

Faculty Advisor Steps for Requesting Student Projects in Baseline



Requesting the project to be built will have the student developing the questions, with one of our staff building what they develop within Baseline. You would only start this process once the student has developed the questions and has them in a word document to be uploaded to the project dashboard.

If the student is building the survey themselves, there are different instructions.



The faculty advisor will need to be the one to start the process by requesting the project within Baseline. This should be done after the student has the questions finalized and ready to be uploaded to the project dashboard.

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Log in to Baseline: liu.campuslabs.com/baseline

2 Click "Request a Project"

Welcome

Data Collection Tools

Request a Project >
Assistance-based survey setup

Manage Projects >
Web-based & mobile surveys

Student Response >
Classroom formative assessment

Recently Shared Project

Anti-Racist (Physical) Educator Post-Co

The purpose of this study is to examine the course designed to help educators teach Bl

Family Assessment for SOAR 2023

Assessment for the Family Members for SC

NMOHSM - Fall 2023 Post-test

Post-test for the New Member Orientation safety for OSFL as well as an introduction to

3 Type the title of the Project. This title will be used for identifying the project on the back end and will not be seen by respondents.

files can be uploaded.

Contact Information

The following information is stored in your profile. Please update your profile if your name, phone, or e-mail is not accurate.

First Name
Last Name
Phone Number
E-mail Address

Project Information

Project Title

Department If your department is not listed, contact your on-campus assessment coordinator or Anthology directly.

Open Date AM Minimum of 4 business days is required for finalized projects.

Close Date PM

Project Source New project Copy of previously administered Baseline project

Administration Type

What methods will you use to administer the survey?


Web surveys only
Campus Labs iOS app
Both web surveys and Campus Labs iOS app


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Click on the Department drop-down to select the department to add the project to.



Project Information

Project Title

Department  If your department is not listed, contact your on-campus advisor.

Open Date 12:00 AM  Minimum of 4 business days is required for finalized projects.

Close Date 11:59 PM 

Project Source New project  Copy of previously administered Baseline project 

Administration Type

What methods will you use to administer the survey?

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You will only see the departments that you have access to, in order to request different access you need to contact Devabrata at Devabrata.Mondal@liu.edu

Please fill in this project request form as completely as possible. The more information you provide, the better your project files can be uploaded.


Contact Information

The following information is required:

- First Name
- Last Name
- Phone Number
- E-mail Address

Project Information

Project Title

Department  If your department is not listed, contact your on-campus advisor.

- Academic & Career Planning - LIU Post
- Academic Advisement Center
- Academic Affairs
- Academic Affairs - LIU Post
- Academic Counseling - LIU Post
- Academic Reinforcement Center - LIU Brooklyn
- Accounting
- Accounting, Taxation & Law - LIU Brooklyn
- Admissions - LIU Brooklyn
- Admissions - LIU Post
- Adult Programs & Outreach - LIU Post
- Advanced Certificate, Educational Leadership
- Anthropology
- Assessment Committee - LIU Post
- Assistant Provost - LIU Post
- Assoc Provost - Brentwood Campus
- Athletic Department - LIU Post
- Athletic Training - LIU Brooklyn
- B.S. Nursing (R.N. to B.S. Track)

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Choose the open date for the survey. This must be at least 4 business days from the questions being uploaded to the project dashboard. The open date is just when the survey is accepting responses.

Project Information

Project Title

Department If your department is not listed, contact your on-campus

Open Date 12:00 AM Minimum of 4 business days is required for finalized p

Close Date 11:59 PM

Project Source New project ?
 Copy of previously administered Baseline project ?

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Then select the close date. This is the date that the survey will stop accepting responses. This can be changed later if necessary.

Project Information

Project Title

Department If your department is not listed, contact your on-campus

Open Date 12:00 AM Minimum of 4 business days is required for finalized p

Close Date 11:59 PM

Project Source New project ?
 Copy of previously administered Baseline project ?

Administration Type

What methods will you use to administer the survey?

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This should be left at "Web surveys only" unless you intend to use the Campus Labs iOS app to collect data. You can read more about it here: baselinesupport.campuslabs.com/hc/en-us/article...

Administration Type

What methods will you use to administer the survey?

- Web surveys only
- Campus Labs iOS app ?
- Both web surveys and Campus Labs iOS app ?

