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.

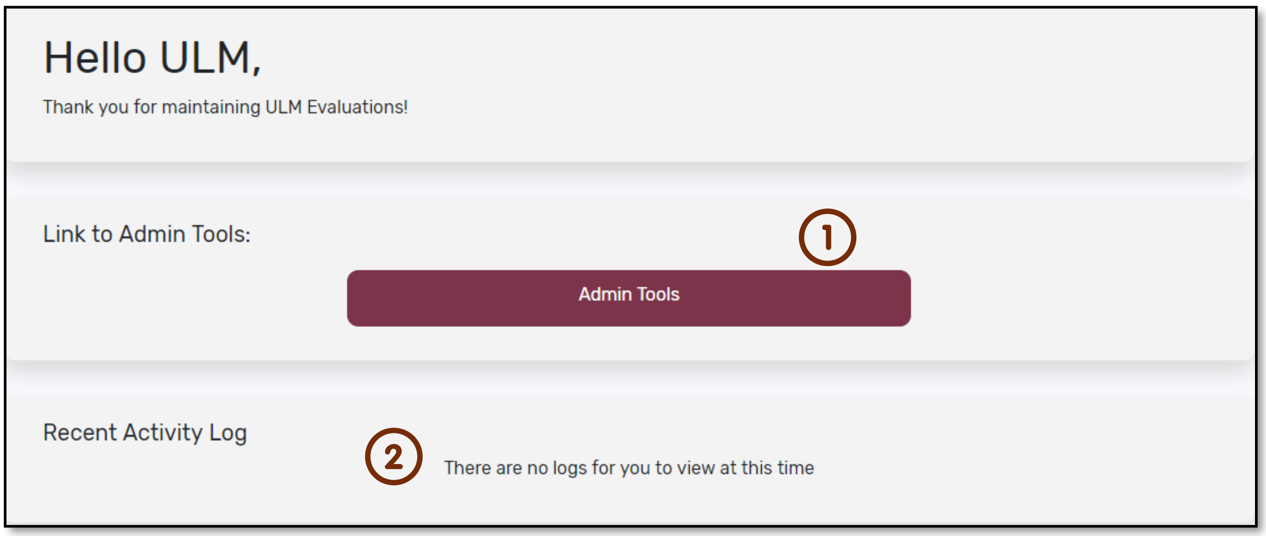
If you have any question not covered in this manual, please contact us at the email: email@email.com or directly call at this phone number 318-000-0000.

Super Admin (SA)

Super admin is the user with the highest rank of authority in the application. SA is the one who creates different Programs (i.e. CSCI, PSYC, etc.) and assign Program Coordinators to them. The SA have access to all the functions that a Program Coordinator have access to. Additionally, the SA also have access to an Admin Tool that the Program Coordinator does not have.

Super Admin Dashboard

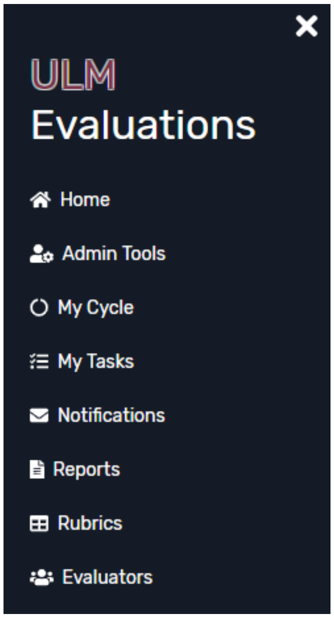
When logged in successfully, SA will get to the dashboard which looks like:



- SA can go to the Admin Tools by clicking on 1 OR through the sidebar.
- The area marked by 2 is where SA will see the notification about recent activities performed in the app.

Super Admin Sidebar

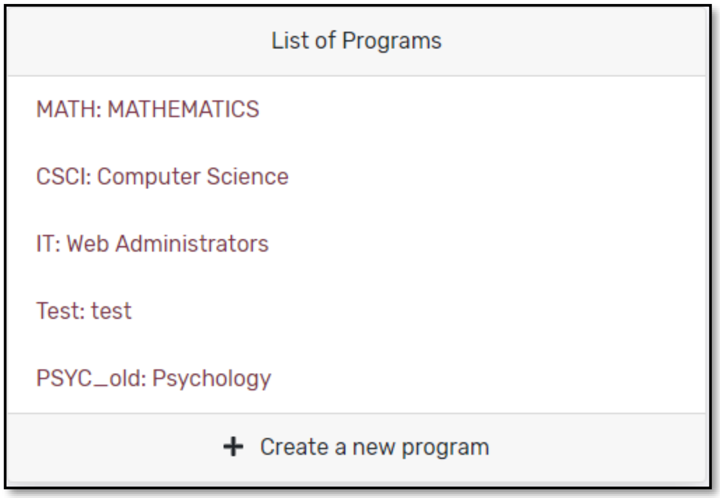
Click on the **Burger Sign** at the Top-Left corner of your screen to view options.



All other functions of the **Sidebar** except **Admin Tools** are described in detail in Program Coordinators manual in page 9- page 41. So only the exclusive functions of a Super Admin are described here.

Admin Tools

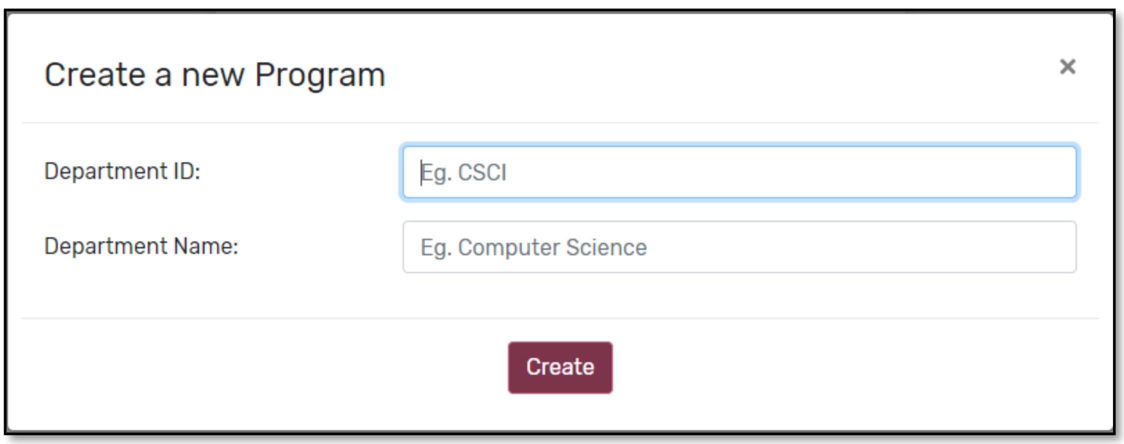
When you click on Admin Tools, you will be directed to a window where you can view the **List of Programs** or **Create a New Program.**



NOTE: You will only be able to view the List of Programs only if you have created any.

Create a New Program

- Click on "Create a New Program". You will see the following box.



- Type the "Department ID" and the "Department Name" in the respective boxes. And click on "Create".

  Department ID: It usually is the four-letter code for the programs.
  Examples: CSCI, PSYC, ENGL, BUSN etc.

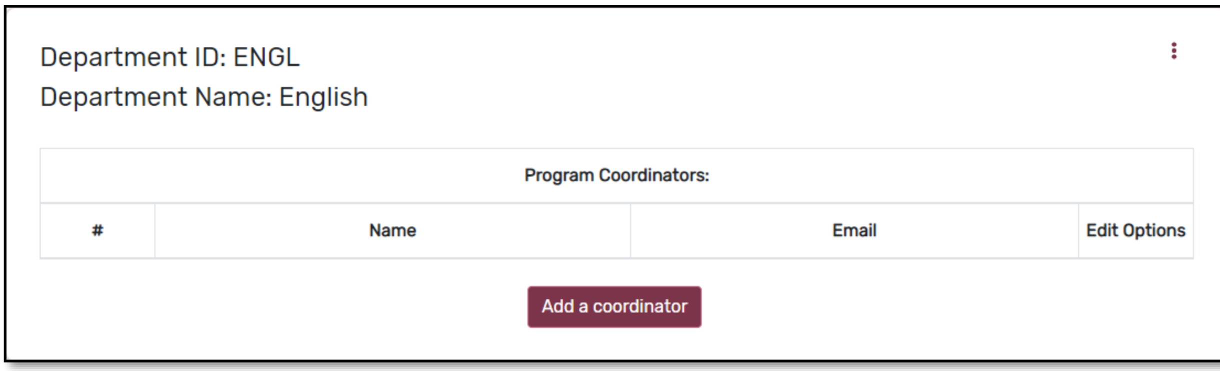
  Department Name: It's the name of the departments.
  Examples: Computer Science, Psychology, English, Business etc.

- When the program gets created, it will appear in the List of Programs.

Go to the Program

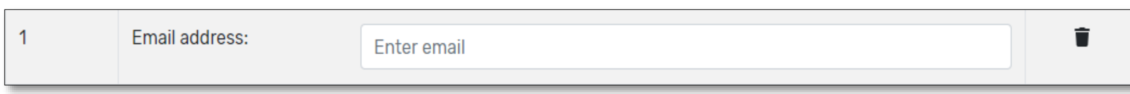
Click on the Program to make changes on that program.

For example: If you click on ENGL: English, then you will be directed to this window:



To Add a Coordinator

- Click on Add a Coordinator. A prompt box like this will appear:



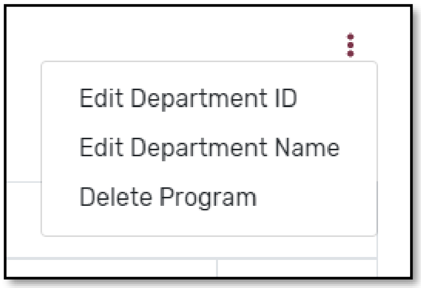
- Enter the email address of the Program Coordinator you want to add click on Save. An email will be sent to the user with the information about how to register. Once he completes the process, coordinator will be added to the program.

To Delete a Coordinator

- Click on the dustbin button under the Edit Options. You will be asked if you are sure about deleting the Coordinator. Click “Yes” to delete the coordinator.

To Edit the Program

- Click on the three-dots sign at the top-right of the Program window and you will see the following:



a. Edit Department ID
   To change the Department ID, click on it. You will see a box where you can make the change and save it.

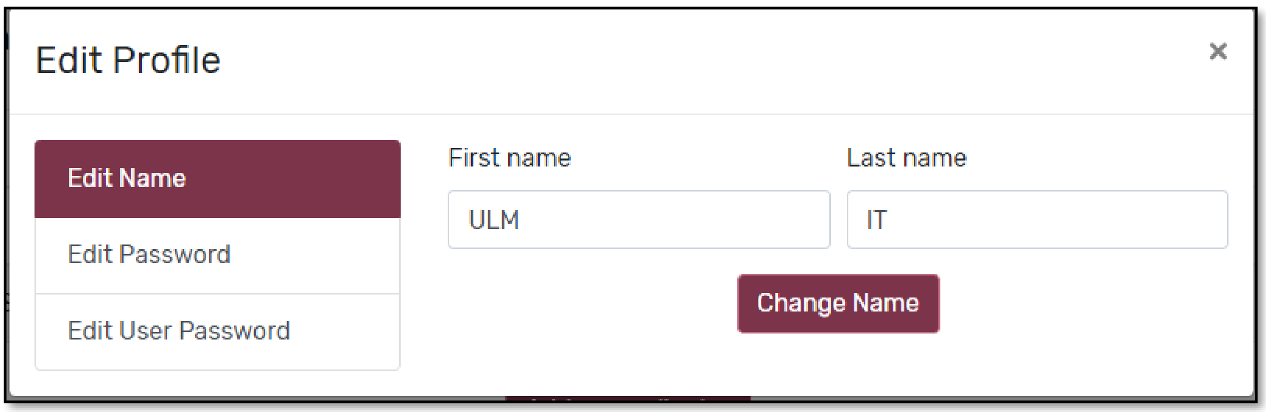
b. Edit Department Name
   Follow the same process of editing the Department Id to perform this action.

c. Delete Program
   To delete a program, click on Delete Program. You will be asked if you are sure about deleting the program. Click on "Yes, delete it!" to delete the program.

