

2015

User Guide

ASSESSMENT DATABASE
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Introduction

Welcome to the Assessment Database User Guide, contained within this guide is a comprehensive, step by step guide on how to utilise the tool provided. Any further queries that are not provided within this document can be forwarded to the supplier (Michael Leah).

Getting Started

Your network administrator should have installed the assessment database tool to your local network, the tool itself requires at least PHP Version 5.5, and a version MySQL installed. The SQL file will be included with the product for easy installation. If any issues arise during installation it is best to contact the supplier as this guide will focus on using the product and not its installation. Creating a user account will be covered in this guide.

Creating Your Staff's Account

If we take a look at the Users in any MySQL program the table it will appear something like the below:

#	Name	Type
<input type="checkbox"/> 1	<u>user_id</u>	int(11)
<input type="checkbox"/> 2	username	varchar(32)
<input type="checkbox"/> 3	password	varchar(128)
<input type="checkbox"/> 4	email	varchar(1024)

The fields of concern to the network administrator when setting up user accounts are the following:

- Username
- Password
- Email

When creating the password it is required to be the hashed version, for an example of code how to do this please see below:

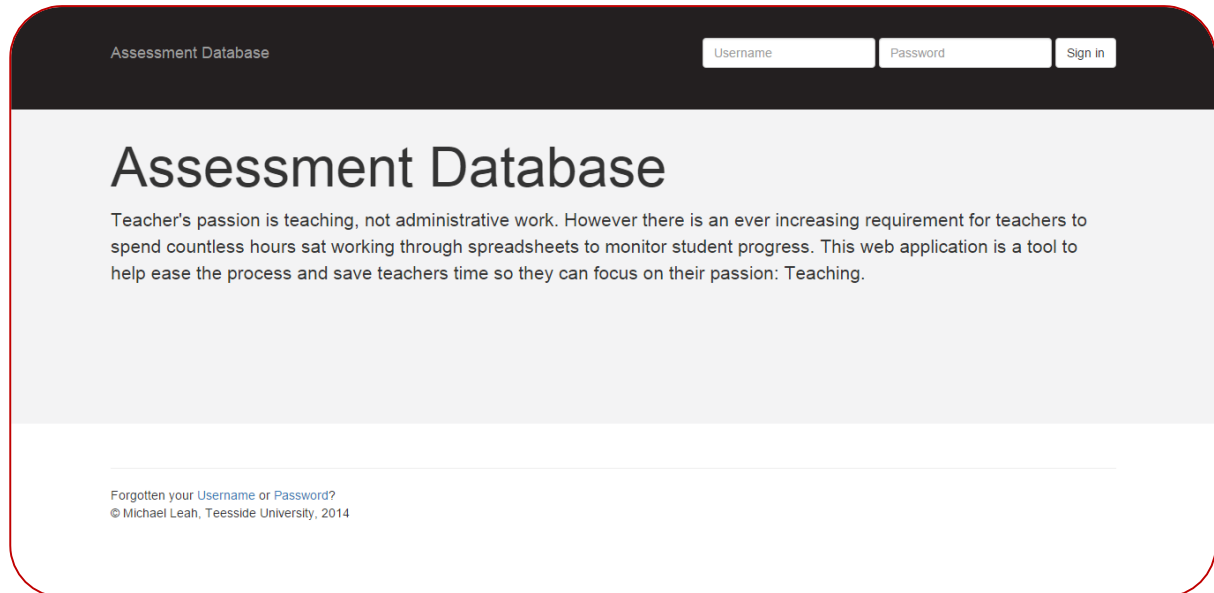
```
<?php
    echo password_hash('YourPassword', PASSWORD_DEFAULT);
?>
```

This will output the hash that you should place in the password field to the screen, which you can then copy and paste into the field when creating the accounts. Users will be able to change their password at a later date if they wish to do so.

It is important that the emails are valid emails as this will be important should the staff member forget their password or username. However once these fields are filled in the accounts will be successfully created and ready for use.

The Login Page

This section will cover a brief explanation about the areas and functionality available to a user on the login page.



