

PROTOCOL for administering the Oklahoma 21st CCLC 2018-2019 STUDENT SURVEY – Electronic Survey

Please read this entire document before administering any surveys.

Survey administrators should determine how to administer the survey in a way that maximizes the number of students taking the survey, but also minimizes the disruption to the normal program schedule. Please review the options below:

Method 1: Survey youth in a group setting – You may wish to administer surveys to as many students as possible at one time, in a computer lab setting.

- Inform activity leaders that you will be pulling select students into the computer lab to complete a short survey.
- As students enter the computer lab, ask them to take a seat at a computer and to sit quietly until you have given them directions.
- Once all students are seated at their respective computers, begin reading the directions to the survey (see Appendix A).
- When each student has completed the survey, please visit each student’s computer to make sure the survey has been submitted.

Method 2: Survey youth in an individual setting – You may wish to administer surveys to students on an individual level basis.

- Inform activity leaders that you will be pulling select students into the computer lab one by one to complete a short survey.
- As the student enters the computer lab, ask them to take a seat at the computer and to sit quietly until you have given them directions.
- Begin reading the directions to the survey (see Appendix A).
- When the student has completed the survey, please review the webpage and confirm the survey has been submitted.

Important Notes:

- Surveys should not be administered to students who have returned a “Removal from Survey” form signed by their parent/legal guardian.
- The survey should be read out loud to students in grades 4 – 8. For high school students, the administrator should read the introductory script and then allow students to read the survey items on their own. Use your best judgment for mixed age groups. **The survey is not intended for students in grades PreK – 3, so they should not be asked to participate in the survey.**
- Read the script as written. It is important that all students receive the same instructions to the survey. For grades 4 – 8, read survey items out loud slowly and clearly. Check to make sure all of the students are keeping up and that they are filling in their responses. Some students will inevitably work ahead, but try to keep everyone on the same page.
- Students should not talk to each other (or make comments about the items) as they complete the survey since this might influence the way that their peers respond (leading to inaccurate data about your program).

- During the survey, students may ask questions about words they do not understand.
 - You may:
 - Offer a word that is easier to understand or simplify the sentence.
 - If students still don't understand, just ask them to answer as best they can and remind them that they can skip the question if they want to.
- To begin, read the introductory script in Appendix A (all age groups), and then for grades 4 – 8 proceed to read the survey section directions and items as they appear on the student survey. For high school students, you do not have to read the survey out loud, but please read the introductory script.

Appendix A - Introductory Script

(Once students are seated at the computer, please read the following script. Note: The text below is slightly different than what appears on the surveys. Do not read text in italics; those are additional directions for you.)

Begin reading
out loud **HERE** →

(Read to all grades) We want to ask you some questions that will help us learn more about how to provide great programs for youth. This survey contains questions about your experiences in this afterschool program, and thoughts about yourself and things you do. This is not a test. There are no “wrong” answers.

THIS SURVEY DOES NOT HAVE YOUR NAME ON IT, SO EVERYTHING YOU WRITE IS CONFIDENTIAL, which means that no one (not me, your parents, or any other staff) will know how you answer these questions. This is your chance to tell us what this afterschool program is like for you. We need your feedback to keep making our afterschool program better for you.

You do not have to answer any of the questions if you don’t want to, and you can stop doing this survey at any time. PLEASE RAISE YOUR HAND NOW IF YOU DO NOT WANT TO COMPLETE THE SURVEY.

(If any students decide not to take the survey, that’s OK; ask them to sit quietly until others have completed the survey).

(Read to all) There are just a few instructions before we get started: This is an online survey.

- 1. To get to the survey, please open up the internet browser and type www.cypq.org/ok21cclc into the web address bar. *(If there is a white board or chalk board you may want to write out and display this web address. You may need to help the younger students get to the appropriate page or you may wish to set this page up for them).***
- 2. On this webpage, you should see a section called “2018-19 Online Evaluation Surveys.” In this section you will see three different surveys listed. Please click on Youth Survey.**

(This will take you to the Youth Survey where you will first see an introduction to the survey. Here you will begin reading the script below, depending on the age group. Students also have the capacity to select a Spanish version of the survey in the upper right-hand corner).

