

2022 Minnesota Student Survey

Web Survey Administration Instructions

**State Approved Alternative Programs (SAAP):
Area Learning Centers (ALC)
Alternative Learning Programs (ALP)**

Additional information on the 2022 Minnesota Student Survey is located at: [2022 Minnesota Student Survey homepage](http://mnstudentsurvey.org/) (<http://mnstudentsurvey.org/>)

REMINDER!

DO NOT ADMINISTER THE

MINNESOTA STUDENT SURVEY

UNTIL YOU HAVE COMPLETED

ALL OF YOUR LEGALLY REQUIRED

PROTECTION OF PUPIL RIGHTS

AMENDMENT (PPRA) NOTIFICATIONS!!

The person who registered your school for the MSS agreed to comply with PPRA requirements. This means providing all parents/guardians the right to opt their child out of the survey. Before proceeding, check with your MSS on-site coordinator to see if any students were opted out by their parent/guardian.

If the Minnesota Student Survey is administered without the legally required Protection of Pupil Rights Amendment (PPRA) notifications, you **will not** receive your district's or school's results, and your results **will not** be included in **any** analysis or reports.

Contents

- Minnesota Student Survey – Overview 4
- Minnesota Student Survey – Frequently Asked Questions 5
- Directions for Minnesota Student Survey On-site Contacts..... 7
- Directions for School Staff Administering the MSS 8
- Web Survey Troubleshooting Tips 12

Minnesota Student Survey – Overview

The **MINNESOTA STUDENT SURVEY** (MSS) provides youth, parents and caregivers, and their communities a dynamic vehicle for ongoing communication about issues vital to the health, safety, and academic success of youth. Since the survey was first offered in 1989, it has gained a solid reputation as a reflection of the needs and strengths of adolescents. It is a valuable tool for school districts, county agencies, and state agencies in planning meaningful and effective ways of supporting students and families.

The survey is voluntary, confidential, and anonymous on the part of students. It is designed to be given to 5th, 8th, 9th, and 11th graders and asks students questions about their activities, opinions, and behaviors. The broad array of issues addressed include substance abuse (tobacco, alcohol, and other drugs), school climate and safety, nutrition, academics, connections with school, family, and community and many other topics. At the senior high level, there are questions asked about sexual activity and more extensive questions about drug usage. The survey is offered to traditional public elementary and secondary schools, charter schools, tribal schools, alternative learning centers, and to youth in juvenile correctional facilities. Findings for the juvenile correctional facilities and alternative learning settings are reported separately.

School district findings often satisfy the requirement for objective data for state and federal grants. As important partners in providing services to students and their families, local public health and social service agencies find that the data are important for planning and programming. State agencies use the findings to monitor trends in health and risk behaviors, to design and adjust programming to meet current and anticipated needs of youth, to apply for funding for statewide initiatives, and to assist schools and communities in efficient planning and implementation of youth programs.

The survey is offered every three years; 2022 will be the 12th administration. There have been high levels of participation on the part of school districts in the past and high participation rates among youth within those districts, making the data a strong depiction of the factors that bolster Minnesota students as well as those that put them at risk for health, social, or learning problems. Statewide in 2019, over 170,000 youth participated.

For the 2022 survey administration, the Minnesota Departments of Education, Health, Public Safety and Human Services are working together to manage the state tasks of preparation, data analysis and reporting. The Minnesota Student Survey Interagency Team has contracted with Wilder Research to administer the survey.

If you have questions, please contact:

Minnesota Department of Education: mde.studentsurvey@state.mn.us

Wilder Research: 651-280-2791 or mss@wilder.org

Minnesota Student Survey – Frequently Asked Questions

Who should take the survey?

