Survey Administrator – IT Prep and Tips
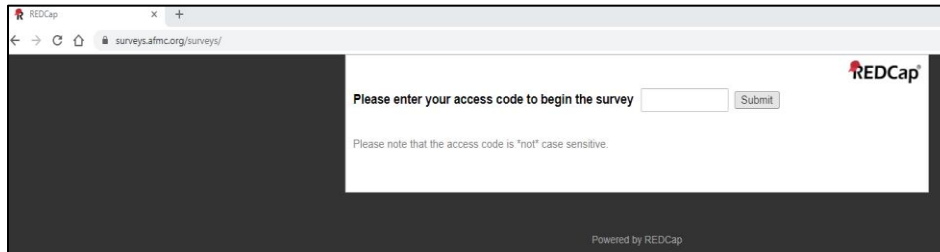
Contact your school coordinator with any questions or concerns about your online survey administration.

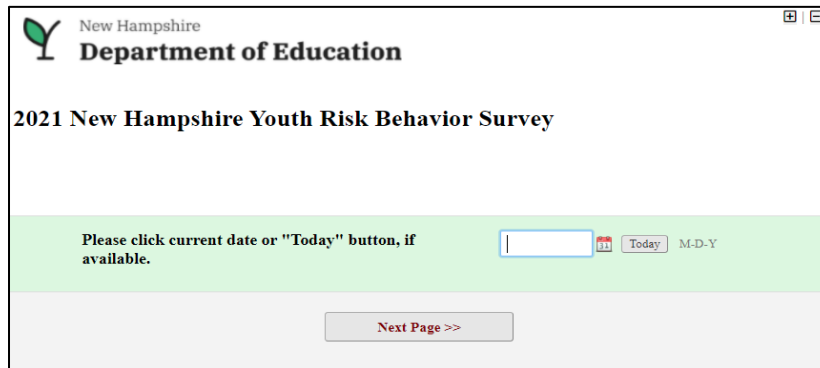## PREPARING FOR YRBS ADMINSTRATION

- Students will be instructed to launch their browser and enter the web address:

NH.youth-risk.org

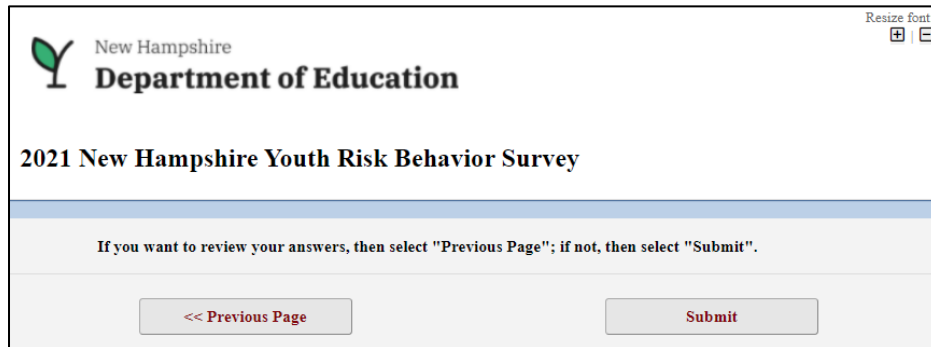- This will take students to REDCap (as seen below) where students will enter their unique access code.

- Students will then click the current date in the calendar or click the "Today" button (as seen below) then select "Next Page".

- Students will read the introduction page and select "Next Page".
- Students will read the instructions, select "Next Page", and start the survey.
- During the survey students are able to review questions by clicking "Previous Page" or continue to the next question by clicking "Next Page".
- Once students have clicked through question 103, they can click "Submit" or they can review answers by clicking "Previous Page" but will need to return to this

page to click "Submit" (as seen below). After selecting "Submit" students should close their browser.

- After submitting the survey, the access code is no longer valid and responses cannot be accessed.

<u>INTERUPTION OF THE SURVEY</u>

This occurs when a student has successfully logged in for the first time and for any reason connection is lost (i.e. the student closes the browser/if there is a power outage/loss of internet).

Student should:

- Re-enter the survey by going back to NH.youth-risk.org.
- Enter their access code.
- Enter the exact date that was originally entered at the time of initial access to the survey.
  - The "Today" button will no longer be available.
- The survey will resolve to the last answered question and the student may continue with the survey.
- After two logins with an access code and original date, a third login will only require the access code to continue with the survey.