

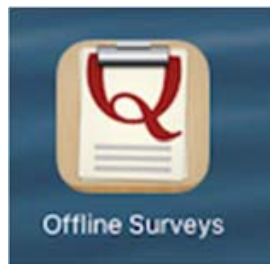
GUIDANCE FOR CAPP COMPONENT 2 PRE-POST SURVEY ADMINISTRATION

ON SITE, BEFORE DISTRIBUTING TABLETS

1. Power on and unlock each device – one for each participant.

Kindle Fire: Hold down the power button (top of device, towards the right) to turn the tablet on. Swipe up on the screen to unlock.

2. Launch the Qualtrics app “Offline Surveys” by clicking on the icon with the large red Q.



3. Select the appropriate survey (Component 2) from the list. (For Component 2, use the same survey for both pre and post surveys.)
4. Click the green button labeled “Take Survey.”
If it pops up, select “Do NOT enable location services.” (This may pop up on some devices but not on others.)
5. **We recommend that educators** take an additional step before handing the tablets out to the youth participants: **enter the unique PID (participant ID).**
 - We will compare individual responses on the pre survey to individual responses on the post survey. In order to do this, each youth participant must be assigned a UNIQUE participant ID.

Alternatively, unique PIDs can be distributed to youth participants and they can enter this information into the surveys. Whatever approach, it is crucial to make sure the PID is always a unique number.

6. **Informed Consent:** Let youth program participants know why you are asking them to complete this survey. Be sure to verbally state this information (see sample script below), and check to see if anyone has questions.

“We want to learn more about how well this program works, and that means we need to ask you, the experts, about how your thoughts and opinions may have changed from the beginning to the end of this program.

I’ll ask you to take a short survey now and again on the last day of the program. We want to learn how your thoughts and behaviors may be different at the end of the program. Both surveys will take just a few minutes.

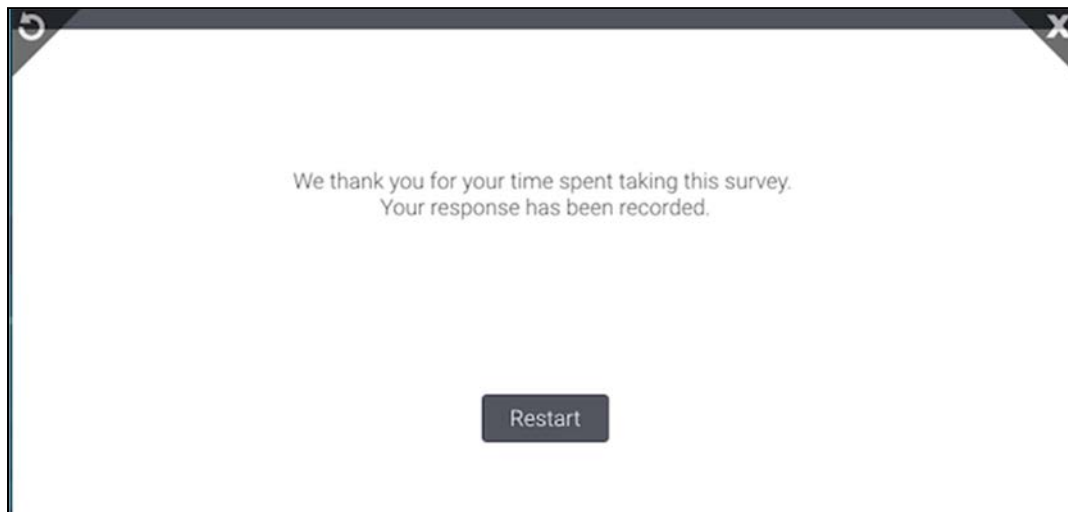
Both surveys are ANONYMOUS. That means your name DOES NOT go on the surveys and we will NEVER be able to link your answers to YOU. I will not know which answers are yours, and your teacher/program leader and parents will NEVER see your responses. Your answers will be combined with those from other young people.

Both surveys are VOLUNTARY. While we hope you will finish both of them, you do not have to participate. You can skip any question you do not want to answer.

The information you tell us will be used to help make this program better in the future.”

AFTER DISTRIBUTING THE TABLETS

7. Read the directions for completing the survey aloud.
8. Participants complete the survey.
Facilitate participants completing and returning the survey in ways that ensure their responses remain anonymous.
 - Consider setting the space up like a testing environment: chairs/desks should be spaced appropriately.
 - If you circulate around the room, be sure to avoid walking between seats as much as possible – give participants space to honestly answer the survey, away from even your eyes.
 - When answering a question from an individual participant, be sure to walk away before he/she records a response.
 - Ensure participants reach the final screen of the survey before handing in the tablet, even if some questions were skipped.



Use the same process when administering post surveys.