CLIQ Refresher Outline

Refresher via Zoom outline

Qualtrics refresher steps - go through demo of setting up a new survey CLIQ. Encourage questions from audience

1. Recap: CLIQ, piloted in Spring 2016, now wrapping up first year of use in undergraduate library instruction
    a. Background - student survey
    b. As per managers, required for use in appropriate (undergraduate, research assignment, one-shot) library instruction when possible
    c. Semesterly results summary reported to library administration - allow us to report outcomes, trends on a system level
    d. To augment, not replace, other assessment methods used in teaching sessions
    e. Focusing on creating/distributing survey in Qualtrics today - does everyone have an account, familiar with general interface?
2. Best practices -
    a. create a copy of survey
    b. rename
    c. conventions - course number_ faculty name_semester year (eg., ILRR2010_gold_Sp_17)
3. Mention folder org by semester, possibility
4. Activate new survey - drop down arrow
    a. option: activate when retrieving distribution link
5. Open survey > Distribution tab > Anonymous link
6. Distribution
    a. link in box of LibGuide
    b. add it BB page for class
    c. embed form to survey in LibGuide (we can provide code if interested)
7. Post Class
    a. Review reports – what did you learn?   quantitative and qualitative. (visualization; text)
    b. Share survey with instruction coordinator
        i. Go to projects, survey drop-down menu > share > net id (all permissions; except edit)
8. Upload results to Box (for coordinators or if want to merge data)
    a. Get unit data by downloading into Excel
    b. name conventions – course number_faculty_semester_year
    c. Upload to Box (in Fall & Spring, by last day of classes)
    d. Fall 2017 due Dec. 15.
9. Feedback solicitation
    a. Have you used the survey yet?
    b. What would make the process easier?
    c. What alternate forms of assessment are you doing?