



Minnesota Student Survey Tip Sheet: Remote Survey Administration

The Minnesota Student Survey (MSS) is the primary source of comprehensive data on young people at the state, county, and local level in Minnesota and is the only consistent source of statewide data on their health and well-being. It provides valuable information about issues vital to the health, safety, and academic success of young people. The survey is voluntary, confidential, and anonymous on the part of students.

Tips for administering the MSS to online learners

- **Set aside time for a group or class to do it together.** This most closely mimics in-person scenarios and allows for easy instruction.
 - Have the survey link and instructions ready to go in advance.
 - Provide an alternative activity for students who are not participating in the survey.
 - Provide students instruction on what to do when they've completed the survey, such as reading a book, working on homework, etc.
- **If needed for certain situations or individual students, the survey can be taken on the student's own time.** While not preferred, this is more flexible and may be better for individual cases. There are a few logistics to keep in mind with this method:
 - The script in the survey instructions must be read to students before beginning the survey. It may be recorded as a video and sent out to students as needed.
 - The survey is only open 7:30 am-4 pm, though schools could have asked for an exception. Confirm with your on-site coordinator when the survey is open for your school and let students know those hours.
- **Provide your contact information to students** so they can reach you privately with any questions or concerns.
- Students should be in a **private and distraction-free environment** while completing the survey, ideally the same area they use for schoolwork or homework.
- Remind students that **no one else should be looking at their screen while taking the survey.**

Resources

Help with survey administration

If you have questions or need help, please contact:

- Minnesota Department of Education: mde.studentsurvey@state.mn.us
- Wilder Research: mss@wilder.org or 651-280-2791
- Find survey instruments, survey administration instructions, parent notification letters, tip sheets and more: [MN Student Survey website](http://mnstudentsurvey.org) (<http://mnstudentsurvey.org>)

Help for students who have a heightened response to some survey questions

- **Know what school resources may be available.** This may be a guidance counselor, school social worker, school nurse, or other adult the student has a close relationship with.
- **Refer to the student resource sheet.** Share this sheet with students as needed. [Student Crisis Resource Handout](http://mnstudentsurvey.org/assets/Student-Crisis-Resource-Handout-MDE085582.pdf) (<http://mnstudentsurvey.org/assets/Student-Crisis-Resource-Handout-MDE085582.pdf>)
- **Refer to [Minnesota Student Survey Tip Sheet: Trauma-Informed Survey Administration](http://mnstudentsurvey.org/assets/MSS_TipSheet_TraumaInformed_12-1-21.pdf)** (http://mnstudentsurvey.org/assets/MSS_TipSheet_TraumaInformed_12-1-21.pdf)