

## Survey Administration Instructions

### Step #1 – Inform Parents/Guardians and Students

Inform parents/guardians and students that your school is offering students the opportunity to participate in the HSSSE or MGSSE surveys.

Please inform parents/guardians and students **AT LEAST 3 DAYS PRIOR** to the start of survey administration.

The document titled “Information for Survey Participants” **MUST** be provided to parents/guardians and students at this time. This document should be shared the same way your school would normally share information with parents/guardians and with students (e.g., printing and sending the document home with students, posting the document to your school’s website or social media pages).

#### IMPORTANT

- Parents/guardians may choose to NOT let their children participate in the surveys. Parents/guardians are instructed to inform your school office if their student is not to participate. Schools **MUST** ensure parent/guardian wishes are followed.
- Students **CANNOT** be required to complete the survey. The survey is entirely **VOLUNTARY**. Students who choose not to participate or whose parents/guardians indicate they will not participate **CANNOT** be penalized in any way.

Parents/guardians may contact your school office with questions about the surveys. Please ensure your school office personnel are aware you are the contact person for the survey. If you cannot answer any parent/guardian questions using the information we have provided to you, please contact our team at [HSSSE@IU.edu](mailto:HSSSE@IU.edu) (preferred for quickest response) or at 812-855-4438.

### Step #2 – Inform Teachers

To be most successful in using the data you will obtain from administering HSSSE or MGSSE, it is important that your school’s teachers understand what the surveys are and how your school intends to use the information that students may choose to provide through them, whether or not teachers are involved in administering the surveys (see Step #3 for information about administration).

If teachers will be involved in the administration of the surveys, you **MUST** provide them with the document titled “Information for Teachers” as well as the administration instructions from Step #3.

If teachers will not be involved in the administration of the surveys, we **STRONGLY RECOMMEND** you provide them with the document titled “Information for Teachers”.

Teachers should receive this document **AT LEAST 3 DAYS PRIOR** to the start of survey administration, to provide them opportunities to ask any questions.

## Step #3 – Administer the Survey

On the day you begin administering the survey, make sure all students that are being invited to participate (excluding students whose parents/guardians have notified the school that their student may not participate) have access to the HSSSE and/or MGSSE link(s) generated for your school—this would have been included in an email from a HSSSE/MGSSE team member.

Recommended methods of sharing the survey link with invited participants are listed below. See the headings at the end of this document for important information about administering the survey.

- a) A teacher projecting the survey link for students (or writing it on a board), that students then type into a web browser
- b) Posting the survey link to a class site, shared online doc/folder, or other method where students individually access and click the link
- c) If students have school email addresses, emailing invited students the survey link

While these have been the most common methods of administering HSSSE and/or MGSSE, we recognize that these may not work for your school context or resources. If your school wishes to administer the surveys in a different way, please contact our team as soon as possible before administering at [HSSSE@IU.edu](mailto:HSSSE@IU.edu) (preferred for fastest response) or at 812-855-4438 to ensure the administration method meets our requirements for properly informing students about the surveys and their rights as invited participants.

Some schools may need to administer the survey to different groups of students on different days or at different times (e.g., 9<sup>th</sup> graders on one day, 10<sup>th</sup> graders on another day, etc.). In this case, the survey administration instructions must be followed each time students are invited to participate.

Allow at least 30 minutes for students to complete the survey. Most students typically take about 20 minutes but should be given the full time if needed. Schools may choose to allow students to complete the survey at another time after the initial survey administration – for example if a student does not want to complete the survey at school and wishes to complete the survey at home. Schools may offer this to students. All survey links remain active and accessible through the end of May (for Spring surveys) or through mid-December (for Fall surveys), unless your school makes special arrangements otherwise. We recommend that students complete the survey within 1-2 weeks of the initial survey administration day. See the instructions for each of the recommended methods for notes about providing students this extended participation opportunity.

Clicking on the provided survey URL will take you directly to the survey introduction page with no username or password required. If it does not, try copying and pasting the URL into your web browser's address bar. If you have any other issues accessing the online survey, please contact us at 812-855-4438 or [HSSSE@IU.edu](mailto:HSSSE@IU.edu) (preferred).

## Administration Methods A and B

- A. A teacher projecting the survey link for students (or writing it on a board), that students then type into a web browser
- B. Posting the survey link to a class site or shared online doc/folder that students access individually to click the link

These are both teacher-administered methods of inviting students to participate in HSSSE or MGSSE. If choosing one of these methods, teachers **MUST** receive the instructions below and the document titled “Information for Teachers” **AT LEAST 3 DAYS PRIOR** to the start of survey administration, to provide them opportunities to ask any questions.

