

Creating a Master Class Schedule For The Healthy Kids Colorado Survey

Thank you again for helping Colorado to obtain a state-wide sample! This document will highlight some important information to help you create the master class schedule for your school. The master class schedule is critical to the survey effort to help ensure that a scientific sample is selected. By doing this we will be able to generalize the data collected to the entire state.

There is not a mandatory format that the master class schedule needs to follow. We want this to be as easy as possible for you so feel free to use whatever systems you have in place to gather the information as easily as you can. Master class schedules can be either faxed or e-mailed to OMNI so that we can accept it in many formats. However, there are some *key pieces of information that have to be included* in order to be sure that an accurate, scientific sample is selected.

In many cases, you can pull the master class schedule from Infinite Campus! If you are unfamiliar with Infinite Campus, or your school does not utilize Infinite Campus, often times the main office receptionist or the registrar can compile this with relative ease.

To help facilitate a smooth administration, we ask that you send OMNI the master class schedule as far in advance of the administration date as possible. Allowing at least three weeks is the best timeframe.

The following information needs to be included in the master class schedule that is submitted to OMNI:

- ✓ Class period
- ✓ Subject/Class Title
- ✓ Teacher's name
- ✓ Total number of students
- ✓ Grade(s) or predominant grade

To guarantee a scientifically valid sample, all students in the school need to have an equal chance of being selected. Therefore, *the classes chosen should all be from one period or one subject that is required for all students.* OMNI recommends giving the survey to students during either 2nd period, 3rd period, or all English classes to get the best response rates.

Additional information such as room or building numbers can also be included if it is easier for you to prepare with extra information than it is to remove it.

Below is a sample master class schedule:

Period	Teacher's Name	Class	Grade	Number Enrolled
2	John Smith	English 10	10	23
2	Jane Doe	Chemistry	11	18
2	Seymour Data	Algebra 1	9	26

Again, as you review this example, keep in mind that it is just an example. Your class list may be organized differently and/or contain additional information.

Don't forget, we're here to help you! Please don't hesitate to contact your OMNI point person for assistance in determining administration dates, periods/subjects, the master class schedule, or anything else. You can also contact the survey team by email (survey@omni.org), or leave a message (303-839-9422/1-800-279-2070 ext. 101).

For more help on scheduling the survey administration as well as preparing your master class schedule, please refer to our website (http://www.omni.org/survey_state.aspx). The short five minute training entitled "Creating a Master Class Schedule" is specifically dedicated to these topics.