Steps to export data:

1. From RedCap project, select “Data Exports, Reports, and Stats”
2. Under “My Reports & Exports” select “Make custom selections”
3. Under the “Events” option, select the event data you’re exporting and click “Export Data”
4. Under “Choose export format” options, select “CSV/Microsoft Excel (raw data)” and then click “Export Data” leaving all other default settings.
5. Download the Excel CSV file
6. Delete extra, uncompleted survey grids, from [baseline\_data\_timestamp] to [patient\_health\_questionnaire\_complete] in the Excel spreadsheet

Data Dictionary:

* Note that calculating fields weren’t included until the 2nd event, so the first round of data will need to be calculated by hand, using the equations below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Survey Chain** | | | |
| **Question** | **Variable Name** | **Response Option (numerical)** | **Response Option (categorical)** |
| School Name | [tswq\_schoolname] | 1 | Wilson Elementary School (Logan SD) |
| 2 | Helen M Knight Elementary School (Grand County  SD) |
| 3 | Trailside Elementary School (Park City SD) |
| 4 | North Summit Elementary School (North Summit  SD) |
| 5 | SLCSE Bryant Middle School (Salt Lake City SD) |
| 6 | SLCSE Rose Park High School (Salt Lake City SD) |
| 7 | San Juan High School (SJSD) |
| 8 | Margret L. Hopkin Middle School (Grand County SD) |
| 9 | Grand County High School (Grand County SD) |
| 10 | White Horse High School (SJSD) |
| 11 | Monticello High School (SJSD) |
| 12 | Monument Valley High School (SJSD) |
| 13 | ARL Middle School (SJSD) |
| 14 | Logan High School (Logan SD) |
| What is your role? | [school\_role] | 0 | Student |
| 1 | Teacher |

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| **Whole Survey Set Secondary Student Report** | | | |
| **Question** | **Variable Name** | **Response Option (numerical)** | **Response Option (categorical)** |
| Consent given? | [consent\_sec] | 1 | Yes |
| 0 | No |
| First Name | [first\_name\_v2] | Open response item | |
| Last Name | [last\_name\_v2] | Open response item | |
| School Name | [name\_of\_school\_v2] | 1 | SLCSE Bryant Middle School (Salt Lake City School  District) |
| 2 | SLCSE Rose Park High School (Salt Lake City School  District) |
| 3 | San Juan High School (San Juan School District) |
| 4 | Margret L. Hopkin Middle School (Grand County  School District) |
| 5 | Grand County High School (Grand County School  District) |
| Date of Birth | [dob\_v2] | Calendar response item | |
| Age (years) | [age\_v2] | Calculating field. Number = age | |
| Grade | [student\_grade\_v2] | 0 | 6th Grade |
| 1 | 7th Grade |
| 2 | 8th Grade |
| 3 | 9th Grade |
| 4 | 10th Grade |
| 5 | 11th Grade |
| 6 | 12th Grade |
| Advisory/Homeroom Teacher Last Name | [teacher\_lastname] | Open response item | |
| Racial/Ethnic Identity (American Indian or Alaskan Native) | [race\_ethnicity\_v2\_\_\_0] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Asian or Asian American) | [race\_ethnicity\_v2\_\_\_1] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Black or African American) | [race\_ethnicity\_v2\_\_\_2] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (European or White American) | [race\_ethnicity\_v2\_\_\_3] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Hispanic, Latino/a/x, or Spanish Origin) | [race\_ethnicity\_v2\_\_\_4] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Middle Eastern or North African) | [race\_ethnicity\_v2\_\_\_5] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Native Hawaiian or Pacific Islander) | [race\_ethnicity\_v2\_\_\_6] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (A race/ethnicity not listed) | [race\_ethnicity\_v2\_\_\_7] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Prefer to self-describe) | [race\_ethnicity\_v2\_\_\_8] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Prefer not to say) | [race\_ethnicity\_v2\_\_\_9] | 0 | No |
| 1 | Yes |
| If prefer to self-describe race/ethnicity, please specify: | [eth\_other\_v2] | Open response item, if [race\_ethnicity\_v2\_\_\_8 = 1] | |
| Gender | [gender\_identity\_v2] | 0 | Female |
| 1 | Male |
| 2 | Non-binary/third gender |
| 3 | Transgender |
| 4 | Agender |
| 5 | Genderqueer |
| 7 | A gender not listed |
| 8 | Prefer to self-describe |
| 9 | Prefer not to say |
| If prefer to self-describe gender, please specify: | [gender\_other\_v2] | Open response item, if [gender\_identity\_v2 = 8] | |
| Sexual Orientation | [sexual\_orientation] | 0 | Heterosexual or straight |
| 1 | Gay or Lesbian |
| 2 | Bisexual |
| 3 | Fluid |
| 4 | Pansexual |
| 5 | Queer |
| 6 | Demisexual |
| 7 | Questioning |
| 8 | Asexual |
| 9 | Prefer to self-describe |
| 10 | Prefer not to say |
| If prefer to self-describe sexual orientation, please specify: | [sex\_or\_other] | Open response item, if [sexual\_orientation = 9] | |
| Student Subjective Wellbeing Questionnaire (items 1-16) | [sswq\_1, sswq\_2, sswq\_3… sswq\_16] | 1 | Almost Never |
| 2 | Sometimes |
| 3 | Often |
| 4 | Almost Always |
| SSWQ Student Wellbeing Score | [sswq\_wellbeing] | Calculating field  ([sswq\_1]+[sswq\_2]+[sswq\_3]+[sswq\_4]+[sswq\_5]+[sswq\_6]+[sswq\_7]+[sswq\_8]+[sswq\_9]+[sswq\_10]+[sswq\_11]+[sswq\_12]+[sswq\_13]+[sswq\_14]+[sswq\_15]+[sswq\_16])/16 | |
| SSWQ Joy of Learning Score | [sswq\_joy] | Calculating field  ([sswq\_1]+[sswq\_5]+[sswq\_9]+[sswq\_13])/4 | |
| SSWQ Connectedness Score | [sswq\_connect] | ([sswq\_2]+[sswq\_6]+[sswq\_10]+[sswq\_14])/4 | |
| SSWQ Educational Purpose Score | [sswq\_purpose] | Calculating field  ([sswq\_3]+[sswq\_7]+[sswq\_11]+[sswq\_15])/4 | |
| SSWQ Academic Efficacy Score | [sswq\_efficacy] | Calculating field  ([sswq\_4]+[sswq\_8]+[sswq\_12]+[sswq\_16])/4 | |
| Youth Internalizing Externalizing Problems Scale (items 1-20) | [yieps\_1a, yieps\_2a, yieps\_3a… yieps\_20a] | 1 | Almost Never |
| 2 | Sometimes |
| 3 | Often |
| 4 | Almost Always |
| YIEPS Internalizing Score | [yieps\_intern] | Calculating field  ([yieps\_1a]+[yieps\_2a]+[yieps\_3a]+[yieps\_4a]+[yieps\_5a]+[yieps\_6a]+[yieps\_7a]+[yieps\_8a]+[yieps\_9a]+[yieps\_10a])/10 | |
| YIEPS Externalizing Score | [yieps\_extern] | Calculating field  ([yieps\_11a]+[yieps\_12a]+[yieps\_13a]+[yieps\_14a]+[yieps\_15a]+[yieps\_16a]+[yieps\_17a]+[yieps\_18a]+[yieps\_19a]+[yieps\_20a])/10 | |