Select age appropriate
section to read →

(Script for grades 4 – 8) Here are a few more instructions before we get started. I will read each question and response option - please follow along on your survey and mark your answers using your mouse. If you want to change any of your answers, just click on the new answer. If you have any questions while I’m reading the survey, please raise your hand. Does anyone have a question right now about what you should do? When we are done, we will click the “Submit” button to submit your survey. Let’s get started.

(Script for High School) Here are a few more instructions before we get started. Please make sure you read each question carefully and select the response that best fits you. If you want to change any of your answers, just click on the new answer. If you have a question, please raise your hand, and I will come over to help. When you’ve completed the survey, please click the “Submit” button to submit your survey and then raise your hand. Any questions? Go ahead and get started.

*(For grades 4 – 8: At this point you will begin reading the student survey out loud, starting with the survey directions. **Read each survey item followed by the response options.** For example, on question number five, you would say, “Number 5. I am interested in what we do. Almost always true, true about half of the time, almost never true.”*

2018-19 Oklahoma 21st CCLC Youth Survey

Dear Student:

The Weikart Center is a non-profit agency that helps afterschool programs learn how to improve. In Oklahoma, we are asking students to tell us about their experiences in their afterschool programs. Your input is very valuable and will help in making decisions about how to improve afterschool programs. This survey does not contain your name so your answers cannot be linked to you and your answers will remain confidential. Please answer the questions as honestly as you can. Thank you for completing this survey!

1. Where do you attend the afterschool program?

Grant Name: *[Please tell students which grant to select]*

Site Name: *[Please tell student which site to select]*

When you think about your experiences in this afterschool program, how true are the following statements for you?

| | Almost never true | True less than half the time | True about half of the time | True more than half the time | Almost always true |
|---|-----------------------|------------------------------|-----------------------------|------------------------------|-----------------------|
| 2. I am interested in what we do. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. The activities are important to me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. I try to do things I have never done before. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. I am challenged in a good way. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. I am using my skills. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. I really have to concentrate to complete the activities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. I feel like I belong at this program. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. I feel like I matter at this program. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. I get my homework done when I come to the afterschool program. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. The staff here understand my homework and can help me when I get stuck. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. I learn things in the afterschool program that help me in school. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

For the past school year, how true are the following statements for you?

| | Almost never true | True less than half the time | True about half of the time | True more than half the time | Almost always true |
|---|-----------------------|------------------------------|-----------------------------|------------------------------|-----------------------|
| 13. I work well with other kids. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. I can make friends with other kids. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. I can talk with people I don't know. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. I can tell other kids that they are doing something I don't like. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 17. I can tell a funny story to a group of friends. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 18. I can stay friends with other kids. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 19. I can tell other kids what I think, even if they disagree with me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 20. I follow the rules in my classroom. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 21. I work well by myself. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 22. I am careful and neat with my work. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 23. I make good use of my time at school. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 24. I finish my work on time. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 25. I keep track of my things at school. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 26. I am interested in reading/English. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 27. I am good at reading/English. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 28. I expect to do well in reading/English this year. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 29. I would be good at learning something new in reading/English. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 30. I am interested in math. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 31. I am good at math. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 32. I expect to do well in math this year. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 33. I would be good at learning something new in math. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 34. I am interested in science. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 35. I would be good at learning something new in science. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 36. I am interested in technology (computers, robotics, internet design). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 37. I would be good at learning something new in technology. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

38. How old are you?

- 8 or younger
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18 or older

39. What grade are you in?

- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

40. What is your gender?

- Female
- Male
- My gender is not listed here. My gender is (please type in the box).

41. What is your race/ethnicity? (Select all that apply)

- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino(a)
- Middle Eastern/North African
- Native American
- White/Caucasian
- My race/ethnicity is not listed. My race/ethnicity is (please type in the box).
