

# **User Guide**

## **Online Youth Risk Behavior Survey Administration System**

**February 2018**



**Wisconsin Department of Public Instruction**  
Tony Evers, PhD, State Superintendent  
Madison, Wisconsin



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**STUDENT SERVICES/PREVENTION AND WELLNESS TEAM**

Wisconsin Department of Public Instruction

P.O. Box 7841

Madison, WI 53707-7841

(608) 266-8960

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## Accessing the Online YRBS Administration System

The home page of the Online Youth Risk Behavior Survey (OYRBS) administration system is located at <http://yrbs.learningpt.org/adminlogin.aspx>. This is the page that every user will start with, except for students taking the survey, who start at <http://yrbs.learningpt.org/>.

Youth Risk Behavior Survey : WI OYRBS Administrative Login - Windows Internet Explorer

http://yrbs.learningpt.org/(X(1)S(5z1nfg3hwe545fzfrfcf))/adminlogin.aspx?AspxAutoDetectCookieSupport=1

File Edit View Favorites Tools Help X Snagit

☆ Favorites ☆ PTA Web ☆ Suggested Sites ☆ Get More Add-ons ☆

Youth Risk Behavior Survey : WI OYRBS Administrativ...

**Youth Risk BEHAVIOR SURVEY**

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**

**WI OYRBS Administrative Login**

Welcome to the Wisconsin Online Youth Risk Behavior (OYRBS) Survey administrative site. If you are a registered user, enter your Username and Password in the spaces provided below. If you are a new user, please register.

**Returning User**

Enter your Username and Password below.

Username:

Password:

☐ Remember me next time.

[Forgot My Password](#)

[Log In](#)

**New User**

In order to conduct surveys using the Wisconsin OYRBS website, or in order to view results of surveys, you need to be a registered user. To create a login for the OYRBS administrative site, please register.

[I need more information about user registration.](#)

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P.O. Box 7841, Madison, WI 53707-7841 (800) 441-4563

Above is the webpage that is used by unregistered users to create an account and registered users to log into the OYRBS administration system. An eligible survey site (e.g., school district, county agency, CESA, private school) needs to first create a survey administrator account<sup>\*</sup> before other user accounts (i.e., survey creator, report viewer) can be created for that survey site. For a description of the OYRBS user roles, see page 3. Eligible survey sites are further described at <https://dpi.wi.gov/sspw/yrbs/online>.

Once a new survey administrator account has been created and submitted, the Department of Public Instruction (DPI) is notified of the new account. DPI will then send an e-mail to the account owner asking that they complete and send back the Survey Administrator Verification Form. Before a survey administrator's account can be enabled, DPI needs a signed Survey Administrator Verification Form on file **from each district participating in the survey**. For public schools, this form must be signed by the district administrator. DPI will notify the account owner when their account has been enabled.

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<sup>\*</sup> School district survey administrators need to select "Not Applicable (I'm a District User)" for school affiliation when first creating their user account.

After a survey administrator account has been enabled, additional user accounts can be created. Each survey site is allowed only one survey administrator. A survey creator and report viewer account can be created by two methods. First, from the administrative home page, clicking on the *register* link under the new user heading will open up the Create User Account page. After the account information has been completed and submitted, then the account can be activated by the survey administrator from the respective survey site. In the second method a survey administrator can create a user account by using the *Create a User* link under the user management heading. Survey administrators should double-check to make sure the account is enabled before saving user accounts they have created.

If a password is forgotten, the ***Forgot My Password*** link can be clicked. It will prompt the user for their username. Once the user enters their username and clicks the *Submit* button, a new password will be e-mailed to the address on account. It is recommended that after logging in with the new password, the password be changed to something easier to remember.

If a username is forgotten or the password confirmation e-mail does not arrive, contact user support at [Mariah.Geiger@dhs.wi.gov](mailto:Mariah.Geiger@dhs.wi.gov) or [Kate.McCoy@dpi.wi.gov](mailto:Kate.McCoy@dpi.wi.gov) for assistance.

## The OYRBS Home Page/User Roles and Rights

This page is the first screen that the user will see after logging in and agreeing to the confidentiality statement<sup>†</sup>.

**Youth Risk BEHAVIOR SURVEY**

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

**Welcome**

**Main Administration Screen**

This is the main administration screen for the Department of Public Instruction's Wisconsin Online Youth Risk Behavior Survey (OYRBS) site. From here, you have the following options:

- **Modify Your Account**  
Under the heading "Account Management", you can do such things as modify your password, change your contact information, and seek help and support.
- **Create and Modify Others' User Accounts**  
Under the heading "User Management", you (as a survey administrator) will be able to create user accounts to allow other individuals to create surveys and/or view results from completed surveys. In addition, you can enable user accounts that have been created by other individuals who went through the new user registration process.  
☐ Learn more about the user role types.
- **Design and Modify Surveys**  
Under the heading "Survey Management", you will be able to create and modify youth risk behavior surveys. You will be able to choose the time period the survey will run; which school(s) or group(s) will take part in the surveys; which types of questions students will answer; and select users associated with your school, district, and/or group to review the results of a survey. For help on creating a survey, access the ☐ step-by-step guide.
- **View Reports**  
Under the heading "Report Management", you will be able to view and print results from the completed surveys. The survey results can be presented as tables or graphs and they can be downloaded as a csv file with a corresponding codebook to conduct further analysis.

If you have questions or need some other type of OYRBS support, click on the "Help and Support" link under the "Account Management" heading.

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P.O. Box 7841, Madison, WI 53707-7841 (800) 441-4563

<sup>†</sup> The confidentiality statement is the first page viewed after a user logs into the OYRBS administration site.

Keep in mind that users with different rights will see slightly different versions of this page. For example, no one except a survey administrator will see the **User Management** links on the left-hand navigation bar. Here are the different types of users and their rights:

**Survey Administrator – This is the highest access level. There should be only one Survey Administrator per survey.** This user has the ability to:

- Add user accounts for the selected survey site.
- Modify user account for the selected survey site.
- Create surveys for the selected survey site.
- Modify surveys (as long as the survey has not started).
- View reports for the selected survey site.
  - (County and CESA level users see aggregate County/ CESA results only by default. To see school-level data, please secure permission from participating schools and contact user support to request additional access.)

The roles and responsibilities of a survey administrator are:

- Overseeing the administration of all OYRBS surveys for their survey site(s).
- Assigning and authorizing user accounts for the roles of survey creator and report reviewer.
- Monitoring the adherence to sound survey practices among all survey participants (e.g., survey proctors, survey creators).
- Protecting the privacy of survey participants.

**Report Viewer –** This user has the ability to view reports for the selected survey site. District-level report viewers can see all reports for **all schools** in their district.

**Please note:** At this time, only school building and district-level users can be report viewers. While it is still possible to create a County or CESA report viewer account, they cannot be added to view reports (see Step 4 of *Create a Survey*). Survey administrators can download and share reports with these users. If additional access is needed, please contact user support.

**Survey Creator –** This role is currently in the process of being archived. Most users will be Report Viewers.

This user has the ability to:

