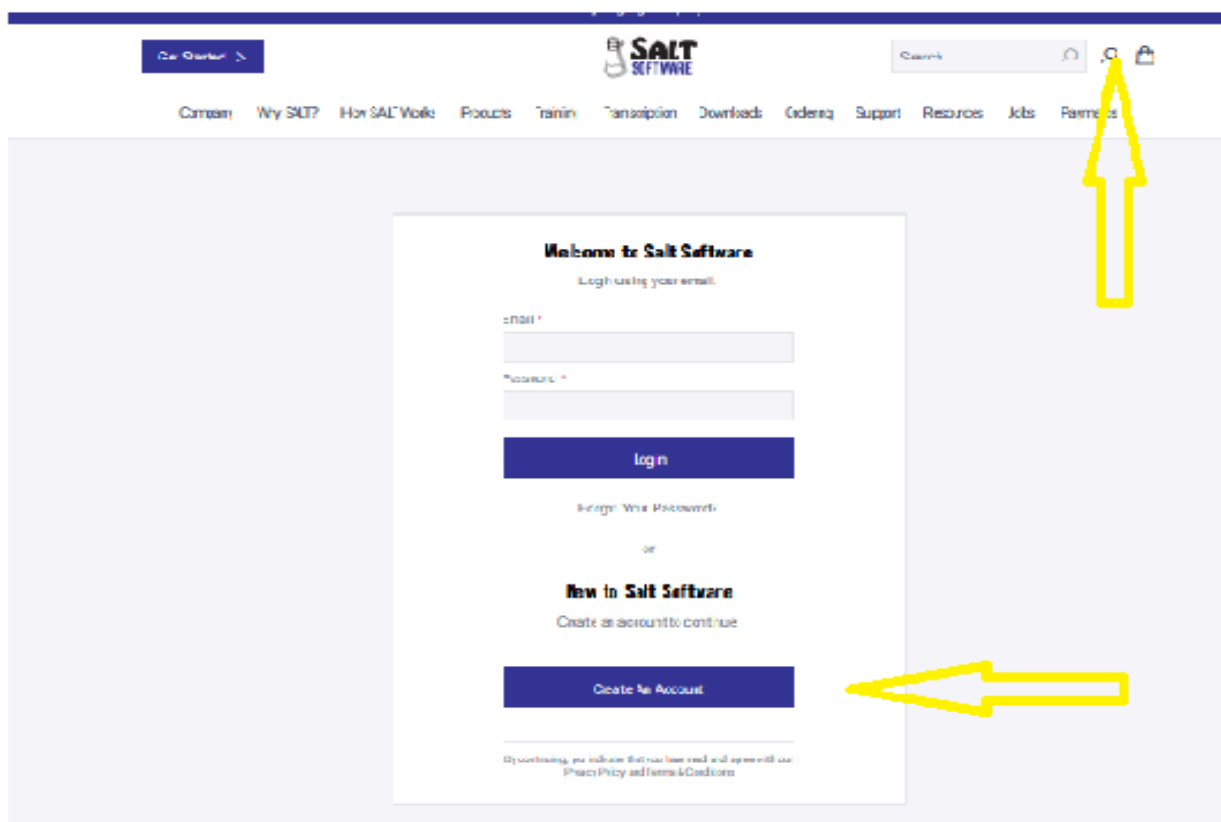




UTEP Activity – Sample Collection Step-By-Step

Preliminary Steps

- 1) Create an account on SALT's website at www.saltsoftware.com
On the homepage go to Login by clicking person graphic (see first yellow arrow in graphic below). Then go to Create An Account (see second yellow arrow in graphic below). Follow the steps to create an account. NOTE: Be sure to use your UTEP email address.



- 2) Send an email to support@saltsoftware.com indicating you have completed step one (created a SALT account). We will flag your account giving you access to subsequent “Willa Steps” on our website.
- 3) Find two participants: one in grade 4 and one in grade 5. Participants must be:
 - Able to attempt retelling the story in both languages
 - NOT be receiving any special education services
- 4) For each participant, log back into the SALT website, go to [UTEP Activity](#) (found under Resources tab on home page of SALT website) and scroll to the Participant Referral Form button. Click on it provide the participants name and a parent/guardian name and email address. Submit the form and the information will be automatically routed to SALT.

- 5) SALT sends the consent form to participant's parent/guardian. Please make sure you tell the parent/guardian to be on the lookout for an email from suport@saltsoftware.com. You may also want to tell them the name of the company, SALT Software, so they don't disregard the email. If the parent/guardian doesn't respond, we may ask for your help in reminding them.
- 6) When the consent form is complete, you will receive an email from SALT giving the green light to collect samples from the participant, along with a unique participant ID. Make a note of the ID, as you will need it later on.
- 7) You will schedule the collection date/time with the participant.

