

May 28, 2013

Dear Bio REU PI,

We are writing to invite you to use the 2013 Bio REU common assessment survey tool and to provide instructions for how to access and set it up for your own program.

If you have used the tool in previous years, then you will be able to access the 2013 tool by simply logging in. If you are using the tool for the first time, then you will need to be entered as a member of the **BIO REU Department at the University of Colorado**. To do this, please email us at branchaw@wisc.edu or Julio.Soto@sjsu.edu. The **BIO REU MASTER 2013** 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 should be the one that we use to add you to the “department.”

- ***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 email us (branchaw@wisc.edu or Julio.Soto@sjsu.edu) to be entered as a member of the department, which will allow you 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 us as well. 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
2013 Bio REU URSSA: Step-by-Step Instructions

Creating Your Survey

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

The screenshot shows the 'LOGIN: RETURNING USER' page. At the top, there is a green header with the text 'LOGIN: RETURNING USER' and a 3D cube graphic. Below the header, a message says 'Please enter your email address and password in the spaces below.' There are two input fields: 'Email' with the value 'branchaw@wisc.edu' and 'Password' with masked characters. A 'Log in' button is positioned below the password field. To the left of the 'Log in' button, there are two links: 'I forgot my password' and 'No account yet? Register now'. A red arrow points from the text 'new users' to the 'Register now' link. To the right of the login form is a vertical menu with links: 'Privacy policy', 'Legal statement', 'User forum', 'Tips and tricks', and 'Help'.

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.)

The screenshot shows the dashboard for 'HELLO JANET BRANCHAW'. At the top, there is a green header with the text 'HELLO JANET BRANCHAW' and a 3D cube graphic. Below the header, there is a message: 'Choose the large button below to create a new instrument from scratch, with the help of a wizard.' Below this message is a table of existing instruments. A list of actions is provided: 'View the instrument', 'Edit the instrument', 'Edit course information: name, number of students, etc.', 'Set start and end dates', 'Announce the survey to students', 'Analyze data', 'Delete the instrument', and 'Adapt the instrument to a new course'. Below the list is the 'Department affiliation' section, which shows 'BIO REU, University of Colorado'. At the bottom of the dashboard, there are two large buttons: 'Create a new instrument using the wizard to guide me' and 'Implement an instrument created by your department without adding questions'. A red arrow points to the second button. To the right of the dashboard is a vertical menu with links: 'Sign out', 'My home page', 'Edit my profile', 'Privacy policy', 'Legal statement', 'User forum', 'Tips and tricks', and 'Help'.

Your Instruments:

Open control panel	Course	Semester	Description	Type	Status	Open/Close Dates	Reuse/adapt instrument
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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.”

WIZARD: SET START AND END DATES

Instrument # 27338
Set the dates when your survey will open and close.

Start Date year month day

End Date year month day

Warning! After the start date, you cannot make any changes to the instrument. Don't set the date to today unless you are certain you are finished editing.

You will not be able to view or analyze the results of your survey until after the end date. You can edit this date until it arrives.

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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.”

WIZARD: ANNOUNCE TO STUDENTS

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

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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

INSTRUMENT CONTROL PANEL BIO REU URSSA, SUMMER 2012

Instrument # 27337
(Course: BIO REU URSSA, Semester: SUMMER 2012)

When you work directly from the instrument control panel there is no wizard to guide you. As you complete each step, you are returned to this control panel. The actions you may perform are listed below in the order in which they are usually executed. Your instrument (#27337) appears below this box

1. [View or edit course name, description and/or other information about your course.](#)
2. [View or edit the student list.](#) (Use this option to see who has completed the survey.)
3. [Copy questions from another instrument into your active instrument.](#)
4. [Edit the questions](#)
5. [Edit the start and end dates for your survey.](#)
6. [Announce the survey to students.](#)
7. [Analyze and/or download the results of your survey.](#)

[Reuse/adapt this instrument for a new survey.](#) (This instrument will not be affected.)
[View the ancestry of your instrument.](#) (Shows the sources your instrument came from.)
[Delete this instrument and all associated data.](#)

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

EDIT COURSE INFORMATION

Instrument # 27338
Please enter information about your course in the form below.

Instructor

Institution

Department

Semester

Course name

Description This description will be the primary identifier for your course on all lists and search functions (private and public).

Number of students

Student Identity Authenticated Open enrollment Blind

Course password (optional)

Make public/keep private Public Anonymous Private

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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

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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

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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

EDIT INSTRUMENT QUESTIONS

Instrument # 27338
Below is a preview of your active instrument. You may edit your instrument in many ways:

1. edit the wording of individual items,
2. delete individual items,
3. add new items,
4. rearrange the order of items, and
5. add your own stem-questions at the end of the instrument.

Restrictions: To preserve the pedagogical philosophy and identity of the SALG, the core stem-questions are locked: you cannot edit or delete these questions or their response-scales. You are also not allowed to delete all the sub-questions under any of these stems: you must retain at least one question under each stem. You may create additional stem-questions, and they may use different response-scales.

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

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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

WIZARD: SET START AND END DATES

Instrument # 27338
Set the dates when your survey will open and close.

Start Date

End Date

Warning! After the start date, you cannot make any changes to the instrument. Don't set the date to today unless you are certain you are finished editing.

You will not be able to view or analyze the results of your survey until after the end date. You can edit this date until it arrives.

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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

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.

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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

[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](#)

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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 a 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).