

# GEAR UP Affiliate Student Survey

## INSTRUCTIONS & TIPS



### OVERVIEW

The purpose of the GEAR UP Student Survey is to gauge students' knowledge, attitudes, and experiences in order to measure and increase the effectiveness of GEAR UP at your school and around the state. **We strongly encourage surveying students online.** However, paper surveys remain an option. The staff at your school must enter each completed paper survey into the online survey, so this method is particularly time-consuming for larger schools.

Your school will need to survey a significant proportion of the students in each grade level surveyed – 100% is ideal, and we recommend no less than 85%. Try to survey all students within the shortest survey window possible – ex. over the course of 1 or 2 weeks - do not survey students for more than a 3-week time frame. All surveying must be complete **between January 2 and February 15, 2019**. The more GEAR UP students you are able to reach in the shortest amount of time, the more representative and informative your survey results will be.

**Schools may survey students in grades 6-12.**

### INSTRUCTIONS

The GEAR UP Affiliate Contact will be responsible for gathering all survey materials needed to administer paper and/or online surveys. These include:

- **Online link** to Student Survey (English and Spanish): [bit.ly/gearupaffiliatestudentsurvey](http://bit.ly/gearupaffiliatestudentsurvey)
- **PDF versions** of surveys for printing (English and Spanish): Available upon request
- **Tips & strategies** for maximizing response rate (see below)

### BEFORE SURVEY ADMINISTRATION

**For online surveys:** Test the technology to make sure it is equipped with the appropriate software. The online survey works best with the **latest versions** of the following browsers: **Internet Explorer, Google Chrome, Apple Safari,** and Mozilla Firefox (least recommended), and also works over Wi-Fi on browser-ready tablets and smartphones.

**For paper surveys:** **Establish a location in each school to return completed paper surveys** and tell applicable school staff. Make sure there is both a secure location and receptacle so that no one is able to view these completed surveys. Print paper surveys well in advance, making sure to have the right number in each language. School staff will need to enter completed survey responses into the online version as soon as possible following their completion. Staff should make their best efforts to keep the confidentiality of students' surveys. They should make no effort to identify students by their responses and should have no knowledge of which students filled out any completed surveys they view.

## DURING SURVEY ADMINISTRATION

**Explaining surveys to students and teachers:** The purpose of the GEAR UP Student Survey is to gauge the knowledge, attitudes, and experiences of students so that their schools are equipped with this information for planning and when making programmatic decisions. Please remind students that their answers are anonymous and encourage them to answer thoughtfully and honestly to all questions on the survey. **Please remind school staff to not look at, read through, or make any copies of completed student surveys.** The results from these surveys will be available on the GEAR UP Data Dashboard, and can be accessed or distributed by the school's GEAR UP contact.

**Abstaining from questions:** The only required question on the online survey is School Name. If a student skips any question(s), they will be asked but not required to respond before continuing to the next page of the survey.

For paper surveys, **advise students to follow all instructions**, particularly only selecting one response when it asks for just one response, and filling out "No" bubbles rather than leaving them blank as these will not be interpreted the same way (a blank response is a non-response). If students select more than one response to a question that instructs otherwise, school staff who are subsequently entering surveys online must treat this instance as if the student did not respond to the survey question at all – they must leave that question blank when submitting surveys online.

You can check your response rates in real-time on the **Cluster Profile** tab of your GEAR UP Affiliate Data Dashboard.

## AFTER SURVEY ADMINISTRATION

Your GEAR UP Affiliate Data Dashboard will update to default to the 2018-19 school year shortly following the survey administration deadline.

## TIPS & STRATEGIES FOR MAXIMIZING RESPONSE RATE

- **Administer the survey during designated class periods, registration, or advisories:** This could be in homeroom, advisory period, a GEAR UP class, or a class required for the whole grade. The entire class could use the computer lab during a designated period if there is not technology throughout the school. Another option is to include the survey as part of regular testing schedules, preferably before the testing.
- **Make the survey an assignment,** part of an assignment, a requirement for a homeroom class or advisory, or administer in combination with other college or career awareness activities.
- **Offer an incentive for completing in the survey:** Reward students with a small treat when they are done, such as a favorite snack or entry into a raffle. Alternatively, reward each class with a party if everyone in the class returns their surveys. Have a raffle with prizes for turning in a survey, or a competition at the school for whichever group of students or teachers gets the most surveys back.
- **Explain to students the importance** of these surveys, and share survey results with students. Remember that Affiliate students will complete a survey every year of the program.
- **Follow up:** Use a school roster or attendance list to make sure each student has had a chance to complete the survey - remind or follow up with students who have not. For those students who missed the survey, schedule time during lunch, or during class time with teacher approval.