



MIDDLE YEARS DEVELOPMENT INSTRUMENT (MDI) SURVEY ADMINISTRATION GUIDE 2016

Electronic MDI website: <https://mdi.ubc.ca/>

Important Dates

Parent Letters sent home (4 weeks prior to survey administration)	early October
Survey administration in schools	Nov. 1 – Dec. 2, 2016

Contacts

District contact

MDI Team mdi@help.ubc.ca | 604 827-5504 | 1-888-908-4050

The **Middle Years Development Instrument (MDI)** is a population survey that students complete in Grade 4 and Grade 7. The MDI is the first survey of its kind in Canada that gathers information about the lives of children inside and outside of school, from their own perspective. The results are used by schools and communities to understand how to improve supports and services for children.

If you choose to take part in this project, we ask that you pay careful attention to all the steps that need to be followed for the administration of the MDI to your students. Your efforts are critical in ensuring that the information we collect about students is valid and reliable. Please familiarize yourself with these administration instructions before implementing the survey in your school. The Human Early Learning Partnership at UBC is administering this project.

- For more detailed information regarding the survey, visit our website: <http://earlylearning.ubc.ca/mdi/>
- For more information and resources for implementing the MDI at the school and district level, please visit: <http://blogs.ubc.ca/mdiadmin>



CHECKLIST

GENERAL PREPARATION (PRIOR TO DAY OF ADMINISTRATION) (page 4-8)

- Familiarize yourself with the Survey Administration Guide
- Login to the e-MDI website www.mdi.ubc.ca to:
 - Review your class list and add or remove students
 - Preview the survey
 - Print student passwords
- Book computer lab/set of mobile computers (tablets) for 1-2 class periods
- Inform the school counsellor of the survey

ON THE DAY OF SURVEY ADMINISTRATION (page 9-11)

- Login to the e-MDI website www.mdi.ubc.ca to **unlock** the survey so students can log in
- Prepare your computer lab or class set of laptops/tablets. Open browser to www.mdi.ubc.ca (Firefox, Chrome and Safari are preferred browsers)
- Make headphones available for voiceover users
- Provide work for students who are not participating
- Plan to take about 15 minutes to get students logged on, this should not be included in the time to complete the survey
- Distribute student passwords and instruct students to visit www.mdi.ubc.ca and log on
- Read the Instructions and Demographics questions and sample questions **aloud** from the *Instructional Survey* (pages 7-8) or from “Preview Survey”
- Follow along with the survey online through the “Preview Survey” button (optional)
- Note that students can withdraw at any time if they choose
- Collect passwords after the session and lock the survey (you can unlock and redistribute the passwords again if the survey is administered over two sessions)

AFTER SURVEY ADMINISTRATION (page 12)

- Check your district email to follow up with students who requested assistance
- Complete the survey administrator feedback form (optional)

<https://survey.ubc.ca/s/feedbackMDI2016/>

FOR ASSISTANCE CONTACT:
 The MDI Team
 Human Early Learning Partnership
mdi@help.ubc.ca | 604-827-5504
 1-888-908-4050

Note for Survey Administrators

The MDI provides us with a vehicle to hear our children's voices. You, as the survey administrator, are key to ensuring the success of the project. Your role in understanding the data collection process and in guiding your students carefully through the survey completion process is critical. We would like to take this time to say thank you for your interest and participation.

What is your role in this MDI project?

If you choose to take part in this important project, your efforts are critical to ensuring that the information we collect about your students is valid and reliable. When administering the MDI with your students we ask that you pay careful attention to all necessary steps in the process.

You do NOT fill out the survey yourself; however, we ask that you read parts of the survey out loud to your students. The MDI takes about one to two classroom periods to complete. You can choose when to administer the survey during the month of November, over one or more sessions. You can choose to take more than one break and choose when to resume the survey.

