

# Baylor Journalism Internship Site

(<http://database.manseth.com>)

Instruction Manual



Project for CSI 3335

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# Creating Evaluations

1. Click the + button shown in figure 1
2. Fill out the first three fields.
3. Click add question button and fill out the two fields.
4. Add options by adding a pre-made set or adding your own
5. Rearrange options by dragging the icon to the left of each option (see figure 2)
6. Delete unwanted questions or options with the X button, shown in figure 3
7. After all fields are filled in click Create Evaluation.

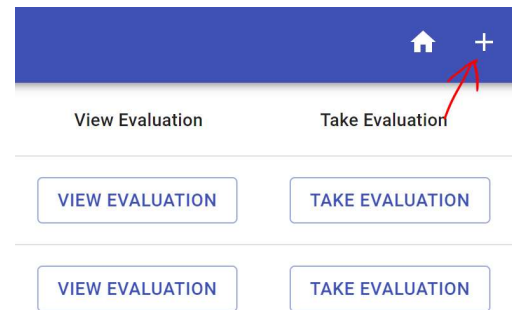


Figure 1

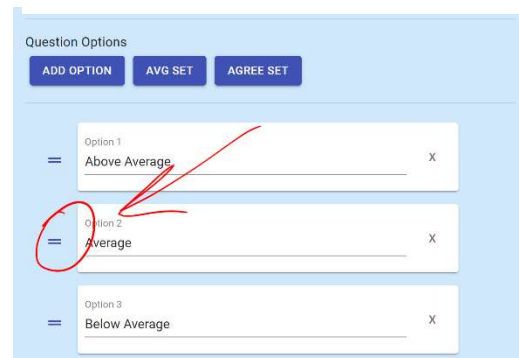


Figure 2

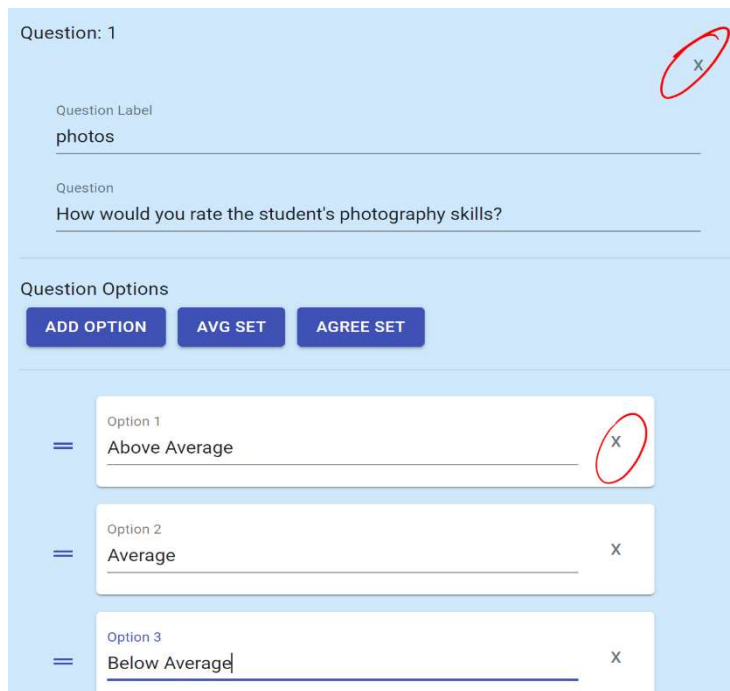


Figure 3

# Duplicate an Evaluation

If you want to make another evaluation that is very similar to an existing one you can simply duplicate it.

1. Click the duplicate button for the evaluation you intend to duplicate (see figure 4)
2. You must change the year because there cannot be two evaluations of the same type in the same year. (see figure 5)
3. Make any other small updates for this new version
4. Click Create Evaluation

Baylor Journalism Internships Site							
Title	Evaluation Type	Year	Version	Duplicate	CSV Upload	View Evaluation	Take Evaluation
test loading	Internship Evaluation	2030	1	<b>DUPLICATE</b>	Choose File	VIEW EVALUATION	TAKE EVALUATION
E1	Internship Evaluation	2025	1	DUPLICATE	Choose File	VIEW EVALUATION	TAKE EVALUATION
Testing Loading	Student Evaluation	2021	1	DUPLICATE	Choose File	VIEW EVALUATION	TAKE EVALUATION
On-Site have They Worked?	Student On-Site Evaluation	2020	1	DUPLICATE	Choose File	VIEW EVALUATION	TAKE EVALUATION
Student Motivation Evaluation	Student Evaluation	2019	1	DUPLICATE	Choose File	VIEW EVALUATION	TAKE EVALUATION

Figure 4

## Evaluation Form Information

All fields are required.