Edit Super Admin Profile

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

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

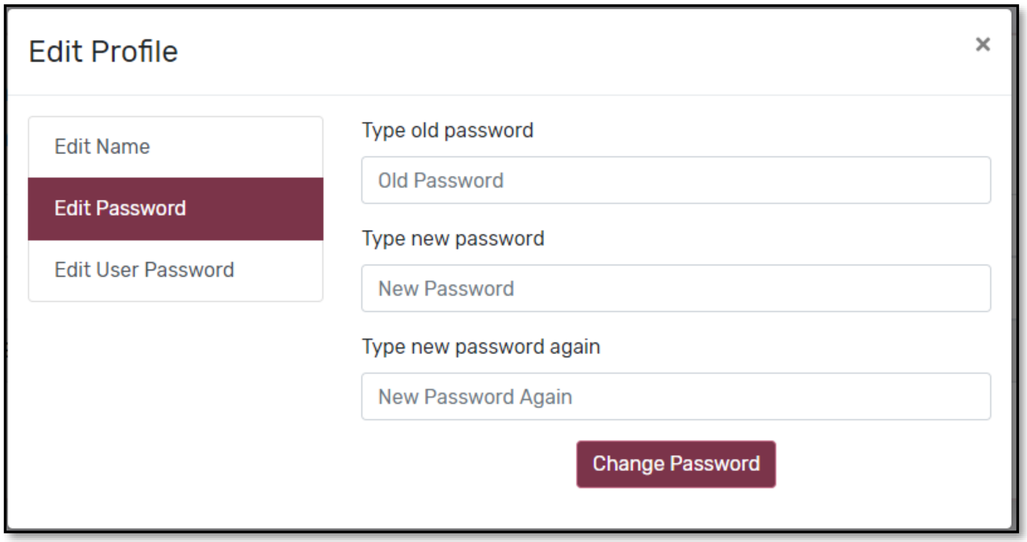


To Edit Your Name

- 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:



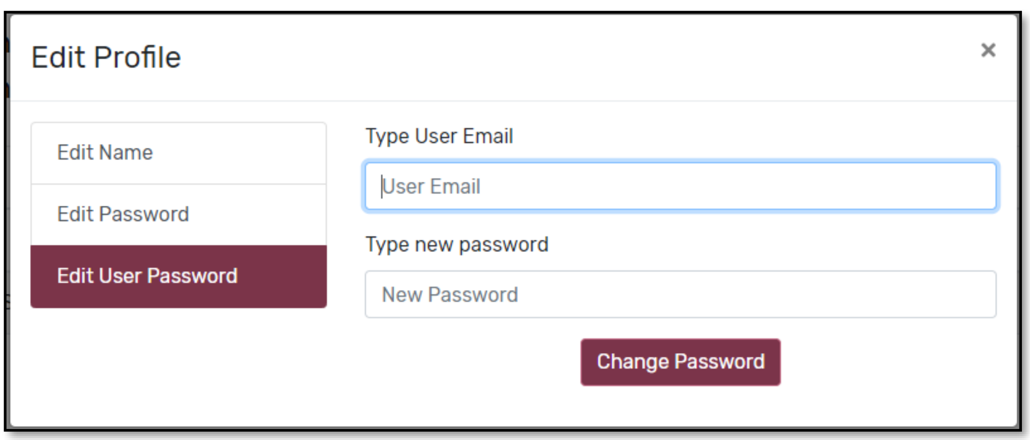
- Fill in the boxes correctly and click Change Password button.

<u>NOTE: The password must be 6-20 characters long.</u>

To Edit User Password

This action is required if a user desire to change their password but do not remember their previous passwords. To perform this function:

- Click on Edit User Password. You will see this:



- Fill in the boxes correctly and click on Change Password. The user password will be saved.

Super Admin Logout

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

- Then, click on Logout.

Coordinator’s Manual

Login to the App

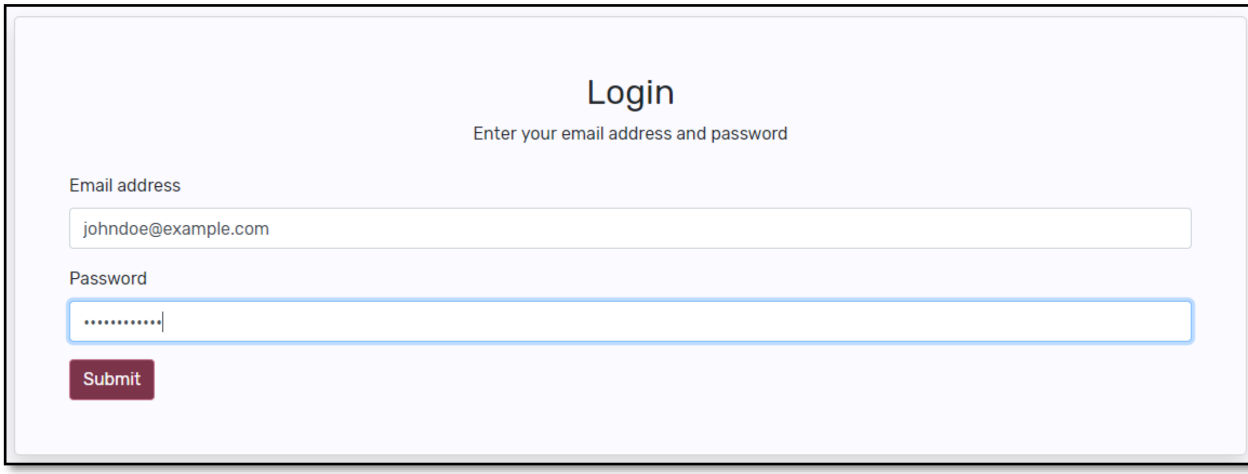


Figure 1 Login Window

After you register to be a program coordinator through the email sent by the Super Admin, 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.

Dashboard

- When you get authenticated, you will get to the Dashboard.
- When you get to Dashboard, you will see something like **Figure 2,** on your screen.

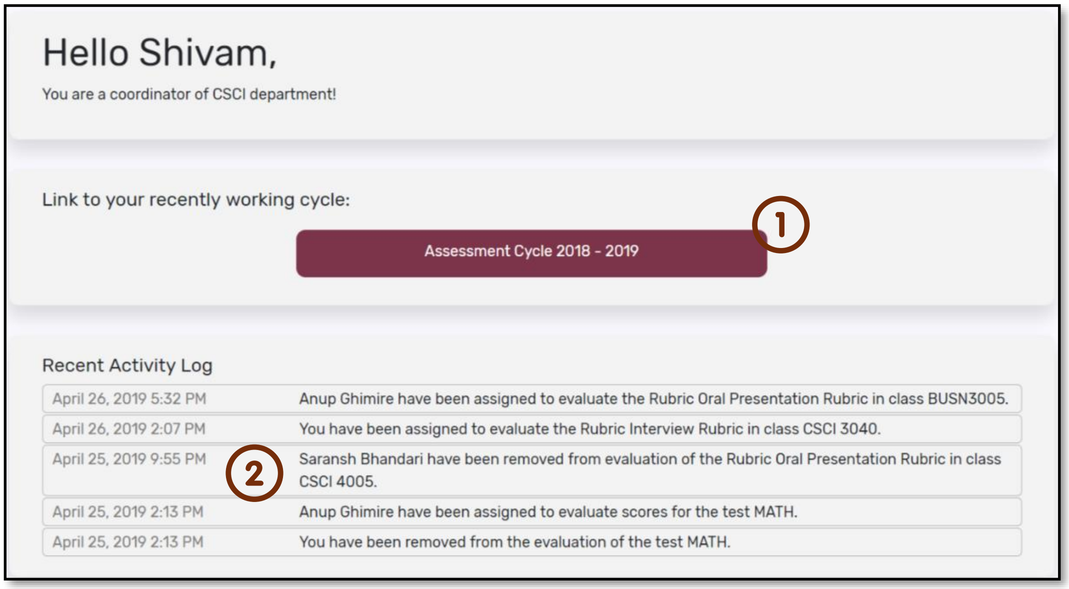


Figure 2 Dashboard View

- Click on 1 in **Figure 2** to go to the cycle you are currently working on.
- You will see recent activity log on area marked by 2 , in **Figure 2**.

Sidebar

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

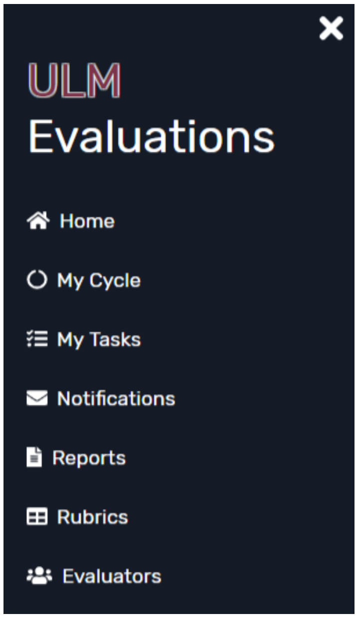


Figure 3 Navigation Side Bar

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

My Cycle
Clicking on My Cycle will allow you to see the List of Available Cycles OR create a new cycle.

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.

Reports
To see the reports of the closed cycle, click on Reports.

Rubrics
Clicking on Rubrics takes you to the window where you can see the List of Available Rubrics OR Create a new Rubric.

Evaluators
Clicking on Evaluators takes you to the window where you can see the List of Assigned Evaluators OR Invite a New Evaluator.

My Cycle

Click on My Cycle to view the List of Available Cycles. You will see a window like this:

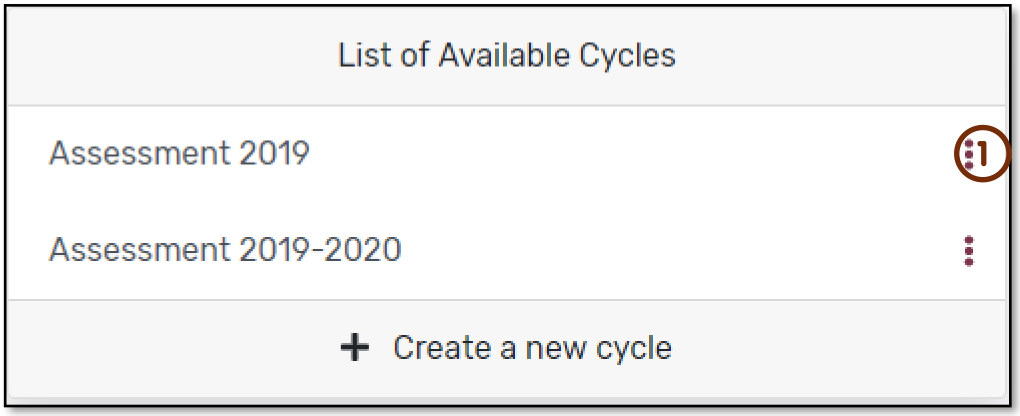


Figure 4 Assessment Cycles Window

Note 1

You will only see the List of Available Cycles once you create the cycles. The first time you use this application, you will just see **Create a new cycle** option.

Create a New Cycle

After you click on Create a new cycle, a window will pop up on your screen, which will look like this:

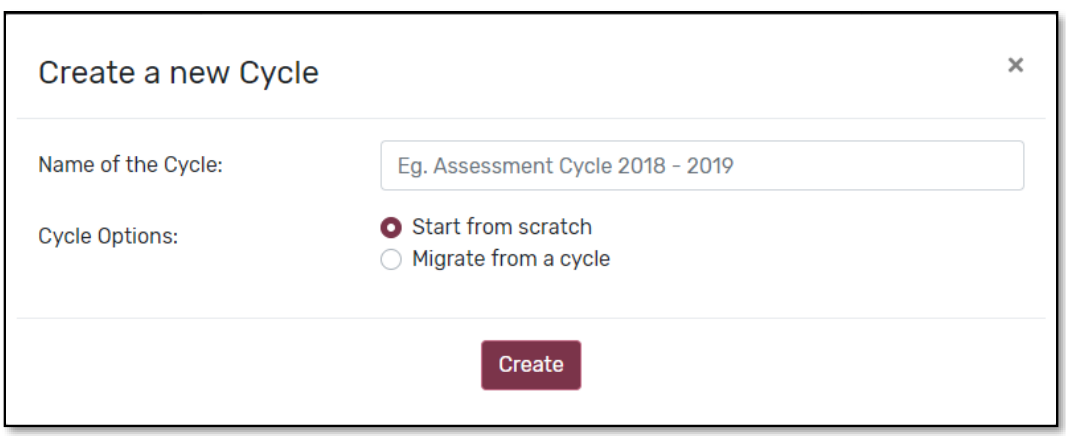


Figure 5 Create New Assessment Cycle

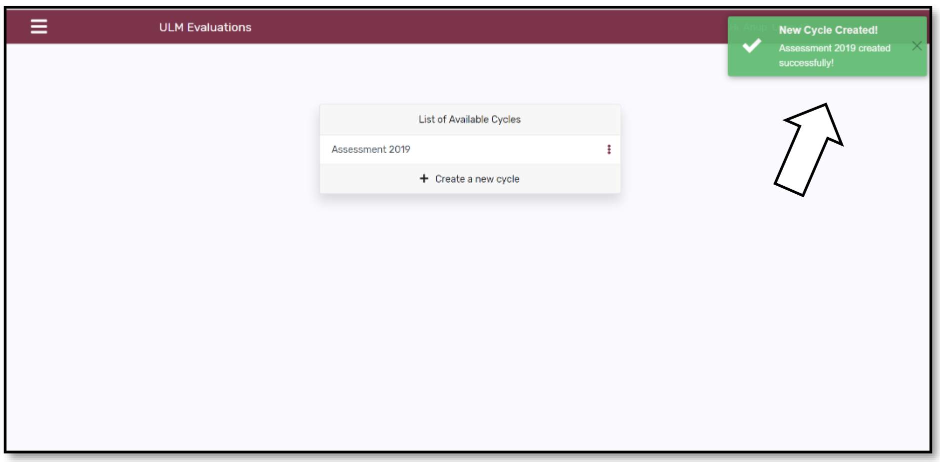
To Create a New Cycle

Give a name to the cycle you want to create by typing the name in the text-box by the **Name of the Cycle** in Figure 5.

