Check, Please!

Using a checklist for quick information literacy assessment

Overview

What are assessment checklists?
- Rubric-style, fill in the blank, spreadsheets
Why use them?
- Easy, quick, or on-the-fly assessment
What can you assess with them?
- Any observable skill, goal, or learning outcome
- Also good for assessing topic coverage of your collection
Where to use them?
- In-class, with activities and discussions
- At student presentations
- At student poster sessions
- Large campus events showcasing student research such as research fairs or colloquia
- When looking at any other types of student work

Create

Step 1: Think about 1 or more skills, learning outcomes, goals, etc. you want to assess and articulate these into short phrases.

Step 2: Create a spreadsheet with the phrases across the top of a spreadsheet, including a space for notes. Turn gridlines on and customize size of each field to your liking. Print.

Step 3: Develop a key with meanings for your check marks (i.e. √+ or 3 = exceeded goal, √ or 2 = met expectations, - or 0 = didn’t meet expectations, etc.)

Step 4: Attend student presentations, poster sessions, etc. or collect student work.

Step 5: Fill in spreadsheet with checkmarks, notes, etc.

Step 6: Evaluate your data

Step 7: Act on your data and/or report out to colleagues, faculty, students, etc.

Results

✓ A checklist made it easy to identify where student performance was weak.
✓ Librarian and faculty discussed changes to curriculum.
✓ Faculty modified assignment to require academic sources.
✓ Librarian modified information literacy homework assignment to include eBooks.
✓ Checklists from subsequent quarters show evidence of improvement. No more “-“ marks and almost all “√” marks!

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