



Baseline User Guide

How to Export Survey Data

NOTICE OF PRODUCT CANCELLATION

Gonzaga's Baseline Subscription Ends October 31, 2019

PLEASE EXPORT – DOWNLOAD – SAVE

**Individual and Departmental Surveys, SRS Session Results, and Rubric Results
BEFORE 10/31/2019**

direct URL for logging-in:

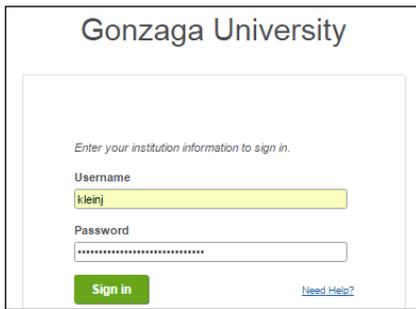
<https://gonzaga.campuslabs.com/baseline/>

Prepared by
Foley Library
Academic Technology Applications Support (ATAS)
Gonzaga University
Updated June 2019



Accessing Baseline

Access your individual Baseline account via this link: <https://gonzaga.campuslabs.com/baseline/> using your **Gonzaga user name** and **password**. You will also find a log-in link on the [ATAS website](#).



Gonzaga University

Enter your institution information to sign in.

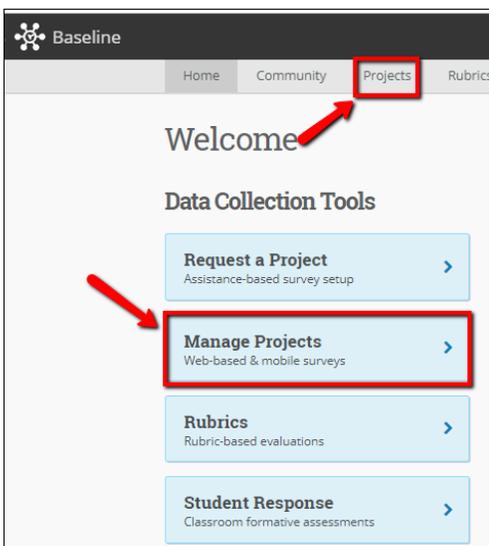
Username
kleinj

Password

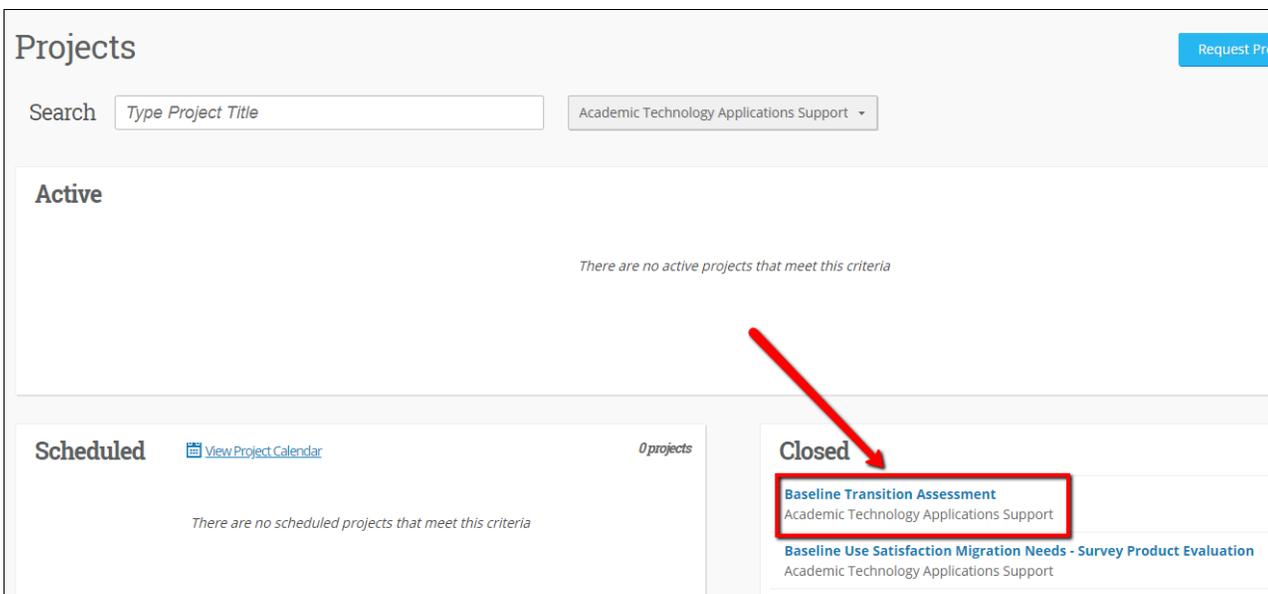
Sign in [Need Help?](#)

