

Sherlock Customization and Survey Creation



Customization Disabled at School/Program Level (system-level Accounts)

- In system-level accounts, assessment customization is available at the group (administrative) level only.
- Group member schools, programs, or states that wish to alter Sherlock at the school/program/state level or to create custom forms should contact their administration.
- The local customization option is turned off in order to ensure that all respondents in the group use the same assessment form. (Any customization at the local level would replace the system-level form with the locally produced form.)

Sherlock

- Customizable guidance assessment, reporting, communications, and evaluation system
- For schools and education support programs
- For students in grades 6-12 and beyond
- Developed by Encouragement Services Incorporated, an Indiana nonprofit corporation

What is customizable?

- Standard Sherlock Forms
- Custom forms that you create for any audience
- Optional items: STEM and Work Readiness Skills

Definitions

- Form = assessment = survey = questionnaire
- Item = question or prompt
- Item response = answer to question or response to prompt

Definitions

- Question Group = name of section of related items (Education, College Readiness, Career Interests, Career Readiness, and Services and Activities)
- Sherlock Forms = questionnaires or surveys
- Custom Forms = new questionnaires or surveys created by users for any audience

Definitions

- Deselect: remove an item from a questionnaire for a specific grade level or levels (item remains present in reports and may be added back later for any grade level)
- Delete: applies to the permanent removal of an item or question group
- Customize button: allows a Master Form item to be changed *and* **removes** the item from all comparison reports

Definitions

- Standard Form Item - can be deleted but not altered*
- Custom Form Item - can be deleted or altered
- “Revert to Standard Form” - removes all customization and replaces customized form with standard form

* A standard form item may be customized (altered); however, once this is done the item is no longer a standard item and cannot be used in comparison reporting.

Why customize?

- Select items appropriate for grade level
- Abbreviate questionnaire to shorten time for administration
- Add items specific to a school or program or group of same
- Standardize items for a group of programs or schools

Why customize?

- Collect data needed for school improvement process, RTI, accreditation, or other purpose
- Measure effects of specific initiatives and interventions
- Gather data for a grant or funding opportunity

Customization steps

1. Go to Sherlock home page Sherlock.intocareers.org
2. Open [Professionals Menu](#) in left navigation bar
3. Select [Administration and Reporting Tools](#)
4. Enter your Sherlock email address and password
5. Click on the Customization Tab near bottom of page



Home



For Students



Professionals
Administration &
Reporting



Registration &
Subscription
Renewal



Welcome to Sherlock

Getting Strategic about Student Guidance



Log In

Sherlock, formerly known as the Universal Encouragement Program (UEP), is now being [operated by intoCareers](#), a unit of the University of Oregon

Why use Sherlock?

Sherlock is a customizable online guidance assessment, reporting, communications, and evaluation system designed to help counselors and [professionals](#) support professionals document and respond to students' career and education needs, interests, and experiences. Sherlock assessments inform guidance and encouragement efforts that lead to improved educational attainment and career decision-making.

Sherlock is a time-saving online tool that gathers critical data to inform guidance services, student advocacy, comprehensive guidance program development, and school improvement efforts. intoCareers offers Sherlock to schools and education support programs and provides low-cost data tools that enable states, districts, and other groups to view data across multiple schools or programs. Click on the registration link on the left to begin the purchase process.

Sherlock provides web-delivered guidance reports for individuals, cohorts, and selected groups of students.

Guidance assessment

- Identifies students in need of guidance services
- Enables targeted guidance and encouragement services
- Lists students at risk of disengagement or not continuing with education or training beyond high school
- Provides a rationale and justification for program development - see at a glance the more popular student preferences for guidance and support services
- Documents the effects of guidance programming efforts
- Informs parents/guardians, mentors, advisors, and other care-givers in assisting youth to realize education and career goals
- Captures the post-high school experiences of graduates and former students





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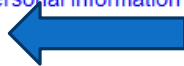
For Professionals

Administration and Reporting

Click on the appropriate link below.

Administration and Reporting

- [Instructions for Assessment Administrators](#)
- [Policy on Protecting Confidentiality of Personal Information](#)
- [Administration and Reporting Tools](#)
- [Sample Reports and Other Documents](#)
- [Report a Problem](#)



Public Assessment Results

- [Form 'Sherlock'](#)
- [Form 'Follow-Up Survey'](#)

Assessment Previews

- [Preview Form 'Sherlock'](#)
- [Preview Form 'Sherlock' \(En Español\)](#)
- [Preview Form 'Follow-Up Survey'](#)
- [Preview Form 'Follow-Up Survey' \(En Español\)](#)

Student Data Entry Pages

- [Form 'Sherlock'](#)
- [Form 'Sherlock' \(En Español\)](#)
- [Form 'Follow-Up Survey'](#)
- [Form 'Follow-Up Survey' \(En Español\)](#)





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Email Address:

Password:



Assessment Summary

Total Assessments Taken	3
Total Unique Respondents	2
Assessments Taken in Last Week	0
Assessments Taken in Last Month	0

▼ Results

Browse Results by Respondent:

- Show All Respondents
- Search for Respondents
- Individual Comparison Report

Browse Results by Assessment:

Standard Forms:

- Sherlock
- Follow-Up Survey

Advanced Reporting by Assessment:

Standard Forms:

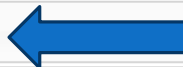
- Sherlock
- Follow-Up Survey

▶ [Factor Reports](#)

▶ [Assessment Customization](#)

▶ [Account Settings](#)

▶ [Other Settings](#)





Assessment Summary

Total Assessments Taken	0
Total Unique Respondents	0
Assessments Taken in Last Week	0
Assessments Taken in Last Month	0

▶ [Results](#)

▶ [Factor Reports](#)

▼ [Assessment Customization](#)

Standard Forms

- [Create Custom Sherlock](#)
- [Create Custom Follow-Up Survey](#)



Custom Forms

- [Create New Custom Form](#)

▶ [Account Settings](#)

▶ [Other Settings](#)

Editing: Indiana Youth Survey [Edit Name](#) ←

[Preview Survey](#)

Question Groups

Group Name: **Education / Educación** [Edit](#) ←

Education

College Readiness

Career Interests

Career Readiness

Services & Activities

Work Readiness

→ Add Group...

