

# FRIEND-SHIP

Improving students' social participation in primary and secondary schools across Europe



## USER GUIDE

FRIEND-SHIP Identification Tool



This project has been funded with support from the European Commission. This communication reflects the views only of the author(s), the Commission cannot be held responsible for any use which may be made of the information contained therein.

## User Guide FRIEND-SHIP Identification Tool

Dear teachers,

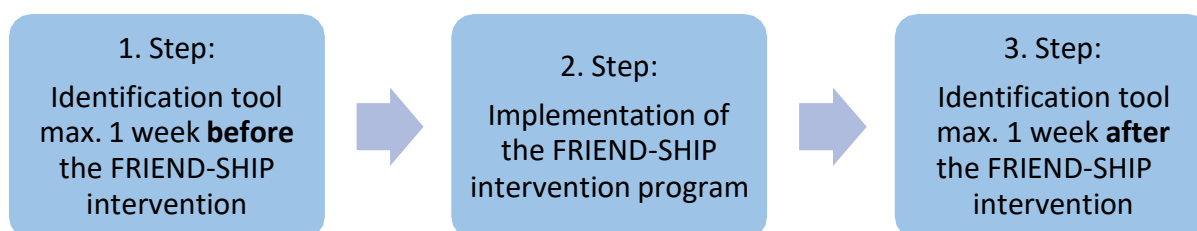
welcome to the »FRIEND-SHIP Identification Tool« user guide. On the following pages you will be informed on how to use the »FRIEND-SHIP Identification Tool« in your class. To get more information about the FRIEND-SHIP program (»Improving students' social participation in primary and secondary schools across Europe«) please visit our website: <https://friendship.univie.ac.at/>.

Which requirements are needed?

To use the tool, a computer or tablet with access to the internet is required. Please make sure to check if you need permission or an ethical approval by the local school authority and inform parents or ask for permission if needed. Please ensure that you are allowed to use the tool with the participants.

When to use the FRIEND-SHIP Identification Tool?

Please use the identification tool **BEFORE** and **AFTER** the implementation of the FRIEND-SHIP intervention program!



Data security

Step	What will be saved?	Where will it be saved?
Teacher starts survey.	<ul style="list-style-type: none"> <li>• Metadata about class (number of students, country, ...)</li> <li>• Individual code of the class</li> <li>• Collected data from the survey</li> <li>• No identification data!</li> </ul>	On a private server, not accessible from outside
Students fill in the survey.	<ul style="list-style-type: none"> <li>• Responses on the sociometric and psychometric questions in the questionnaire</li> <li>• Individual code of the class</li> <li>• Individual student's ID</li> <li>• No identification data!</li> </ul>	On a private server, not accessible from outside
Teacher analyses data of the survey.	<ul style="list-style-type: none"> <li>• See step »Students fill in the survey«</li> </ul>	Only available via secret link

## Teacher survey

How to get to the survey?

Simply click on the following link or copy the link into your browser:

<https://survey2.dominikfroehlich.com/index.php/647273/lang/en/newtest/Y>

How to change the language of the survey? (Figure 1)

To change the language, simply click on the drop-down menu in the upper right corner of the tool.

You can choose between four different languages: English, German, Portuguese or Greek.

Language settings can be changed at any time during the process via the drop-down menu in the upper right corner.

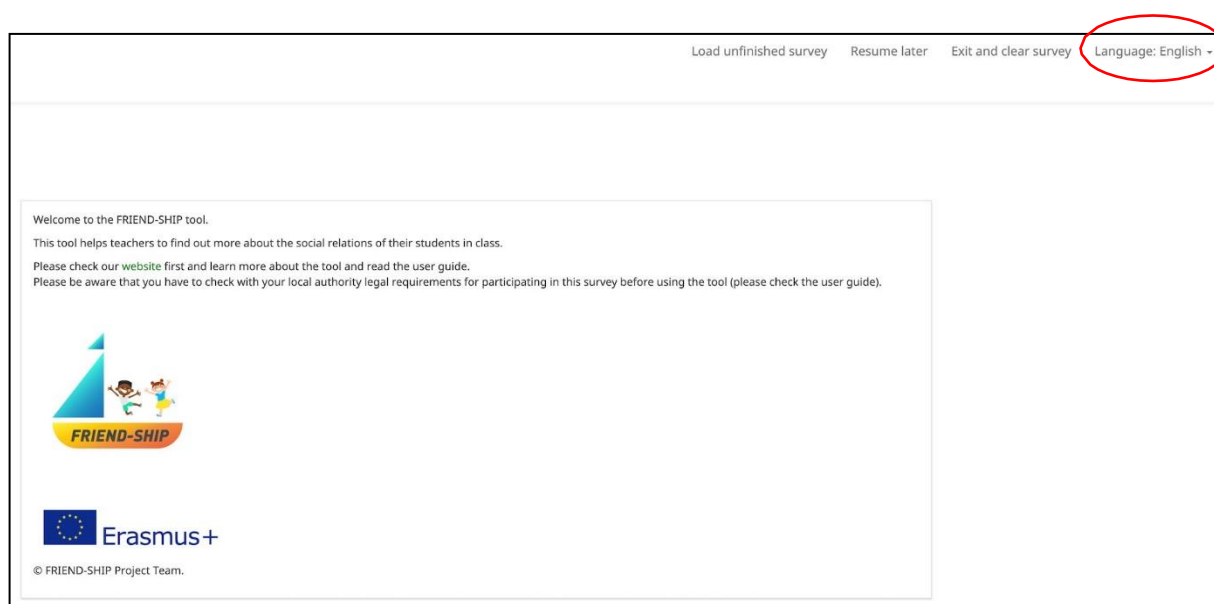


Figure 1.

