The Process

Step 1: Determine the total number of students enrolled in the department's course sections that are mapped to the student learning outcome being assessed. Add together the Summer, Fall, and Spring Term enrollments/projected enrollments. This total number is referred to as the population.

Step 2: Use the table to determine the sample size needed. On the table, N=the number of students that you identified in Step 1. S=the sample size needed.

Step 3: Divide the sample size evenly by the number of course sections that are mapped to the student learning outcome being assessed. Your result is the number of artifacts that are needed from each course section. Disregard differences in course enrollments.

Step 4: Use a random number generator (such as this one) to identify a number from 1 through 15.

Step 5: Request the following from the instructors of the course sections identified in Step 1.
   a. Go to their alphabetical course enrollment list and count down the list to the student who is the number identified in the random number generator.
   b. Continue counting down the list by this same number and identifying students. Each time they get to the bottom of the student list, they will go back to the top of the list and continue counting until the number of students identified equals the number of artifacts needed from their course section.
   c. The students identified in a. and b. are the students for whom the instructor will submit artifacts for the assessment.

An Example

Step 1: 600 students are enrolled in 30 Anthropology course sections that are mapped to Anchor Plan Outcome 1

Step 2: The sample table indicates that this total enrollment of 600 students requires a sample of 234 student artifacts.

Step 3: Divide the needed sample of 234 evenly across the 30 sections of courses. In this example, this calculates to 8 samples from each course section.

Step 4: Find a random number generator (such as this one) and select a number between 1 and 15. For this example, the random number generator identified 6.

Step 5: Request the following from instructors for each of the 30 course sections identified in Step 1.
   a. Using their course enrollment list, count down the list to student number 6.
   b. Continue counting down the list and identifying every 6th student. Each time you get to the bottom of the student list, go back to the top of the list and continue counting until you've identified a total of 8 student names.
   c. The names identified in a. and b. are the students for whom the instructor will submit the 8 artifacts from their course section to be used in the assessment.

TABLE 1
Table for Determining Sample Size from a Given Population

N	S	N	S	N	S
10	10	220	140	1200	291
15	14	230	144	1300	297
20	19	240	148	1400	302
25	24	250	152	1500	306
30	28	260	155	1600	310
35	32	270	159	1700	313
40	36	280	162	1800	317
45	40	290	165	1900	320
50	44	300	169	2000	322
55	48	320	175	2200	327
60	52	340	181	2400	331
65	56	360	186	2600	335
70	59	380	191	2800	338
75	63	400	196	3000	341
80	66	420	201	3500	346
85	70	440	205	4000	351
90	73	460	210	4500	354
95	76	480	214	5000	357
100	80	500	217	6000	361
110	86	550	226	7000	364
120	92	600	234	8000	367
130	97	650	242	9000	368
140	103	700	248	10000	370
150	108	750	254	15000	375
160	113	800	260	20000	377
170	118	850	265	30000	379
180	123	900	269	40000	380
190	127	950	274	50000	381
200	132	1000	278	75000	382
210	136	1100	285	1000000	384

N is population size.
S is sample size.
Source: R.V. Krejcie and D.W. Morgan (1970)