

Online Survey Administrator Instructions

Classroom Packet should include these documents:

- Enough access code cards for each student
- A script to read when administering the survey
- Classroom-Level Sample Information Form

If any of the above documents are missing, or not enough access code cards are provided in your Classroom Packet, please contact your School Coordinator immediately.

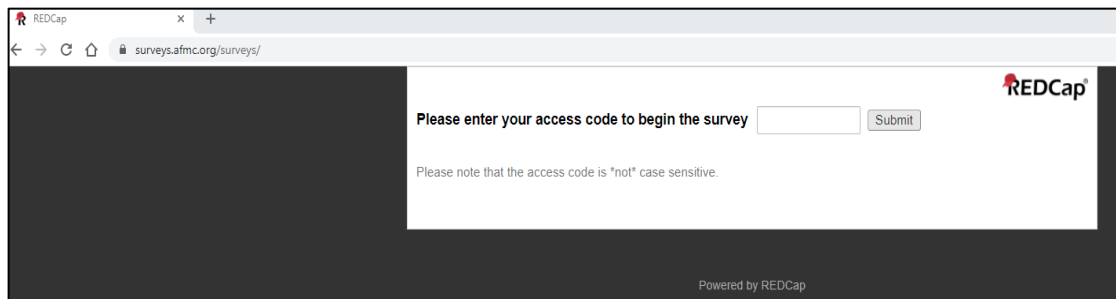
On the day of the survey:

1. Complete (A) and (B) of the Classroom-Level Sample Information Form.
 - (A) Circle the predominant grade of the class. If the class contains equal numbers of students from more than one grade, circle all of these grades on the form.
 - (B) Enter the number of students who are currently enrolled in the class. Do not include students who have dropped the class, dropped out of school, moved away, been expelled, or are homebound (including virtual students) for the entire semester in which YRBS administration occurs.
2. Confirm the number of students who are currently enrolled in the class but will not be participating in the survey for the following reasons and enter the information on the Classroom-Level Sample Information Form.
 - (D1) Enter the number of students who cannot complete the survey independently. This might include students who cannot read English well enough or students with disabilities such as visual or dexterity impairments.
 - (D2) Enter the number of students who were absent the day of the survey for reasons such as illness, field trips, and suspensions, students who opted out of the because their parent/guardian refused permission, or students who refused to participate.
3. Spread students' desks throughout the classroom to minimize the chance students will see each other's responses.
4. Verify that every student has a computer, is connected to Wi-Fi, and is logged in.

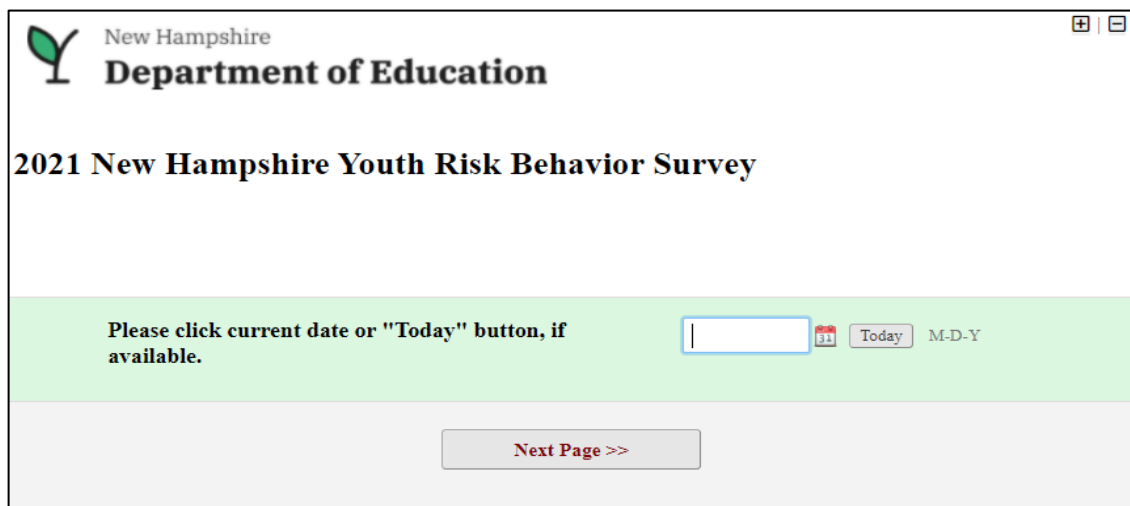
PLEASE READ COMPLETELY BEFORE PROVIDING ACCESS CODES TO STUDENTS:

Have students launch their browser and enter the web address: **NH.youth-risk.org**

This will take them 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".



