

# ONLINE SURVEY TASK LIST

## Recommended Timeline

1. Preparation and Coordination: Week 1 & 2 – Ex. Thurs, Oct 25
2. Presentation and Distribution of Invitation Letter: Week 3 – Ex. Thurs, Nov 8
3. Initial Due Date for Family Survey: Week 4 – Ex. Thurs, Nov 15
4. Extended Due Date for Family Survey (Note: HEAL only needs 2 full days after closing the online survey) – Week 5 – Ex. Mon, Nov 19
5. Preparation for Youth Survey – Week 5 – Ex. Tues, Nov 20 – Wed, Nov 21
6. Pick up Assent Forms & Tablets (if needed) from HEAL – Week 5 – Ex. Thurs, Nov 22
7. Complete Youth Survey with Students – Week 5 – Ex. Fri, Nov 23
8. Receive Volunteer List & Results in PowerPoint from HEAL – Week 7 – Ex. Fri, Dec 7

## Preparation for Survey Process (Week 1&2)

1. Contact HEAL ([playeveryday@uwo.ca](mailto:playeveryday@uwo.ca)) to confirm potential dates for (1) Presentation and Distribution of Invitation Letter, (2) Due Date, and (3) Youth Survey Date.
2. Collect the following information from the Principal: [School Profile & Online Class Breakdown](#); school logo; principal signature; and principal contact information.
3. Personalize and forward both the **Teacher Newsletter** and **Parent Newsletter** to school for distribution. Newsletters will explain the project and highlight important dates (i.e. return date and student surveys).
4. Customize and share the **social media content** with the school principal that can be shared throughout the recruitment period.
5. **If this is a follow-up data collection**, please contact HEAL for details about the extra questions that need to be added to the survey.

## Presentations & Distribution of Invitation Letter (Week 3)

1. **Pick Up Invitation Letter.** Arrange with HEAL to pick up the invitation letters for your school.
2. **STP Video.** Ask principal to coordinate with school to have STP Video shown to grades 4 to 8 classrooms the day of survey distribution (<http://activesaferoutes.ca/video>). If a school does not have the ability to play the video, then refer to the [script](#).
3. **Grades FDK to 3.** You can visit classrooms to distribute letters to teachers directly or leave packages in mailboxes.
4. **Grades 4 to 8.** Ensure you visit classrooms to give students a chance to ask questions after they see the video (3-5 minutes).
5. **Paper Copies.** In the event electronic survey completion may be difficult, please contact HEAL about receiving paper copies that can be left in the main office for parents. Complete paper surveys will need to be picked up from the school and delivered to HEAL at the survey deadline to allow them to enter the data and identify students who have parental consent for the Youth Survey.

*NOTE: There may also be some classes that haven't shown the video, therefore be prepared with script as a backup.*

## Preparation for Youth Surveys (Week 5)

1. HEAL will prepare a Class List and Student Assent Forms with ID Number, student names, and teacher names listed directly from the online consent form.
2. Please arrange a time with HEAL to pick up the class list and student assent forms prior to survey day.
3. Make sure you have pencils (available from the health units or HEAL) for each student that has consent.
4. The Youth Survey can be done online or on paper. Ideally, all surveys are done online to expedite the data analysis process and save cost of paper to the committee. You have two options for online surveys:
  - a. Arrange with the school to have a class set of tablets connected to the school Wi-Fi system or a computer lab that can be used to complete the survey. HEAL will provide you with a link to the survey.
  - b. You may borrow a set of tablets from the HEAL to complete the survey. HEAL will setup the tablets so they do not require internet connectivity. See HEAL [Tablet Guide](#) for how this works.

## Complete Youth Surveys (Week 5)

1. You will need a room (e.g., Library, Activity Room) for students who have parental consent to fill out the youth survey.
2. 3-4 volunteers are recommended to help with the survey completion.
3. Arrive at the school 30-40 minutes early, to find the room and set up the tablets/computers for students to complete the survey. To set up the tablets/computers you must:
  - a. Open **Qualtrics Youth Survey** for your school on the device that you will be using. If you are using school devices, you will be clicking a link in a browser. If you are using HEAL Tablets, see [Tablet Guide](#).
  - b. The first page of the survey is “for office use only”, which requires you to input a child’s ID Number and Initials, which will be found on the **Assent Form** and **Class List**. This information is important, as it allows us to connect parent and youth surveys together.
4. Bring groups of students to the room to complete the survey. You may want to inform the principal what students will be completing the survey at what time, as you may not be able to fit the entire group of students in the room at the same time. Estimate 30 minutes per group.
5. Review the **Assent Form** with the students and have them sign it with their pencil. If a student does not want to participate, they do not have to.
6. Have students complete **Youth Survey** on the device provided.
7. Ensure the survey has been submitted before letting the students leave. If a student accidentally exits the survey early, you can have them restart the survey from the point they ended and HEAL can merge the files later.
8. Once surveys are complete, arrange to transfer the Assent Forms (and tablets, if applicable) back to the HEAL at Western University as soon as possible.

## Next Steps

1. Continue to recruit members for STP committee.
2. Make arrangements for **Traffic Counts & Observations** and **Walkabout** (see STP manual for Details how to plan).
3. Present results of Surveys, Traffic Counts and Observations, and Walkabout to STP committee.