

Oregon  
2018 Student Wellness Survey  
Online Administration  
Instructions

# Oregon Student Wellness Survey

- ◆ This information is provided to assist your school district in the efficient and timely administration of the Oregon Student Wellness Survey from International Survey Associates.
- ◆ Your cooperation in this process is critical to your receiving accurate and useful information about the patterns and prevalence of drug use, violence, gambling, risk and protective factors, and more, in your student population.
- ◆ Please email your intended survey date or dates to [melissa.stephens@pridesurveys.com](mailto:melissa.stephens@pridesurveys.com) so we can monitor your online survey. Please include your school name and district name in your email.
- ◆ If you have questions or need assistance, please contact International Survey Associates at 800-279-6361.
- ◆ The survey administration ends April 6, 2018.

# Introduction

- ◆ The most efficient way to administer a web-based survey to large numbers of students is through the school's computer lab(s), library, media room, or other area where large groups of computers are available.
- ◆ School personnel should organize the students into groups whose size is based on the number of available computers (i.e. if the computer lab has 25 computers then students should be brought to the lab in groups of 25).
- ◆ Organize the student groups based on what makes the best logistical sense for their particular situation (i.e. by homeroom, classroom, etc.) and when to schedule the survey (extended homeroom, class, etc.).

# Initializing Computers

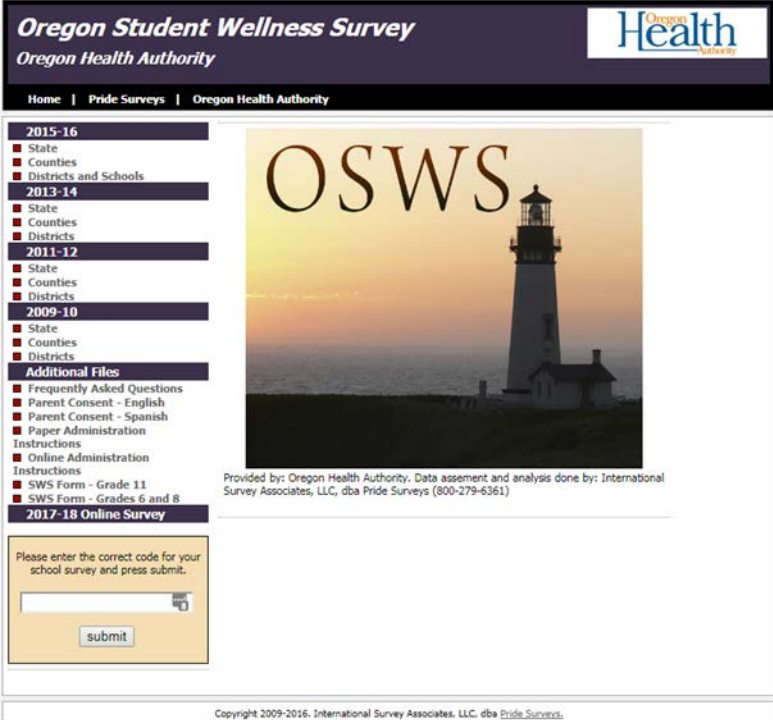
- ◆ **Before a group of students is brought to the lab** each computer in the lab must be initialized by the Computer Lab Personnel/Teacher/Monitor/etc.
- ◆ The following steps need to be taken in order to initialize the survey.
- ◆ Start up the computer's browser (Internet Explorer, Firefox, Safari, etc.).
- ◆ Make sure the browser is set to full screen (i.e. maximized).

# Accessing the Online Surveys

- ◆ Each school taking part in the Oregon Student Wellness Survey in the Spring of 2018 will be given a unique code that identifies the school and the grade level survey.
- ◆ There are two surveys, one for grades 6 & 8 and one for grade 11.
- ◆ If a school has both 6<sup>th</sup> &/or 8<sup>th</sup> grade students and 11<sup>th</sup> grade students, then that school will receive two unique codes, one to be used for 6<sup>th</sup> &/or 8<sup>th</sup> grade students and a second unique code to be used for 11<sup>th</sup> grade students.

