

General upper secondary schools and vocational institutions

TEACHER USERNAME: see instructions in Finnish

TEACHER PASSWORD: see instructions in Finnish

The Answer ID distributor: kouluterveys.thl.fi/login

School Health Promotion study 2025

Teacher supervising the survey – READ THE INSTRUCTIONS IN ADVANCE

- Familiarise yourself with **THL's Answer ID distributor**, where you can get a web address and login-ID for students for the School Health Promotion study. See more detailed instructions with images on the next page. Test your login beforehand.
- Familiarise yourself with the attached **instructions for students and the guardian information leaflet**. Instructions can also be found at thl.fi/kouluterveyskysely/opettaja Inform guardians in advance about the study. The guardian may, if they wish, prohibit the participation of a child under the age of 15 by notifying the teacher.
- In vocational institutions, all students (both under 21 years of age and older) who have started studying for a vocational upper secondary qualification in 2023–2025, and TUVA students, participate in the survey.

Prepare for a response

- The survey is carried out during the study day under the supervision of a teacher. Select the appropriate time from the timetable.
- **Allow at least 45 minutes so that the survey can be continued for the next recess if necessary.**
- **A shorter and more clarified questionnaire is available.** There is no easy-to-read version. If a student has difficulty answering, they can proceed with the form as far as they can.
- Responses to the survey can be given using computers or mobile devices. The students may also respond to the survey with their personal devices.
- The survey is answered with online forms that are accessible and suitable for answering with assistive devices.
- The survey is answered independently. Students can ask for help from a teacher or assistant, if they wish.
- The students should be seated such that they cannot see others' answers. Make sure everyone is allowed to respond in peace.
- The recommended browser for answering is Chrome, Firefox or Safari.

Do the following when carrying out the survey

- Share the student instructions and go through them with the students. Responding is voluntary.
- Tell the following or show the students a video (approximately 2 min, in Finnish and Swedish) from thl.fi/kouluterveyskysely/opettaja
 - **The language options of the form are Finnish, Swedish, English, Russian and Northern Sami.** After logging in, the student can select the form language in the upper right corner of the questionnaire.
 - If filling in the form is interrupted, give the student the link and login again. The student can log in to the questionnaire and start answering from the beginning.
 - After responding, the student should click on the "submit answers" button and close the web browser. When the response time ends, an incomplete form can be submitted by going to the last page and clicking "submit answers".
 - The students may have concerns about some of the questions. Not all questions have to be answered.
 - **Explain how the educational institution's school nurse, social worker and psychologist can be met.** The survey form mentions helplines and online services.
- **Share the web address and login-ID with the students** (see next page for detailed instructions).

After completing the survey

- After all the students in your group have responded, **securely dispose** of the instructions and teacher username and password so that the ID's cannot be misused.
- **Please give feedback** at thl.fi/kouluterveyskysely/opettaja, the password: (please see instructions in Finnish sent by post). Answering the feedback form takes about 5–10 minutes.

Thank you for your cooperation!

School Health Promotion study information service line between 9.00 and 15.00, tel. 029 524 6082, kouluterveyskysely@thl.fi and thl.fi/shpstudy

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TEACHER INSTRUCTIONS FOR THE USE OF THE ANSWER ID DISTRIBUTOR

1. **Sign in to the Answer ID distributor.** The web address, teacher username and password are located at the top of this manual (please see these instructions sent by post). Do not share or show them to anyone except teachers who supervise the survey.
2. After logging in, **check that the name of your educational institution/site** is displayed on the website.
3. **Click on one ID distributor group** (ryhmä/grupp) (01, 02...) from the list and write down its number (see image). If there are more respondents, select another group in addition. If necessary, you can select a group, in which some of the IDs have already been used.

Each group has one web address and a login-ID for 30 respondents (vocational institutions) or 35 respondents (general upper secondary schools). If you need more groups/IDs, see instructions for an additional order from the contact person's instructions (sent by post).

Select Group

By clicking on a group you get the questionnaires web address and login-ID for the respondents. Each group has unique address and login-ID.

Group ID ▾	Status	IDs used	Time left to log in to the form
Ryhmä / Grupp 01	● Inactive	0/30	--
Ryhmä / Grupp 02	● Inactive	0/30	--
Ryhmä / Grupp 03	● Inactive	0/30	--
Ryhmä / Grupp 04	● Inactive	0/30	--
Ryhmä / Grupp 05	● Inactive	0/30	--

4. After selecting a group, a window appears (see image beside).
5. Copy the **web address for this group of respondents** from it and share it with them, for example, through Wilma or by email.
6. **Share the login-ID for this group of respondents**, for example, by writing it on a whiteboard.
7. **Important:** Do not share the web address and the login-ID through the same electronic channel (e.g. email) for security reasons.
8. **Share the student's instruction** (see the previous page "Do the following when carrying out the survey")

X CLOSE

Ryhmä / Grupp 01 ● Inactive ?

Web address for this group of respondents: ?

Copy

Login ID for this group of respondents: ?

IDs used: ● 0/25 Time left to log in to the form: ● 00:00 ?

9. When the students are ready to log in to the survey, **click on the green section "Activate login"**. The login-IDs can be used to access the survey form after the login is activated. The login time (15 minutes) does not affect the survey form response time.
10. When the entire group has logged in to the questionnaire, click **"Stop logging in"**. If necessary, click on "Extend group activation (15 min)".
11. Students can continue to fill in the questionnaire until the end of the response period you have agreed on. The student can also submit an incomplete form by going to the last page and pressing "submit".
12. Remind students to click on "submit answers" after responding and to close the web browser.

Instructions for using the Answer ID distributor and for problems are available at thl.fi/kouluterveyskysely/ukk (in Finnish and Swedish)