

USER MANUAL

University of Louisiana Monroe
Assessment and Evaluation Application



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Introduction

University of Louisiana Monroe (ULM) Assessment Evaluation System is a web application used to facilitate the administration, evaluation, and reporting of results for the assessment of student learning outcomes in an academic department. The ULM assessment system will be provided for system users to administer, evaluate, and produce reports regarding learning outcomes and student performance.

Specific tasks to be handled by the system include:

- The ability for a program administrator to set up learning outcomes, associated performance measures, and related evaluation rubrics
- The ability for a program administrator to upload lists of students associated with each learning outcome
- The ability for evaluators to access evaluation rubrics and enter corresponding scores
- The ability for a program administrator to upload or enter test scores or results associated with a learning outcome
- The ability for a program administrator to produce reports including student performance data as well as summaries related to specific learning outcomes and the program in general

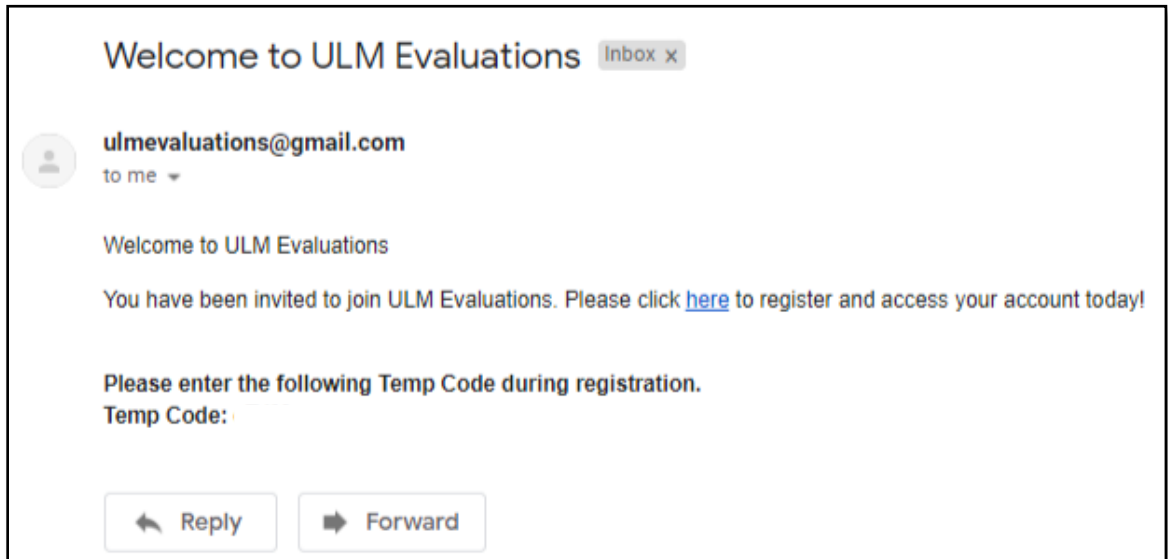
This document helps to provide necessary guidelines for a user regarding the usage of the system.

If you have any question not covered in this manual, please contact us at the email: email@email.com or directly call at this phone number 318-000-0000.

Evaluator's Manual

Registering as an Evaluator

When a Program coordinator invites you to be an Evaluator, you will receive an email on the email address you provided to your Program Coordinator. The email will look like this:

