

## 2012 Survey User Manual for Program Participants

### Introduction

These step-by-step survey guidelines are specifically written for *program participants* registered for 2012 summer STARTALK programs for the purpose of assisting them in creating and accessing their survey accounts for the respective programs they are registered for. All surveys are accessible through the Online Program Information System (OPIS).

In order to help each participant create an account and access the surveys, step-by-step guidelines are provided through the Frequently Asked Questions links below.

### Frequently Asked Questions

- 1) [How many surveys are required and when will they be made available?](#)
- 2) [Who can take the Pre-Program and Post-Program surveys?](#)
- 3) [How do I create an account?](#)
- 4) [What do I do if I have forgotten my password?](#)
- 5) [What do I do if I have forgotten my username?](#)
- 6) [How do I complete my Pre-Program and Post-Program Surveys?](#)

### Questions and Answers:

#### How many surveys are required and when will they be made available?

In total, there are only two surveys that are expected of each program participant: 1) Pre-Program Survey (available from May 15, 2012 to September 7, 2012) and 2) Post-Program Survey (begins two days before the end of the program and remains open for a duration of two weeks). When you log in to the survey system, you may notice that each survey will have the start and end dates listed. It is recommended that you complete the Pre-Program Survey before proceeding on to the Post-Program Survey.

#### Who can take the Pre-Program and Post-Program surveys?

The following types of users can participate in the surveys:

User Type	Survey Type	
	Pre-Program	Post-Program
STARTALK student	YES	YES
Parent/Guardian of a K-5 STARTALK student participant*	YES	NO
Teacher trainee	YES	YES

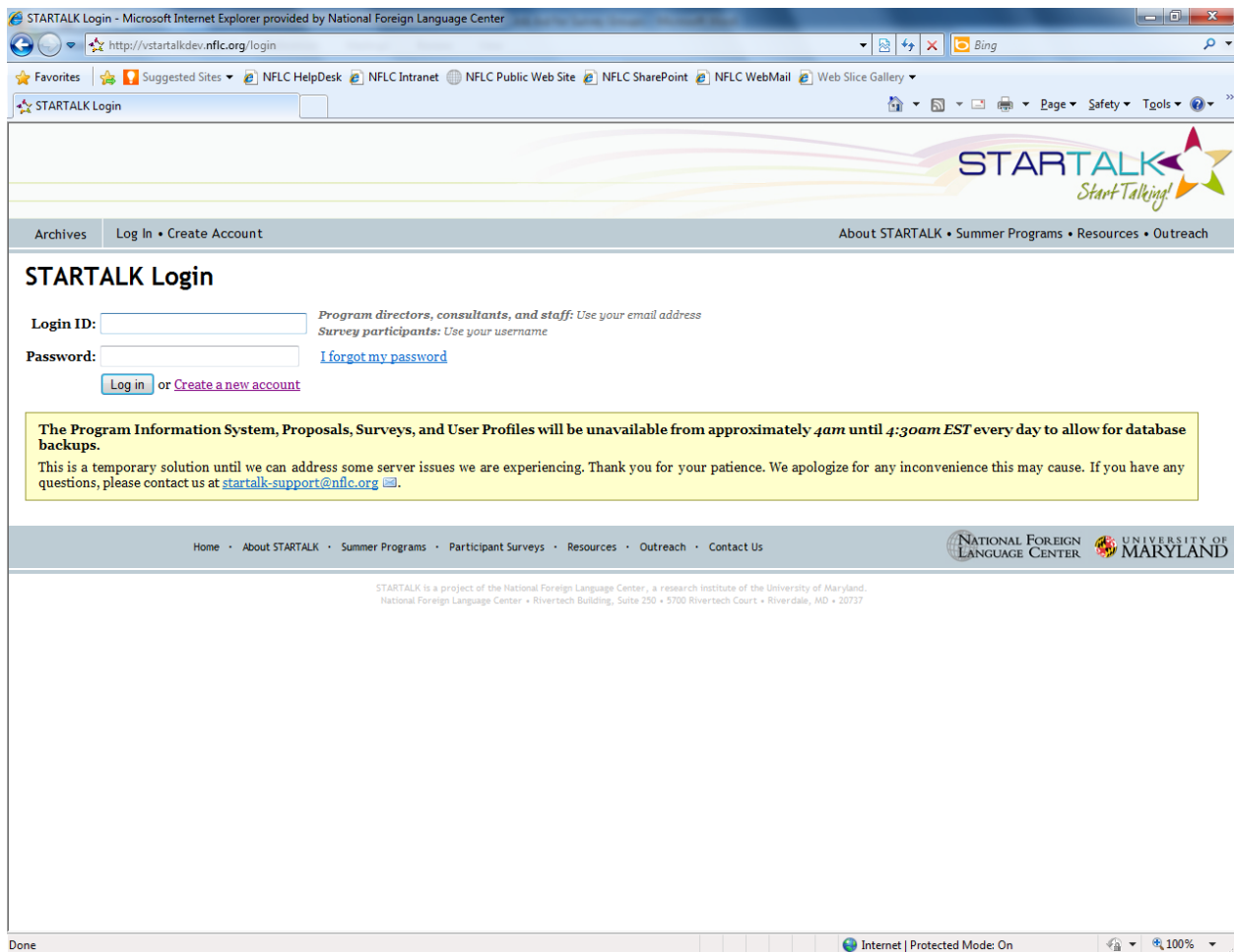
\* For parents/guardians, the Pre-Program Survey link will be labeled as "Complete Participant Survey for My Child/Children."

