

Surveys in Baseline: Request a Project

Office of Institutional Research

April 12, 2018

Baseline Contacts


Matt Jackson
mjackson@campuslabs.com
T: 716.270.0000
F: 716.652.2659

Kelsey Wrosz
kwrosz@campuslabs.com
T: 716.270.0000
F: 716.652.2659

Campus Labs staff members are available to address your assessment and technical questions Monday through Friday from 8 a.m. to 8 p.m., EST.

To be granted access to Baseline, please email Sarah Caro at SCaro@newhaven.edu

Please note: Surveys are called **PROJECTS** in CampusLabs.

When you click on **REQUEST PROJECT**, you are asking CampusLabs to create the project based on information you will give them (e.g., you will upload a word document with your survey questions and responses). *These instructions exclude the Create a Project process.* You can hover over any **question mark icon**  in Baseline to learn more about the item.

To log into Baseline



Log into myCharger and click on the Employee Resources page.

Under the Employee Resources section , click on the Planning and Assessment Software link.

Planning and Assessment Software

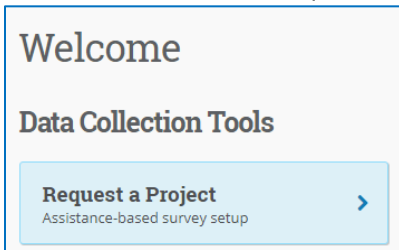
[Planning and Assessment Software](#) - Formerly referred to as baseline or outcomes, this link takes you to a landing page where you can click which you are looking for. Campus Labs Data Collection Tool (e.g., surveys and rubrics) and Campus Labs Assessment Tool for Learning from Outcomes Data

Request a Project

Allow a minimum of 4 business days for turnaround.

On the Campus Labs page, Click on the Baseline link.

Once in Baseline, click Request a Project.



Fill out all contact information

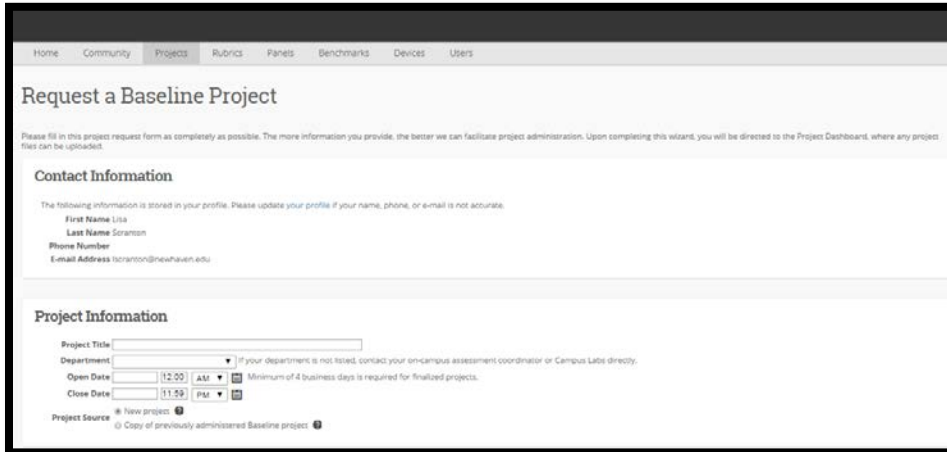
Enter a project title, department and open and close dates

Choose the methods you will use to administer the survey

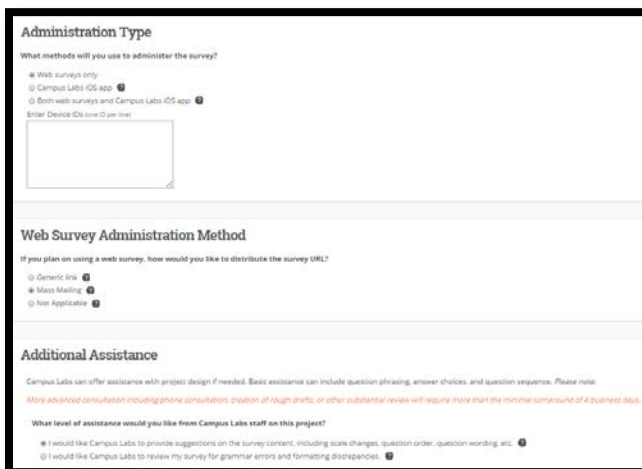
Choose level of additional assistance

Click Next

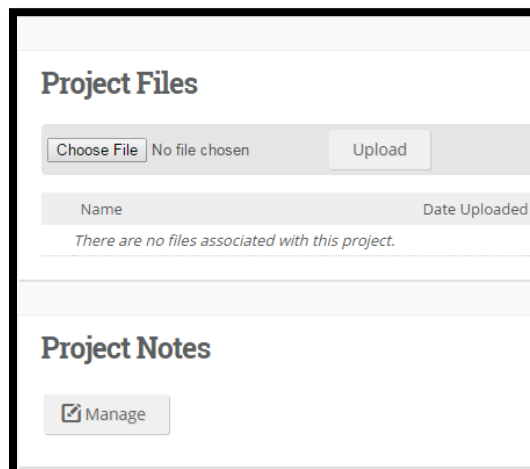
On the next page, click Choose File to upload your project files such as survey question and answer and demographics documents and then click Upload.



The screenshot shows the 'Request a Baseline Project' form. It includes a navigation bar with 'Home', 'Community', 'Projects', 'Rubrics', 'Plans', 'Benchmarks', 'Devices', and 'Users'. The form has sections for 'Contact Information' (with fields for First Name, Last Name, Phone Number, and Email Address) and 'Project Information' (with fields for Project Title, Department, Open Date, and Close Date). There are also radio buttons for 'Project Source'.



The screenshot shows the 'Administration Type' form. It asks 'What methods will you use to administer the survey?' with radio buttons for 'Web surveys only', 'Campus Labs iOS app', and 'Both web surveys and Campus Labs iOS app'. It also has a field for 'Enter Device IDs (one ID per line)'. Below that is the 'Web Survey Administration Method' section with radio buttons for 'Generic link', 'Mass Mailing', and 'Not Applicable'. The 'Additional Assistance' section has radio buttons for 'I would like Campus Labs to provide suggestions on the survey content...' and 'I would like Campus Labs to review my survey for grammar errors...'.



The screenshot shows the 'Project Files' and 'Project Notes' sections. The 'Project Files' section has a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. Below that is a table with columns for 'Name' and 'Date Uploaded', and a message: 'There are no files associated with this project.' The 'Project Notes' section has a 'Manage' button with a checkmark icon.