The screenshot shows a web application interface for the 'Assessment Database'. At the top, there is a dark header bar with the text 'Assessment Database' on the left. On the right side of the header, there are three input fields: 'Username', 'Password', and a 'Sign In' button. Below the header, the main content area has a light gray background. It features the title 'Assessment Database' in a large, bold font. Underneath the title, there is a paragraph of text explaining the purpose of the application: 'Teacher's passion is teaching, not administrative work. However there is an ever increasing requirement for teachers to spend countless hours sat working through spreadsheets to monitor student progress. This web application is a tool to help ease the process and save teachers time so they can focus on their passion: Teaching.' At the bottom of the page, there is a link that says 'Forgotten your Username or Password?' and a copyright notice: '© Michael Leah, Teesside University, 2014'.

The key areas to take note of are the Login area, and the forgotten username and password areas. Once user accounts have been created by the Network Administrator then they will be able to login in the area on the login screen as depicted above.

If a user has lost any of their credentials then they are able to use the 'Forgotten Username or Password' areas respectively to recover their details. The 'Forgotten Password' area can also be used to change a user's password.

Forgotten Username

If a user has forgotten their email they are able to recover it by entering their email in the field below, this will send an email to their registered email account containing the username attached to the email.

Recovery Form

Email

[Return to the login page.](#)

The email you will be receive will be similar to:

You requested a username recovery, your username is: 'Michael'

Forgotten Password

If a user has forgotten their password, or even if they wish to just change their password they can do it through the 'Forgotten Password' area of the tool.

Recovery Form

Email

[Return to the login page.](#)

Upon filling out the form you will be sent an email with a unique hash, this hash is then used to verify it is you who wishes to change their password and not someone else. This is why it is imperative that you have a valid and secure email addressed linked to your account.

You will be forwarded to the following screen after submitting a valid email, it is at this point you need to fill in all the details correctly including the hash in order to change your password.

Recover Password Form

Email

New Password

Confirm New Password

Hash

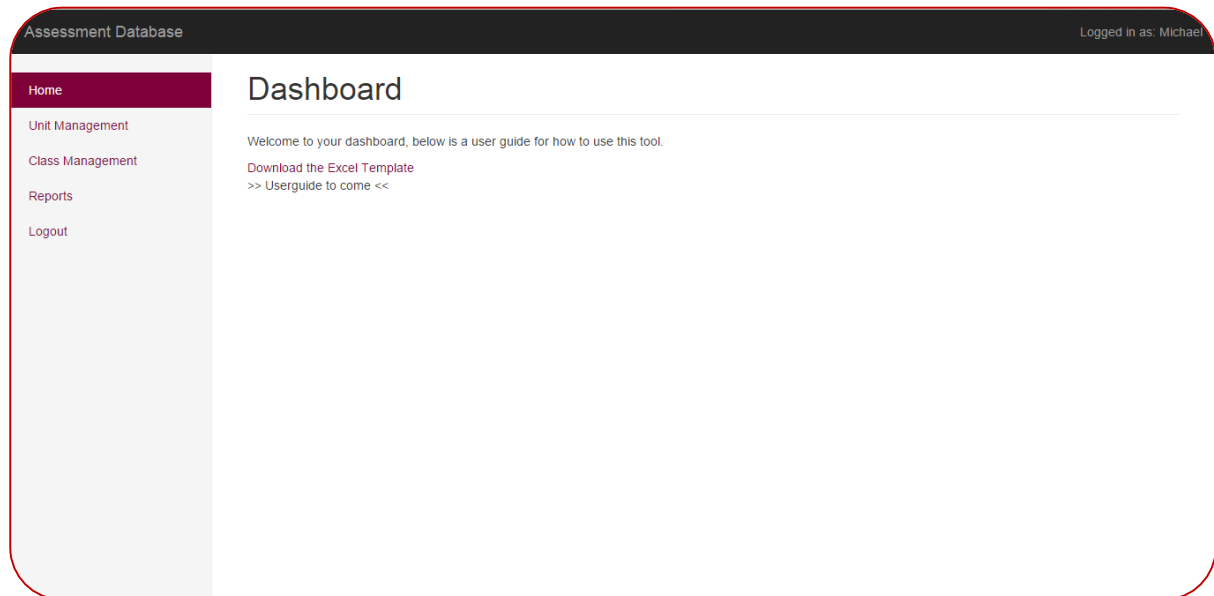
Return to the [login](#) page.

