

## **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:**

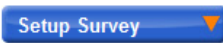
- **You had access to the old MiPHY Administration site.** Your MEIS account has automatically been linked to the School Health Survey System.
- **You have used the Michigan School Health Survey System before.**
- **Proceed to Login**

#### **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 (2013-2014)
- Bully-Free Schools - Student (2013-2014) \*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


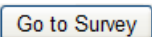
**Generate login and Password** for staff survey. (Does not change for the survey during the school year.)

- 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 (2013-2014)**.
  - 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 (2013-2014)** from the drop down and then 

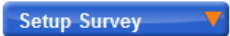
## Administering the Survey: STUDENTS

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:


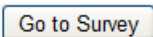
Obtain **daily** survey **login and password**

- 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 (2013-2014)**.
- 4) These login and passwords are building and survey specific.

In the computer lab: Set up each student computer

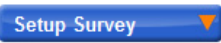
- 1) Go to: [www.michigan.gov/shs](http://www.michigan.gov/shs)



- 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 (2013-2014)** 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.