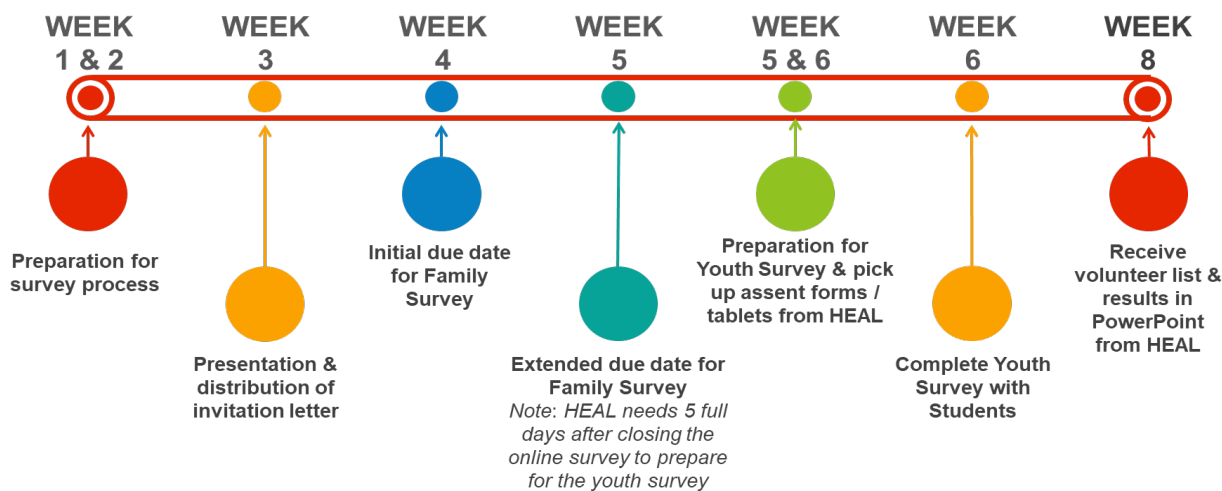


## Phase 2.1: Family & Youth Surveys Task List

The following tasks are recommended for a full-fledged School Travel Planning (STP) program; however, it is understood that not all schools will have the ability to complete all tasks. Mandatory tasks are coloured dark blue ■ while optional tasks are coloured light blue □. Each task is listed in chronological order.

Note: If you are not comfortable running any step on the Family & Youth Survey Task List, please contact HEAL ([playeveryday@uwo.ca](mailto:playeveryday@uwo.ca)) for assistance.

### Recommended Timeline



<i>Tasks</i>	<i>Person(s) Responsible</i>
<b>Week 1 &amp; 2: Preparation</b>	
HEAL will set up your school's family and youth surveys. HEAL will provide: <ul style="list-style-type: none"> <li>• <b>Letter of Invitation;</b></li> <li>• Family Survey Electronic Links; and</li> <li>• <b>Social Media Promotions.</b></li> </ul>	
Work with STP Team to confirm due date for Family Survey with HEAL	

	<ul style="list-style-type: none"> <li>It is recommended that a minimum of 2 weeks be provided for the completion of the Family Survey</li> <li>HEAL will use the <b>school profile</b>, school logo, <b>class breakdown</b>, and Family Survey due date to create the Family Survey Invitation Letter</li> </ul>	
	<p>Customize and distribute the <b>Teacher Introduction Letter</b></p> <ul style="list-style-type: none"> <li>Letters explain the project and highlight important dates (i.e. return date and student surveys)</li> </ul>	
<b><i>Week 3: Presentations &amp; Distribution of Invitation Letter</i></b>		
	<p>Pick up the printed Family Survey Invitation Letter from HEAL</p> <ul style="list-style-type: none"> <li>Arrange with HEAL to determine time and date of pick up</li> </ul>	
	<p>Visit classrooms to distribute the Family Survey Invitation Letter</p> <ul style="list-style-type: none"> <li>GRADES FDK to 3: Visit classrooms to distribute Family Survey Invitation Letters to teachers directly or leave packages in mailboxes</li> <li>GRADE 4 to 8: Coordinate with the school to have the STP video shown to students by the teachers before the distribution of the Family Survey Invitation Letters (<a href="http://activesaferoutes.ca/video">http://activesaferoutes.ca/video</a>) <ul style="list-style-type: none"> <li>If the video cannot be shown at the school, <b>classroom presentation script</b> and <b>PowerPoint Presentation</b> to conduct classroom presentations for handing out of Gr 4-8 Family Surveys</li> <li>Provide an opportunity of student to ask questions about active school travel at their school and the STP project</li> <li>Hand out the Family Survey Invitation Letters to the students or the class teacher</li> </ul> </li> </ul>	
<b><i>Week 3 &amp; 4: Family Survey is Open</i></b>		
	<p>The Family Survey electronic link is now live and can be used to complete the survey at your school</p>	