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| **Teacher Survey (secondary schools)** | | | |
| **Question** | **Variable Name** | **Response Option (numerical)** | **Response Option (categorical)** |
| First Name | [tswq\_firstname] | Open response item | |
| Last Name | [tswq\_lastname] | Open response item | |
| Years Teaching | [tswq\_yrsteaching] | 0 | 1st year teaching |
| 1 | 1-3 years teaching |
| 2 | 3-5 years teaching |
| 3 | 5-8 years teaching |
| 4 | 8-12 years teaching |
| 5 | 12 years teaching or more |
| Teacher Subjective Wellbeing Questionnaire | [tswq\_1, tswq\_2, tswq\_3… tswq\_8] | 1 | Almost Never |
| 2 | Sometimes |
| 3 | Often |
| 4 | Almost Always |
| Teaching Efficacy | [tswq\_efficacy] | Calculating field  ([tswq\_2]+[tswq\_4]+[tswq\_6]+[tswq\_8])/4 | |
| School Connectedness | [tswq\_connect] | Calculating field  ([tswq\_1]+[tswq\_3]+[tswq\_5]+[tswq\_7])/4 | |
| Teacher Wellbeing | [tswq\_wellbeing] | Calculating field  ([tswq\_1]+[tswq\_2]+[tswq\_3]+[tswq\_4]+[tswq\_5]+[tswq\_6]+[tswq\_7]+[tswq\_8])/8 | |
| Teacher wellbeing experiences | [tswq\_qualitative] | Open response item | |
| Social Emotional Learning Integration Scale | [sel\_1, sel\_2, sel\_3…sel\_12] | 1 | Strongly Disagree |
| 2 | Disagree |
| 3 | Neither Agree nor Disagree |
| 4 | Agree |
| 5 | Strongly Agree |
| SEL Comfort Score: | [sel\_comfort] | Calculating field  ([sel\_7]+[sel\_8]+[sel\_9]+[sel\_5])/4 | |
| SEL Commitment Score: | [sel\_commitment] | Calculating field  ([sel\_12]+[sel\_11]+[sel\_4]+[sel\_3])/4 | |
| SEL Culture Score: | [sel\_culture] | Calculating field  (([sel\_1]+[sel\_2]+[sel\_6])+(6-[sel\_10]))/4 | |
| SEL Total Score: | [sel\_total] | Calculating field  (([sel\_1]+[sel\_2]+[sel\_3]+[sel\_4]+[sel\_5]+[sel\_6]+[sel\_7]+[sel\_8]+[sel\_9]+[sel\_11]+[sel\_12])+(6-[sel\_10]))/12 | |
| SEL Qualitative | [sel\_qualitative] | Open response item | |