Submit Changes

Upon submitting this form your password will be changed and you will be able to log on with your new password.

Your Dashboard

Upon logging into the assessment database you will be met with your dashboard which contains the required documents you should download, those being this user guide and the excel template for class creations.

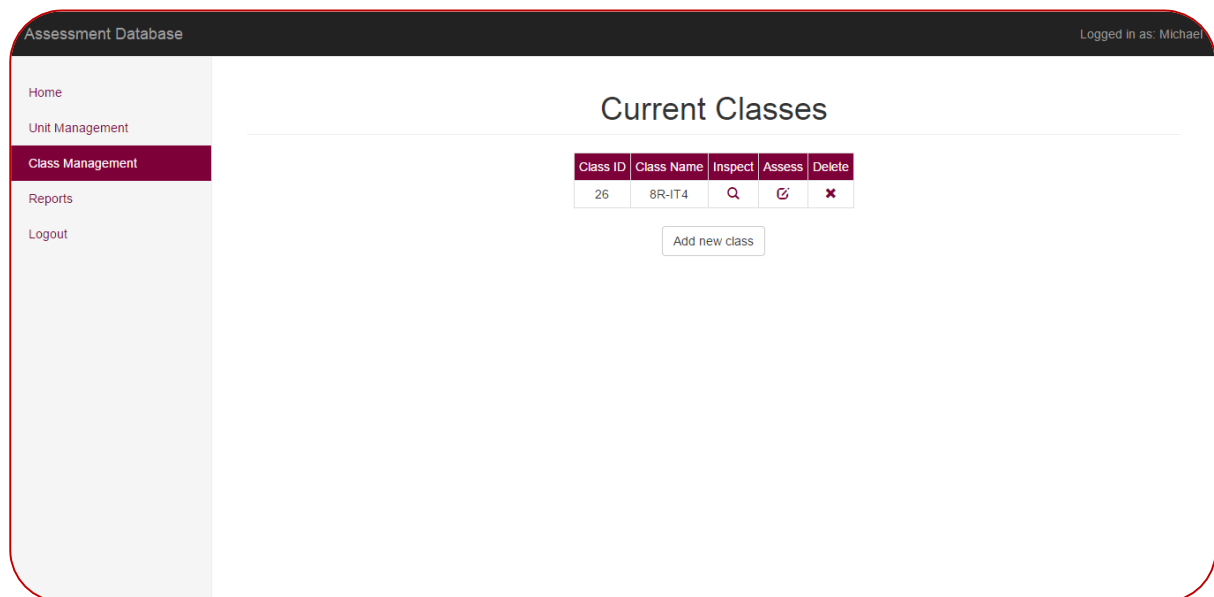


Along the left side off the dashboard as with all the pages once you have logged in you will be able to see the different areas of the tool. This is your navigation pane that you can use to move around the different areas of the tool.

Creating your First Class

We are now going to work on creating our first class and then going through the stages of marking through to analysis.

So first of all we begin by navigating to the Class Management area of the tool as seen below, once we are here we will want to create a new class, so click 'Add new class'.



You will then be taken to the following page:

Assessment Database

Logged in as: Michael

Home

Unit Management

Class Management

Reports

Logout

Add Class

Enter a Class Name

Enter a class name

Upload your Class File (CSV)

Choose File No file chosen

Submit

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Here we need to upload the completed CSV with the list of your student's names which can be downloaded from the dashboard home page. We also need to give a name to the class, the only rule here is that it **should not** contain spaces, or forwarded slashes in the class name.

An example class name would be: **8R-IT4** or **Y7-IT3**

Once you have filled in the class name and uploaded your CSV file you can now click submit, which will create your class, however we cannot mark your class just yet.