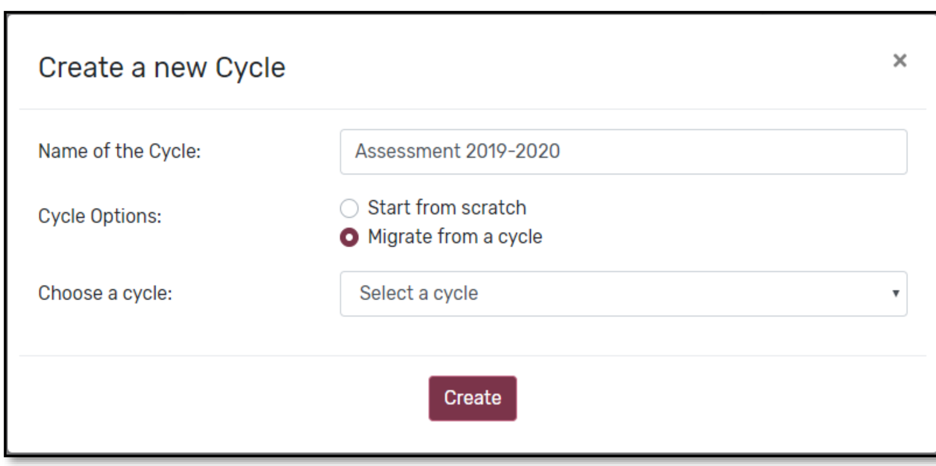
Once you name the cycle, you will have two options to Create the Cycle.

1. Start from Scratch
   Once you name your Cycle and choose this option, a message will pop up on the upper-right corner of your screen saying, **"New Cycle Created!".** And you will see the Cycle in the List of Available Cycle.

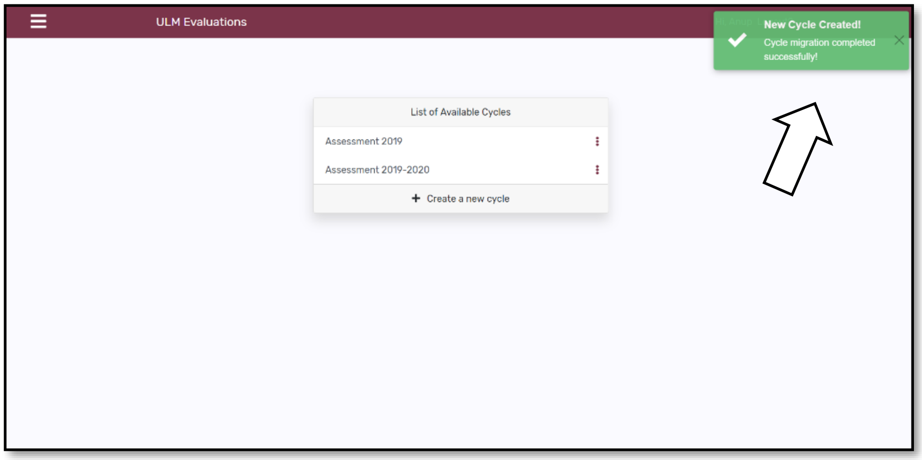
   Once the cycle is created, you will get a pop-up message on the top-right corner of your screen as in figure below.



2. Migrate from a Cycle
   If you choose to Migrate a Cycle, you will see a Dropdown prompt asking you to choose a cycle you want to migrate into your newly created cycle. You can choose any of the previously created cycle to migrate to your new cycle.



Once the cycle is migrated, you will get a pop-up message on the top-right corner of your screen as in figure below.



NOTE: The cycle created through Migration contains all the outcomes and measures of the cycle from which it is migrated.

To Edit your Cycle

- Click on the three-dots button by the side of 1 in **Figure 4**. You will see a box as illustrated in **Figure 6**.

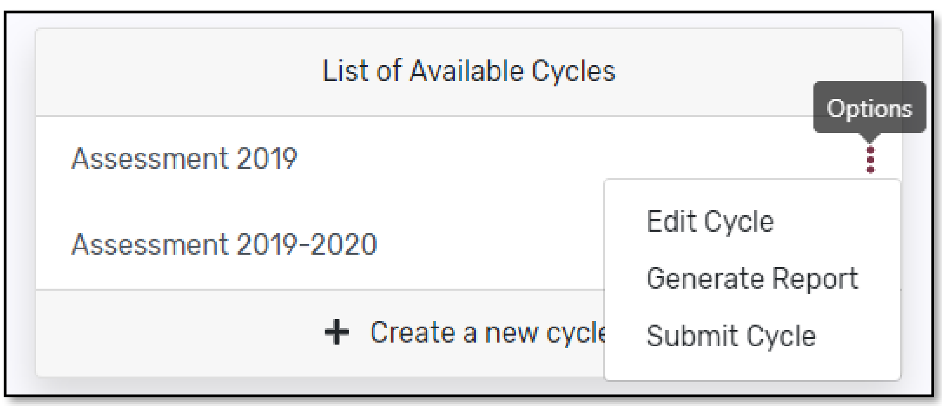


Figure 6 Editing a Cycle

- Then, click on **Edit Cycle**. You will see three options below the cycle name like in **Figure 7.**

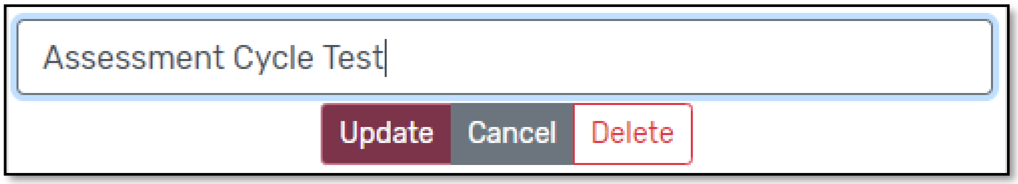


Figure 7 Cycle Editing Options

- Here, you can either **Update** your Cycle Name OR **delete** the cycle itself OR simply **cancel** your action.

Note 2 [Please read this carefully!]

You will only be able to delete your cycle after you delete all the outcomes associated with the cycle. **ALSO NOTE THIS**: You can only delete an outcome after you delete all the measures associated with the outcome. And to delete a measure, you must delete all the Evaluators and the Students associated with the measure.

To Generate Report

- Click on the three-dots button by the side of 1 in **Figure 4**. You will see a box as illustrated in **Figure 8**.

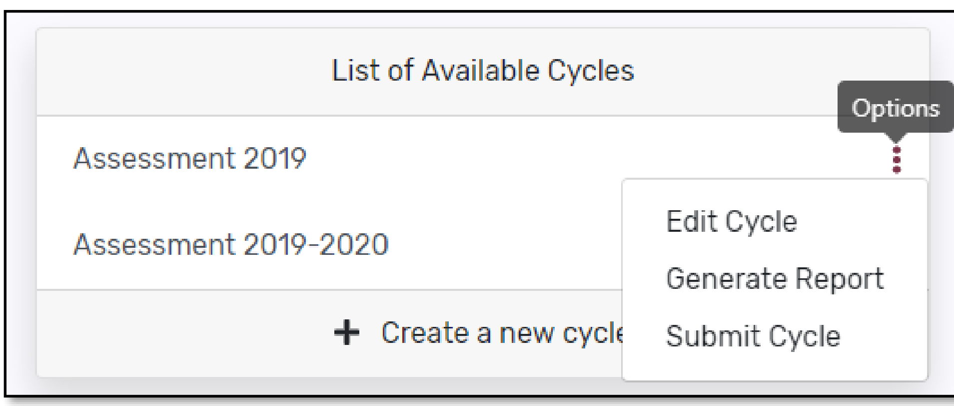
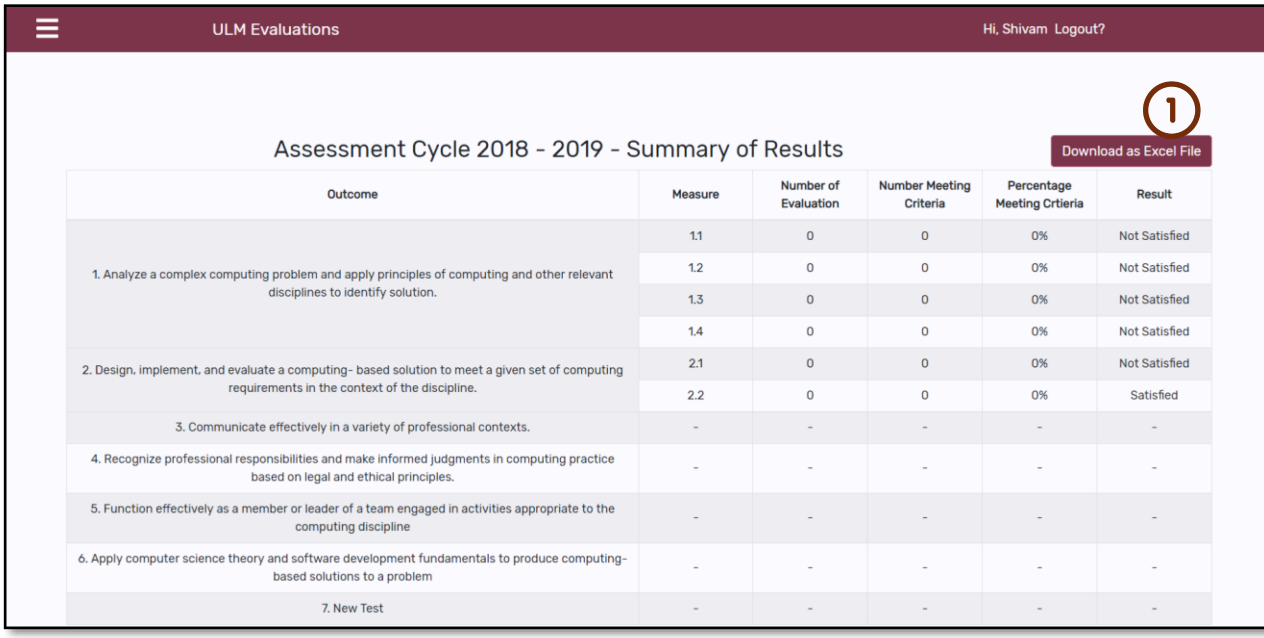


Figure 8 Generating Report

- Click on **Generate Report** to see a report generated as in figure below. You will be able to download the report as an Excel File once it is generated.



Outcome	Measure	Number of Evaluation	Number Meeting Criteria	Percentage Meeting Crtieria	Result
1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solution.	1.1	0	0	0%	Not Satisfied
	1.2	0	0	0%	Not Satisfied
	1.3	0	0	0%	Not Satisfied
	1.4	0	0	0%	Not Satisfied
2. Design, implement, and evaluate a computing- based solution to meet a given set of computing requirements in the context of the discipline.	2.1	0	0	0%	Not Satisfied
	2.2	0	0	0%	Satisfied
3. Communicate effectively in a variety of professional contexts.	-	-	-	-	-
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.	-	-	-	-	-
5. Function effectively as a member or leader of a team engaged in activities appropriate to the computing discipline	-	-	-	-	-
6. Apply computer science theory and software development fundamentals to produce computing-based solutions to a problem	-	-	-	-	-
7. New Test	-	-	-	-	-

- To download the report as an Excel File, click on button marked by 1 .

To Submit Cycle

- Click on the three-dots button by the side of 1 in **Figure 4**. You will see a box as illustrated in **Figure 9**.

