Surveys in Baseline: Request a Project

Office of Institutional Research

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Baseline Contacts

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Campus Labs staff members are available to address your assessment and technical questions Monday through Friday from 8 a.m. to 8 p.m., EST.

To be granted access to Baseline, please email Sarah Caro at SCaro@newhaven.edu

Please note: Surveys are called **PROJECTS** in CampusLabs.

When you click on **REQUEST PROJECT**, you are asking CampusLabs to create the project based on information you will give them (e.g., you will upload a word document with your survey questions and responses). *These instructions exclude the Create a Project process.* You can hover over any **question mark icon** in Baseline to learn more about the item.

To log into Baseline

Log into myCharger and click on the Employee Resources page.

Under the Employee Resources section , click on the Planning and Assessment Software link.
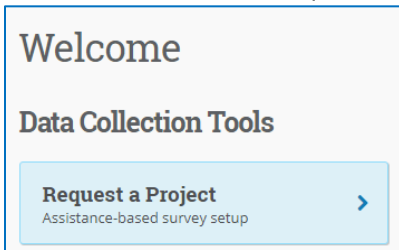

Planning and Assessment Software

Planning and Assessment Software - Formerly referred to as baseline or outcomes, this link takes you to a landing page where you can click which you are looking for. Campus Labs Data Collection Tool (e.g., surveys and rubrics) and Campus Labs Assessment Tool for Learning from Outcomes Data

Request a Project

Allow a minimum of 4 business days for turnaround.

On the Campus Labs page, Click on the Baseline link.
Once in Baseline, click Request a Project.
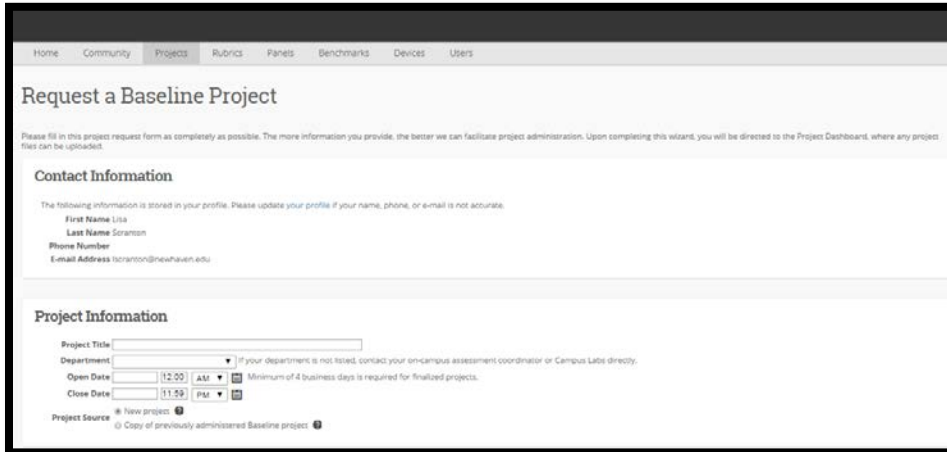

Fill out all contact information
Enter a project title, department and open and close dates
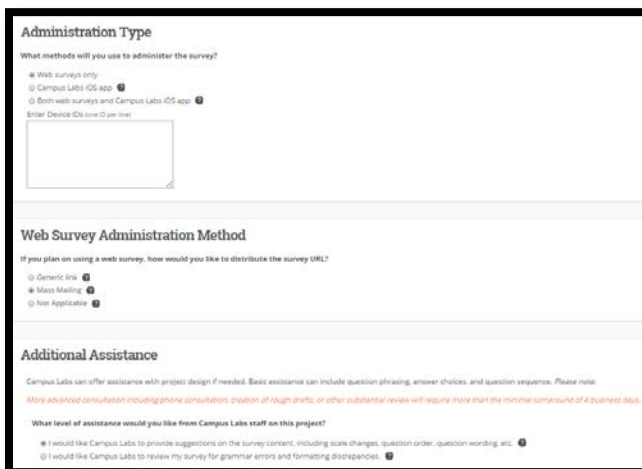Choose the methods you will use to administer the survey
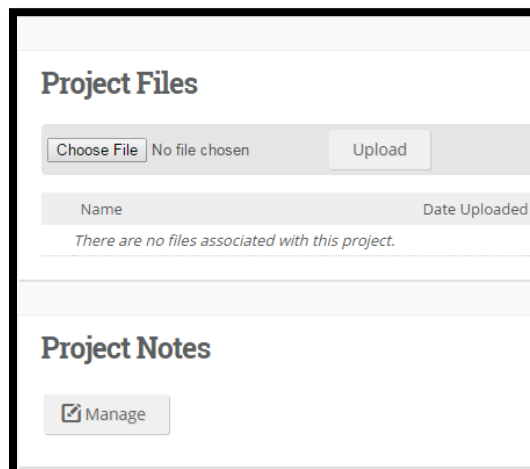Choose level of additional assistance
Click Next
On the next page, click Choose File to upload your project files such as survey question and answer and demographics documents and then click Upload.