

# Customizing and Creating Connex Assessment Forms

An overview of customization features in the  
Connex Assessment System

[www.connex.intocareers.org/  
customization.pdf](http://www.connex.intocareers.org/customization.pdf)

# Customizing and Creating Connex Assessment Forms

An overview of customization features in the  
Connex Assessment System

Scott Gillie  
Executive Director  
Encouragement Services Incorporated

# The Connex Assessment System

- ▶ Customizable guidance assessment, reporting, communications, and evaluation system
- ▶ For postsecondary students
- ▶ Two standard forms: Community College and Baccalaureate-granting institutions
- ▶ Developed by Encouragement Services Incorporated, an Indiana nonprofit corporation

# Definitions

- ▶ Form item = questionnaire question or prompt
- ▶ Form item response = answer to question or response to prompt

# Definitions

- ▶ Question Group = name of section of related items
- ▶ Connex Form (1, 2, & Custom) = questionnaires

# Definitions

- ▶ Deselect: remove an item from a questionnaire (item remains present in reports)
- ▶ Delete: applies to the permanent removal of an item or question group (not reversible)

# Why customize?

- ▶ Select items appropriate for grade level
- ▶ Abbreviate questionnaire to shorten time for administration
- ▶ Add items specific to a subdivision of the institution
- ▶ Standardize items for a group of programs or schools

# Why customize?

- ▶ Collect data needed for advising and student support, institutional improvement, accreditation, or other purpose
- ▶ Measure effects of specific initiatives and interventions
- ▶ Gather data for a grant or funding opportunity



Home



For Students



Professionals  
Administration &  
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Registration &  
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Connex is now being operated by intoCareers, a unit of the University of Oregon

## Connex: Connecting College Students with Support

Student assessment, advising, and communications

### Welcome to Connex

Connex provides college advising and support professionals with detailed individual student and group reports that summarize transition issues, academic concerns, student engagement, and more.

Connex reports

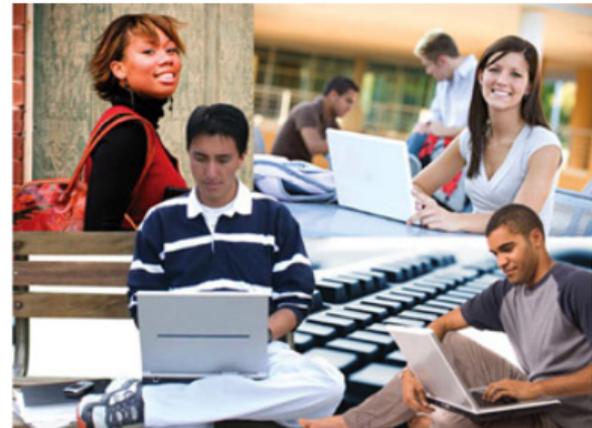
- Enable informed guidance and support services
- Identify students who may be at risk
- Provide a rationale and justification for program development
- Guide advising and retention efforts
- Document the effects of support services and programmatic interventions

Through using the Connex System, you will have critical data to

- Identify students who may need intervention or support
- Provide electronic information to targeted groups of students

The assessments are available in English and Spanish: [Community Colleges and Agencies](#) is recommended for use by community and junior colleges with community and junior college students. [Colleges and Universities](#) is recommended for use by colleges and universities with students enrolled at institutions that grant bachelor's degrees.

Contact [intoCareers](#) for subscription prices. The Connex system includes the standard assessment and editing tools for customization and a custom survey generator for creating your own assessments.



[www.connex.intocareers.org](http://www.connex.intocareers.org)



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## For Professionals Administration and Reporting

Click on the appropriate link below.

### Administration and Reporting

- [Instructions for Assessment Administrators](#)
- [intoCareers Policy on Protecting Confidentiality of Personal Information](#)
- [Administration and Reporting Tools](#)
- [Sample Reports and Other Documents](#)
- [Report a Problem](#)

### Public Assessment Results

- [Form 'Community Colleges and Agencies'](#)
- [Form 'Colleges and Universities'](#)

### Assessment Previews

- [Preview Form 'Community Colleges and Agencies'](#)
- [Preview Form 'Community Colleges and Agencies' \(En Español\)](#)
- [Preview Form 'Colleges and Universities'](#)
- [Preview Form 'Colleges and Universities' \(En Español\)](#)

