School Coordinator – IT Prep and Tips

Contact Linda Newell at AFMC with any questions or concerns about your online survey administration.

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PREPARING SCHOOL AND NETWORK

- Please be in communication with your school's IT department to assist
- Consider staggering survey administration over multiple class periods or dates if you are concerned about your network or internet
  - Communicate these decisions to AFMC and NH DHHS as soon as a decision is made
- Ensure your school computers/laptops are updated and have the most recent version of your preferred internet browser
- Use test links to verify that the survey is accessible
  - Ensure the survey link can be accessed on student computers/laptops
  - Ensure the survey link is not blocked or requires special permissions
  - Click through the entire survey to ensure all parts of the survey are accessible
  - Data collected through the test link will be deleted and not used for analysis
- Monitor your school's internet bandwidth during survey administration to ensure it is not being overloaded
- Monitor your school's internet provider for reported/scheduled internet outages

INTERRUPTION OF THE SURVEY

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