	<p>Promote surveys to families using Family Survey example promotion messaging via school newsletter (print or electronic), website, social media, and/or at school events</p> <ul style="list-style-type: none"> <li>• Include the link from the <b>Family Survey Invitation Letter</b> for easy access</li> </ul>	
	<p>Provide internet connected tablets/computers for families to complete the Family survey at school events (e.g. parent night, concerts, school council) to increase participation</p> <ul style="list-style-type: none"> <li>• Some families may not have the technology to complete the online survey at home</li> <li>• Tablets can be borrowed from HEAL as needed</li> </ul>	
	<p>Provide paper copies of the Family Survey for families to complete</p> <ul style="list-style-type: none"> <li>• Contact HEAL, about receiving paper copies of Family Survey can be left in the main office for parents</li> <li>• Completed paper Family Survey will need to be delivered personally to HEAL by the survey due date to allow them to enter the data manually. <i>Note: Using paper copies will delay the timeline</i></li> </ul>	
	<p>Send families a reminder of the deadline partway through the survey time period using <b>Family Survey example promotion messaging</b></p>	
	<p>Suggest that school offer an incentive to have families complete and submit the Family Survey</p>	
<b>Week 5 &amp; 6: Preparation for Youth Surveys</b>		
	<p>Arrange a time with HEAL to pick up the completed class list (list of students who have consent to complete the Youth Survey) and Student Assent Forms (i.e. consent form for children) prior to the Youth Survey date</p>	

	Book a room (e.g. Library, Activity Room) with the school for students to complete the Youth Survey	
	Arrange a time with HEAL to pick up tablets prior to the Youth Survey date	
	<p>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 Youth Survey. HEAL will provide a link to the youth survey</p> <p>OR</p> <p>Use a set of tablets, borrowed from HEAL, to complete the Youth Survey. HEAL will setup the tablets so they do not require Wi-Fi</p>	
	<p>Identify volunteers to help students with the Youth Survey.</p> <p>You will need a minimum of 2 volunteers who need to register as a volunteer with the school. Consider finding additional volunteers if you have more than 15 students taking youth survey (i.e., 1 volunteer per 5-10 additional students)</p>	
	Have the Principal notify the grade 4 to 8 teachers of the date, time, and location of the youth Survey	
	Consider a second date to conduct the youth survey for students who were absent on the scheduled day.	
	<p><i>IMPORTANT:</i> If youth survey is not completed; make sure students are engaged with STP ie. Provide a lesson plan or activity for teachers related to ASRTS.</p> <p><b>Use curriculum connections document to connect STP to Ontario Curriculum</b></p>	
<b><i>Week 6: Complete Youth Surveys</i></b>		

**IMPORTANT:** If there are any technical difficulties or you have any questions, please contact HEAL at 519-661-2111 ext. 80963.

There are two methods of completing youth surveys:

- **Option 1:** On school computers;
- **Option 2:** On HEAL tablets.

Note: Students may choose to withdraw from the survey at any time for any reason.

## Option 1: Youth Survey on School Computers

### Setup Survey

1. Open any internet browser and go to the **Youth Survey Link** provided by HEAL.
2. Place each student assent form and pencil at a computer station.
3. Enter the student's ID in the box labelled "Subject ID" (found on the top corner of the Assent Form). *Note:* All 0s in the student ID are zeros. No letter O's are used.
4. Enter the student's initials (from the assent form) in the box labelled "Child Initials".
5. Click on the purple arrow.



Western Social Science


FOR OFFICE USE:

Subject ID:

Child Initials

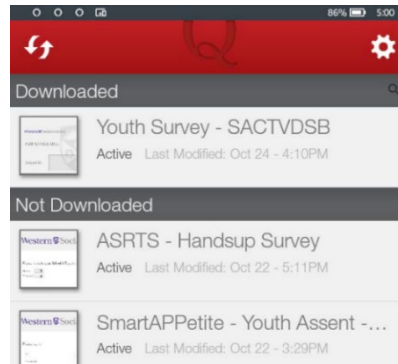
### Conduct Youth Survey with Students

6. Bring groups of students to the room to complete the survey.
  - If there are more students than devices, bring students down in groups.

