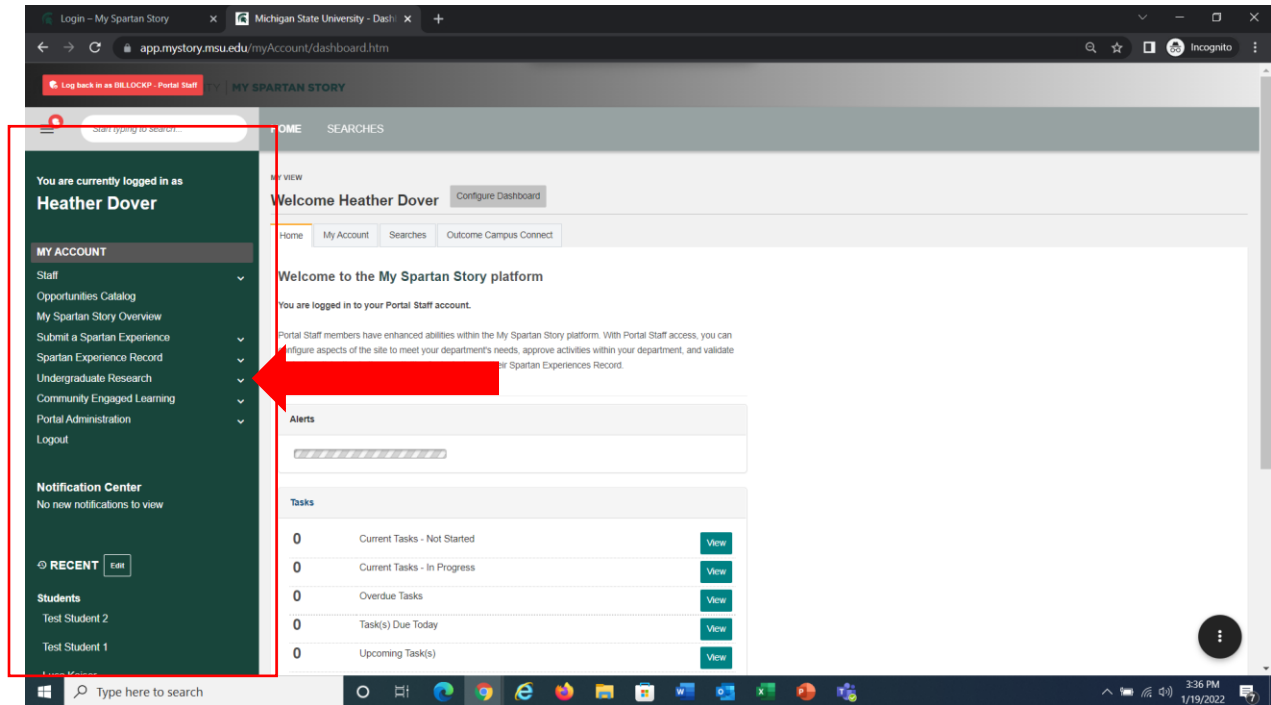


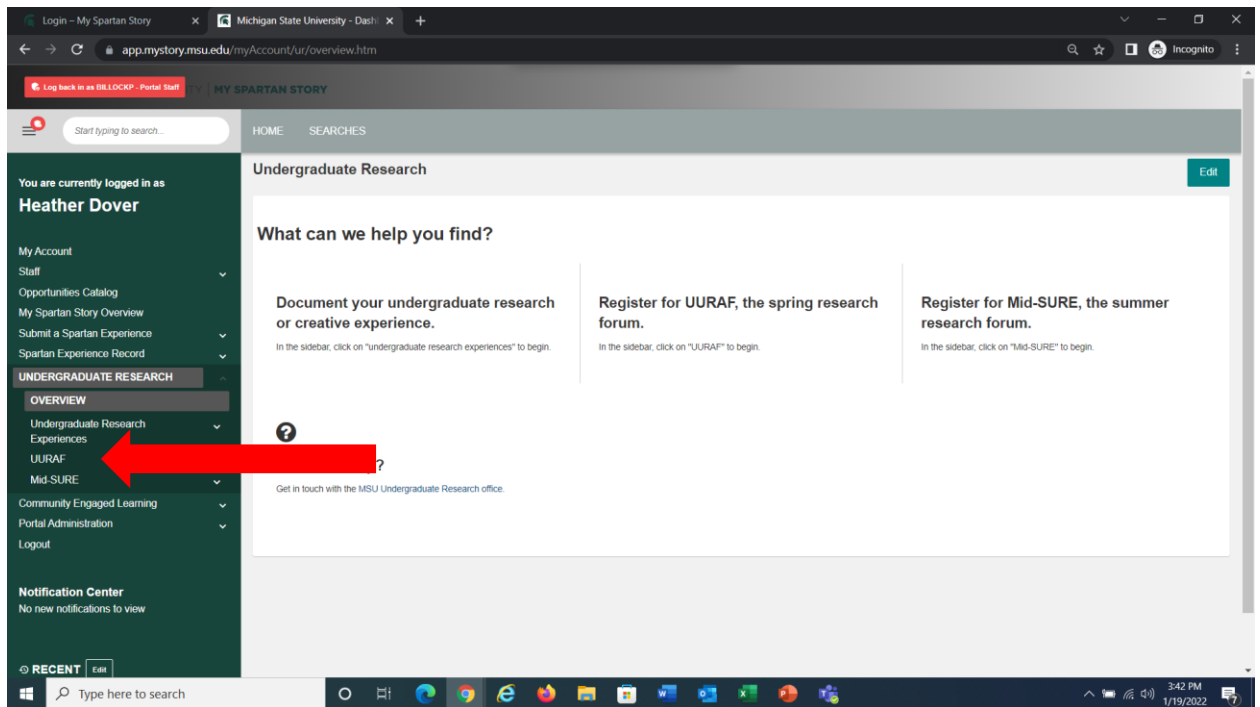
Step-by-Step Guide for URE Approval by Mentor

Updated 3.1.2024

1. Log into ser.msu.edu using your MSU credentials
2. Locate the green sidebar and click on the Undergraduate Research drop down arrow.



3. Click on UURAF or MidSURE



4. Your window should now look like this. Click the "action button" in the lower right corner.

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The browser's address bar shows the URL, and the page title is "UURAF Presentation 2022". The page content includes a welcome message: "Welcome to the University Undergraduate Research and Arts Forum (UURAF) Registration Module!". Below this is a large banner with the text "UNIVERSITY UNDERGRADUATE RESEARCH & ARTS FORUM" and "APRIL 8, 2022". The banner features a network diagram with nodes labeled "U", "R", "A", and "F". Below the banner, there is a section titled "Information Required to Register" with a sub-header "Students will need to have the following information prepared in order to register for the forum:". In the bottom right corner of the page, there is a black circle with three white dots, which is the "action button" mentioned in the instructions. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray in the bottom right corner shows the time as 3:50 PM on 1/19/2022.

5. Select "My UURAF Presentations" from the right side menu.

☰

HOME

Heather Dover

Access Different Account ▾

My Account

Opportunities Catalog

Submit a Spartan Experience ▾

Spartan Experience Record

UNDERGRADUATE RESEARCH ▴

Overview

Undergraduate Research Experiences ▾

UURAF ▴

UURAF 2024 ▴

Mid-SURE ▾

Logout

Notification Center

No new notifications to view

Information Required to Register

Students will need to have the following information prepared in order to register for the forum:

- Coordinating Presenter: Designated student who will be responsible for the presentation
- Co-Presenter(s), if applicable: Name and MSU NetID. We highly encourage groups to limit their size to 4 students.
- Mentor(s): Name and MSU Net ID. Please contact ugrsrch@msu.edu if your mentor is not from MSU.
- Presentation Information: Title, type (exhibit, film, performance, poster, or oral), category, abstract, and other any other special requests (accommodations, etc.)

