

Role Worksheet

Assessment Solution

To be completed by the institution during orientation and prior to product implementations. All roles are required unless otherwise noted as optional or relevant to a specific tool not included in your contract.

Technical Roles

Role	Campus Contact Name & Title	Campus Contact Phone & Email
<u>Data Manager(s)</u> <i>Responsible for preparing, transferring, and managing the updates of the core data files.</i>		
<u>Authentication Coordinator</u> <i>Configure authentication to establish single sign-on and credentialing.</i>		
LMS administrator (OPTIONAL) <i>Access to install modules within your LMS. - Applicable to campuses with Rubrics or Course Evaluations.</i>		
API Manager (OPTIONAL) <i>Experience with web services and knowledge of data exchange methods and can create API exchange for your campus. - optional applications within Core Data, Engage, Outcomes, and Beacon.</i>		

Product Specific Primary Contacts

Person responsible for implementation, vision, and management of the specific product.

Product	Campus Contact Name & Title	Campus Contact Phone & Email
Planning		
Program Review – Academic Affairs		
Program Review – Student Affairs		
Accreditation/Credentials		
Baseline Surveys		
Rubrics/ Data Collection		
Outcomes		

Product Specific Site Administrators

Manage day-to-day use of the site and coordination of logistics around the regular use and site updates.

Product	Campus Contact Name & Title	Campus Contact Phone & Email
Planning		
Program Review – Academic Affairs		
Program Review – Student Affairs		
Accreditation/Credentials		
Rubrics / Data Collection		
Baseline Surveys		
Outcomes		

Champions (*optional*)

Influential campus team members within the desired user base who will embrace technology, be an advocate for change, and may be involved in aspects of the implementation, training, or pilot of a tool.

Product	Campus Contact Name & Title	Campus Contact Phone & Email
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Program Review – Student Affairs		
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Rubrics/ Data Collection		
Outcomes		

Other:

Are there other campus members, committees, external partners, who will be involved with decision making on campus?