Both of these methods will be administered similarly, with differences in where the survey link is shared with students and how students access the survey.

For Method A – Teachers should project the survey link on a screen visible to all students or write the survey link on a board (e.g., whiteboard, chalkboard). Teachers **MUST** read aloud to students the appropriate statement below (“Share with Students Taking HSSSE” or “Share with Students Taking MGSSE”, depending on which survey is being administered). If the survey link is being projected on a screen, in addition to reading the statement aloud to students, we strongly recommend teachers project the second paragraph along with the survey link. If your school is allowing students to complete the survey at another time (e.g., at home), please inform students that they may write the survey link down - the important information in the second paragraph is also included again on the survey introduction page.

For Method B – If your school has or teachers use class sites or shared classroom Google docs or folders, teachers should type or paste the survey link into this space and clearly label it as the “High School Survey of Student Engagement (HSSSE) Survey Link” or “Middle Grades Survey of Student Engagement (MGSSE) Survey Link” as appropriate. Teachers **MUST** also include and read aloud to students the appropriate statement below (“Share with Students Taking HSSSE” or “Share with Students Taking MGSSE”, depending on which survey is being administered). If your school is allowing students to complete the survey at another time (e.g., at home), instruct teachers to keep the statement and survey link accessible to students for the desired amount of time (e.g., 1 week) and inform students that the survey link will stay posted in this location for students to complete the survey later if they wish.

### Share with Students Taking HSSSE

Our school is one of many high schools that have chosen to invite students to participate in the High School Survey of Student Engagement this year. “Student engagement” is a term that means student involvement or student connectedness with the work you do in school and with the school community. The survey asks you a wide range of questions about your beliefs, your feelings, and your thoughts on your experiences in high school, your work, the activities you do, your interactions with teachers and other students, and what you like and don’t like about high school. If you choose to participate, your responses, along with responses from other students, will help our school better understand your needs as a student in order to create a school environment that is engaging, challenging, and productive for you. This survey is not required and there is no penalty if you choose not to participate. This survey takes about 20 minutes to complete.

This survey is completely voluntary. If you feel a particular question does not apply to you, or if any questions make you feel uncomfortable or embarrassed, you may skip and move on to the next question. Please respond to all questions thoughtfully and honestly. Your name and personal identifying information are not connected to your survey response. If you start the survey, you may

choose to stop at any time. Surveys are only counted when reaching the final screen and clicking the button to submit the survey.

### Share with Students Taking MGSSE

Our school is one of many schools that have chosen to invite students to participate in the Middle Grades Survey of Student Engagement this year. “Student engagement” is a term that means student involvement or student connectedness with the work you do in school and with the school community. The survey asks you a wide range of questions about your beliefs, your feelings, and your thoughts on your experiences in school, your work, the activities you do, your interactions with teachers and other students, and what you like and don’t like about school. If you choose to participate, your responses, along with responses from other students, will help our school better understand your needs as a student in order to create a school environment that is engaging, challenging, and productive for you. This survey is not required and there is no penalty if you choose not to participate. This survey takes about 20 minutes to complete.

This survey is completely voluntary. If you feel a particular question does not apply to you, or if any questions make you feel uncomfortable or embarrassed, you may skip and move on to the next question. Please respond to all questions thoughtfully and honestly. Your name and personal identifying information are not connected to your survey response. If you start the survey, you may choose to stop at any time. Surveys are only counted when reaching the final screen and clicking the button to submit the survey.

## Administration Method C

- C. If students have school email addresses, emailing invited students the survey link

This administration method may be done by school administrators or by teachers.

If your school is asking teachers to email the survey to their students, teachers **MUST** receive these instructions and the document titled “Information for Teachers” **AT LEAST 3 DAYS PRIOR** to the start of survey administration, to provide them opportunities to ask any questions.

On the day survey administration begins, send the following email to students (selecting HSSSE or MGSSE as appropriate), inserting the survey link provided to you where indicated. You may edit the highlighted areas including greeting, signature, or include additional, more specific information about how your school wishes to use students’ survey responses (e.g., to inform administrators and teachers in developing a school improvement plan), but **THE TEXT IN BOLD MAY NOT BE ALTERED AND MUST BE PROVIDED TO STUDENTS AS IS.**

It is also important to let students know when and where they may take the survey – please be sure to edit the statements highlighted in yellow to inform students. If providing time during school for students to complete the survey, please allow up to 30 minutes.