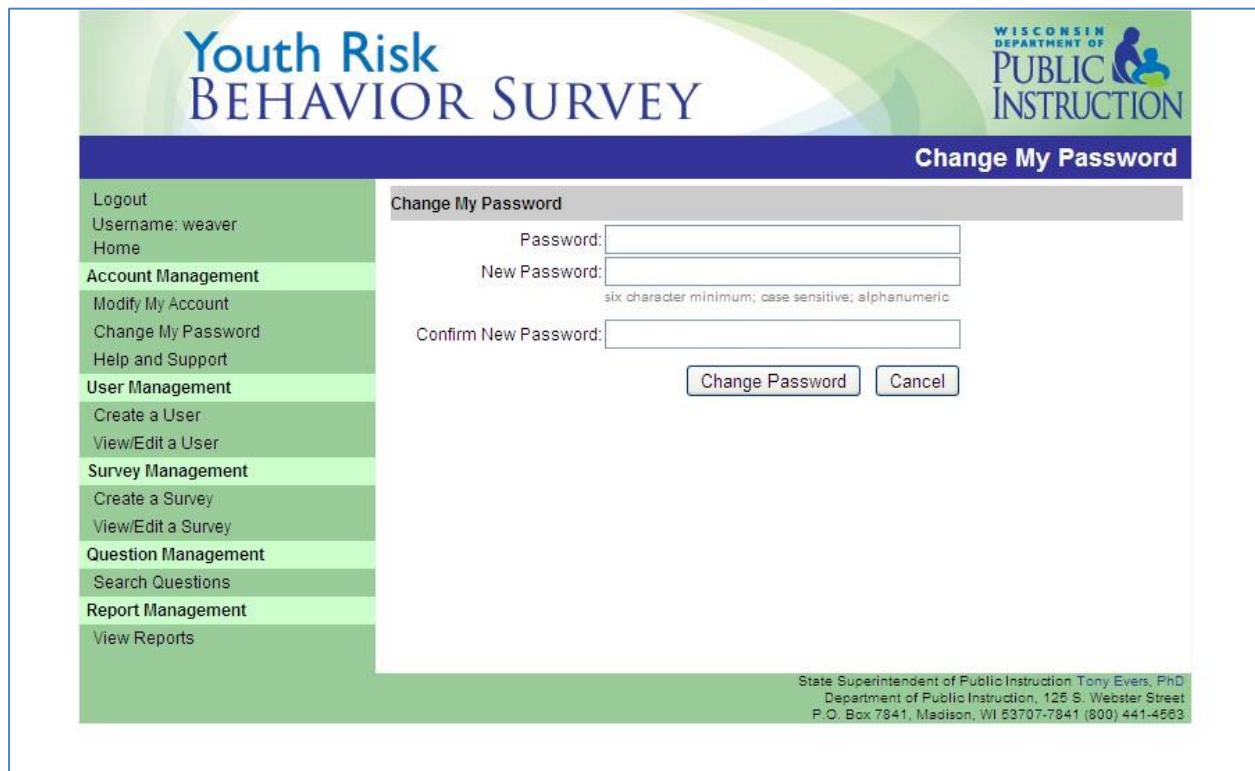
- Create surveys for the selected survey site.
- Modify surveys that have not started for the selected survey site.
- View reports for the selected survey site. (County and CESA level users see aggregate County/ CESA results only by default. Get support from participating schools and contact user support to request additional access.)

At any time, the user can click the *Logout* link at the top left to log out of the system and be taken to the initial login screen. We recommend that if the user will be away from their computer for any length of time, that the user log out in order to keep others from using their account.

## Account Management

The first link under the **Account Management** heading is the *Modify My Account* link. Here, personal account information can be updated. The e-mail on account is the most important thing to keep updated; the system uses that e-mail address to send the user information. Other settings on this page will be covered later in this document in the *View/Edit a User* section.

The *Change My Password* link takes the user to this screen:



The screenshot shows the 'Change My Password' interface. At the top, the header reads 'Youth Risk BEHAVIOR SURVEY' and 'WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION'. The page title is 'Change My Password'. On the left is a green sidebar menu with the following items: Logout, Username: weaver, Home, Account Management (highlighted), Modify My Account, Change My Password, Help and Support, User Management, Create a User, View/Edit a User, Survey Management, Create a Survey, View/Edit a Survey, Question Management, Search Questions, Report Management, and View Reports. The main content area has a title 'Change My Password' and three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. Below the 'New Password' field is a note: 'six character minimum, case sensitive, alphanumeric'. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'. A footer at the bottom right contains contact information for the State Superintendent of Public Instruction, Tony Evers, PhD.

It is important that the user know their current password; without it, a password cannot be changed. The current password goes in the top field, and the new password should go in the bottom two fields. If the bottom two fields do not match, the system will not accept the new password; the user will get an error message and be prompted to try again. Passwords must be at least six characters, with only numbers and letters, and are case-sensitive.

The *Help and Support* link takes you to the help and support information, including the FAQ page and the main Wisconsin DPI administrative e-mail address ([Mariah.Geiger@dhs.wi.gov](mailto:Mariah.Geiger@dhs.wi.gov) or [Kate.McCoy@dpi.wi.gov](mailto:Kate.McCoy@dpi.wi.gov)).

## User Management

### Create a User

To add a user into the system, click the *Create a User* link under the **User Management** heading. The first part of the page requires basic user information (see below):

The screenshot shows the 'Create User Account' form for the Youth Risk Behavior Survey. The form is part of a web application with a green and blue header. The header includes the 'Youth Risk BEHAVIOR SURVEY' title and the 'WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION' logo. A dark blue bar at the top right says 'Create User Account'. On the left is a green sidebar menu with links: Logout, Username: CSATest, Home, Account Management (Modify My Account, Change My Password, Help and Support), User Management (Create a User, View/Edit a User), Survey Management (Create a Survey, View/Edit a Survey), Question Management (Search Questions), and Report Management (View Reports). The main content area has a title 'Create User Account' and a subtitle 'To create an account, enter the information below and click the **Save** button.' Below this is a legend '\* = Required Field'. The form is divided into sections: 'Account Information' with fields for \*Username (six-character minimum), \*Password (twelve-character minimum; case sensitive; alphanumeric), \*Confirm Password, and \*E-mail address; 'Personal Information' with fields for \*First Name, \*Last Name, and \*Phone Number; 'Group Affiliation' with a description, radio buttons for \*Group Type (County or CESA, Public School or District, Private School or Community Group), and a 'Show/Refresh Dropdowns' button; and 'Assign User Roles' with a description and radio buttons for \*Assign to Role (Report Viewer, Survey Creator). At the bottom right are 'Save' and 'Cancel' buttons. At the bottom of the page is contact information for the State Superintendent of Public Instruction Tony Evers, PhD.

**Youth Risk BEHAVIOR SURVEY** WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

### Create User Account

Logout  
Username: CSATest  
Home

**Account Management**  
Modify My Account  
Change My Password  
Help and Support

**User Management**  
Create a User  
View/Edit a User

**Survey Management**  
Create a Survey  
View/Edit a Survey

**Question Management**  
Search Questions

**Report Management**  
View Reports

To create an account, enter the information below and click the **Save** button.

**\* = Required Field**

#### Account Information

\*Username:   
six-character minimum

\*Password:   
twelve-character minimum; case sensitive; alphanumeric

\*Confirm Password:

\*E-mail address:

#### Personal Information

\*First Name:

\*Last Name:

\*Phone Number:

#### Group Affiliation

The group affiliation is the group that this user account belongs to. Select the Group Type below. Once you have selected a Group Type, if the dropdowns do not correctly appear, click the **Show/Refresh Dropdowns** button.

☐ County or CESA

\*Group Type: ☐ Public School or District  
☐ Private School or Community Group

#### Assign User Roles

Select the role for this user account. To view details about the role type, click the name of the role.

\*Assign to Role: ☐ ☒ Report Viewer  
☐ ☒ Survey Creator

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Department of Public Instruction, 125 S. Webster Street  
P.O. Box 7841, Madison, WI 53707-7841 (800) 441-4563

The *Username* must be at least six characters, and cannot contain spaces. The system will not allow duplicate usernames. An error message will be generated if a duplicate username is used. *Passwords* must be at least twelve characters, with only numbers and letters, and are case-sensitive. The *E-mail Address* must be a valid address. It is the address where the new user's e-mail notification will be sent. All fields on this screen are required.

**Create User Account**

To create an account, enter the information below and click the **Save** button.

**\* = Required Field**

### Account Information

\*Username:   
six-character minimum

\*Password:   
twelve-character minimum; case sensitive; alphanumeric

\*Confirm Password:

\*E-mail address:

### Personal Information

\*First Name:

\*Last Name:

\*Phone Number:

### Group Affiliation

The group affiliation is the group that this user account belongs to. Select the Group Type below. Once you have selected a Group Type, if the dropdowns do not correctly appear, click the **Show/Refresh Dropdowns** button.

\*Group Type:

- ☐ County or CESA
- ☐ Public School or District
- ☐ Private School or Community Group
- ☐ Not Applicable

### Assign User Roles

Select the role for this user account. To view details about the role type, click the name of the role.

\*Assign to Role:

- ☐ [Report Viewer](#)
- ☐ [Survey Creator](#)
- ☐ [Survey Administrator](#)
- ☐ [Super User](#)

The bottom half of the screen has information about the user's rights within the OYRBS administration site. Each user must have a *Group Affiliation* (i.e., survey site). After a *Group Type* selection is made, more fields will appear. Those fields depend on the *Group Type* chosen; for example, once "County or CESA" is selected, two fields appear, allowing the choice of either a county or a CESA. The selected group affiliation will limit the user to schools or a community group associated with that affiliation.