This manual is designed as an aid to guide you through the survey administration process. It should be used alongside the *Instructional Survey*. For further information or assistance please visit:

<http://blogs.ubc.ca/mdiadmin>

The MDI Survey includes multiple components:

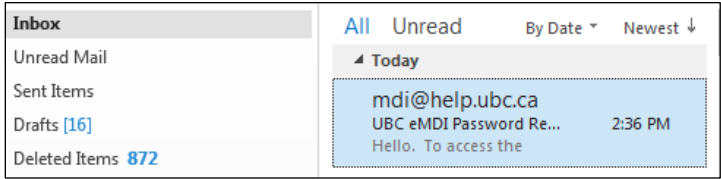
- Welcome/Assent script (to be read aloud)
- Demographic and sample questions (to be read aloud)
- Questions covering five domains
- An option at the end of the survey for students to request help from their teacher and principal regarding a school or life problem they are experiencing

General Preparation (before administering the MDI)

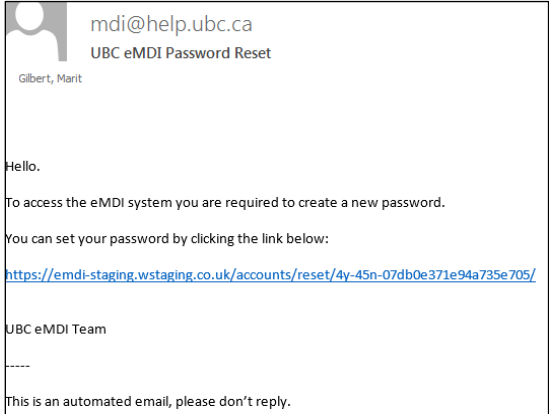
Step 1 Check your school district email

You will receive an email from “HELP MDI” with a link that you can follow to create your own password and log on to the e-MDI. Your username will be your school district email address.

TIP: If your school district email address isn’t working, check if you have any “alias” email addresses through the school district that may work instead (e.g., t.teacher@sd99.bc.ca and ted.teacher@sd99.bc.ca)

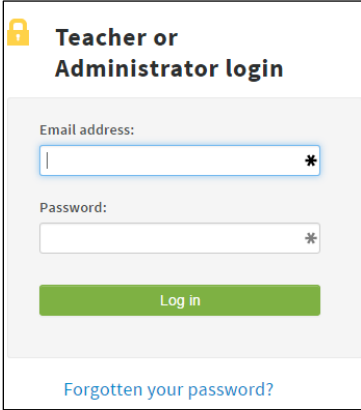
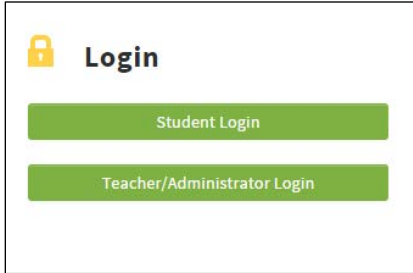


Didn’t receive an email with a link to create your password? Contact the MDI Coordinator at mdi@help.ubc.ca.



Step 2 Login to the e-MDI

Visit www.mdi.ubc.ca and click the Teacher/Administrator Login button. Please log in using your school district email address as your username and the password that you created in Step 1.



Click the “[Forgotten your password?](#)” link to send yourself an email with a link to create a new password.

Step 3 Review your class list

Review your class list and add any students who are missing from the list, but have been part of your class for more than 30 days (and had a parent/guardian information letter sent home). Remove any students who are not in your class anymore, or who have withdrawn from the study. Please track parent withdrawal forms to identify those students who have withdrawn.