How to save, load and exit the teacher survey (Figure 2)?

- (1) To save the survey, click on »Resume later«.
- (2) To load the survey, click on »Load unfinished survey«.
- (3) If you want to exit the survey and erase all of your entries, click on »Exit and clear survey«.

(2) (1) (3)

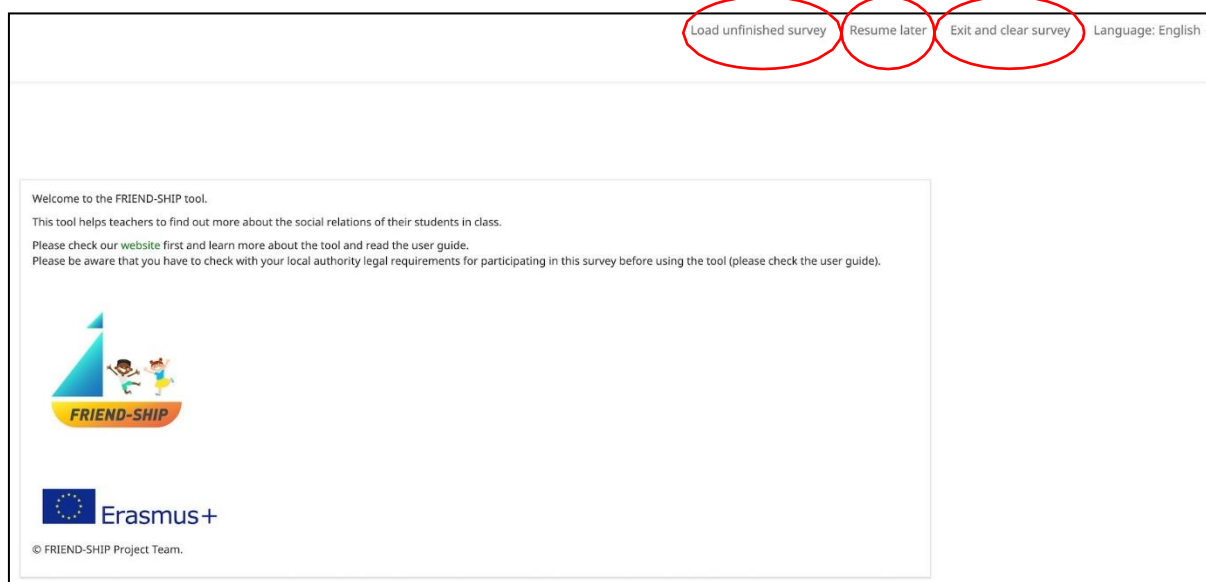


Figure 2.

### Consent (Figure 3)

You must explicitly agree with the consent to participate in the survey. Therefore, fields marked with \* are mandatory. The survey just proceeds, if all three fields are marked with »Yes«. Please read every aspect of the consent carefully!

\*I confirm, that I have checked the user guide and understood the legal issues, copyright and data using process.

Yes  No

\*I confirm, that I have the permission that my students take part in this survey and that I am allowed to get the results.

Yes  No

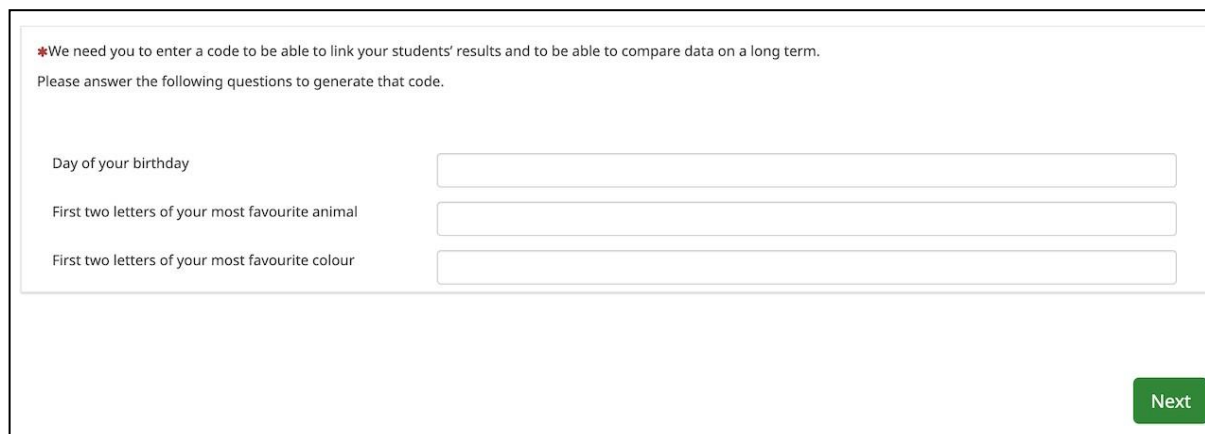
\*I confirm, that I have informed my students about the aim of this survey.