To check your class has been uploaded correctly, return to the class management screen and you should now see your list of classes. With each class you can inspect, assess and delete. These will be covered briefly below:

Current Classes

Class ID	Class Name	Inspect	Assess	Delete
26	8R-IT4			

Inspect

The inspect button will allow you to go into your class and edit student names, as well as add and delete students from the class.

Assessment Database

Logged in as: Michael

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Unit Management

Class Management

Reports

Logout

Class Management: 8R-IT4

Class List

Student ID	Student Name	Student Class	Teacher	Edit	Delete
154	Joe Bloggs	8R-IT4	Michael		
155	Alice Example	8R-IT4	Michael		
156	Bob Example	8R-IT4	Michael		
157	Joe Harvery	8R-IT4	Michael		
158	Matthew Wells	8R-IT4	Michael		
159	James Andrew	8R-IT4	Michael		
160	Natasha Eagles	8R-IT4	Michael		
161	Andrew Walker	8R-IT4	Michael		
162	Megan Greenwood	8R-IT4	Michael		
163	Kirsty France	8R-IT4	Michael		

Add new student to this class:

Add Student

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In this area you will be presented with a list of students within the selected class, from here you can add and remove students via the delete button or by entering a student name and clicking 'Add Student'. You are also able to edit a student's name by clicking on 'Edit' and entering a new name in the form that appears.

Assess

Assess will be used to mark the class against a certain unit that you have created. Unit creation is covered later in this document, so it is suggested you do that next after you have successfully created your class.

Assess is a key area of the tool as it is where you will mark your students as seen below:

Assessment Database

Logged in as: Michael

Home

Unit Management

Class Management

Reports

Logout

Assessments - 8R-IT4

Select the Unit you wish to mark and create a UNIQUE Identifier for it. (Max: 16 Characters)

Enter a unique identifier...

Python Programming

Create Assessment

Assessment	Unit	Mark	Delete
Test	4		
ISS	5		

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In the assess section you can create an 'Assessment', this assessment will act as a way to identify this set of marking for the selected class. This way you can have multiple assessments for the same class and unit and utilise that to track the progress throughout the year.

As you can see once you have created your specific identifier you then have the option to 'Mark' or 'Delete'. The delete functionality will remove the assessment permanently and there will be no way to retrieve it, so be careful when doing this.

The mark functionality is explained below:

Assessment Database

Logged in as: Michael

Home

Unit Management

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Mark

Student Name	Unit Name	Overall Comment
Joe Bloggs	Information System Security	<div>Test Comment</div>
Alice Example	Information System Security	<div>Test Comment</div>
Bob Example	Information System Security	<div>Test Comment</div>
Joe Harvery	Information System Security	<div>Test Comment</div>
Matthew Wells	Information System Security	<div>Test Comment</div>
James Andrew	Information System Security	<div></div>
Natasha Eagles	Information System Security	<div></div>
Andrew Walker	Information System Security	<div></div>

For an assessment you have the ability to give an overall comment on how the Unit went, as well as specific comments and marks that will be expanded upon later.

For this section you can add as many or as little overall comments as you wish before clicking the 'Update Comments' button, this will save the comments to the database, these can be updated in the same way at any time.

For more specific marking you will be required to click on the student's name, and this will take you into their own 'personal' marking area as shown below.

Assessment Database
Logged in as: Michael

Home
Unit Management
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JoeBloggs

Strand ID	Strand Description	Traffic Light	Comment
IT1.1	Recognises that digital content can be represented in many forms. Knows the difference between some of these forms and can explain the different ways that they communicate information.	Amber	Test Comment
IT2.2	Navigates the web and can carry out simple web searches to collect digital content. (AL) (EV)	Green	Test Comment
IT3.7	Undertakes creative projects that collect, analyse, and evaluate data to meet the needs of a known user group. Designs and creates highly professional digital products for a wider audience.	Red	Test Comment
CS1.2	Understand that algorithms are made on digital devices as programs. Designs simple algorithms using loops, and selection for example an if statements. Checks for and corrects errors i.e. debugging, in algorithms. (AL)	Green	Test Comment
	Understands the importance of communicating safely and respectfully online, and the need for		Test Comment