## How do I create an account?

The step-by-step instructions below will assist you in creating a user account.

**Step 1:** Click on the following link <http://startalk.umd.edu> to arrive at the home page of the STARTALK website.

**Step 2:** The STARTALK home page will load (as shown below).



**Step 3:** Click on the **Create Account** menu link.

**Step 4:** The **Create User Account** page will load as shown here:

Archives Log In • Create Account About STARTALK • Summer Programs • Resources • Outreach

## STARTALK - Create User Account

I am a: ☐ Proposal Author  
☐ Teacher Trainee  
☐ Parent of a K-5 STARTALK Student  
☐ Student Participant

Already have an account? [Login](#)  
 Forgot your password? [Request a new one](#)

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**Step 5:** Click on any one of the radio buttons that best matches your role (i.e., Proposal Author, Teacher Trainee, etc.). An example of the Teacher Trainee option is presented in the image below. **Note:** If you are a “Proposal Author,” please make sure to refer to the *2012 Survey User Manual for Program Directors*. This manual is for program participants only.

## STARTALK - Create User Account

I am a: ☐ Proposal Author  
☒ Teacher Trainee  
☐ Parent of a K-5 STARTALK Student  
☐ Student Participant

Username:  \* REQUIRED ⓘ  
 Email address:  ⓘ  
☐ Yes, STARTALK may use my email address to contact me about future surveys  
☐ No, please do not contact me about future surveys

Password:  \* REQUIRED ⓘ  
 Confirm password:  \* REQUIRED

Name: First:  Last:  \* REQUIRED ⓘ  
 Birthdate: Month:  Day:  Year:  \* REQUIRED

Already have an account? [Login](#)  
 Forgot your password? [Request a new one](#)

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- i) Create a login username of your choice, and please make sure to fill out all the remaining fields marked “Required.” After completing all the required entries, click on the **Submit** button. Once you have completed this final step, your STARTALK survey user account will be created and accessible for future logins.

## What do I do if I have forgotten my password?

Step 1: Click on the **I forgot my password** link adjacent to the “Password” field.

STARTALK Login - Microsoft Internet Explorer provided by National Foreign Language Center

http://vstartalkdev.nflc.org/login

STARTALK Login

Archives Log In • Create Account

About STARTALK • Summer Programs • Resources • Outreach

## STARTALK Login

Login ID:  *Program directors, consultants, and staff: Use your email address  
Survey participants: Use your username*

Password:  [I forgot my password](#)

[Log in](#) or [Create a new account](#)

The Program Information System, Proposals, Surveys, and User Profiles will be unavailable from approximately 4am until 4:30am EST every day to allow for database backups. This is a temporary solution until we can address some server issues we are experiencing. Thank you for your patience. We apologize for any inconvenience this may cause. If you have any questions, please contact us at [startalk-support@nflc.org](mailto:startalk-support@nflc.org).