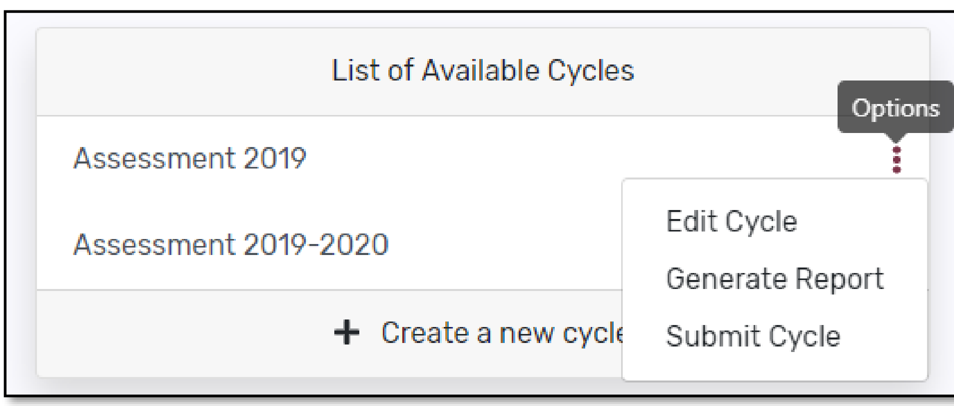
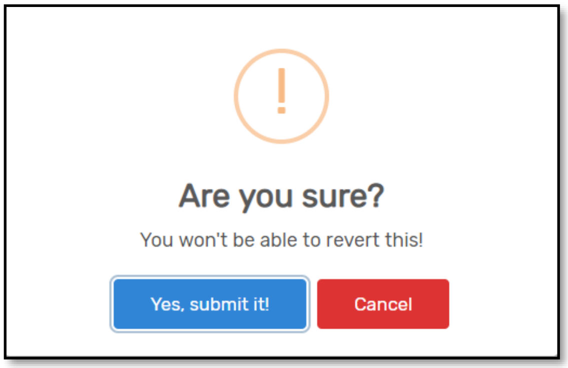
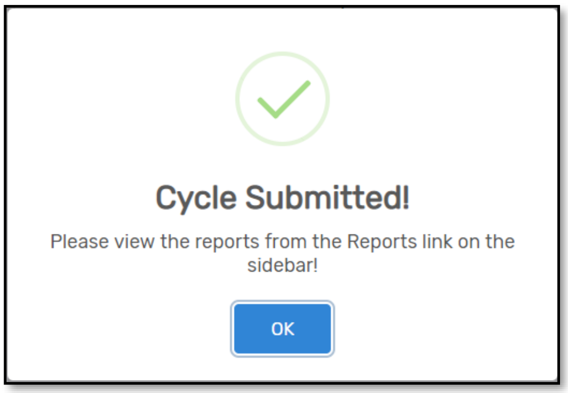


Figure 9 Submitting Cycle

- Click on **Submit Cycle**. A message will pop-up asking if you are sure about submitting the cycle, as in figure below:



- Click on “Yes, submit it!”. You will get another pop-up message saying your Cycle is submitted. The message is shown in the figure below:



- To view the reports of the closed cycle, you can go to the Reports option on the sidebar.

Outcomes

- Click on the Cycle name.
- You will see the list of outcomes that must be met for the Assessment to be a success.

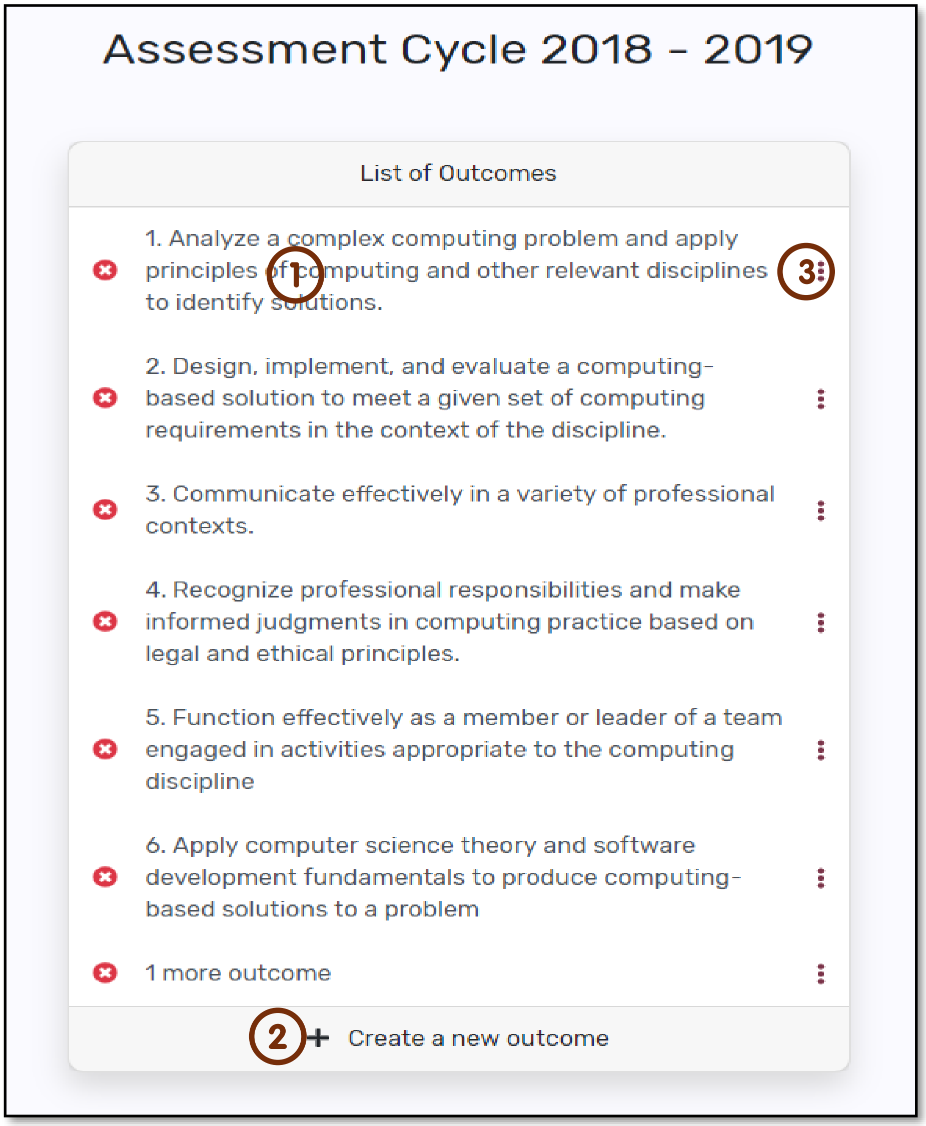


Figure 10 Outcomes Window

Note 3

You will only see the List of Outcomes once you create the outcomes. The first time you use this application you will just see the window as in **Figure 11.**

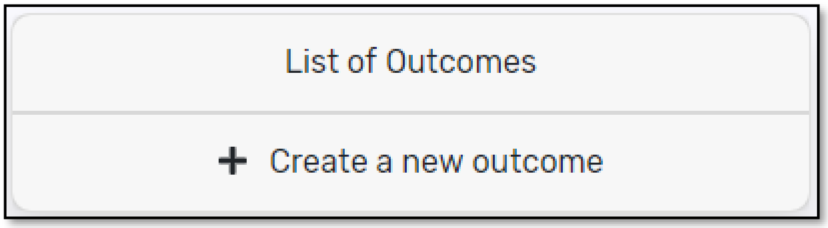
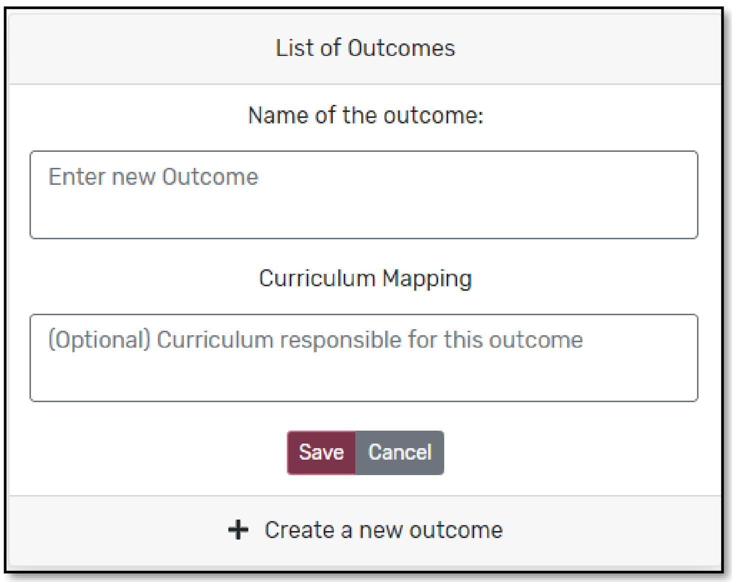


Figure 11 Creating New Outcome

To Create New Outcome

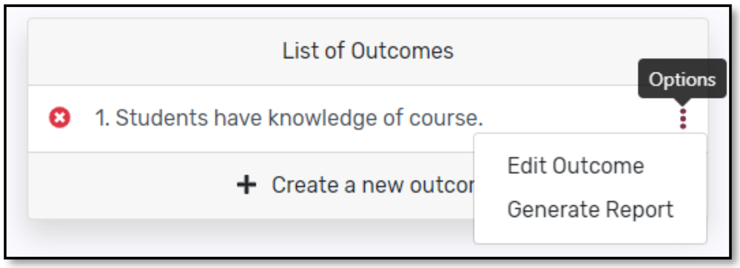
- Select a cycle and click on it.
- Click on **Create a new outcome** option shown in **Figure 11**. You will be asked to name the outcome and insert Course name associated with the outcome (OPTIONAL).



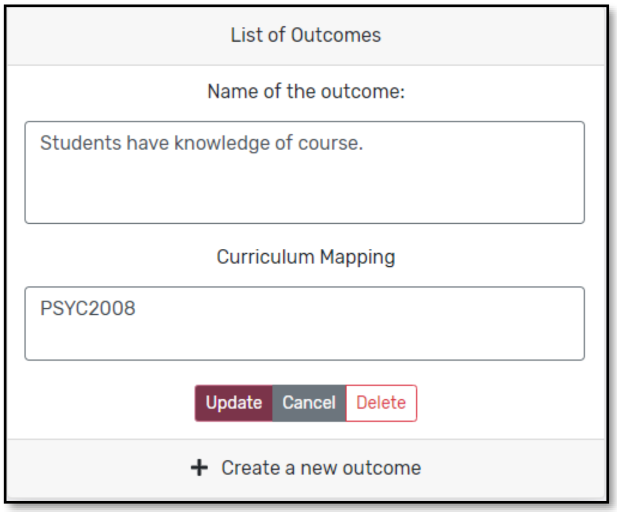
- Enter the new Outcome in the text-box that appears on your screen.
- Enter the course name on **Curriculum Mapping** and click **Save** button.
- Once you create a new outcome, it will appear in the List of Outcomes.

To Edit an Outcome

- Click the three-dots button ⋮ on the right-hand side of the outcome, in the List of Outcomes window. You will see the following window:



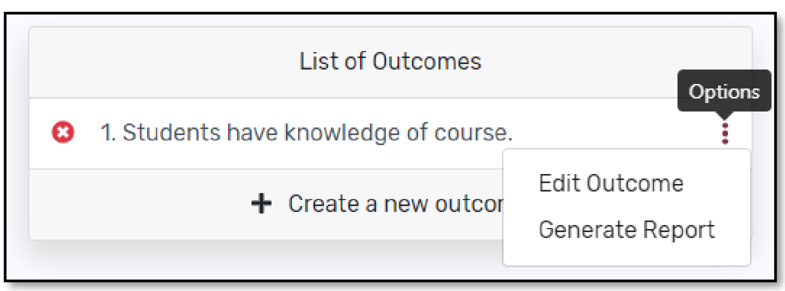
- Click on Edit Outcome and you will see three options below the Outcome.



- You can either **Update** your Outcome OR **delete** the Outcome itself OR simply **cancel** your action.

To Generate the Outcome Report

- Click the three-dots button ⋮ on the right-hand side of the outcome, in the List of Outcomes window. You will see the following window:



- Click on **Generate Report** to produce a report for the outcome you choose. A sample of generated report is shown below:

Outcome 1

Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solution.

Evaluations Instruments:

Measures of Performance:

1.1 75% or more of students evaluated on oral presentation skills will have an average BUSN 3005 rubric score of 3 or better.

Result: 0% (0 out of 0) of Students met the target criteria.

1.2 75% or more of students evaluated on effective writing skills will have an average BUSN 3005 rubric score of 2 or better

Result: 0% (0 out of 0) of Students met the target criteria.

1.3 New Measure

Result: 0% (0 out of 0) of Students met the target criteria.

1.4 Test Measure

Result: 0% (0 out of 0) of Students met the target criteria.

Figure: Sample Outcome Report

Measures

- Clicking on an outcome shows the measures associated with it. The figure below illustrates the process.

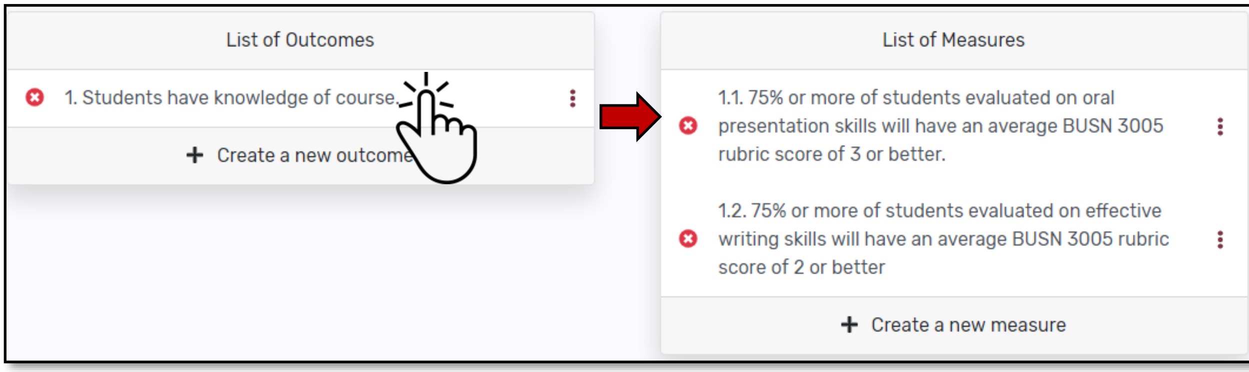


Figure 12 Window showing Measures Associated with an Outcome

> **Note** 4
>
> You will only see the List of Measures once you create the measures. The first time you use this application you will just see the window as in **Figure 11.**

To Create a Measure

- Click on **Create a new Measure.** A box like **Figure 13** will appear.

