

Creating KPIs in Baseline

Article Number

000089145

Information

Baseline has a feature designed to allow users the ability to create [Key Performance Indicator](#) metrics and share them with other users on your campus who have access to Baseline. You are also able to export the images and data as a .pdf.

Creating a KPI

On the Baseline homepage, click on the *Performance Indicators* button in the upper right corner.

Baseline

Home Community Projects Rubrics Panels Benchmarks Devices Users

Welcome

Performance Indicators Documents

Data Collection Tools

- Request a Project**
Assistance-based survey setup
- Manage Projects**
Web-based & mobile surveys
- Rubrics**
Rubric-based evaluations

Recently Shared Projects

- Assessment Training: Staff Aptitude, Attitude & Experience with Assessment**
This assessment is designed to collect information on staff and faculty's aptitude, attitude, and experience with assessment on campus. We recommend administering this survey as a way of determining a...
- International Student First Year Survey 2014**
Survey sent to international students at end of first year at UW-Madison.
- Family Weekend Event Experience**
This survey is to document the experience of attendees of our Family Weekend.
- Social Greek Survey**
Baruch College has instituted a rule that "there will be no new membership intake process for social

Resources

- Campus Intelligence**
Check out Campus Intelligence for the latest news, trends, and ideas developing at the Labs!
[Visit Our Blog](#)
- Ongoing Training**
We offer regular, live, online trainings on the various features of Baseline throughout the year. If you can't make a live training, we offer recordings as well!

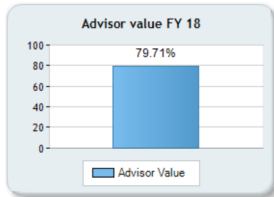
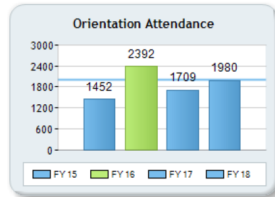
You can see all the KPIs other departments have shared with you. Clicking on the images will allow you to read the description of the KPI

To create your own KPI, click on *Create New* button on the upper left corner.

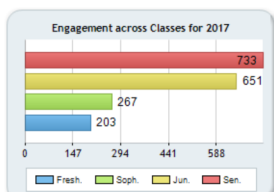
Performance Indicators

[Home](#)
[* Create New](#)
[Export](#)

Hometown Training University


[Edit](#) | [Delete](#)

[Update Values](#) | [Edit](#) | [Delete](#)

Student Affairs



Follow the instructions on the screen to determine what style of KPI you would like to create:

- Select your display style
 - Text KPIs** can display 1 or 2 static data points, or 1 dynamic data point (made up of 1 or more sources in Baseline)
 - Bar and Column KPIs** can display up to 4 static data points or 1 dynamic data point (made up of 1 or more sources in Baseline)
 - Line KPIs** can display up to 6 static data points. Line KPIs cannot display dynamic sources.
- Set a title, Description, and Source for your KPI
 - Dynamic** sources allow you to pull results from existing Baseline survey questions. You can display either the mean or the percentage of respondents selecting a chosen survey answer. You will be given the ability to first choose the department, then the project, then the question(s) you want to pull the data from. You can also toggle the colors of your bars, if applicable.
 - Static** sources allow you to input the values you want to display manually. You will be given the ability to input data points, labels, and the maximum value for the Y-axis. You can also toggle the colors of your bars, if applicable.
 - You have the option of setting a Target Mark for your KPI as well.
- Set the KPI access rules
 - First, select which department this KPI should be associated with from the dropdown menu
 - Second, check the boxes next to each department which should be able to see this KPI. Any user who has access to the selected departments will see your KPI when they log into their Baseline site.
- Review your KPI before publishing
 - This is how your KPI will display and export.

Exporting KPIs

To export existing KPIs into .pdf, you can click on the *Export* button in the upper left of the Performance Indicators page.

Baseline MO Mary

Home Community Projects Rubrics Panels Benchmarks Devices Users

Performance Indicators

[← Home](#)

[Create New](#) [Export](#)

Hometown Training University

Orientation Attendance

Fiscal Year	Attendance
FY 15	1452
FY 16	2392
FY 17	1709
FY 18	1980

[Update Values](#) | [Edit](#) | [Delete](#)

Advisor value FY 18

Advisor Value	Percentage
Advisor Value	79.71%

[Edit](#) | [Delete](#)

Student Affairs

Engagement across Classes for 2017

You can export either just the dashboard images, or the dashboard images and their associated details. Click on the text to make your selection.

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Export Performance Indicators

Select the dashboard format for export.

[Export dashboards](#)

[Export select indicator images and details](#)

Fall 2008 Survey
Academic Achievement Center

Please evaluate the following - Space/layout

Count	Percent	Category
15	19.23 %	Ideal
38	48.72 %	Satisfactory
25	32.05 %	Needs improvement

78 Respondents

Select which KPIs you would like to export by clicking on the images. A green checkmark will indicate which KPIs you have successfully selected. Then, click the *Export Selected* button near the top left of the page.

Baseline

Home Community Projects Rubrics Panels Benchmarks Devices Users

Export Performance Indicator Details

Select All Departments **Export Selected**

Hometown Training University [Select All Indicators](#)

Orientation Attendance ✓

Fiscal Year	Attendance
FY 15	1452
FY 16	2392
FY 17	1709
FY 18	1980

Advisor value FY 18

Advisor Value
79.71%

Student Affairs [Select All Indicators](#)

Engagement across Classes for 2017 ✓

Engagement	Value
Top	733
Middle	651
Bottom	267

This will generate a .pdf document, which you can save to your computer, or print.

Short Video - Putting it all together

The following video will familiarize users with the concept of KPIs, and walk through how to create both dynamic and static KPIs in Baseline.

If you have additional questions you can [contact our Support Team](#) or call 716-270-0000 Monday through Friday 8:00am - 8:00pm EST.

KB Product

Baseline

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Title

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