

BARS Session Parameter Guide

Parameters are data points that must be collected along with each BARS rubric and are essential for data management and analysis. Without these items being completed correctly, the collected BARS data may end up useless.

The sections below outline the minimum parameter data fields that should be included and collected using a form developed with Microsoft Forms. Each section contains two sub-sections, 1) creating the form field, and 2) data entry. If the form has already been developed, you will only need to reference the data entry section.

Exercise Name

- **Creating the form field:**
 1. Use the question type **Text**.
 2. Toggle the **Required** option to **ON**.
 3. Enter “Please enter the EXERCISE name:” as the question prompt.
- **Data Entry (Open Text):**

Enter the name of the exercise being conducted. If this is a recurring exercise (i.e., it occurs monthly, quarterly, or yearly) be sure to include the year, quarter, and/or month designator to differentiate from past exercises of the same name.

Examples: 1) 2025 Annual Squad Competition
2) SLTE 5-24
3) 2025 1st MARDIV Squad Competition

Assessed Activity Name or Time Frame (also called Session)

- **Creating the form field:**
 1. Use the question type **Text**.
 2. Toggle the **Required** option to **ON**.
 3. Enter “Please enter the ASSESSED ACTIVITY NAME or TIME FRAME for this observation:” as the question prompt.
- **Data Entry (Open Text):**

Enter the name of the activity or time frame of the activity under observation. If the activity spans multiple days, and each day counts as an independent observation, include “Day” followed by the incrementing day number.

Examples:

- 1) MCCRE Day 1
- 2) Offense
- 3) Defense
- 4) Range 400

Date of the Observation

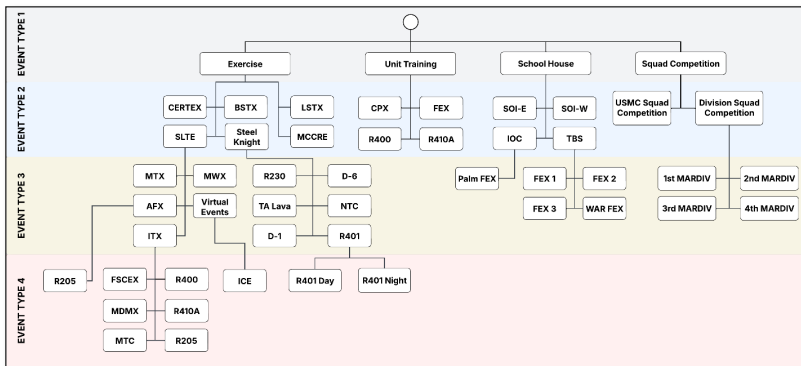
- **Creating the form field:**
 1. Use the question type **Date**.
 2. Toggle the **Required** option to **ON**.
 3. Enter “What was the DATE of Observation?” as the question prompt.
- **Data Entry (Select from Calendar):**

Select the date the observation began using the calendar date selector.

Event Type

- **Creating the form field:**
 1. Use the question type **Choice**.
 2. Toggle the **Required** option to **ON**.
 3. Click the ellipsis (...) button and select **Drop-down**.
 4. Enter “Select the Event Type #:” as the question prompt. Replace the # with the Event Type level number.
 5. In the choice options, enter all applicable events for this level. Reference the image below to see what events should be included for Event Type 1, 2, 3, and 4.
 6. Click on the **Add “Other” option**.

Note: Complete the steps above for Event Type 1, 2, 3, and 4.



- **Data Entry (Dropdown):**

The event type is comprised of up to four unique levels. Select the applicable event type in each dropdown for levels 1-4. See graphic above to determine the full event type.

Commented [AH1]: @Michael Pritchett we need to add MLR into this visual and the options for selections (this will be what 3LCT selects). @Colton Fetterolf where should the MLR go in this diagram? Is it a type of CERTEX or a different type of Event Type 2?

Unit of Observation (Even for Individual Leaders)

- **Creating the form field:**

1. Use the question type **Choice**.
2. Toggle the **Required** option to **ON**.
3. Click the ellipsis (...) button and select **Drop-down**.
4. Enter "What ___ was observed?" as the question prompt and enter the applicable echelon name in the blank space.
5. In the choice options, enter all potential units for this echelon.
6. Click on the **Add "Other" option**.

Note: Repeat the steps above beginning with the echelon of the unit or leader being observed and end once the Division is reached. The recommended echelons to include (in order) are: Squad, Platoon, Company, Battalion, Regiment, Division.

- **Data Entry (Dropdown):**

Beginning with the echelon being observed, select all applicable units within each dropdown. If any unit is not available in the applicable drop-down, select "Other" and manually enter the name.

Observer or Observer Organization

- **Creating the form field:**
 1. Use the question type **Text**.
 2. Toggle the **Required** option to **ON**.
 3. Enter “Who and/or what organization conducted the OBSERVATION?” as the question prompt.
 - **Data Entry (Open Text):**

Include the last name of the observer and/or the organization they are assigned to. The rank of the observer is optional but may be included. Keep in mind that if multiple observers are from the same organization, you should include their last name to differentiate between them, especially if you want to compare BARS data across observers.
- Examples:**
- 1) Maj Smith
 - 2) Smith
 - 3) TTECG
 - 4) Maj Smith/TTECG