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The ASAP INBASKET

Guide for administering the ASAP® InBasket

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What you will need for an InBasket cohort event:

- Enough logins for all cohort members
- A personal computer or technology device for each participant (including a power source and headphones)
- Stable Internet connectivity
- A room large enough to seat everyone comfortably in both large and small groups
- A second room or space where people can go for refreshment if they finish earlier than their colleagues
- At least 2.5 hours for the event, comprised of 15 minutes for orientation and up to 2 hours to complete the InBasket
- At least 4-4.5 hours if you hold a review session using the ASAP® InBasket worksheets
- An end-of-session feedback form

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1. BRING THE COHORT TOGETHER

The assessment should be taken in a computer lab, classroom style setting, or large room with access to power outlets. Don't rely on batteries for portable devices to last the day.

While this is not intended to be a 'take home' assessment, it can be taken individually but the user experience will not be as rich as in a shared environment with group discussion.

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2. PROVIDE A COMFORTABLE ENVIRONMENT

This will likely be a new experience for many cohort members. Explain what is about to take place. Make sure everyone has a workspace they are comfortable in.

Some people will want less noise and distraction and should be placed farther from large groups. Others will want to sit near colleagues in natural groupings. They may want to chat at the outset, and you will need to make it clear that conversation should not continue until after the assessment is completed.

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3. CHECK YOUR TECHNOLOGY

A PC or MAC computer is recommended. If a portable device is being used, laptop capability (i.e., ASUS Transformer, Microsoft Surface Pro or a full-size iPad with keyboard) is preferred over handheld or smaller devices like the iPad mini or Android tablets (although they will work if they have a fully functional web browser). Smartphone screens are not large enough to provide a good experience. For the written assignment, any user without a keyboard will be at a disadvantage. Make sure each device has Internet connectivity. Have everyone log on to asapportal.com to test their system. Headphones or ear buds are required, as well as word processing software for the written assignment. You may want to have a wireless printer available.

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4. PROVIDE ORIENTATION

Briefly walk through what is about to take place. If you have access to a projector or large TV screen you can use the slides that follow to show everyone how the day will unfold.

Do a quick check to make sure everyone knows their username and password so they can log in. The cohort leader will have been provided a list by email. Print this list out and bring it with you to the event in case someone has forgotten or lost their information. This is the most common 'technical' issue you will encounter.
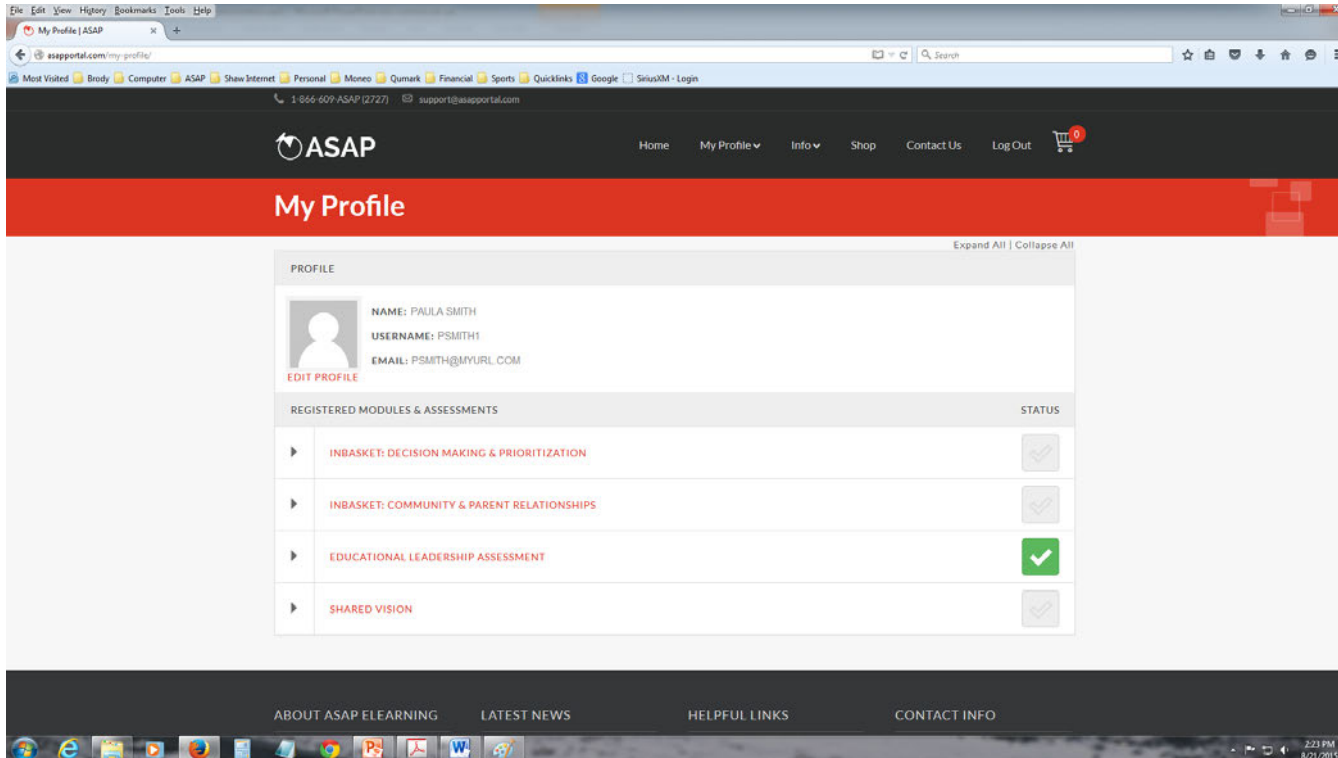
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Each cohort member must open their browser and go to
https://www.asapportal.com and click on **Log In**

