

# HKCS Supplement: Teacher Instructions



*Thank you for administering the Healthy Kids Colorado Survey (HKCS) Supplement in your classroom – this survey will help your school understand student health during the COVID-19 pandemic. **Please review these instructions to prepare for your survey administration.***

## 2 weeks PRIOR to the survey administration:

1. Send out Parent Consent Letter (opt-out) and track returned forms.
  - a. Find the [Parent Consent Letter](#).
  - b. Use our [Google Form template](#) to track consents – see these [Instructions](#).
2. Check in with your Survey Coordinator to make sure you are prepared for the administration.

## 2-3 days PRIOR to the survey administration:

1. Receive the survey link from your Survey Coordinator.
2. Plan for a way to distribute the survey link electronically to students – examples include:
  - a. Emailing it to your students
  - b. Sharing via teacher/student platform (e.g., Google Classroom)

*It is important that students do not manually type in the survey link to avoid typo's, and can simply click on the link to start their survey.*
3. Review and collect names of returned parent opt-outs to note which students **will not** take the survey. Check once more on the day of the survey as well.
4. Make sure you have reserved necessary devices if students are taking the survey at school, in your classroom, and do not have 1:1 personal devices (e.g., reserve computer lab or computers on wheels).

## DAY OF the administration:

1. Distribute survey link to students in your classroom (e.g., emailing, posting on classroom platform).
2. Make sure students that have been opted-out do **not** take the survey – they can sit quietly and work on other schoolwork.
3. Read aloud the *Administration Script* in full to the students before they take the survey (see script on the next page).
4. Have students sit quietly and work on other schoolwork when they are finished.

Please **DO NOT** answer any questions students have about the survey content. This includes telling them what something means.

If you are administering the survey in person in the classroom, please **DO NOT** walk around the room as it may cause students to not answer questions honestly.

# THANK YOU!

**Before students begin their surveys, please read aloud the following to the class:**

You are about to take the Healthy Kids Colorado Survey. This survey is about your health and things that affect your health. Your answers are very important and will help your school, community, and state policy-makers improve health programs for people your age right here in Colorado.

This survey is completely anonymous, meaning the answers you give will be kept private. No one will know what you answer. You have the entire class period to complete the survey.

Completing the survey is voluntary. You may choose not to answer some or all of the questions. There are no wrong answers. If you do not want to answer any question, just leave it blank. Whether or not you answer the questions will not affect your grade in this class. After these instructions, you may click on the survey link and start the survey.

Please read each question all the way through, as well as the instructions on the first page and before the questions to help you understand what the question is asking. If you don't understand a question, skip it, do not ask me or another student for help. Do your best and answer honestly. Once you have selected a response, there is no way to un-select one. You can change your response, but not remove one completely. So read the question and responses all the way through before deciding if you wish to answer.

To respect the privacy of your classmates, please do not ask anyone for help or talk while others are still taking the survey. If taking this survey outside of a classroom setting, do your best to give yourself a quiet and private space as these questions ask about your personal health.

You can skip or move to the next question by selecting the blue, forward arrow. You can move back and forth between questions by using the back and forward arrows below the question. Your answers should be saved if you move back and forward using those arrows. **DO NOT** use your browser's "back" button as this will exit you from the survey. If you do happen to accidentally close out of the survey, simply click on the survey link and re-start the survey.

When you have completed your survey, please read or sit quietly to allow everyone to finish in silence.

Thank you for your participation!