Registration Tips

- You may save partial applications and complete at a later time.
- Projects do not need to be complete at time of registration.**
- Only current MSU undergraduate students or those who graduated in December immediately prior to UURAF can register and participate at the forum.
- Due to scheduling and space constraints, students may only participate in a **maximum of two (2) UURAF programs**. The programs must be distinct (e.g., poster and oral presentation, or film and performance).
- We try our best to honor requests for rescheduling your presentation time. You can optimize your chances by requesting the change as soon as possible, ideally by February.


Additional Information

- Level 1 Responsible Conduct of Research (RCR) training is required of all student presenters. Level 1 courses are: Introduction to RCR, Authorship, and Plagiarism. Training is due March 29, 2024. Only student presenters with valid RCR certificates on file are eligible for awards.
- Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Direct requests for accommodations for Undergraduate Research (doverhea@msu.edu, 517-884-1558). Requests received after April 4, 2024 will be honored whenever possible.

Actions

My UURAF Presentations

6. Select the "View" button next to the presentation title.

 MICHIGAN STATE UNIVERSITY | SPARTAN EXPERIENCE RECORD

HOME

Heather Dover

Access Different Account

My Account

Opportunities Catalog

Submit a Spartan Experience

Spartan Experience Record

UNDERGRADUATE RESEARCH

Overview

Undergraduate Research Experiences

UURAF

UURAF 2024

Mid-SURE

Your UURAF Presenter profile

Overview

TOTAL RESULTS 1 DISPLAYING: 1 - 1

1 20 20 20

Results

Actions	Project Name	Project Type	Date Created	Status	Featured	On Campus	Coop Eligible	Paid	Cou
view	Test Presentation	Presentation	Mar 01, 2024 01:18:08 PM	Approved & Active	No	No	No	No	No

1 20 20 20

7. Review the details of the project by scrolling through the submission.

The screenshot shows a web browser window displaying the UURAF 2022 submission details page. The user is logged in as Heather Dover. The page is titled "test" and has a "PENDING" status. The main content area is titled "PRESENTATION OVERVIEW" and contains the following information:

- Presentation Title:** test
- Presentation Abstract:** test
- Does your Abstract Contain Special Characters (i.e. subscripts, superscripts, symbols, Greek letters, italics)?** No
- Presentation Type:** Performance
- Category:** Business

A red message from mentors states: "MENTORS: Please review your student's submission." Below the category, there is a note: "Please select an alternative category for your project. If your first choice is not available due to low registration, your presentation will be moved to this second choice category." The category is listed as "Category - 2nd choice".

The left sidebar contains the following navigation links:

- My Account
- Opportunities Catalog
- Submit a Spartan Experience
- Spartan Experience Record
- UNDERGRADUATE RESEARCH
 - Overview
 - Undergraduate Research Experiences
 - UURAF
 - UURAF 2022
- Mid-SURE
- Community Engaged Learning
- Logout
- Notification Center
 - No new notifications to view

The right sidebar contains the "UURAF Presenter Profile" section with fields for First Name, Last Name, and Email, all of which are redacted with a black box.

8. To edit, scroll to the bottom and identify the black dot with three white circles in the bottom right-hand corner of your screen.

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uraf/2022.htm`. The user is logged in as Heather Dover. The interface includes a left sidebar with navigation links such as 'My Account', 'Opportunities Catalog', 'Submit a Spartan Experience', 'Spartan Experience Record', 'UNDERGRADUATE RESEARCH', 'Overview', 'Undergraduate Research Experiences', 'UURAF', 'UURAF 2022', 'Mid-SURE', 'Community Engaged Learning', and 'Logout'. The main content area displays a form for 'UNDERGRADUATE RESEARCH' with fields for 'Brief Description of Experience', 'Start Date', 'End Date', 'Expected Time Commitment', 'Compensation', and 'Select Learning Outcomes'. A red arrow points to a black circular menu icon with three white dots in the bottom right corner of the page.