Each cohort member will enter their Username and Password,
Please have a printed list on hand in case anyone forgets their ID.

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The available courses will appear. Some users may have more than one. In that case, make sure they only select the title for the InBasket you are administering.
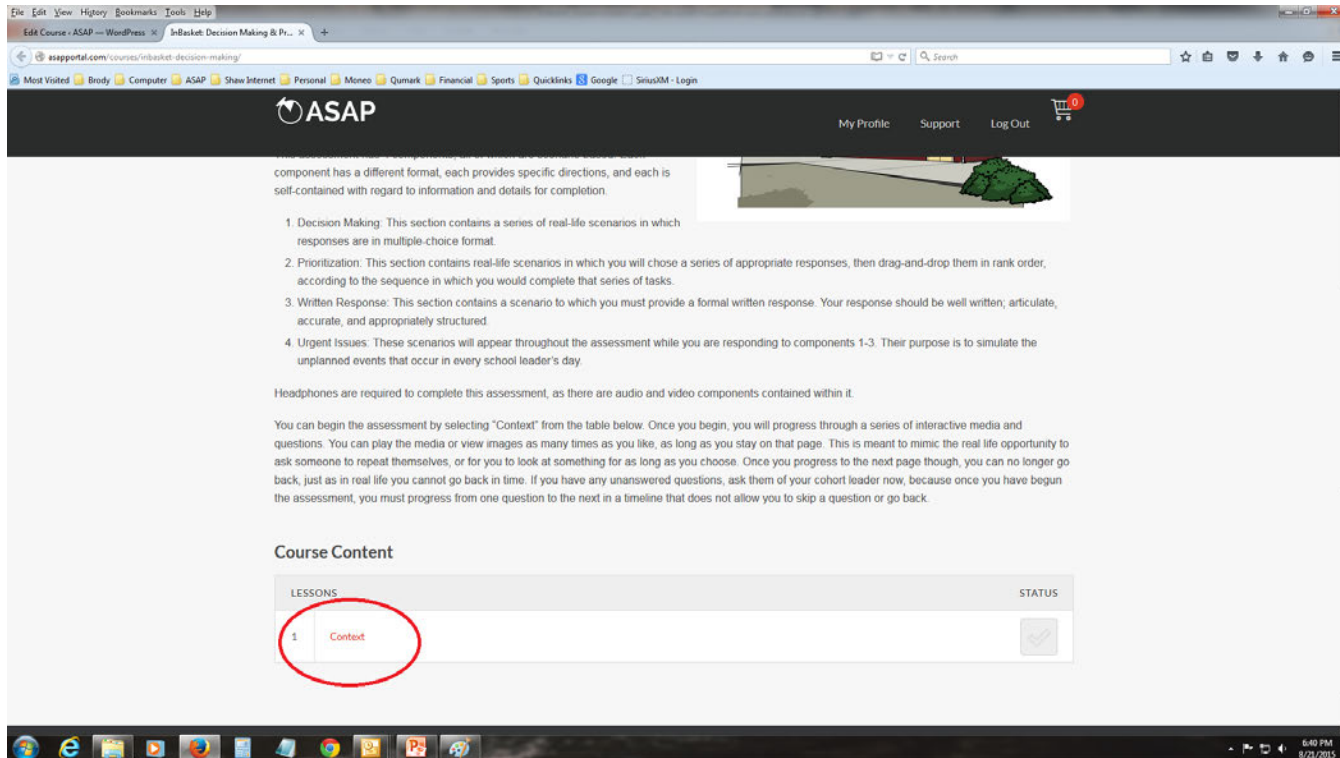
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Once the user has selected the InBasket they are enrolled in…
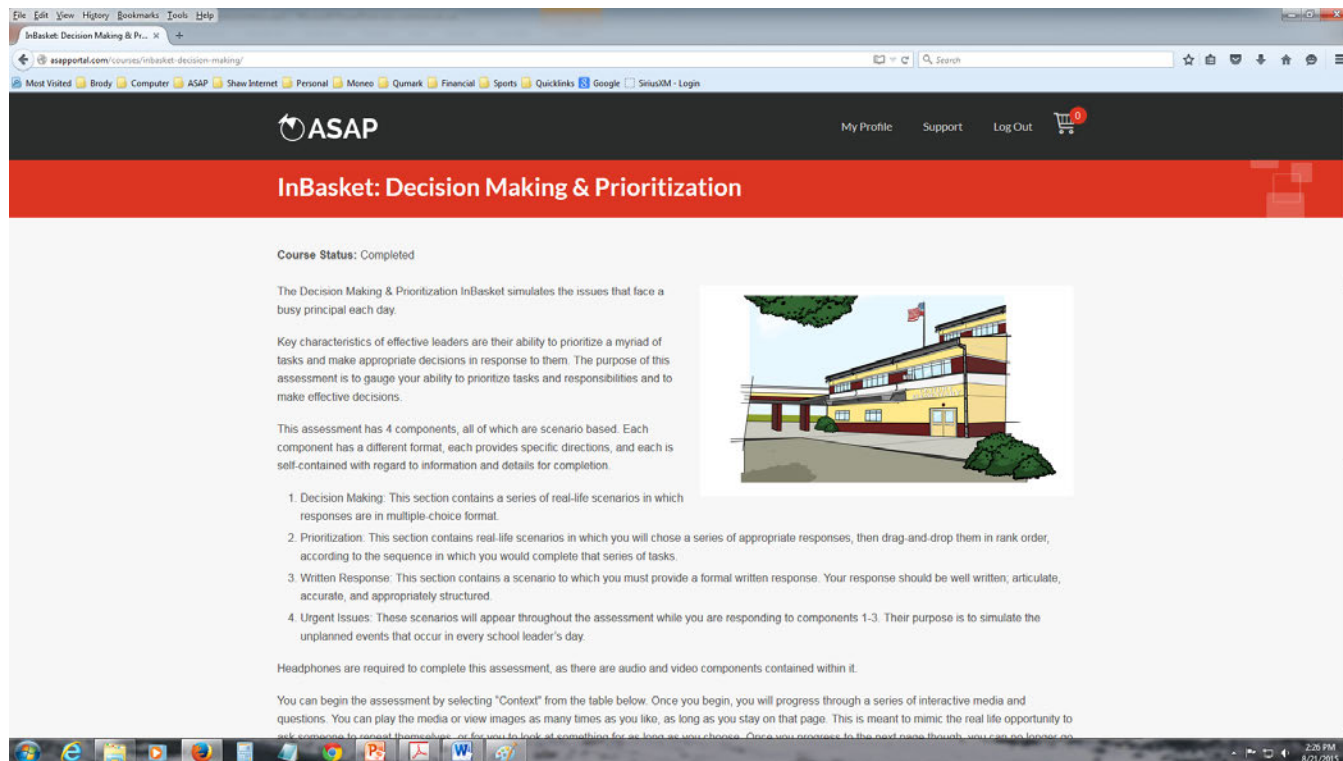
…a page appears with a description of the assessment and its components. Each person should read through this carefully before proceeding.

