

## ITA Checklist

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Making the most of the ITA:

- Register**  
You will receive an invitation email from your team lead with your link to register for the ITA.
- Take the Institutional Transformation Assessment**  
There are short (30+ questions) and long (100+ questions) versions of the ITA. Your team lead will make it clear which version you are taking—for the short version, plan for about 15 minutes; for the long version, plan for about an hour.
- Understand the answer options**  
If you don't know the answer to a question, you can select "I don't know." If your institution does not have the practice in question you can select "Not applicable." Know that these are both good answers, and there is no need to do research to find the "right" answer—getting a clear picture of acumen and perception is valuable.
- Exit and return**  
Know that you if you are unable to complete the ITA in one sitting, you can exit and pick up where you left off. You'll need to access the ITA via a **different link** than the one you registered with, though. In addition to the registration link, your team lead will provide a "Return to the ITA" link, which you can use to resume the assessment. Your log-in is the email that you registered with.
- Review and reflect on results**  
At the end of the ITA, you'll receive a summary report of your results—which will only be accessible by you. Print or save a copy, as it will be useful in the conversations ahead.
- Prepare for the Sense-Making Conversation**  
Based on thoughts the ITA may have sparked, gather other resources that might help you contribute to the upcoming Sense-Making Conversation.