

Online Survey Coordinator's Responsibilities

1. Distribution of the Survey Administration Guide (*one week before administration*)

The *Online Survey Administration Guide* enclosed in this mailing is designed to instruct the individuals who will administer the survey. Please distribute the Guide to all survey administrators (i.e. teachers) several days before your scheduled survey administration date. Check for understanding and make sure all questions are answered.

2. Distribution of Online Survey Tokens and Classroom Envelopes

If the materials are **not** pre-packaged:

- a) Count out a set of online survey tokens for the appropriate number of students in each participating class;
- b) Place each set of online survey tokens in a classroom envelope;
- c) Label each classroom envelope to indicate which class it is along with **the campus name**. Do **not** seal the envelopes.
- d) Ensure each classroom envelope contains a copy of the *Online Survey Administration Guide*

On day of survey administration:

Distribute envelopes filled with the correct number of online survey tokens and a copy of the *Online Survey Administration Guide* to each survey administrator.