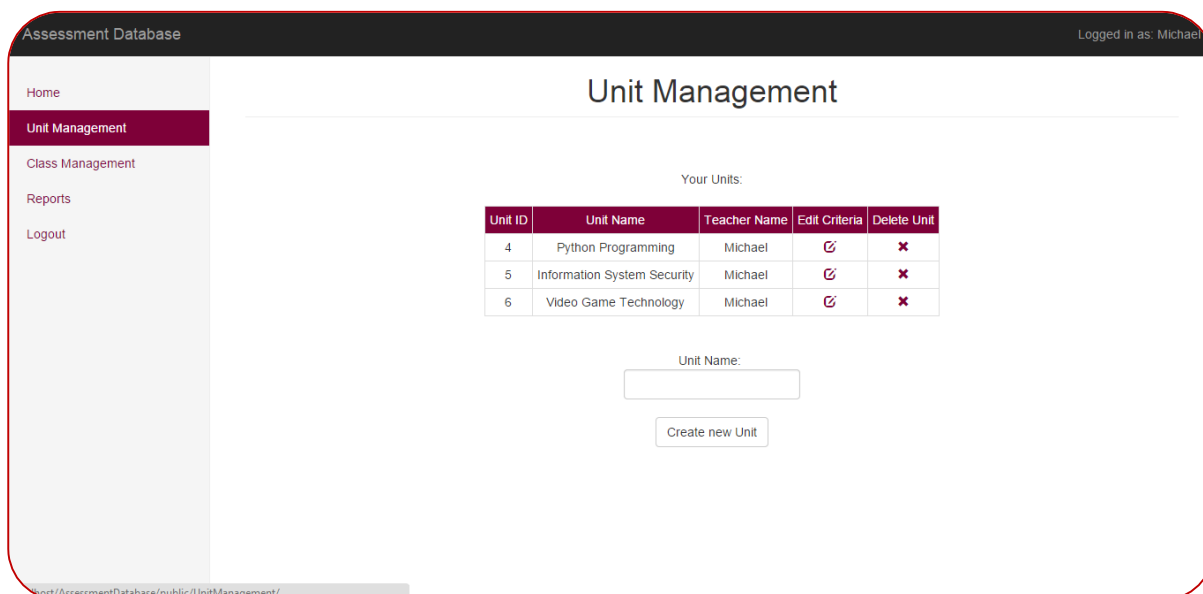
In this section you will be able to mark students against the unit criteria that you selected previously, in a traffic light system as shown above. You will then be able to give a specific comment against that criteria for that specific student. You can then click the 'Update Assessment' button to save the changes to the database.

These 'traffic lights' can later be transferred into scores that equate to national levels as explained later in the document.

