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 themself, 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.

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

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Welcome

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Data Collection Tools



Recently Shared Project



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.

iles can be uploaded. ntact Information e 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 hone Number E-mail Address oject Information Project Title Project Title Her ✓ If your department is not listed, contact your on-campus assessment coordinator or Anthology directly. Department 12:00 AM V 🛗 Minimum of 4 business days is required for finalized projects. Open Date 11:59 PM V Close Date Project Source O Copy of previously administered Baseline project ministration Type t methods will you use to administer the survey? Web surveys only Campus Labs iOS app 🔞 Both web surveys and Campus Labs iOS app 🔞

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

| Project Title | Project Title Here |
|----------------|---|
| Department | your department is not listed, contact your on-camp |
| Open Date | 12:00 AM 🗸 🛗 Minimum of 4 business days is required for finalized |
| Close Date | 11:59 PM ✔ 🛗 |
| Project Source | New project Copy of previously administered Baseline project |
| | |

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

| ject files can be uploa | Academic & Career Planning - LIU Post | |
|-------------------------|--|---------------------|
| 8 | | |
| Contact Info | Academic Advisement Center | |
| | Academic Affairs - LIU Post | |
| The following inform | Academic Counseling - LIU Post | no or |
| The following inform | Academic Reinforcement Center - LIU Brooklyn | ne, or |
| First Name | Accounting | |
| Last Name | Accounting, Taxation & Law - LIU Brooklyn | |
| Phone Number | Admissions - LIU Brooklyn | |
| | Admissions - LIU Post | |
| E-mail Address | Adult Programs & Outreach – LIU Post | |
| | Advanced Certificate, Educational Leadership | |
| | Anthropology | |
| | Assessment Committee - LIU Post | |
| | Assistant Provost - LIU Post | |
| Project Info | Assoc Provost - Brentwood Campus | |
| | Athletic Department - LIU Post | |
| Durate at Title | Athletic Training - LIU Brooklyn | |
| Project Title | B.S. Nursing (R.N. to B.S. Track) | |
| Department | ✓ If your department is not listed | l. contact your on- |

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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 Info | rmation |
|----------------|---|
| Project Title | Project Title Here |
| Department | Academic Affairs |
| Open Date | 12:00 AM 🗸 🛗 Minimum of 4 business days is required for finalized p |
| Close Date | 11:59 PM V |
| Project Source | New project Copy of previously administered Baseline project |
| | |

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

| Department | Academic Affairs V If your department is not listed, contact your on-camp |
|-----------------------|--|
| | Academic Analis vin your department is not isted, contact your on-camp |
| Open Date | 08/07/2023 12:00 AM V 🛗 Minimum of 4 business days is required for finalized |
| Close Date | 11:59 PM V |
| | New project |
| Project Source | |
| | O Copy of previously administered Baseline project |

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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: <u>baselinesupport.campuslabs.com/hc/en-us/article...</u>

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)

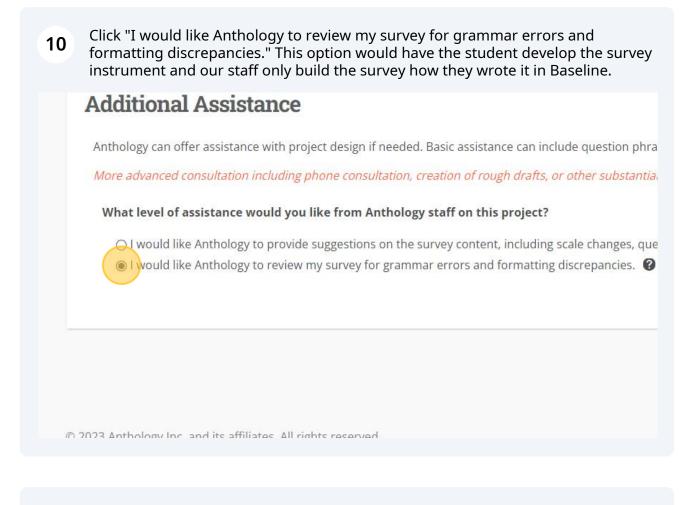
9 Web Survey Administration Method gives us an idea of how the survey will be sent out. It has no bearing on what you do with the survey later. You can read more about generic link vs Mass Mailing here: <u>baselinesupport.campuslabs.com/hc/en-us/article...</u>

