

## Bully-Free Schools Survey (BFS) Quick Start

Step-by-Step instructions for implementing the BFS

### Entering the Michigan School Health Survey System

#### New Users

##### For New Survey Administrators:

- Go to the Michigan School Health Survey System: [www.michigan.gov/shs](http://www.michigan.gov/shs) and click on **Security Agreement**.
- Login with your MEIS login name and password. If you do not have a MEIS account, click on Create New Login Name/Password.
- Confirm your contact information.
- Select the district and or building and level of access you require.
- Print the security agreement for superintendent signature.
- Submit signed security agreement to gain access to the survey system.
- You will be notified when your access is active.

#### Returning Users

##### You are a Returning User if:

- **You had access to the old MiPHY Administration site.** Your MEIS account has automatically been linked to the School Health Survey System.
- **You have used the Michigan School Health Survey System before.**
- **Proceed to Login**

#### Login to the School Health Survey System

- Go to the Michigan School Health Survey System: [www.michigan.gov/shs](http://www.michigan.gov/shs)
- Use personal MEIS login under **Coordinate a Survey**.

### Setup Survey

A school must be registered for the BFS Surveys on the Michigan School Health Survey System prior to administration:

- At the left navigation, select 
- Complete these 2 steps to set the school up for survey implementation.

#### Step 1: Enrollment Data

Ensure that staff and student counts for all grades in building are entered regardless of those grades taking any survey. If this has already been done, proceed to step 2.

#### Step 2: Registration

Follow the instructions to register the building for the survey group. Make sure to register for **BOTH**:

- Bully-Free Schools - Staff (2015-2016)
- Bully-Free Schools - Student (2015-2016) \*currently open to any grades 5-12; however, school/district may choose to survey in specific grades, i.e., 8, 10, 12.

## Administering the Survey: STAFF

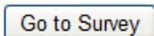
**Generate login and Password** for staff survey. (Does not change for the survey during the school year.)

- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 3: Generate Password** under 
  - Follow the steps to generate a login and password for **Bully-Free Schools - Staff (2015-2016)**.
  - Copy to provide instructions to building staff.

Provide the following **Survey instructions** to building staff.

- 1) Go to: [www.michigan.gov/shs](http://www.michigan.gov/shs)



- 2) Under **Take a Survey**, Select Staff Button.
- 3) On the **Staff Survey Login** page, use the **Login and Password** generated for your building. Then 
- 4) On the **Select a Staff Survey** page, select **Bully-Free Schools - Staff (2015-2016)** from the drop down and then 

## Administering the Survey: STUDENTS

Prior to survey day:

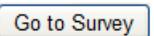
- Send out the **Parental Notification Form** (provided as an additional document).
- **Schedule** lab and survey times for students

On survey day:

Obtain **daily survey login and password**

- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 3: Generate Password** under 
- 3) Follow the steps to generate a login and password for **Bully-Free Schools - Student (2015-2016)**.
- 4) These login and passwords are building and survey specific.

In the computer lab: Set up each student computer

- 1) Go to: [www.michigan.gov/shs](http://www.michigan.gov/shs)
- 2) Under **Take a Survey**, Select  **Student**
- 3) On the **Student Survey Login** page, use the daily **Login and Password** generated for your building. Then 
- 4) On the **Select a Student Survey** page, select **Bully-Free Schools - Student (2015-2016)** from the drop down and then 
  - Computers should be at the introduction screen when students enter the lab.
  - Read Script (provided as an additional document) and instruct students to click **CONTINUE**.
  - Close web browser after each session.

## Track Progress and Close Surveys

### Track survey progress.

- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 4: Survey Progress** under 
- 3) Follow the steps to track progress for the BFS and see initiated surveys for each group.

### Close a survey.

When **all** surveying is complete for staff and students,

- 1) Go to **Step 4: Survey Progress**
- 2) Follow the steps to close each Survey.

## Reports

**Generate reports.** After closing the building/district, reports are available within three business days. They can be accessed and generated in the Michigan School Health Survey System.

- 1) Enter the Survey System using steps on page 1.
- 2) Select 
- 3) Follow the steps to generate reports for BFS.