Yes  No

Figure 3.

How to generate a personal CODE? (Figure 4)

In order to link your students' results and to compare the data on a long term, you have to enter a code that consists of the day of your birth, the first two letters of your favourite animal and the first two letters of your favourite colour: e.g., day of birth = 24, first two letters of favourite animal = dog, first two letters of favourite colour = green; CODE = 24dogr.



\*We need you to enter a code to be able to link your students' results and to be able to compare data on a long term.  
Please answer the following questions to generate that code.

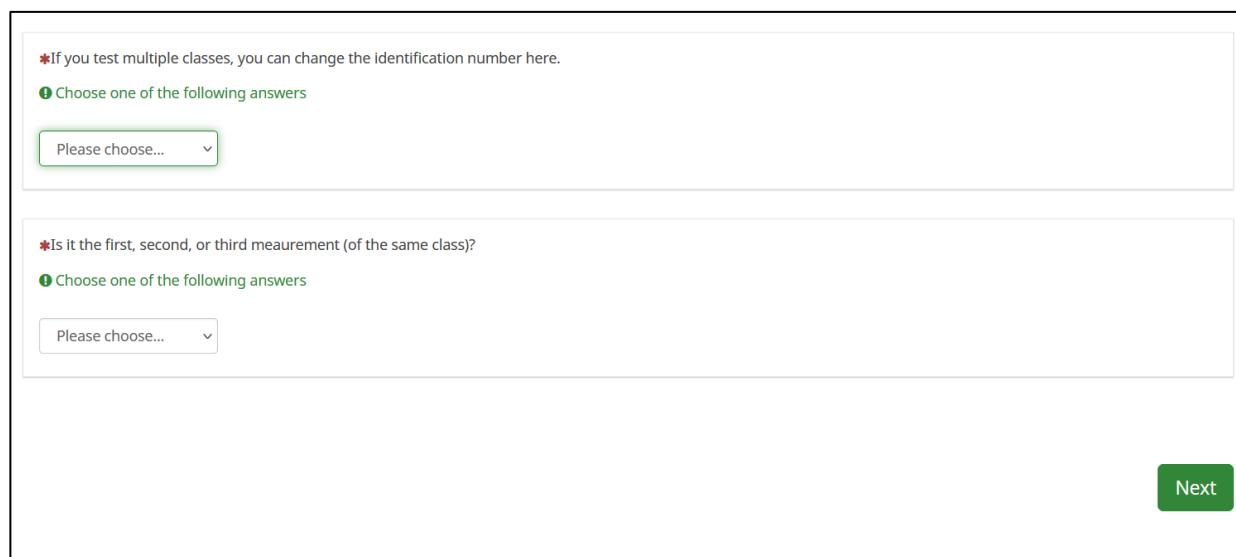
Day of your birthday

First two letters of your most favourite animal

First two letters of your most favourite colour

Next

Figure 4.



\*If you test multiple classes, you can change the identification number here.

Choose one of the following answers

Please choose...

Is it the first, second, or third measurement (of the same class)?

Choose one of the following answers

Please choose...

Next

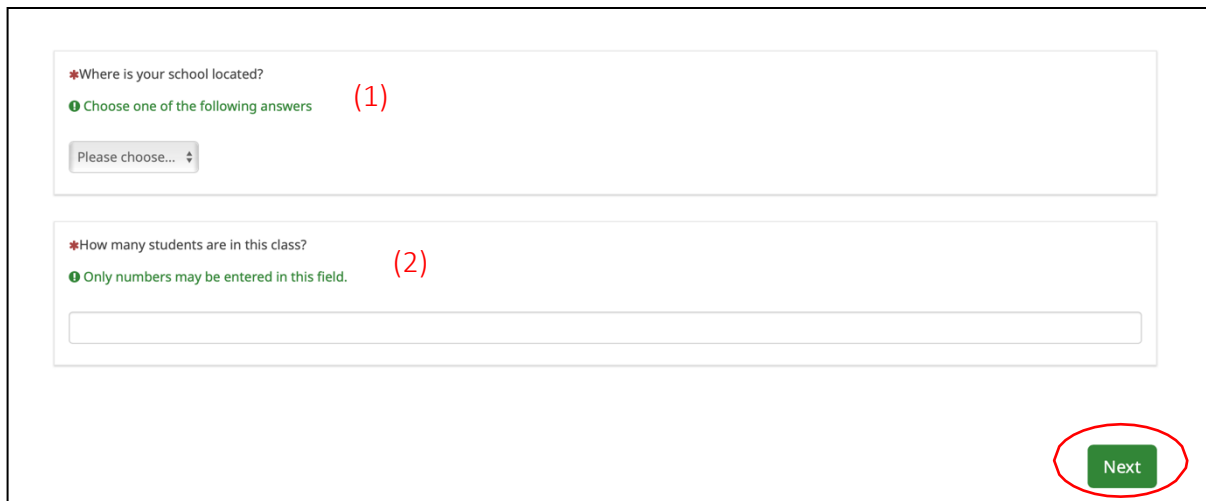
Figure 5.