Evaluation Title

test loading

Type

Internship Evaluation

Year

2030

Internship Evaluation for 2030 already exists.

Version

2

Figure 5

# Taking Evaluations

1. Click the Take Evaluation button for the evaluation you intend to take (see figure 6)
2. Fill in all fields and answer all questions. Note: Some fields will cause other fields to auto fill. If you put in the name of a student, supervisor, or company, it will fill the rest of that section for you.
3. Leave a comment, if you have one. (see figure 7)
4. Click Submit.

Baylor Journalism Internships Site							
Title	Evaluation Type	Year	Version	Duplicate	CSV Upload	View Evaluation	Take Evaluation
test loading	Internship Evaluation	2030	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
E1	Internship Evaluation	2025	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
Testing Loading	Student Evaluation	2021	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
On-Site have They Worked?	Student On-Site Evaluation	2020	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>

Figure 6

Comments

SUBMIT

Figure 7

## Uploading Results File

To upload a CSV file that contains the answers, it must be in the proper format for that specific evaluation.

1. Click the upload button (see figure 8) for the evaluation that corresponds to the answers in your file
2. Select the file from the pop up window.

If the upload was successful, you will see a notification in the bottom left corner that looks like figure 10. If it was unsuccessful, you will see a notification that looks like figure 11.

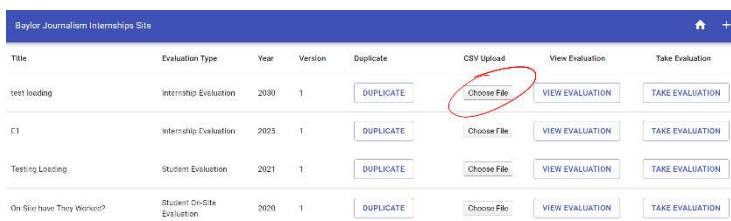


Figure 8

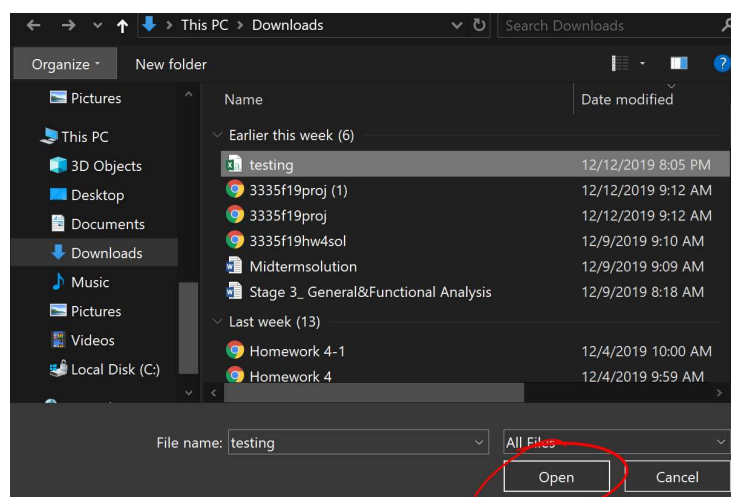


Figure 9

Successfully uploaded CSV

Figure 11

CSV upload failed. Check format.

Figure 10

# Search Reviews By Type

1. Select a review type (see figure 12)
2. Click the drop down to get statistics and charts regarding each question of that survey. (see figure 13)

Baylor Journalism Internships Site

Title	Evaluation Type	Year	Version	Duplicate	CSV Upload	View Evaluation	Take Evaluation
test loading	Internship Evaluation	2030	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
E1	Internship Evaluation	2025	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
Testing Loading	Student Evaluation	2021	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
On-Site have They Worked?	Student On-Site Evaluation	2020	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
Student Motivation Evaluation	Student Evaluation	2019	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>

**Label Analysis**

Label  Evaluation Type \*

Optional

Year \*  End Year

Optional

[GO](#)

**Search Reviews by Type**

Evaluation Type

[GO](#)

**Student Lookup**

ID or Name

[LOOKUP](#)