How to Export Survey RAW DATA from Baseline

Step 1 – On the ‘Home’ page, click on ‘Manage Projects’ on the left-side panel or ‘Projects’ in the top menu bar.

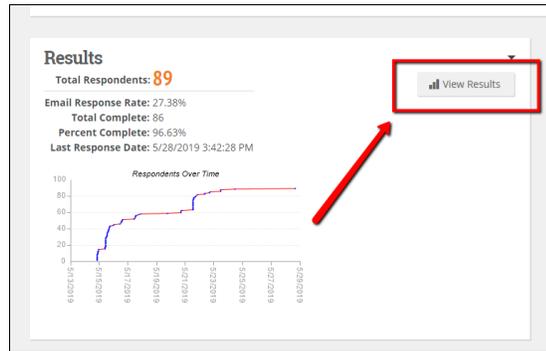


Step 2 – Click on the name of a survey project (in the example below, the survey is under the “Closed” section).

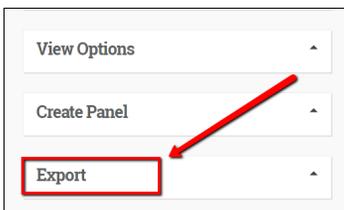


Step 3 – (a.) If the survey is closed, clicking on the project name will take you directly to the ‘Results’ page (go to Step 4).

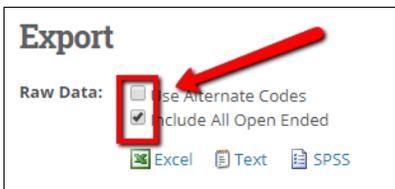
(b.) If the survey is still open (collecting data), clicking on the project name will take you to the ‘Project Dashboard’—from there, click on ‘View Results,’ which is under the ‘Results’ section (top left).



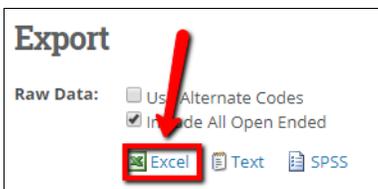
Step 4 – On the ‘Results’ page, click on ‘Export’ (located on the lower-right side of the page).



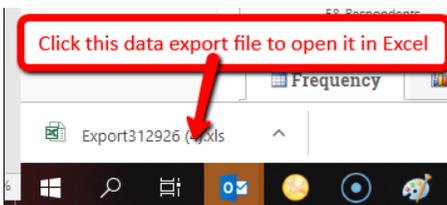
Step 5 – To download the raw data from your survey into Excel: under ‘Raw data’ check the box for ‘Include All Open Ended’ and uncheck ‘Use Alternate Codes.’



Step 6 – Then click on ‘Excel.’ This will download an Excel [unicode text] file of the raw survey data, where each row represents one respondent’s answers to all questions and the top row contains all the questions.

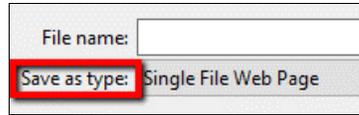


Step 7 – The downloaded Excel sheet will typically pop-up in the lower-left part of your screen (depending on your Web browser, it may appear elsewhere). Click on the downloaded file to open it (click Yes on Excel warning pop-up). You may want to repeat these steps and download the data in the other formats available (such as Text or SPSS, too).



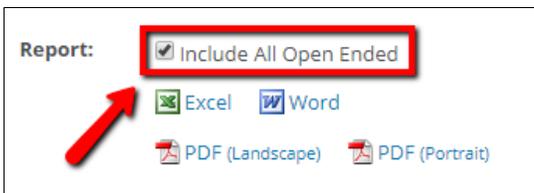
Step 8 – Once you open the Excel sheet, save it to your computer/network in a desired place that your whole department, specific individuals, or only you will be able to access it.