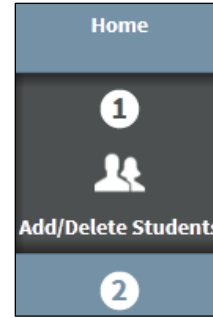
Select the “Add/Delete Students” button on the sidebar to:

Review your class list

Add students to your class list

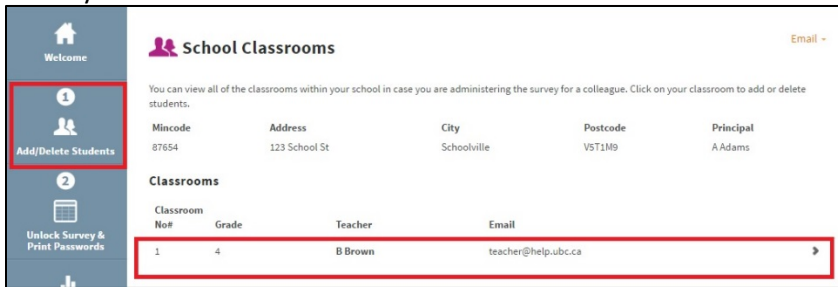


Delete students from your class list

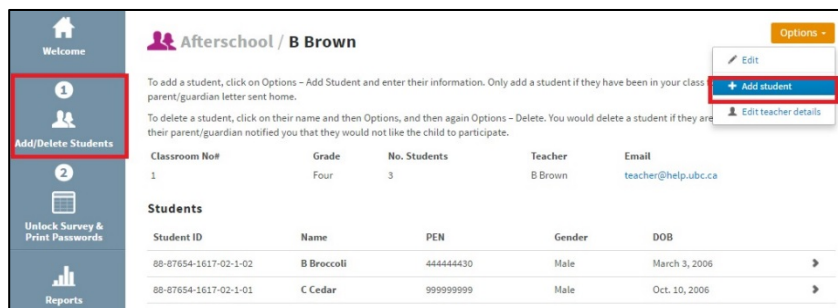


To add a student....

1. Select your Classroom



2. Select “Options” -> “Add Student”



- 3. Add student’s PEN number, name, birth date, gender and home postal code. Complete Aboriginal Status, Special Needs, English Language Learner, English as a Second Dialect, and French Immersion fields if known.

Enter birth date as:
(M/D/YYYY)

To delete a student...

- 1. Select the student you would like to delete.

Classroom No#	Grade	No. Students	Teacher	Email
1	Four	10	Ted Teacher	teacher@help.ubc.ca

Student ID	Name	PEN	Gender	DOB
99-12345-15-02-1-05	Andy Apple	999999999	Female	Sept. 17, 2006

- 2. Select “Options” → “Edit”

Options ▾
Edit

- 3. Select “Options” → “Delete”

Options ▾
Delete

Student PEN: 999999999

Student ID: 99-12345-15-02-1-05

First Name: Andy

Last Name: Apple

- 4. Select the reason for withdrawal from the drop down menu

Delete student

Warning Deleting a student is permanent. Once deleted the student or their survey data cannot be recovered.

Withdrawal Reason:

Parent withdrew the student	▼
Parent withdrew the student	
Student is not in my class anymore	
Student withdrew	
Student is absent at the time of the survey	
Other (add details below)	

Step 4 Print Passwords

You can print off the page with your student usernames and passwords ahead of time. Cut the page into strips to distribute to students when you are ready to start the MDI survey. If you are administering the survey over more than one session, please **collect the student passwords to redistribute at the next session.**

- 1. Select “Unlock Survey & Print Passwords” on the side bar. Choose your grade.

Welcome

1 Add/Delete Students

2 Unlock Survey & Print Passwords

Surveys

To unlock the survey for your class, click the survey in the list below. You can also view the details of the survey and see how students are progressing.

Name	
Grade 4 MDI Survey 2016-17	➤
Grade 7 MDI Survey 2016-17	➤
Grade 4 MDI Survey 2015-16	➤
Grade 7 MDI Survey 2015-16	➤