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

Made with Scribe - https://scribehow.com



11 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. Pleas

e consultation, creation of rough drafts, or other substantial review will require more than the minimal turnarou

from Anthology staff on this project?

gestions on the survey content, including scale changes, questi urvey for grammar errors and formatting discrepancies.

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

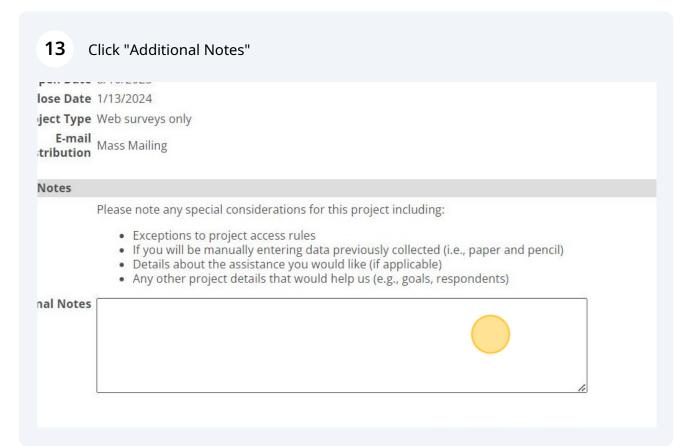
12 Click "Next"

question sequence. Please note:

han the minimal turnaround of 4 business days.

ling, etc. 🕜

| Next | Cancel |
|------|--------|



14 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:

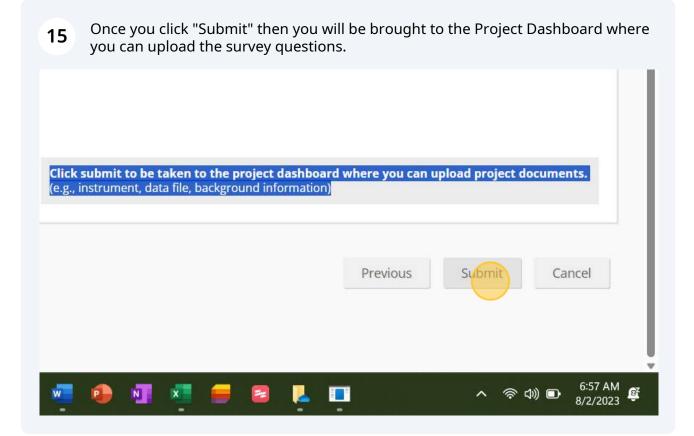
"Please add "Student Name" to this ticket at "StudentmEmail@liu.edu""

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 |

Made with Scribe - https://scribehow.com

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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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16 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.

| nmunity Projects Rubrics Rubrics (old) Bench | hmarks Users | | | |
|--|--------------|--|--|----------------|
| | • | Project Categories Selecting the most appropriate categories for a project will enhance filtering and search results. | | |
| ws | • | Selected Categories | | |
| not have any views associated with this project. | | Add Categories | Add Categories | Add Categories |
| ect 🗸 | 🖸 Manage | | | |
| ation Methods | | Device to Dive | | |
| | | Project Files | | • |
| inco | | | upload your survey or survey drat rocess your request until a docum | |
| ngs | | For Copy Projects: If you require edits to be made to this copied project, please upload the desired changes. We recommend uploading a Microsoft Word-compatible document with change | | |
| (Description) Schedu | Manage | tracking enabled and your | edits/commentary shown. | |
| | | Choose File No file chose | n Upload | |
| equest Details | • | Name | Date Uploade | d Size |
| | | There are no files associat | ted with this project. | |