- Click 'Save As'
- Give the file a name that best represents the survey purpose and date(s)
- Choose 'Excel Workbook' in the 'Save as type' dropdown menu below the File name field

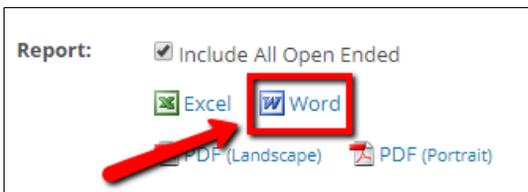


How to Export a Survey REPORT from Baseline

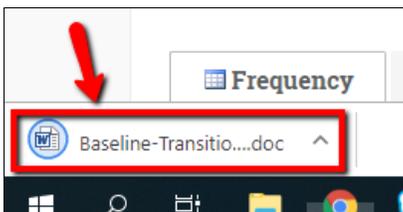
Step 9 – Return to the Baseline Project 'Results' page to download a copy of the data report, if needed. Under the 'Export' section you will see 'Report' –check the box that reads 'Include All Open Ended.'



Step 10 – Then click on 'Word' to download a copy of the report into a Word document (you may choose to repeat these steps and download the report in the other formats available, such as PDF).



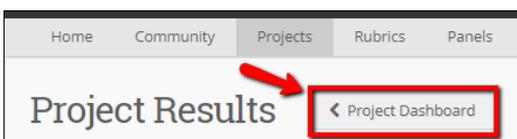
Step 11 – Once you click on 'Word,' the downloaded document will pop-up in the lower-left part of your screen. Click on the downloaded Word file to open it.



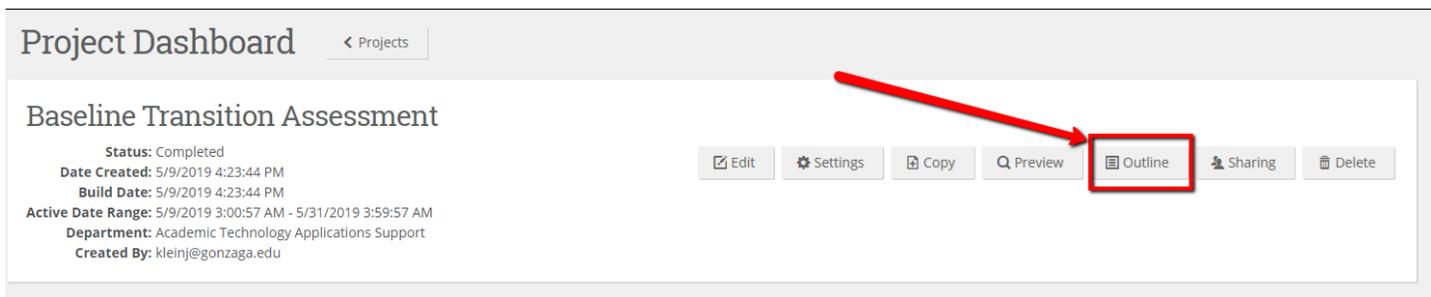
Step 12 – Once you open the Word document, save it to your computer/network in a desired place that your whole department, specific individuals, or only you will be able to access it. Click 'Save As' and give the file a name that best represents the survey purpose and date(s).

How to Export a Survey OUTLINE from Baseline

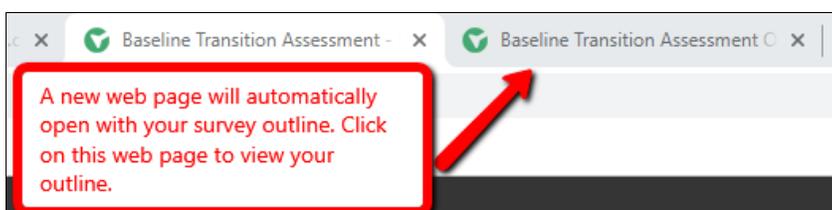
Step 13 – Return to the 'Project Dashboard' by clicking the < **Project Dashboard** button at the top of the 'Results' page.



