

IT Prep Sheet For the Youth Risk Behavior Survey

This document provides IT-related information that may be helpful for district or school IT staff as the survey administration is planned at the district and school levels.

The YRBS is conducted using a secure, cloud-based survey software program (Alchemer). While it is designed to work smoothly, these tips may be helpful as you prepare for your survey.

Preparing Your School and Network

- Work with your IT department to prepare for the survey administration and troubleshoot any roadblocks.
- If you or IT staff have concerns about your network / internet bandwidth, consider staggering your survey over several class periods or a few days to minimize the load on your network. Note, however, that it's preferable to administer the surveys all at once.
- Monitor your school's internet bandwidth during survey administration to ensure it is not being overloaded
- Monitor your school's internet provider for reported/scheduled internet outages.
- Make sure you have a recent version of your internet browser.
- Contact your IT staff to "white list" the survey URL and check to ensure it is accessible from the network at the school prior to the survey administration window. The URL is emailed to your school along with other survey materials.
- Use test links to verify that the survey is accessible
 - Test using student-level permissions (vs. staff-level permissions) on a device. Some schools' content blockers may prohibit students from completing a survey that asks about risk behaviors.
 - Ensure the survey link can be accessed on student computers/laptops
 - Ensure the survey link is not blocked or requires special permissions
 - Click through the entire survey to ensure all parts of the survey are accessible
 - Data collected through the test link will be deleted and not used for analysis