Each user must also be assigned a *User Role* (see p. 3 for a description of each user role). Clicking on the name of each user role (e.g., survey creator) will provide a brief description on that user's rights. The survey administrator is the only user who will be able to create or add a user.

**Please note:** At this time, only school building and district-level users can be report viewers. While it is still possible to create a County or CESA report viewer account, they cannot be added to view reports (see Step 4 of *Create a Survey*). Survey administrators can download and share reports with these users. If additional access is needed, please contact user support.

Note: User Management function is available only to survey administrators.

The ☐ icon means that the link to its right will open in a new browser window.





## View/Edit a User

By clicking on the *View/Edit a User* link a person can view or edit their user information. In the search screen a person can search by their last name or username. A survey administrator has the ability to modify user accounts associated with their survey site.

The screenshot shows the 'View/Edit a User' interface. On the left is a green sidebar menu with options: Logout, Username: weaver, Home, Account Management (Modify My Account, Change My Password, Help and Support), User Management (Create a User, View/Edit a User), Survey Management (Create a Survey, View/Edit a Survey), Question Management (Search Questions), and Report Management (View Reports). The main content area has a header 'Youth Risk BEHAVIOR SURVEY' and 'WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION'. Below the header is a 'View/Edit a User' title bar. The 'Search Criteria' section explains that Super Users can search by Username, Last Name, User Role, or Group Affiliation, while Survey Administrators can only search by Username or Last Name. It includes instructions to click the 'Search' button and notes that Survey Administrators can only edit Survey Creator or Report Viewer accounts. There are input fields for 'Username:' and 'Last Name:', separated by '-- OR --'. 'Search' and 'Cancel' buttons are at the bottom right. A footer contains contact information for the State Superintendent of Public Instruction.

Searching for a user account can be done by either the last name or username, provided the search is done with the beginning of the name. For example, a search for “weaver” or “wea” in the *Last Name* field will bring up details on a user with the last name “Weaver,” but a search for “ver” will not.

After a search, click on the pencil icon (  ) beside a user to edit or view their information. You will then be taken to a screen just like the ones found in the *Create a User* section. A user account can be deleted by clicking on the delete icon (  ).

The screenshot shows the 'Search Results' page. The sidebar menu is the same as in the previous screenshot. The main content area shows a search bar with 'Last Name: weaver'. Below it are 'Search' and 'Cancel' buttons. The 'Search Results' section displays a table with two columns: 'Username' and 'Name'. The first row shows 'test02' and 'Weaver, Brian'. To the right of the table are 'Edit' and 'Delete' buttons. The 'Edit' button, which has a pencil icon, is circled in red. The 'Delete' button has a red X icon. A footer contains contact information for the State Superintendent of Public Instruction.

There are a couple of other options here, or reasons to edit a user:

The screenshot shows a user management interface. At the top, there is a radio button for 'Super User'. Below this, a paragraph explains that new accounts are disabled by default and can be activated by selecting the 'Enabled' option and clicking 'Save'. It also mentions that accounts can be permanently removed using the 'Delete' icon. The 'Enable Account' section has two radio buttons: 'Enabled' (which is selected) and 'Disabled'. Below this, another paragraph states that after five unsuccessful login attempts, the account is locked. The 'Account Locked' section has a checkbox that is currently unchecked. At the bottom right, there are 'Save' and 'Cancel' buttons. Red circles are drawn around the 'Enable Account' label and the 'Account Locked' label in the original image.

☐ ☒ Super User

When an account is created, the user account will be *Disabled* and the user will not be able to log into the administrative site. To activate the account, select the *Enabled* option and click the **Save** button. To permanently remove an account from the administrative site; go to the View/Edit User section, find the user account, and click the *Delete* icon.

Enable Account: ☒ Enabled ☐ Disabled

If the user has five unsuccessful login attempts, then the account will be locked and the user will no longer be able to login to the administrative site. To unlock the account, uncheck the box and click the **Save** button.

Account Locked: ☐

Save Cancel

If someone other than the survey administrator has created an account registering on the OYRBS administration site login page, their respective survey administrator will need to enable their account. After submitting their user account information that person is notified via e-mail that their account has been created and to contact their survey administrator to enable their account. On the new user's account page, the default is the "Disabled" option. The "Enabled" option needs to be checked and the *Save* button clicked to enable their account. A user cannot log into the OYRBS administration system if their account is disabled.

Also, if five unsuccessful attempts are made to log in to the survey administration site, the system will lock the account in an effort to prevent fraudulent use of the system. If that is the case, the *Account Locked* field will be checked. The survey administrator needs to uncheck the box and click the *Save* button to unlock their account. A user cannot log into the OYRBS system if their account is locked.



## Survey Management

There are four steps to creating a survey, three of which are mandatory. The four steps are inputting basic survey information, selecting the survey schools/groups that will participate in the survey, survey questions, and selecting survey report viewers. Once a survey has been created, a survey ID number will be generated, and you should record that ID because you'll need it in order to view or edit the survey at a later date. See step 2 for additional requirements to access and view created surveys. For additional information, go the *Help and Support* section for frequently asked questions on creating a survey.

### Step 1: Survey Information

In this section, you must input a survey title, survey level, start date, and end date—these are required to create a survey. The Survey Description/Notes section is optional, but can be used to include information on the purpose of the survey for future use.

**Step 1**

To create a survey, the following information is required: Title, Level, Start Date, and End Date. Once that information is entered, click the **Save** button at the bottom of the screen to generate a Survey ID. **Note:** Once the start date has passed or at least one participant has started the survey, only the ending date, schools, and report viewers associated with this survey can be changed. Once the end date has passed, the survey cannot be changed, but report viewers can be added at any time.

Once a Survey ID is generated, the **Save** button will be replaced by an **Update** button. Also, a **Copy Survey** button is provided. The **Copy Survey** button allows users to create a new survey with the same questions as a previous survey. The schools or community groups and report viewers will not be copied.


**\* = Required Field**


*Survey Title:	<input type="text"/>
Survey Description / Notes:	<input type="text"/>
*Survey Level:	<input type="text" value="---Select a value---"/>
*Start Date:	<input type="text" value="MM/DD/YYYY"/>
*End Date:	<input type="text" value="MM/DD/YYYY"/>

Check the Allow 24/7 Access box, if you want the survey to remain open for 24 hours a day, 7 days a week between the start date and end date. If the box is unchecked, then the survey will be available from 7:30 AM to 5:00 PM, Monday through Friday.


Allow 24/7 Access: ☐

- The survey title can be up to 255 characters.
- The survey level is high school or middle school.

- The *start date* has to be today's date or later. Once the start date has passed or after one participant has started the survey, then only the end date, schools, and report viewers can be changed. Click the  icon to expand a calendar to assist with selecting the date.

\*Start Date:  

< January 2011 >						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

- The *end date* has to be the same as or later than the start date. The  icon is available to assist with selecting the end date. Once the end date has passed, only report viewers can be added to the survey. The survey results are available the day after the survey end date.
- The *Allow 24/7 Access* checkbox allows a survey to remain open for 24 hours a day, 7 days a week. If this is not selected the survey will be available from 7:30 a.m. to 5:00 p.m., Monday through Friday, during the survey window period (i.e., start date, end date). Check the box if you want the survey to remain open for 24 hours a day, 7 days a week.

Check the Allow 24/7 Access box, if you want the survey to remain open for 24 hours a day, 7 days a week between the start date and end date. If the box is unchecked, then the survey will be available from 7:30 AM to 5:00 PM, Monday through Friday.

Allow 24/7 Access: ☐

Once the information has been entered and you have clicked the *Save* button at the bottom of the page, then a *survey ID* is generated. The *survey ID* can be found above the survey title. A PDF version of the survey is also available. At this time the survey will only contain the required demographic questions. Step 3 covers how to add questions to a survey.

