Dear Bio REU PI,

We are writing to invite you to use the 2012 Bio REU common assessment survey tool and to provide instructions for how to access and set it up for your own program.

All active 2012 Bio REU PIs have been entered as members of the **BIO REU Department at the University of Colorado**. The **BIO REU MASTER 2012** tool is an instrument in this "department" and it is the "department" function that allows us to aggregate the data. Therefore, ***it is important that you use the survey tool within the "University of Colorado Department"*** or your data will not be included in the aggregated data for the Bio REU program as a whole.

The PI email address that you have on file with the National Science Foundation was used to add you to the "department," so please use this address to access the tool.

- *If you used the tool in previous years* and granted others on your summer program team (co-PIs, evaluators, etc.) access to create/modify your survey, then you will sign-in as in previous years and the additional individuals should still have access as in previous years.

- *If you are using URSSA (SALG) for the first time*, then you will need to register as a new user. If you would like to grant access to others on your team (co-PIs, evaluators, etc.) to create/modify your Bio REU survey, then please send the names and email addresses of those individuals to Janet Branchaw at branchaw@wisc.edu. They will be sent email notification once added.

Step-by-step instructions for how to access and set up your program survey are provided at the end of this document.

Importantly, using the Bio REU URSSA does not preclude you from using your own assessment instruments. In particular, program specific questions can be added to the Bio REU URSSA MASTER instrument, though the "core" questions cannot be modified. **We encourage site directors to either add their own questions to the master instrument or to use other types of complementary assessment tools.**

If you have questions or problems using the tool, please contact us.

Sincerely,

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BIO REU Leadership Council Assessment Committee Co-Chairs

2012 Bio REU URSSA: Step-by-Step Instructions

<u>Creating Your Survey</u>

1. Log on to the SALG instructor site: www.salgsite.org.

2. If you are a new user, click "Register as a new user." Fill out the information on the next page, if you have already used URSSA, click "Returning user" and login using your email and password from last year.

3. Click: **"Implement an instrument created by your department without adding questions."**
(You will be able to add and edit questions later if you wish, but you first need to select a survey.)

4. If you have more than one departmental survey you will need to choose Summer 2012 Bio REU MASTER on the next page and press next. If you only have one survey you will be passed on to the next page automatically.

WIZARD: PICK AN INSTRUMENT TO REUSE

Your department has provided these templates. Please choose one as the basis for your instrument.

Course	Semester	Description	
UR	summer 2010	Master copy for Bio REU sites su'10	Select
BIO REU URSSA SUMMER 2011 BIO REU			Select
x	xxxx	x	Select
x	xxxx	x	Select
x	xxxx	x	Select
x	xxxx	x	Select
BIO REU URSSA SUMMER 2012 BIO REU MASTER 2012			Select

Back   Next

Sign out

My home page
Edit my profile
Privacy policy
Legal statement
User forum
Tips and tricks
Help

5. The next page will let you preview the survey. Make sure you have chosen "Bio REU URSSA Summer 2012" Click "next".

WIZARD: PREVIEW INSTRUMENT

Below is the instrument you selected. If this template is not what you wanted to use, please select Back and try again. Otherwise, please select Next.

Back   Next

Viewing instrument: BIO REU URSSA, SUMMER 2012

Sign out

My home page
Edit my profile
Privacy policy
Legal statement
User forum
Tips and tricks
Help

You may see the following note next to some questions:
"D" — Department question. The department head can view the responses to these questions.

Gains in THINKING AND WORKING LIKE A SCIENTIST: APPLICATION OF KNOWLEDGE TO RESEARCH WORK.

1. How much did you GAIN in the following areas as a result of your most recent research experience?	no gains	a little gain	moderate gain	good gain	great gain	not applicable
1.1 Analyzing data for patterns.	○	○	○	○	○	○
1.2 Figuring out the next step in a research project.	○	○	○	○	○	○
1.3 Problem-solving in general.	○	○	○	○	○	○
1.4 Formulating a research question that could be answered with data.	○	○	○	○	○	○
1.5 Identifying limitations of research methods and designs.	○	○	○	○	○	○
1.6 Understanding the theory and concepts guiding my research project.	○	○	○	○	○	○
1.7 Understanding the connections among scientific disciplines.	○	○	○	○	○	○
1.8 Understanding the relevance of research to my coursework.	○	○	○	○	○	○

6. **NOT REQUIRED** – You will be asked to set the start and end dates for your survey. You can leave these questions blank and set the dates later. Click "Next."

Important: If you choose to set the start and end dates now and wish to edit the survey at a later time, do **NOT** set to set the start date for the present day. **Once activated, a survey cannot be modified.**

7. **NOT REQUIRED** - You will be asked to select an announcement to your students. Again, you do not need to select an announcement at this time for the survey to be generated. Click "Done."

