



Directions for Administering the 2010-2011 Learner Intake Survey

October, 2010

The *Learner Intake Survey* is designed to help teachers and counselors work with potential distance students to help them decide whether distance learning is a good option for them. It is recommended that the Intake Survey be taken online, with the teacher sitting next to the student to make it easy to discuss the survey questions together.

Take the student to a computer that is connected to the Internet and a printer. On your web browser, type in:

<http://projectideal.org/learnerintake09-10.htm>

Click on the link that says: "Click here to take the Project IDEAL Learner Intake Survey." You will be taken to the survey login page. The password is:

intake10

Note: you will need to have "cookies" enabled for the survey to work. If you don't know how to enable cookies, a screen will appear providing you with step-by-step instructions.

Complete the Survey Together

Once you're logged in to the survey site stay with the student while he/she completes the questionnaire. In addition to helping the student navigate the questionnaire, this is a good opportunity to observe the student's computer skills.

The questionnaire is in two parts. The first part consists of identifying information: student's name, state, teacher name, and agency name. Each of these fields is required. Make sure student enters appropriate information. Part two consists of questions that can be used for counseling the student. Discuss the answers with the student. Each question has three possible answers, a, b, and c. The answers to each question are ordered in the same way. "C" favors the person doing well in distance; "A" suggests the student would do better in a classroom situation. "B" is in between and is not a clear indicator. At this time there are no norms for response patterns. While we know that "c" answers are favorable, we do not yet know how to sum the responses to have a single indicator to use for guidance. You must make a judgment whether the bulk of responses favor doing well or not.

Print the Survey

Before the student clicks on "Submit My Survey," print the survey. Once it has been submitted you will no longer be able to see the completed survey. For the student's answers (check marks) to appear in the printed copy, your Web browser must be set to "Print background colors." See instructions at the bottom of this page.

Submit the Survey Online

Have the student click on "Submit My Survey." A screen will appear thanking the student for taking the survey. This lets you both know you have finished the online survey.

To enable another student to complete the questionnaire, return to the Web address above and begin the process again. Note that in order for the survey to work for a new student, the previous student must have clicked on the "Submit My Survey" button.

Taking the Survey Offline

In some instances it may be difficult to have the student take the survey online. In such cases, a printed version of this survey may be used. Make paper copies of the PDF version of the Intake survey that is attached to these directions. If possible, enter the students' data from the paper survey into the online survey. In lieu of onsite data entry, copies of completed paper-based surveys can be mailed to the Project IDEAL Support Center for entry:

Debbie Bourque
Project IDEAL Support Center
P. O. Box 1248
Ann Arbor, MI 48106-1248

We hope this survey is a useful tool in helping you and your learners determine whether they are good candidates for distance learning.

Jerome Johnston, Director
Project IDEAL Support Center
University of Michigan

How to find the "Print Background Colors" setting in various Web browsers

Internet Explorer (PC): Internet Options > Advanced tab. Check "Print Background Colors"

Firefox (PC): File > Page Setup > Format and Options tab. Check "Print Background (Colors & Images)". Save the settings.

Firefox (Mac): File > Print. Check: "Print Background Colors"

Safari (Mac): File > Print. Check "Print Backgrounds"