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| **Teacher Survey (elementary schools)** | | | |
| **Question** | **Variable Name** | **Response Option (numerical)** | **Response Option (categorical)** |
| First Name | [tswq\_firstname\_v2] | Open response item | |
| Last Name | [tswq\_lastname\_v2] | Open response item | |
| Years Teaching | [tswq\_yrsteaching\_v2] | 0 | 1st year teaching |
| 1 | 1-3 years teaching |
| 2 | 3-5 years teaching |
| 3 | 5-8 years teaching |
| 4 | 8-12 years teaching |
| 5 | 12 years teaching or more |
| Teacher Subjective Wellbeing Questionnaire | [tswq\_1\_v2, tswq\_2\_v2, tswq\_3\_v2… tswq\_8\_v2] | 1 | Almost Never |
| 2 | Sometimes |
| 3 | Often |
| 4 | Almost Always |
| Teaching Efficacy | [tswq\_efficacy\_v2] | Calculating field  ([tswq\_2\_v2]+[tswq\_4\_v2]+[tswq\_6\_v2]+[tswq\_8\_v2])/4 | |
| School Connectedness | [tswq\_connect\_v2] | Calculating field  ([tswq\_1\_v2]+[tswq\_3\_v2]+[tswq\_5\_v2]+[tswq\_7\_v2])/4 | |
| Teacher Wellbeing | [tswq\_wellbeing\_v2] | Calculating field  ([tswq\_1\_v2]+[tswq\_2\_v2]+[tswq\_3\_v2]+[tswq\_4\_v2]+[tswq\_5\_v2]+[tswq\_6\_v2]+[tswq\_7\_v2]+[tswq\_8\_v2]))/8 | |
| Teacher wellbeing experiences | [tswq\_qualitative\_v2] | Open response item | |
| Social Emotional Learning Integration Scale | [sel\_1\_v2, sel\_2\_v2, sel\_3\_v2…sel\_12\_v2] | 1 | Strongly Disagree |
| 2 | Disagree |
| 3 | Neither Agree nor Disagree |
| 4 | Agree |
| 5 | Strongly Agree |
| SEL Comfort Score: | [sel\_comfort\_v2] | Calculating field  ([sel\_7\_v2]+[sel\_8\_v2]+[sel\_9\_v2]+[sel\_5\_v2])/4 | |
| SEL Commitment Score: | [sel\_commitment\_v2] | Calculating field  ([sel\_12\_v2]+[sel\_11\_v2]+[sel\_4\_v2]+[sel\_3\_v2])/4 | |
| SEL Culture Score: | [sel\_culture\_v2] | Calculating field  (([sel\_1\_v2]+[sel\_2\_v2]+[sel\_6\_v2])+(6-[sel\_10\_v2]))/4 | |
| SEL Total Score: | [sel\_total\_v2] | Calculating field  (([sel\_1\_v2]+[sel\_2\_v2]+[sel\_3\_v2]+[sel\_4\_v2]+[sel\_5\_v2]+[sel\_6\_v2]+[sel\_7\_v2]+[sel\_8\_v2]+[sel\_9\_v2]+[sel\_11\_v2]+[sel\_12\_v2])+(6-[sel\_10\_v2]))/12 | |
| SEL Qualitative | [sel\_qualitative\_v2] | Open response item | |

