have questions about the survey or survey items – here are some suggested answers:

- **Do I have to 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."

- **Won't someone know how I answered?**
  "No, the IYS is anonymous! The survey will ask your grade level, but your individual responses can't be tracked by anyone."

- **Does it make a difference?**
  "Yes! It will help us learn about issues that affect you and others. Combined with answers from across the state, they provide a provide a picture of what's happening."

- **I don't understand this question / word.**
  "If you are not sure what that means, just answer to the best of your ability."

- **None of these responses fit me / I can't find a response option that fits.**
  "If you can't find an answer that fits exactly, choose the one that comes closest."

- **The question doesn't apply to me.**
  "If the question does not apply to you, you can just leave it blank."

Troubleshooting Guide

If your school name is incorrect, check that you are using the login information associated with the correct school. If your school has both a junior high and a high school, there is a separate login for each. If you have only one login, check for an error in what students typed for either the login or the password.

If you don't see the grade that you are surveying, note that you are selecting the survey form, not the grade itself. All 8th grade students should use the 8th grade form and 9th through 12th grade students should use the high school form.

The survey will automatically time out when 30 minutes elapse with no movement in the questionnaire. If you are setting up computers ahead of time, we recommend doing so no more than 15 minutes ahead of time.

When logging in

- **Unable to log in**. Make sure students are on the correct login page. Students should select Online Survey (not View Reports), from the dropdown on the IYS website.
- **Lockout.** The survey does not have a lockout for too many wrong login/password entries. If students experience a lockout, check the URL to verify they are in the right place.
- **Avoid auto-fill.** Students should always type the login/password and not use autofill.

When surveying

- Loading or crashing problems are usually at the school level, not with the survey itself. If students have difficulty navigating through the survey pages or are thrown out, confirm with your school IYS Coordinator or your IT department that the survey content isn't blocked by a firewall.

Proctor Script

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.
6. When you reach the end of the survey, you will see a message that your survey has been saved, and you can close your browser.

Thank You for your assistance in making this survey a success!