



Assessments Module Training

February 23, 2022

12:00pm-3:00pm ET / 9:00am-12:00pm PT

Connection Information: Sent directly via Zoom

Learning objectives:

Upon completing this workshop, you'll have learned how to use ArchivesSpace to:

- Complete a new assessment
- Add new values to the assessment template
- Manage permissions regarding assessments
- Import assessment data from a CSV file
- Report out assessment data

The training is intended to demonstrate the capabilities of the system, enabling each repository to make its own independent decisions regarding the manner and depth of implementation.

Prerequisites:

This workshop presumes that participants have taken the ArchivesSpace Basics 1 or 2 day workshop; or have practical experience with ArchivesSpace.

Participant Expectations:

Confirm in advance of the first live session that Zoom connection information and all resource links work as expected on the computer or laptop you will be using for the workshop. The use of tablets and cell phones during this workshop is discouraged. We cannot provide technical assistance to individuals using tablets or cell phones during this workshop.

Schedule at a Glance:

12:00 pm	Introductions
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12:30 pm	Assessments – Application Overview and creating an Assessment Record
1:00 pm	Assessments – Exercise 1 and discussion
1:30 pm	Assessments – Managing Assessments
2:00 pm	Assessments – Exercise 2 and discussion
2:30 pm	Assessments – Importing with Exercise 3
3:00 pm	Assessments – Reports and Exercise 4

Post workshop resources:

- Workshop evaluation: <https://www.surveymonkey.com/r/P6LHBPJ>
- Link to the ArchivesSpace Help Center (ArchivesSpace members only): <https://archivesspace.atlassian.net/wiki/spaces/ArchivesSpaceUserManual/overview>
The Help Center contains additional user tutorial videos and the ArchivesSpace User Manual.
- ArchivesSpace Getting Started resources and videos: <https://archivesspace.org/using-archivesspace/getting-started>
- ArchivesSpace Virtual Community-wide training schedule: <https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/2331148319/ArchivesSpace+Community-Wide+Virtual+Training>
- Upcoming ArchivesSpace webinars and previous webinar recordings: <https://archivesspace.org/using-archivesspace/webinars>
- List of commonly used member resources (ArchivesSpace members only): <https://archivesspace.org/using-archivesspace/member-resources>
- Explanation of how to receive technical support (ArchivesSpace members only): <https://archivesspace.org/member-area/technical-support>
- Migration Tools and Data Maps: <https://archivesspace.org/using-archivesspace/migration-tools-and-data-mapping>