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| --- | --- | --- | --- |
| **Whole Survey Set Elementary Teacher Report (1-30)\*** | | | |
| **Question** | **Variable Name** | **Response Option (numerical)** | **Response Option (categorical)** |
| First Name | [first\_name] | Open response item | |
| Last Name | [last\_name] | Open response item | |
| School Name | [name\_of\_school] | 1 | Wilson Elementary School (Logan School District) |
| 2 | Helen M Knight Elementary School (Grand County  School District) |
| 3 | Trailside Elementary School (Park City School  District) |
| 4 | North Summit Elementary School (North Summit  School District) |
| Date of Birth | [dob] | Calendar response item | |
| Age (years) | [age] | Calculating field. Number = age | |
| Grade | [student\_grade] | 0 | Kindergarten |
| 1 | 1st Grade |
| 2 | 2nd Grade |
| 3 | 3rd Grade |
| 4 | 4th Grade |
| 5 | 5th Grade |
| Racial/Ethnic Identity (American Indian or Alaskan Native) | [race\_ethnicity\_\_\_0] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Asian or Asian American) | [race\_ethnicity\_\_\_1] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Black or African American) | [race\_ethnicity\_\_\_2] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (European or White American) | [race\_ethnicity\_\_\_3] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Hispanic, Latino/a/x, or Spanish Origin) | [race\_ethnicity\_\_\_4] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Middle Eastern or North African) | [race\_ethnicity\_\_\_5] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Native Hawaiian or Pacific Islander) | [race\_ethnicity\_\_\_6] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (A race/ethnicity not listed) | [race\_ethnicity\_\_\_7] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Prefer to self-describe) | [race\_ethnicity\_\_\_8] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Prefer not to say) | [race\_ethnicity\_\_\_9] | 0 | No |
| 1 | Yes |
| Racial/Ethnic Identity (Do not know) | [race\_ethnicity\_\_\_10] | 0 | No |
| 1 | Yes |
| If prefer to self-describe race/ethnicity, please specify: | [eth\_other] | Open response item, if [race\_ethnicity\_\_\_8 = 1] | |
| Gender | [gender\_identity] | 0 | Female |
| 1 | Male |
| 2 | Non-binary/third gender |
| 3 | Transgender |
| 4 | Agender |
| 5 | Genderqueer |
| 7 | A gender not listed |
| 8 | Prefer to self-describe |
| 9 | Prefer not to say |
| 10 | Do not know |
| If prefer to self-describe gender, please specify: | [gender\_other] | Open response item, if [gender\_identity = 8] | |
| Student Wellbeing Teacher-Report Scale | [swtrs\_1, swtrs\_2, swtrs\_3… swtrs\_12] | 0 | Never |
| 1 | Rarely |
| 2 | Sometimes |
| 3 | Often |
| 4 | Almost Always |
| Total Wellbeing Score: | [swtrs\_wellbeing] | Calculating field  ([swtrs\_1]+[swtrs\_2]+[swtrs\_3]+[swtrs\_4]+[swtrs\_5]+[swtrs\_6]+[swtrs\_7]+[swtrs\_8]+[swtrs\_9]+[swtrs\_10]+[swtrs\_11]+[swtrs\_12]) | |
| Academic Wellbeing Score: | [swtrs\_academic] | Calculating field  ([swtrs\_1]+[swtrs\_6]+[swtrs\_9]+[swtrs\_10]) | |
| Social Wellbeing Score: | [swtrs\_social] | Calculating field  ([swtrs\_3]+[swtrs\_4]+[swtrs\_7]+[swtrs\_12]) | |
| Emotional Wellbeing Score: | [swtrs\_emotional] | Calculating field  ([swtrs\_2]+[swtrs\_5]+[swtrs\_8]+[swtrs\_11]) | |
| Student Risk Screening Scale-Internalizing and Externalizing | [ssrs\_1, ssrs\_2, ssrs\_3… ssrs\_12] | 0 | Never |
| 1 | Occasionally |
| 2 | Sometimes |
| 3 | Frequently |
| Externalizing Score: | [srss\_externalizing] | Calculating field  ([ssrs\_1]+[ssrs\_2]+[ssrs\_3]+[ssrs\_4]+[ssrs\_5]+[ssrs\_6]+[ssrs\_7]) | |
| Internalizing Score: | [srss\_internalizing] | Calculating field  ([ssrs\_8]+[ssrs\_9]+[ssrs\_10]+[ssrs\_11]+[ssrs\_12]) | |

\*The variable names above are representative of the first student survey completed by teachers. For each student after, add \_v#, with # representing the student’s data you’d like to retrieve. For example, the 5th student on the class roster’s data would be represented by the variable name above with \_v5 following. An error was made that can’t be undone that led to computer generated variable names for the demographic data of the second student (\_v2). See below for these variable names

|  |  |
| --- | --- |
| **Question** | **Variable Name** |
| First Name | first\_name\_v2\_ddcf0f |
| Last Name | last\_name\_v2\_ace798 |
| School Name | name\_of\_school\_v2\_3e10c4 |
| Date of Birth | dob\_v2\_e65111 |
| Age (in years) | age\_v2\_ef52b2 |
| Grade | student\_grade\_v2\_c23820 |
| Race/ethnicity | race\_ethnicity\_v2\_1efc7d\_\_\_0, race\_ethnicity\_v2\_1efc7d\_\_\_1, race\_ethnicity\_v2\_1efc7d\_\_\_2… race\_ethnicity\_v2\_1efc7d\_\_\_10 |
| Race/ethnicity other | eth\_other\_v2\_850cb0 |
| Gender Identity | gender\_identity\_v2\_18e49b |
| Gender other | gender\_other\_v2\_98910b |