ASSESSMENT PROJECT PLAN

Note: Your project must be submitted by an individual in your department who is authorized to do so. Please ask your director.

1. Department:

2. Name of person responsible:

3. Name of program or service you are assessing:

4. What is the purpose of your assessment?

5. What are the specific outcomes that you are measuring?

6. Who are your participants? (e.g., all program participants, doctoral students, first-year students in A&S, alumni, etc.)

7. What assessment method(s) are you considering? Please check all that apply.
   
   _____Survey*
   _____Focus group
   _____Rubric*
   _____Interview
   _____Mobile data collection*
   _____Quick assessments
   _____Other (please specify)

8. Start date:

9. End date:

10. Other notes:

INSTRUCTIONS FOR COMPLETING AND UPLOADING ASSESSMENT PROJECT PLAN FOR A SURVEY, RUBRIC, OR MOBILE DEVICE

Keep in mind that you should begin the uploading process at least two weeks prior to the start date of your assessment. Your project must be approved by the department assessment coordinator.

1. Fill out the project request form. Save it on your desktop.
3. On the left side, click “Request a Project.”
4. Fill out all relevant project information. For a new project, click “new project.”
5. If you are using the iTouch devices check “all.” This will tell Campus Labs to sync the project to the iTouches.
6. Under email information click “Not Sure” if you would like to talk with the Campus Labs consultant about using email “mass mailing” to administer the assessment.
7. Under additional assistance, click “Yes” if you want help from a consultant on the design, phrasing, and administration of the assessment.
8. Click “Next.”
9. Under “Project Notes,” write in anything you would like your Campus Labs consultant to know about specifics of this project. This can also be an opportunity for you to write notes for yourself about the project to refer back to in the future.
10. Click “Submit.”
11. You will be taken to your project dashboard. Under “Project files,” upload your Assessment Project Plan by browsing your files and uploading it. If you have a draft survey or questions to submit, make sure you upload those as well. Make sure you press “Upload” after you browse! You will know it was successful when you see your uploaded documents appear.
12. Please note, some projects may require the additional step of preparing documents for the Institutional Review Board process. Katie will assist with this step if required.
13. The Campus Labs consultant will then work with you to complete your assessment.