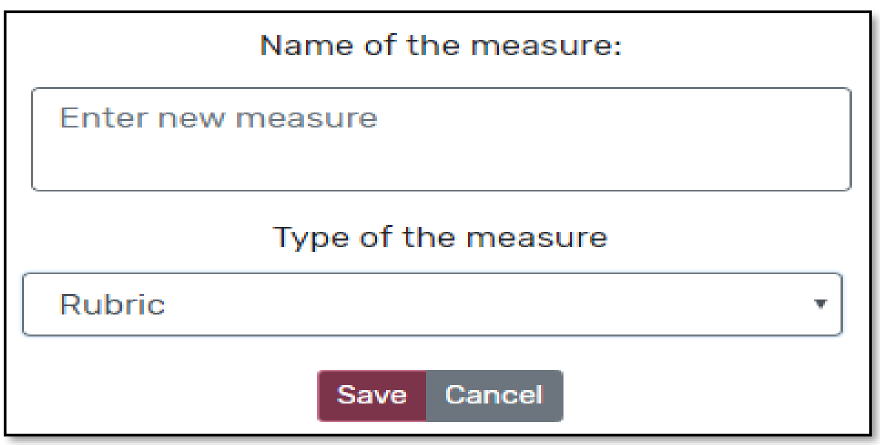
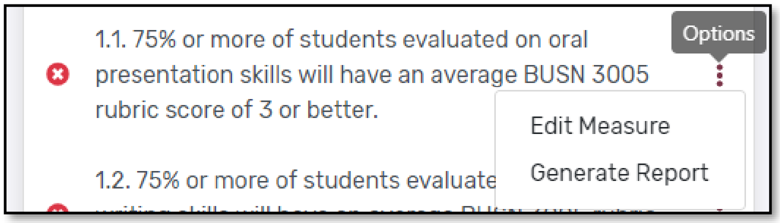


Figure 13 Creating New Measure

- Enter a new measure in the text-box with "Enter new measure" in it.
- Choose the type of measure from the dropdown menu, either Rubric or Test.
- Once you create a new measure, you will see it in the List of Measures.

To Edit a Measure

- Click the three-dots button on the right-hand side of the measure, in the List of Measures window. You will see the following window:



- Click on **Edit Measure** and you will see three options below the Measures like in Figure 14 below.

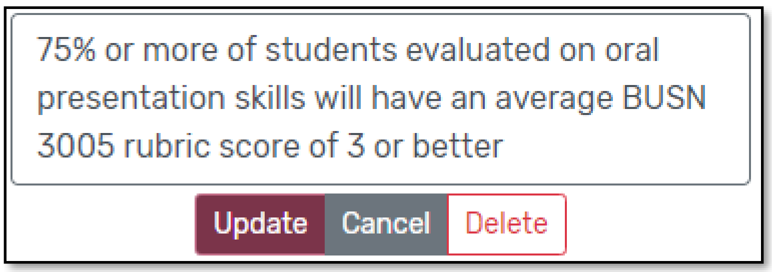
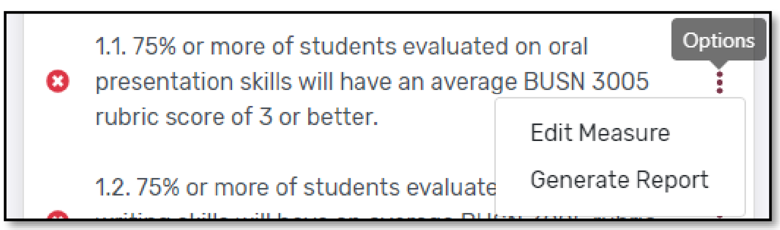


Figure 14 Edit Measure

To Generate a Measure Report

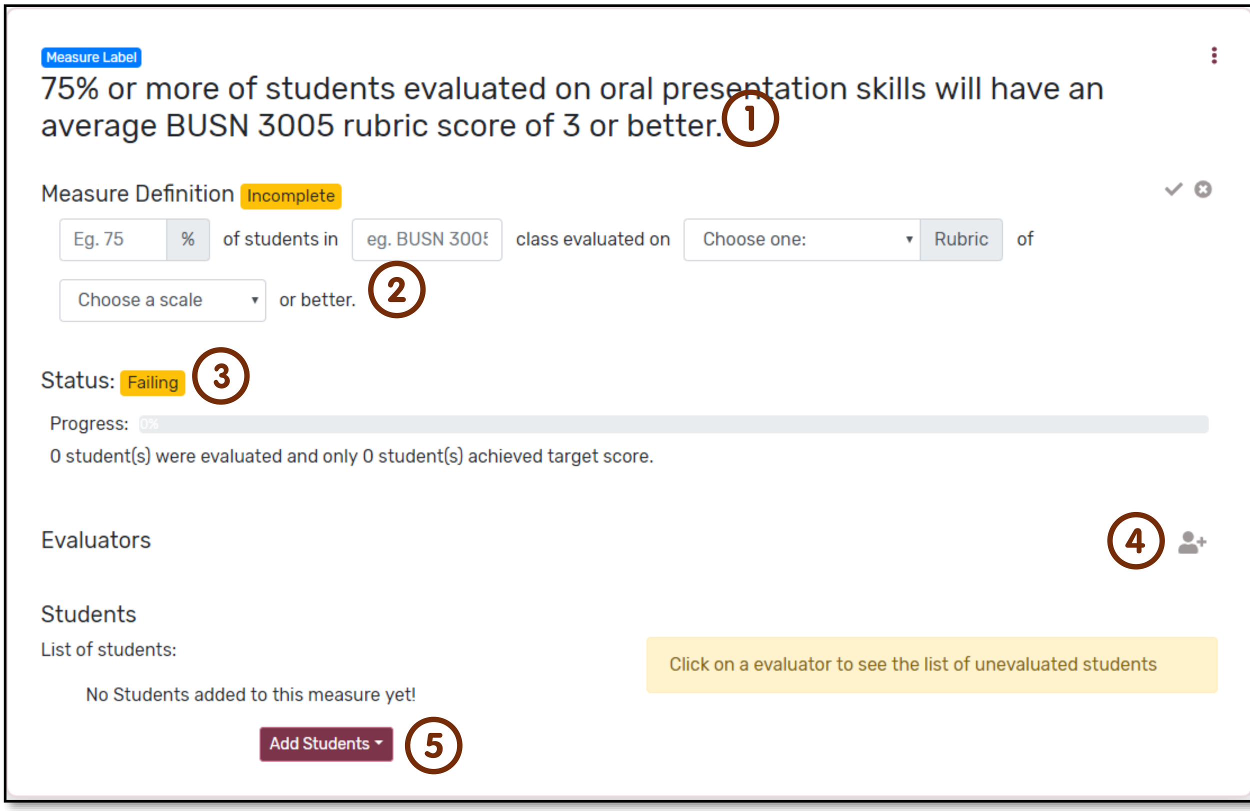
- Click the three-dots button on the right-hand side of the measure, in the List of Measures window. You will see the following window:



- Click on **Generate Report** to produce a report of a measure you choose.

Working on a Measure

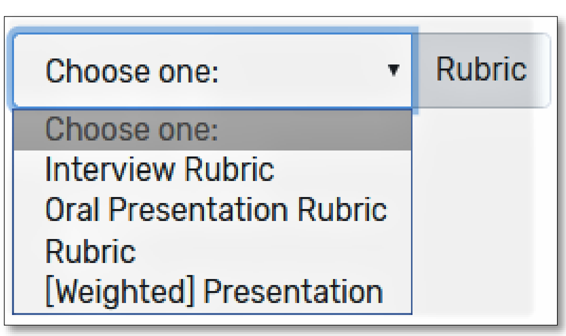
- Clicking on a Measure from the List of Measures will direct you to a window where you can define a measure, add evaluators and add students to be evaluated in the measure. The window you will be directed looks like this:



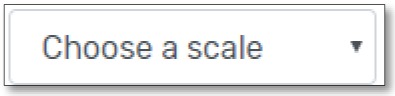
1. **Measure Label**
   This is the name of the measure that you put when you create a measure. It does not affect anything on the evaluation.
2. **Measure Definition**
   This is the most important part of the evaluation. The success of the outcomes and the overall assessment depends on the success of the individual measures.

This is the box where you define the threshold of the measure.

This is where you define the course based on which you evaluate the students.



Here, you will choose the kind of rubric you want to use to evaluate the students for the measure.

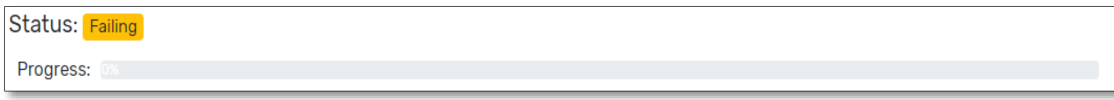


Here, you will set the scale for the score that must be met by the percentage of students set as threshold, for the measure to be success.

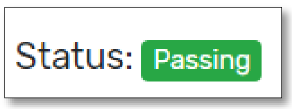
- When you click on "Choose a scale", the options for the scale will automatically be set depending on the rubric you choose.

3. Measure Status

Here, you can see the status of the measure, either the measure is "*Passing*" or "*Failing*".



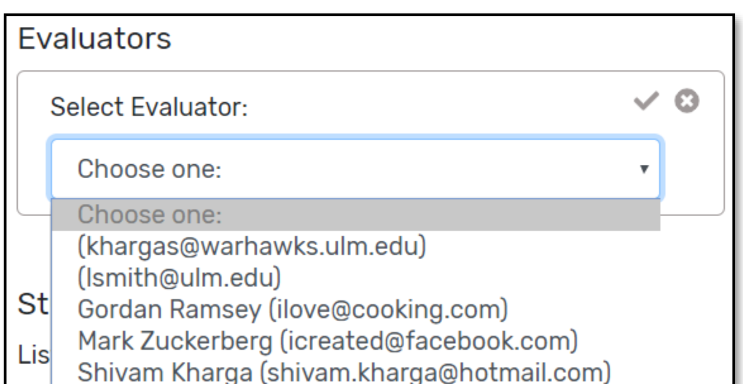
The arrow above shows the measure is Failing. If the measure is Passing it will show "*Passing*" inside a little green box like:



4. Add Evaluators

- To add the evaluators to the measure, click on  . You will see a box with dropdown menu like:

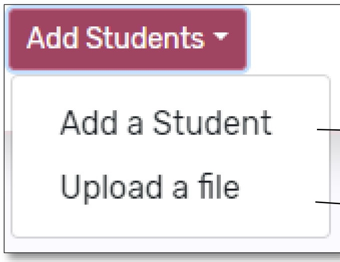
- Click on "Choose one:" and you will see the list of available evaluators.



- Choose an evaluator and click on tick mark to save that evaluator. And repeat the process to add other evaluators in the measure.

5. Add Students

- To add students to the measure, click on "Add Students" marked by 5 . You will see two ways you can add students.

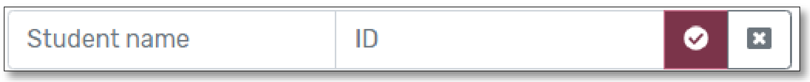


Adds students individually.

Upload a .csv file with the information of students.

➢ Add a student

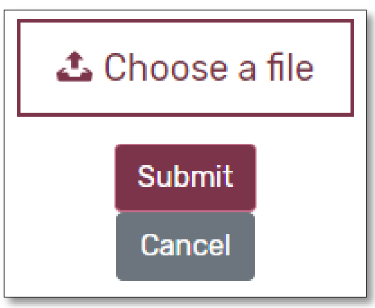
If you click on "Add a student", you will see a box where you can fill Student name and Student ID (which is Campus Wise ID i.e. CWID).



- Fill the text-box with "Student name" and "ID" and click on tick mark to save the student. And repeat the process to add other students.

➢ Upload a file

If you click on "Upload a file", you will get an option to choose a file.