# Accessing the Online Surveys

- ◆ The code determines which survey is to be administered and identifies the school. To access the survey, users must go to the following URL:  
<https://oregon.pridesurveys.com>
- ◆ This will bring up a web page for entering the unique school code. The place to enter the school code can be found in the lower left of the page.



The screenshot displays the Oregon Student Wellness Survey (OSWS) website. At the top, the header reads "Oregon Student Wellness Survey" and "Oregon Health Authority" with the Oregon Health Authority logo. Below the header is a navigation bar with "Home | Pride Surveys | Oregon Health Authority". The main content area is divided into two columns. The left column contains a list of survey years and categories: "2015-16" (State, Counties, Districts and Schools), "2013-14" (State, Counties, Districts), "2011-12" (State, Counties, Districts), "2009-10" (State, Counties, Districts), and "Additional Files" (Frequently Asked Questions, Parent Consent - English, Parent Consent - Spanish, Paper Administration Instructions, Online Administration Instructions, SWS Form - Grade 11, SWS Form - Grades 6 and 8). The right column features a large image of a lighthouse at sunset with the text "OSWS" overlaid. Below the image is a small text box: "Provided by: Oregon Health Authority. Data assessment and analysis done by: International Survey Associates, LLC, dba Pride Surveys (800-279-6361)". At the bottom left, there is a form with the text "Please enter the correct code for your school survey and press submit." and a "submit" button. The footer of the page reads "Copyright 2009-2016, International Survey Associates, LLC, dba Pride Surveys."

# Accessing the Online Surveys

- ◆ After entering the school code, a check screen showing the name of the survey to be administered as well as the school and district name is displayed.



The screenshot shows the "Pride Surveys Online Survey Portal" interface. In the top left corner is the "PRIDE Surveys" logo. In the top right corner, the text "Pride Surveys Online Survey Portal" is displayed. The main content area is enclosed in a light gray box and contains the following text: "The school code entered is valid for the following:", "Survey: 2018 Oregon Student Wellness Survey for Grade 11", "District: Your School District", "School: Your School Name", "If this is correct for your school please click on:", and a blue underlined link "START SURVEY". Below this, it says "If this is incorrect then please contact *Pride Surveys* @ 800-279-6361 for the correct URL or click [HERE](#) to re-enter your school code." At the bottom left of the screenshot is a blue link "Send Comments", and at the bottom right is the copyright notice "© 2015-2017 International Survey Associates dba Pride Surveys".

# Accessing the Online Surveys

- ◆ If all the information is correct, the user should click on the **ENGLISH** link for an English version of the survey or the **SPANISH** link for a Spanish version of the survey.
- ◆ If the information is incorrect the user can contact ISA at 1-800-279-6361.
- ◆ The user can also return to the original screen to re-enter the code by clicking on the **HERE** link.



# Accessing the Online Surveys

- ◆ After clicking on the **ENGLISH** link the screen below will appear (a similar screen will appear in Spanish if the **SPANISH** link is pressed). The student can switch between English and Spanish versions of the survey by clicking on the dropdown link near the top center of the page.

The screenshot shows the top portion of a survey page. At the top, there is a dark blue header bar with the text "2018 Oregon Student Wellness Survey for Grade 11" on the left and "Exit and clear survey" on the right. Below the header, there is a light blue area containing a "Language:" label followed by a dropdown menu currently set to "English". The main title "2018 Oregon Student Wellness Survey for Grade 11" is centered below the language selector. Underneath the title, there are three numbered instructions: "1. The survey is completely voluntary and anonymous. DO NOT put your name on the questionnaire.", "2. This is not a test, so there are no right or wrong answers. We would like you to work quickly so you can finish.", and "3. If you do not find an answer that fits 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." Below these instructions, a note states: "Please be sure to click on the SUBMIT button at the bottom of the survey when you are done." In the bottom right corner of the light blue area, there is a dark blue button labeled "Next".