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MyAccount | Log Out

9. Click on the black circle and then click on “Edit”

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uural/2022.htm`. The user is logged in as Heather Dover. The interface includes a sidebar with navigation options like 'My Account', 'Opportunities Catalog', and 'Spartan Experience Record'. The main content area displays a form for editing a research experience, with fields for 'Brief Description of Experience', 'Start Date', 'End Date', 'Expected Time Commitment', 'Compensation', and 'Select Learning Outcomes'. A red arrow points to the 'Edit' button in the top right corner of the page.

Logged in as Heather Dover

HOME

You are currently logged in as Heather Dover

My Account

Opportunities Catalog

Submit a Spartan Experience

Spartan Experience Record

UNDERGRADUATE RESEARCH

Overview

Undergraduate Research Experiences

UURAF

UURAF 2022

Mid-SURE

Community Engaged Learning

Logout

Notification Center

No new notifications to view

Brief Description of Experience

This entry is the only description of your work that will appear on your Spartan Experience Record.

test

Use past tense only. Focus on your role. What did YOU do? Use action statements to describe your contributions.

Start Date

January 04, 2022

End Date

January 26, 2022

Select the end of the semester for on-going research.

Expected Time Commitment

6 hours per Semester

Compensation

Paid

Select Learning Outcomes

You must select 1 learning outcome and up to 5 learning outcomes in total.

Apply knowledge and skills to develop purpose

Only choose outcomes applicable to your project.

Approving this experience will allow the student to document their research on their Spartan Experience Record.

MENTORS: Do you approve of this student's explanation of their research experience?

No

Actions

Edit


Clone

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Type here to search

3:56 PM 1/19/2022

10. Select "Yes" if you approve of the student's description of their research project.

 MICHIGAN STATE UNIVERSITY | SPARTAN EXPERIENCE RECORD

HOME

Heather Dover

Access Different Account

My Account

Opportunities Catalog

Submit a Spartan Experience

Spartan Experience Record

UNDERGRADUATE RESEARCH

Overview

Undergraduate Research Experiences

UURAF

UURAF 2024

Mid-SURE

Logout

Edit UURAF Presentation

OverviewBack to Test Non-MSU StudentBack to UURAF Presentation

UURAF Presenter Profile

First Name	Test
Last Name	Non-MSU Student

UURAF Presentation Type: Presentation

PRESENTATION OVERVIEW

I have reviewed my student's submission and made any necessary changes. By selecting "Yes", I approve their UURAF presentation.

* MENTORS: Do you approve of this student's explanation of their research experience?

☐ SELECT ALL

Filter

☐ Yes

☐ No

To make changes, click the black circle with 3 dots on the lower right and choose edit. You must select the save button at the bottom of the page to save your edits.

11. After clicking “Yes”. Make sure to then hit save.

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The user is logged in as Heather Dover. The left sidebar contains navigation links: My Account, Opportunities Catalog, Submit a Spartan Experience, Spartan Experience Record, UNDERGRADUATE RESEARCH (selected), Overview, Undergraduate Research Experiences, UURAF (selected), UURAF 2022 (selected), Mid-SURE, Community Engaged Learning, and Logout. The main content area is titled "Compensation" and "Select Learning Outcomes". The "Compensation" section has a "SELECT ALL" button and a "Filter" input field. Below it are checkboxes for "Volunteer", "Paid" (checked), and "Academic Credit". The "Select Learning Outcomes" section has a "SELECT ALL" button and a "Filter" input field. Below it are checkboxes for "Advocate for myself and others", "Analyze and evaluate data", "Apply boundary crossing competencies", "Utilize knowledge and skills in professional settings", "Apply knowledge and skills to develop purpose" (checked), and "Apply knowledge to solve real world problems". A red arrow points to the "Save" button at the bottom left of the form. The bottom of the page shows the copyright notice "© 2022 Orbis Communications Inc. - Orbis Outcome Platform" and the user's account information "MyAccount | Log Out".

