



Student Instructions for Completing the Universal Encouragement Program Online Survey

You are one of the lucky students whose school or program has decided to use the Universal Encouragement Program (UEP). The UEP is an online survey to find out each student's individual education and career experiences, interests, and plans. Your responses enable counselors, teachers, and administrators to better understand how to be of assistance to you. The survey takes about 15-20 minutes to complete, is completely online, and is entirely voluntary. You have the right to answer any, all or none of the questions, but the more you answer truthfully, the better your counselor or advisor will be able to help you.

Before you begin, you may want to gather some information that will be helpful in filling out parts of the assessment. This information includes

1. Your email address (this is optional and enables important communications)
2. Your parents' or guardians' home addresses
3. Your parents' or guardians' email addresses, and
4. The highest level of education completed by anyone living in your household.

Make sure the computer you choose to use has internet access and access to a printer if you would like to print off your survey responses.

Your school will either provide you with a hyperlink that takes you directly to your survey form and automatically enters your survey code, or your school will provide an authorization code to enter manually in Form 1 (grades 6-8) or Form 2 (grades 9-12). To enter a code manually, go to the survey forms in the Students Menu at www.capenetwork.org. Select the form for your grade and be sure to enter your code accurately.

Please read through the first page of the survey thoroughly, as it informs you about the assessment, gives you directions on how to complete the assessment, and how to make changes if you need to do so at a later time. After you read this page, click on "Next" at the bottom of the page to continue to the start of the assessment.

Fill out each section as best as you can. All of the questions are about you, so you are the expert on everything that this survey asks you. After you complete each section, click on the “Next” link found at the bottom of the page. If you would like to go back and change an answer, you can click on the title sections on the left hand side of the page to take you back to the section you need to change.

After you complete the last page of the survey (Services & Activities), you should click on the “Finish Survey” link at the bottom of the page. You will then be given one more opportunity to go back and change answers or to click on the “Send/Print/Save” button to proceed to the end. Once you click the “Send/Print/Save” button, you will be given the following options:

- A) Print a copy your form and responses (if a printer is available)

- B) Send a report based on your responses by email to
 - 1. Parent/Guardian 1
 - 2. Parent/Guardian 2
 - 3. Yourself
 - 4. Others (Enter email addresses separated with commas)

Choose the options you would like to complete, and then click on the “Finish” link. This will finish the saving of your information and send your survey reports by email (if you chose this option). If you selected the Print option, your survey form is now onscreen, and you may click on the print icon or File/Print to print out a copy of your responses.

If at a later date you need to go back and change any of your answers, you can do so from the Students Menu at www.capenetwork.org. Select Change or Delete your Responses and enter the answers to the questions to retrieve your survey form.

A brief checklist is available for your use on the following page.

Thank you for using the Universal Encouragement Program!

Universal Encouragement Program Student Checklist

1. Gather information:
 - a. Your email address
 - b. Your parents' or guardians' home addresses,
 - c. Your parents' or guardians' email addresses
 - d. The highest level of education completed by anyone living in your household.
2. Make sure the computer you use has internet access.
3. Use the link or authorization code provided by your school to access the survey. If given a code, you will enter this at the top of the second page of the survey. The survey forms are found in the Students Menu (on the left) at www.capenetwork.org.
4. Read over the student information and directions on page 1 of the survey.
5. Click "Next" at the bottom of each section to move to the next section.
6. Click "Finish Survey" on the last page of the survey.
7. Choose "Send/Print/Save" to print a copy of your form and/or send a copy to those you want to receive it.
8. Click on "Finish" to save your information and complete the assessment. If you selected the Print option, your survey form is now onscreen, and you may click on the print icon or File/Print to print out a copy of your responses. [Note: the print option requires that a working printer is connected to your computer.]