**Step 1**

To create a survey, the following information is required: Title, Level, Start Date, and End Date. Once that information is entered, click the **Save** button at the bottom of the screen to generate a Survey ID. **Note: Once the start date has passed or at least one participant has started the survey, only the ending date, schools, and report viewers associated with this survey can be changed. Once the end date has passed, the survey cannot be changed, but report viewers can be added at any time.**

Once a Survey ID is generated, the **Save** button will be replaced by an **Update** button. Also, a **Copy Survey** button is provided. The **Copy Survey** button allows users to create a new survey with the same questions as a previous survey. The schools or community groups and report viewers will not be copied.

**\* = Required Field**

Survey ID: 2709

PDF format: ☐ View Survey

\*Survey Title: Sample Survey

Survey Description / Notes: This is a survey created for the OYRBS User Guide.

\*Survey Level: High School

\*Start Date: 1/31/2011

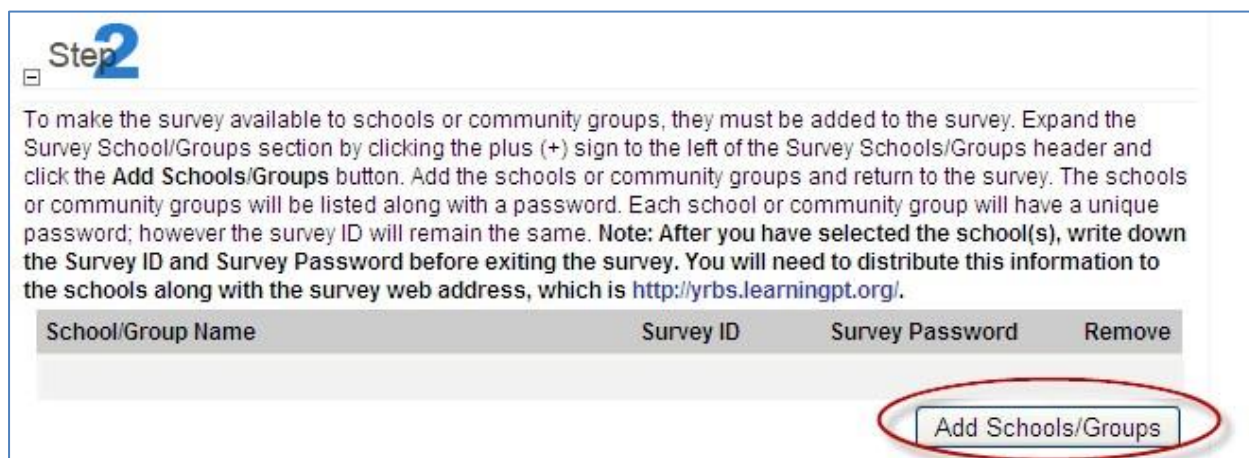
\*End Date: 2/11/2011

Check the Allow 24/7 Access box, if you want the survey to remain open for 24 hours a day, 7 days a week between the start date and end date. If the box is unchecked, then the survey will be available from 7:30 AM to 5:00 PM, Monday through Friday.

Allow 24/7 Access: ☐

## Step 2: Survey Schools/Groups

Adding a school or community group to a survey will create a link between that survey and the survey creator and their associated organization (e.g., school, CESA). This is important because it will allow authorized individuals from that organization to access the survey at a later date. In addition, adding a school or community group will generate a survey password, which survey participants will need to log into a survey. Click the *Add Schools/Groups* button to add a school or community group to the survey.



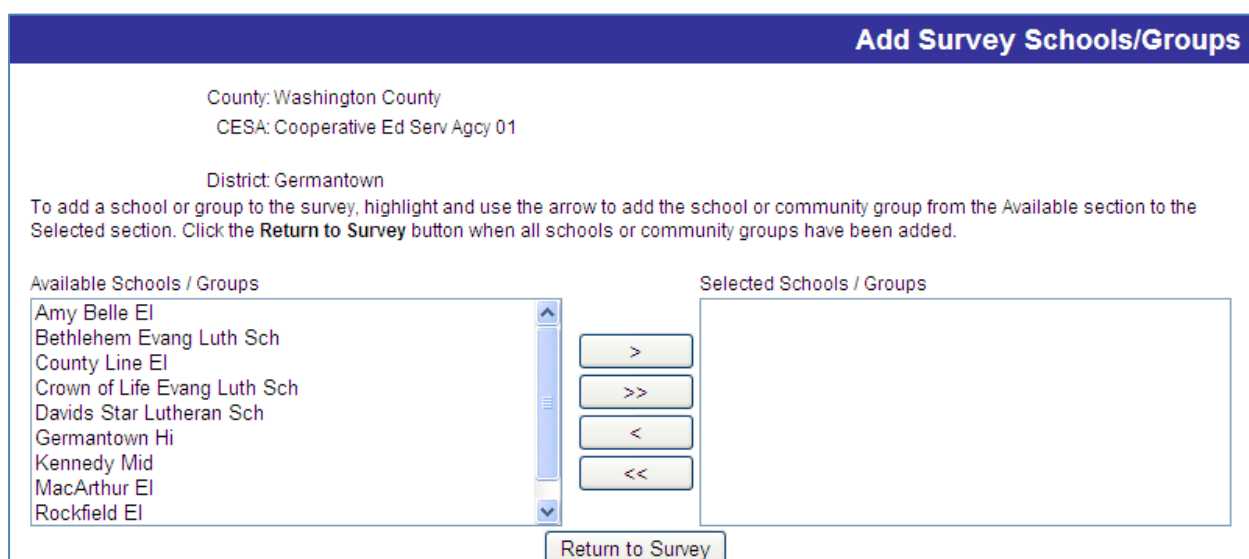
**Step 2**

To make the survey available to schools or community groups, they must be added to the survey. Expand the Survey School/Groups section by clicking the plus (+) sign to the left of the Survey Schools/Groups header and click the **Add Schools/Groups** button. Add the schools or community groups and return to the survey. The schools or community groups will be listed along with a password. Each school or community group will have a unique password; however the survey ID will remain the same. **Note: After you have selected the school(s), write down the Survey ID and Survey Password before exiting the survey. You will need to distribute this information to the schools along with the survey web address, which is <http://yrbs.learningpt.org/>.**

School/Group Name	Survey ID	Survey Password	Remove
-------------------	-----------	-----------------	--------

**Add Schools/Groups**

Your county, CESA, district, or community group information should be pre-populated. If a dropdown is available, select an option to drill down to the school or group level. The *Available Schools/Groups* box will be populated (left-hand box). The OYRBS administration site allows for the coordination of district-, county-, and CESA-wide surveys.



**Add Survey Schools/Groups**

County: Washington County  
CESA: Cooperative Ed Serv Agcy 01

District: Germantown

To add a school or group to the survey, highlight and use the arrow to add the school or community group from the Available section to the Selected section. Click the **Return to Survey** button when all schools or community groups have been added.

Available Schools / Groups		Selected Schools / Groups
Amy Belle El Bethlehem Evang Luth Sch County Line El Crown of Life Evang Luth Sch Davids Star Lutheran Sch Germantown Hi Kennedy Mid MacArthur El Rockfield El	<div>&gt; &gt;&gt; &lt; &lt;&lt;</div>	

**Return to Survey**

To add a school or community group to the survey, select the school or group in the *Available* box and click the **>** button to move it to the *Selected* box.

This screenshot shows the initial state of the survey interface. On the left, under the heading "Available Schools / Groups", is a list of schools: Amy Belle El, Bethlehem Evang Luth Sch, County Line El, Crown of Life Evang Luth Sch, Davids Star Lutheran Sch, Germantown Hi (highlighted in blue), Kennedy Mid, MacArthur El, and Rockfield El. In the center, there are four buttons: ">", ">>", "<", and "<<". The ">" button is circled in red, and a tooltip "Add Selected Item" is visible next to it. On the right, under the heading "Selected Schools / Groups", the box is currently empty. At the bottom center is a "Return to Survey" button.

This screenshot shows the interface after the first action. The school "Germantown Hi" has been moved from the "Available" list to the "Selected Schools / Groups" box on the right. The "Available" list now includes: Amy Belle El, Bethlehem Evang Luth Sch, County Line El, Crown of Life Evang Luth Sch, Davids Star Lutheran Sch, Kennedy Mid, MacArthur El, Rockfield El, and Saint Boniface Grade Sch. The ">" button remains circled in red. The "Return to Survey" button is still at the bottom.

To move all the schools or groups over to the *Selected* box, use the **>>** button.

