

Preparation:

1. Obtain a list of students who have a signed parent consent form from your survey coordinator.
2. The survey is not compatible with Windows XP. If using Windows XP machines, please contact your survey coordinator as soon as possible to receive paper surveys.
3. Students may use iPads, tablets, Chromebooks, any PC computer with Windows Vista, 7, 8, or 10, or a Mac computer. Any web browser can be used to take the KCTC survey. Please test the survey link on student machines ahead of the administration date. Please share the survey link with your IT department to ensure that it is white listed and not blocked by the district firewall. You are encouraged to access the survey link yourself prior to administration day to test the system. ***If you do access the survey link to test it, do NOT click "SUBMIT" at the end of the survey—simply close your browser window.***
4. Keep student group size small. Chairs/monitors should be placed as if students are taking a test (separated and not facing each other). Ensure that the room contains sufficient lighting, a comfortable climate, and adequate space.
5. List the **KCTC survey link, School District number, Building code, Region codes, and County codes** (based on where the student resides) on the board. The link and codes were provided to your district's survey coordinator. Be sure to list all possible counties in which the students may live, not just where the school is located, along with corresponding **Region Codes**.
6. Allow one full class period to complete the survey and please do NOT break up the survey into more than one period. An alternate activity, preferably in some place other than the survey administration class, should be provided for students whose parents have denied participation or for those who refuse participation. Although it is expected that students will have sufficient time to complete the entire survey, they should be informed to not be concerned if they are not able to finish all questions. **In order for a survey to pass a validity check, students must get to at least question #93 and complete the last question of the survey (*How honest were you in filling out this survey?*). Again, the online survey **cannot** be started and then finished at a later time.**
7. If multiple classes will be using the same computers for the survey in subsequent classes, simply make sure that each student has submitted the survey and received a "Thank you" message before the next students re-accesses the link to begin a new survey.

Administration Instructions:

1. Introduce students to the survey by providing them with a brief explanation (given annually to students across the state in 6th, 8th, 10th and 12th grades, the purpose of which is to learn what students in our school know about some healthy and unhealthy behaviors, such as smoking and drinking). This survey is completely ANONYMOUS, CONFIDENTIAL and VOLUNTARY. At this point, any students without a signed parent consent form or those who refuse to participate should be excused to an alternate activity.

2. **Read aloud the following instructions** (most of which are on the first page of the survey) and invite questions:
 - Thank you for agreeing to participate in this survey. The purpose of this survey is to learn how students in our schools feel about their school, peers, community and family. In a sense, many of your answers will count as "votes" on a wide range of important issues. In order for this study to be helpful, it is important that you answer each question as thoughtfully and honestly as possible. All of your answers will be kept strictly confidential and will never be seen by anyone at your school.
 - **The survey is completely voluntary and anonymous.**
 - This is not a test, so there are no right or wrong answers. We would like you to work quickly so you can finish, but it is still important that you answer each question as thoughtfully and honestly as possible.
 - All of the questions should be answered by selecting one of the answer spaces. If you do not find an answer that matches your thoughts exactly, use the one that comes closest. If any question does not apply to you, or you are not sure what it means, just leave it blank. You can skip any question that you do not wish to answer. Feel free to go back to a previous page or review your answers by clicking the "Next" and "Back" buttons at the bottom of the page. While you may always change an answer by simply clicking a different response, once any response has been selected, that question must then be answered before proceeding to the next question.
 - You will have the entire class period to complete the survey. If you are unable to finish the entire survey, that's okay. There are some questions that are required to be answered. These are the first four demographic questions found on the board: district, building, county and region, plus questions #1 (age), #2 (grade) and #3 (gender), and the last question on the last page. You will receive an error message if you try to move past these questions without answering them.
 - I will let you know when time is almost up. At that time, if you are not finished, you should use the "Next" button to skip ahead to the last question of the survey, answer it, then click the "SUBMIT" button. You will receive a "Thank You" message after you click "SUBMIT". If you do not click "SUBMIT," **NONE** of your responses will be recorded.
3. In the event of Internet problems, network congestion or their browser stops registering, students may return to the survey link and start over. *There is no way to pick up where they left off if they did not get to submit the survey and receive a "Thank You" message.*
4. Remind students that:
 - They may skip any question they are uncomfortable answering (except the required demographic questions and the last question of the survey).
 - They have the entire class period to complete the survey. It is okay if they cannot finish.
 - They should remain quiet until all students are finished.
 - They may assume they have not used a particular drug if they do not know what it is.
 - They should not consider **communion** when answering questions about alcohol consumption.
5. Thank students for their time in completing this survey, then instruct them to access the survey by typing the survey link in the address bar of the web browser and to read all of the instructions on the

first page before using the information on the board to answer the four demographic questions.

6. **Just before the end of the class**, ask anyone who is not finished to proceed to the last question on the last page (*How honest were you in filling out this survey?*) by clicking the “Next” button until they get to the end. Remind students to click “**SUBMIT.**” At this point, they should receive a “**Thank you**” message. (Once students leave the room, please check all computers to ensure this was done—if the survey is still showing, click “**SUBMIT.**”)

7. ***Classroom Administrators: When all sessions of survey administration are complete, please send an email to your district’s survey coordinator and provide the date(s) of online survey administration, time, building code, grade and approximate number of students who took the survey. This information will be used to guarantee that all data submitted is actually received. Please report if you experienced any trouble with network congestion or the browser stopped responding, and feel free to add any overall comments you may have concerning the online survey, such as suggestions, constraints, problems or network issues.***

Thank you for your support!