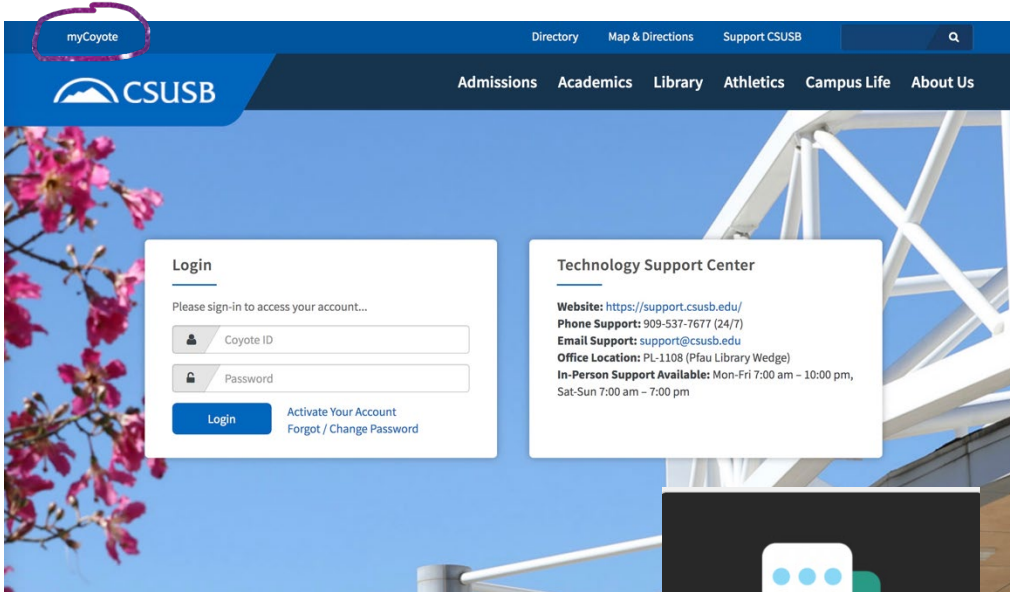


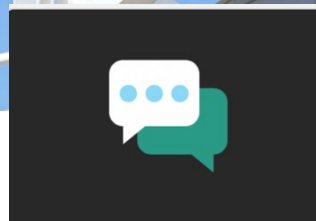
Campus Labs/Anthology
Baseline Project (Survey) User Training Module
Please contact us at the Assessment Office if you need support
or have questions: assessmentoffice@csusb.edu

Logging into Baseline

Log into My Coyote

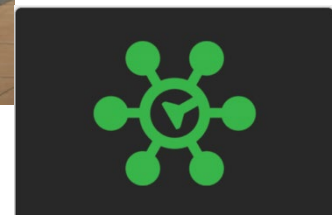


Once in My Coyote, click on the **Collaborate** tile;
then click on the **Campus Labs** tile



Collaborate

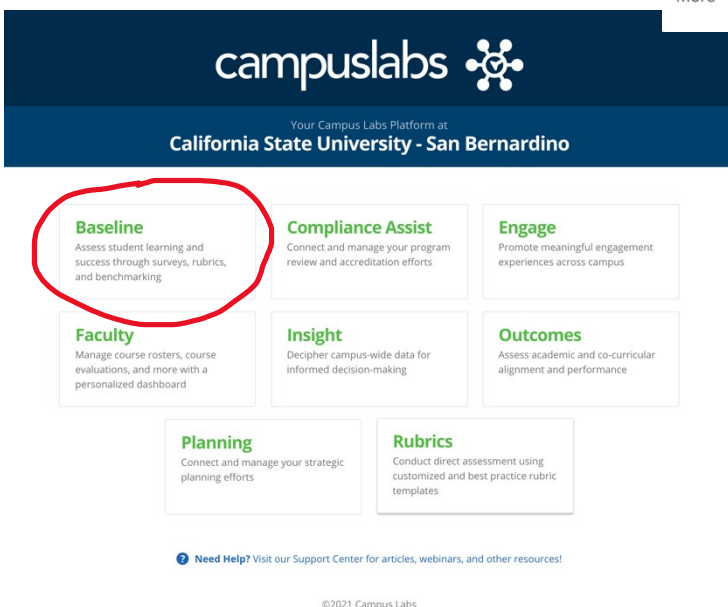
Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more



Campus Labs

Tools for reporting, assessment, and accreditation for courses, programs, departments, and admin units.

Finally, click on **Baseline**



Baseline provides the technology, resources, and expert consultation required to create an integrated, coordinated, and comprehensive assessment approach across the campus. The purpose of Baseline is to connect and translate assessment data in order to improve programs and services both inside and outside the classroom. If you are unable to access Baseline, please contact the assessment leadership for your division to request the appropriate Campus Labs/Anthology permissions. For any questions or additional assistance, please contact the Assessment Office at AssessmentOffice@csusb.edu.

Please contact your supervisor, department head, or assessment coordinator if you are denied access to Baseline. If you are not sure who to contact, please send a message to the Assessment Office in the Division of Academic Affairs at assessmentoffice@csusb.edu.

Getting Started with Baseline Projects (Surveys)

This training will provide the basic steps and access to resources to request a survey or build one yourself.

Topic	Resource
Baseline Survey Project Process	Video (17 minutes)
How to Request a Project in Baseline	Article
Self-service Builder	Video (55 minutes); Article downloadable materials
Guided Practice for Building Your Own Surveys in Baseline	(same video as above); Article downloadable materials

Follow-up: Give it a try! Use the guided practice segment of the video to build a brief survey and share it with a colleague who is also using the tool or your division Director of Assessment for some feedback.

Preparing Survey for Distribution

This training will provide the user with tools to customize a survey in preparation for distribution.

Topic	Resource
How to Preview your Survey	Article
How to use the Outline	Article
How to Indicate Changes to a Survey Already Built	Article
How to Change a Survey's Title, Open and Close Dates, Notes, or Other Project Request Settings	Article

Follow-up: Customize the survey that you built in the last module. Share it with a colleague for some feedback.

Method of Survey Administration

This training will go over the options for administering a survey.

Topic	Resource
Survey Administration Options	Article
Generic Link	Article
Using QR Codes for Baseline Assessments	Article
Using the Mass Mailing Tool	Article
How to Create a Mass Mailing	Video (6 minutes)
How to Edit an Already Scheduled Mailing	Article
Mass Mailing Message Text	Article

Follow-up: Work with a colleague to experience different methods of survey administration and consider the pros and cons of each method relative to the assessment questions being addressed by the survey.