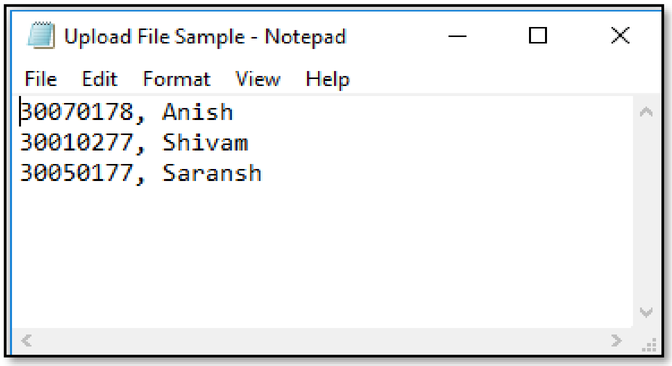
- Click on "Choose a file" and select a .csv file from your directory.
- Click on "Submit".

Note

In the file, you must put the name of the student first and then the ID of the student. Also, the file must be saved as a .csv file. However, you can create the file on a text editor. Some examples on creating the file is illustrated below:

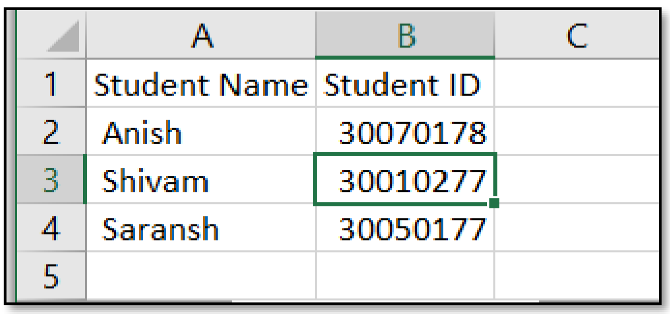
In text editors

Write the student's name followed by student ID separated by comma on different lines. There must be as many lines of entries as the number of students you want to upload.



In Excel

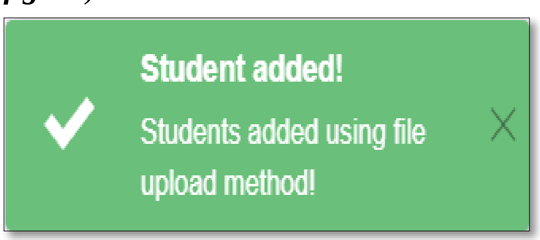
Write the student's name on first column and the student ID on second column. Here as well, there must be as many numbers of rows as the number of students you want to upload.

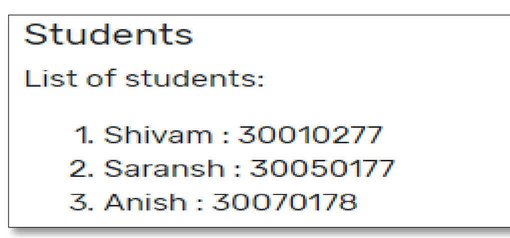


	A	B	C
1	Student Name	Student ID	
2	Anish	30070178	
3	Shivam	30010277	
4	Saransh	30050177	
5			

Also, for your ease, you can see a hyperlink through which you can download a sample file everytime you click on Upload a file.

- After you choose a file, click on "Submit". The students in the file will be uploaded and you will get a pop-up message on the top-right corner of your screen saying, "Student Added!" (***Left figure***). You can also see the added students under List of students (***Right figure***).





When all the blanks are filled and the evaluators and students are added, the window will look like this:

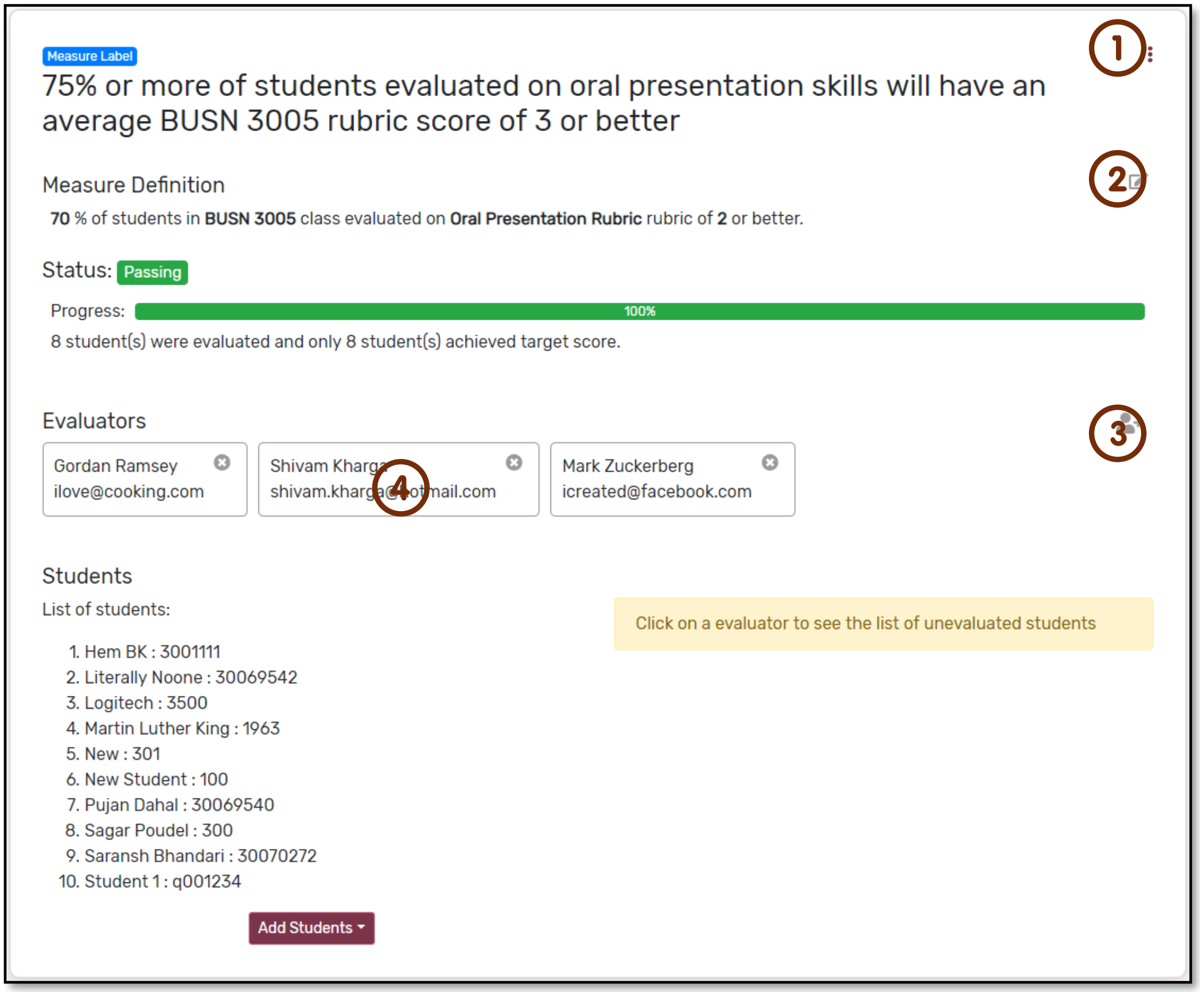


Figure A Complete Measure Window

Here you can generate a report, edit measure definition, add/delete evaluators, add/delete/edit students.

- Click on 1 to generate a report associated with this measure. You will see a report like this:

Oral Presentation Rubric								
Paper	Evaluator	Subject Knowledge	Organization	Use of Communication Aids	Delivery	Content	Overall Score	Average Score
Hem BK	Mark Zuckerberg	4	4	4	4	4	4	4
Hem BK	Shivam Kharga	4	4	4	4	4	4	4
Literally Noone	Shivam Kharga	2	3	3	3	3	2.8	2.8
Logitech	Mark Zuckerberg	4	4	3	4	4	3.8	3.8
Martin Luther King	Mark Zuckerberg	4	3	4	3	4	3.6	3.6
New Student	Mark Zuckerberg	3	4	3	4	3	3.4	3.3
New Student	Shivam Kharga	3	4	2	3	4	3.2	3.3
Pujan Dahal	Mark Zuckerberg	2	3	4	2	3	2.8	2.2
Pujan Dahal	Shivam Kharga	4	2	2	0	0	1.6	2.2
Sagar Poudel	Shivam Kharga	4	3	2	2	3	2.8	2.8
Saransh Bhandari	Shivam Kharga	3	2	2	3	0	2	2
Class Avg								3.06
Number >= 2								8
Number of paper evaluations								8
% >= 2								100

Figure: Sample Report Associated with a Measure

- To edit the measure definition, click on 2 . On clicking , a window like this will pop up:

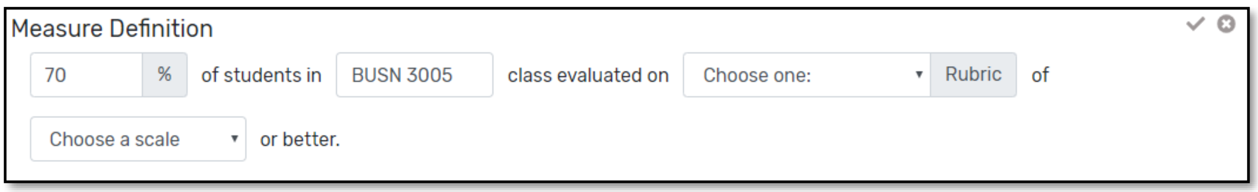


Figure: Measure Definition

  - In the window above, you can set the threshold, choose a Class, a Rubric — weighted or unweighted, and a scale.
  - After you set everything, click on ✓ to confirm the changes or on ✕ to cancel the changes.

- To add more evaluators from the list of Invited Evaluators to the given measure, click on 3 .

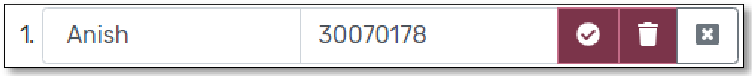
- Click on an evaluator to see the list of unevaluated students.

  For Example: Click on 4 to see the list of students **Shivam Kharga** has not evaluated yet.

Students yet to be evaluated by Shivam Kharga:

1. Saransh
2. Shivam

- To edit students, if you hover your mouse on a student, you will see  a button on the right of student name. Click on it and a box will appear.



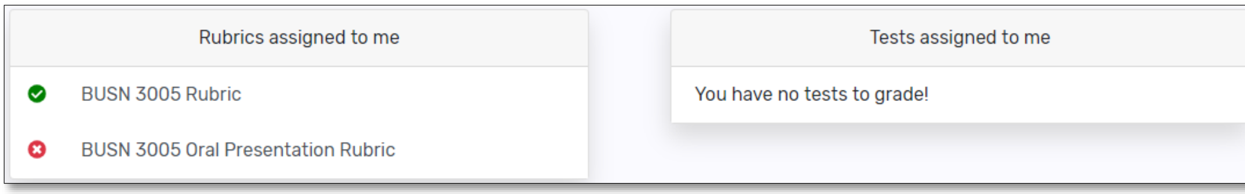
You can edit OR delete student. Or, you can just cancel the action.

- To save: Make a change and click the tick mark.
- To delete: Click the dustbin sign.
- To cancel: Click the cross mark.

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.



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 (evaluators or program coordinator).
- The activities performed on the app includes:
    - Assigning an evaluator
    - Removing an evaluator
    - Evaluator completing the assignment

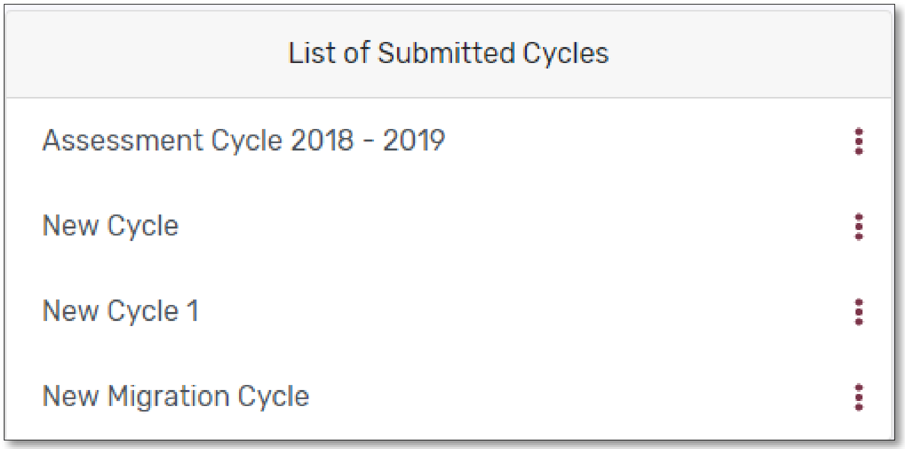
A sample of the notifications is displayed on figure below:

Recent Activity Log

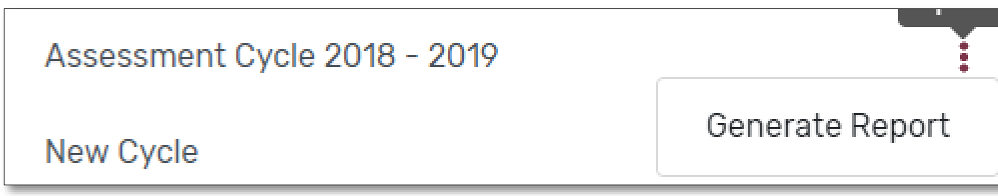
April 26, 2019 11:18 PM	You have evaluated the rubric Rubric of the class BUSN 3005 .
April 26, 2019 9:43 PM	lsmith@ulm.edu have been assigned to evaluate scores for the test Nursing.
April 26, 2019 9:38 PM	You have evaluated the rubric Rubric of the class BUSN 3005 .
April 26, 2019 9:37 PM	You have been assigned to evaluate the Rubric Rubric in class BUSN 3005.
April 26, 2019 9:24 PM	You have evaluated the test CSCI 4060 Final.
April 26, 2019 9:23 PM	You have evaluated the rubric Oral Presentation Rubric of the class BUSN 3005 .
April 26, 2019 9:22 PM	You have been assigned to evaluate scores for the test CSCI 4060 Final.
April 26, 2019 9:22 PM	Saransh Bhandari have been removed from the evaluation of the test CSCI 4060 Final.
April 26, 2019 9:20 PM	Mark Zuckerberg have been assigned to evaluate the Rubric Oral Presentation Rubric in class BUSN 3005.
April 26, 2019 8:30 PM	You have evlauted the rubric Oral Presentation Rubric of the class BUSN 3005 .
April 26, 2019 8:15 PM	Gordan Ramsey have been removed from evaluation of the Rubric Oral Presentation Rubric in class CSCI 3004.
April 26, 2019 8:15 PM	Gordan Ramsey have been assigned to evaluate the Rubric Oral Presentation Rubric in class CSCI 3004.
April 26, 2019 7:55 PM	You have been evlauted the test CSCI 4060 Final.
April 26, 2019 7:48 PM	You have evlauted the rubric Interview Rubric of the class CSCI 3040 .