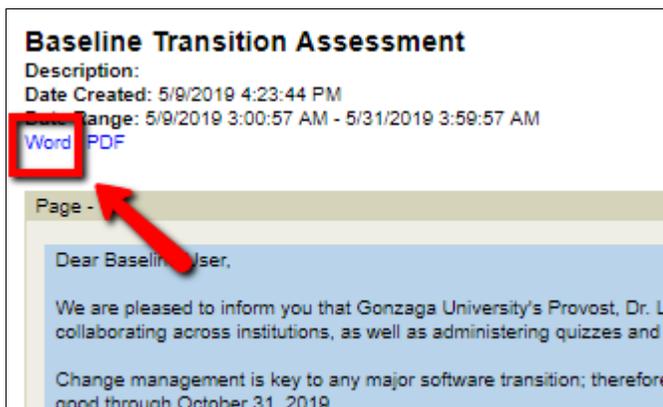
Step 14 – On the Project Dashboard, click on ‘Outline’ (at the top-right) to download an outline of your survey, which contains all questions, answer choices, any skip or display logic, and alternate code information.



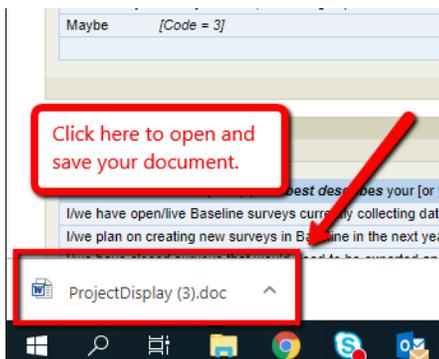
Step 15 – Once you click on ‘Outline,’ a new tab will open in your Web browser, titled [The Name of Your Survey] which contains the full survey outline (you may need to click the new tab or it may open automatically).



Step 16 – At the top of your survey’s outline, click on ‘Word’ to download a copy of the outline as a Word document.



Step 17 – After you have clicked on ‘Word,’ the downloaded document will pop-up in the lower-left part of your screen (or elsewhere depending on your Web browser). Click on the file to open and save the document.



Step 18 – Once you have opened the document, save it to your computer/network in the desired place that allows access to the people who may need it in the future.

You are not alone in this effort!

Baseline Support

Gonzaga’s contract with Baseline includes full support services. You are welcome to call or email Baseline Support. Questions can be answered anytime during the hours of 5 AM and 5 PM Pacific by calling (716) 270-0000. You may also email support@campuslabs.com.

Gonzaga Support

In addition to the Baseline Support Team, Gonzaga’s ATAS Team is here to help! Please do not hesitate to contact us for assistance. Because Gonzaga is moving to Qualtrics for our campus-wide survey software, we have created a new ATAS initiative that provides technical support for the transition to Qualtrics. You can email ATASupport@gonzaga.edu to schedule an appointment or request help via phone, Zoom, or email with one of our trained Academic Technology student consultants.

Foley’s Academic Technology Applications Support (ATAS)

Foley Center Library, Suite #303
(509) 313-3972
atasupport@gonzaga.edu
www.gonzaga.edu/ATASupport

Kind regards,
Jenn Klein, Brenda Warrington and Academic Technology student consultants

Baseline checklist:

Note: not all of these items may be applicable to you.

- Baseline for Gonzaga University is shutting down on **October 31, 2019**. Please export and save all survey data, SRS Sessions/Results, and Rubrics or the information will be lost.

SURVEYS:

- Download “Raw” data for all necessary Projects in appropriate file format, such as Text or Excel
- Download “Report View” data for all necessary Projects in appropriate file format, such as PDF, Word, or Excel
- Download Consortium Benchmarking Views (creating additional views as needed) and export into appropriate format, such as PDF, Word, or Excel
- Download Campus Labs Benchmarking Views (creating additional views as needed) and export into appropriate format, such as PDF, Word, or Excel
- Download campus-specific Benchmarking Views (i.e., comparison reports) into appropriate format, such as PDF, Word, or Excel

RUBRICS:

- Take Screen Captures or Print Screen Results from Rubric Templates
- Export Rubric raw data file for all Assessments and Assignments (Excel)

STUDENT RESPONSE SESSIONS:

- Download raw data for each Student Response System Session (Excel)
- Take screen captures or Print Screen Individual Session results per question
- Take screen captures or Print Screen Results for any Tagged SRS questions