

## Directions for Completing On-line Student Surveys

### AUTHOR'S NOTE

The pre- and post-tests are for schools that have ordered the research package. If you ordered the research package, I provided a password below. If your school did not order the research package, I did not provide one. There is a charge of \$800 for the research package. This is the exact amount I am charged by my research director (Dr. Robert Lee) to produce a report for each school. If you want to order the research package, let me know right away and I will get you a password. Likewise, if you want your students to complete the surveys to add to our research base (which would be very helpful to me), let me know and I will get you a password (no charge).

Please be sure that your students complete the pre-test at the beginning of your time together and the post-test at the end of your time together. If your students complete the pre-test and not the post-test, we will not be able to provide you with the research reports.

**STEP 1:** Log on to [www.characterandleadership.com](http://www.characterandleadership.com).

**STEP 2A:** To access the **pre-program survey** at the beginning of the semester/year, hover your cursor over the member's page icon and click the Pre-Program Survey icon.

**STEP 2A:** To access the **post-program survey** at the end of the semester/year, hover your cursor over the member's page icon and click the Post-Program Survey icon

**STEP 3:** Each school is given their own unique "token" to enter the survey. Your "token" is \_\_\_\_\_ (all lowercase). All students will use the same username and password for the survey.

**STEP 4:** Each question on the page needs to be answered before moving on to the next page. Students will click on the icon at the bottom of each page that says, "next page." At the end of the last page of the survey, students will click on the icon that says, "Finished."

**STEP 6:** We suggest providing 20-25 minutes to allow students to complete the pre-survey and 20-30 minutes to complete the post-survey.

**STEP 7:** If you have any problems, email me at [info@characterandleadership.com](mailto:info@characterandleadership.com)

### Student Workbook Contract

This student workbook belongs to you. You will take it with you when the course is over. It will allow you to view your progress over the semester. Your thinking will improve, your values will change and your writing will become stronger. You will be amazed at how you change over the semester.

There is also a more practical reason for this workbook. It contains all the exercises, notes and assignments needed for this course. Without it, you will not be able to complete your work and you will probably end up failing this course. Therefore, it is extremely important for you to keep track of this workbook. It is your responsibility to bring it to class everyday.

This workbook has been paid for by your school. They will not pay for another one. If you lose it, you will be responsible for paying your teacher a \$5 replacement fee for a new one. To demonstrate that you are approaching this course in a responsible manner and that you are a person of solid character, please sign the contract below.

I, \_\_\_\_\_, understand that bringing this workbook to class everyday is my responsibility. I also understand that if I lose this workbook, I will be responsible for buying a replacement.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Teacher