Proctor User Guide for Online Administration
PAYS 2011

Technical Tips prior to Set Up:

- You must have current Web Browser version (Internet Explorer, Netscape, Safari, etc.)
- Check to make sure your internet text size is set to *Medium*.
- PLEASE practice survey setup **on a computer the students will use** PRIOR to bringing students in for surveying.
- **PLEASE TAKE A SURVEY TO ENSURE PROPER RESULTS SUBMISSION!** Load a survey, skip through each page of questions by selecting "Next" on each page, then select the SUBMIT YOUR ANSWERS button. You should receive a "Thank You For Participating" page containing the PCCD Logo at this point. **If you do not receive this completion page, please call our offices at 866.714.8080**
- DO NOT USE ANY SHORTCUTS OR BOOKMARKS OTHER THAN THOSE AUTHORIZED IN THE INSTRUCTIONS! You can bookmark the Login Page only. However, you must enter the login and password each time you return to the bookmark. If you are surveying one group right after another, please use the shortcut detailed below.
- We cannot guarantee the accuracy of your data unless these instructions are accurately followed.

To Set Up A Survey:

Access the Internet and log onto the SmartTrack™ website at www.thesmarttrack.com.

1. Select *Member Login*.
2. Type in your school's specific User Name and Password.
   *******Please use LOGIN INFORMATION provided by your Administrator.**
   Click *Submit*.
3. Check the Site Name and Remaining Balance, and then click *Setup Survey*.
4. Check your appropriate Survey Type under Surveys (please confirm *with Family* or *without Family*.)
5. Select *English*.
6. Click *Setup Survey* in the red oval bar.
7. Stop. This is the Stop Sign screen and the Set Up Process is complete.* Bring students in and read the Proctor Script (suggested Proctor Script available on the Home Page under Client Toolkit.)

**There is a limit of 2 hours from this set up point (Stop Sign screen) to the student submitting the survey. If more than two hours expires, the Internet connection will be lost and the data will not be retained.*

To Exit or Set Up Another Survey:

Once a student has either submitted or discarded the survey, the PCCD logo will appear. This is an indication that the student is finished. Double-click on the logo and you will have the following two options:

(1) **Click *OK* to set up another survey. (authorized shortcut)** This will set up another survey exactly like the one you just set up. It will take you directly to the Stop Sign screen indicating that a new survey has been setup for the next student. Please remember the 2 hour time limit.

(2) **Click *Cancel* to Exit.** This will return you to the Home page where you can exit the program.

Proctor Notes:

- Students and teachers are not to walk around or talk during the survey.
- There are no sexual activity questions on this survey.
- If a student has a question, instruct the student to select the *Hide/Unhide* button (their responses will be hidden). The student can then be assisted without revealing their answers. Selecting the *Hide/Unhide* button again will make the responses reappear.
- Students may skip a question if they are not comfortable answering it.
- This is not a knowledge or vocabulary test. Proctors can assist students if they have a question. If a student has a question regarding a drug, a good response is, "answer to the best of your ability."

If you have any questions regarding this process, please call the SmartTrack™ Hotline at 866.714.8080 (8 am – 4 pm CST).