Using the email method of administering the survey, we strongly recommend that you also tell students about the email during your school announcements (however your school makes announcements). Recommended text for such an announcement is included following the email text. It is written as a morning announcement. If your school uses afternoon announcements or posts the announcement online after sending the emails, please appropriately adjust the language. If only certain students are invited to participate (e.g., just Grade 9 and 10), please state this in the announcement.

If your school is allowing students multiple days to complete the survey, we strongly recommend that you include in your school announcements (however your school makes announcements) a reminder. Recommended text for such a reminder announcement is included following the email text.

## Example Email to Invite Students to Participate in HSSSE

Dear Student,

Our school is one of many high schools that have chosen to invite students to participate in the High School Survey of Student Engagement this year. “Student engagement” is a term that means student involvement or student connectedness with the work you do in school and with the school community. The survey asks you a wide range of questions about your beliefs, your feelings, and your thoughts on your experiences in high school, your work, the activities you do, your interactions with teachers and other students, and what you like and don’t like about high school.

If you choose to participate, your responses, along with responses from other students, will help our school better understand your needs as a student in order to create a school environment that is engaging, challenging, and productive for you. This survey is not required and there is no penalty if you choose not to participate. This survey takes about 20 minutes to complete.

This survey is completely voluntary. If you feel a particular question does not apply to you, or if any questions make you feel uncomfortable or embarrassed, you may skip and move on to the next question. Please respond to all questions thoughtfully and honestly. Your name and personal identifying information are not connected to your survey response. If you start the survey, you may choose to stop at any time. Surveys are only counted when reaching the final screen and clicking the button to submit the survey.

Click the link below to participate in the High School Survey of Student Engagement (HSSSE)

[Insert survey link provided]

If you wish to participate in the survey, you will be given time complete the survey in school [insert timing, e.g., during 5<sup>th</sup> period]. You may also participate in the survey at home or in your personal time. Please complete the survey no later than [insert desired end date].

Thank you,

[Insert signature]

## Email to Invite Students to Participate in MGSSE

Dear Student,

Our school is one of many schools that have chosen to invite students to participate in the Middle Grades Survey of Student Engagement this year. “Student engagement” is a term that means student involvement or student connectedness with the work you do in school and with the school community. The survey asks you a wide range of questions about your beliefs, your feelings, and your thoughts on your experiences in high school, your work, the activities you do, your interactions with teachers and other students, and what you like and don’t like about high school.

If you choose to participate, your responses, along with responses from other students, will help our school better understand your needs as a student in order to create a school environment that is engaging, challenging, and productive for you. This survey is not required and there is no penalty if you choose not to participate. This survey takes about 20 minutes to complete.

This survey is completely voluntary. If you feel a particular question does not apply to you, or if any questions make you feel uncomfortable or embarrassed, you may skip and move on to the next question. Please respond to all questions thoughtfully and honestly. Your name and personal identifying information are not connected to your survey response. If you start the survey, you may choose to stop at any time. Surveys are only counted when reaching the final screen and clicking the button to submit the survey.

Click the link below to participate in the Middle Grades Survey of Student Engagement (MGSSE)

[Insert survey link provided]

If you wish to participate in the survey, you will be given time complete the survey in school [insert timing, e.g., during 5<sup>th</sup> period]. You may also participate in the survey at home or in your personal time. Please complete the survey no later than [insert desired end date].

Thank you,

[Insert signature]

## Example Announcements

### Announcement about Email Invitation to HSSSE/MGSSE

Today our school will begin inviting students to participate in the **High School Survey of Student Engagement / Middle Grades Survey of Student Engagement**. Students will receive an email **[insert timing, e.g., during 2nd period]** to their school email address including the survey link. The survey is entirely voluntary. Responses will help our school better understand your experiences in school and in class. If you do not see the email in your inbox, please check your junk/spam folder. If you have not received the email by the end of the day, please let the office know.

### Reminder Announcement about HSSSE/MGSSE

A reminder that **[insert timing, e.g., tomorrow]** is the last day for students to participate in the **High School Survey of Student Engagement / Middle Grades Survey of Student Engagement**. An email was sent **[insert timing, e.g., last Tuesday]** to student email addresses with the survey link. The survey is entirely voluntary. Responses will help our school better understand your experiences in school and in class.