### Student Data Entry Pages

- [Form 'Community Colleges and Agencies'](#)
- [Form 'Community Colleges and Agencies' \(En Español\)](#)
- [Form 'Colleges and Universities'](#)



[www.connex.intocareers.org/forprofessionals.aspx](http://www.connex.intocareers.org/forprofessionals.aspx)



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Log In

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Email Address:

Password:

[www.connex.intocareers.org/reportingtoolslogin.aspx](http://www.connex.intocareers.org/reportingtoolslogin.aspx)

▼ Results

**Browse Results by Student:**

- Show All Student Responses
- Search for Student Responses

**Browse Results by Assessment:**

**Standard Forms:**

- Form 1 (Community Colleges)
- Form 2 (Baccalaureate Institutions)

**Advanced Reporting by Assessment:**

**Standard Forms:**

- Form 1 (Community Colleges)
- Form 2 (Baccalaureate Institutions)

▶ Factor Reports

▶ Assessment Customization

▶ Other Settings



[www.connex.intocareers.org/reportingtools.aspx](http://www.connex.intocareers.org/reportingtools.aspx)

connext@esi.cc (Connex) [Logout]

▶ Results

▶ Factor Reports

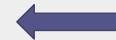
▼ Assessment Customization

#### Standard Forms

- Create Custom Form 1 (Community Colleges)
- Create Custom Form 2 (Baccalaureate Institutions)

#### Custom Forms

- Create New Custom Form



▶ Other Settings

[www.connex.intocareers.org/reportingtools.aspx](http://www.connex.intocareers.org/reportingtools.aspx)

Customize an item by clicking on the item that you wish to edit.

[Back To Reporting Tools](#)

**Editing: Form 2 (Baccalaureate Institutions) (site admin mode)**



Question Groups

Group Name: **Education / Educación**



Education

College Connection

Future Plans

Career and  
Employment

Activities and Services

Graduate Study

Transfer

Veterans



Add Group...

- |  |  |
|--|--|
| 1. What is your current enrollment status?   |  |
| 2. How often do you attend each of your classes?   |  |
| 3. How many hours per week do you spend studying and doing coursework outside of class?  |  |
| 4. What is your major or program of study? If undecided, type UND.   |  |
| 5. Are you satisfied with your choice of a major or program of study?  |  |
| 6. What is unsatisfying about your choice of major or program of study, if anything?   |  |
| 7. How many credits have you earned to date?   |  |
| 8. What grades do you usually receive in your classes?   |  |
| 9. List any college courses in which you have struggled or in which you have had difficulty getting good grades.                         |  |
| 10. How much assistance have you had in the course or courses (listed above) in which you have struggled or had difficulty?              |  |
| 11. What type of assistance, if any, have you had in the course or courses (listed above) in which you have struggled or had difficulty? |  |
| 12. What is your current academic goal?  |  |

<https://www.connex.intocareers.org/EditSurvey2.aspx?sid=21>

# Customization steps

1. Go to Connex home page [www.connex.us](http://www.connex.us)  
[www.connex.intocareers.org](http://www.connex.intocareers.org)
2. Open [Professionals Menu](#) in left navigation bar
3. Select [Administration and Reporting Tools](#)
4. Enter email address [connex@esi.cc](mailto:connex@esi.cc)
5. Enter password
6. Click on Customization Menu at bottom of page

# Deselecting grades/items

- ▶ Select form for customization
- ▶ Click on the item to deselect grade levels (un-checking the grade boxes will erase the item from your form for those grades)
- ▶ Click on the save button to record your changes

# Adding a new item

- ▶ Click on the add a question button
- ▶ Enter a new question or prompt
- ▶ In the answer box, enter your item responses

# Adding a new item

- ▶ Choose the question type for your item
  - Single response
  - Multi response
  - Single response OR other
  - Multi response AND other
  - Free text
- ▶ Save your item by clicking on the save button

Activities and Services

Graduate Study

Transfer

Veterans

Add Group...