- All students in alternative learning settings in 7th through 12th grades are invited to participate in the survey. While the survey is limited to 5th, 8th, 9th, and 11th grade students in mainstream schools, this is not the case for students in the alternative learning settings. **We want to hear from everyone in your program between grades 7 and 12.**
- If your students are dual enrolled, please ensure they only participate in the survey once. Coordinate with your district to ensure that students in the alternative learning settings only take the survey once, either with the general school population or as part of the ALC/ALP population.

Is the survey mandatory?

- Your school has chosen to participate in the Minnesota Student Survey. However, students may choose whether to participate. The survey is entirely voluntary, anonymous, and confidential. Students may choose to complete the survey, complete part of the survey, or not to take the survey at all. There is a script that survey administrators are required to read to students prior to the administration of the survey. The script is located at the end of these instructions.
- Find tip sheets on confidentiality and building buy-in for staff administering the survey at [2022 Minnesota Student Survey homepage](http://mnstudentsurvey.org/) (<http://mnstudentsurvey.org/>)

Do we need to notify parents before the students take the survey?

- Yes. All school districts are required by law to notify parents of the school's participation in the Minnesota Student Survey. According to the federal education law revised in 2002 under No Child Left Behind, school districts must inform parents of surveys containing sensitive questions. The Protection of Pupil Rights Amendment (PPRA) **requires** that parents are informed at the beginning of the school year regarding the content and approximate schedule of the surveys.
- A **second** notification is required prior to the survey administration for the parents of students who are eligible to participate in the survey. The second notification must include the specific survey schedule, the content of the survey, and the process for reviewing the survey instrument.
- Parents also must be informed of their right to exclude their child(ren) from participating in the survey (passive consent procedure). Written consent to participate is not required.
- Information about PPRA and sample parental notification letters are available on the [2022 Minnesota Student Survey homepage](http://mnstudentsurvey.org/) (<http://mnstudentsurvey.org/>)
- It is extremely important to complete the PPRA and notification procedures. ANY surveys conducted without PPRA notifications cannot be included in any analysis nor can their results be released in any format.

How long is the survey? How long does it take students to complete?

- The Level 3 (grades 9, 10, 11, 12, ALCs and JCFs) survey has approximately 112 questions. There are skip patterns (e.g., if a student says no to the question about alcohol use in the past year, that student will then skip the five detailed follow-up questions about alcohol).
- The survey typically takes 35-50 minutes, or one regular class period, to complete. Students should be under no time constraints to complete the survey. Students should complete the survey in one sitting.

How should we survey online learners?

- Online schools will only receive links to the versions of the surveys for online learners. While the surveys for online and in-person students are generally the same, some questions are omitted for online learners and/or response options may differ. For example, online learners will not be asked how they get to and from school.

- Schools that are Online Learning Provisional Providers will receive separate survey links for online students and in-person students. If you have questions about which students should be considered online, please contact the Minnesota Department of Education at mde.studentsurvey@state.mn.us.
- For tips on how to best administer the survey for online learners, please see [Minnesota Student Survey Tip Sheet: Remote Survey Administration](http://mnstudentsurvey.org/assets/MSS_TipSheet_RemoteLearners_ACCESSIBLE_12-21.pdf) (http://mnstudentsurvey.org/assets/MSS_TipSheet_RemoteLearners_ACCESSIBLE_12-21.pdf).

When should we administer the survey?

- The administration of the 2022 Minnesota Student Survey will take place during Winter/Spring 2022. The preferred administration window is **from January through March 2022**.
- All surveys are to be completed **by June 10, 2022**.

Which web browsers can I use for the online survey?

- When taking the survey it is recommended that students use the latest version of Chrome, Firefox, Edge, or Safari as their web browser. The use of Internet Explorer is discouraged as some screens may not be compatible with the survey software.

Which computer or tablet operating systems can I use for the online survey?

- The survey is compatible with many operating systems. For the best user experience please ensure that the computers or tablets you are using have one of the following operating systems:
 - Windows 7, 8, or 10
 - Apple OS X 10.8 - 12.0
 - iPad tablets up to 4 years old, but not older

What should be done to test the web survey before it is administered to the students?