Your Core Bio REU survey should now exist!

The next section outlines instructions on how to modify your survey. You can return to make modifications anytime before the start date. Once the survey is activated, however, you can no longer modify it.

Use the Instrument Control Panel to Modify Your Survey

1. View or edit course name, description and/or other information about your course.

Fill out any missing information about your course. Under student identity select: "open enrollment." If you wish to let others use your version of the instrument, select "public," if you don't wish to do this, select "private."

2. View or edit the student list

EDIT STUDENT LIST

Instrument # 27338
On this page, you can manage the list of students taking your SALG survey. You can enter the students email addresses, edit those addresses, and remove students from the list. You can also use this to view whether or not a student has completed the instrument.

Current student list
No student email addresses entered yet.

Enter students
Type or paste new email addresses, one per line. You may also paste in a list, with email addresses separated by commas or by semi-colons.

```
student1 @university.edu
student2@school.edu
student3@college.edu
```

Back   Save   Done

My home page

Edit my profile

Privacy policy

Legal statement

User forum

Tips and tricks

Help

In addition to allowing you to enter the email addresses of your students, this tool will allow you to track student completion of the survey after it opens. However, this tool does not match student emails to responses, so the responses remain anonymous.

3. Copy questions from another instrument into your active instrument

COPY QUESTIONS: CHOOSE COPY SOURCE

Instrument # 27338
You may copy questions from another of your own instruments or from someone else's public instruments:

Copy from one of my own instruments

Copy from public instruments

Back   Next

My home page

Edit my profile

Privacy policy

Legal statement

User forum

Tips and tricks

Help

If you added program specific questions to your survey in previous years, you can use this tool to copy and paste those questions into your new survey, where you can update them for the current year.

4. Edit the questions

There are 15 "core" questions that may not be edited. They are questions 1-10, 20, 26, 30, 31 and 32. Only data from the "core" questions is aggregated and analyzed across the Bio REU sites.

The remainder of the questions may be deleted, edited or moved. These "extra" questions are from the original URSSA survey tool and are included to help PIs design their own program specific questions. New questions can be added at the bottom of the page.

5. Edit the start and end dates for your survey

If you did not set the start and end dates when you generated your survey, this tool allows you to set them at any time. Remember, once the survey has started, it can no longer be modified.

6. Announce the survey to students

WIZARD: ANNOUNCE TO STUDENTS

Sign out

Instrument # 27338
Announce the availability of your survey to your students.

Below are some sample announcements that you can cut and paste into an email to your students. It is recommended that you personalize and/or vary your announcement from time to time to convey your personal investment in their responses to your survey and to dispel the idea that this has become a rote, bureaucratic process. Research shows that student response rates are highest when they believe that the instructor genuinely values and uses their feedback.

Formal Announcement Informal Announcement Friendly Announcement

Back Done

My home page
Edit my profile
Privacy policy
Legal statement
User forum
Tips and tricks
Help

When you select one of the three announcement options, an email window will open with the announcement text in it. You can edit this text. Enter the email addresses for your students. You may send the announcement, or save the email as a draft (if you want to send the email later). Click "done."

7. Analyze and/or download the results of your survey

INSTRUMENT ANALYSIS

Sign out

Instrument dashboard

On this page, you can view and download a summary of results from one or more SALG instruments. You can also view results across instruments.

Results displayed for the following instrument:

ID	Open Close	Instructor	Course	Semester	Description	N	
23095	Wed Aug 03, 2011 Sun Aug 07, 2011	Janet Branchaw	IBS-SRP	Summer 2011	Summer 2011 Integrated Biological Sciences Summer Research Program at University of Wisconsin-Madison	48	download

If you'd like to aggregate data across instruments, you can add another instrument to this analysis.

Cross-tabulate questions [?]

My home page
Edit my profile
Privacy policy
Legal statement
User forum
Tips and tricks
Help

Frequency distributions of scale results
The table below lists the percentage of students responding in each category, along with the mean and number of responses for that item. If you'd like an more detailed analysis, click on the 'details' link to the right of that item.

Gains in THINKING AND WORKING LIKE A SCIENTIST: APPLICATION OF KNOWLEDGE TO RESEARCH WORK.

1. How much did you GAIN in the following areas as a result of your most recent research experience?	1:no gains	2:a little gain	3:moderate gain	4:good gain	5:great gain	9:not applicable	:	Mean	N	
1.1 Analyzing data for patterns.	0%	6%	4%	29%	54%	6%		4.4	45	details

Summary statistics for all of the questions on the survey are presented within this tool. You can also download your data to a spreadsheet for further analysis (see the red arrow).