

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 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.).

Surveying Large Groups

- ◆ If you are surveying more than **500 students simultaneously**: We have a system that lets the server automatically scale up for a large server load but that takes some time (5-10 minutes) and **if you begin the survey all at once it will cause the servers slow and prone to crashing**. If you call us in advance, and your own internal systems can handle it, we can keep any of these delays from happening by scaling up before you begin, making for a much smoother experience for everyone.

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 6th &/or 8th grade students and 11th grade students, then that school will receive two unique codes, one to be used for 6th &/or 8th grade students and a second unique code to be used for 11th 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 shows the Oregon Student Wellness Survey (OSWS) website. At the top, the title "Oregon Student Wellness Survey" is displayed in white on a dark blue background, with "Oregon Health Authority" below it. The Oregon Health Authority logo is in the top right corner. A navigation bar includes "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). Below this is a section for "2017-18 Online Survey" with a form that says "Please enter the correct code for your school survey and press submit." and a "submit" button. The right column features a large image of a lighthouse at sunset with the text "OSWS" overlaid. Below the image, it states "Provided by: Oregon Health Authority. Data assessment and analysis done by: International Survey Associates, LLC, dba Pride Surveys (800-279-6361)". At the bottom of the page, a copyright notice reads "Copyright 2009-2016, International Survey Associates, LLC, dba Pride Surveys."

Accessing the Online Surveys



Oregon Student Wellness Survey

- ◆ 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.

Thank you for entering your school code. The code you entered indicates you are in:

Your School District
And
Your School Name
Using the:

2018 Oregon Student Wellness Survey for Grades 6 & 8

**If your school, district, or survey type is incorrect please call
1-800-279-6361 now.**

You may choose your language preference below or you may select your
language preference during the survey process.

[English](#)
or
[Spanish](#)

If you feel you have made an error you may re-enter your school code by clicking
[here](#) and choosing the Online Survey tab.

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 of the survey page. At the top left, it says "2018 Oregon Student Wellness Survey for Grade 11". At the top right, there is a link that says "Exit and clear survey". Below this is a language selection dropdown menu currently set to "English". The main heading in the center is "2018 Oregon Student Wellness Survey for Grade 11". Below the heading 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 is a note: "Please be sure to click on the SUBMIT button at the bottom of the survey when you are done." At the bottom right, there is a 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.
- ◆ When all surveying is complete, email Melissa Stephens at melissa.stephens@pridesurveys.com that you are finished. This will aide 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. 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.

Oregon
Health
Authority