**Directions for preparing and administering URSSA—19 February 2010**

The URSSA is currently housed on the salgsite.org web platform designed for the Student Assessment of Learning Gains (SALG) instrument. This platform provides online tools that enable you to customize and administer the instrument and gather anonymous responses from your students. Through the platform's database tools, survey results are available in both summarized and spreadsheet formats.

Since the salgsite web platform was originally designed for the SALG instrument, the website is oriented toward classroom assessments, but URSSA can be administered from it. Commands and information that reference the SALG are also applicable to URSSA. Please save this document and follow these directions to navigate your way to the URSSA instrument and set up your own version of URSSA 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*. (Although the SALG is designed for classes it can be used for Undergraduate Research programs).
5. For "Validating student identities," press *Open enrollment*.
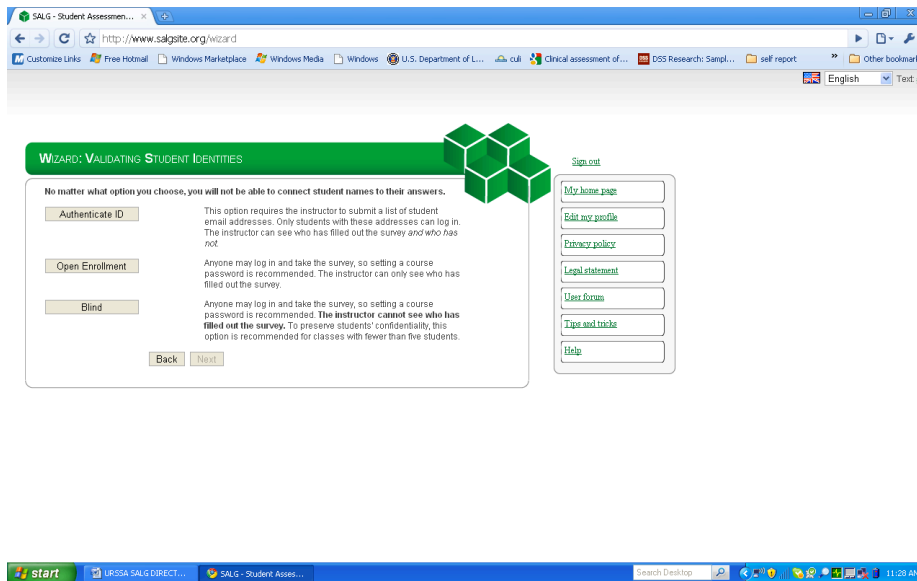
6. Select a course password. Students will use this password to log on to the survey. Press *Next*.
7. Select one of the three options (Public, Anonymous or Private) for sharing your instrument with other users.
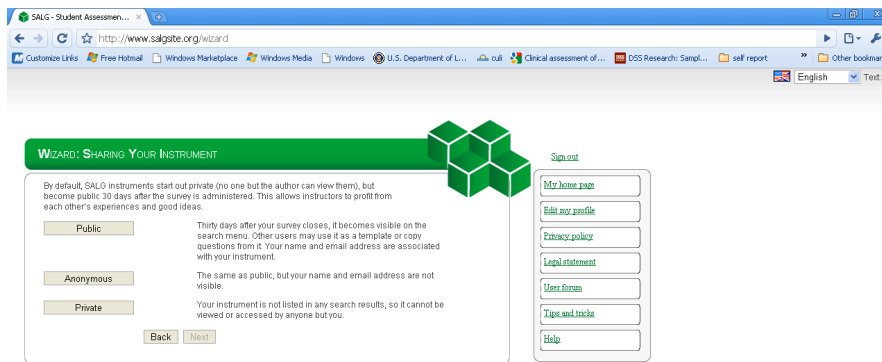
8. Under "Choose Baseline or SALG," choose *SALG*.
9. Under "Choose SALG source," choose *Reuse someone else's instrument*.
10. In the search box, enter "URSSA MASTER" and return. Scroll down, and select *URSSA MASTER*; press *Preview*.
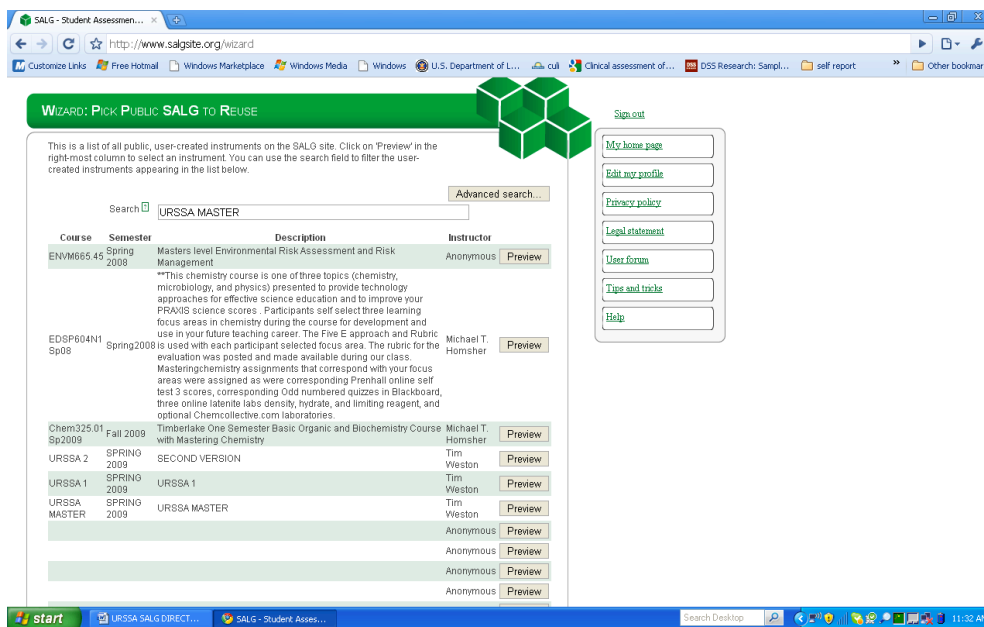
11. Press *Next* at the "Preview" page.
12. At the "Choose copy options" page, press *No, skip this step.*
13. At "Edit questions," scroll down to the editable questions about halfway down (you can recognize these from the *delete* buttons on the right side). You may delete, move or edit the

