



Afterschool Outcome Measures Online Toolbox

afterschooloutcomes.org

INSTRUCTIONS FOR PROGRAM STAFF SURVEY

Welcome to the Afterschool Outcome Measures Online Toolbox. Your summer or afterschool program is participating in a survey measuring students' skill development, positive behavior, and program experiences. Your program is asking that program staff complete a brief online survey reporting the behaviors for each student assigned to them, once at the beginning of the summer program or school year, and once at the end of the summer program or school year.

It should take only about 5 minutes to complete a survey for each student. All of the student reports do not need to be completed in one session. **You may complete the surveys for all children in one or more sessions.** For example, you may complete reports for all the students assigned to you over the course of a week, a few at a time.

Your site coordinator should provide you with your own *staff survey code*, a list of the students in the program who are assigned to you, and the *student survey code* for each student in your group. ***Your responses are confidential.***

STEP-by-STEP INSTRUCTIONS

For Summer and Afterschool Program Staff to Complete Surveys on Students

1. When you are ready to begin, go to the Afterschool Outcome Measures Online Toolbox website by clicking on this link: <http://afterschooloutcomes.org/>
2. Make sure you have your own survey code number, the list of student names, and the students' survey code numbers. *Ask your program coordinator if you have not received such a list.*
3. Go to the quick links "Survey Links" and click on "Program Staff".
4. Enter your eight-digit **Staff Survey Code**.
5. You will be asked to enter the **Student Survey Code** for each student report you complete. Be very careful entering the correct survey code number for each student!

You can log off the survey site after any completed report and come back to complete the surveys in more than one session.

If you have any questions or problems contact us at afterschool@uci.edu or 949-824-9225.