# Accessing the Online Surveys

- ◆ Students should be reminded that they need to click **NEXT** on each of the pages and then click **SUBMIT** when finished in order to submit their survey.
- ◆ After the student finishes the survey and clicks **SUBMIT** the proctor will need to re-enter the school's unique code to bring up the survey for the next student.
- ◆ This will need to be done between each group of students. **DO NOT GIVE THE UNIQUE CODES TO THE STUDENTS!**

# Procedure for Introduction of Survey to Students

- ◆ Introduce the survey to the students by reading the following remarks to the class:

**“You are part of a school survey to determine tobacco, alcohol, and other drug use, violence, gambling, and other risk and protective factors. This survey is confidential; meaning NO ONE will know how you answered the questionnaire. Although your participation is very important, it is, however, completely voluntary. It is also important that you be truthful in your answers.”**

# Procedure for Introduction of Survey to Students

- ◆ Explain the procedures for completion of the questionnaire by reading the following:

**“The survey is multiple choice and includes questions about you, your family, your friends, and different types of behaviors. This is not a test and there are no right or wrong answers. Please answer the questions as accurately and truthfully as possible. If there is any question that you cannot or do not wish to answer, just leave that question blank. THE GRADE MUST BE FILLED IN. Only one answer should be given for each question EXCEPT where noted.”**

# Procedure for Introduction of Survey to Students

**“Your survey answers are automatically uploaded directly to servers at International Survey Associates where the results for all students are combined into a single report. After the data are sent, there is no record of your answers left on any school computer. The people at ISA who produce the report do not know the identity of any student who is taking the survey.”**

**“No one is to walk around or talk during the survey (including the proctor).”**

**“To complete the survey you must click NEXT on each of the pages and then click the SUBMIT button when finished. If successfully submitted, you will be taken back to the original screen.”**

# Student Privacy

- ◆ **Teachers should not respond to students' questions about the survey. If students ask questions, tell them that you cannot help with the survey and that they should answer as best they can. If the students cannot read a question or do not understand a question, tell them to skip to the next question.**
- ◆ **AVOID STUDENT SUSPICION BY REMAINING AT THE FRONT OF THE ROOM AND NOT WALKING AROUND THE ROOM OR LOOKING AT STUDENTS OR COMPUTER SCREENS.**

# Survey Dates for Administration

- ◆ When you are finished surveying for the day, please close out the browser. Each day you survey, you will need to go through the above steps.
- ◆ Each day, please keep a record of how many students participated in the survey, and email the school's name and number surveyed to Melissa Stephens at [melissa.stephens@pridesurveys.com](mailto:melissa.stephens@pridesurveys.com). Then, when the survey is complete, on that day's email please let Wendy know that you are finished. This will aid in the data checking process.

# Contact Us

- ◆ If you experience any difficulties or have questions using the survey system, please contact us at:

**International Survey Associates**

**(800) 279-6361**



# Reporting the Results

- ◆ Reports of the results for your school district and your individual schools will be posted to the Oregon Student Wellness website as soon after the completed surveys have been received at the International Survey Associates office.
- ◆ These reports for your district and schools will be password protected. The password will be sent, via letter, to your superintendent, once the reports are posted. If your school participated in the previous Student Wellness Survey, the password will remain the same.
- ◆ Once all the data from the state has been received, new reports will be posted with comparison to state data included.
- ◆ **In order to run a report, you must have at least 10 valid student surveys in the same grade level. This is to ensure the anonymity of the respondents.**
- ◆ We encourage you to use your data to plan school and community drug abuse education and prevention programs, and to make teachers, parents, and community leaders aware of the levels of drug use and violence in your community.

# Oregon Student Wellness Survey

**Thank you for your assistance with the survey.**