This screenshot shows the interface after the second action. All schools from the "Available" list have been moved to the "Selected Schools / Groups" box. The "Available" list is now empty. The ">>" button in the center is circled in red, and a tooltip "Add All Items" is visible next to it. The "Return to Survey" button is at the bottom.

To remove a school or group from the survey, highlight the school or group in the *Selected* box and click the < button to move it back to the *Available* box.

Available Schools / Groups

- Amy Belle El
- Bethlehem Evang Luth Sch
- County Line El
- Crown of Life Evang Luth Sch
- Davids Star Lutheran Sch
- Kennedy Mid
- MacArthur El
- Rockfield El
- Saint Boniface Grade Sch

Selected Schools / Groups

- Germantown Hi

> >> < <<

Remove Selected Item

Return to Survey

Continue to change the selection in the dropdown to populate the available schools or groups. Once all the schools or groups have been added to the *Selected* box, click the *Return to Survey* button.

Available Schools / Groups

- Amy Belle El
- Bethlehem Evang Luth Sch
- County Line El
- Crown of Life Evang Luth Sch
- Davids Star Lutheran Sch
- Kennedy Mid
- MacArthur El
- Rockfield El
- Saint Boniface Grade Sch

Selected Schools / Groups


- Germantown Hi

> >> < <<

Return to Survey



For each school or group that was added, a unique survey password has been created. **Write down the survey ID and survey password before exiting the survey. You will need to distribute this information to the schools along with the survey web address, which is <http://vrbs.learningpt.org>.** The survey web address is also located directly above the survey password heading. The survey password is case-sensitive.



### Step 2

To make the survey available to schools or community groups, they must be added to the survey. Expand the Survey School/Groups section by clicking the plus (+) sign to the left of the Survey Schools/Groups header and click the **Add Schools/Groups** button. Add the schools or community groups and return to the survey. The schools or community groups will be listed along with a password. Each school or community group will have a unique password; however the survey ID will remain the same. **Note: After you have selected the school(s), write down the Survey ID and Survey Password before exiting the survey. You will need to distribute this information to the schools along with the survey web address, which is <http://vrbs.learningpt.org>.**

School/Group Name	Survey ID	Survey Password	Remove
Germantown Hi	2709	r8WCb6	X

Add Schools/Groups

**Note:** All schools with the same survey ID number are using the same survey but each participating school will also have a unique survey password. This allows the OYRBS system to generate survey reports at the group level (e.g., school district, county) and at the school level.

### Step 3: Survey Questions

The question clusters vary based on the survey level (high school or middle school) that was selected in Step 1. The high school Core clusters match the Wisconsin Youth Risk Behavior Survey and allow state and national comparison.

The demographic cluster is checked because it is mandatory for all surveys. Select the clusters that should be included in the survey.

Please note that selecting a cluster adds all of the questions in that cluster. To add certain questions from a cluster, see page 18 on adding supplemental questions.

Step 3

To add questions to the survey, expand the Survey Question section by clicking the plus (+) sign to the left of the Survey Questions header. Check each question cluster that will be included in the survey. To view the questions in each cluster, click the cluster name. The Demographics cluster is required in all surveys. To add supplemental questions to the survey, click the **Add Supplemental Questions** button. The supplemental questions can be selected at your own choosing to add site specific questions and the "New Disaggregation" questions can be used to expand report disaggregation options. In the survey, the supplemental question will appear after the core questions in the related cluster or at the end of the survey. **Note: Please make sure the questions are age-appropriate for the participants that will be taking the survey.**

Please note: A few questions in these clusters were changed in 2017 to reflect new questions on the State YRBS. If you are trying to replicate a previous survey, make sure that the clusters contain the questions you want. If not, search the supplemental questions for the questions you need.

Question Clusters

☐ Select All Clusters

☒ Demographics

☐ Height and Weight

☐ Traffic Safety

☐ Violence-related behaviors

☐ Bullying

☐ Self Harm

☐ Depression and Suicide

☐ Tobacco Use

☐ Alcohol Use

☐ Marijuana Use

☐ Other Drug Use

☐ Sexual Behavior

☐ Body Weight

☐ Eating Habits

☐ Physical Activity



☐ Other Health Issues

☐ Health Status

Supplemental Questions

No supplemental questions have been added. Click the **Add Supplemental Questions** button to add supplemental questions to this survey. To find the new disaggregation questions select Miscellaneous cluster and select New Disaggregation category.

Add Supplemental Questions

If you can't see the question clusters, then the section needs to be expanded. Click on the  icon to expand the section. Click the  to collapse the section.

Step 3

To add questions to the survey, expand the Survey Question section by clicking the plus (+) sign to the left of the Survey Questions header. Check each question cluster that will be included in the survey. To view the questions in each cluster, click the cluster name. The Demographics cluster is required in all surveys. To add supplemental questions to the survey, click the **Add Supplemental Questions** button. The supplemental questions will be listed along with the cluster and subcategory. In the survey, the supplemental question will appear after the core questions in the related cluster. **Note: Please make sure the questions are age-appropriate for the participants that will be taking the survey.**



To view the questions in a cluster, click on the name of the cluster. This screen opens in a new window. Close the window to return back to the survey.

Questions in a Cluster				
The questions for this cluster are listed below.				
Order	Question(s)	Survey Level	Cluster	
1	How often do you wear a seat belt when riding in a car driven by someone else?	High School	Traffic Safety	<a href="#">View Answers</a>
2	During the past 30 days, how many times did you ride in a car or other vehicle driven by someone who had been drinking alcohol?	High School	Traffic Safety	<a href="#">View Answers</a>
3	During the past 30 days, how many times did you drive a car or other vehicle when you had been drinking alcohol?	High School	Traffic Safety	<a href="#">View Answers</a>

To view the answers for a question, click the *View Answers* button in the **Questions in a Cluster** page. Click the *Return to Cluster Questions* button to return back to the list of questions for a cluster.

View Answers	
<b>View Answers</b>	
Question: How often do you wear a seat belt when riding in a car driven by someone else?	
Order	Answer
1	Never
2	Rarely
3	Sometimes
4	Most of the time
5	Always
<a href="#">Return to Cluster Questions</a>	

To add supplemental questions to the survey, click the *Add Supplemental Questions* button.

**Please Note:** The system is designed to best support surveys matching the Wisconsin Youth Risk Behavior Survey, that is, surveys using the Core clusters. The system does not work as well with high numbers of supplemental questions. **You cannot change the order of the supplemental questions, and supplemental questions do not support skip logic.**

Step 3

To add questions to the survey, expand the Survey Question section by clicking the plus (+) sign to the left of the Survey Questions header. Check each question cluster that will be included in the survey. To view the questions in each cluster, click the cluster name. The Demographics cluster is required in all surveys. To add supplemental questions to the survey, click the **Add Supplemental Questions** button. The supplemental questions can be selected at your own choosing to add site specific questions and the "New Disaggregation" questions can be used to expand report disaggregation options. In the survey, the supplemental question will appear after the core questions in the related cluster or at the end of the survey. **Note: Please make sure the questions are age-appropriate for the participants that will be taking the survey.**

Please note: A few questions in these clusters were changed in 2017 to reflect new questions on the State YRBS. If you are trying to replicate a previous survey, make sure that the clusters contain the questions you want. If not, search the supplemental questions for the questions you need.

