

## Classroom Fielding Procedures

On the day of the survey, the data collector will bring all materials needed to conduct the survey. The data collector will work with the respective classroom teacher to determine which students have completed the necessary parental permission form process (using the Data Collection Checklist), and consequently are eligible to take the survey. Students who have obtained parental permission to participate, and are in classrooms selected to participate, will be asked to report about their tobacco use behaviors and behavioral determinants on the CASI questionnaire.

Data collectors will distribute computer tablets to each student seat. The computer tablets will be pre-installed with Qualtrics<sup>®</sup> Insight Platform software which will enable the student to access the NYTS research study survey instrument without relying on any active internet/web-based computer connection.

After the survey is completed, the NYTS research study data collectors will collect the computer-tablets the students used to access the survey. Completed survey data will be uploaded by the NYTS research study trained data collector to the survey database at the end of the day and off of the premises of the school property using the data upload feature of the software.

The following describes the specific steps the data collectors will take to complete the data collection process:

**Step 1:** Verify all tablets are running properly, load the survey onto all tablets and verify no other application are running or accessible to students.

**Step 2:** Verify that all assembled students have completed appropriate permission form process required for this school and that nonparticipating students (if any) have an alternate activity.

**Step 3:** After students are seated, introduce yourself and the survey to the class. Example script:

I'd like to thank each of you for participating in this computer based research survey today. This survey is being conducted on behalf of the Centers for Disease Control and Prevention (also known as CDC). In this survey you will be asked about your attitudes, knowledge, and behaviors related to tobacco usage. Participating in this survey is voluntary and your grade in this class will not be affected, whether or not you answer the questions. You are not required to answer any questions you do not want to answer. However, only a limited number of students like yourselves are participating in this survey in schools all over the nation. The answers you give are very important so the results are accurate.

I would like to emphasize that this is not a test of you or this school. In order to help develop better education programs, educators and health officials must collect comprehensive data on the attitudes, knowledge, and behaviors of middle and high school students (grades 6-12) with respect to tobacco, and on other influences that might make a youth susceptible to tobacco use in the future. This research survey is part of that effort.

**Step 4:** Distribute tablets with survey pre-loaded on screen. Emphasize privacy/ anonymity. Example script:

Throughout the entire survey process, we will maintain strict procedures to protect your privacy and allow for your anonymous participation. Your answers are private and we do not want to know your name. Results of this survey will never be reported by names, class, or school. When you finish the survey, select "submit" and leave the tablet on your desk.

**Step 5:** Instruct the class in filling out questionnaire. Both the data collector and the teacher will be present in the room during survey administration. While students are taking the survey, work with the teacher to complete the Data Collection Checklist. Example script:

Now I would like you to look at the instructions for the questionnaire. Please take a moment to read the instructions on the screen. The screen can be scrolled using your finger to slide the instructions up and down.

For each question on the survey, there is a corresponding set of squares. For each question, choose the answer that best fits what you know, feel, or do, then select the corresponding square by pressing or selecting it with your finger. You can unselect an answer by pressing or selecting it again. If you must change an answer, you may go back to the question by scrolling to the question. Or, if it is on another page of the survey, by using the guide arrows on the survey to navigate to the page on which the question is located.

We have allowed 35 minutes for completing the survey. If you finish before that time, place your tablet screen down on the desk, and stay seated. It is important that you answer the questions based on what you really know, believe, and do. Don't pick a response just because you think that's what someone wants you to say. Your teacher and I are not allowed to answer any questions. Simply do the best that you can. Please begin.

**Step 6:** At the end of class period, thank participants. Example script:

The CDC would like to thank all of you for participating in this computer based research survey. The information you have provided will be used to support decisions on how best to inform health education programs for students like yourselves all around the nation. If you have any questions related to the topics on the survey, please contact: Mike Knight xxx-xxx-xxxx.

**Step 7:** When students leave, collect tablets.

**Step 8:** Thank the teacher.

**Step 9:** Take inventory of all tablets and other materials brought to the class. Reset the tablets if another class will be taking the survey on the same day. Pack tablets in carrying cases and collect all other materials if you are moving to another class or this is the last survey instance of the day.