1. How confident are you in your understanding of the course requirements for high school graduation? [↗](#)

2. In a usual week, about how many hours do you spend on homework outside the classroom? [↗](#)

3. How often do you turn your homework in on time? [↗](#)

4. How often do you take part in classroom discussions and activities? [↗](#)

5. Check any of the following that apply to you. [↗](#)

6. Check any of the following that apply to you. [↗](#)

7. How many days have you been absent from school in the past school year? [↗](#)

8. How would teachers generally rate your classroom behavior? [↗](#)

9. How often do you seek help when you don't understand something from class? [↗](#)

10. If you need to seek help for a problem that affects your school performance, do you know where to get help? [↗](#)

11. Would you use tutoring (one-on-one help in a subject), if the service were available? [↗](#)

12. How would you rate your scores on important tests? [↗](#)

13. How often do you use the Internet in doing school work? [↗](#)

14. Where do you access the Internet? (Check all that apply) [↗](#)

15. How often in your classes do you make your best effort? [↗](#)

16. How interesting are your classes to you? [↗](#)

17. How challenging are your classes? [↗](#)



[Add New Question](#)

Deselecting grades/items

- Select form for customization
- Click on the item to deselect grade levels (un-checking the grade boxes will erase the item from your form for those grades)
- Click on the save button to record your changes

Adding a new item

- Click on the add a question button
- Enter a new question or prompt
- In the answer box, enter an item response

Adding a new item

- Choose the question type for your item
 - * Single response
 - * Multi response
 - * Single response OR other
 - * Multi response AND other
 - * Free text

- Save your item by clicking on the save button

Question Groups

Education

College Readiness

Career Interests

Future Planning

Services & Activities

Add Group...

Group Name: **Education / Educación** [Edit](#)

1. How confident are you in your understanding of the course requirements for high school graduation? [↗](#)
2. In a usual week, about how many hours do you spend on homework outside the classroom? [↗](#)
3. How often do you turn your homework in on time? [↗](#)
4. How often do you take part in classroom discussions and activities? [↗](#)
5. Check any of the following that apply to you. [↗](#)
6. Check any of the following that apply to you. [↗](#)
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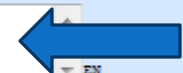
[Add New Question](#)



Question:



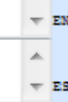
...New Question Text...



Answers:

New Answer:

Two empty text input fields for entering new answers.



Add New Answer

Question Type: Multi-Choice, Select One

Show to these grade levels:

- Fifth
- Sixth
- Seventh
- Eighth
- Ninth
- Tenth
- Eleventh
- Twelfth
- CollegeFreshman
- CollegeSophomore
- CollegeJunior
- CollegeSenior
- GraduateFormerStudent

Move this question to group: Education

Move Question

Save Cancel



Question:

...New Question Text...

Spanish text goes here.

EN

ES



Answers:

New Answer:

Spanish text goes here.

EN

ES



Add New Answer

Question Type: Multi-Choice, Select One

Show to these grade levels:

- Fifth
- Sixth
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- CollegeJunior
- CollegeSenior
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Move this question to group: Education

Move Question

Save Cancel

Caveat

Deletion and deselection of some items may affect factor-based reports:

- * Student Involvement Preferences
- * School Engagement
- * College Readiness
- * Career Readiness
- * Key Benchmarks

Other customization

- Reporting date ranges
- Registration groups
- Reporting groups
- Finding and linking to custom forms
- Custom messaging

Preview your form

- Use the preview function to see how your item will display to respondents
- Revise as needed

Custom Assessments

- Mentoring Participant Questionnaire *
- Mentoring Volunteer Questionnaire *
- Work Readiness Skills Survey *

* These surveys were constructed using the Sherlock custom survey generator.

Create an Assessment

- Under the customization tab, select [Create New Custom Form](#)
- Create respondent information (greeting) page
- Select demographic items to collect on the respondent registration page
- Name your assessment form

Link to the Custom Survey

After creating your custom survey, you will find the link to **take** the survey under the Customization tab in the Administration and Reporting Tools. Copy the link to your clipboard (right click on the link/copy).

Below are two ways to express the link:

<https://sherlock.intocareers.org /StartSurvey.aspx?lang=en&sid=153&authcode=encou>

[Sherlock Work Readiness Skills Survey](#)

Sherlock

State, District, and system-level Customization

- Create custom assessment (standardized) for state, district, or any grouping of schools or programs
- View school and program-level data
- View and filter reports on all members of group collectively
- View comparison reports between member and group or member and member
- Select any combination of members for reporting group

Creating Custom Factor Reports

1. Go to Administration & Reporting Tools
2. Select Factor Reports tab
3. Choose Custom Factor Reporting for the assessment form from which you want to create a report
4. Check the boxes of items (factors) to include in the report
5. Click on build report
6. Give the report a name, save the report, and share the report (all optional)

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for Questions:
1-800-553-2252
inquiries@intocareers.org