**Question Clusters**

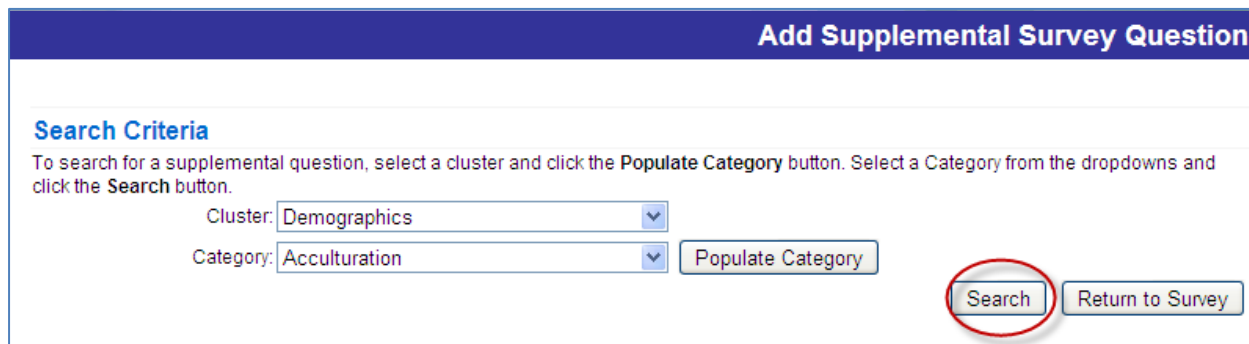
<input type="checkbox"/> Select All Clusters	<input type="checkbox"/> Alcohol Use
<input checked="" type="checkbox"/> Demographics	<input type="checkbox"/> Marijuana Use
<input type="checkbox"/> Height and Weight	<input type="checkbox"/> Other Drug Use
<input type="checkbox"/> Traffic Safety	<input type="checkbox"/> Sexual Behavior
<input type="checkbox"/> Violence-related behaviors	<input type="checkbox"/> Body Weight
<input type="checkbox"/> Bullying	<input type="checkbox"/> Eating Habits
<input type="checkbox"/> Self Harm	<input type="checkbox"/> Physical Activity
<input type="checkbox"/> Depression and Suicide	<input type="checkbox"/> Other Health Issues
<input type="checkbox"/> Tobacco Use	<input type="checkbox"/> Health Status

**Supplemental Questions**

No supplemental questions have been added. Click the **Add Supplemental Questions** button to add supplemental questions to this survey. To find the new disaggregation questions select Miscellaneous cluster and select New Disaggregation category.

Add Supplemental Questions

In the *Search Criteria*, select the *Cluster* and *Category* from the dropdown menus, then click the *Search* button. To add select questions from a Core cluster, select the title of that cluster, for example, “Alcohol Use.” Then select the category of the same name followed by “-Core” (ex. “Alcohol Use – Core”).



**Add Supplemental Survey Question**

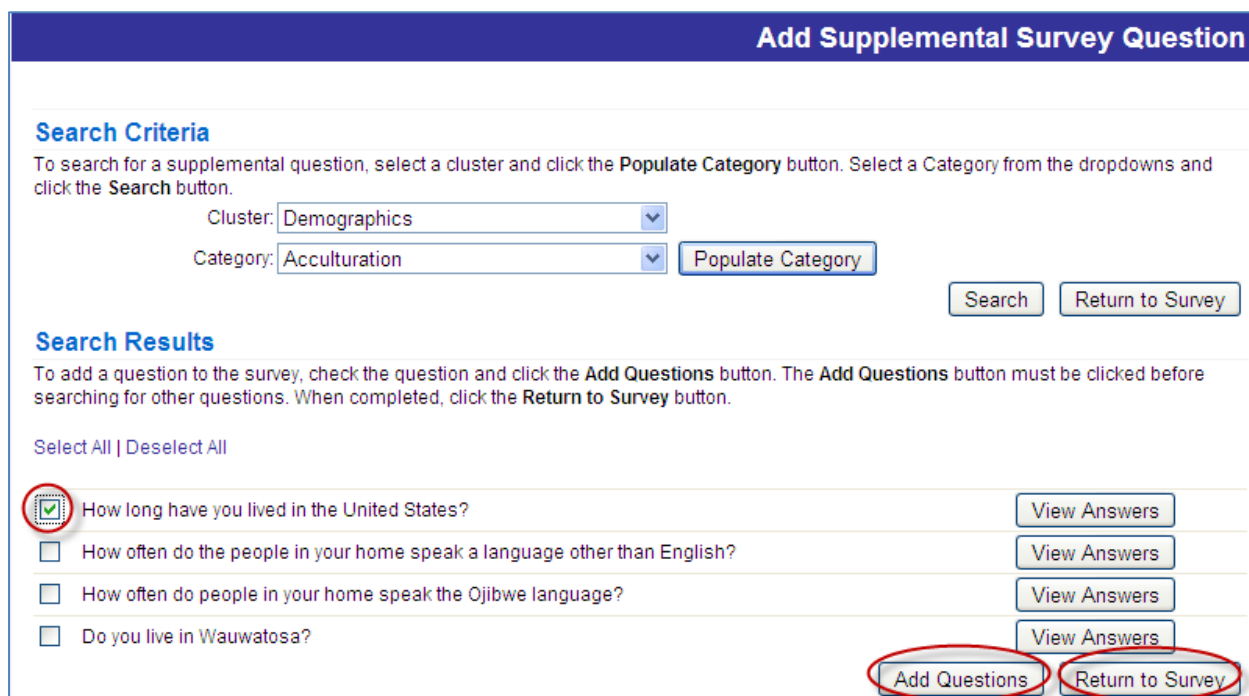
**Search Criteria**

To search for a supplemental question, select a cluster and click the **Populate Category** button. Select a Category from the dropdowns and click the **Search** button.

Cluster:

Category:

The *Search Results* will appear below the search criteria. To add a question to the survey, check the question and click the *Add Questions* button. The *Add Questions* button must be clicked before changing the search criteria. Once all the supplemental questions have been added, click the *Return to Survey* button.



**Add Supplemental Survey Question**

**Search Criteria**

To search for a supplemental question, select a cluster and click the **Populate Category** button. Select a Category from the dropdowns and click the **Search** button.

Cluster:


Category:

**Search Results**

To add a question to the survey, check the question and click the **Add Questions** button. The **Add Questions** button must be clicked before searching for other questions. When completed, click the **Return to Survey** button.

Select All | Deselect All

<input checked="" type="checkbox"/>	How long have you lived in the United States?	<input type="button" value="View Answers"/>
<input type="checkbox"/>	How often do the people in your home speak a language other than English?	<input type="button" value="View Answers"/>
<input type="checkbox"/>	How often do people in your home speak the Ojibwe language?	<input type="button" value="View Answers"/>
<input type="checkbox"/>	Do you live in Wauwatosa?	<input type="button" value="View Answers"/>

The supplemental questions that were added to the survey will be listed below the *question clusters*. Click the  icon to remove a supplemental question from the survey.

Step 3

To add questions to the survey, expand the Survey Question section by clicking the plus (+) sign to the left of the Survey Questions header. Check each question cluster that will be included in the survey. To view the questions in each cluster, click the cluster name. The Demographics cluster is required in all surveys. To add supplemental questions to the survey, click the **Add Supplemental Questions** button. The supplemental questions can be selected at your own choosing to add site specific questions and the "New Disaggregation" questions can be used to expand report disaggregation options. In the survey, the supplemental question will appear after the core questions in the related cluster or at the end of the survey. **Note: Please make sure the questions are age-appropriate for the participants that will be taking the survey.**



Please note: A few questions in these clusters were changed in 2017 to reflect new questions on the State YRBS. If you are trying to replicate a previous survey, make sure that the clusters contain the questions you want. If not, search the supplemental questions for the questions you need.

**Question Clusters**

☒ Select All Clusters
 ☒ Demographics
 ☒ Height and Weight
 ☒ Traffic Safety
 ☒ Violence-related behaviors
 ☒ Bullying
 ☒ Self Harm
 ☒ Depression and Suicide
 ☒ Tobacco Use

☒ Alcohol Use
 ☒ Marijuana Use
 ☒ Other Drug Use
 ☒ Sexual Behavior
 ☒ Body Weight
 ☒ Eating Habits
 ☒ Physical Activity
 ☒ Other Health Issues
 ☒ Health Status


**Supplemental Questions**

Question	Cluster	Remove
How long have you lived in the United States?	Demographics - Acculturation	
How often do the people in your home speak a language other than English?	Demographics - Acculturation	

Add Supplemental Questions

Click the *Update* button at the bottom of the survey screen to save the changes and generate an updated PDF of the survey mentioned in step 1.

