

GEAR UP 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.

Try to survey all students within the shortest survey window possible – ex. over the course of 1 or 2 weeks. All surveying must be complete **between January 2 and February 15, 2020.** 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. **The target minimum response rate for student surveys is 85%.**

MINIMUM SURVEYING REQUIRED FOR 2019-20 SCHOOL YEAR

Cohort Schools	All students in grades 7-12
Priority Schools	Surveying is recommended (grades 7-12)

Schools may also survey non-GEAR UP students (ex. 6th grade, all grades) if it is more convenient, informative or effective.

INSTRUCTIONS

GEAR UP Coordinators will receive all survey materials needed to administer paper and/or online surveys. These include:

- **Online link** to Student Survey (English and Spanish): <http://bit.ly/GEARUPStudentSurvey>
- **PDF versions** of surveys for printing (English and Spanish): oregongearup.org/grant/surveys
- **Tips & strategies** for maximizing response rate (see below)
- If you are administering paper surveys, please mail paper surveys back to Metis Associates (the external evaluator). **Please email Chloe at Crinehart@metisassoc.com to get the pre-paid UPS return labels and envelopes.**

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. GEAR UP funds can pay for printing, but it must be part of the 2018-19 School Plan; contact your School Liaison to make changes accordingly. Alternatively, district funds may be used, which may then be counted as in-kind match.

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 following the survey administration window, and can be accessed or distributed by the school's GEAR UP Coordinator. Check your completed survey counts in realtime on the Cluster Profile tab of the GEAR UP Data Dashboard.

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.

AFTER SURVEY ADMINISTRATION

As soon as possible after administering paper surveys, **please mail back the surveys to Metis Associates using the pre-paid return UPS envelopes.** If you need pre-paid return UPS envelopes, please contact Chloe Rinehart at 212-425-8833 ext. 154 or at crinehart@metisassoc.com.

TIPS & STRATEGIES FOR MAXIMIZING RESPONSE RATE

- **Administer the survey during designated class periods 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.
- **Make surveying a school-wide contest! Or offer an incentive for completing 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 grade level or group of students/teachers gets the most surveys. Check your daily progress on the Cluster Profile tab of the GEAR UP Data Dashboard, or contact GEAR UP for results.
- **Explain to students the importance** of these surveys, and share survey results with students. Remember that GEAR UP students will complete a survey every year.
- **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.