wording of these questions. Make sure you press *Save and done* when you are happy with your URSSA version.
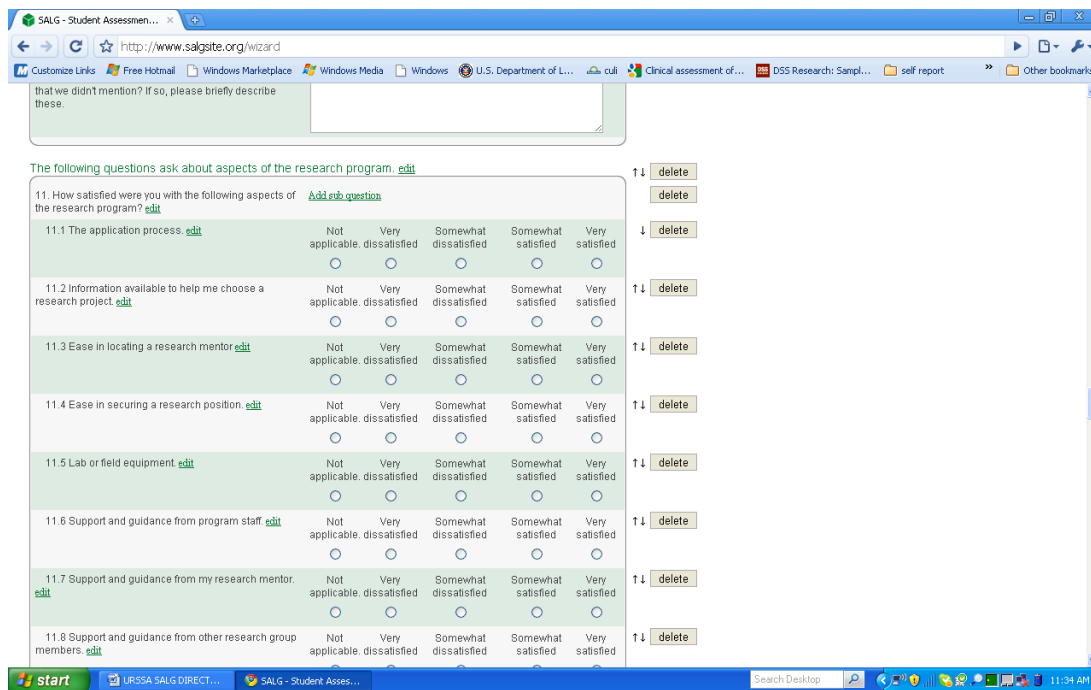
14. Set start and end dates when you will administer the survey to students. Warning: you will not be able to edit URSSA after the start date. If you are reviewing URSSA and not ready to administer to a real group of students, just enter dates far in the future, and modify them later.
15. Announce the 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 URSSA and 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 for the list of instruments. Click on *Analysis*.