If you test multiple classes, you can change the identification number and choose between 1, 2, 3 or 4. Furthermore, you should indicate, whether it is the first, second, or third measurement of your class.

Some information on your school/class (Figure 6)

- (1) Please state in which country your school is located.
- (2) Please indicate how many students are in the class.

By clicking on »Next« a link to the student survey will appear (Figure 6). Please carefully save this link and share it with your students!



The screenshot shows a survey form with two questions. The first question is "Where is your school located?" with a red asterisk and a red "(1)" next to it. Below it is a dropdown menu with "Please choose..." and a downward arrow. The second question is "How many students are in this class?" with a red asterisk and a red "(2)" next to it. Below it is a text input field with a red "(2)" next to it. At the bottom right, there is a green "Next" button circled in red.

Figure 6.



The screenshot shows a form with the text "Please share this link with your students:" followed by a text input field containing "https://". At the bottom right, there is a green "Submit" button circled in red.

Figure 7.

By clicking on »Submit« the teacher survey ends.

## Student survey

How to get to the student survey?

Each student has to copy the link that appears at the end of the teacher survey into a browser (Figure 7).

How to change the language of the student survey (Figure 8)?

To change the language, simply click on the drop-down menu in the middle or in the upper right corner of the survey.

You can choose between four different languages: English, German, Portuguese or Greek. Language settings can be changed at any time during the process via the drop-down menu in the upper right corner.

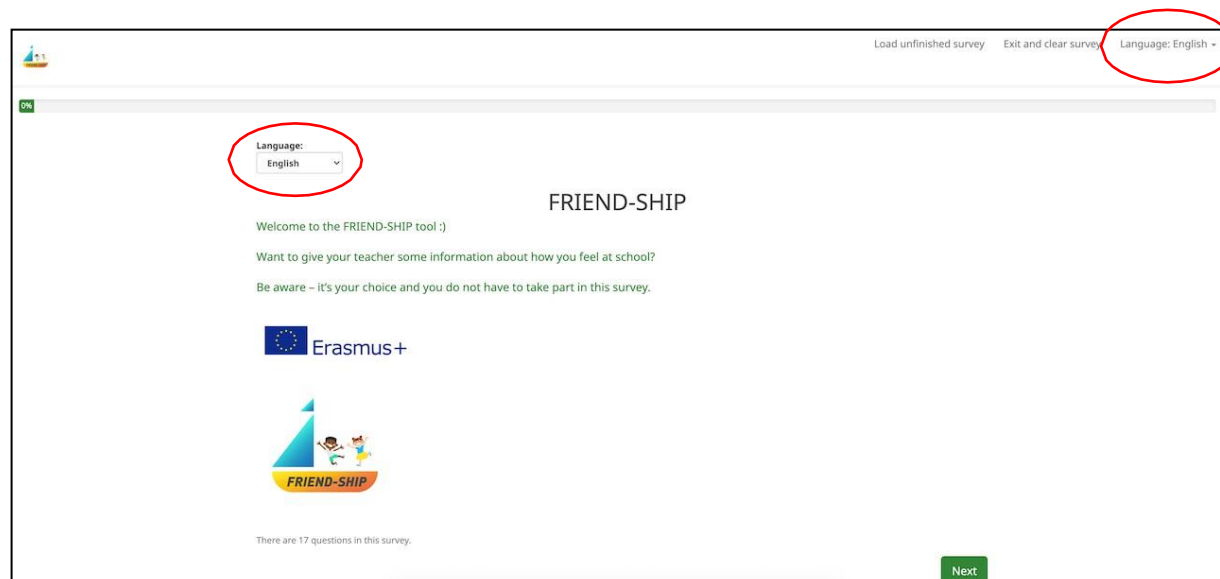


Figure 8.



## Consent (Figure 9)

Children must explicitly agree to participate in the survey. Therefore, fields marked with \* are mandatory. The survey just proceeds, if all three fields are marked with »Yes«. Please inform your students, that you will see the results and why you are using the FRIEND-SHIP tool, before they start participating in the survey. You can use the following suggestion to explain the tool to your students:

*The tool is about friendships in class and how you feel at school. Your answers will help me to understand the relationships in our class and to get to know more about your feelings. On this basis, we can work together on an improvement of our class climate. Concerning your answers, I will be able to see who calls who a friend and how he or she feels about that friendship. Concerning your feelings at school, I won't be able to see exactly what each of you has answered. I will only be able to see how the whole class feels in general. I would like to ask you to answer the questions honestly.*

The students can also reject participating in the study without any consequences. If students do not wish to fill out the tool, you should deal with it empathically. You should tell your students, that it is their own decision whether they want to participate in the survey or not. It is important to highlight, that it is completely okay to not answer the questions. It won't have any negative consequences if students do not wish to fill out the tool. This should be emphasized, since students should not participate in the survey because of fear of negative consequences.

To start the survey, the students then have to click »Next«.