Reports

If you click on the Reports on the sidebar, you will see the List of Submitted Cycles.

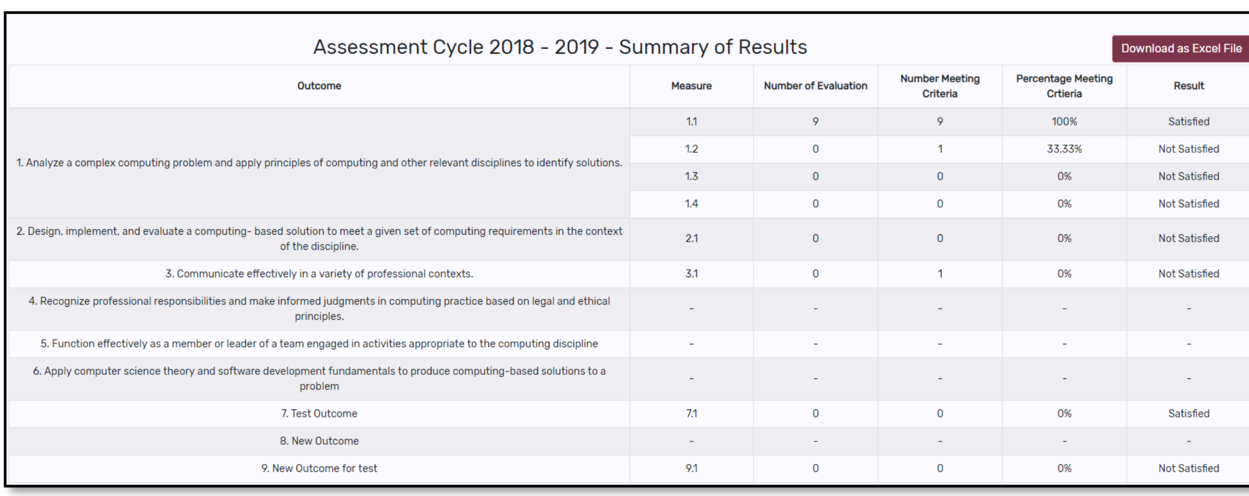


- Click on the three-dot sign on the right end of the Cycle name. You will get an option to "Generate Report".



- Clicking on "Generate Report" will direct you to the page with report of the cycle.

Here is a sample of the produced report:



Assessment Cycle 2018 - 2019 - Summary of Results

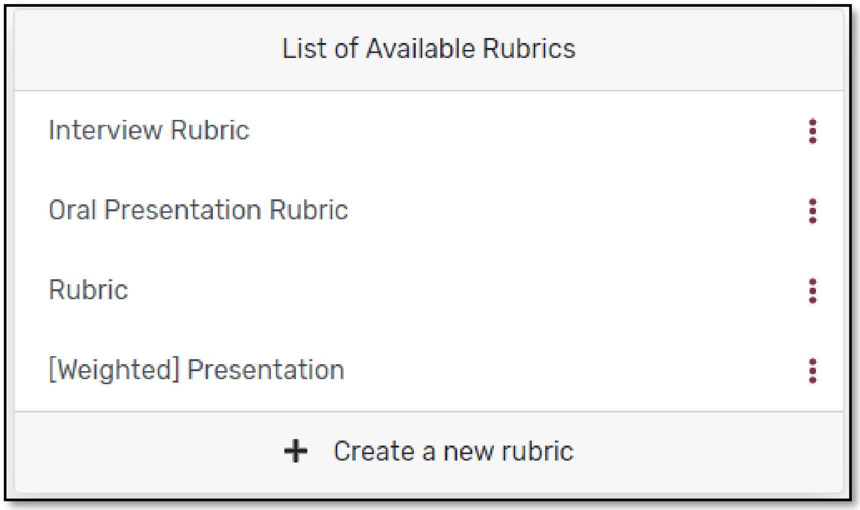
Download as Excel File

Outcome	Measure	Number of Evaluation	Number Meeting Criteria	Percentage Meeting Crtieria	Result
1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.	1.1	9	9	100%	Satisfied
	1.2	0	1	33.33%	Not Satisfied
	1.3	0	0	0%	Not Satisfied
	1.4	0	0	0%	Not Satisfied
2. Design, implement, and evaluate a computing- based solution to meet a given set of computing requirements in the context of the discipline.	2.1	0	0	0%	Not Satisfied
3. Communicate effectively in a variety of professional contexts.	3.1	0	1	0%	Not Satisfied
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.	-	-	-	-	-
5. Function effectively as a member or leader of a team engaged in activities appropriate to the computing discipline	-	-	-	-	-
6. Apply computer science theory and software development fundamentals to produce computing-based solutions to a problem	-	-	-	-	-
7. Test Outcome	7.1	0	0	0%	Satisfied
8. New Outcome	-	-	-	-	-
9. New Outcome for test	9.1	0	0	0%	Not Satisfied

- You can download the report as an Excel file by clicking on the "Download a Excel File" at the top-right of the report.

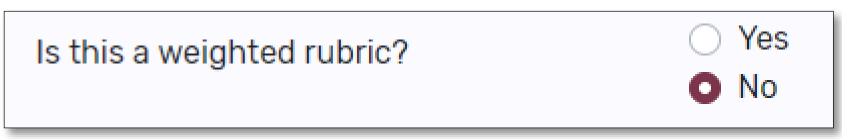
Rubrics

By clicking on the Rubrics on the sidebar, you can get to the page with List of Available Rubrics.

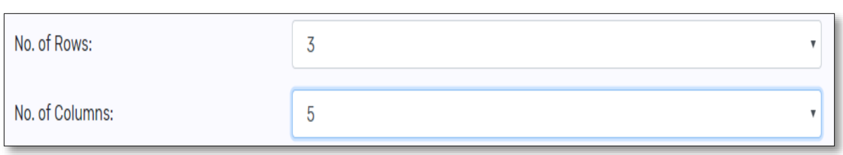


To Create a New Rubric

- Click on **Create a new Rubric** button.
- Type the name of the Rubric you want to create in the text-box. As soon as you type the name of Rubric, you will see a sample of rubric that will be created. You might need to scroll down a little to see the sample.
- Determine if the rubric is weighted or not and choose an option. Click on “Yes” if the Rubric is weighted, otherwise click on “No”. The sample rubric will change if you select “Yes”. You will now see the weight distribution on the right side of the rubric.



- Choose the number of rows and columns from the dropdown menu. You can also insert the number of rows and columns manually. Changing the number of rows or columns also change the structure of the sample rubric.

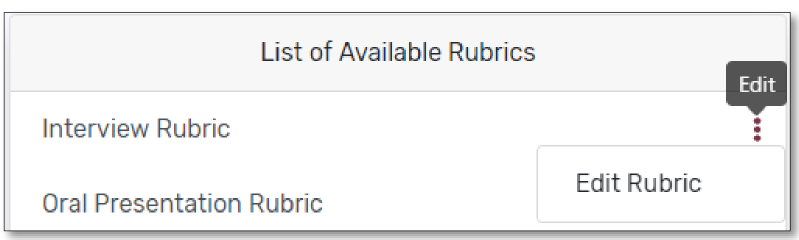


- Define the scales by typing the definition in the text-box with “Letter” on it. For example:

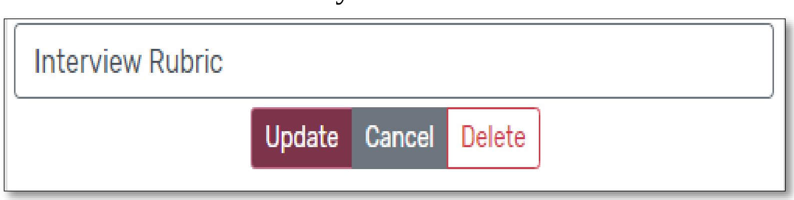
- Click on the **Create** button.
- Once you create a Rubric with required number of rows and columns, you will be directed to page with the rubric you created.
- Fill the **Criteria** and **Score Definition** by typing on the respective text-boxes. The definitions will be saved automatically.
- In case of the Weighted Rubric
    - You also need to distribute the weight between the criteria in such way that the total weight must be 100.
    - Then click on “Change Weight” button.
    - If the total weight of Rubric does not reach OR exceeds 100, you will get a pop-up message saying, “Rubric Weight Must Equal 100”.

To Edit a Rubric

- Click on the three-dots sign on top of the Rubric.



- Click on **Edit Rubric** and you will see the box below:



Here, you can **Update** Rubric’s name OR **Delete** Rubric OR **Cancel** the action.

- However, if you are trying to delete the rubric, you will be asked if you are sure about deleting the Rubric. Click on “Yes” to delete the Rubric.

Evaluators

When you click on Evaluators on the sidebar, you will be directed to a dialogue box as shown in the figure below.

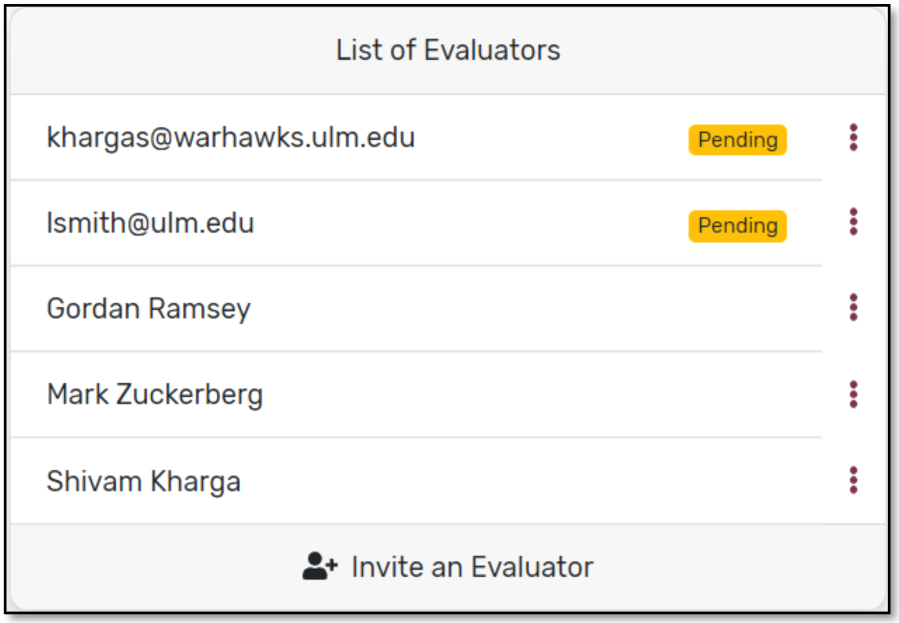


Figure 8 Evaluator Dialogue Box

To Invite an Evaluator

- Click on **Invite an Evaluator** on Figure 16**.**
- Type the email of the evaluator on the prompt that pops up as shown in **Figure 17**.