5. Are you satisfied with your choice of a major or program of study? 
6. What is unsatisfying about your choice of major or program of study, if anything? 
7. How many credits have you earned to date? 
8. What grades do you usually receive in your classes? 
9. List any college courses in which you have struggled or in which you have had difficulty getting good grades. 
10. How much assistance have you had in the course or courses (listed above) in which you have struggled or had difficulty? 
11. What type of assistance, if any, have you had in the course or courses (listed above) in which you have struggled or had difficulty? 
12. What is your current academic goal? 
13. How likely are you to achieve your academic goal? 
14. How committed are you to achieving your academic goal? (To what degree are you willing to work hard and deal with any challenges that you might encounter?) 
15. How do you plan to complete your college or university education? 
16. What factors might affect your ability to be successful in completing your college or university education? 
17. To what degree are your classes providing you with the skills that you will need to be successful in the world of work? 
18. What remedial or developmental coursework have you taken or will you take in college? [These may be pre-college or non-credit classes in mathematics, writing, reading, etc. that prepare you for work at the college level.] 
19. How likely are you to complete the current enrollment period successfully? 
20. Check any of the following that you do while in class. 
21. The course(s) that you are taking this enrollment period are.... 

Add New Question



**Question:**



...New Question Text... EN

Spanish text goes here. ES

**Answers:**

**New Answer:**

EN

Spanish text goes here. ES

Add New Answer

**Question Type:** Multi-Choice, Select One

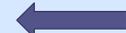
**Show to these grade levels:**

- Fifth
- Sixth
- Seventh
- Eighth
- Ninth
- Tenth
- Eleventh
- Twelfth
- CollegeFreshman
- CollegeSophomore
- CollegeJunior
- CollegeSenior
- GraduateFormerStudent



Move this question to group: Education

Move Question



Save Cancel

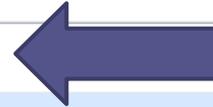


**Question:**



...New Question Text...

Spanish text goes here.



**Answers:**

**New Answer:**

Spanish text goes here.



Add New Answer

**Question Type:** Multi-Choice, Select One

**Show to these grade levels:**

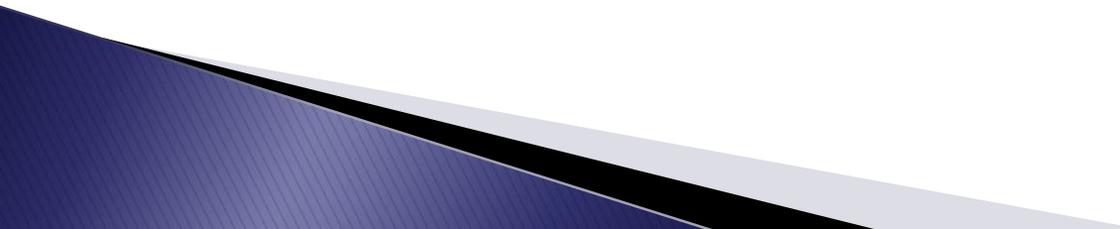
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Move this question to group: Education

Move Question

Save Cancel

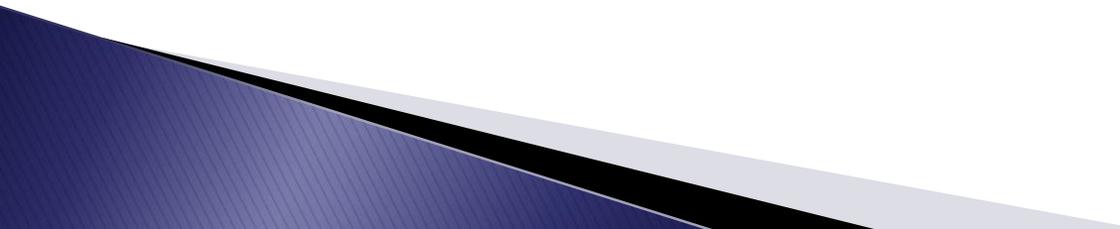
# Other customization

- ▶ Changing a master form item to a custom form item
  - ▶ Reporting date ranges
  - ▶ Registration groups
  - ▶ Reporting groups
- 

# View your form

- ▶ Go to [www.connex.intocareers.org](http://www.connex.intocareers.org)
- ▶ Click on the Students menu
- ▶ Select the form that you edited
- ▶ On the registration page following the student information page...
- ▶ Enter authorization code and complete required fields; click [Next](#). [Next](#)

# Other new features in Connex 2.0

- ▶ Graphical comparison and change reports
  - ▶ User management
  - ▶ Reporting groups
  - ▶ Registration groups
- 

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