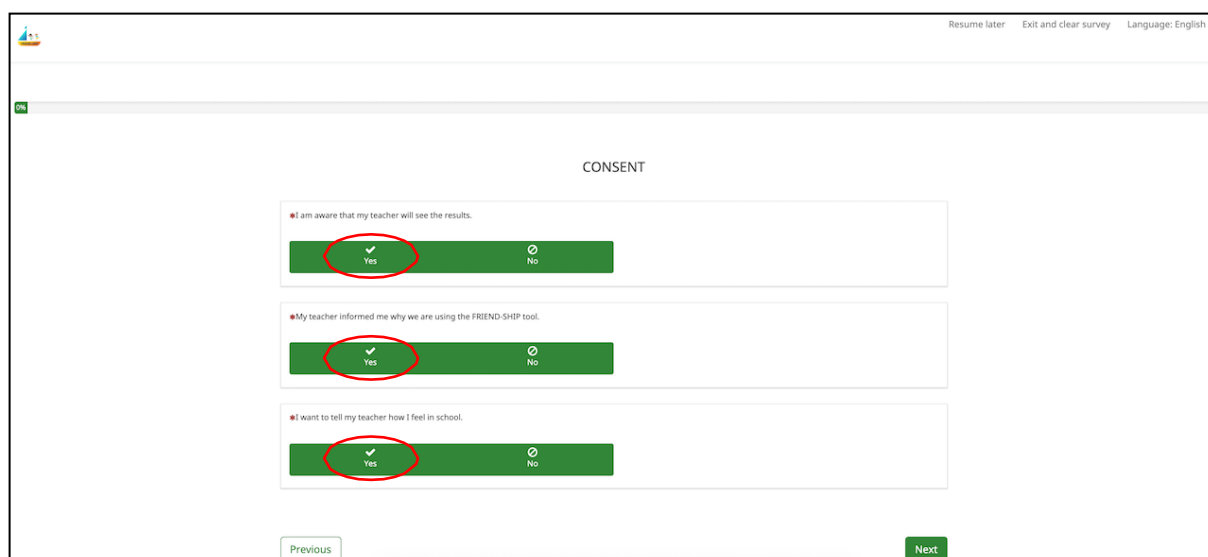
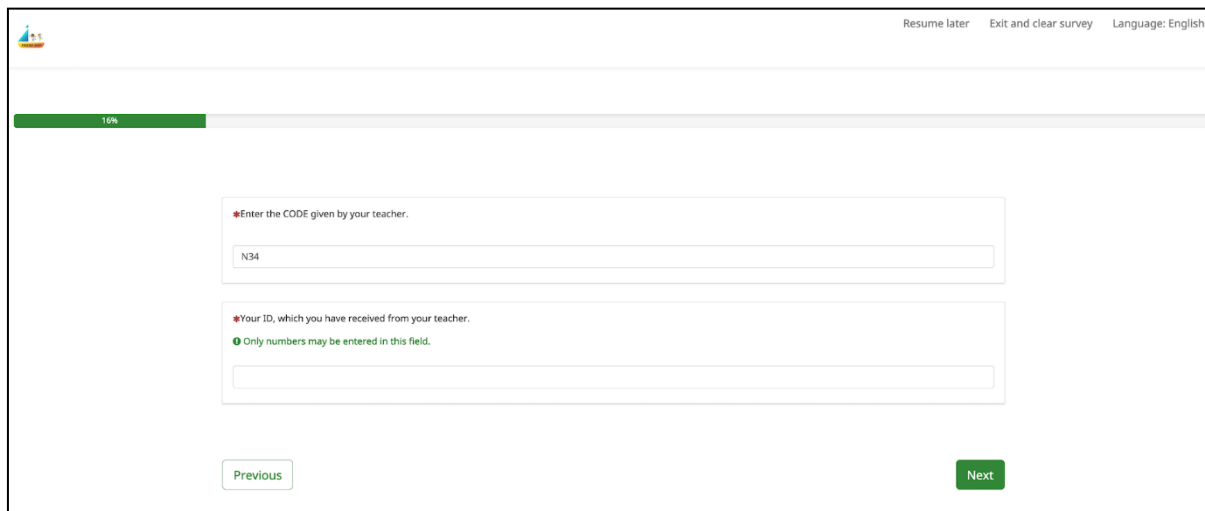


Figure 9.

In the next step, the students are asked to enter the code given by the teacher (Figure 9). This field will be automatically pre-filled. The code refers to the class code, which every student in the same class has to enter at the beginning of the survey. The code is generated by entering the day of your birthday, the first two letters of your most favourite animal and the first two letters of your most favourite colour (see teacher survey). When the code is generated, you will get a link for the survey, which you can share with your students. Second, the students are asked to enter their individual ID. Every student in a class receives an individual ID number, which has to be entered here. The IDs can be created by assigning every student a number starting from 1. After entering the data, the students have to click »Next«.



Resume later Exit and clear survey Language: English -

10%

Enter the CODE given by your teacher.

N34

Your ID, which you have received from your teacher.