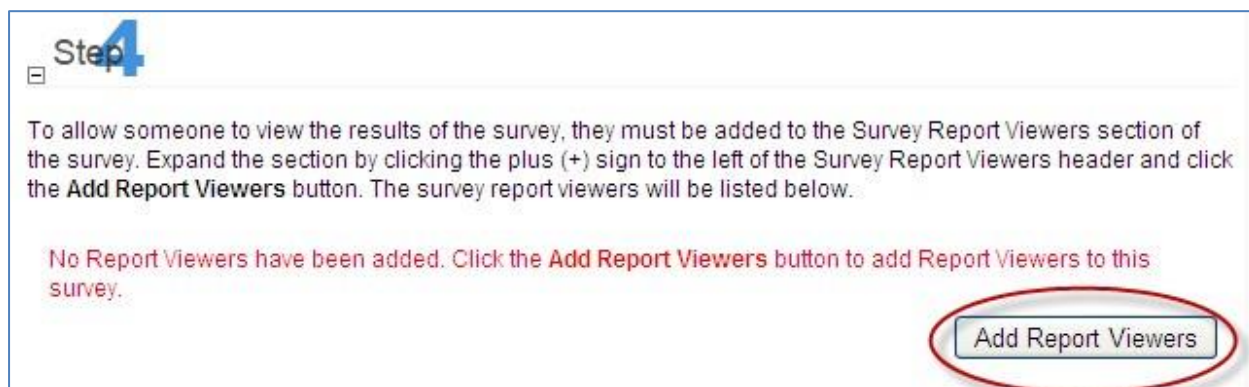
Survey ID: 2709

PDF format:  View Survey

\*Survey Title: Sample Survey

#### Step 4: Survey Report Viewers (Optional)

Survey administrators and survey creators can see survey results automatically. To allow other users, besides a survey creator and a survey administrator to view the results of the survey, they must be added to the *Survey Report Viewers* section. Click the *Add Report Viewers* button to add users.



**Step 4**

To allow someone to view the results of the survey, they must be added to the Survey Report Viewers section of the survey. Expand the section by clicking the plus (+) sign to the left of the Survey Report Viewers header and click the **Add Report Viewers** button. The survey report viewers will be listed below.

No Report Viewers have been added. Click the **Add Report Viewers** button to add Report Viewers to this survey.

**Add Report Viewers**

Only district and school-level report viewers can be added. Adding a district level report viewer allows them to see building level reports for **all buildings** in their district.

Check the users and click the *Add Report Viewers* button. If no users are listed then that means no user accounts, besides your own, have been created, or county/CESA users registered as report viewers (see page 6). To add additional report viewers, go to the main OYRBS administration page and click on the *Create a User* button.




**Add Report Viewers**

To add users for this survey, check the UserName and click the **Add Report Viewers** button. When completed, click the **Return to Survey** button.

Only the users related to the schools added to the survey will be displayed.


	User Name	Name
<input checked="" type="checkbox"/>	test02	Weaver, Brian
<input type="checkbox"/>	weaver	Weaver, Brian

**Add Report Viewers** **Return to Survey**

The *Report Viewers* that were added to the survey will be listed in the *Survey Report Viewers* section. Click the  icon to remove a user from access the results of the survey.

Step 4

To allow someone to view the results of the survey, they must be added to the Survey Report Viewers section of the survey. Expand the section by clicking the plus (+) sign to the left of the Survey Report Viewers header and click the Add Report Viewers button. The survey report viewers will be listed below.

Full Name	UserName	Remove
Weaver, Brian	test02	

Add Report Viewers

### Other Features

E-mail Summary

Update

Cancel

Copy Survey

The *E-mail Summary* button sends a summary of the survey via e-mail to the user who is currently logged into the OYRBS administration site.

The *Copy Survey* button allows users to create a new survey with the same questions as a previous survey. The schools or community groups and report viewers will be copied. However, new survey dates will need to be selected.

**Please note:** Surveys created before 2017 may not copy over completely. Once you copy your survey, check to make sure all questions are there. If not, you can add the missing questions from the supplemental questions.



## View/Edit a Survey

To view or edit a survey, click the *View/Edit a Survey* link. When this is done a search screen will appear that allows a person to search by the survey ID or the survey title.

**Youth Risk BEHAVIOR SURVEY**

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

**View/Edit a Survey**

**Search Criteria**

You can search for a survey by entering the ID or part of the title. Click the **Search** button to find the survey. To view **all surveys**, do not enter any search criteria and click the **Search** button.

Survey ID:

-- OR --

Survey Title:

State Superintendent of Public Instruction Tony Evers, PhD  
Department of Public Instruction, 125 S. Webster Street  
P.O. Box 7841, Madison, WI 53707-7841 (800) 441-4553

Clicking the *Search* button without entering any data in the fields will return a list of all the surveys associated with the survey site. To search by *Survey Title*, fill out that field with any part of the survey title, and click the *Search* button. For example, to find a survey called “Load Testing Survey”, the user could type “Load” or “testing” or even “vey” (case-insensitive).

View/Edit a Survey

Search Criteria

You can search for a survey by entering the ID or part of the title. Click the Search button to find the survey. To view all surveys, do not enter any search criteria and click the Search button.

Survey ID:

-- OR --


Survey Title:


Sample Survey

Search

Cancel

Search Results

Survey ID	Survey Title	Edit
2709	Sample Survey	

Once a survey has been found it can be viewed and edited by clicking on the pencil icon (  ) beside a survey. This will take the user to the *Create a Survey* screen that includes their survey information.

The user can edit any part of a survey up until the start date. On or after the start date, most of the fields are no longer editable, except for the end date, the allow 24/7 access box, and the survey report viewers. Schools and community groups can be added after the start date, but they cannot be removed.

Surveys can only be deleted by sending a request that includes the survey ID to [Mariah.Geiger@dhs.wi.gov](mailto:Mariah.Geiger@dhs.wi.gov) or [Kate.McCoy@dpi.wi.gov](mailto:Kate.McCoy@dpi.wi.gov).

Wisconsin Department of Public Instruction

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## Report Management

Clicking on the *View Reports* link will take the user to a search screen to search for available reports for their survey site. Searching by Survey ID is always most effective, but other options can be used as well:

Search for a survey by entering the ID, title, year, or group affiliation. After the search criteria is entered, click the **Search** button.

Survey ID:

-- OR --

Survey Title:

-- OR --

Survey Year:

After searching, users can see the available reports for their survey site. The screen below is an example of what will appear when *Reports Home* is selected.

[Expand All](#) | [Collapse All](#)

- ☐ **Participant Totals**
- ☐ **Survey Results**
- ☐ **Slide Presentations**
- ☐ **Comparison Report**
- ☐ **Executive Summary Report**
- ☐ **High Risk Populations**
- ☐ **Survey Exports**

To expand, click the plus (+) buttons next to the titles.

[Expand All](#) | [Collapse All](#)

☐ **Participant Totals**

This report list the number of participants for a survey. You can view the results by demographic area.

Survey ID	Survey Title	School/Group Name	
446 <input type="checkbox"/>	YRBS 17-18 MS		<input type="button" value="View Report"/>
446 <input type="checkbox"/>	YRBS 17-18 MS		<input type="button" value="View Report"/>

[Download Participant Totals for Schools](#)


☐ **Survey Results**

This report list the survey results by question. **Note: Results are only available for surveys that are closed and have more than 5 participants that completed the survey.**



## Participant Totals

**Participant Totals** are the first set of reports that are available. These reports provide the total number of students that have completed the survey and these reports can be viewed at any time after the survey start. These reports can be disaggregated, and they can be downloaded as a PDF file.

If you are a County or CESA survey administrator, only aggregate County/CESA reports are automatically available. To see participant totals for all schools in the survey at any time, search for your survey ID, expand **Participant Totals**, and click the *Download Participant Totals for Schools* link.

 **Participant Totals**

This report list the number of participants for a survey. You can view the results by demographic area.

