

Survey Administrator – Online Action Checklist

AT LEAST ONE MONTH PRIOR TO SURVEY ADMINISTRATION

- Reserve computer lab, technology cart, or any necessary equipment to administer survey
- Notify students of upcoming survey administration

TWO WEEKS PRIOR TO SURVEY ADMINISTRATION

- Remind students of upcoming survey administration
 - Remind students to come to class with their student laptop charged and their laptop charger on the day of the survey
- Review and understand survey administration procedures
 - Students who need additional time to take the survey
 - Students who opt out of taking the survey
- Review the Survey Administrator Online Instruction video for more in-depth instructions
 - Training links available on DHHS website
 - Contact your school coordinator immediately if any questions arise

WEEK OF SURVEY ADMINISTRATION

- Remind students of upcoming survey administration
 - Remind students to come to class with their student laptop charged and their laptop charger on the day of the survey
- Receive survey administrator packet from your school coordinator
- Review survey materials provided in survey administrator packet
- Ensure you have reviewed survey administration procedures with your school coordinator
- Receive list of students who will not be participating in the survey
- Ensure you have reviewed the Survey Administrator Online Instruction video

DAY OF SURVEY ADMINISTRATION

- Be in communication with your school coordinator in case any issues occur
- Write the PC Sample ID and Class ID on your white board/chalk board where it is visible to all students
- Create a test-like environment during survey administration
 - Do not wander around the room or talk while students are completing the survey
 - Ensure that other students do not talk or leave their seats
 - Do not look at responses to the survey to allow students to feel confident that their privacy will be maintained, and their participation will remain anonymous

- Spread students' desks throughout the classroom to minimize the chance students will see each other's responses
- Allow enough time for students to complete the survey without feeling rushed
- Respond to all student requests for question clarification with "Do the best you can and give an honest answer."
- Accurately complete the "Classroom-Level Sample Information Form" document at the time of the survey
- Follow the instructions outlined in the "Survey Administrator – Online Instructions" document and the "Survey Administrator – Online Script" document to administer the survey

AFTER SURVEY ADMINISTRATION

- Place used access code cards in the provided envelope labeled "Used Access Code Cards"
- Verify correct information was inputted into the "Classroom-Level Sample Information Form" document
- Put the completed "Classroom-Level Sample Information Form" document, the envelope containing used access code cards, and any unused access code cards into the survey administrator packet
- Return the survey administrator packet to your school coordinator