Unit Creation

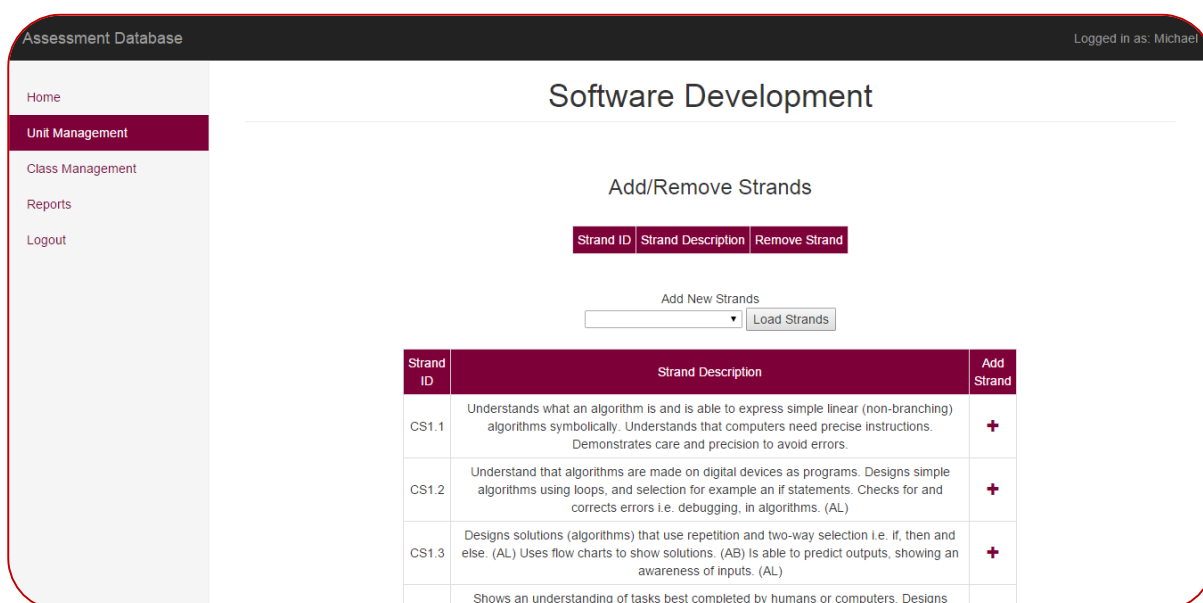
The Assessment Database tool also allows you to create a specific units as per your requirements. These units will be required if you wish to assess your clients making them a key part of the functionality of the tool.

To begin navigate to the Unit Management section on the navigation pane.



Creating a unit is as simple as entering a name for the unit and clicking 'Create new Unit'. This will give us a blank canvas to work with. Once it is created click on 'Edit' in order to access the content that will go inside the unit.

You will be met with a page with a drop down box. From this box you can select three strands areas; 'Computer Science', 'Information Technology' and 'Digital Literacy'. These are in relations to the government designed criteria strands.



To add strands to your unit, simply click the '+', this will attach the strand onto your unit. If you wish to remove a strand, simply click the 'X' and this will remove the strand from the unit. Below is an example unit I have developed.

Assessment Database

Logged in as: Michael

Home

Unit Management

Class Management

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Software Development

Add/Remove Strands

Strand ID	Strand Description	Remove Strand
CS1.1	Understands what an algorithm is and is able to express simple linear (non-branching) algorithms symbolically. Understands that computers need precise instructions. Demonstrates care and precision to avoid errors.	X
DL1.1	Understands the importance of communicating safely and respectfully online, and the need for keeping personal information private. Knows what to do when concerned about content or being contacted.	X
IT1.1	Recognises that digital content can be represented in many forms. Knows the difference between some of these forms and can explain the different ways that they communicate information.	X

Add New Strands

Load Strands

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You can add as many or as little strands to your unit as you desire to fit your own personalised requirements.

