

## **Teacher Instructions**

### **AYS Online Administration Protocol**

Outlined below are the standardized steps involved in having students complete the Arizona Youth Survey using an internet-connected device. Please take a moment to review these steps since there are some tasks that must be completed before the survey administration date.

#### **One Week Prior to Administration**

1. Send parental assent letters home with students. Parents will sign this form and return it to the school if they do not want to have their child participate in the study.

#### **Day before Survey Administration**

1. Notify students that they should come to class knowing the zip code of their primary residence.

#### **Prior to Class on the Day of Survey Administration**

1. Have an alternate activity ready for students who choose not to participate (or whose parents did not give permission for them to participate) in the survey and for any students not in the 8<sup>th</sup>, 10<sup>th</sup>, or 12<sup>th</sup> grade. Students who are not in the 8<sup>th</sup>, 10<sup>th</sup>, or 12<sup>th</sup> grade are not eligible to participate in the survey.
2. Arrange your class seating so students cannot see each other's answers.
3. Verify that each student has their own device and access to the internet to complete the survey.
4. If possible, have the survey website open on all of the computers before students arrive. Otherwise write the survey link on the chalkboard or e-mail the survey link to all students in the class. The "Class Instruction" script below describes the procedures necessary for students to access the survey from this web page.

**Online Survey: [ccj.asu.edu/ays](http://ccj.asu.edu/ays)**

#### **During Class on the Day of Survey Administration**

1. A script called "Class Instructions" is included in the envelope of survey materials for your class. These instructions should carefully and clearly be read verbatim to your students at the beginning of the class period. Please do not deviate from this provided script in order to ensure that all students receive the same instructions.

2. As part of the instructions, you will be providing students with a 3-digit school code and a 5-digit class code. These are printed on the outside of your administration envelope and specified in the verbal instructions below. If possible, write the school code and class code on the board in the front of class before the period begins. You will also need these numbers to complete the class summary form.
3. Allow students the full class period to complete the survey so that they do not feel rushed. It takes most students 45 minutes to complete the survey.
4. Please remain seated at the front of the classroom while the students are completing the survey. It is important that the students feel comfortable that no one will see their answers to the survey questions.
5. Have students who are not participating in the survey work on the alternate activity you have designated.
6. When students are finished with the survey, they should work quietly on other things at their desks.
7. Because questions are asked regarding substance use and problematic behaviors, though it is very rare, some youth may experience distress while taking the survey. If this happens, please send the student to one of your school counselors.
8. Student responses will automatically be sent to Arizona State University after completion of the survey. Students who have not completed the survey by the end of the time allotted should finish answering the questions on the page they are working on and then click 'Next' before closing the website. This will ensure their responses for that page will be sent to ASU. They do not have to finish answering the questions on the page, but they have to select 'Next.' No collection of survey materials from the students will be required for online administration.

## **Class Instructions – Online Surveys**

### **[Read to the Class:]**

Today, you will be asked to complete an online version of the Arizona Youth Survey. The survey was designed by the Arizona Criminal Justice Commission and researchers at Arizona State University. The purpose of the survey is to learn how you feel about your community, family, peers, and school. The survey also asks what you think about different health behaviors, and in some cases, your level of participation in those behaviors.

I'm going to read some instructions to you about completing the survey online. Please listen carefully.

This survey is voluntary and anonymous. You are able to opt out of taking the survey at any time and for any reason. You will not be asked to enter your name or provide any other information that identifies you when completing the survey, so no one will know how you answer any of the questions. Your responses to the online survey are password protected and can only be accessed by researchers at Arizona State University. School officials are not allowed to look at your responses while you are completing the survey or access your responses online.

You will have the entire class period to complete the survey. It will take about 45 minutes to complete so you should work quickly so you can finish. It's ok if you don't answer all the questions by the time I tell you to stop at the end of class. If you decide not to participate, your decision will not affect your grades or cause any negative consequences for you. If you do not wish to participate in the survey, please raise your hand now.

**[INSTRUCT THE STUDENTS TO FOLLOW SURVEY LINK BUT DO NOT BEGIN THE SURVEY]**

**[IF STUDENT(S) CHOOSE NOT TO PARTICIPATE, PLEASE HAVE THEM DO AN ALTERNATIVE ACTIVITY]**

In order to access the survey online you must first enter this web address into your web browser:

[ccj.asu.edu/ays](http://ccj.asu.edu/ays)

Next, click on our school code, which is:                     .

You should now be on the survey website, which asks for a password. Enter our school code as the password, which again is                     .

You should now be on the instructions page for the survey, which I will go over with you.

This survey is not a test, so there are no right or wrong answers.

You will answer each question by clicking on the appropriate response choice provided. Please answer every question as honestly as you can so that the information that comes from these surveys is correct and useful. If you don't find an answer that fits exactly, use the response that comes closest. If you come to a question that does not apply to you, or you do not want to answer, just skip the question.

Several questions in the survey will have more than one "yes" and "no" response choices. A big "YES" means that you think the statement is definitely true, a little "yes" means you think the statement is mostly true, a little "no" means you think the statement is mostly not true, and a big "NO" means you think the statement is definitely not true.

Once you have completed the survey, a "Thank You for Participating" page will show up on your screen. When you reach this page close the website and work quietly at your desk until the end of the class period.

Before you begin the survey please scroll to the bottom of the page where it asks for your class code. In that box enter the number                     . In the next box, type in the zip code of where you live most of the time. If you do not know it, enter it as 999.

Once those two boxes are filled in you can click the "next" button to begin the survey.

**[AT THE END OF CLASS, SAY:]**

The class period is over now. If you have not finished the survey, please scroll down to the very bottom of the page and hit the 'Next' button. After you hit the "Next" button you can close the website. This step ensures that all your answers are properly recorded for researchers at Arizona State University.