

YRBS 2019 Teacher or Survey Proctor Instructions (Middle School)

| Steps | Details |
|---|--|
| Prepare the room | <ul style="list-style-type: none"> • Desks should be spaced apart. • Technology is on and ready for students to log in. • Write the password on the board. <ul style="list-style-type: none"> ○ This was emailed to your school’s YRBS School Contact, meaning the person who registered your school. • Put rules on the board: <ul style="list-style-type: none"> ○ No cell phones, no talking or moving during the survey, no other webpages allowed, stay on the “Thank you” page once finished. • Write up what students are allowed to do if they finish early (e.g., complete a worksheet). • Set up DPI Introduction video: https://tinyurl.com/YRBSvideoMS • If you cannot play the video, use the script on the next page. |
| Accommodate non-participants | <ul style="list-style-type: none"> • If you have been notified that any students have opted out, have a quiet activity for them to do during the survey, either in the room or at another location. |
| Provide instructions | <ul style="list-style-type: none"> • Set a serious and unhurried tone. (See “Keys to High Quality Survey Data”) • Play the DPI Introduction video (or read the script) • Make sure students are able to log into https://tinyurl.com/YRBS-MS2019 • Check to make sure that the survey says “Middle School” at the top • Once everyone is on the instruction page, say “You may begin.” |
| Maintain a test-like environment | <ul style="list-style-type: none"> • Make sure students remain seated, quiet, and do not look at others’ screens. • Do not wander around the room or talk while students are completing the survey. Avoid looking at students’ screens. • Keep the environment calm and quiet until all students have finished • If needed, you can use the “Student FAQ” to answer certain questions. • For other student questions, say “Do the best you can.” • If needed, provide a five minute warning before the end of class. |
| Verify completion | <ul style="list-style-type: none"> • Once all students are finished, have all students show you that they are on the “Thank you” page before closing the tab or browser. |

TEACHER/PROCTOR SCRIPT

TO BE USED ONLY IF YOU CANNOT USE THE DPI INTRODUCTION VIDEO.

Thank you for participating in the Youth Risk Behavior Survey today. This survey was developed in part by the Center for Disease Control and Prevention and is being conducted through the Wisconsin Department of Public Instruction. Participation in this survey is voluntary and your grade in this class will not be affected. However, this survey asks about real-world issues, and the answers you give are important.

The survey asks about your own experiences. Answer all questions as honestly as possible. You cannot get in trouble for your answers, and I cannot answer any questions for you. If you are not comfortable answering a question, you may skip it. I will not see your answers and your answers will not affect your grade in this class.

All answers that you give are private and anonymous. You will not put your name anywhere in the survey. I will not see your answers and neither will anyone else who knows you. Because it is anonymous, no one will know how you answered.

While the results of this survey are very important, this is not a test of you or of this school. In order to help develop better health, education, and student support programs, educators and health officials must find out which issues are affecting students like you.

Everyone is asked the exact same questions. Even if you answer “no” to one question about a topic, you may still be asked other questions about that topic. Just answer each question honestly. The survey was designed that way to protect your privacy.

You have the entire class period to finish. When you are done, stay on the “Thank you” page until class is dismissed. Do not open any other webpages. If you finish early, you may quietly (_____). Remain in your seat so that other students can finish undisturbed.

I will let you know when we have 5 minutes left. You may begin.

STUDENT FREQUENTLY ASKED QUESTIONS

Q. Is this graded?

A. No. However, it is important and we rely on your honest answers.

Q. What if my password doesn't work?

A. Make sure you're entering it correctly and try again.

Q. If I get kicked off of the system, can I log back in?

A. You cannot pick up where you started, but you can re-open the link and start at the beginning.

Q. Can teachers, principals, or other staff see my answers?

A. No. No one at this school or this community can access your answers. The data goes directly to DPI, which creates summarized school, district, and sometimes county reports designed to protect student privacy.

Q. Does this go into my student record?

A. No. It is anonymous and cannot be linked to you.

Q. Can other people using this computer or tablet see my responses?

A. No. The answers cannot be accessed by anyone else once they are submitted. They are locked.

Q. Can my answers be traced back to my chromebook, laptop, or other device?

A. No. The survey is designed not to collect this information. Responses cannot be traced back to your device and cannot be opened by others using your device, including the school.

Q. Can I change my answers?

A. During the survey, you can use the arrow keys to go back and change your answers. Once the survey is submitted, answers cannot be changed.

Q. What if I don't want to answer?

A. Skip any questions you do not want to answer. The survey is voluntary. Students who have previously opted out of the survey through the consent process can work with teachers to arrange for an alternate activity during the survey administration period. If possible, this should take place away from other students so as not to distract them. Students who decide at the last minute not to take the survey can either skip all questions and wait on the "Thank you" page, or be asked to go to another supervised location that has been arranged in advance.

Q. I already said that I don't do X. Why is it asking me more questions about X?

A. All students are asked exactly the same questions, regardless of how they answer. This is by design. If students who had no risk factors could skip questions, they would finish much earlier than students who do engage in risk behaviors. Asking all students the exact same number of questions helps to maintain student privacy.

There is an option on each of these questions that is "I do not..." or "I have never...". That is the appropriate response for students who have not engaged in this risk behavior.

Q. Why are we doing this?

A. Health, safety, and wellbeing all impact students' ability to thrive in school as well as in other parts of their lives. It's important for state and local decision-makers to understand what young people today are experiencing in terms of safety and wellbeing, so that they can understand problems and design solutions for schools and communities. Anonymous surveys allow students to provide this information privately and securely.



Keys to High Quality Survey Data

Do students tell the truth on surveys? That depends in part on you!
Like anything in the classroom, the adult in the room has influence.
Here are the keys to getting good data.

✓ IMPORTANT!

- Set a tone that this is serious and important.
- In case you need convincing: data from the YRBS is often used for federal, state, and local grants and initiatives related to student wellbeing. It also influences lawmakers.
- Show that your school takes the survey seriously by allowing ample time.
- Avoid creating any incentives to rush or finish early (e.g., ability to do something fun, ability to finish an important academic task).
- Make allowances for any students who need more than the allotted time to finish the survey.
- Have quiet, offline, low-key activities that students can do if they finish early.

✓ PRIVATE!

- Create a test-like environment that maximizes student privacy.
- If possible, use someone other than the classroom teacher to proctor the survey.
- Use the DPI Introduction video and the Student FAQs to answer any questions students may have about their privacy.
- Recognize that, unlike with tests, in this case students also need privacy from the teachers or proctors. Avoid looking at their screens.
- Privacy relies on trust. Always avoid speculating about student answers or discussing any answers that you may see incidentally. Students are much less likely to be honest if they distrust the adult in the room.

✓ REAL!

- Most students complete the survey without a problem. However, it is possible that questions around topics such as suicide or past experiences of violence or bullying could bring up big feelings for some students. Make sure that you provide resources and are sensitive to students who may need to meet with a counselor after the survey.
- Because the survey asks about sensitive topics, it is natural for students to want to joke about it afterwards. However, in order to avoid inadvertently shaming students, staff should avoid joking about the survey and intervene if students tease one another about it.
- If students are joking about outdated wording or something else that might be useful for improving the survey, that information can be passed on to the YRBS School Contact.