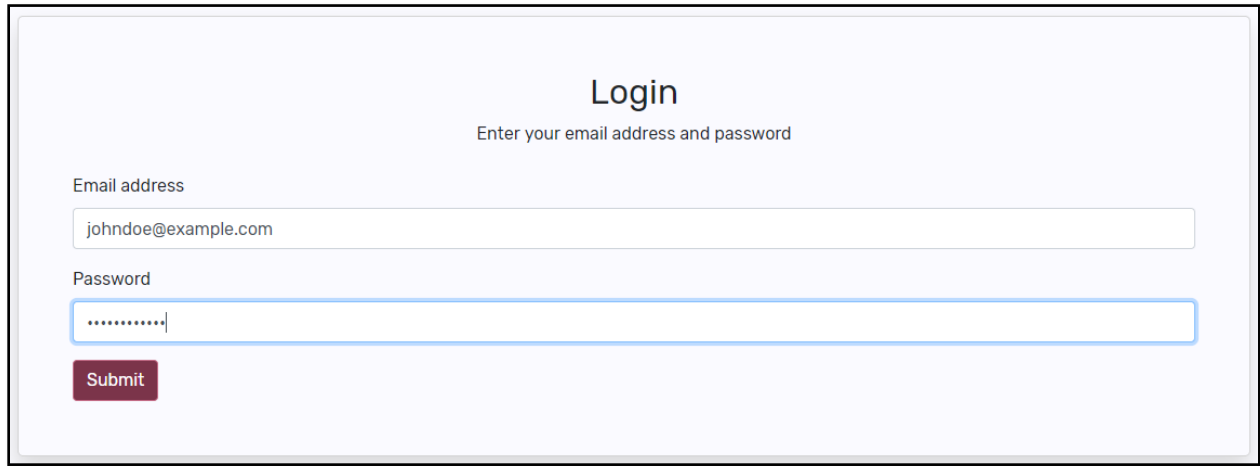


- Click on the hyperlink provided to you on email. You will be directed to Register page.

A screenshot of a web registration form titled "Register" with the subtitle "Enter your details as stated below". The form has several input fields: "First name" and "Last name" (each with a placeholder text "First name" and "Last name" respectively), "Email address" (with placeholder "Enter email (@ulm.edu)"), "Enter a password" (with placeholder "Password"), "Enter your password again" (with placeholder "Password again"), and "Enter your temporary code sent to your email" (with placeholder "Temp Code"). At the bottom left of the form is a red "Submit" button.

- Fill your information required in the boxes. Check your email for the Temporary Code and enter it.
- Click **Submit** button. You will be registered as an Evaluator and directed to the Evaluator's dashboard.

Login to the App

A screenshot of a web application's login window. The window has a light blue background and a dark blue border. At the top center, the word "Login" is displayed in a large, bold, dark blue font. Below it, the text "Enter your email address and password" is shown in a smaller, dark blue font. The form contains two input fields: "Email address" and "Password". The "Email address" field is a white rectangle with a thin blue border, containing the text "johndoe@example.com". The "Password" field is a white rectangle with a thin blue border, containing a series of dots. Below the "Password" field is a dark blue button with the word "Submit" in white text. The entire form is centered within the window.

Login

Enter your email address and password

Email address

johndoe@example.com

Password

.....

Submit

Figure: Login Window

Open the URL given to you by the system administrator in your web browser. The site shows the Login screen, which is used to authenticate a user. Type in your email account username (usually your email address) and password into the according fields. Hit the Submit button or press <Enter> on your keyboard to authenticate. You will receive a message saying, “Successfully Logged In!”.

Dashboard

- When you get authenticated, you will get to the Dashboard.
- When you get to Dashboard, you will see something like figure below, on your screen.

