

Data Collection Tools

The following is an example of a web-based spreadsheet used to collect OA data. Each column represents data the instructor needs to enter and reflects information you will get back about your assessment. Please consider this sample as you develop scoring tools for your OA project.

Test-AC201

Instructions:

Maximize your screen so that you can see both scroll bars.
For Adjusting Entry enter whole number score out of 12
For Multiple Choice Questions(MC) enter either 0 for incorrect or 1 for correct answers
For Balance Sheet enter whole number score out of 40
IMPORTANT: Leave entries BLANK for students WHO ARE NOT PRESENT for assessment. DO NOT
For students, WHO ARE PRESENT, but do not answer a particular question, consider that as

	MC#1	Adj. Entry	MC #2	Bal. Sheet
Bennett, Elizabeth-M999770001	0	12	0	18
Bond, James-M999770002	1	10	1	38
Brown, Charlie-M999770013				
Bunny, Bugs-M999770010				
Doo, Scooby-M999770008				

Save Changes Discard Changes Return

In order for the OA Team to prepare a similar spreadsheet for spring pilot assessment in your course, your workgroup will need to provide us with the following information:

- **A brief heading for the columns in the spreadsheet.** Keep in mind that each column represents a piece of data or measure that you believe will provide useful information about how students performed on the assessment. You can ask for as much information, i.e., have as many columns, as you'd like, but remember that the more columns, the more data individual faculty will have to enter per student. In general, we recommend using somewhere between 5 and 10 columns as a good balance between obtaining useful information and keeping data entry time manageable.
- **For each column, a minimum and maximum score that can be obtained.** Also indicate whether scores should be entered only as whole numbers, or whether fractional values, i.e. $\frac{1}{4}$, $\frac{1}{2}$ point entries, are acceptable.
- **For each of the three outcomes being assessed, provide criteria to determine whether a student has “satisfactorily” achieved that outcome.** For example, you may be measuring quantitative literacy using 5 short answer questions. How many must a student answer correctly in order to have achieved the outcome satisfactorily?