



# YOUTH FORWARD SURVEY

SPRING 2022 OPPORTUNITY TO LEARN DATA COLLECTION

## Administration Guide for Facilitating the Youth Forward Student Survey

April 2022

## PREPARING FOR ADMINISTRATION DAY

- ! Students should complete the survey as a structured, in-class activity. Teachers should reserve a computer lab or a set of school-owned tablets or laptops for your administration day.
  - To ensure equity of access, students should use individual devices (e.g., laptop, tablet).
  - The survey is online and requires no additional software to be installed on the devices.
- ! Students can be administered this survey virtually.
- ! The student survey is available between **April 19-May 9, 2022**, through the URLs provided in the next section, depending on the grade bands.
- ! The survey platform allows the student to take the survey in English, Spanish, or Vietnamese.
- ! Domains covered in the survey are: Relationship Skills, Responsible Decision Making, Self-Management, and Self-Awareness.

## ON ADMINISTRATION DAY

- ! Take your students to the computer lab or location reserved with classroom set of school-owned devices.
- ! To ensure confidentiality is not compromised:
  - Seat students appropriately, so you cannot see their responses.
  - Avoid circulating through the room while students are answering survey items.
- ! Before students log into the devices, read them the Administration Script, located on the next page. Ensure students have a silent and independent activity in the event they complete the survey before everyone has finished.
- ! For students in grades 3-5, please use this link: <https://tinyurl.com/yforwardess22>
- ! For students in grades 6-12, please use this link: <https://tinyurl.com/yforwardsss22>
- ! After reading the Administration Script, students may begin. They will enter the URL provided and will be taken to the survey.
- ! For support regarding technical issues, please contact [help@tripoded.com](mailto:help@tripoded.com).

*Administration Script:*

***Today you are being asked to complete a survey about your experience as a student.***

***I will be able to answer simple, clarifying questions. If you have a question that will require me to interpret or explain a survey item, I will not be able to answer this for you. There are no right or wrong answers. Please just respond based on what you think and feel.***

***No one from our school will see your responses to the survey after you have entered them on the online survey. Remember, the purpose of the survey is to help us all improve your learning experience, so please be honest.***

***Are there any questions? (Answer Questions.)***

***Okay, now you can get started completing the survey.***

***Open a browser window and type in the URL I've provided.***

***Remember to be honest and accurate in your responses. If you finish before everyone else, please remain silent (teacher may direct students to read quietly).***

***(When all students have completed the survey.)***

***Thank you for completing the survey.***

## **AFTER ADMINISTRATION DAY**

If students were absent on the day of administration, schools can choose whether to have them complete the survey upon their return to school or remotely.