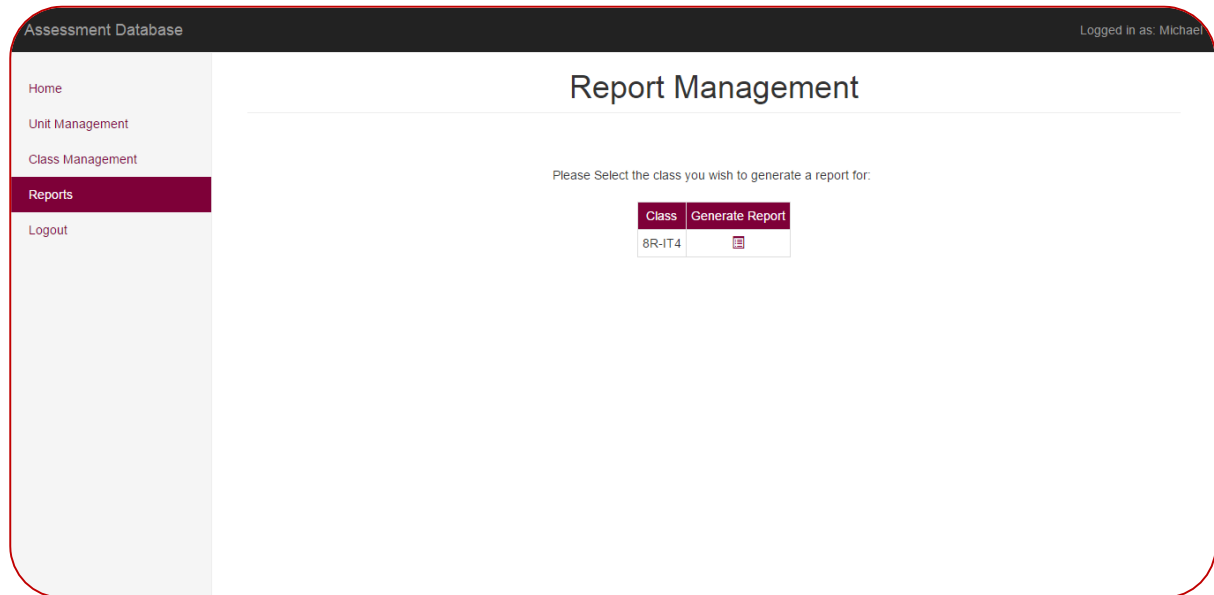
After you have developed your units you can assess them against any of your classes, as shown in the earlier section of this document.

Creating a Report

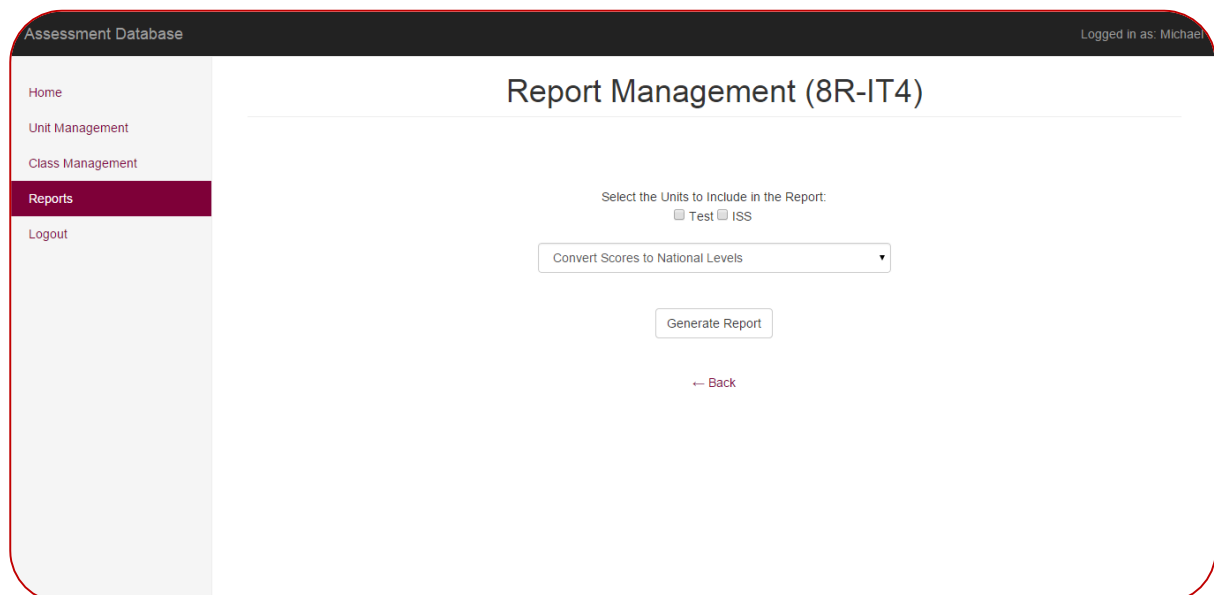
After you have marked one of many of your classes, through one or many assessments you can begin to analyse the data via the reports section. In this section you can find out:

- Student National Levels
- Strongest and Weakest Students
- Strongest and Weakest Assessments
- Visual Printout of an Assessment

To begin navigate to the report management section of the tool as shown below:



When you navigate to this section you will see a list of all of your classes, you can then click on the 'generate report' option to be taken to the report selection area as shown below:



From this point you can now choose your assessments by clicking the tick box next to them, and after doing that select which report you wish to see. Below is an example of each of the reports with my example class.