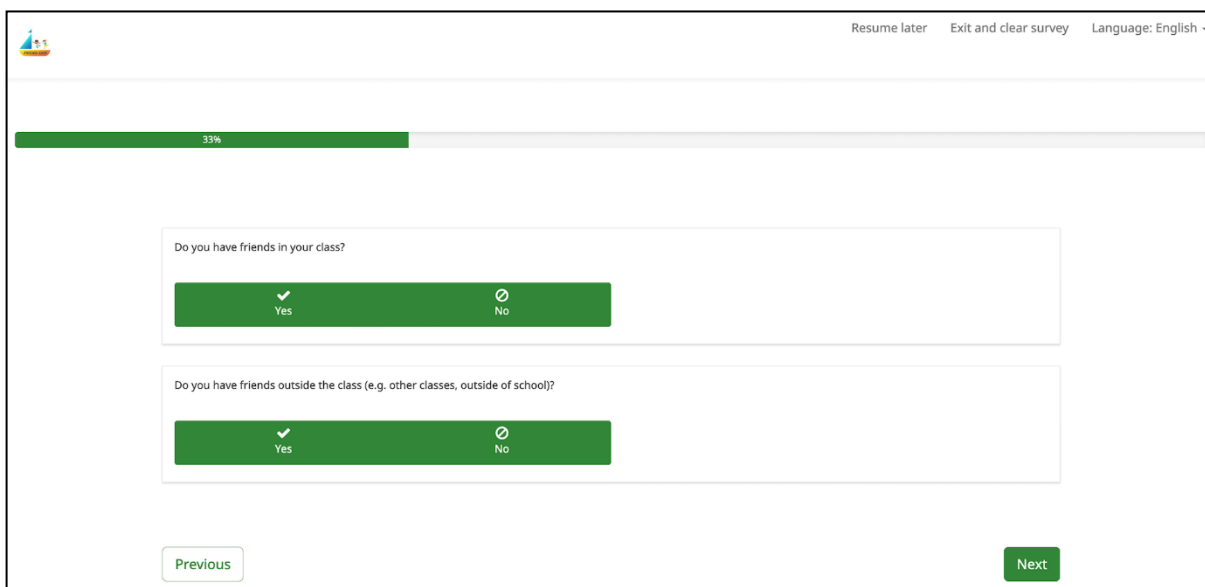
Only numbers may be entered in this field.

Previous Next

Figure 10.

In the next step (Figure 11), the students have to answer questions regarding their friends in the class: »Do you have friends in your class?« and »Do you have friends outside the class (e.g., other classes, outside of school)?«. If the children answer the first question with »Yes«, another question »Who are your best friends in class?« will automatically appear (Figure 12). Thus, children can nominate up to five best friends in their class by typing in their classmates' ID. To make it easier for the students, we recommend creating an ID list where each student in the class is assigned a number. This way every student can see which student has which number. Students have to click on »Next« to proceed the survey.

Please note: If students answer the question »Do you have friends in your class?« with »No«, they will not have to answer the statements in Figure 13 and they will be immediately directed to the question in Figure 14.



Resume later Exit and clear survey Language: English -

33%

Do you have friends in your class?

Yes No

Do you have friends outside the class (e.g. other classes, outside of school)?

Yes No

Previous Next

Figure 11.

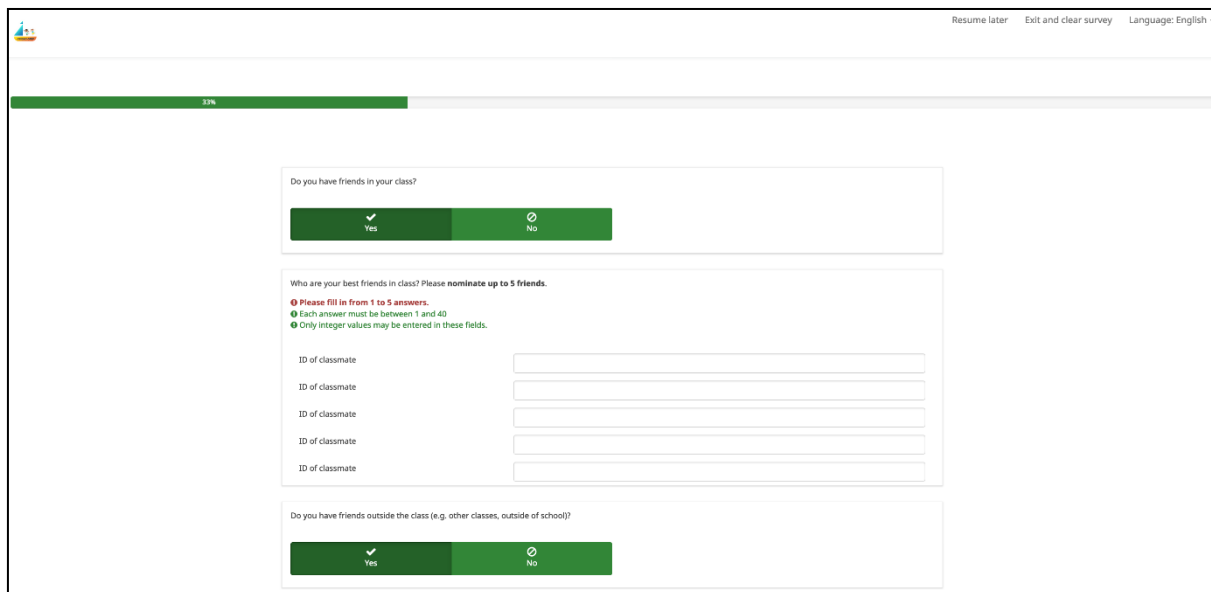


Figure 12.