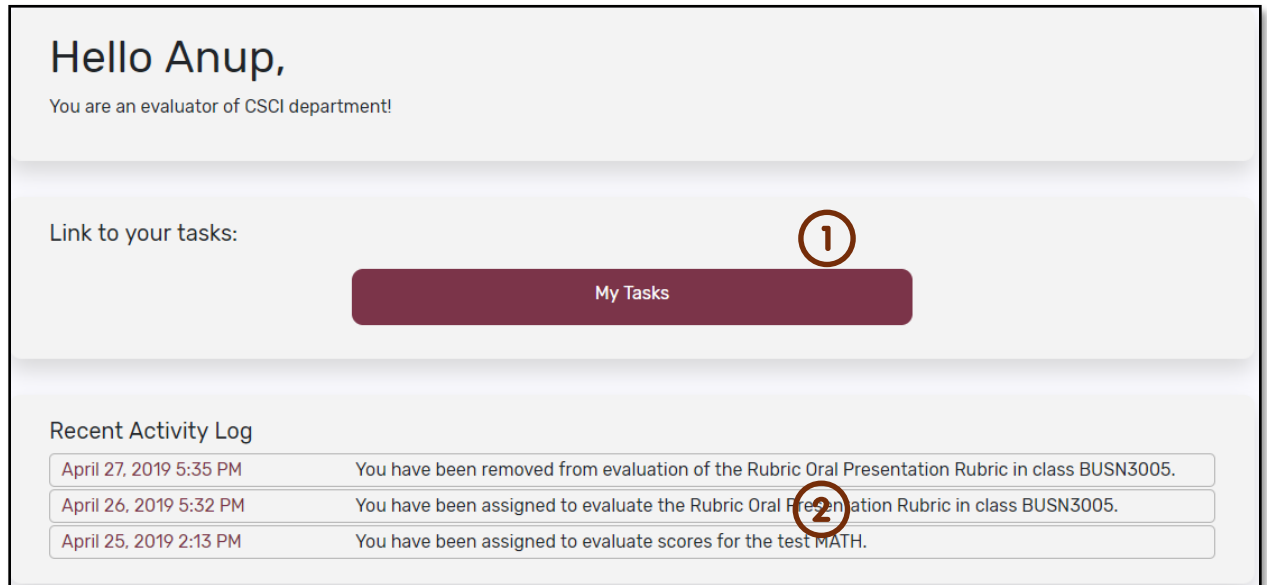


Figure: Dashboard View

1. My Tasks

By clicking on My Task, you can directly view the tasks assigned to you by your Program Coordinator. The tasks can to grade students on either Rubrics or Tests or both.

2. Activity Log

This is the space where you will see the log of recently performed activities.

Sidebar

Click on the **Burger Sign**  at the Top-Left corner of your screen to view options.

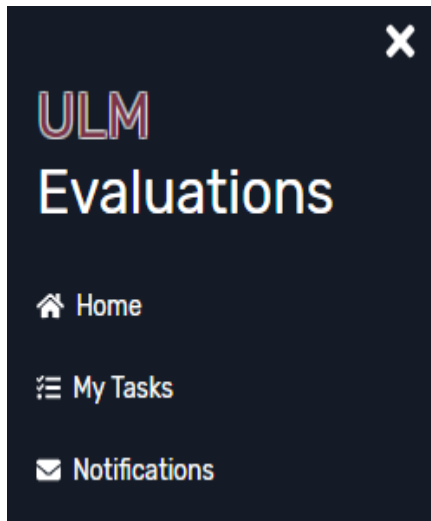


Figure: Navigation Side Bar

Home

If you click on home, you will be directed to Home page from any page you are in.

My Tasks

This will direct you the tasks assigned to you.

Notifications

To see the recent activity logs of the app users, you will click on Activity Logs.

My Tasks

In my tasks, you will see the tasks assigned to you. The tasks can be a either Rubrics or Tests. And you must evaluate the students assigned to you based on the tasks.

- To view the tasks assigned to you, click on My Task on the Side Bar.

Rubrics assigned to me		Tests assigned to me	
✓	BUSN 3005 Rubric	You have no tests to grade!	
✗	BUSN 3005 Oral Presentation Rubric		

To Evaluate Students Based on Rubrics

- Click on a Rubric assigned to you.
- Click on a student's name to select that student for evaluation. You will see the name of student you are grading on top of the rubric in blue box.
- Click on the boxes with Score Definition to grade the rubric.
- Click on **Submit Grade** button at the bottom of the List of Students. You will see a pop-up message saying, “**Student Graded!**” once you click that submit button.
- Once you submit the grade of students, click on the tick mark on a green circle. This will send a notification to your Program Coordinator that you have graded the rubric.
- Go back to the previous page and repeat the process to grade other Rubrics assigned to you.

