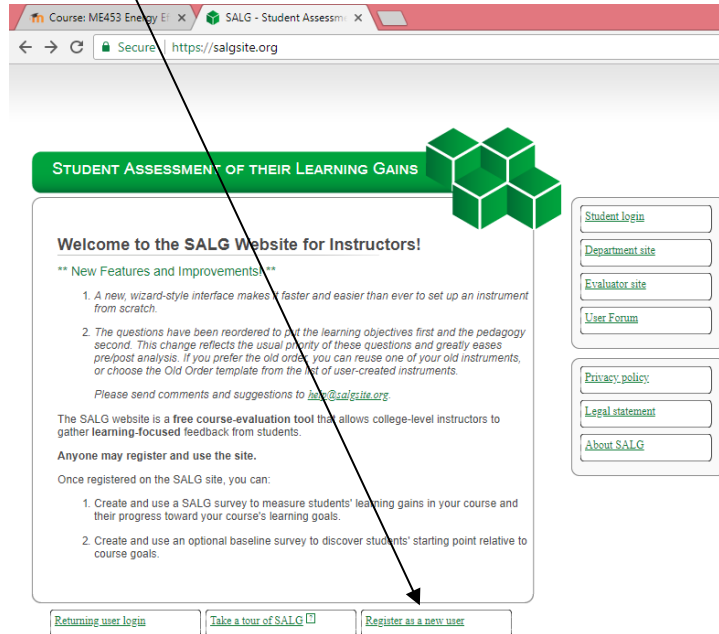


Instructions for setting up and customizing a Student Assessment of Learning Gains (SALG) survey

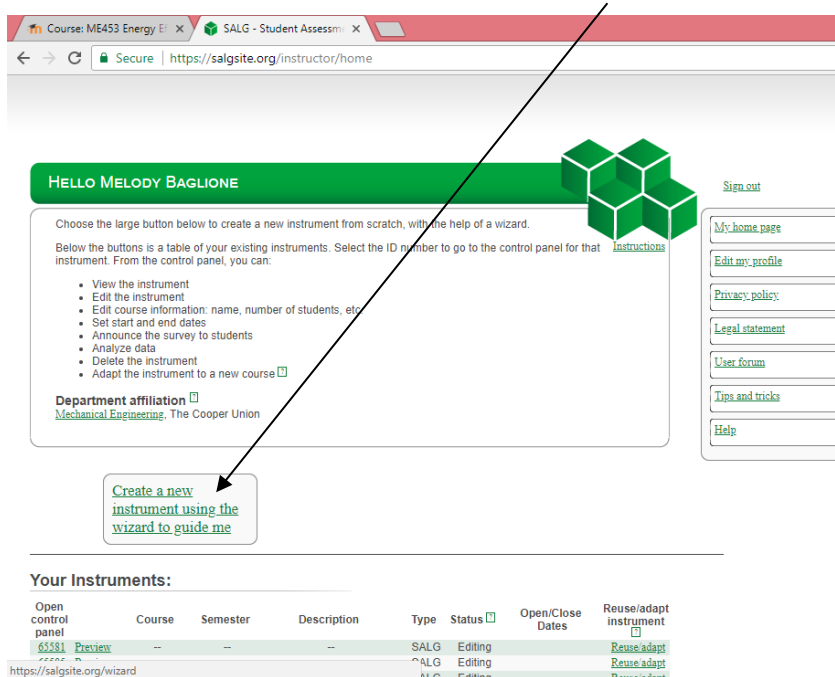
M. Baglione

Last Updated: 5/19/2020

1. Go to salgsite.net
2. Click "Register as a new user"



3. Enter registration information
4. Login and Click "Create a new instrument using the wizard to guide me"



- Enter course information. Note, leave the optional field “Number of students” blank, since if you include the number of students in your course, say 30, and only 25 students fill out the survey, then the resulting data analytics of % of students responding a certain way will include the total number of students in the course and not only those that filled out the survey, which is misleading.