- 2. Select your classroom

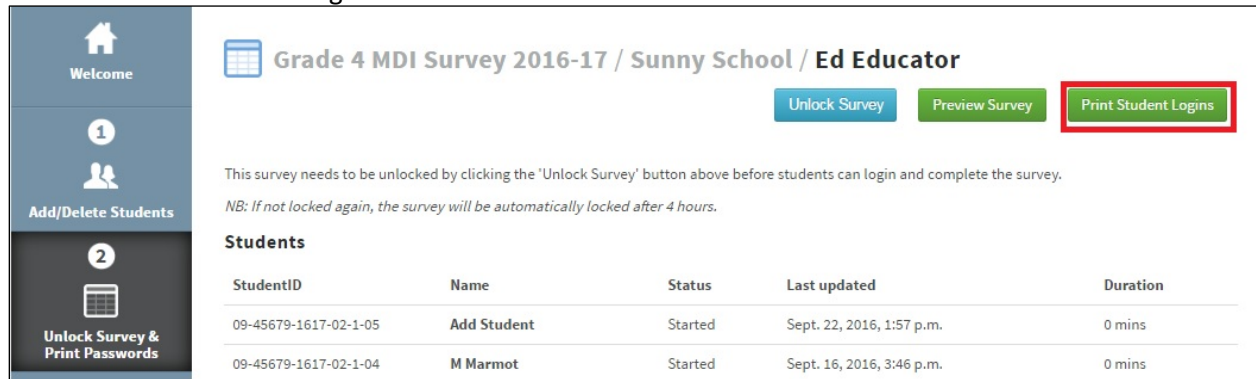
Grade 4 MDI Survey 2016-17 / Sunny School

Click on your classroom.

Classrooms

No. #	Teacher	
1	Ed Educator	➤

3. Select “Print Student Logins”



Welcome

Grade 4 MDI Survey 2016-17 / Sunny School / Ed Educator

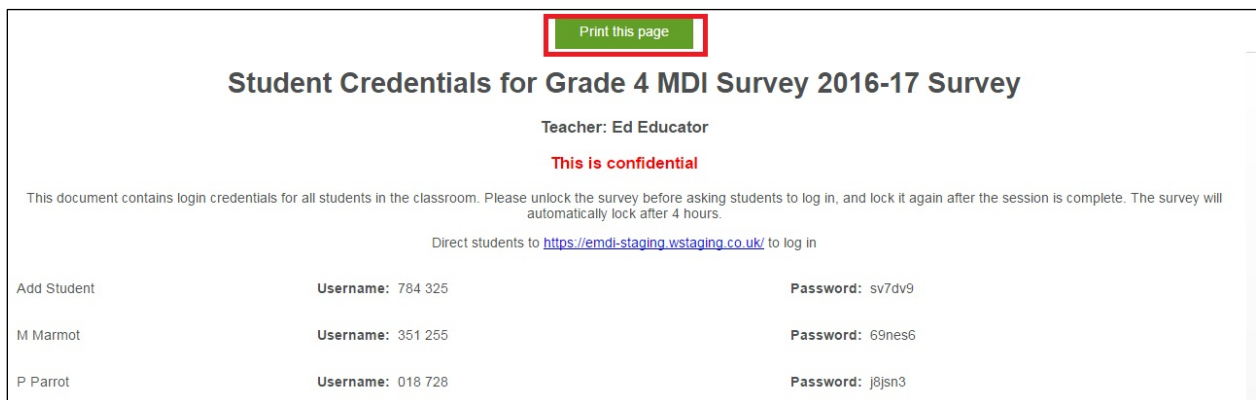
Unlock Survey Preview Survey **Print Student Logins**

This survey needs to be unlocked by clicking the 'Unlock Survey' button above before students can login and complete the survey.
 NB: If not locked again, the survey will be automatically locked after 4 hours.

Students

StudentID	Name	Status	Last updated	Duration
09-45679-1617-02-1-05	Add Student	Started	Sept. 22, 2016, 1:57 p.m.	0 mins
09-45679-1617-02-1-04	M Marmot	Started	Sept. 16, 2016, 3:46 p.m.	0 mins

