



Afterschool Outcome Measures Online Toolbox

afterschooloutcomes.org

INSTRUCTIONS FOR STUDENT SURVEYS

—Instructions for Program Staff Administering the Survey to Students—

READ ALL INSTRUCTIONS BEFORE YOU START

Students may complete surveys singly, in small groups, or in large groups depending on the number of computers available at your site and staff to facilitate.

For English Language Learners and Special Needs Students, please see **Instructions for ELL and Special Needs Students** available at the Afterschool Outcome Measures Online Toolbox website: <http://afterschooloutcomes.org/> and click on “Instructions” tab to download **Instructions for ELL and Special Needs Students (PDF)**.

A script of what you need to say to students is provided below in *bold italics*.

IT IS VERY IMPORTANT THAT YOU READ THE SCRIPT EXACTLY.

A. PREPARATION

1. **TEST THE COMPUTER (S)** prior to survey administration.
Check several days before to make sure Internet access, website, and survey links work.
2. Have the list of **STUDENT NAMES** and assigned **EIGHT-DIGIT STUDENT SURVEY CODE NUMBERS** ready. *Your site coordinator will provide this list to you.*
3. Start computer(s) and log onto website *before* students are in place at the computers.
To log onto the Online Toolbox website: GO TO <http://afterschooloutcomes.org/>
→ Click on the **Students** under **Survey Links** to start.
4. Sit Student(s) in front of the computer(s) opened to the first screen of the Student Survey which should read:

You will need your **survey code number** to log in
If you do not know your code number, ask your teacher for help

B. FACILITATOR'S SCRIPT

1. Give students a brief introduction before they start the survey.

▶ SAY:

- *“The Online Toolbox allows us to learn more about students who attend afterschool and summer programs.*
- *Please read quietly and answer truthfully each question. The questions will take you about 10 minutes to complete.*
- *You need a student survey code number. I will give this to you now.”*

2. Give each student his or her assigned survey code number to type in the box on the next page, then

▶ SAY:

- *“Use your mouse and click on the “next” button, then enter your assigned survey code and click “next” again.”*

MAKE SURE EACH CHILD ENTERS THE CORRECT ASSIGNED SURVEY CODE NUMBER!

[You may input the student survey code number for each child yourself if you prefer]

The next screen should read:

Dear Student,

Thank you for answering these questions about things you might do, think, or feel.

Remember - this is not a test. There are no right or wrong answers. Your answers are private, which means your parents and teachers will not see them.

When you have answered the question, click "Next"

3. Next, read the script below to the students as they look at the screen.

▶ SAY:

- *“See the screen in front of you? It says that this is not a test and that your answers are private. I won’t watch you choose an answer.*
- *Let’s go to the first question. Use your mouse and answer whether you are a boy or a girl. Then click on the “next” button at the bottom of the screen.*
- *The next question asks how old you are. Go ahead and answer, then click on the “next” button again.*
- *Do you have any questions so far?”*

4. Answer any questions they may have by using the information above.
5. If students are ready to continue...

► SAY:

- ***“The next question asks what grade you are in. Go ahead and answer this question. [Wait until all have answered]”***
- ***Now let’s move on to the next page. On this next page it asks you how true each of these sentences are for you.***
- ***The answer choices are “not at all true” “a little true” “mostly true” and “really true”.***
- ***You should carefully answer each question before you move on to the next page.***
- ***Go ahead and complete the entire survey now by yourself. If you need help, raise your hand.***
- ***(IMPORTANT:) After you have answered the last question, click on the “next” button to exit the survey and let me know that you are done.”***

C. OTHER CONSIDERATIONS & SUPPORT

1. You may want to give students who finish early **OPTIONAL ACTIVITIES**: for example, they may read silently, complete homework, or visit an approved site online while they wait.
2. If a student has trouble understanding a question, you should read the question as it is worded. Do not re-word the question to clarify or say it in your own words.
3. If you have any questions or problems while administering the survey please contact us at: afterschool@uci.edu or 949-824-9225.