Instructions for URSSA

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 2011 BIO REU on the next page and press next. If you only have one survey you will be passed on to the next page automatically.
5. The next page will let you preview the survey. Make sure you have chosen [need title:] Click "next".
6. Set the start and end dates for when you will administer the survey. **Important**: if you wish to edit the survey be sure not to set the start date for the present day. Give yourself enough time to make your edits. You may also want to set the end date for a few days after you expect the students to finish—just in case everyone doesn't fill it out on time.
7. The next page lets you announce the survey to your students. Once you pick an announcement an email window should open with the announcement text in it. Enter 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). Press "done" on this page and "done" on the next page. You will now be at the home page for your account. If you do not want to edit the survey, log out of the account. You are done (if you have sent the email to your students).

   IF YOU WISH TO EDIT THE SURVEY QUESTIONS:

1. Find the survey you created under "your instruments."
2. Under "open control panel" click on the number of your instrument. You are now on the "instrument control panel" page.
3. Click "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." Click done and return to the control panel.
4. Click "4. Edit the questions." Editable questions start half-way down the page; you may delete, edit or move questions.   You may add questions at the bottom of the page. When finished editing, click "save and done."
5. Reset start and end dates by clicking 5. Set start and end dates.
6. If you have not already sent the announcements to your students, you may do so by clicking ""6. Announce to students." Choose your announcement. When the email window opens, enter your students' email addresses and click "send." Click "done." Click "done" on the final page to return to the Home page. Logout. You are done.