4. Select “Print this page” and cut the paper into strips to hand out to your students



Print this page

Student Credentials for Grade 4 MDI Survey 2016-17 Survey

Teacher: Ed Educator

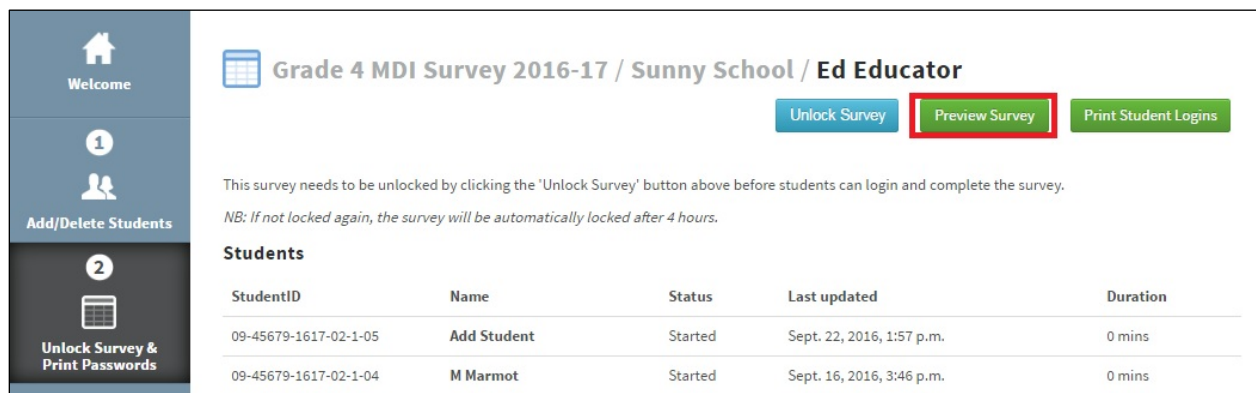
This is confidential

This document contains login credentials for all students in the classroom. Please unlock the survey before asking students to log in, and lock it again after the session is complete. The survey will automatically lock after 4 hours.

Direct students to <https://emdi-staging.wstaging.co.uk/> to log in

Add Student	Username: 784 325	Password: sv7dv9
M Marmot	Username: 351 255	Password: 69nes6
P Parrot	Username: 018 728	Password: j8jsn3

5. To preview the MDI survey online click the “Preview Survey” button (opens in a new window)



Welcome

Grade 4 MDI Survey 2016-17 / Sunny School / Ed Educator

Unlock Survey **Preview Survey** Print Student Logins

This survey needs to be unlocked by clicking the 'Unlock Survey' button above before students can login and complete the survey.
 NB: If not locked again, the survey will be automatically locked after 4 hours.

Students

StudentID	Name	Status	Last updated	Duration
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Step 5 Inform the school counsellor of the survey

We recommend that you inform the school counsellor(s) when the survey is going to be administered in case anything arises for a student and he/she wishes to talk further.

On the Day of Survey Administration

Step 1 Unlock your e-MDI session

The system needs to be unlocked on the day of the survey by clicking the “Unlock Survey” button. This is to protect the privacy of students’ responses on the MDI. Students can only log in when the survey is unlocked. Once the students have completed the survey, please “Lock” it again. The survey will be automatically locked after 4 hours.

1. Select “Unlock Survey & Print Passwords” on the side bar. Choose your grade.

2. Select your classroom

3. Select “Unlock Survey”

StudentID	Name	Status	Last updated	Duration
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Step 2 Prepare work for the students not participating

A student's parent/caregiver may have informed the school that they wish their child/student to not participate, and/or the student might choose him/herself to not participate after hearing the **Welcome Page/Assent Script** (read aloud from the *Instructional Survey*). Please inform students of an alternate classroom activity that they can do, so that students do not have to identify that they have chosen not to participate.

Step 3 Prepare the computer lab or classroom

Prepare the computer lab or classroom for test conditions, separating students if possible. The MDI survey works well on desktop computers, iPads or tablets. The best web browsers are up to date versions of **Firefox**, **Safari** and **Chrome**. Log in to the computers and open a web browser to the e-MDI website: www.mdi.ubc.ca.

An optional voiceover function is built into the survey, if students have headphones they can hear the questions read aloud by clicking on the speaker icon beside each question.