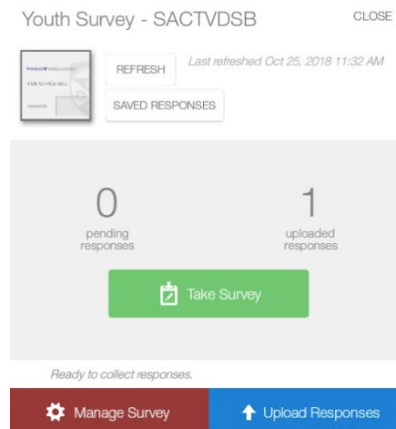
<ul style="list-style-type: none"> <li>○ Estimate 30 minutes per group to complete the survey.</li> <li>○ At least 1 adult must be in the room looking after equipment &amp; ready for students. Avoid being 1 on 1 with students and do not leave students alone.</li> </ul> <ol style="list-style-type: none"> <li>7. Ask students to find the assent form with their name on it and sit at the corresponding workstation.</li> <li>8. Review the assent form with students and ask them to check the “agree to participate” box, sign (or print) their name, and date it.</li> <li>9. Ask students to complete the youth survey on their own. If students have any questions, ask them to raise their hands. Note: Students do not have to complete the youth survey if they do not want to.</li> </ol> <p>After Student Completed the Youth Survey</p> <ol style="list-style-type: none"> <li>10. Collect the student assent form from the student. Students keep their pencils.</li> <li>11. If a student has not completed the survey but has decided to finish, click the purple right arrow through to the end of the survey.</li> <li>12. If a different student will be using the device to complete a youth survey, refresh the internet browser and repeat steps 1-7. OR If you are done with the survey, close the internet browser and log off from the computer.</li> <li>13. Arrange to bring the assent forms back to HEAL as soon as possible</li> </ol>	
<p>Option 2: Youth Survey on HEAL Tablets</p> <p>Setup Survey</p> <ol style="list-style-type: none"> <li>1. Open the Qualtrics Offline Survey app on the tablet.</li> </ol>	 <p>The image shows a tablet home screen with a search bar at the top. Below the search bar are navigation options: Home, Books, Video, Games, and LIBRARY. At the bottom, there is a dock with icons for Chrome, Settings, Folder 1, Offline... (highlighted with a red box), and Music.</p>

2. Click on the downloaded YOUTH SURVEY for your school. For example, “Youth Survey – SACTVDSB”.

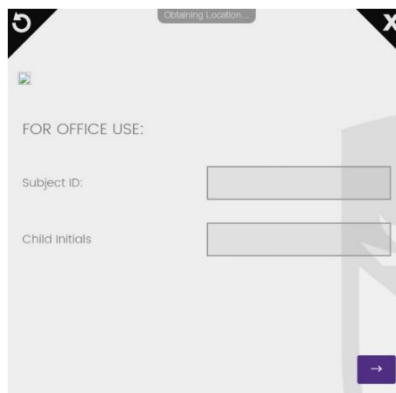
*Note: when opening the app, a dialogue box may appear regarding location services. Please ignore it – location is not collected on the survey.*



3. Click on the green button labelled “Take Survey”.



4. Enter the student's ID in the box labelled "Subject ID" (found on the Assent Form and Class List). *Note: all 0s in the student ID are zeros. No letter O's are used.*
5. Enter the student's initials in the box labelled "Child Initials".
6. Click on the purple arrow.
7. Place the tablet, corresponding assent form, and ASRTS pencil together at a workstation.



## Conduct Youth Survey with Students

8. Bring groups of students to the room to complete the survey.
  - If there are more students than devices, bring students down in groups.
  - Estimate 30 minutes per group to complete the survey.
  - At least 1 adult must be in the room looking after equipment & ready for students. Avoid being 1 on 1 with students and do not leave students alone.
9. Ask students to find the assent form with their name on it and sit at the corresponding workstation.
10. Review the assent form with students and ask them to check the "agree to participate" box, sign (or print) their name, and date it.
11. Ask students to complete the youth survey on their own. If students have any questions, ask them to raise their hands. *Note: Students do not have to complete the youth survey if they do not want to.*



## After Student Completed the Youth Survey

12. Collect the student assent form from the student.  
Students keep their pencils.
13. If a student has not completed the survey but has decided to finish, click the purple right arrow through to the end of the survey.
14. If a different student will be using the device to complete a youth survey, refresh the internet browser and repeat steps 1-7. OR If you are done with the survey, close the "X" in the top right corner and exit the app.
15. Arrange to bring the assent forms and tablets back to HEAL as soon as possible