In a further step, the students have to select for every best friend they have nominated (each best friend can be identified by the ID in the first column) and every single item, whether the statement is »Not at all true«, »Somewhat not true«, »Somewhat true« or »Certainly true« (Figure 13). Please note, that every single item has to be marked with one of the four answer options.

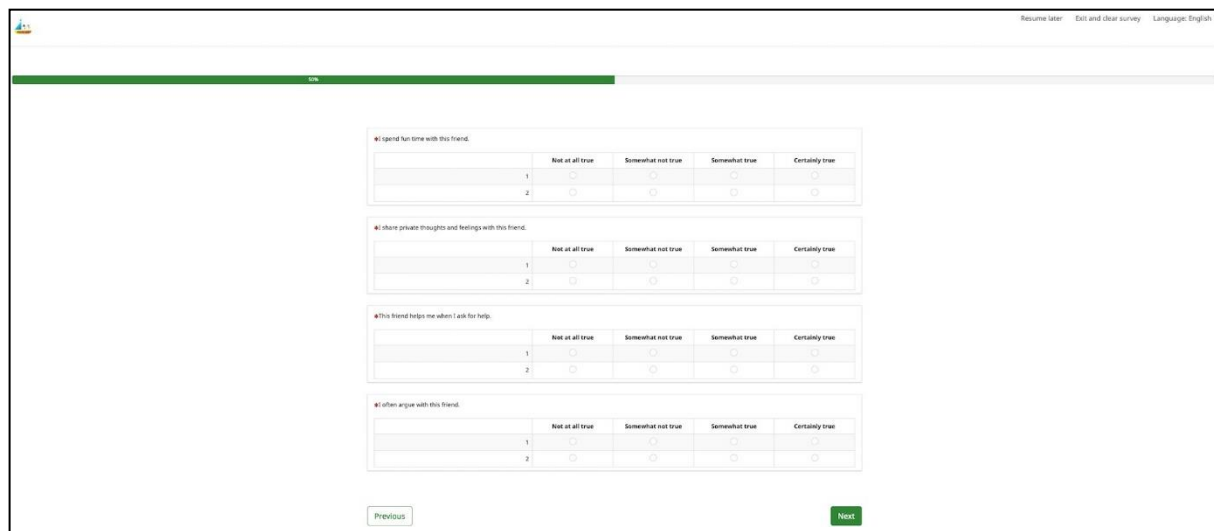
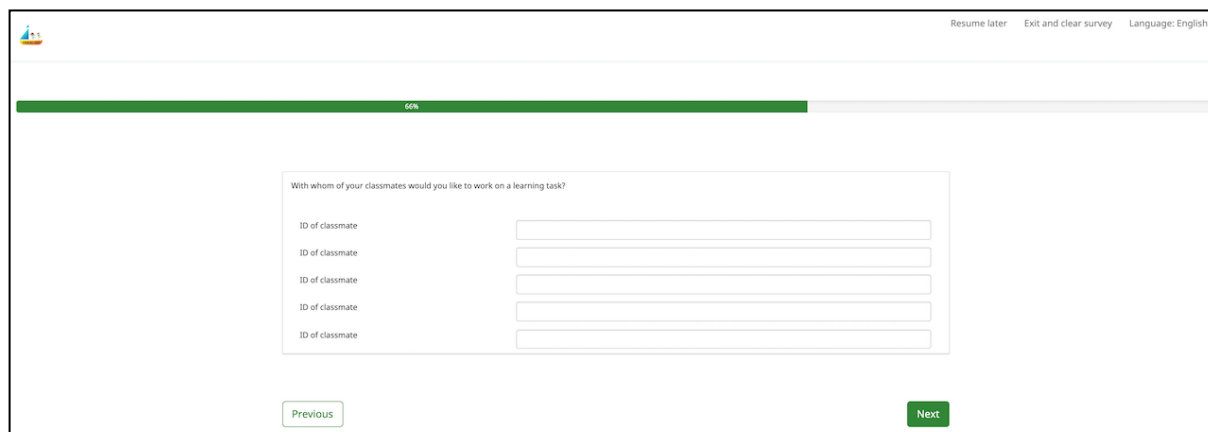


Figure 13.

