Assessment Project Worksheet Instructions

1. Complete the Assessment Project Worksheet (page 3)
2. Visit [www.studentvoice.com](http://www.studentvoice.com) and enter the username and password StudentVoice has provided you
   * If you need a StudentVoice username contact the Assessment Coordinator at [jbrian@uwf.edu](mailto:jbrian@uwf.edu)
3. Click on the Baseline tab
4. On the left side of the screen there is a button titled Request a Project
   * You may choose to go through this process and receive Campus Labs consulting assistance regardless of whether or not you want to use Campus Labs to administer an assessment.
5. In the Contact Information box, ensure your profile information is correct
6. In the Project Information box verify your department is showing in the Department box, and enter the requested information.
   * Under Project Source you have the opportunity to indicate if this is a new project or a previously administered project.
   * Previously administered projects must be reviewed to determine if any changes need to be made prior to re-administration.
7. In the Mobile Device Information box, indicate whether you will be using any mobile devices during the administration of this project.
   * Remember, StudentVoice tools work on iPads, iPhones and iTouches.
8. In the Email Information, indicate whether you plan to use the StudentVoice email tools to administer this project.
   * The use of email addresses requires submitting a request to the Assessment Coordinator ([jbrian@uwf.edu](mailto:jbrian@uwf.edu)) once the population and sample strategy has been defined.
   * Using the mass email system allows targeted follow-up with those who haven’t responded
   * This option is NOT for assessments that you want to embed on a website or otherwise administer openly via a hyperlink.
9. In the Additional Assistance box you are prompted to select whether you would like StudentVoice consulting services.
   * It is HIGHLY RECOMMENDED that you select yes.
10. Select Next
11. Review your information for accuracy, and include any additional notes you may have for the consultant in the Additional Notes box.
12. Select Submit
13. In the Project Files box (right side of screen) upload the Assessment Worksheet (page 3) and your assessment questions.
    * You should upload 2 separate files here.
14. In the Additional Project Notes box, click the Manage button.
15. Copy/paste your worksheet information in to the appropriate boxes, as indicated on the worksheet.
16. You will receive an email confirmation from Campus Labs indicating your project has been received by the end of the business day.
17. You will receive an email approval of your project within 3 days of submitting your project. If you have not received an approval after 3 business days, please contact the Assessment Coordinator ([jbrian@uwf.edu](mailto:jbrian@uwf.edu) ).

Assessment Project Worksheet

# Name, department, email, phone, campus address for Primary Investigator (PI) (who is primarily responsible for this project?)

# Name, department, email, phone, campus address for additional researchers

This information will be entered in to the **Methodology** box under **Additional Project Notes**. Be as descriptive as possible.

# Name and description of the program/event/service being assessed

This information will be entered in to the **Other Notes** box under **Additional Project Notes**. Be as descriptive as possible.

# What is the purpose of this assessment?

This information will be entered in to the **Other Notes** box under **Additional Project Notes**. Be as descriptive as possible.

* Program Evaluation - <http://www.epa.gov/evaluate/whatis.htm>
* Needs Analysis - <http://linguistics.byu.edu/resources/volunteers/TESOLBYU_NeedsAnalysis.htm>
* SLO Evaluation - <http://www.qualityresearchinternational.com/glossary/assessmentoflearning.htm>
* Satisfaction - <http://www.businessdictionary.com/definition/customer-satisfaction-survey.html>
* Tracking - <http://www.hrworkbench.com/eng/l-climate-survey.html>

# Indicate how you plan to administer the assessment (web, email, PDA, direct observation), and anticipated start/end dates

This information will be entered in to the **Methodology** box under **Additional Project Notes**. Be as descriptive as possible.

# Describe your methodology (<http://www.mnsu.edu/student/assessment/methods.html>)

This information will be entered in to the **Methodology** box under **Additional Project Notes**. Be as descriptive as possible.

# Identify the population and sample strategy you will use for this assessment (<http://uwf.edu/studentaffairs/internal/sample_population.pdf>)

This information will be entered in to the **Methodology** box under **Additional Project Notes**. Be as descriptive as possible.

# List DEPARTMENTAL goals and/or SLOs this assessment is linked to

This information will be entered in to the **Methodology** box under **Additional Project Notes**. Be as descriptive as possible.

# List DIVISIONAL goals and/or SLOs this assessment is linked to (<https://secure.uwf.edu/studentaffairs/internal/strategicgoals.cfm>)

This information will be entered in to the **Methodology** box under **Additional Project Notes**. Be as descriptive as possible.

# Describe how you plan to use the results from this project (how will the university, division or department benefit?)

This information will be entered in to the **Results/Findings** box under **Additional Project Notes**. Be as descriptive as possible.

# Additional Comments

This information will be entered in to the **Other Notes** box under **Additional Project Notes**. Be as descriptive as possible.