

YRBS Survey Administrator Script

Adapted from CDC YRBS User Manual

STEP 1 – VERIFY THAT ALL NONPARTICIPATING STUDENTS (IF ANY) HAVE AN ALTERNATE ACTIVITY. Please note that even participating students may opt out at any time and are not required to complete the survey.

STEP 2 – INTRODUCE YOURSELF (if necessary) AND THE SURVEY TO THE CLASS.

Good (morning/afternoon). **insert school name and organization providing support, if applicable**, is conducting this student survey to develop better health education programs. Questions will touch on a variety of subjects, such as safety, ideas about and use of alcohol/tobacco and other drugs use, stress, and injuries or violence. Your answers to the survey will help us understand what things are like for people your age today.

I would like to emphasize that this is not a test and your grade in this class will not be affected by the answers that you give. However, please read the questions carefully and answer honestly. There are no right or wrong answers. Answer based on what you really think and do.

Throughout the entire survey process, we will maintain strict procedures to protect your privacy and allow for your anonymous participation. Please **do not** include your name anywhere in your survey responses. Your answers are private and we do not want to know your name. Results of this survey will never be reported by name or class. It is important that you answer the questions based on what you really know and do. Do not pick a response just because you think that's what someone wants you to say. When you finish you will close the survey window and your device (computer, iPad, etc.) and sit quietly until everyone finishes.

PAUSE HERE TO ANSWER ANY QUESTIONS.

STEP 3 – INSTRUCT THE CLASS IN FILLING OUT THE QUESTIONNAIRE

Please keep your device closed/ on sleep until further instruction to open/ turn on is given.

For each question, choose the answer(s) that best fits what you know or do by clicking the corresponding answer circle or square. If you want to change an answer, simply click the answer circle/ square that you wish to mark instead. If you'd like to erase your answer(s) to a question, click the circle/square(s) you have chosen a second time. This should clear your response(s).

To move to the next page of the survey, click the "Next" button at the bottom of the page. If you wish to return to a previous question page, click the "Back" button.

Please be sure to read every question carefully. When you are finished, look over your answers to make sure that you have not skipped any questions you wanted to answer. If you are satisfied with your responses, navigate to the last survey page and click the "Submit" button. Please be aware that once you submit your answers, you will not be able to go back and change them. You should receive confirmation that your answers have been submitted. Once this occurs, please close out of the survey window.

2023 NH Middle School Youth Risk Behavior Survey

You have the entire class period to complete the survey, which means that the survey will end at approximately _____ (a.m./p.m.) (Adapt to your class information). If you finish before that time please close out of the survey window and close your device. Then, stay seated and remain quiet. Do not talk with other students.

PAUSE HERE TO ANSWER ANY QUESTIONS.

You can now open your computer/ turn on your device. You will find the survey link by _____ fill in details according to your students _____. Check to make sure everyone has the survey link. Once they do, instruct them to begin the survey.

STEP 4 – AT THE END OF CLASS PERIOD, HAVE STUDENTS CLOSE OUT OF THE SURVEY WINDOW.

STEP 5 – THANK PARTICIPANTS.

I would like to thank all of you for participating in the survey.

The information you have provided will be used to develop better health education programs for students like yourselves in _____ insert School District.

FAQ

- 1. What if a student can't access the survey?** Double check the URL the student is entering. If the student still cannot access the survey, record the URL that was being used and give this information to your survey coordinator.
- 2. If the browser freezes or crashes before the student can submit the survey, what should I do?** Please help the student close and re-open the web browser and access the survey website again. If the browser closes before the student submits the survey, the student can simply log on again with the same URL and try again.
- 3. If a student accidentally submits the survey before he or she is finished, what should I do?** All surveys that are submitted will be included in the results. If a student accidentally submits the survey within the first 5 minutes, then the student can start over. After that, if a student submitted a survey before he/she was finished, he/she should not start a new survey.