**Directions for preparing and administering SALG-M — 3 March 2010**

The Student Assessment of Learning Gains (SALG) instrument is a well-developed survey for measuring students' learning gains from college courses. We developed a special version of the SALG for undergraduate mathematics courses, which we call the SALG-M. The SALG and SALG-M are housed on the salgsite.org web platform, which offers a suite of online tools that enable you to customize and administer the survey and gather anonymous responses from your students. Through the platform's database tools, survey results are available in both summarized and spreadsheet formats.

The survey may be used for formative assessment—understanding how your students are responding to your course—or for more formal, summative assessment, such as in our current study of a four-campus initiative on inquiry-based learning in undergraduate mathematics. It may be used with any teaching style but may be particularly useful for those using or experimenting with innovative classroom methods.

Please save this document and follow these directions to navigate your way to the SALG-M and set up your own version using the salgsite "wizard" tool. Use *Next* and *Back* buttons to move through the wizard screens.

1. Go to www.salgsite.org in your web browser.
2. Create an account by clicking on *Register as a new user* link. Fill out the information at the link. If you already have an account, log in as a returning user.
3. Once you have logged in, click on *Create a new instrument using the wizard to guide me*.
4. Fill out the information on the "Course Description" page and press *Next*..
5. For "Validating student identities," press *Open enrollment*.
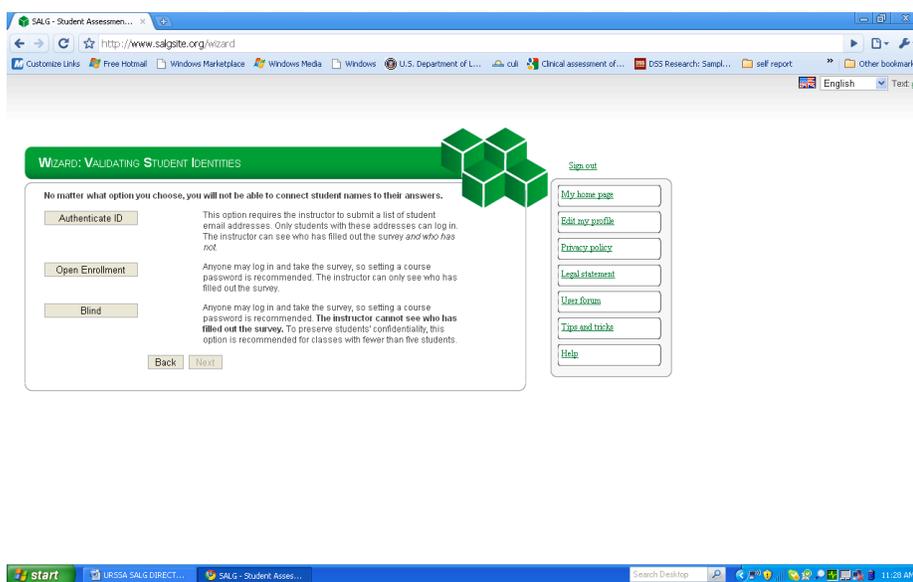
6. Select a course password. Students will use this password to log on to the survey. Press *Next*.

7. Select one of the three options (Public, Anonymous or Private) for sharing your instrument with other users.
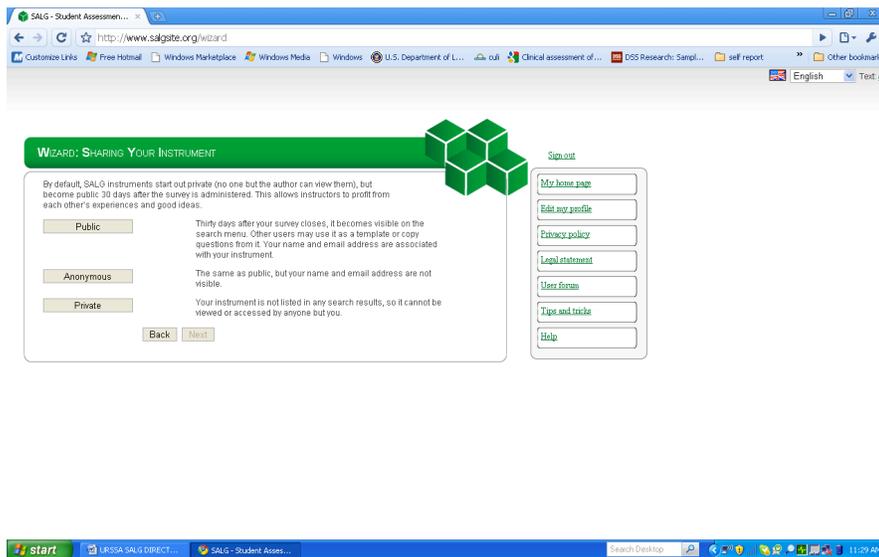
8. Under "Choose Baseline or SALG," choose *SALG*.
9. Under "Choose SALG source," choose *Reuse someone else's instrument*.
10. In the search box, enter "SALG-M MASTER" and return. Scroll down, and select *SALG-M MASTER*; press *Preview*.
11. Press *Next* at the "Preview" page.
12. At the "Choose copy options" page, press *No, skip this step.*
13. At "Edit questions," scroll down to the editable questions about halfway down (you can recognize these from the *delete* buttons on the right). You may delete, move or edit the wording of these questions. Make sure you press *Save and done* when you are happy with your survey.
14. Set start and end dates when you will administer the survey to students. Warning: you will not be able to edit your survey after the start date. If you are reviewing the SALG-M and not ready to administer to a real group of students, just enter dates in the future, and modify them later.
15. Announce the survey to your students by editing one of the announcement options. This will bring up your e-mail application. If you do not want to send out the message immediately, save a draft in your e-mail system.
16. Press *Done* to return the home page listing all of your SALG instruments. You can continue working or *Sign out.*
17. To access the results of your survey after the students have taken it, log back onto the site, and choose your instrument from the list of instruments. Click on *Analysis*.