

Online Survey Administration Guide

Your school has elected to participate in the *Texas School Survey of Drug and Alcohol Use*. The survey is sponsored and designed by the Texas Health and Human Services Commission (HHSC) and is facilitated by the Public Policy Research Institute (PPRI) at Texas A&M University. You will be administering the survey in one or more classrooms at your campus. PPRI has prepared this Survey Administration Guide to provide information and instructions for conducting the survey.

- Each classroom envelope should contain a small piece of paper for each student with a number, which is an online survey token. If necessary, additional online survey tokens should be requested from the survey coordinator at your campus. Please only administer the survey to the class listed on the label; as these are the classes that received parental notification.
- Please review the Classroom Identification label on the front of your envelope. It is very important that you write the **campus name** (if it is not already written on the label), **the number of students enrolled in your class, and the number of students absent on the day of the survey** on this label.
- Please read all instructions carefully before administering the survey. It is important that these procedures are followed so that administration of the survey is uniform throughout each school. Please stress to the students that their responses are **entirely anonymous**. The tokens are completely random and there is no way to know which student responded to a particular survey.
- Your attitude towards this survey is extremely important. If students sense the importance of this information, they will take the survey more seriously.
- Survey responses must be kept private; therefore students should be reminded to not look at the computer screens of other students.
- In addition, your physical position in the room may influence the way students answer questions. While students are taking the survey, do not walk around the room. Please sit or stand in a part of the room away from students.
- Try to keep students as quiet as possible throughout survey administration. If students are allowed to talk about the contents of the survey or their own experiences, peer influence could cause students to either inflate or under-report their own substance use habits.
- The survey should take approximately 40 minutes to administer.

Thank you very much for your assistance with this important research project.

Online Survey Administration Procedure

1.) Have all participating students enter the following address into their web browser:

<http://txss.tamu.edu>

(After this step is complete, students need to click the button on the center of the web page to be directed to the main survey page)

2.) **Before handing out the online survey tokens, please tell students the following:** “This survey is for the Texas Health and Human Services Commission. Survey results will be used for evaluating and planning substance abuse programs for students in grades 7 through 12. No student is required to participate in this survey. This survey will ask questions about your experiences with drugs and alcohol. Please do not begin answering questions until we have gone over the survey instructions.”

3.) Hand out the online survey tokens and please tell students the following:

- This is a survey that measures tobacco, drug, and alcohol use and other information relating to tobacco, alcohol, inhalant, and drug use;
- This survey is being given to as many as 200,000 students in the state of Texas;
- There is no way for anyone to know how you respond to the questions; please answer honestly;
- You can skip any questions or not take the survey at all if you do not want to. There is no penalty if you skip questions or leave the survey blank;
- On the survey, a drink means a can or bottle of beer or wine cooler, a 4 ounce glass of wine, a shot of liquor, or a mixed drink;
- I cannot answer questions about specific substances or tell you what questions mean;
- If you are not familiar with a substance listed, mark the category “Never heard of it.”
- **At the end of the survey, please make sure you click the ‘Submit’ button**

If you feel you need to talk with someone about problems with tobacco, inhalants, alcohol, or drugs, please call, toll free,; 1-877-9-NO-DRUG (1-877-966-3784) for immediate and confidential help, 24 hours a day, seven days a week. This study has been reviewed and approved by the Institutional Review Board - Human Subjects in Research, Texas A&M University. For research-related questions regarding subjects' rights, the Institutional Review Board may be contacted at (979) 458-4067 or irb@tamu.edu.

6.) Tell the students to type the number on their paper in the token box and click ‘ENTER’. The students will then need to read the instructions and click ‘NEXT’ to proceed to survey questions.

7.) If students refuse to take the survey, have them work quietly at their seat or send them to an area designated by your campus coordinator.

8.) Collect all papers with the online survey tokens and place in envelope. **Please verify the completion of the Classroom Identification label** on the front of your classroom envelope. It is very important that the **campus name, number of students enrolled in your class, and number of students absent** is written on this label.

9.) Return classroom envelope and unused online survey tokens as instructed by the Survey Coordinator at your campus/district.

Thank you very much for your assistance with this important research project.