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National Foreign Language Center • Rivertech Building, Suite 250 • 5700 Rivertech Court • Riverdale, MD • 20737

Step 2: Once you click on the link, the following page will load (as shown below).

STARTALK User Account - Reset Password - Microsoft Internet Explorer provided by National Foreign Language Center

http://vstartalkdev.nflc.org/users/reset-password

STARTALK User Account - Reset Password

Archives Log In • Create Account

About STARTALK • Summer Programs • Resources • Outreach

## STARTALK User Account - Reset Password

Enter the login ID you used to create your account. A new password will be emailed to you, if possible.

Login ID:  *Program directors, consultants, and staff: Use your email address  
Survey participants: Use your username*

[Reset password](#)

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Please enter your Login ID (i.e., **Email ID for Parents/Guardians** and **Username for Students and Teacher Trainees**). An email including your password will be sent to your email address.

## What do I do if I have forgotten my username?

Please contact STARTALK Tech Support via email: [startalk-support@nflc.org](mailto:startalk-support@nflc.org) or phone: 301.405.9832 for further assistance.

## How do I complete my Pre-Program and Post-Program Surveys?

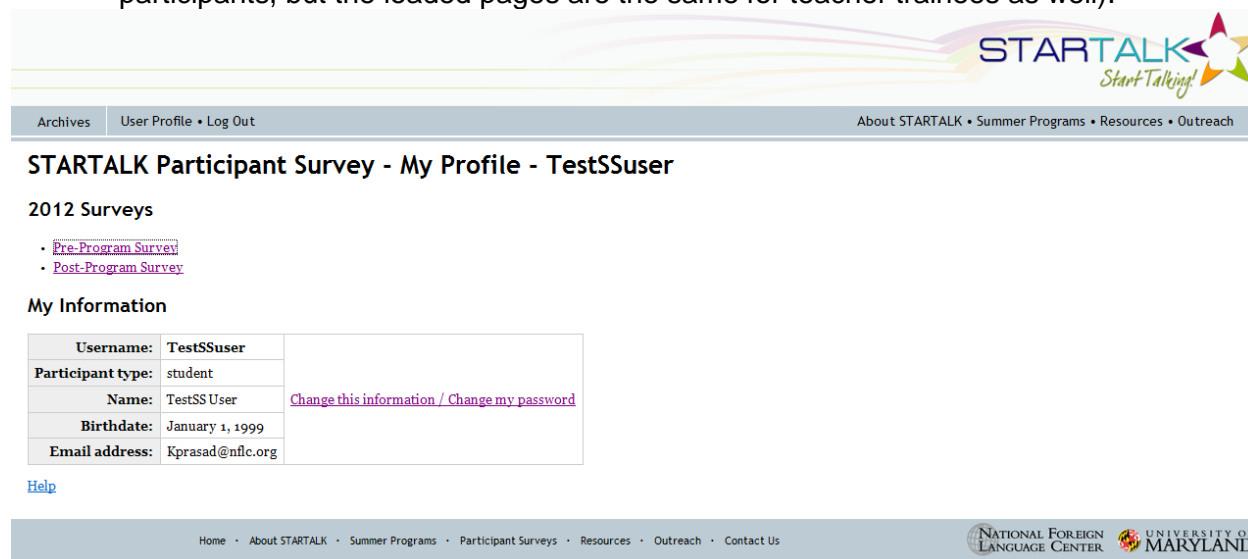
The steps for accessing and completing both surveys are the same. The participant can access his/her respective program survey by identifying the state in which his/her program is located

and the name of the program he/she is enrolled in. The interface for students and teacher trainees are very similar, but that for parents/guardians is somewhat different. Therefore, the instructions presented below for students and teacher trainees are identical, but those for parents/guardians are described separately below for further assistance.

## STUDENTS & TEACHER TRAINEES:

Step 1: Log in with your username and password.

Step 2: You will navigate to the page below (Note: The example image below is for student participants, but the loaded pages are the same for teacher trainees as well).