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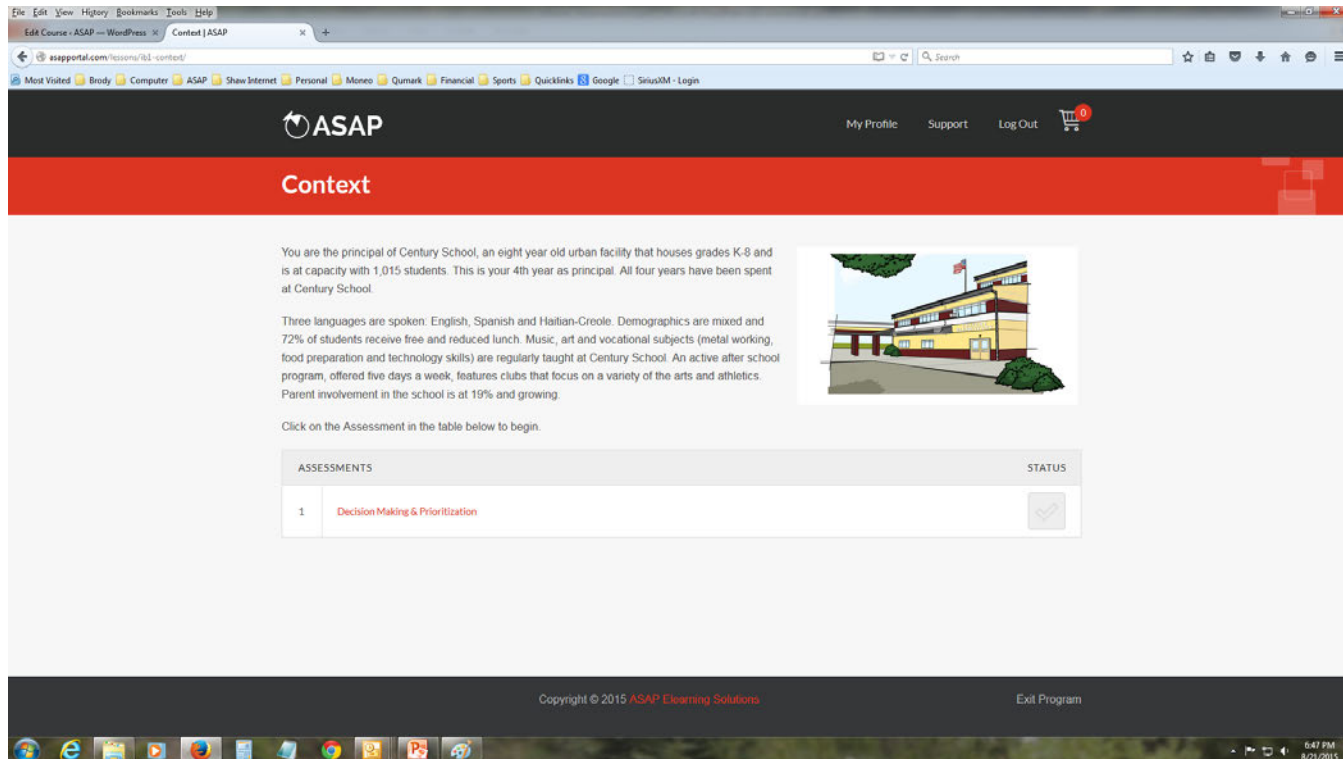Once the participant has read the description, they select the
Context link

They may have to scroll down to find it at the bottom of the page…

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This is where the school scenario begins

The context provides important information about the school, its community and stakeholders, and who the user 'is'

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After reading the context, it is time to begin the InBasket

This is the 'point-of-no-return'. After this, users you cannot go back, just as we cannot go back in time. The 'day in the life of' has begun...

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- Warning

Once the user starts, they must not close their browser at any time or they will lose their place and have to start all over again!

If someone has to close a browser tab, be sure they do not close their browser completely. If they do by accident, or have a technical issue that causes their personal technology to crash, they can reload everything but will have to restart.

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Question Types: Each scenario includes information about the types of questions and how they should be answered.