Enter Device IDs (one ID per line)

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Web Survey Administration Method gives us an idea of how the survey will be sent out. It has no bearing on what you do with the survey later. You can read more about generic link vs Mass Mailing here: baselinesupport.campuslabs.com/hc/en-us/article...

Web Survey Administration Method

If you plan on using a web survey, how would you like to distribute the survey URL?

- Generic link ?
- Mass Mailing ?
- Not Applicable ?


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Click "I would like Anthology to review my survey for grammar errors and formatting discrepancies." This option would have the student develop the survey instrument and our staff only build the survey how they wrote it in Baseline.

Additional Assistance

Anthology can offer assistance with project design if needed. Basic assistance can include question phrasing, answer choices, and question sequence. *More advanced consultation including phone consultation, creation of rough drafts, or other substantial review will require more than the minimal turnaround time.*

What level of assistance would you like from Anthology staff on this project?

- I would like Anthology to provide suggestions on the survey content, including scale changes, question phrasing, and question sequence.
- I would like Anthology to review my survey for grammar errors and formatting discrepancies. 

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Please note that we will build it within 4 business days after we have received the questions.

design if needed. Basic assistance can include question phrasing, answer choices, and question sequence. *Please note that more advanced consultation including phone consultation, creation of rough drafts, or other substantial review will require more than the minimal turnaround time.*

What level of assistance would you like from Anthology staff on this project?

suggestions on the survey content, including scale changes, question phrasing, and question sequence.

survey for grammar errors and formatting discrepancies. 

Your survey will be built within 4 business days of your request

12 Click "Next"

question sequence. *Please note:*

Have the minimal turnaround of 4 business days.

ling, etc. ?

Next Cancel

13 Click "Additional Notes"

Close Date 1/13/2024

Project Type Web surveys only

E-mail Distribution Mass Mailing

Notes

Please note any special considerations for this project including:

- Exceptions to project access rules
- If you will be manually entering data previously collected (i.e., paper and pencil)
- Details about the assistance you would like (if applicable)
- Any other project details that would help us (e.g., goals, respondents)

Additional Notes

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In order for the student to be added to the ticket and be able to receive emails when the survey is built you will need to include them in the additional notes by typing:

"Please add "Student Name" to this ticket at "StudentmEmail@liu.edu""

This does not add them to the project within Baseline - just the ticket that is created for our staff to build the survey. You will need to email Devabrata Mondal after you submit the project request for the student to be given access to the survey.

Project Details

Project Title Project Title Here

Open Date 8/10/2023

Close Date 1/13/2024

Project Type Web surveys only

E-mail Distribution Mass Mailing

Project Notes

Please note any special considerations for this project including:

- Exceptions to project access rules
- If you will be manually entering data previously collected (i.e., paper and pencil)
- Details about the assistance you would like (if applicable)
- Any other project details that would help us (e.g., goals, respondents)

Additional Notes

Please add "Student Name" to this ticket at "StudentEmail@liu.edu"



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Once you click "Submit" then you will be brought to the Project Dashboard where you can upload the survey questions.

Click submit to be taken to the project dashboard where you can upload project documents.
(e.g., instrument, data file, background information)

Previous

Submit

Cancel



To add the student to the survey you will need to email Devabrata Mondal (Devabrata.Mondal@liu.edu) and include the Survey Title, Student Name, and Student's LIU Email address.

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You would upload the survey questions to the Project Files portion of the Dashboard. If the student will be doing this later you will likely receive an email asking for the project files to be uploaded. Once the student does upload them reply to that email to let us know because we are not notified when project files are uploaded.

The screenshot shows a dashboard with a top navigation bar containing 'Community', 'Projects', 'Rubrics', 'Rubrics (old)', 'Benchmarks', and 'Users'. The 'Projects' tab is active. On the left, there are several expandable sections: 'Views' (with a dropdown menu and a 'Manage' button), 'Question Methods' (with a dropdown menu and a 'Manage' button), 'Settings' (with a table for 'Scheduled Send Date' and a 'Manage' button), and 'Request Details' (with a dropdown menu). The main content area is divided into two panels. The top panel is titled 'Project Categories' and includes instructions on selecting categories, a 'Selected Categories' section with three 'Add Categories' buttons, and a 'Manage' button. The bottom panel is titled 'Project Files' and features a yellow callout box with instructions for new and copy projects. Below the callout is a file upload interface with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. At the bottom, there is a table header with columns for 'Name', 'Date Uploaded', and 'Size', followed by the text 'There are no files associated with this project.'