- The survey web links for students will only be active during the calendar week the survey is scheduled to be administered. Additionally, the links will only be active during school hours, starting at 7:00 am and ending at 4:30 pm.
- To confirm you have the correct survey link, click on the link provided in your email and confirm that the message contains the correct survey level, school name, and grades of students who can take the survey. You will not see the actual introductory screen for the real survey until the Monday of the calendar week in which you are scheduled to administer the survey.
- During the calendar week in which you are scheduled to administer the survey, clicking on the link will take you to the actual survey for your students. The introductory screen will display the level of the survey, the grades of students who can take the survey, and the school for which the survey is intended. **Do not proceed further into the survey or it will appear as though a student took the survey.**
- Testing the survey is **strongly recommended**. Please complete testing before the actual survey administration week if possible so that Wilder Research has time to help with troubleshooting. Ideally, test the survey using the same browsers, operating systems, and networks the students will be using when they take the actual survey. **Schools will receive test links by January 17, 2022.**
- The test survey links have bold red text on the first screen that reads **“TEST SURVEY – NOT FOR STUDENTS.”** Your school’s name will not appear on this version of the survey.
- **Do not allow students to enter survey data in the test survey.** It is only for testing purposes so that survey administrators are informed about the format of the survey and can ask questions before the scheduled administration if problems are encountered.

Directions for Minnesota Student Survey On-site Contacts

Preparation and Administration

Generally speaking, **students take the survey as seriously as it is presented**. Here are some factors to consider for setting the tone:

1. Students need to understand that responding accurately on their thoughts and activities regarding health and social factors is important. Every person contributes to the whole picture of the students at your school.
2. The survey is voluntary on the part of students. They may choose not to participate in the survey or not to answer specific questions, with this choice being reinforced in the script read by each survey administrator.
3. Remember that the survey is to be anonymous, confidential, and private. To ensure the privacy of student's responses:
 - a. Plan to take measures to space students apart so that individual responses cannot be viewed. The survey is **confidential**.
 - b. At no time is personal information (name, identification number) asked in the survey. It is **ESSENTIAL** that student responses be **anonymous**.
 - c. The web survey will "time out" after 2 minutes of inactivity. Once it has timed out, a student will need to enter the access code they are given at the beginning of the survey to restart where they left off. To be able to enter the access code, the student will have to re-enter the URL and select {I have already started the survey and want to continue.} The access code is a computer generated number and is a way for students to continue the survey. It is not linked to any student identification.

To administer the survey, please make sure that the staff who are administering the survey have the following materials:

1. Administration Instructions (pages 8-9 of this packet)
2. Minnesota Student Survey Administration Script (pages 10-11 of this packet). **Please read this script in its entirety each time the survey is administered**. This helps to achieve a greater degree of uniformity within a site and across the state.
3. Web Survey Troubleshooting Tips (page 12 of this packet)
4. Small sheets of paper and pens or pencils for students to write down the access code they are given at the beginning of the survey.
5. A list of students whose parents have opted them out of taking the survey.

A series of tip sheets was created for school staff who will be administering the survey. The tips, which can be found at <http://mnstudentsurvey.org/training>, cover the following topics:

- Confidentiality
- Trauma-informed resources
- Administering the survey to online learners
- Building buy-in for survey participation

Directions for School Staff Administering the MSS


Administration Instructions

Please read prior to survey administration to see if you have any general questions. If you have questions, please contact Wilder Research (651-280-2791 or mss@wilder.org).