Multiple choice – select the best option presented

*there are several 'correct' answers. The user is asked to pick up to 4 from the various options. The user may want to choose something that is not offered. The goal is to select the best options from the choices that are given based on priorities called for by the situation.

Single choice – only one of the options presented should be selected.

*Unless otherwise instructed, only one answer will be scored. The user may want to select more than one but cannot so they must pick what they believe to be the best option from those available.

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Each time a category changes users are be provided with instructions about how the questions should be answered:

Urgent (or emergency) issues – when these appear the user may be required to answer some multiple-choice questions where you need to select all the correct answers that apply, or a single best option. Each time, the user will be told in advance.

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Written assignment – there will be an issue for which the user must create a written response. It will also contain at least one multiple-choice or single choice question. The response will be in the form of a one-page document to be created in word processing software (e.g., MS Word). The user will save it on their device and may be asked to share it with the cohort leader or group once everyone has completed the assigned work (optional at the discretion of the cohort leader). The cohort leader is provided with a rubric to be used to grade this response based on composition and vocabulary, grammar, ethical choices, practicality, creativity, and how fully it addresses the task.

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The cohort leader has the option to decide if they want to include an assessment of the response, using the rubric, as part of the program.

Written assignment – the response to the multiple-choice or single choice question is included in the assessment results. The written document is not, and the cohort leader can choose to have these submitted for grading or to kept as an example of the ability of the participants to respond in writing as part of a broader assessment of candidates.

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Written assignment – the written assignment is intended as a self-development exercise, and can be used by participants for reflection over time, as they consider how they present their decisions to others.

Although it is not included in the assessment score. It may be graded separately by the cohort leader or professional development team, and/or shared with the cohort at the event to lead a discussion about what the best options were in dealing with the task.

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- A quick word about academic honesty

Although a user can log in again (they will have to start over from the beginning), please reinforce that this is a self-assessment of current knowledge and practice in this dimension.

This assessment is not about 'getting all the answers right' or getting the highest score. It is about reflecting on strengths each person brings to the role, and areas they may want to focus on in continuous learning. Leaving the assessment to reload and restart because someone wants to change their answers, *as we tell our students*, only cheats them.

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5. AS USERS COMPLETE THE INBASKET

While taking the assessment, some users may have questions. Make sure someone is in the room at all times to assist. If you need technical or other support, call the ASAP toll free support line At 1-866-609-2727. Participants will complete the assessment at different times, from 45 minutes to up to 2 hours after everyone begins. Have a separate room available with coffee or refreshments so they don't linger and distract others who have not yet finished. When everyone is done, take a break before reconvening the group, whether it be coffee or lunch, but set a specific time for reconvening.

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6. NEXT STEPS

Detailed reporting will be provided to you via email once everyone has completed the assessment.

Participants will have viewed the question feedback and may want to discuss the InBasket in more detail, but save that until your cohort reconvenes. You must decide if you want to simply have a cohort debrief to discuss everyone's experiences and debate one or two issues raised during the InBasket, or whether you want to use the InBasket worksheets and/or some of the written responses to further explore issues and promote shared learning.

7. THE WORKSHEETS

If you have decided to use the worksheets, separate your cohort into smaller groups of 3 or 4. Distribute the worksheets and have the groups go through the questions referring back to the issues they dealt with in the InBasket. Tell each group they will need a spokesperson to address the cohort when they are done. Spread the 3 sets of worksheets out in sections, giving one set to two or three of the smaller groups, and the other sets to similarly sized portions of your cohort. The goal is to have two or three speakers on each topic, providing their conclusions about the issue they reviewed.

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8. THE WRITTEN ASSIGNMENT

You can deal with the written assignment the same way, having the members of each smaller group share their work, and provide feedback on each other's papers. As well or alternatively, you can have cohort members turn them in before the event ends and review them at a later time, providing feedback individually or at another professional development event. Use the supplied rubric to assess the papers or distribute it to participants and have them assess their own work.

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9. THE CONCLUSION

Set a time limit of 45 minutes for each group to review the worksheets, or the written assignments, or both, and then another 30-45 minutes for each group to share their conclusions. This is the final activity of your InBasket event.

Don't forget to have cohort members fill out a feedback sheet or provide their impressions of the assessment and the event.

THE END 😉👌

Questions? 1-866-609-ASAP