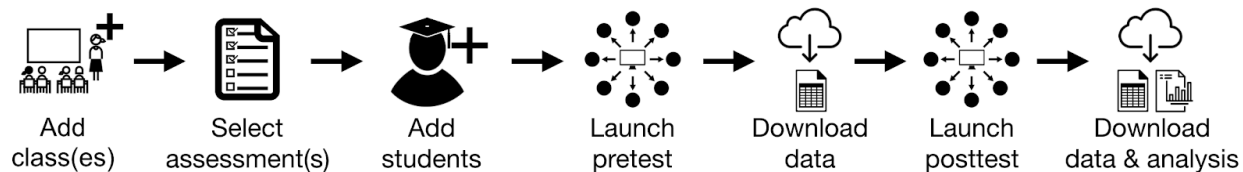


Step by Step guide to using LASSO



Please also see the getting started video at <https://youtu.be/jEtkq5ZWquw>.

The screenshot shows the LASSO instructor interface. At the top, there's a navigation bar with 'My Home Page', 'LA Campus', 'LASSO', and 'Resources'. The main content area shows the course 'Fall 2018 Physi 111 - Algebra Based Introductory Mechanics'. On the left, there's a sidebar with 'Add Course' and a list of semesters: Fall 2018, Summer 2018, Spring 2017, and Fall 2001. The main area displays the 'Assessment Roster' for 'Fall 2018'. It lists 16 students with checkboxes for 'PRE' and 'POST' assessments. Below the roster, there's a section for 'Add Students to Assessment' with a 'Choose File' button. On the right, there's a 'Course Questionnaire' section with 'PRE Assessment' and 'POST Assessment' details, including 'Responses', 'Average score', 'Started', 'Last reminder', and 'Deadline'. At the bottom right, there's an 'Output' section with a message about reviewing the institution's LA Program report.

Step 1. Login

- Login to the [LA Alliance website](#). If you do not have an account, you will need to create one (it's free).

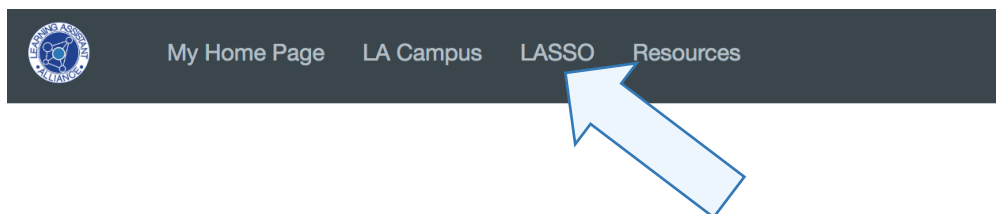
Username

Password



Step 2. Go to LASSO.

- Click on the "LASSO" tab at the top of the webpage.
-





Step 3. Add Courses

- Click on the “Add Course” button near the top of the page.
- You will be prompted to enter information about your course. When done, click the "Save & Continue" button.
- After you click the “Save & Continue” button you can always change your responses by clicking on the “Course Questionnaire” button in the course page.

Add Course

Save & Continue

Cancel



Step 4. Add assesment.

Fall 2018

PHYS 110 - Algebra based physics

Sections:

1

Course Questionnaire

- The newly created course will be presented.
- Click on the section number.



Step 5. Add assessment.

Fall 2018

PHYS 110 - Algebra based physics

Sections:

1

Course Questionnaire

Section:

1

Add Assessment

- Click on the "Add Assessment" button to create a new assessment for your course. (Note: you can create multiple assessments for a given class.)
- A new window will open where you can choose an assessment to administer. Click on the assessment you want to use. Then click the “Create New Assessment” button.
- The window will change to the course window. Click on the assessment that you created.

Enter a label (optional)

Select an assessment (Instrument Info)

Astronomy	Light and Spectroscopy Concept Inventory (LSCI)
Biology	Concept Inventory of Natural Selection (CINS) Colorado Learning Attitudes about Science Survey - Biology (CLASS-BIO) Genetics Concept Assessment (GCA) Introductory Molecular and Cell Biology Assessment (IMCA)
Chemistry	Chemical Concept Inventory (CCI) Colorado Learning Attitudes about Science Survey - Chemistry (CLASS-CHEM)
Math	Pre-Calculus Assessment (PCA)
Physics	Brief Electricity and Magnetism Assessment (BEMA) Colorado Learning Attitudes about Science Survey - Physics (CLASS-PHYS) Conceptual Survey of Electricity and Magnetism (CSEM) Force Concept Inventory (FCI) Force and Motion Concept Evaluation (FMCE)
Other	PET-HS Diagnostic

Create New Assessment

Cancel New Assessment Setup



Step 6. Add Students.

- To add students to the assessment you will need to upload a course roster using this [template](#) csv file. It is important that the columns included are not changed, that the file is saved as a csv file and that the no email addresses are repeated.
- After uploading your roster, your students' names will show up in the "Assessment Roster" tab. Students can be added by using the "Add Student to Assessment" button or removed by clicking the **X** next to a student's name.

CLASS-PHYS:

Assessment Roster

Roster count: 0

No students have been added to this assessment group yet.

☐ - No response ☒ - Participate
☐ - Missing data. Responded but not scorable.

Add Students to Assessment

(roster file template)

Choose File No file chosen

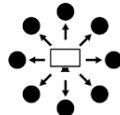
X	student33372, student33372	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X	student33373, student33373	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X	student33374, student33374	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X	student33476, student33476	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

☐ - No response ☒ - Participate
☐ - Missing data. Responded but not scorable.

Add Students to Assessment

(roster file template)

Choose File No file chosen



Step 7. Launch pre-assessment.

- When ready to launch the pre-assessment, enter a deadline for the assessment and click the "Start Assessment Now" button. This sends each of your students a [personalized email](#) with a unique link to the assessment.
- Note, there are [specific instructions](#) we recommend you give your students in class prior to launching the assessment.
- Once the assessment is started the PRE Assessment box will change to offer new options.
- Students who have not yet completed the assessment can be sent a reminder email using the "Email Reminder" button.
- The deadline can be changed by inputting a new deadline and clicking on the "Save New Deadline" button.
- The data that has been collected to date can be downloaded with the "Download Data" button.

PRE Assessment

Responses: 0

Average score:-

Started: **NOT STARTED**

Last reminder:

Deadline:

Start Assessment Now

PRE Assessment

Responses: 80

Average score:-

Started: 2017-08-28

Last reminder:

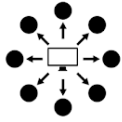
Deadline:

Email Reminder **Download Data**



Step 8.

- After the deadline for the pre-assessment, you can download all of the data for your course.



Step 9.

- When ready to launch the post assessment, simply follow the same steps (Step 7) used for the pre-assessment.



Step 10. Download data and final report.

- Once the post assessment is complete you can download your final report and complete data sets.