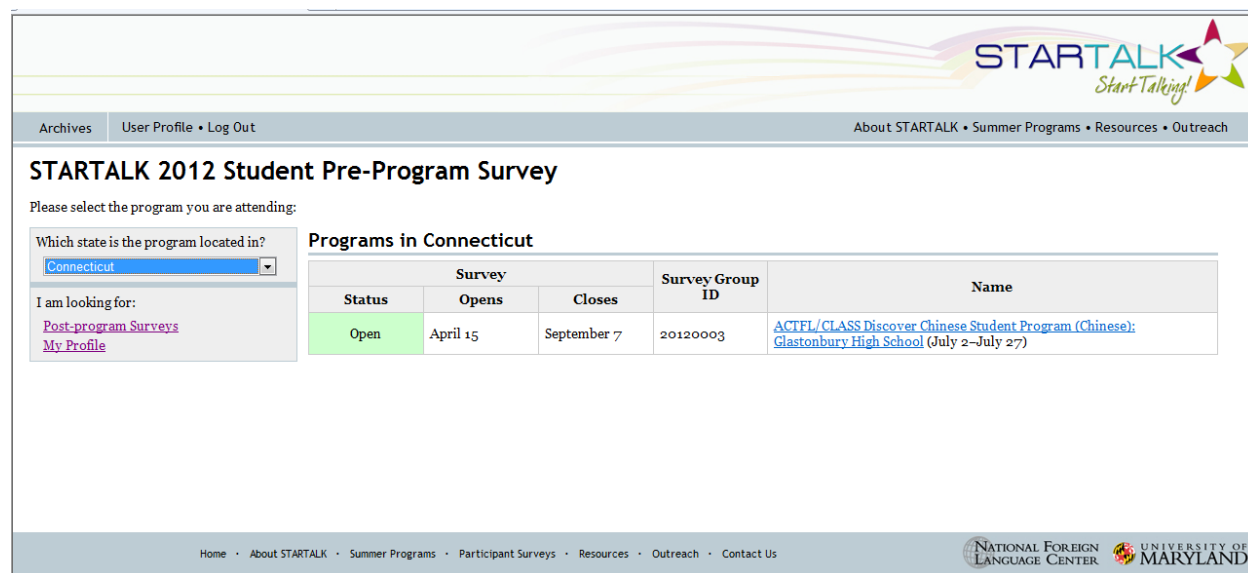
The screenshot shows the 'STARTALK Participant Survey - My Profile - TestSSuser' page. The header includes the STARTALK logo and navigation links: Archives, User Profile • Log Out, About STARTALK • Summer Programs • Resources • Outreach. The main content area is titled '2012 Surveys' and lists two options: [Pre-Program Survey](#) and [Post-Program Survey](#). Below this is the 'My Information' section, which contains a table with the following details:

<b>Username:</b>	TestSSuser
<b>Participant type:</b>	student
<b>Name:</b>	TestSS User <a href="#">Change this information / Change my password</a>
<b>Birthdate:</b>	January 1, 1999
<b>Email address:</b>	Kprasad@nflc.org

Below the table is a [Help](#) link. The footer contains navigation links: Home • About STARTALK • Summer Programs • Participant Surveys • Resources • Outreach • Contact Us, and logos for the National Foreign Language Center and the University of Maryland.

Step 3: Click on the 2012 survey you wish to complete.

Step 4: As an example, the following page will load if you selected the **Pre-Program Survey** option:



