

Classroom Facilitator's CHECKLIST 2016

Prior to administering the survey, review these items:

- Make sure you know who the Contact persons are for your school system.
- The survey is strictly voluntary for the student at any time (or the Passive Parental Consent is not valid). **Students may opt to NOT take the survey anytime during the process, without any penalty.**
- Other than the county/district/building information, no survey question is **required** to be answered.
- It is very important that all classroom facilitators follow the exact same procedures. Read the instructions in the beginning of the survey aloud to each group of students. Otherwise the data will not be considered reliable statewide.
- When reading the instructions to students, speak slowly and clearly, making sure every student understands what to do and how important it is to take the survey seriously.

Before students enter the room, have the following written on the board or in a way that all can see it:

County Number(s)

District Number

Building Number

Students are to enter the number of the county where they live, not the county of the school. Write the name and number of appropriate counties large enough for all to see.

Do the same for the District number and Building number. It is important that every student enter the correct information in each area. This is the only time during the survey that classroom facilitators may walk around the room to check that the correct information is entered.

Once the survey starts, the facilitator may NOT walk around the room or answer questions. Remind students that if they do not understand a question, it is ok to skip it rather than guess.

Facilitator MUST get an accurate count of the number of students taking the survey in each room. The numbers will be recorded on the

Class Census Form and then given to the School System Contact Person who will enter the data into the online census system. This is vital to allow for data checking and cleaning. A census form is provided that shows what data are to be collected and entered, but school systems may need to use the Class Census Form or a modification of it, for individual classroom use. (It may be a good idea to go ahead and create one for them. It will save a lot of “how do I do that” type questions.)

DURING SURVEY COMPLETION:

Please monitor carefully so students don't observe other student's responses.

Do NOT walk around the room or near the students. We need for students to feel that all of their answers are completely confidential.

If you notice any students who seem distressed by the survey, notify the school counselor after the class period is over. Be sure to maintain that student's confidentiality.

If students need to quit the survey before finishing, ask them to close the browser window. All previous screens will be saved.

AFTER SURVEY COMPLETION:

When all students have completed the survey and closed out, thank them again for their participation.

When all students have left the room, be sure all computers are closed out of the survey or reset back to the beginning page (if another group of students will be completing the survey next).

If there were any problems with computers, survey completion issues, or any other problems, be sure to note it on the Class Census Form before it is submitted to your School System Contact Person. Please be sure to list as much detail as possible, such as date, time, number of computers affected, etc. Amy Mason will provide an overview of the Class Census Form and online census system during the webinar.

AVOIDING PROBLEMS:

Make sure students who should not take the survey do not.

Provide a reliable way to track students who do not wish to take the survey or whose parents have returned the *Refusal to Participate* form, making sure they do not participate inadvertently.

Have a list of names at each school that includes the names of all students who will NOT participate in the survey.

The survey is voluntary. Students must be allowed to opt out. Be sure all survey administrators (room monitors) understand this.

Conduct the survey within the timeframe requested (Sept. 26-Nov. 4).

Allow adequate time (at least 2-3 weeks) between parent receipt of the approval information letter and the survey date, to give parents enough time to review the survey and have their questions/concerns answered.

Consider getting “Active Consent” from parents whose children will be receiving some kind of assistance to take the test, such as having the test read to them with someone else entering the answers for them.

If there are students for whom you will need to read the questions out loud, have these students do the survey as a group separately.

If students run out of time, ask students to close the browser window.

Do **NOT** rely on battery power for laptop computers. **Please ensure laptops are plugged into a power source.** If they lose power during the survey, incomplete data will be saved.

If the survey fails to load or says, “Page cannot be displayed”, check your internet connection. Every computer must be connected to the Internet in order for the survey to work.

SOME THINGS WE LEARNED FROM IYS 2008, 2010, 2012, and 2014

Parent letters **MUST** be distributed to guardians with enough lead time for a response; this should be a minimum of a 2 week notice.

The survey is available on the IYS website; it may be printed or sent electronically to any interested parties.

Make sure to provide the correct district and building codes to your students. These data are important so that all your students may be included in your reports.

Census forms were not always filled out properly or even submitted. Accurate completion of the Class Census Form and online census system are very important. One building form must be completed and submitted to the district contact person per building. These Forms will be discussed by DeShauna Jones on the webinar.

Please use the comments section on the Census Forms to note technical issues such as website interruption, computer crashes, etc., as well as completion issues (Ex. All students in group only completed about half of survey due to time constraints).

As students move through the survey, they must use the “next page” button. Do **NOT** use the **BACK** button!

Once students select the final “I am done with my survey” button, they will not be able to go back and answer questions. They will receive a notice that the survey was successfully submitted.

Do **NOT** post the URL for the survey on your web site or otherwise make it publicly available, as it is then available to Google and other search engines.

Iowa Youth Survey website: www.iowayouthsurvey.iowa.gov