As a person administering the survey, you should have the following:

- Minnesota Student Survey Administration Script
- Small sheets of paper and pens or pencils for students to write down the access code they are given at the beginning of the survey.
- A list of students whose parents have opted them out of taking the survey.
- Set all computers or tablets that will be used to the introductory screen of the MSS web survey by clicking on the link that was provided via email. If you are unable to preset all computers or tablets to the appropriate web link, write the full web link in a place where all students can see and instruct your students to type this web link into the URL bar on their computer or tablet. Do NOT let the students use the test survey that says “**TEST SURVEY – NOT FOR STUDENTS**” in red text on the first screen.
 - When taking the survey it is recommended that students use the latest version of Chrome, Firefox, Edge, or Safari as their web browser. The use of Internet Explorer is discouraged as some screens may not be compatible with the survey software.
 - The survey is compatible with many operating systems. For the best user experience please ensure that the computers or tablets you are using have one of the following operating systems:
 - Windows 7, 8, or 10
 - Apple OS X 10.8 - 12.0
 - iPad tablets up to 4 years old, but not older
 - The Level 3 survey for ALCs is green. The text on the introductory screen reads “This survey can be taken by students in **Grade Levels** at **School Name**.” Please use this information to confirm that the appropriate survey is loaded for the students who are about to complete it.
 - We recommend that all students use headphones. Audio recordings of all questions and response options are available for students in the survey. Headphones can also reduce any distracting sounds in the room.
- Ensure that small sheets of paper and pencils or pens are available for students. At the beginning of the survey, students will be asked to write down their access code. They will need this number to re-enter the survey if for any reason the session is unexpectedly interrupted.
 - **Note:** The access code for each student will only be valid during the week (Monday through Friday) of the chosen administration date and during school hours (7:00am to 4:30pm).

The administration script contains both instructions and statements to be read out loud to the students.

- Text that is marked by an  consists of instructions for you to follow.
- Text that is in **bold** is to be read out loud to the students.

The tone you set as the survey administrator affects how students respond.

1. Students need to understand that responding accurately on their thoughts and activities regarding health and social factors is important. Every person contributes to the whole picture of the students at your school.
2. The survey is voluntary on the part of students. They may choose not to participate in the survey or not to answer specific questions.
3. Remember that the survey is to be anonymous, confidential, and private. To ensure the **privacy** of students' responses:
 - Plan to take measures to space students apart so that individual responses cannot be viewed. The survey is **confidential**.
 - At no time is personal information (name, identification number) asked in the survey. It is ESSENTIAL that student responses be **anonymous**.
 - Students need to understand that no one will see their answers to any of the questions.
 - When students have completed their survey, instruct them to destroy the sheet that has their access code written on it.


The survey includes many questions, including some sensitive questions. The Level 3 survey administered to ALCs include questions about mental health, substance use, suicidal ideation, adverse childhood experiences, dating violence, and sexual health. In the event that a student has a heightened response to some survey questions:

- **Know what resources are available on-site.** This may be a guidance counselor, school social worker, school nurse, or other on-site 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).

THANK YOU for your investment and support of the Minnesota Student Survey!

Administration Script

Please read through the following **prior to** administering the survey to students. This script must be read to students in its entirety each time the survey is administered.

 Greet the students and introduce yourself if the students in your setting do not know you.

The survey you are going to participate in is called the Minnesota Student Survey. You can help our school and community learn more about young people by honestly answering the questions in this survey. These questions cover many areas. Your answers will help many youth and adults to understand the experiences and concerns of people your age and to plan and develop better responses, programs, and services for all youth in our community. It is important to our school that your voice is a part of this process.

The survey is conducted in partnership with the Minnesota Departments of Education, Health, Human Services, and Public Safety. These state agencies prepare many state and county reports using data from the survey. They also produce reports for our school district that are used at our school and in our community.

The survey is voluntary. At any time, you can choose not to complete the survey.


You do not have to answer any question you do not want to answer. If you do leave a question blank, the computer will remind you that a question was not answered. This is just a reminder. If you still want to leave the question blank, just click {Click here to continue}, and you will move on to the next page.

The survey is also anonymous. No one will know your specific answers. The survey does not ask for your name, identification number, or other identifying information.