To Evaluate Students Based on Test

- Click on a Test assigned to you.
- Grade the student **Pass** or **Fail**.
- **OR**, upload a file with name of students and their grades to make evaluations based on Test Scores.
- Click on **Submit** button. You will see a pop-up message saying, “**Student Graded!**” once you click that submit button.
- Go back to the previous page and repeat the process to grade other Tests assigned to you.

Notifications

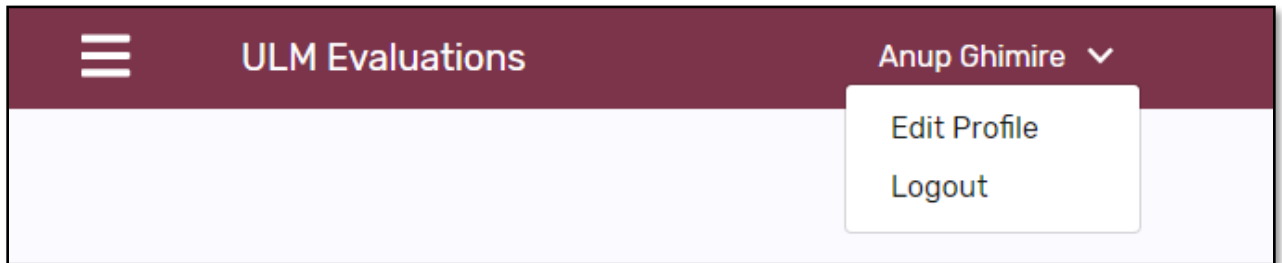
- Clicking on Notifications on sidebar allows you to view the recent activities performed on the app by the users (yourself or program coordinator).

A sample of the notifications is displayed on figure below:

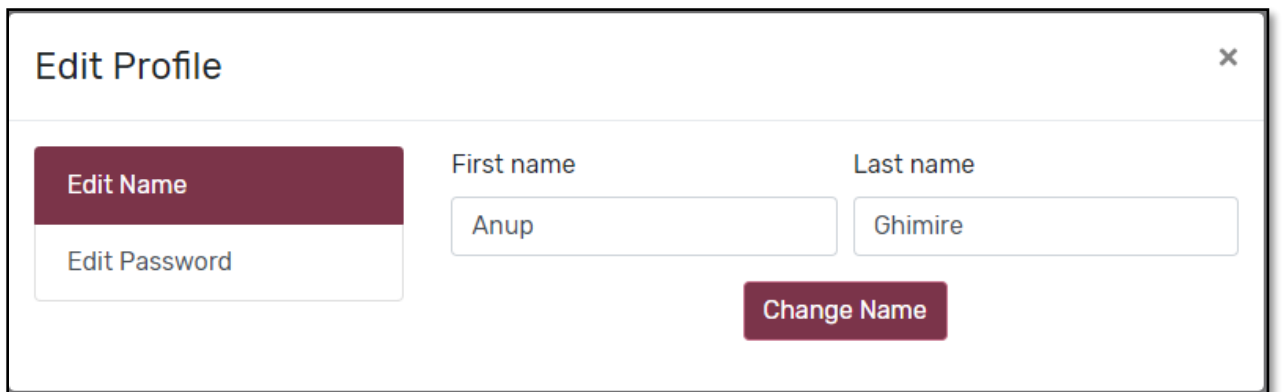
Recent Activity Log	
April 27, 2019 5:35 PM	You have been removed from evaluation of the Rubric Oral Presentation Rubric in class BUSN3005.
April 26, 2019 5:32 PM	You have been assigned to evaluate the Rubric Oral Presentation Rubric in class BUSN3005.
April 25, 2019 2:13 PM	You have been assigned to evaluate scores for the test MATH.

Edit Profile

- To edit your profile, click on your name at the top.



- Then, click on Edit Profile. A box will appear on your screen.