Converting Grades to National Levels:

This report functions to convert all the traffic light marks given to your class to National Levels as per Government standards.

Assessment Database

Logged in as: Michael

Home

Unit Management

Class Management

Reports

Logout

National Levels

Student Name	Overall Percentage	National Level
Joe Bloggs	58%	6c
Alice Example	100%	8
Bob Example	58%	6c
Joe Harvery	67%	6a
Matthew Wells	88%	7a
James Andrew	13%	3b
Natasha Eagles	25%	4c
Andrew Walker	21%	3a
Megan Greenwood	21%	3a
Kirsty France	13%	3b

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Visual Assessment Printout:

This report acts as a breakdown for all your students within an assessment, it will print out clearly the name of the student, along with the unit they are being assessed against and then how they scored in each criteria.

Assessment Database

Logged in as: Michael

Home

Unit Management

Class Management

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Visual Reports

Student Name		
Joe Bloggs		
Unit Name	Teacher Name	National Level
Python Programming	Michael	4a
Strand Code	Traffic Light Awarded	Teacher Comment
CS1.1	Red	Failed to understand property.
IT1.2	Red	Failed to understand property.
DL1.1	Red	Failed to understand property.
Overall Comment		
Overall failed to perform well in this Unit.		

Student Name		
Alice Example		
Unit Name	Teacher Name	National Level
Python Programming	Michael	8
Strand Code	Traffic Light Awarded	Teacher Comment

As shown above this report shows you all the details for each student in a clean fashion, including national level and the overall comment they achieved for the unit.

Strongest and Weakest Assessment:

This report generates a list of the strongest and weakest assessments from a specified list that you have chosen. It will also show the breakdown of each assessment so you can see which strands caused the most issue.

Assessment Database

Logged in as: Michael

Home

Unit Management

Class Management

Reports

Logout

Assessment Strength

Strongest Assessment

Identifier	Percentage Score
Test	59

Strongest Assessment Breakdown

Student Name	Strand ID	Traffic Light	Comment
Joe Bloggs	CS1.1	Red	Failed to understand properly.
Joe Bloggs	IT1.2	Red	Failed to understand properly.
Joe Bloggs	DL1.1	Red	Failed to understand properly.
Alice Example	CS1.1	Green	Performed Well.
Alice Example	IT1.2	Green	Performed beyond her target
Alice Example	DL1.1	Green	Performed extremely well throughout
Bob Example	CS1.1	Red	Struggled to understand properly.
Bob Example	IT1.2	Green	Worked beyond the strand's target

Strongest and Weakest Students:

The other report you can generate is an analysis of the strongest and weakest student within a class over a specified assessment range. As shown below it gives you the student, along with their national level followed by a breakdown off their marks.

Assessment Database

Logged in as: Michael

Home

Unit Management

Class Management

Reports

Logout

Student Strength (8R-IT4)

Strongest Student(s)

Student Name	National Level
Alice Example	8

Identifier	Student	Strand ID	Traffic Light	Comment
Test	Alice Example	CS1.1	Green	Performed Well.
Test	Alice Example	IT1.2	Green	Performed beyond her target
Test	Alice Example	DL1.1	Green	Performed extremely well throughout
ISS	Alice Example	IT1.1	Green	Test Comment
ISS	Alice Example	IT2.2	Green	Test Comment
ISS	Alice Example	IT3.7	Green	Test Comment
ISS	Alice Example	CS1.2	Green	Test Comment
ISS	Alice Example	DL1.1	Green	Test Comment

Weakest Student(s)

Student Name	National Level
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Conclusion

This was a user guide to explain the basic functionality of the product, this should have explained all the different areas of the product, however your own experimentation will get you most familiar with the tool. Any issues can be forwarded to the supplier (Michael Leah) whose contact details will be provided with the product.