To request a project in Baseline, please follow these steps:

http://baselinesupport.campuslabs.com/hc/en-us/articles/204305855-How-to-Request-a-Project-in-Baseline

1. Log in: https://utk.campuslabs.com/app/ClientWeb/GetStarted.aspx

2. Click the "Request a Project" button is located on the left-hand side of the home page.

3. Complete the form asking for the following information. Use your mouse to hover over the black question marks for additional clarification.

- **Project Title:** Make sure that this is specific. For example, "Orientation Survey" might be too vague, especially if you plan on administering more than one of these surveys. Adding in the date, "Orientation Survey 2013" will give you a clearer idea of what the project is in the future.
- **Department:** The department the survey should be housed in. You will only see the departments to which you have access.
- **Open/Close Date:** The dates you want the project active and collecting data in the system. They can be adjusted as needed by Campus Labs staff in the future.
    - Remember, a minimum of **four** business days is required to process and build your project
- **Project Source:** Indicate if this is a New Project or if you are Copying over a previously administered Baseline project. If it is a copy, you will be able to request any changes to the project that are necessary.
- **Administration Type:** Indicate if you will be administering the survey through the web, Campus Labs mobile app, or both. If you will be using the mobile app, please provide the names of the individual devices you will be using in the text box, so we can properly assign the survey.
- **Web Survey Administration Method:** If you are administering the survey via the web, indicate if you will be using our Mass Mailing system or Generic Link. If you are unsure or unfamiliar, please review the **Survey Administration Options**. If you are only using the mobile app, select "Not applicable". Also note that you can always change your mind about the web administration method at a later date.
- **Additional Assistance:** Review the options and select the level of assistance you would like.

4. Click "Next"

- If you requested a copy, you will be able to choose the past project you would like copied, as well as the specific questions to copy over.

5. Click "Next" to provide some additional notes to your project.

- In this space give us any information you think is necessary to know while building or editing your project.

6. Click "Submit" and you will be taken to your Project Dashboard.

7. **Upload your survey document in the Project Files box** on the right-hand side of the dashboard. We will use this document to provide you feedback/build your survey depending on the level of assistance you requested.

8. Your project will be tagged with relevant **"Project Categories".** We suggest these tags based on the keywords in your survey's title. You can manually adjust these by clicking the "Manage" button underneath the selected categories. Here you will have the ability to select any of our 75 pre-defined tags or remove a tag by clicking the "X" icon.

9. **You will receive an automated email letting you know your project has been received**, and we will process your project.

10. If you have selected **Full Consultation** in the form, a survey design specialist will review your survey and provide recommendations. If you would like in-depth feedback, please submit in advance of the four-day minimum. You will receive an email with feedback on your survey questions, and you can choose to make edits accordingly. To do this, you will make your changes in the initial document you sent, and re-send it in direct response to their feedback email.

11. **Your survey is then built into the system by our Baseline Support Specialists based on the document you provided.** In the request form you specified an open date on which your survey would become active to collect data. Our team will select an appropriate date for your project to be built into the system based on this open date.

12. Once your survey is built, **you will receive an email notification with a request to preview** the survey. The "Preview" button on the top right of the Project Dashboard page allows you to preview your project to verify the question order and ensure that the spelling, grammar, and layout are the way you'd like participants to see it. Even though you can click the answers, those answers are not recorded—they just allow you to experience the survey from the perspective of the participant.

13. To make any edits at this point, respond directly to the preview email explaining your edit requests.

14. Once all edits are complete, **your survey will open on the specified open date**. No additional steps are needed to activate your survey.

- If you need to change the open dates, please call (716) 270-0000, or email your Baseline contact specialist.

15. **Administer your survey.** You have several options for administering your survey (see below). If you opt to use the Baseline mass mailing tool for administration, please note you will need to set up and approve your mailings and reminder mailings in the mass mailing module.

16. **Data will be available in real time.** If administering electronically, as soon as the first respondent answers a question, you will able to see that response in your results.

Survey Administration Options:

Mass Mailing option

- Self-service mailing system on your project dashboard which sends a unique link to each email address
- Allows you to send targeted reminders to **only** non-respondents
- Respondents are identified and may pick up where they left off in the survey
- Prevents respondents from taking the survey more than once
- Cannot be used with a Listserv

Generic Link option

- Flexible link (e.g., send through your email, post on website, send to Listserv)
- Inherently anonymous (e.g., identities are not collected)
- Respondents can complete more than once
- Option to add a *validation screen* for *identity collection*

Collect App on iPod/iPad

- App for campus-owned devices
- Data appears in real-time with an internet connection
- Data may be collected without an internet connection

QR Code

- Using the generic link, you may create a QR code for your survey link
- Respondents can scan the QR code with their device (i.e., iPhone, iPad, Android) and the survey will automatically format
- Device must have an internet connection

Paper and Pencil

- Can set up an online version in Baseline and manually enter data already collected on paper form
- All questions in the online version are optional
- Finish link loops to the beginning of the survey for continual data entry