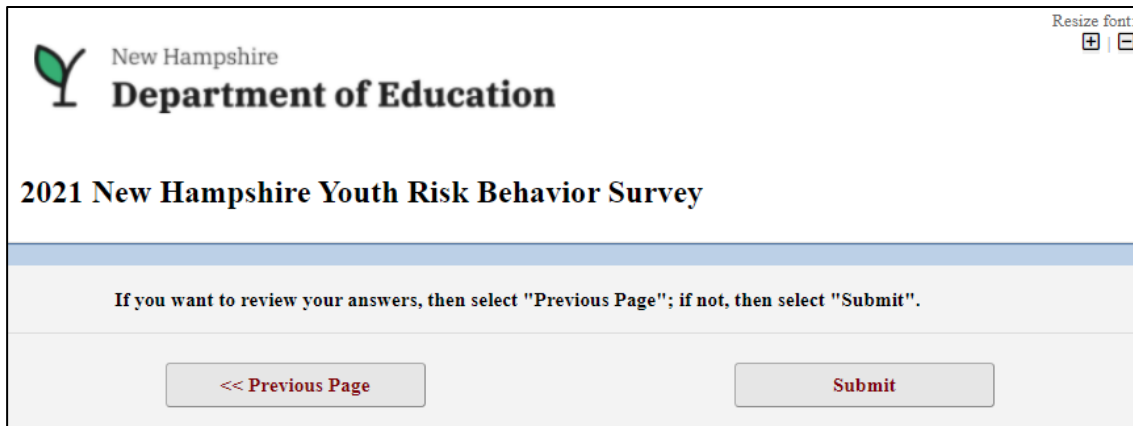
Students will read the introduction page about the 2021 NH YRBS and select "Next Page".

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 106, 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.

RETURN THEIR ACCESS CARDS TO SURVEY ADMINISTRATOR WHEN ALL STUDENTS HAVE COMPLETED THE SURVEY.



The screenshot shows the New Hampshire Department of Education logo and the title "2021 New Hampshire Youth Risk Behavior Survey". Below the title, there is a blue bar with the text "If you want to review your answers, then select 'Previous Page'; if not, then select 'Submit'". At the bottom, there are two buttons: "<< Previous Page" and "Submit".

5. Read the script provided to the students. The script will provide students with a brief background on the survey and directions to be followed. Remind students about the importance of the survey, that completing the survey is voluntary, that their responses are anonymous, and that their grade in the class will not be affected by whether they complete the survey.
6. Answer any student questions before access code card distribution.
7. Distribute an access code card to every participating student. Each code card will have a unique code that should only be used by a single student.
8. Finish reading the script and allow students to begin the survey.

WAYS TO ENSURE PRIVACY AND ACCURACY:

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.

Allow enough time for students to complete the survey without feeling rushed. About 45 minutes is recommended as a sufficient amount of time for students to complete the survey.

Do not look at the answers to the survey, students must be confident that their privacy will be maintained, and their participation will remain anonymous.

Respond to all student requests for question clarification with "Do the best you can and give an honest answer."

IF THERE IS AN INTERRUPTION OF THE SURVEY:

Once students have successfully logged in for the first time and for any reason the student closes the browser / if there is a power outage / loss of internet before finishing and submitting the survey, if the student needs to re-enter the survey, they will go back to NH.youth-risk.org and enter their access code and 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 access code and original date, a third login will only necessitate the access code to continue with the survey.

Once students have completed the survey they should select "Submit" and close their browser. After submitting the survey, that access code is no longer valid, and the student cannot access their survey responses.

After the survey is finished:

9. When all students have completed the survey, have students tear access code cards in half.
10. Have students place torn access code cards in the Classroom Packet envelope.
11. When all used access code cards are returned, record the number of students who completed the survey on the Classroom-Level Sample Information Form.
 - (C) Enter the number of students in the class that participated in the survey. This number should be edited at a later date if make-up surveys were necessary.
12. The sum of the numbers entered in (C) + (D1) + (D2) should equal the number in (B). If it does not, try to resolve any inconsistencies between these numbers.
13. Place the Classroom-Level Sample Information Form and all torn access code cards in the Classroom Packet envelope. Return the Classroom Packet to the School Coordinator.
14. If five or more students were absent on the day of the survey, the School Coordinator will administer makeup surveys. The same procedures will be enforced to ensure their privacy and the School Coordinator will make sure the Classroom-Level Sample Information Form is updated appropriately.