

SECONDARY SCHOOL SURVEY INSTRUCTIONS
HWS SOCIAL NORMS WEB SURVEYS

PREPARATION FOR WEB-BASED COMPUTER-LABORATORY SURVEYS

1. Submit the survey schedule to Dr. David W. Craig at HWS (craig@hws.edu or 315-781-3611) to obtain time-activated usernames and passwords.
2. Students should not be required to enter a personal username and password. Even though the survey will not ask for names or any personal identifier, we may lose perception of anonymity if personal usernames are entered. If login is required to access the Web, a generic logon name should be created and the computers pre-logged on before students arrive.
3. Internet Explorer is the preferred browser. Others may be used if necessary. Set auto-complete to off in the browser properties (Content tab in internet options for internet explorer).
4. Prior to student arrival, the web browsers should be set to the survey logon url provided by HWS and the username and password for the period displayed on the black/white board in the room. NOTE: you may test the survey at any time by entering test for both the username and password.

PROCEDURE FOR ADMINISTERING WEB BASED SURVEYS

1. Teachers or lab monitors read the script explaining the survey and why we need student participation.
2. Teachers or lab monitors explain the username and password entry. NOTE: passwords and usernames are case sensitive and can only be entered between the start and end times on the specified date indicated in the account list provided.
3. During the survey teachers or monitors should make sure there is no talking between students. They should position themselves so that they cannot see student responses and only assist students if they have questions when taking the survey.

Survey script to be read to students as introduction to the survey

This is a survey of what students think about alcohol consumption, about use of other substances, and a variety of other health-related behaviors. We want you to tell us about yourself and your perceptions of other students. You will not be asked to submit your name--this is an anonymous survey. Questions that ask about other students are referring to students at your school. Please read each question carefully. There are no "right" or "wrong" answers-- just give your best estimate. This survey is voluntary. If you do not wish to respond to a question you may leave it blank and continue on.

4. When students complete the survey, the teacher or lab monitor should reset the browsers to the starting url using either a bookmark or the history drop down list. **DO NOT RESET THE SURVEY BY CLICKING THE BACK BUTTON....YOU WILL END UP RE-ENTERING THE PREVIOUSLY TAKEN SURVEY!**