

## Steps to Using the ILO Surveys

*The simplest way to assess ILOs, this method requires sending a link to the potential respondents to complete a brief survey (2-3 substantive questions)*

- ***This is super simple! The instructions may look long, but the work on your part is very minimal***
- ***For instructions on using the survey for a class, see below***
- ***For instructions on using the survey for an event, club, or professional development, see the next page***

### For a Class

1. Check to see if the SLOs you plan to assess relate to an ILO
  - a. if yes, consider whether using the [common rubric](#) might be a better option (the rubric method is more involved and may lead to more robust assessment)
  - b. if yes, you may want to use the survey for your own assessment (you may ask the Assessment Coordinators to provide your data after your students complete the survey)
  - c. if the SLOs you are assessing do not relate to an ILO, see the next step
2. Check to see if ***any assignment*** you give in your course relates to an ILO
  - a. you may use the survey if any assignment, part of your class, or whole class relates to the ILO
  - b. even if the assignment is not being used to assess the course SLOs, your contribution to college data collection is valuable
  - c. consider giving your students extra credit for completing the survey (a screenshot of their answers or simply the survey completion message can be easily uploaded to an assignment you set up in Canvas)
  - d. be sure to tell your department chair you contributed to ILO assessment!
3. Share the appropriate link with the students who will complete the survey
  - a. the links are [password protected on the ILO webpage](#)
  - b. ask your representative on LAC or the Assessment Coordinators for the password or the document with all the links
4. Give a few instructions to your students
  - a. tell your students which assignment or part of the course they should consider when answering the survey
  - b. the survey begins by asking “Which activity?” choose “**In a class,**” from the dropdown
  - c. choose department from a dropdown of the commonly used department abbreviations (make sure your students know which to choose)
  - d. fill in course number
  - e. fill in instructor last name
    - i. this allows your data to be separated if you would like
    - ii. if you don’t want your name included, you may tell your students what you want them to type in that spot
  - f. once the few initial questions are answered, there are **only 2-3 substantive questions** to the survey:
    - i. a scale indicating the degree to which the participant was affected by the activity, and/or the level of learning that occurred
    - ii. an open-ended question asking to explain their answer to the above, give an example of how they were affected, and/or a tip on how the assignment/activity could be improved
5. Participation does NOT require you to enter data in Meta, rather the data will be pooled with the campus data for that ILO, and will be discussed at future campus-wide events
6. Let the Assessment Coordinators know if you would also like to use the data for your own purposes

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### **For a Campus Service, Event, Club, or Professional Development Activity**

1. Check to see if your service, event, club activity, or professional development activity relates to an ILO
2. If it's unclear, ask the Assessment Coordinators or your representative on the Learning Assessment Committee for advice
3. If you decide to use the survey, ask the Assessment Coordinators to add the title of your service/club/event/activity to the survey (this can be done quickly, but try to give at least a few days' notice)
4. Share the appropriate link with the group who will complete the survey
  - a. the links are [password protected on the ILO webpage](#)
  - b. ask your representative on LAC or the Assessment Coordinators for the password or the document with all the links
5. Give a few instructions to the group completing the survey
  - a. the survey begins by asking "Which activity?" choose "**service**," "**at an event**," "**part of a club**," OR "**Laney Professional Development**" from the dropdown, as appropriate
  - b. choose from the next dropdown, "**Title of service/event/club/PD activity**" (this will match the title you gave to the Assessment Coordinators when they set up the survey for you)
  - c. once the few initial questions are answered, there are **only 2-3 substantive questions** to the survey:
    - i. a scale indicating the degree to which the participant was affected by the activity, and/or the level of learning that occurred
    - ii. an open-ended question asking to explain their answer to the above, give an example of how they were affected, and/or a tip on how the assignment/activity could be improved
6. Participation does NOT require you to enter data in Meta, rather the data will be pooled with the campus data for that ILO, and will be discussed at future campus-wide events
7. Let the Assessment Coordinators know if you would also like to use the data for your own purposes