WIZARD: COURSE DESCRIPTION

What course will this instrument be for?

Instructor

Institution

Department

Course (example: Chemistry 101)

Semester (example: Spring 2007)

Number of students (optional)

Course description The more specific your description, the more useful it will be to other instructors looking for templates or questions relevant to their courses.

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- Select authentication method. With “Blind” you cannot see which students filled out the survey. With “Open Enrollment” you can see who responded but you cannot see their responses. **Recommended practice is to use the “Blind” setting.**
- Set up optional course password.
- Select whether the survey instrument (not results) are Public, Anonymous, or Private. **Recommended practice is to use the “Private” setting.**
- For Type of Survey Select “SALG”. Note you can also set up baseline surveys to administer at the beginning of the semester.
- Select “Reuse someone else’s instrument” (Note from Associate Dean Lisa Shay: this allows you to access Prof. Baglione’s survey, which you can modify to fit your needs.)

WIZARD: CHOOSE SALG SOURCE

Copy one of your own SALG instruments.

Copy someone else's SALG instrument.

Begin from the standard SALG template.

This minimal SALG template is designed for traditional, lecture-only classes.

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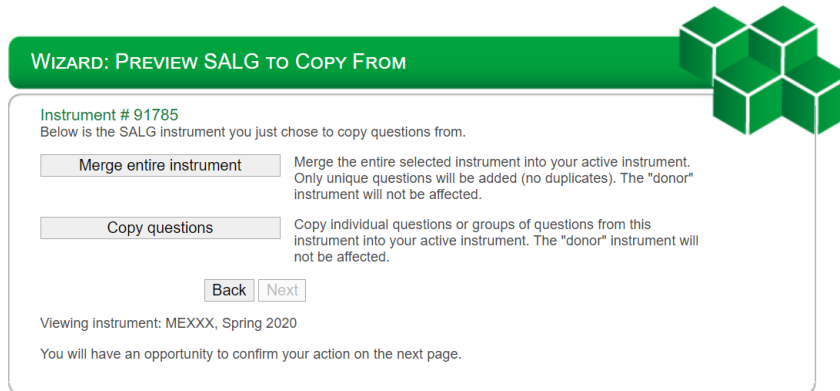
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- In the Search Bar type “Baglione” and Select “MEXXX” - ME Dept. Template - Online Transition (Spring 2020 Instrument ID #90209). Select “Preview” and “Next”

12. Choose which questions to copy, then select “Next” twice.



WIZARD: PREVIEW SALG TO COPY FROM

Instrument # 91785
Below is the SALG instrument you just chose to copy questions from.

Merge the entire selected instrument into your active instrument. Only unique questions will be added (no duplicates). The "donor" instrument will not be affected.

Copy individual questions or groups of questions from this instrument into your active instrument. The "donor" instrument will not be affected.

Viewing instrument: MEXXX, Spring 2020
You will have an opportunity to confirm your action on the next page.

13. Edit questions as desired. Note SALG does not allow you to edit the main section headers, e.g. Your understanding of class content, Increases in your skills, etc., but you can add or delete sub-questions and add new sections. The new sections could have different scales (e.g. Agree/Disagree, etc).
14. Select the “Edit the start and end dates for your survey”. Note you will not be able to edit the survey after the start date. You will not be able to view or analyze the results of your survey until after the end date.
15. Click “Announce the survey to students” and either add student emails or cut and paste the survey link and email it to your students.
16. After the end date of the survey, you can “Analyze and/or download the results of your survey.” Note, the analyze the results works better in some browsers (I've noticed some data gets cut off when you try to print from certain browsers). Alternatively, you can download the data as an Excel file. I tend to prefer printing to PDF to retaining formatting and charts, but note you need to click on the hyperlinks to see the student answers to open-ended questions. One advantage of the SALG survey is that you can aggregate results over multiple semesters or years.