Figure 12

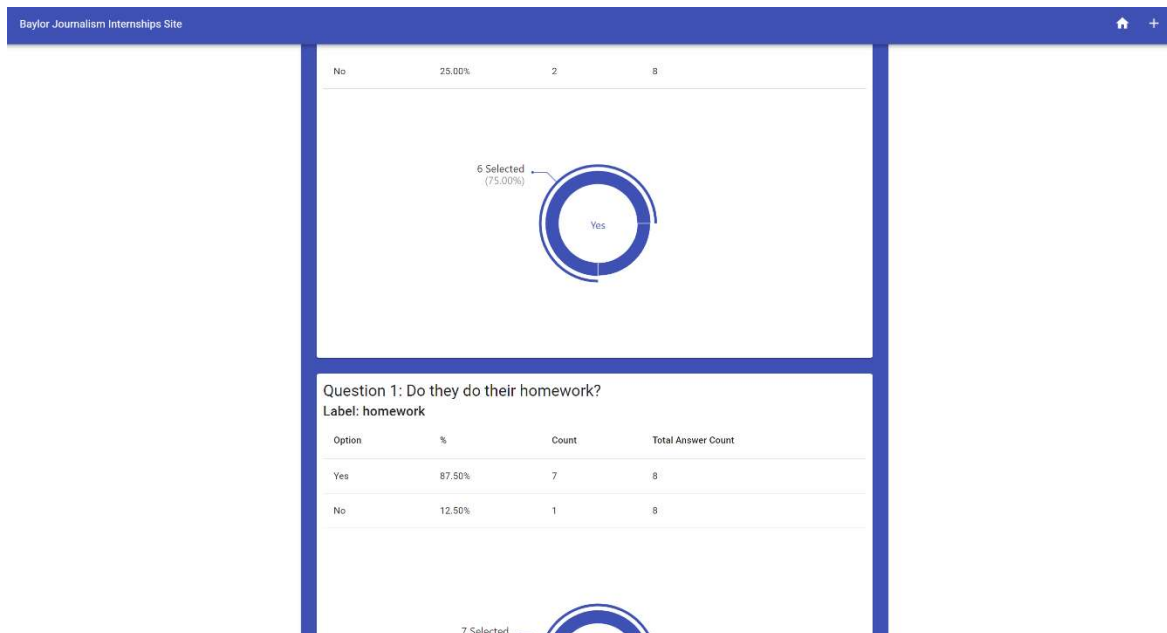


Figure 13

# Student Lookup

1. Type the student's Baylor ID number, name, or even part of their name into the search box shown in figure 14.
2. Select the student whom you are trying to find
3. View information about the student and their evaluations (figure 15)
4. If there are several evaluations of the student, use the search bar to filter some out

The screenshot shows the 'Baylor Journalism Internships Site' interface. At the top is a table with columns: Title, Evaluation Type, Year, Version, Duplicate, CSV Upload, View Evaluation, and Take Evaluation. The table lists several evaluations, including 'test loading', 'E1', 'Testing Loading', 'On-Site have They Worked?', and 'Student Motivation Evaluation'. Below the table is a 'Label Analysis' section with input fields for 'Label' and 'Evaluation Type', and a 'GO' button. To the right, a 'Student Lookup' modal is open, showing a search bar with 'Chase' entered and a 'LOOKUP' button. Below the search bar, two results are listed: 'CHASEY BREAD 123' and 'CHASE MANSETH 12321'. A red arrow points to the 'LOOKUP' button.

Figure 14

The screenshot shows the 'Baylor Journalism Internships Site' interface with the student profile for 'Chase Manseth' displayed. The profile includes the following information: ID: 123321, Email: chasemanseth@gmail.com, Class Year: Junior, Semester of Completion: Spring 2020, Grade: D, and PR Major or Minor: Minor. To the right of the profile is a 'Filter by year or type' section. Below this, a list of evaluations is shown, including 'student\_onsite\_eval 2018' and 'portfolio\_eval 2017'. The 'student\_onsite\_eval 2018' evaluation is expanded, showing a list of questions and answers: 'Bobert From Tesla', 'Is this person motivated?' (Somewhat Agree), 'Did this student perform well?' (Above Average), 'Did this student provide quality work?' (No), 'Do you like pizza?' (mnmhmmmm), and 'This student did alright!!'.

Figure 15



# Label Analysis

To get analysis on one question over many years, you can use label analysis to see statistics and graphs on a question over the years.

1. Fill out at least the evaluation type and year in the label analysis section (see figure 16)
2. Click Go
3. View chart about questions within the specified range
4. You may edit the range or add a label requirement (see figure 17)

Baylor Journalism Internships Site

Title	Evaluation Type	Year	Version	Duplicate	CSV Upload	View Evaluation	Take Evaluation
test loading	Internship Evaluation	2030	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
F1	Internship Evaluation	2025	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
Testing Loading	Student Evaluation	2021	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
On-line how They Worked?	Student Evaluation	2020	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>
Student Motivation Evaluation	Student Evaluation	2019	1	<a href="#">DUPLICATE</a>	<a href="#">Choose File</a>	<a href="#">VIEW EVALUATION</a>	<a href="#">TAKE EVALUATION</a>

**Label Analysis**

Label:  Evaluation Type:

Year:  End Year:

[GO](#)

Search Reviews by Type

Evaluation Type:

[GO](#)

**Student Lookup**

ID of Student:

[LOOKUP](#)