Language Sample Collection

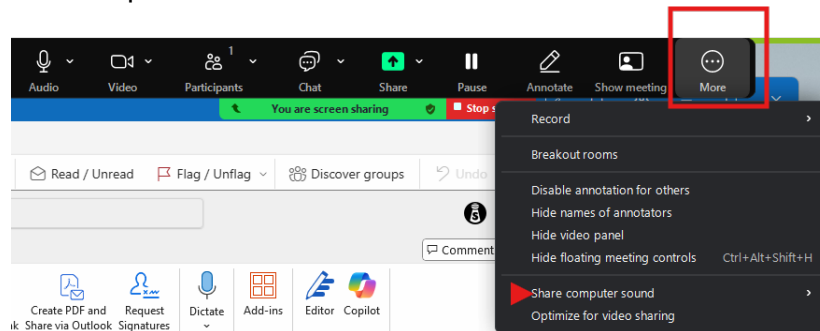
Preparation is IMPORTANT. We recommend taking several practice samples with your fellow students before attempting your first elicitation with a participant. Technical difficulties can ruin an elicitation session, so you want to be sure you have tested out the steps in your process ahead of time. You can choose to elicit the samples in person or virtually.

- In person
 - Be sure to choose a quiet location for best audio quality.
 - Have a computer or minimally an ipad available to play the videos. A phone screen is too small for the participant to view the pictures in the story.
 - Have your audio recorder (typically the voice memo app on your phone) ready
 - Be sure you know how to retrieve an audio file from your phone. You will need to be able to send it to your computer so you can upload it to our site at the end of the process.
- Virtual meeting
 - Decide how you will audio record the session. If you decide to use the virtual meeting recorder built into the meeting platform (e.g. Zoom, Teams, etc.) be sure you know how to use it and how to retrieve the audio file.
 - Make sure the participant is viewing the session on a computer or ipad. Do not have them view the session on a phone, as it is too small to view the pictures in the story.
 - Encourage the participant to choose a quiet location for best audio quality

Note on audio files – Be sure to record only audio. We cannot accept video files, as they are too large for our system to manipulate. Audio files must be under 100 MB. Be sure you are not recording with the highest quality setting. With a normal quality setting, 100 MB is more than enough for these samples. Again, it is important to practice this before you take your first sample.

- 1) Introduction & Demographic Information
 - Greeting, thank you for participating, establish rapport (about 2 min)
- 2) Determine in which language you will collect the first sample. You can let the participant chose, or you can choose if they have no preference.
- 3) Collect the Language Samples
 - Go to the [UTEP Activity](#) web page, scroll to Step 2, and select the English or Spanish Elicitation button based on your choice for the first sample.

- If you are using a virtual platform, make sure your participant can hear what the animated character is saying.
 - If you are using Zoom, you will need to share your screen, and then select to share the computer audio



- You will be cued in the video to turn on recorder and continue with video to collect participant's story retell
- During the retell portion, someone will need to turn the pages in the story. If you are doing a virtual session, you will need to turn the pages based on a cue from the participant. If you are doing an in person session, the participant can turn the pages if desired.
- At the end of the first session, you will be prompted to stop your audio recorder. Be sure the audio file has been saved before you continue.
- Follow the same steps for the second language. When you are prompted to begin audio recording, be sure you are starting a new audio file. Do not record both languages in the same audio file.

4) Wrap Up

- Thank the participant and confirm they will receive a \$20 gift card via email, sent to their parent/guardian's email address. End the session.

5) Upload the Audio files

- Move both audio files onto a computer. If you recorded on your phone, that may mean emailing the audio file to yourself. You need to have the audio files on a laptop or desktop computer before proceeding.
- Go back to the [UTEP Activity](#) web page, scroll to Step 3, and select Audio Upload Form. If you are not still logged in, you will need to log in to access this page.
- You will complete this form twice—once for each audio file.
- Fill in the form with these responses
 - Sampling Context – Select “Other”
 - Additional Scoring – Select “Subordination Index”
 - Sample ID – Enter the participant ID you were given
 - SKIP Gender, Chronological Age, Grade, Speaker's First Name
 - Date of Elicitation – Enter the date you collected the sample
 - SKIP Processing Information section (leave defaults)
 - In the billing section, enter “UTEP Activity” as the School District|Business
 - Leave the default as Send Invoice to Me. **You will not be billed.**
 - Select Choose File and navigate to where you have saved your first audio file.
 - In the comments section, indicate the target language and also include the order in which you took the samples. So if you took the Willa Spanish Retell first, you would list “Willa Spanish Retell (first sample)”. The “target language” is the language that was chosen to start the sample. Even if the participant switched into another language, you must list the language that the attempt began with. If the participant could not complete the sample in the target language, please add

comments in this box to indicate this, or to share other nuances of the collection experience that will assist in the transcription of the sample.

- View the terms and conditions and select the box indicating you agree to them
- Click the “Send to SALT Transcription Service” button. DO NOT CLOSE YOUR BROWSER until you see a message indicating your upload was successful. You will receive an email to confirm the upload was received. Be sure to check your spam folder if you do not see the confirmation email.
- Repeat these steps for the second sample.

If you have any questions or technical difficulties, email us at support@saltsoftware.com and we will be happy to help you.