Getting Started: How to Use this Series

The goal of this series is to provide you with a place to start in your quest to do assessment. Most of the guides are just one page long and each provides helpful information on a variety of assessment-related topics. The series is perfect for beginners, but those with assessment experience will also find some of the topics helpful.

Using the series:

1. These guides are meant to be used either individually, as you have specific questions about a certain topic, or together as a set to provide more a more comprehensive overview. For further information or consultation, please contact the SAIRO office (*sairo@saonet.ucla.edu*) or visit us online at: *www.sairo.ucla.edu*.

2. On almost every guide, you'll see a "Keys to Success" box in blue. This box will provide a few helpful tips for the topic at hand. The help provided in this box will be general and useful across a variety of assessments.

> Keys to Success:
>
> - General and useful tips
> - At a glance

Topics in this series include:

Starting Your Assessment:

- Planning Your Assessment
- Worksheet for Assessment Planning

General Assessment Topics

- Tips for Assessing Workshops (coming soon!)
- Assessing Ongoing Programs (coming soon!)
- Assessing Longitudinal Change (coming soon!)
- Assessing Knowledge Directly and Indirectly (coming soon!)
- Additional Assessment Resources (coming soon!)

Crafting Good Surveys:

- Writing Effective Survey Questions
- Matching Survey Scales to Desired Outcomes (coming soon!)
- Common Pitfalls to Good Survey Design
- Designing Effective Surveys (coming soon!)
- Survey Planning Checklist

Crafting Good Interviews:

- Writing Effective Qualitative Questions
- Interview Planning Checklist (coming soon!)

To access the series, visit: www.sairo.ucla.edu/assessmentsupport/assessmentconsultationandsupport.html