Step 4 Distribute the student passwords

Cut the student passwords sheet into strips to distribute to the individual students. Ask students to enter their username and password and **wait** at the welcome page.

If you want to follow along with the survey online, log in to www.mdi.ubc.ca with your teacher/administrator password and click "Unlock Survey & Print Passwords" on the side bar. Select Grade 4 or Grade 7 survey, and your classroom and click the green "Preview Survey" button (see screenshots on p. 8 of this Guide).

Step 5 Administer the survey

Refer to the *Instructional Survey* while administering the survey. Begin by **reading the Welcome Page/Assent Script aloud** to make sure that all students understand what is being asked of them. Advise students that they can start doing the survey and are able to stop at any time. To stop, they can log out or close the survey window. To withdraw their participation they can click "withdraw" button at the bottom of any page and their answers will not be counted.

After reading the welcome page aloud, begin the survey by **reading aloud the questions of the demographics section: "Please tell us a bit about yourself" and the "Instructions" section, answering the sample questions together**. After that, the students can read the questions on their own and request assistance as needed. Students can click on the speaker icon to hear questions read aloud. Use the *Instructional Survey* or "Survey Preview" as a guide to move through the survey at the same time as your students.

While administering the survey, please remain neutral (e.g., refrain from making jokes or additional comments). If a student asks a question about any particular item that is confusing to him/her please do not provide your own interpretation to the student, rather, re-read the question, directing it to the individual student (i.e., “What would you say to me if I said – READ QUESTION - ?”).

Step 6 Monitor the classroom

To ensure privacy and confidentiality, and to help students feel that their answers will be kept private, we ask that you do not look at students’ responses while they complete the survey. However, do observe your students’ behaviour to ensure that disruptions do not occur or that students do not try to look at other students’ responses. We encourage you to answer any questions students may have, but in order to ensure that we have the students’ own responses, we ask that you not help children by prompting their responses.

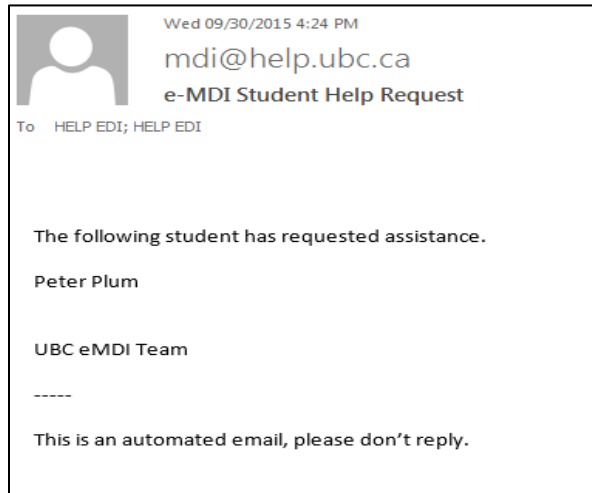
Step 7 Lock the survey

Please **lock** the survey once students are finished (same process as on page 9). To administer the survey over more than one session, you can use the same set of student passwords but need to **unlock** the survey again. The survey locks automatically after 4 hours.

Please collect the student passwords to redistribute at the next session. If you need to print out a new sheet of passwords, follow the steps on page 7. When the students log in again, the survey will be open to where they left off.

After Survey Administration

Step 1 Follow-up with student requests for help



Important! Check your school district email to see if any students requested help after finishing the MDI survey.

If any students have requested help with a problem, please follow your school's protocol for assisting students. We suggest communicating with the school counsellor(s) to utilize available school-based resources to address students' needs.

Step 2 Complete the Survey Administrator Feedback Form (optional)

Please take the time to complete the Survey Administrator Feedback Form after administering the MDI survey to your students. The information gathered will help us to improve the survey and administration process.

Feedback form (online): <https://survey.ubc.ca/s/feedbackMDI2016/>

Thank you for your participation in this initiative!

FOR ASSISTANCE CONTACT:
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