

GT Baseline Workflow

Step		
1	Unit	In what unit is the assessment project based?
2	Assessment Purpose	What is the purpose of the assessment project? What is it that you want to learn?
3	Outcomes	Outcomes should be specific, identifiable, and clearly stated.
4	Project Timeline	Set a start date to launch and an end date to close the survey. Include dates for any reminders to be sent.
5	Design Survey	One question per item. Keep it short, specific & readable. Avoid asking leading questions.
6	Review by Director of Research & Assessment* or Associate Dean of Students*	ODOS surveys will be reviewed by the Associate Dean of Students. Division surveys will be reviewed by Director of Research & Assessment for SA.
7	Submit to Campus Labs* or *	Campus Labs staff will build survey in GT Baseline. Plan for up to 4-5 business days.
8	Campus Labs Email Survey for Preview	Campus Labs will email survey to project team.
9	Final Survey Review* or *	* or * will finalize prior to sending to Campus Labs.
10	Baseline Launch/Close	Report data, conclusions, and implications within the unit, division and Institute.
11	Analyze Results	Analyze data, find patterns, and draw inferences. What did you learn based on the results?
12	Communicate Results	Share results with Assessment Team (Marketing & Communications Manager) and unit stakeholders.
13	Actions Taken	What did you or will you do based on the results? Make data-driven decisions. Apply improvements.
14	Report	Include survey results in unit and/or divisional reports. Link survey instruments in report or as an addendum.