GETTING GOING IN THE PULSAR SEARCH COLLABORATORY (PSC)
STEP 1 – VISIT THE TWO WEBSITES

The PSC uses two websites – make sure you can access them.

- (Database Site - http://psrsearch.wvu.edu/) The site contains the data and is where you go to create an account.
STEP 2 – LET US KNOW WHO YOU ARE

• Visit the “Teacher Page” on the Database Site
STEP 2 – SELECT SHORT APPLICATION

Required:

- Teachers apply to join the PSC through this short application. You will receive an email acknowledging your school on our database site: psrsearch.wvu.edu.
- The registration process will require you to upload a permission letter from the principal of your school.
- Once that is done, your account is activated, and you create a school team name.
- You direct students to register on the same site, selecting your school and team name. They will activate their accounts upon receiving signed parental consent forms.
- Encourage students to persist and conduct enough research to be eligible for opportunities.

Scroll down the page to the “Required Section” and click on the “short application” link.
STEP 2 – FILL OUT THE FORM

• This will get you on all the right mailing lists.
• There is no need to wait for a response. You can proceed immediately to creating an account.
STEP 3 – CREATE A TEACHER ACCOUNT

- Go to the Database Site.
- Select the Teachers Button in the Registration section (circled in red).
STEP 3 – CREATE A TEACHER ACCOUNT

- Fill out the form.
- Select your school from the list (if you have done this before).
- Select School Name – OTHER- if you are new. Enter your school name and address.
- Push the Sign Up Button
You account has been created. You can log in by returning to the homepage of the Database Site by clicking the link circled above.
STEP 4 – LOGIN

Enter the user name and password you just created. Click “Sign In”
Hello Ellie Mae

To participate in the PSC, teachers must notify their principal of the activity and the educational research that are part of the PSC. The principal must give written permission for PSC activities at his or her school. This is done by copying the following School Permission Form (school-permission-template) to school letterhead, having the principal sign the form, scanning the form, and uploading through the link below. Once the form is uploaded, you will be able to go here and activate students.

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Browse... No file selected.

Upload the File
STEP 5 – SCHOOL PERMISSION

1. First, notify your principal that you would like to participate in the PSC.
2. If they agree, download the school-permission-template.docx file.
3. Transfer it to school letterhead.
4. Have the principal sign it.
5. Scan the document.
6. Upload to the Database Site.
7. Your account is fully activated and you can activate students.
STEP 5 – SCHOOL PERMISSION TEMPLATE

The following is the text of a letter of permission to be provided by the principal of a participating school. It would be copied onto school letterhead.

I, {principal name}, give permission for {teacher names} to act as leaders of a Pulsar Search Collaboratory (PSC) club at {school name}. The purpose and activities of this club have been explained to me. I understand that students will receive online training in the identification of pulsars in radio astronomy data, will analyze pulsar data over the internet, interact with astronomers in person and through the PSC website, and will possibly be invited to a capstone event at a local university. The effectiveness of club activities and online content may be analyzed by examining the student use of the PSC website.

I also understand that the participating teachers will administer a short survey to their classes at the beginning and end of the PSC experience. Parental consent will be collected before administering the survey and only consenting students will be given the survey. Teachers will encourage students to return consent forms by offering a few bonus points to each student who returns a signed consent form.

Sincerely,
STEP 5 – UPLOAD THE LETTER

- Log back into your account at the database site (http://psrsearch.wvu.edu/)
- Upload your permission letter by Browsing (Choose File) to the letter and clicking Upload the File.
STEP 6 – CREATE A SCHOOL TEAM

• Students join by selecting a team. Your next step is to create one or more teams for your school.
• Normally teachers create one team and name it after their school.
• Select the Choose Team tab to get started.
STEP 6 – CREATE A SCHOOL TEAM

- All students must belong to a PSC team. Create your team by entering a Team Name and clicking Add in the Add Teams part of the Choose Teams page.
STEP 6 – HIDDEN MENU

- Depending on the screen width, the menu with Choose Team may be hidden. Click on the menu icon in the red circle to show it.
STEP 6 – SUCCESS

- You team has been created.
STEP 6 – VIEW YOUR TEAM

- To view your team, select your team from Choose from the teams and push Go.
STEP 6 – NO STUDENTS YET

- Your team is brand new, so no students have selected it yet.
- Students can now create their accounts.
STEP 7 – CREATE A STUDENT ACCOUNT

• Creating a student account is just like creating a teacher account.
• Go to the Database Site (http://psrsearch.wvu.edu/)
• Click Register
STEP 7 – HAVE STUDENT GO TO THE DATABASE SITE

- Your student should click Students in the Registration Section.
STEP 7 – FILL OUT THE FORM

- Your student should select the school you entered and the school team. Click Sign Up at the bottom of the form.
STEP 7 – SUCCESS

- The student has created an account but it is not active. You can activate the account once the student returns his or her consent form.
STEP 8 – ACTIVE YOUR STUDENT’S ACCOUNT

• Log into the Database site and select the Choose Team tab.
• Select your school team from Choose from the teams and push Go.
STEP 8 – ACTIVATE YOUR STUDENT’S ACCOUNT

- Once the student returns the consent form, activate them on this page.
- Select the student and push Submit.
STEP 8 – SUCCESS

- The student is moved for the consent received column to the Student left club column.
- Your student’s account is active and they have access to the Database Site and can begin training.
QUESTIONS?

You and your students will receive additional training on using the Database Site and the certification tests as you go through the six training modules.

Contact Sue Ann Heatherly at sheather@nrao.edu, if you have any questions.