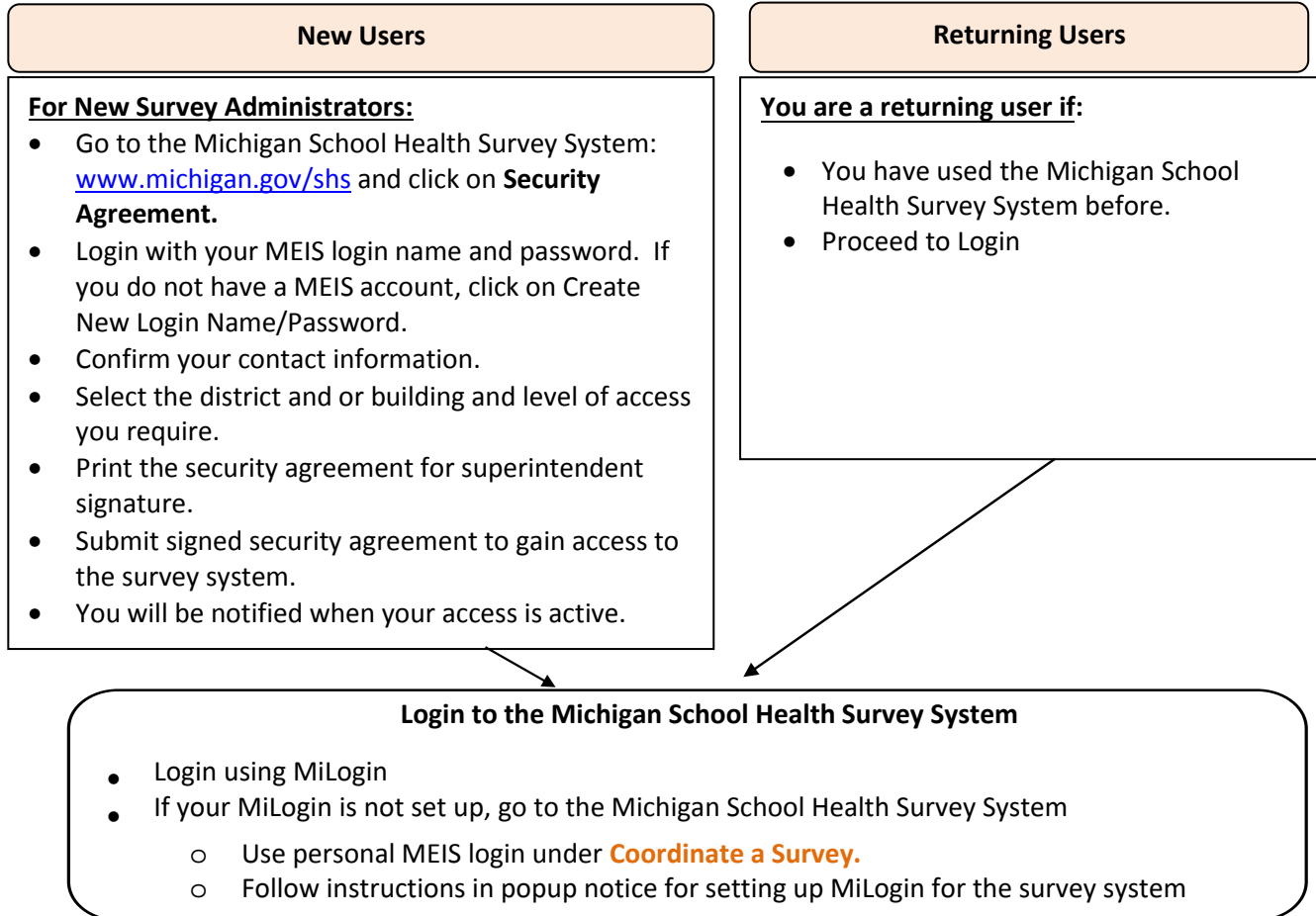


Bully-Free Schools Survey (BFS) Quick Start

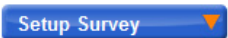
Step-by-Step instructions for implementing the BFS

Entering the Michigan School Health Survey System



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

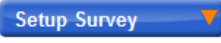
Follow the instructions to register the building for the survey group. Make sure to register for **BOTH**:

- Bully-Free Schools - Staff
- Bully-Free Schools - Student

*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**.
 - Copy to provide instructions to building staff.

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

- 1) Go to: 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** from the drop down and then 

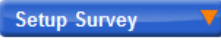
Administering the Survey: STUDENTS

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:


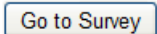
Obtain **daily survey login and password**

- 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**.
- 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




- 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** 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 5: Close Survey**
- 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.