



## **Step by Step to Successfully Implementing SmarterMeasure**

### **1. Decide how you will use SmarterMeasure. (See examples below)**

#### **Q. What is the best way to use SmarterMeasure?**

**A. Now that you have received training on how SmarterMeasure works, the next step is to determine how to best implement it at your institution.** Below are 4 basic ways that may be effective at your school. ***It is possible to implement more than one.*** Review the list and see what works best for you. We can provide contact information from schools that use SmarterMeasure upon your request.

#### **1. Orientation Course** – Including SmarterMeasure in a **required orientation** is the recommended use for the tool. Benefits include:

- Allows all students to take SmarterMeasure one time as they enter an online class.
- Determines readiness prior to getting into the online classroom.
- Can be taken on an individual basis or done in a face-to-face orientation with multiple computers (in a lab).
- Students can login later and utilize the remedial tools provided at the end of the assessment.
- Administrators can use data to understand students' weaknesses and to assist them in remediation for success.
- All students can take SmarterMeasure (online and face-to-face) because most students will participate in an online or hybrid environment at some point in their college career.
- Results can be monitored and usage controlled.
- Very budget friendly since funds can be pulled from more than one budget line and a large number of students take it costing less per student.

#### **2. Admissions process** – Including SmarterMeasure as one step in the admissions process allows all students to take SmarterMeasure. Benefits include:

- The results can be very valuable in the advising process to help determine the best fit for the student.
- Results are on file for all students and can be referred to as needed.
- Most all students will take a web-enhanced, hybrid, or online class at some point in their college career. SmarterMeasure provides the insight students need to understand their strengths and weaknesses.

- Students can login later and utilize the remedial tools provided at the end of the assessment.
- Very budget friendly since funds can be pulled from more than one budget line and a large number of students take it costing less per student.

**3. Assignment in Online Course** – Using SmarterMeasure as an assignment in an online course can be effective if set up as a unique login group. Things to remember when selecting this option.

- If a student is taking more than one online course he/she and both instructors are requiring SmarterMeasure, the student can save his/her results and send to the appropriate instructor via email and/or PDF format.
- Faculty logins must be set up to ensure correct faculty member has access to view his/her student results.
- This option may exclude a large portion of your students causing them to miss out on the value of the tool.
- Less cost effective since fewer students utilize the tool for the same annual license expense.

**4. Listed on the school's Distance Learning Website** – Placing a description of SmarterMeasure, the URL and username/password on your school's Distance Learning Website, allows current students or potential students to take SmarterMeasure as a self-evaluation tool. Things to remember when selecting this option.

- Can be used as a recruiting tool. Admissions officer can login and view all data in the designated group then contact those students about their interest in attending the institution.
- Data may be slanted since random individuals may login and choose not to complete SmarterMeasure.
- Valuable student data may be wasted if no administrator is assigned to follow up.
- The administrators can login and determine who may need remedial help based on the students' scores.
- May be difficult to determine whose budget pays for this access.

**5. Use SmarterMeasure for pre and post testing to determine increased skill levels.** The Student Readiness Report shows that experience in taking online courses does increase a student's skill level

**2. Decide how your students will get information about SmarterMeasure. (Use Handout provided on Admin Resources, or verbiage and logo below (higher resolution can be provided by request).**

**Q. How do I get instructions to my students about SmarterMeasure?**

**A.** You may get instructions to your students in a variety of ways. If integrating SmarterMeasure in an online orientation, you may list the link along with the instructions and verbiage below. In a face-to-face orientation, you may choose to use the Student Handout available on the Admin resources link. If using SmarterMeasure in the admissions process you may want email instructions to the student after completing other required paperwork.

**Q. What instructions do I give to the students about how to take SmarterMeasure?**

**A. A description of SmarterMeasure to use for a website or student handout is listed below.**

Are you ready for Distance Learning? Find out by completing the SmarterMeasure assessment. It will take you about 35 minutes from start to finish but you may log out and complete it later if necessary. After you login, you will receive an email from SmarterMeasure with a SmarterMeasure PIN number that will allow you to log back in later or view your results again. Your SmarterMeasure score will not prevent you from registering for online classes. It is a tool that will help you assess your strengths and weaknesses related to distance learning in 6 areas\*.

1. ***Life Factors*** – time, place, motivation
2. ***Individual Attributes*** – procrastination, time management, willingness to ask for help, academic attributes
3. ***Learning Styles*** – what is your predominant learning style?
4. ***Technical Competency, Skills, and Knowledge***
5. ***On-Screen Reading Rate and Recall***
6. ***Typing Speed and Accuracy***

You will receive a full color report immediately following the completion of all areas of SmarterMeasure. It also provides some remedial tools to help you strengthen your weaknesses.

To log in click here ([list your custom SmarterMeasure URL here](#)). Username/password ([list what students should use here](#))

**\*Secondary version for 8<sup>th</sup>-12<sup>th</sup> graders only has sections 2-5.**

3. **Decide who will monitor student data, run reports, handle support requests (if they contact you instead of us).**

**Q. Do we need a full time staff person to be the SmarterMeasure Administrator?**

**A.** Monitoring SmarterMeasure data should not be an administrative burden. Many individuals can monitor SmarterMeasure results based on tier-based roll access to the admin panel. This may include a distance learning coordinator/director, admissions counselor, academic advisor, or faculty/teacher.

**Q. If our students have technical difficulties, what should we tell them?**

**A.** As part of your annual license fee we offer technical support to your students. However, sometimes students contact their school instead of us. Use the Readiness Support document available in the Admin Resources area. Please feel free to direct them to our SmarterMeasure Support staff so we

can monitor any trends that may occur. There are links on every page of SmarterMeasure to the Help Desk so we can assist them.

#### **4. Decide what you'd like to do with the SmarterMeasure data to improve your distance learning program.**

##### **Q. What do we do with the SmarterMeasure data?**

**A.**

1. View data at a glance and locate students who have scored low in areas, contact them and formulate a plan to help them overcome those weaknesses. This can be done by using our remedial resources, email dialogue, offering your own remedial resources, and academic advising that may include a hybrid course or mixture of online and face-to-face classes.
2. Analyze the reports to notice trends in learning styles, reading scores, typing speeds, individual attributes. In planning future courses this information is gold to determine how your students learn and what their weaknesses are as a whole. Incorporating these findings will increase success in your online courses. In notating trends of your students, you can also determine what remedial resources and/or student services you should add in the future.
3. Purchase a custom online student readiness report to have your student's data compared to national statistics on student Readiness. Understanding where your students are will assist you in future planning as well.
4. Using the student data as part of your Quality Enhancement Plan (QEP). If you are trying to determine what areas students struggle in, using SmarterMeasure data will provide insight.
5. Many accreditation agencies already require schools to show efforts to help online students be successful. Having the student data shows you are assessing strengths and weaknesses to be better equipped to help them.
6. Use learning styles to organize blended peer groups to facilitate projects, chat/discussions, study groups, and peer support.
7. Give data to Academic Support Center that handles online tutoring, lab services, and academic student services.
8. Send note to instructors listing high risk students so they can be proactive helping him/her.
9. Provide advisors access to the data to guide their conversation on enrollment suggestions.
10. Create an assignment to report on the findings of the student report. Asking the student to reflect on their score report.
11. Use the report data as a spring board to a discussion board within the course.
12. Create remedial workshop for students who score poorly. This could be a combined effort with traditional, face to face, and hybrid offerings.

