

**Attachment 3**

Instructions to students

## INSTRUCTIONS TO SURVEY PROCTORS

21076. Wear conservative, professional clothing. Always wear your work id in the school.

21077. There will *not* be a protected place to leave your personal belongings, so travel light. No food or drink may be brought into the computer room.

## INSTRUCTIONS FOR STUDENTS New Students

**Good Morning, I'm (Ms./Mr.) \_\_\_\_\_ from Johns Hopkins University.**

**We are here today because we are interested in knowing more about middle school students. So we are asking you to complete this survey. The information you give us today will be used to develop health-related programs for middle school students.**

**You will be completing the survey on the computer. Your name will never appear with your answers to the questions. That means that no one at this school, in the school district, or at home will know how you answered the questions, so please answer them truthfully.**

**You will find questions asking you about things you did in the last 30 days, or between now and the beginning of September. Questions also ask about the last 12 months or between now and last October. Remember, the last 12 months includes the last 30 days.**

The questions about your school, your class and your birth date are required. In order to move ahead in the survey you must answer them.

At the bottom of each page there are 3 buttons that you can use to move through the survey.

Previous – the *only* safe way to get to the previously answered questions on the survey

Save and Back Later – saves work if you have not completed survey but log off

Next – the *only* safe way to move to the next screen.

There are also MP3 Player buttons. This plays the question below the button through the headphones and is used to turn off the audio of the question, too.

First we are going to log in. If you need help while we are logging on, please raise your hand. On your screen you will see a space labeled “Username”. Your username is the name on the first line of the index card you received when you came in. Type that in now. The second line on your index card is your password. Type in your Password in the space labeled “Password” on the screen. Follow the instructions on the screen to begin the survey.

**If you have any questions while you are working on the survey, raise your hand so one of our staff members can help you.**

When you come to the end of the survey, please let one of our staff members know.



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### **General guidelines for answering questions**

Always read the directions and question as written to the student.

“Do your best” is your most used response

Remind students that the last 30 days began around the end of September last year.

Remind students that the last 12 months includes the last 30 days

Ethnicity question

Hispanic – if your parents or grandparents are of Spanish decent – or from a Spanish speaking country

Race question

Read response options aloud. Do not tell students which race to endorse (even if it seems obvious)

Note. If a child endorsed Hispanic it is okay for them to endorse “other” as their race.

Strongly agree to Strongly disagree (and other similarly structured): Break answer into two steps: have students decide if they agree or disagree, then if they strongly agree or just agree

It is okay to define words students do not understand. Do not, however, interpret entire questions.

Parents or guardians: who is legally responsible for the student