You should see a screen welcoming you to the 2022 Minnesota Student Survey. Check the text on the screen and make sure you are doing the right survey. It should say {This survey can be taken by students in grade [appropriate #s] at [Your school's name].}

The question at the bottom of the screen asks if you are starting the survey for the first time or have already started a survey. Please select {I am starting a new survey} and then click {Continue}.

At the top of the next screen you will see an access code in red. Write down this access code. You are the only one who will see this number, which was generated randomly. You may need to use this number in case your session is unexpectedly interrupted. When you re-enter the survey using the access code, you will automatically return to the last question you answered. Also, if you need to pause your survey for any reason, close your browser window. When you are ready to restart your survey, notify me, and I will direct your computer to the survey website. You will have to enter your access code to restart the survey.



 Pause long enough for all students to write the access code.

After you have written down your access code, please click {Continue} to move to the next screen.



This next page has information about the survey as well as information about how to navigate through the survey. To move through the survey screens, you must use the {Continue} or {Go Back} buttons found at the bottom of the screen. Do NOT click the forward or back buttons of your web browser.

Once you have completed the survey, click the {Submit} button and close the browser.


There is no right or wrong answer. This survey is about your experiences, thoughts, and opinions. I am (we are) not allowed to answer any questions. Simply do the best that you can. You can leave a question blank if you do not understand it.

-  Provide students with instructions on what they should do when finished with the survey. For example, arrange for them to have other quiet work to complete at their seat, and remind them to be quiet and respectful of others still completing the survey. Avoid having students leave the room as they finish to prevent students from seeing others' screens as they walk by.
-  Remind students not to worry about those who finish more quickly or more slowly than others.

You may begin your survey now. Please click {Continue} to begin the survey.

-  During the session, make sure to provide enough privacy for students by limiting movement around the room by anyone, including you.
-  At the end of the session, remind students to click the {Submit} button to close their survey.

Thank you for your participation in the Minnesota Student Survey. Please click the {Submit} button to close your survey. Please close the web browser on your computer and tear up the sheet of paper that has your access code and throw it away.

-  Make sure that all web browsers used for the Minnesota Student Survey are closed on each computer or tablet.

THANK YOU, again, for your investment and support for Minnesota youth!!

Web Survey Troubleshooting Tips

- 1. I'm having trouble accessing the website for the survey.**
 - a. Double check the link that you were provided and make sure it is correct. Make sure you are not using the test survey link.
 - b. Make sure you are typing the link in the address section of your browser, not in the search engine.
 - c. Check with your school's network administrator and make sure your school's network is allowing access to the site.

- 2. My student had to stop/pause the survey or got timed out of the survey and now the access code is not working.**
 - a. Ask the student to double check the number and make sure they are entering it correctly.
 - b. Have them close their browser, reopen it, and try the number again.
 - c. If it is still not working, the student will have to start the survey again with a new access code.

- 3. The power went out and everyone got kicked out of the survey.**
 - a. Ask everyone to completely close any web browsers that may pop up again upon start-up. Re-open the browser and enter the same web link. Have all the students select that they are continuing a survey they already started and then enter their access code. This should bring them to the point at which they left the survey.

- 4. The survey keeps telling the students they didn't answer the question.**
 - a. The survey was designed to provide a prompt to students who do not provide an answer to make sure they are not accidentally skipping a question. If they do not want to answer the question, they can click on the {Click here to continue} option embedded in the pop-up text.
 - b. Sometimes students will forget one or two items on a grid. The reminder prompt will highlight the rows that still need to be answered.

- 5. My students are entering answers, but it does not appear to save them.**
 - a. Make sure the student is using the {Continue} and {Go Back} buttons at the bottom of the screen. They should NOT be using the browser's back or forward buttons.
 - b. You need to click the {Continue} button on each screen to save the answers. If you hit {Go Back} before moving forward, it will not save the answers.

If you are still having trouble contact Wilder Research at 651-280-2791.