Survey ID	Survey Title	School/Group Name	
446 	YRBS 17-18 MS	Laurens County	<a href="#">View Report</a>
446 	YRBS 17-18 MS	Cooperative Ed Serv Agency 10	<a href="#">View Report</a>

[Download Participant Totals for Schools](#)

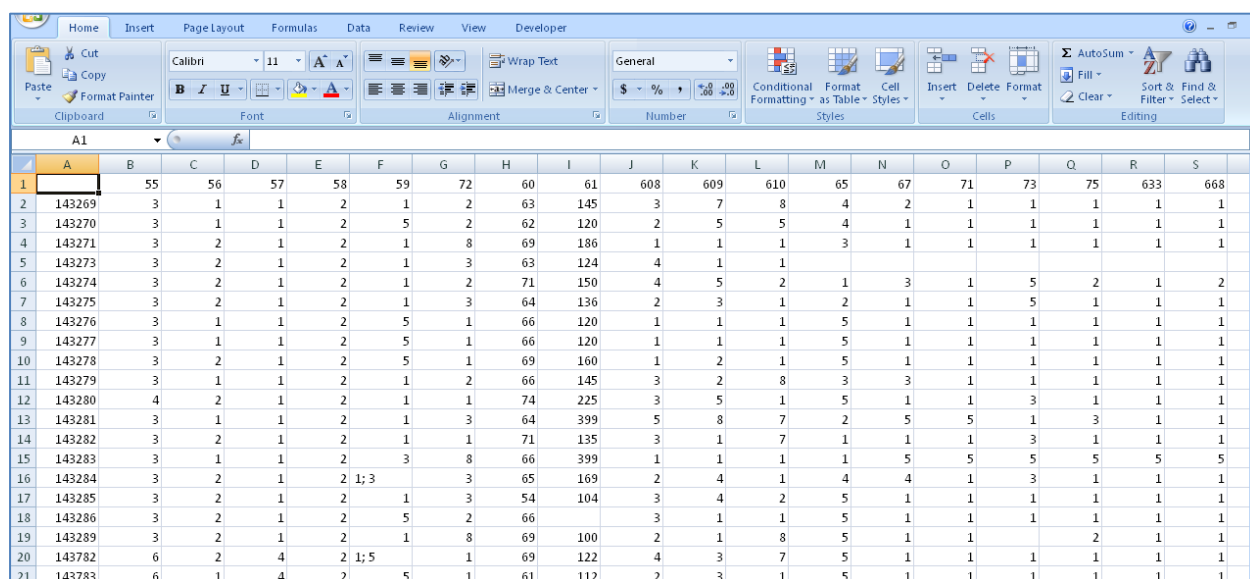
## Survey Results

Survey results are not available until the day after the survey has closed. When the *View Report* button underneath the **Survey Results** heading is clicked it opens a screen that shows all the clusters of questions from that survey.

## Survey Exports

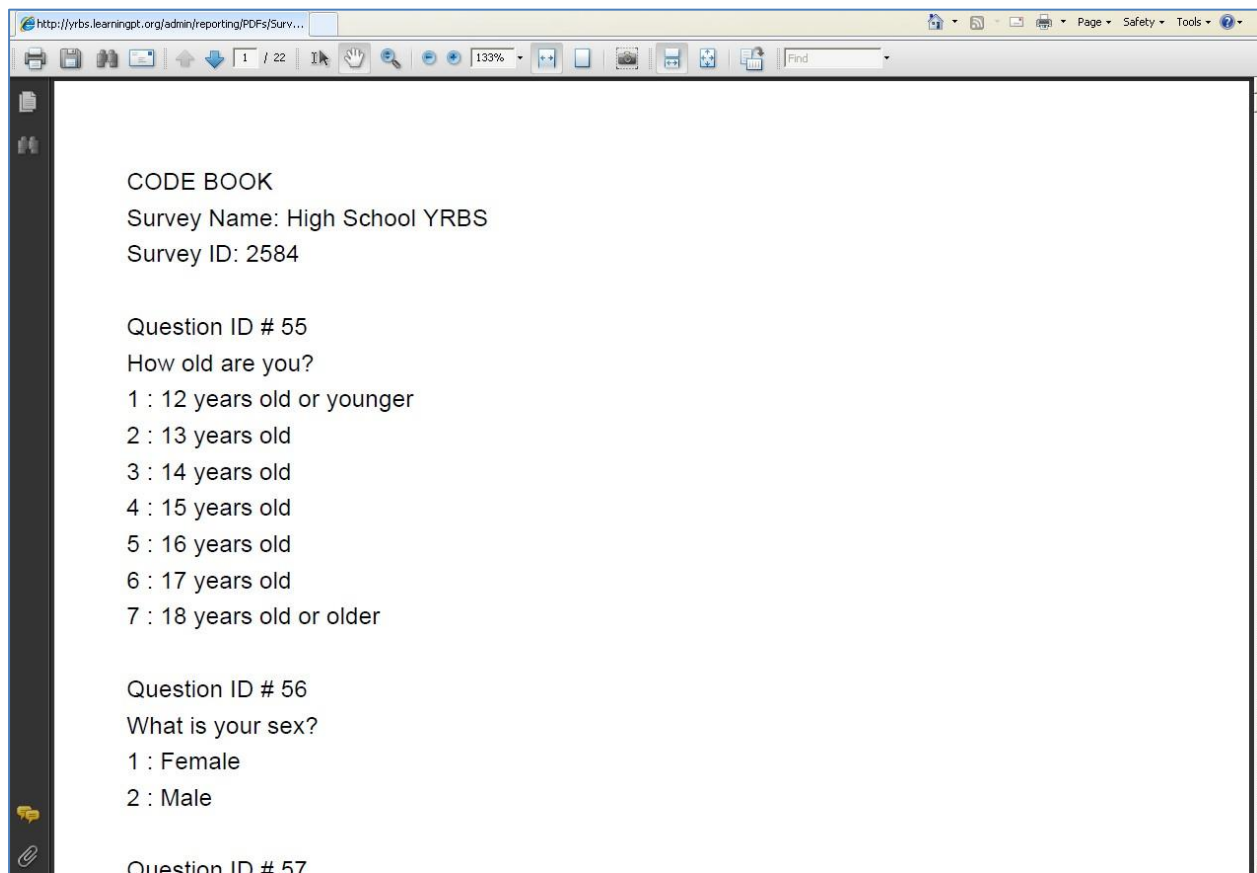
Survey exports are **available only to survey administrators**. The exports open in a new browser window, and there are two types of exports.

The first type of export is a comma-separated value (CSV) file with all the raw data.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1		55	56	57	58	59	72	60	61	608	609	610	65	67	71	73	75	633	668
2	143269	3	1	1	2	1	2	63	145	3	7	8	4	2	1	1	1	1	1
3	143270	3	1	1	2	5	2	62	120	2	5	5	4	1	1	1	1	1	1
4	143271	3	2	1	2	1	8	69	186	1	1	1	3	1	1	1	1	1	1
5	143273	3	2	1	2	1	3	63	124	4	1	1							
6	143274	3	2	1	2	1	2	71	150	4	5	2	1	3	1	5	2	1	2
7	143275	3	2	1	2	1	3	64	136	2	3	1	2	1	1	5	1	1	1
8	143276	3	1	1	2	5	1	66	120	1	1	1	5	1	1	1	1	1	1
9	143277	3	1	1	2	5	1	66	120	1	1	1	5	1	1	1	1	1	1
10	143278	3	2	1	2	5	1	69	160	1	2	1	5	1	1	1	1	1	1
11	143279	3	1	1	2	1	2	66	145	3	2	8	3	3	1	1	1	1	1
12	143280	4	2	1	2	1	1	74	225	3	5	1	5	1	1	3	1	1	1
13	143281	3	1	1	2	1	3	64	399	5	8	7	2	5	5	1	3	1	1
14	143282	3	2	1	2	1	1	71	135	3	1	7	1	1	1	3	1	1	1
15	143283	3	1	1	2	3	8	66	399	1	1	1	1	5	5	5	5	5	5
16	143284	3	2	1	2	1; 3	3	65	169	2	4	1	4	4	1	3	1	1	1
17	143285	3	2	1	2	1	3	54	104	3	4	2	5	1	1	1	1	1	1
18	143286	3	2	1	2	5	2	66		3	1	1	5	1	1	1	1	1	1
19	143289	3	2	1	2	1	8	69	100	2	1	8	5	1	1		2	1	1
20	143782	6	2	4	2	1; 5		69	122	4	3	7	5	1	1	1	1	1	1
21	143783	6	1	4	2	5	1	61	112	2	3	1	5	1	1	1	1	1	1

The first row of numbers represents the question IDs. Each subsequent row of numbers represents the answers given by a participant in the survey. In order to decode the raw data, a user can download the second type of export—a codebook in PDF format.



The code book shows each question and tells the ID number it corresponds to in the CSV file. Each answer has a number by it; that number corresponds to the answers given by various participants. In the example shown, the first survey participant has given answer 3 to Question ID 55. This answer means that the survey participant gave the answer “14 years old” to the question “How old are you?”