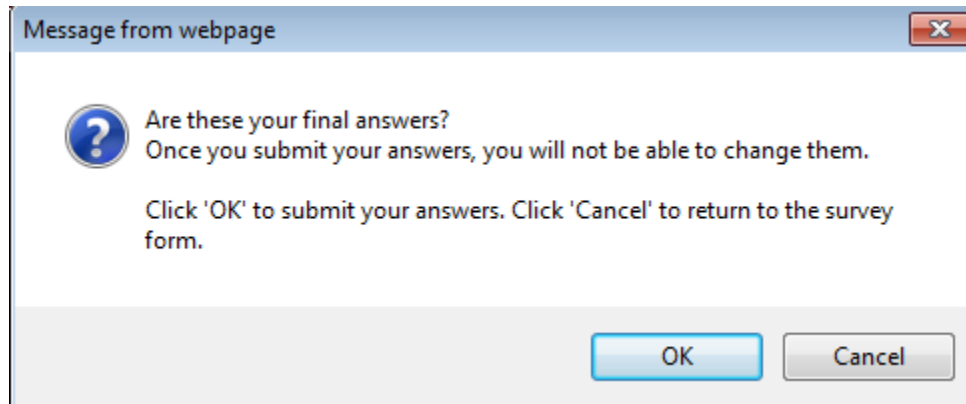
The screenshot shows the 'STARTALK 2012 Student Pre-Program Survey' page. The header includes the STARTALK logo and navigation links: Archives, User Profile • Log Out, About STARTALK • Summer Programs • Resources • Outreach. The main content area is titled 'STARTALK 2012 Student Pre-Program Survey' and includes the instruction: 'Please select the program you are attending:'. Below this is a form with a dropdown menu labeled 'Which state is the program located in?' with 'Connecticut' selected. To the right of the form is a table titled 'Programs in Connecticut'.

Status	Survey		Survey Group ID	Name
	Opens	Closes		
Open	April 15	September 7	20120003	<a href="#">ACTFL/CLASS Discover Chinese Student Program (Chinese): Glastonbury High School (July 2-July 27)</a>

Below the table is a footer with navigation links: Home • About STARTALK • Summer Programs • Participant Surveys • Resources • Outreach • Contact Us, and logos for the National Foreign Language Center and the University of Maryland.

Step 5: Select the state your program is in (the drop-down menu is located on the left-hand side of the page as shown above).

- Step 6: You will see a list of all the programs that are currently in your state.
- Step 7: Click on the specific program you are enrolled in to access the survey page.
- Step 8: Complete the survey (approximately three pages in length).
- Step 9: Click on the "Submit" button on the third page once you have completed your survey.
- Step 10: Once you have submitted your survey, the following pop-up window will appear:



Step 11: Click **OK** to finalize your survey submission. Your survey has now been submitted.

## PARENTS/GUARDIANS OF STUDENT PARTICIPANTS UNDER 18 YEARS OF AGE:

- Step 1: Log in with your username and password.
- Step 2: You will navigate to the page below (Note: The example image below is for parents/guardians only).

Archives

User Profile • Log Out

About STARTALK • Summer Programs • Resources • Outreach

STARTALK

Start Talking!

STARTALK User TestPSS1@testmail.com - Children

Name	Birthdate		2012 Completed Surveys
<a href="#">TestSS User</a>	1999-01-01	<a href="#">Fill out the 2012 survey for TestSS</a>	<a href="#">Confirmation #28765</a> : STARTALK Summer 2012 Chinese Language and Culture Camp (Chinese): Scenic Park Elementary (Completed on 2012-04-30 10:42:58.0) <a href="#">Confirmation #28766</a> : Startalk Intensive Chinese and Hindi Language Learning Experience for Howard County Students (Multiple Languages): Howard Community College (Completed on 2012-04-30 10:43:28.0)