Log in - My Spartan Story x Michigan State University - Dashboard x

app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm

Logged in as Heather Dover

HOME

You are currently logged in as
Heather Dover

My Account
Opportunities Catalog
Submit a Spartan Experience
Spartan Experience Record
UNDERGRADUATE RESEARCH
Overview
Undergraduate Research Experiences
UURAF
UURAF 2022
Mid-SURE
Community Engaged Learning
Logout

Notification Center
No new notifications to view

Compensation

☐ SELECT ALL

☐ Volunteer
☒ Paid
☐ Academic Credit

Select Learning Outcomes

You must select 1 learning outcome and up to 5 learning outcomes in total.
You can only select 5 options.

☐ SELECT ALL

☐ Advocate for myself and others
☐ Analyze and evaluate data
☐ Apply boundary crossing competencies
☐ Utilize knowledge and skills in professional settings
☒ Apply knowledge and skills to develop purpose
☐ Apply knowledge to solve real world problems
Only choose outcomes applicable to your project.

Do you approve of this student's explanation of their experience?
☒ Yes
☐ No

Approving this experience will allow the student to document their research on their Spartan Experience Record.

Save Cancel

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MyAccount | Log Out

Type here to search

3:59 PM
1/19/2022

12. After clicking save, the presentation is now approved. To make edits to the presentation, or any other presentation, you can simply return to the UURAF home screen.

The screenshot shows a web browser window displaying the UURAF 2022 registration page. The browser's address bar shows the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. A red banner at the top of the page indicates "Logged in as Heather Dover".

The page layout includes a dark green sidebar on the left with the following sections:

- You are currently logged in as Heather Dover**
- My Account**
- Opportunities Catalog**
- Submit a Spartan Experience**
- Spartan Experience Record**
- UNDERGRADUATE RESEARCH** (expanded)
 - Overview
 - Undergraduate Research Experiences
 - UURAF** (expanded)
 - UURAF 2022**
 - Mid-SURE
- Community Engaged Learning**
- Logout**
- Notification Center**
No new notifications to view

The main content area on the right is titled "Information Required to Register" and contains the following sections:

- Information Required to Register**
Students will need to have the following information prepared in order to register for the forum:
 - Coordinating Presenter:** Designated student who will be responsible for the presentation
 - Additional Presenters (if applicable):** Name and MSU NetID. We highly encourage groups to limit their size to 4 students *
 - Faculty Mentor:** Name and MSU Net ID. Please contact `ugrsrch@msu.edu` if your mentor is not from MSU
 - Presentation Information:** Title, type (performance, poster, or oral), category, abstract, and other any other special requests (accommodation requests, etc.)
- Registration Tips**
 - You may save partial applications and complete at a later time.
 - Only MSU undergraduate students can register and participate at the forum.
 - Due to scheduling and space constraints, students may only participate in a maximum of two (2) UURAF programs. The programs must be distinct from each other (i.e. different titles and abstracts).
 - We try our best to honor requests for rescheduling your presentation time. You can optimize your chances by requesting the change as soon as possible after you receive notification.
 - Only currently enrolled MSU undergraduate students or students who have graduated in December immediately prior to UURAF are eligible to participate.
 - Projects may be from any semester (fall, spring, or summer) and do not need to be complete at time of registration.
- Additional Information**
 - Level 1 Responsible Conduct of Research (RCR) training is required of all student presenters. Level 1 courses are: Introduction to RCR, Authorship, Research Misconduct, and Plagiarism. Training is due prior to the event date. Only student presenters with valid RCR certificates on file are eligible for awards.
- My active UURAF Presentation connections**

test	View
test	View

The footer of the page includes the copyright notice "© 2022 Orbis Communications Inc. - Orbis Outcome Platform" and links for "MyAccount" and "Log Out". The Windows taskbar at the bottom shows the date and time as 4:01 PM on 1/19/2022.