**Student Affairs Assessment Workshop**  
**StudentVoice Basics**

**Session Learning Outcomes**

As a result of participating in this workshop, participants will be able to...

1. Navigate the basic functions of StudentVoice (log in, request a project, sign up for StudentVoice webinars)
2. Describe the overall process for creating a culture of assessment in the division of Student Affairs at USD
3. Articulate the basic expectations for carrying out an effective assessment project in the division (characteristics of projects that need approval from the Assessment Coordination Team (ACT), location of Student Affairs assessment project proposal form, characteristics of an effective assessment project)

**Basic StudentVoice Navigation**

<table>
<thead>
<tr>
<th>Log In:</th>
<th>Request a Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) <a href="http://www.studentvoice.com">www.studentvoice.com</a></td>
<td>a) Click on &quot;myStudentVoice&quot;</td>
</tr>
<tr>
<td>b) enter username and password in top right corner, click “sign in”</td>
<td>b) Click on “Projects”</td>
</tr>
<tr>
<td>c) if it’s your first time, you’ll be prompted to change your username and password</td>
<td>c) Click on “Request a Project”</td>
</tr>
<tr>
<td></td>
<td>d) Follow the prompts</td>
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</tbody>
</table>

**Sign up for a StudentVoice Webinar**

a) Click on “Help”  
b) Click on “Webinars”  
c) Click on “Sign Up”  
d) Enter the requested information and select the webinar(s) you’d like to attend  
e) Click on “Next”  
f) Print the confirmation page  
g) Click on “Finish”

**Assessment is about improving our programs and services to enhance student learning.**

“Assessment is the ongoing process of:

- establishing clear, measurable expected outcomes of student learning;
- ensuring that students have sufficient opportunities to achieve those outcomes;
- systematically gathering, analyzing, and interpreting evidence to determine how well student learning matches our expectations;
- using the resulting information to understand and improve student learning.”  (Suskie, 2004)
Creating a Culture of Assessment – Student Affairs Process at USD

1. Define the functional areas of your unit
2. Develop learning/operational goals for each functional area
3. Map unit goals to CAS Learning & Development Outcome Domains & SA Mission
4. Develop learning/operational outcomes for each goal
5. Articulate and map strategies to outcomes
6. Determine assessment methods for learning/operational outcomes
7. Develop a 3-year assessment plan

Assessment Coordination

• Let me know if you’re planning to do a project
  ○ I can usually be helpful
  ○ It helps with coordinating all of the assessment efforts in the division
• Fill out a proposal if you’ll be surveying 100 or more students, these projects will be reviewed and approved by the Assessment Coordination Team
  (http://www.sandiego.edu/administration/studentaffairs/projects.php)

Carrying out an effective project

1) Plan in advance – StudentVoice turn around time is approximately 48 hours, allowing more time is advised, edits take longer
2) Write good questions, review shared projects, utilize your resources (Margaret, literature)
3) SV can help you set up your project but it’s your assessment project
4) Make sure it aligns with your learning outcomes and strategies
5) Questions to ask yourself:
   a) What will this data tell me about the effectiveness of my program/service?
   b) What will I be able to change to improve my program/service as a result of having this data?
   c) How is this question helping me understand student learning?
   d) Is this a direct measure of learning?, Can I adjust the question to make it more direct?

References

http://www.dartmouth.edu/~oir/assessmenteval/tools/


Resources

http://www.sandiego.edu/administration/studentaffairs/ResourcesforStudentAffairsStaff.php

If you don’t remember anything else… remember this...
• Use the data
• Margaret can help, put me on speed dial 7506
• Direct evidence is best
• Assessment is about improving our programs and services to enhance student learning