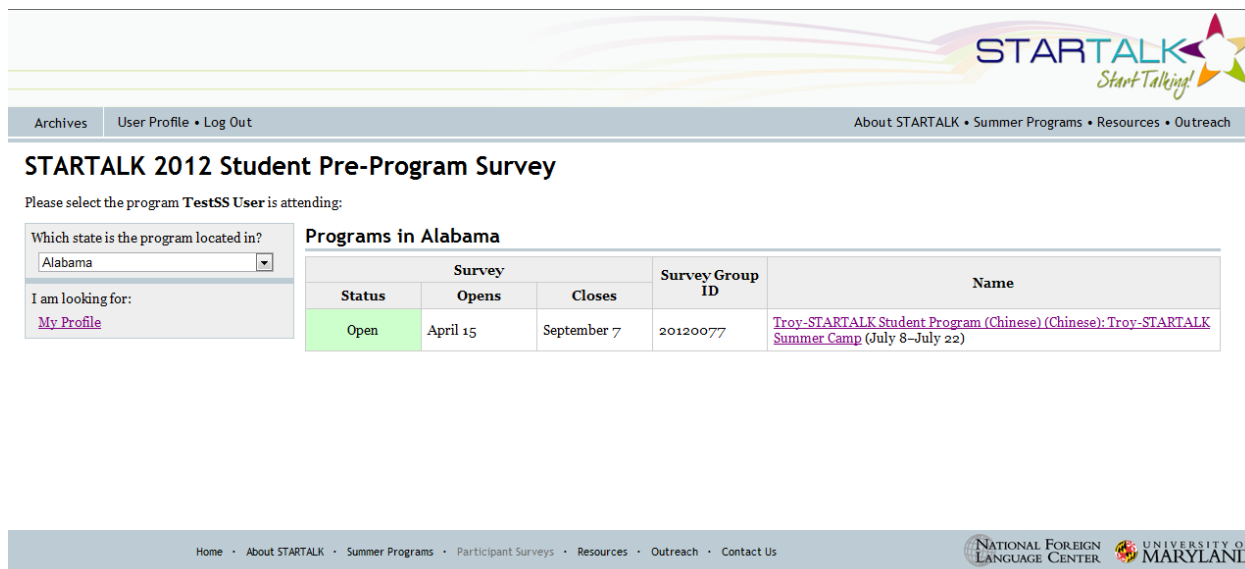
[Add a Child](#)

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Step 3: Click on the “Fill out the 2012 survey for TestSS” button, and you will be navigated to the following page:



Archives User Profile • Log Out About STARTALK • Summer Programs • Resources • Outreach

### STARTALK 2012 Student Pre-Program Survey

Please select the program **TestSS User** is attending:

Which state is the program located in?  
Alabama

I am looking for:  
[My Profile](#)

#### Programs in Alabama

Survey			Survey Group ID	Name
Status	Opens	Closes		
Open	April 15	September 7	20120077	<a href="#">Troy-STARTALK Student Program (Chinese) (Chinese): Troy-STARTALK Summer Camp (July 8-July 22)</a>

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Step 5: Select the state your child’s program is in (the drop-down menu is located on the left-hand side of the page as shown above).

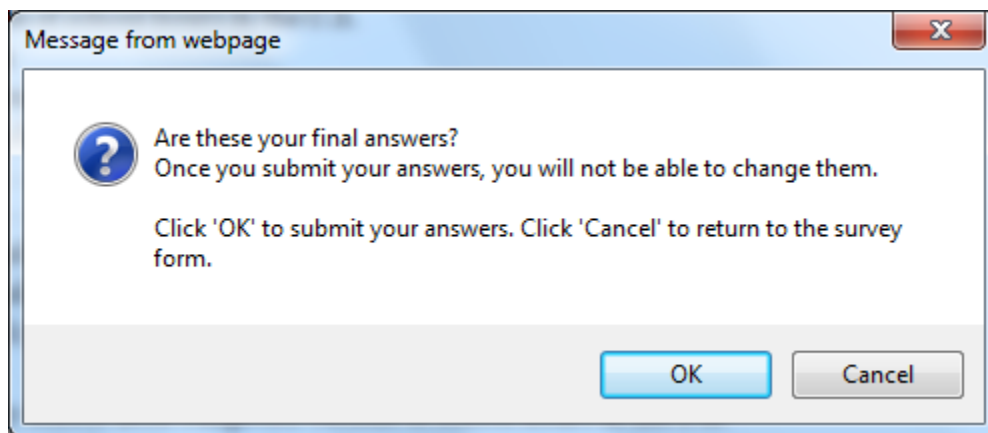
Step 6: You will see a list of all the programs that are currently in your state.

Step 7: Click on the specific program you are enrolled in to access the survey page.

Step 8: Complete the survey (approximately three pages in length).

Step 9: Click on the “Submit” button on the third page once you have completed your survey.

Step 10: Once you have submitted your survey, the following pop-up window will appear:



Message from webpage

Are these your final answers?  
Once you submit your answers, you will not be able to change them.

Click 'OK' to submit your answers. Click 'Cancel' to return to the survey form.

OK Cancel

Step 11: Click **OK** to finalize your survey submission. Your survey has now been submitted.