

## Missouri Student Survey- Instructions

We are asking you to collect data from at least one classroom per grade (6th -12th grade) in each of your buildings. However, you are encouraged to have as many students as possible take the survey as this will increase the reliability of the data for your district.

Once you have your classrooms selected, you may begin administering the survey to students between January 8, 2018 and March 30, 2018.

How to administer the survey:

1. On each student computer, use the following link to open the survey in a web browser:  
<http://tinyurl.com/MOStudentSurvey2>

2. Make sure that you have your school or classroom code to give to the students. These codes should have already been provided to the primary contact person for the survey. If you do not have a code, please contact Susan Depue (314-516-8412).

3. Please either show the instructional video to students prior to beginning the survey OR read the script out loud to students:

a. Video: <http://tinyurl.com/MOinstructions>

b. Script:

Hello! Thank you for agreeing to take part in the Missouri Student Survey. This is a very important survey that helps decision makers at the state level and in your school understand the challenges you face and learn how they might best offer a healthy school environment for you. This survey is anonymous. This means that your name is not attached to your answers. Your school will be able to see data that is grouped together (for instance, all girls or all 9th graders) but will not be able to see your individual answers.

If any of the questions make you feel uncomfortable or you just don't want to answer, you can skip them.

Your instructor will give you the 5 digit code to begin the survey. Please read the instructions, enter the code and begin.

4. Give students the code

5. Students will move through the survey at their own pace. Please be available to define words if needed. When the survey questions are complete, students will be redirected to the original Introduction page. The survey is now complete for that student. If another student needs to use the computer to take the survey, they can begin. If not, the browser window can be closed.