Baseline Survey Tool from Campus Labs
Editing and Sending a Survey – For Collaborators

The campus-wide tool for creating surveys is called Baseline. Users are grouped by department, and each survey is called a project. Collaborators are given access to a particular survey project within a department. Follow the instructions below to edit an already-created survey project.

To edit a survey project:

1. Go to Baseline at http://www.hws.edu/baseline
   We recommend bookmarking this link for future reference.

2. At the login page, enter your HWS username and password

3. Click Sign In

4. On the upper menu, click Projects

5. Under Project List, look for the project by viewing the Active or Upcoming projects

6. Click on the project title

7. To the right of the survey information, click Edit
8. At the upper left, click **New** to begin adding questions

9. From the list that appears, select the question type
10. After adding all the questions, at the upper left of the page, click **Done Editing**

11. Send the survey to recipients, using either of the following:

- In the left column, under Administration, the unique link to the survey will be shown, and may be copied and pasted into an e-mail to survey recipients

  *Note:* If you use this option, responses are anonymous (unless you add a validation) and respondents can access the link an unlimited number of times.

- Alternatively, below the Administration area, use the Mass Mailings feature to send a group of recipients the link to the survey

  *Note:* With this option, a unique link is sent to each e-mail address so respondents are identified and may only complete the survey once; respondents may leave the survey and return to it where they left off; reminders may be sent to non-respondents only.

  a. Click **Manage**
b. On the Mass Mailings page, click **Create New Mailing**

c. Follow the instructions on the Blank Mailing page to compose the message

d. Within the message, where you want the survey link to appear click the yellow [**Insert INSTRUCTIONS**] button

   **Note:** It will appear as just [**INSTRUCTIONS**] in the message text; this is normal.

e. Click **Create**

f. Follow the instructions on the mailing completion page to select recipients and schedule the date/time to send the e-mail

g. To ensure your e-mail is what you want, above the Details area, click the **Preview** button

h. When your e-mail is ready, click **Finish**

If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.