



Minnesota Student Survey Tip Sheet: Remote Survey Administration

The Minnesota Student Survey (MSS) is the primary source of comprehensive data on young people at the state, county, and local level in Minnesota and is the only consistent source of statewide data on the health and well-being of youth. It provides valuable information about issues vital to the health, safety, and academic success of young people. The survey is voluntary, confidential, and anonymous on the part of students.

Tips for administering the MSS to online learners

- **Provide your contact information to students** so they can reach you privately with any questions or concerns.
- Students should be in a **private and distraction-free environment** while completing the survey, ideally the same area they use for schoolwork or homework.
- Remind students that **no one else should be looking at their screen while taking the survey**.

Option A: Synchronous group administration

- **Set aside time for a group or class to do it together.** This most closely mimics in-person scenarios and allows for easy instruction.
 - Have the survey link and instructions ready to go in advance.
 - Provide an alternative activity for students who are not participating in the survey.
 - Provide students instruction on what to do when they've completed the survey, such as reading a book, working on homework, etc.

Option B: Asynchronous individual administration

- **Students are provided with instructions to complete the survey within a certain period of time.** This is more flexible and may be better for learners who are not online at the same time. Before beginning the survey, the instructions must be read to the student or delivered via a recording.
- Confirm with your on-site coordinator when the survey is open for your school and let students know those hours. The survey is only open 7:30 am-4 pm unless the school asked for an exception. Provide them with a deadline when the survey must be completed.

Resources

Help for students who have a heightened response to some survey questions

- **Know what school resources may be available.** This may be a guidance counselor, school social worker, school nurse, or other adult the student has a close relationship with.

- **Refer to the student resource sheet.** Share this sheet with students as needed. [Minnesota Student Survey](#)
- **Refer to the trauma-informed tip sheet.** [Minnesota Student Survey Tip Sheet Trauma Informed Administration](#)