



Instructions for using the Web-based version of the Arkansas Prevention Needs Assessment

1. The most efficient way to administer a web-based survey to large numbers of students is through the school's computer lab(s). School personnel should organize the students into groups whose size is based on the number of available computers (i.e. if the computer lab has 25 computers then students should be brought to the lab in groups of 25). Organize the student groups based on what makes the best logistical sense for their particular situation (i.e. by homeroom, classroom, etc.) and when to schedule the survey (extended homeroom, class, etc.).
2. **Before a group of students is brought to the lab** each computer in the lab must be initialized by the Computer Lab Personnel/Teacher/Monitor/etc. Follow the steps below to initialize the survey:
 - a. Start up the computers browser (Internet Explorer, Firefox, Safari, Google Chrome, etc.). Make sure the browser is set to full screen (i.e. maximized).
 - b. Enter the following website address into the browser: <https://start.pridesurveys.com>
 - c. A startup page will be displayed and you will be asked to enter in a school passcode. The school passcode will be provided by Pride Surveys.

IMPORTANT: Students should not be given this information.

PRIDE Surveys

Pride Surveys Online Survey Portal

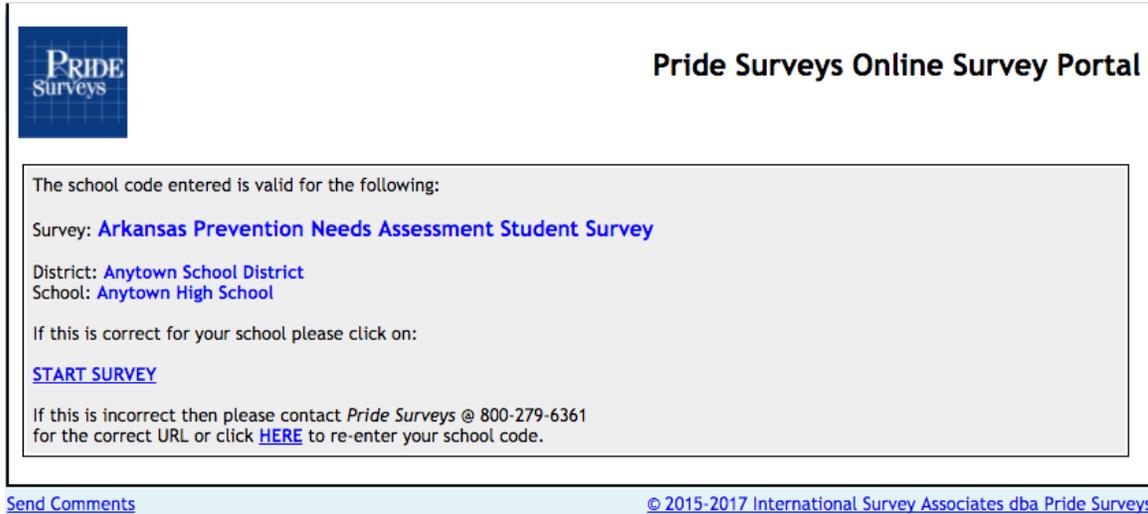
Online Survey Reports

Online Survey

Please enter the correct code for your survey and press submit.

submit

- d. After entering the school code and clicking submit, a confirmation page will be displayed on the screen. Verify that the survey name, district name and school name are all correct and then click “START SURVEY.”



The screenshot shows the 'Pride Surveys Online Survey Portal' interface. In the top left corner is the 'PRIDE Surveys' logo. The main heading is 'Pride Surveys Online Survey Portal'. A central box contains the following text: 'The school code entered is valid for the following: Survey: Arkansas Prevention Needs Assessment Student Survey District: Anytown School District School: Anytown High School'. Below this, it says 'If this is correct for your school please click on: START SURVEY'. At the bottom of the box, it says 'If this is incorrect then please contact Pride Surveys @ 800-279-6361 for the correct URL or click HERE to re-enter your school code.' Below the box, there is a 'Send Comments' link on the left and a copyright notice '© 2015-2017 International Survey Associates dba Pride Surveys' on the right.

- e. After clicking “START SURVEY”, the welcome page of the survey will be displayed on the screen. The computer is now initialized for a student to begin taking the survey.
3. Before the students begin taking the survey, the person monitoring the survey should read the following instructions to the students:
- “You are part of a prevention needs assessment school survey. This survey is confidential; meaning NO ONE will know how you answered the questionnaire. Although your participation is very important, it is, however, completely voluntary. It is also important that you be truthful in your answers.”
 - “The survey is multiple choice and includes questions about you, your family, and school. This is not a test and there are no right or wrong answers. Please answer the questions as accurately and truthfully as possible. If there is any question that you cannot or do not wish to answer, just leave that question blank.”
 - “Your survey answers are automatically uploaded directly to servers at Pride Surveys where the results for all students are combined into a single report. After the data are sent, there is no record of your answers left on any school computer. The people at Pride Surveys who produce the report do not know the identity of any student who is taking the survey.”
 - “No one is to walk around or talk during the survey (including the proctor).”
 - “To complete the survey, you must go through all the pages and click on the submit button on the final page.
 - “A thank you screen will be displayed if you have successfully submitted your survey.”
4. Again, as a reminder, the initialization process (step 2) must be performed before each group of students is admitted to the computer lab to take the survey.
5. The adult monitoring the students should always respect student privacy and should avoid the appearance of looking at the students’ answers on the computer screen. If a student asks a question about what a survey item means or how they should answer, simply respond by saying “answer the question as best you can, or if you just don’t know, you can skip that question.”

**If you experience any difficulties and need assistance,
please contact Pride Surveys at 1-800-279-6361.**