



Technical Guidance for the NJ Middle School Survey

Logistics

We understand that students may arrive late to class. Depending on how late they are, you may still be able to include them in the administration.

- First, confirm if their parents have **not opted them out** of the survey
- Students who arrive with **more than 30 minutes** remaining in the period can read through the assent form, complete it, and take the survey
- Students who arrive with **less than 30 minutes** remaining in the period will not be able to take the survey unless special arrangements are made for them to complete it later that day

Additionally, if a student with parent permission says “no” on the assent form, but later decides they do wish to participate with more than 30 minutes remaining in the period, please have the student re-complete the assent form with their updated choice.

In the case of a safety drill, please ask students to click “Exit Survey” at the top right to submit. After the drill, contact CREEHS at middleschoolsurvey@montclair.edu.

Technical Difficulties

We understand that any number of technical difficulties may occur during the survey administration. Please see below for instructions on how to address specific technical difficulties.

A student cannot access the survey using the school code

Please double-check that the student has entered the code correctly with no additional spaces or incorrect capitalization. If the code continues not to work, please contact CREEHS at middleschoolsurvey@montclair.edu or 973-655-4592.

A student's WiFi stops working during the survey

The survey will save answers only after the student clicks the arrow to move to the next page. If a student loses connection before clicking the next page arrow, any answers on that page will be lost. Direct them to refresh the page, then re-enter any answers that were not saved and continue with the survey.

A student closes out of the tab or browser, or their computer dies during the survey

Before survey administration, remind students to check their computer charge. If the computer dies during the survey, first find an alternative computer for them to use. If the student closes the tab or browser, they will need to complete the student assent form again to obtain the link to the survey. If more than 30 minutes remain, direct them to complete the assent form again, then click on the link to re-enter the survey.

A student clicks an answer on a question, but later decides they do not want to answer it

If the student has not left the current page, direct them to refresh the page, then re-enter unsaved answers and skip the question they want.



Accessibility

A student wants to listen to a question or answer option again in Read Aloud

Students will need to have the free Chrome extension “Read Aloud” installed on their computers.

When students are on the survey page, instruct them to press Control + A on their keyboard. This will highlight all the text on the page. Next, they can click on the extension icon at the top right corner of their browser, then choose Read Aloud. A pop-up box will appear showing the survey text.

When they press play, the tool will begin reading all instructions and questions on the page. They can control which question is being read by using the panel at the top of the pop-up box: they can pause or play, go backward or forward, and choose a specific part they want to listen to again.