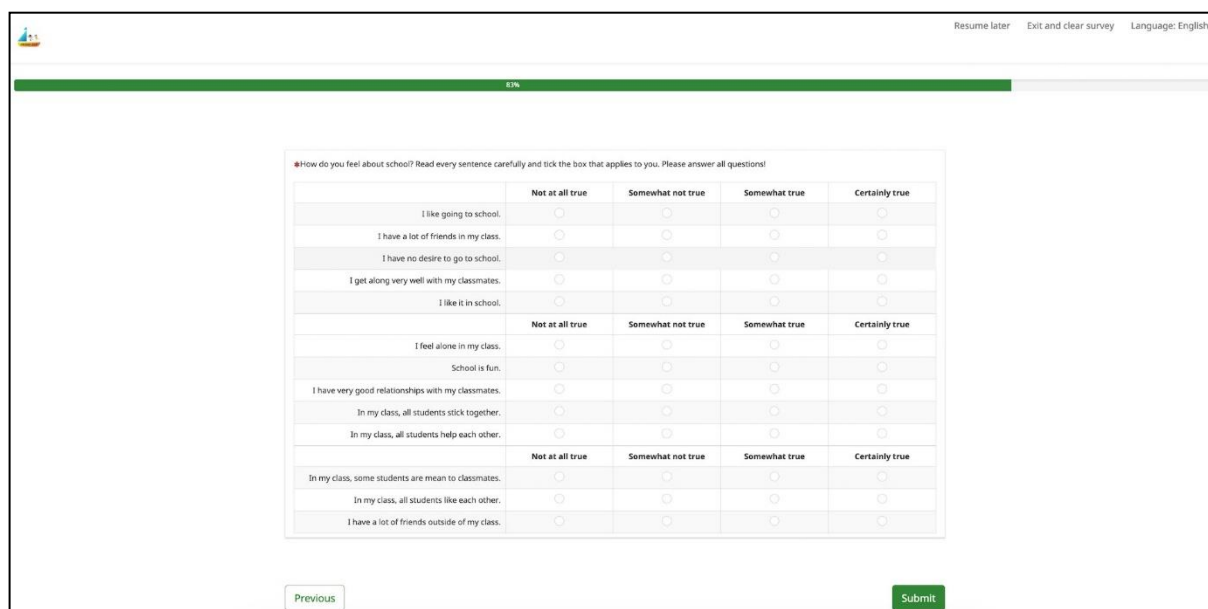
In the next step (Figure 14), the students have to answer the question »With whom of your classmates would you like to work on a learning task?« Children can nominate as many classmates as they like by typing in their classmates' ID (see class list with individual IDs for every student). More fields will automatically pop up. Students have to click on »Next« to proceed the survey.



The screenshot shows a survey interface with a progress bar at 66%. The question is: "With whom of your classmates would you like to work on a learning task?". Below the question are five input fields, each labeled "ID of classmate". At the bottom, there are "Previous" and "Next" buttons.

Figure 14.

In a further step, the students have to select for every single item, whether the statement is »Not at all true«, »Somewhat not true«, »Somewhat true« or »Certainly true« (Figure 15). Please note, that every single item has to be marked with one of the four answer options. In order to finish the survey, the students have to click on »Submit«. If there is anything to correct in the previous questions, they can click on »Previous«. This will take the students back to previous questions, which then can be changed.



The screenshot shows a survey interface with a progress bar at 87%. The question is: "How do you feel about school? Read every sentence carefully and tick the box that applies to you. Please answer all questions!". Below the question is a table with four columns: "Not at all true", "Somewhat not true", "Somewhat true", and "Certainly true". Each row contains a statement and four radio buttons corresponding to the columns. At the bottom, there are "Previous" and "Submit" buttons.

	Not at all true	Somewhat not true	Somewhat true	Certainly true
I like going to school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a lot of friends in my class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have no desire to go to school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I get along very well with my classmates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I like it in school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel alone in my class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
School is fun.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have very good relationships with my classmates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In my class, all students stick together.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In my class, all students help each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In my class, some students are mean to classmates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In my class, all students like each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a lot of friends outside of my class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 15.

This is the last page of the survey, showing that the survey is finished (Figure 16). If interested, one can visit the website of the FRIEND-SHIP project.

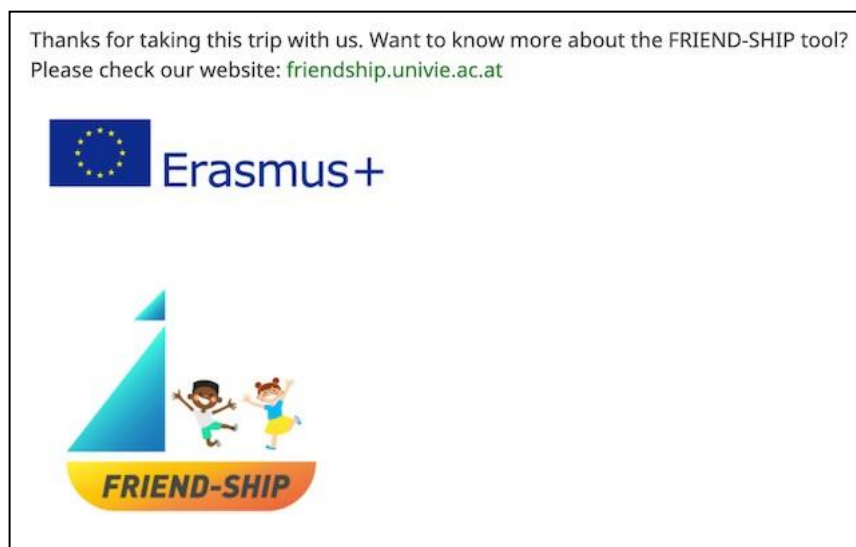


Figure 16.