Online Survey Administration Guide

Your school has elected to participate in the *Texas Youth Tobacco Survey*. The survey is sponsored and designed by the Texas Department of State Health Services (DSHS) and is facilitated by The Bush School at Texas A&M University. The school needs your assistance in administering the survey. The Bush School has prepared this Online Survey Administration Guide to provide information and instructions for conducting the survey project.

• Your classroom envelope should contain a small piece of paper for each student with a number, which is an online survey token. The survey tokens are unique numbers that each student will need to log in to the online survey.

• You will also find a label on the front of your classroom envelope titled 'Classroom Identification Form'. Use the information on this label to distribute the envelopes to the appropriate classrooms.

• Please read all instructions carefully before administering the survey. It is important that these procedures are followed so that administration of the survey is uniform throughout the school.

• Your attitude towards this survey is extremely important. If students sense the importance of this information, they will take the survey more seriously. Please stress to the students that their responses are **entirely anonymous**. The tokens are completely random and there is no way to know which student responded to a particular survey.

• Survey responses must be kept private; therefore students should be reminded to not look at the computer screens of other students.

• In addition, your physical position in the classroom may influence the way students answer questions. While students are taking the survey, do not walk around the room. Please sit or stand in a part of the room away from students.

• Try to keep students as quiet as possible throughout survey administration. If students are allowed to talk about the contents of the survey or their own experiences, peer influence could cause students to either inflate or under-report their own tobacco habits.

• The survey should take approximately 45 minutes to administer.

Thank you very much for your assistance with this important research project.

Online Survey Administration Procedure

1.) Have all participating students enter the following address into their web browser:
http://yts.tamu.edu/

(After this step is complete, students need to click the button on the center of the web page to be directed to the main survey page)

2.) **Before handing out the online survey tokens, please tell students the following**: "This survey is for Texas A&M University. Survey results will be used for evaluating and planning tobacco prevention programs for students in grades 6 through 12. No student is required to participate in this survey. Please do not begin answering questions until we have gone over the survey instructions."

3.) Hand out the online survey tokens and please tell students the following:

- This survey is about tobacco use and has been developed so you can tell us what you do that may affect your health;
- The information you give will be used to develop better tobacco education programs for young people like yourself;
- There is no way for anyone to know how you respond to the questions;
- This survey is completely voluntary;
- I cannot answer questions about specific tobacco products or tell you what questions mean;
- You can skip any questions or not take the survey at all if you do not want to. There is no penalty if you skip questions or leave the survey blank.
- **At the end of the survey, please make sure you click the 'Submit' button.**

4.) Tell the students to type the number on their paper in the token box and click 'ENTER'. The students will then need to read the instructions and click 'NEXT' to proceed to survey questions.

5.) If students refuse to take the survey, have them work quietly at their seat or send them to an area designated by your campus coordinator.

6.) Collect all papers with the survey tokens and place in envelope.

7.) Seal the envelope and return classroom envelope to your campus coordinator.

Thank you very much for your assistance with this important research project.