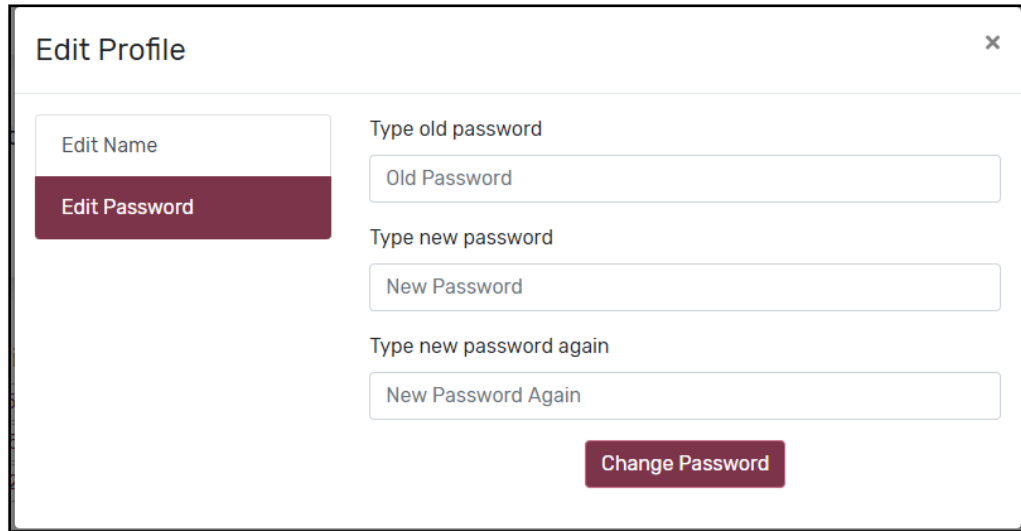
The image shows a modal box titled 'Edit Profile' with a close button (X) in the top right corner. Inside the modal, there are two columns. The left column has two buttons: 'Edit Name' (dark red) and 'Edit Password' (white with a dark red border). The right column has two text input fields: 'First name' containing 'Anup' and 'Last name' containing 'Ghimire'. Below these fields is a dark red button labeled 'Change Name'.

To Edit Your Name

- Click on Edit Name.
- Make changes to your name and click on Change Name button. You will receive a pop-up message saying, “Success!”. Also, you will be asked to re-login to the page.

To Edit Your Password

- Click on Edit Password. You will see this:



The screenshot shows a web form titled "Edit Profile" with a close button (X) in the top right corner. On the left side, there are two buttons: "Edit Name" and "Edit Password", with "Edit Password" being highlighted in a dark red color. On the right side, there are three input fields: "Type old password" with a placeholder "Old Password", "Type new password" with a placeholder "New Password", and "Type new password again" with a placeholder "New Password Again". At the bottom right of the form is a dark red button labeled "Change Password".

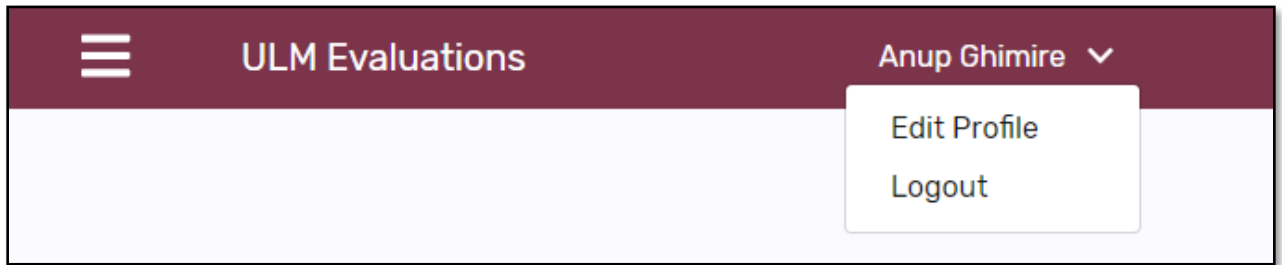
- Fill in the boxes correctly and click Change Password button.

NOTE: The password must be 6-20 characters long.

NOTE: In case you forget your old password, you can contact the Super Admin to have your password changed.

Logout

- To edit your profile, click on your name at the top.



- Then, click on Logout.