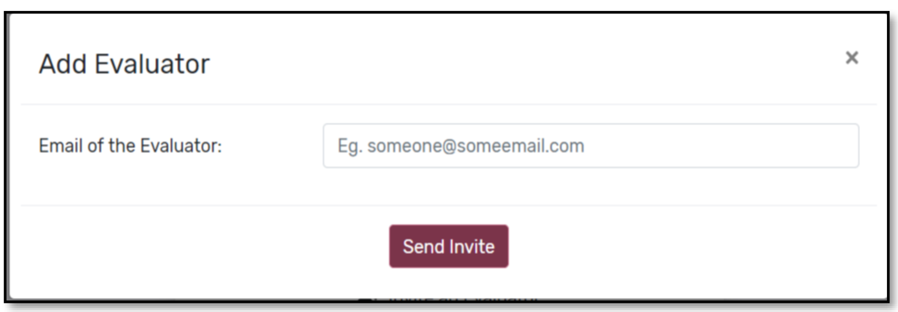


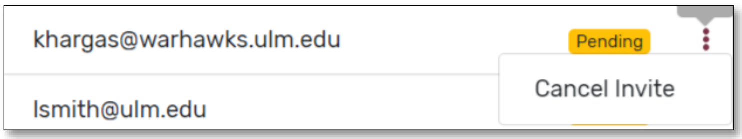
Figure 9 Evaluators Invitation Box

- Click on **Send Invite.** An email will be sent to the evaluator with the instruction to register.

To Cancel the Invitation Sent to an Evaluator

- Click on the three-dots sign by the side of Evaluator’s name with pending sign on.

- Click on **Cancel Invite.**



- You will be asked if you are sure about cancelling the invitation. Click on “Yes” to cancel the invitation.

To Remove an Evaluator

- Click on the three-dots sign by the side of Evaluator’s name without pending sign on.

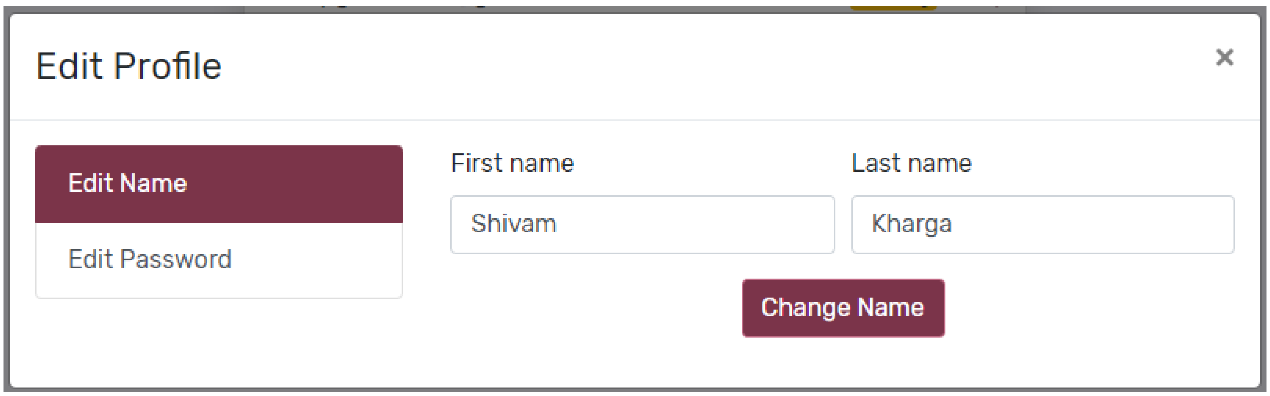
- Click on **Remove Evaluator.**

- You will be asked if you are sure about removing the Evaluator. Click on “Yes” to remove the evaluator.

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.

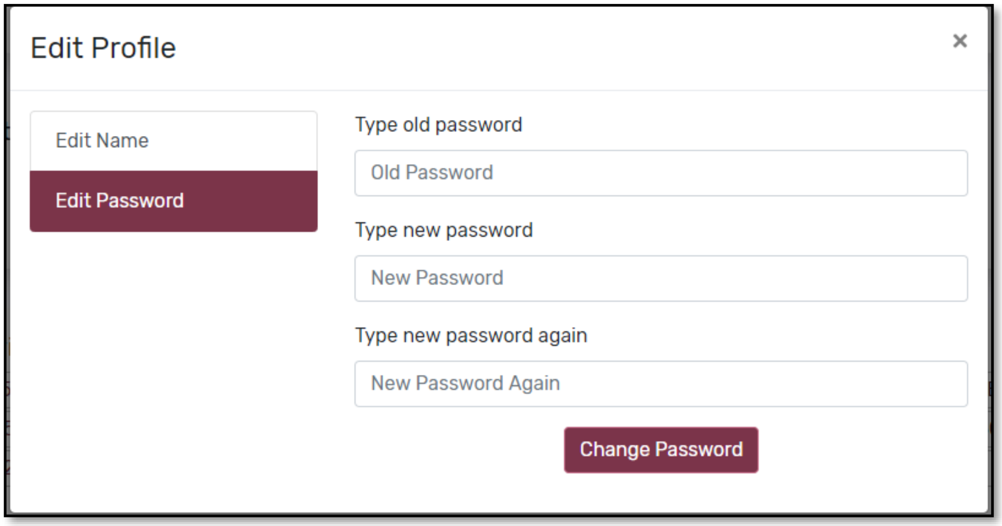


To Edit Your Name

- 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:



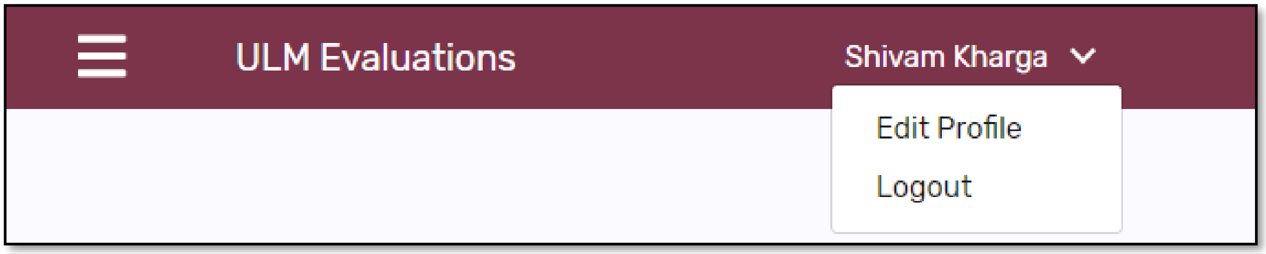
- Fill in the boxes correctly and click Change Password button.

  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.

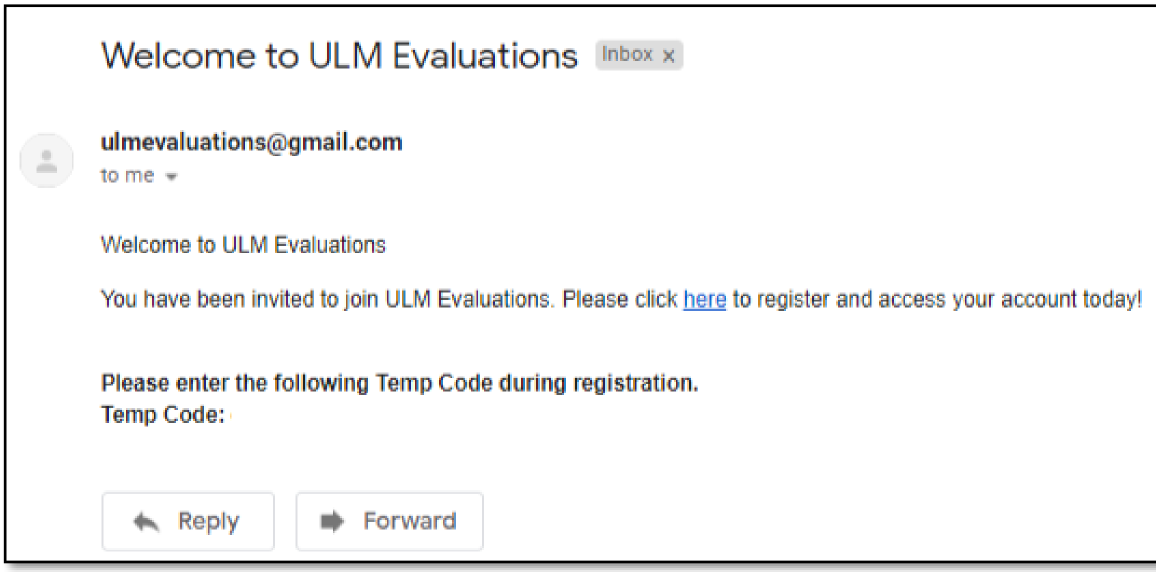


- Then, click on Logout.

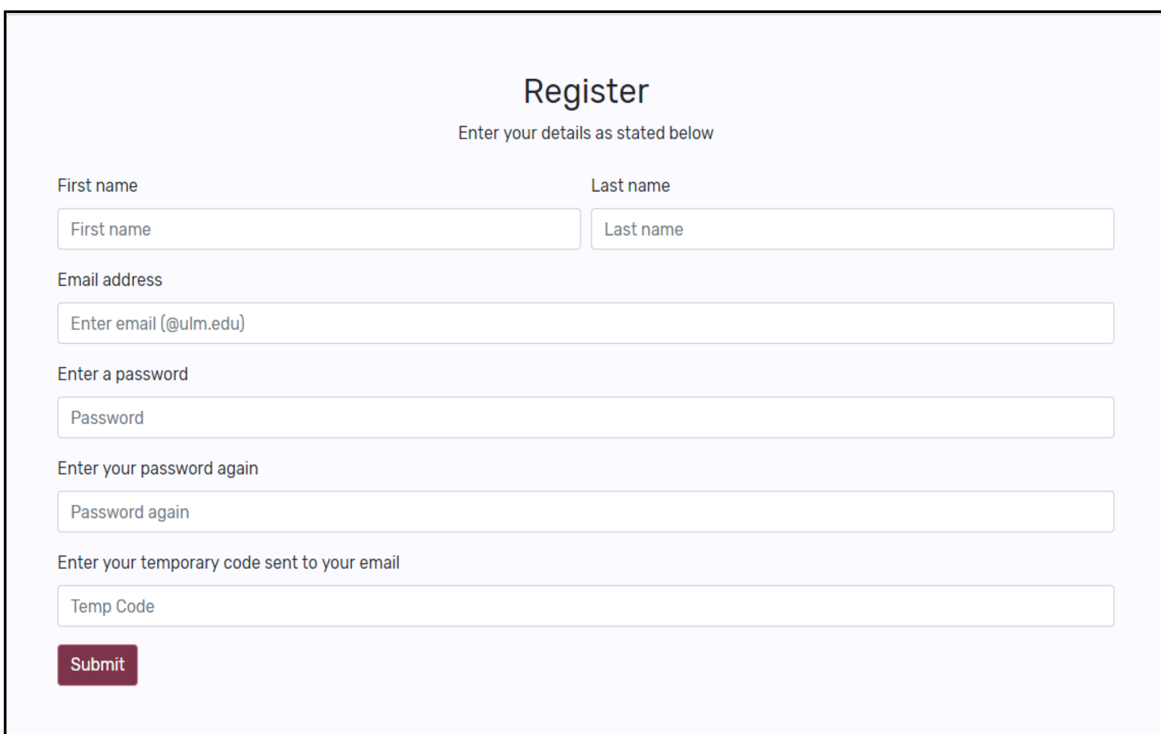
Evaluator’s Manual

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.



- 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

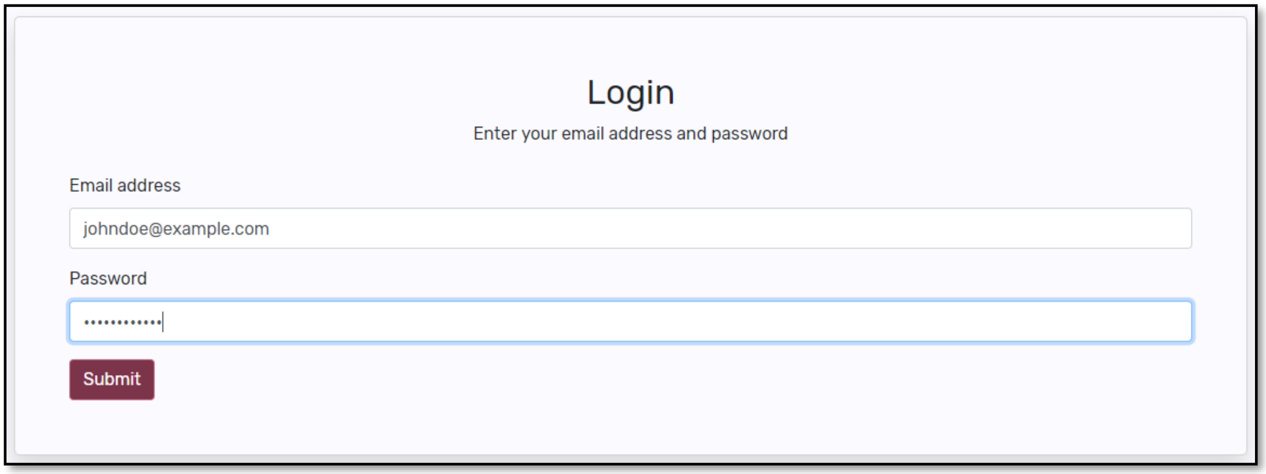


Figure: Login Window

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.

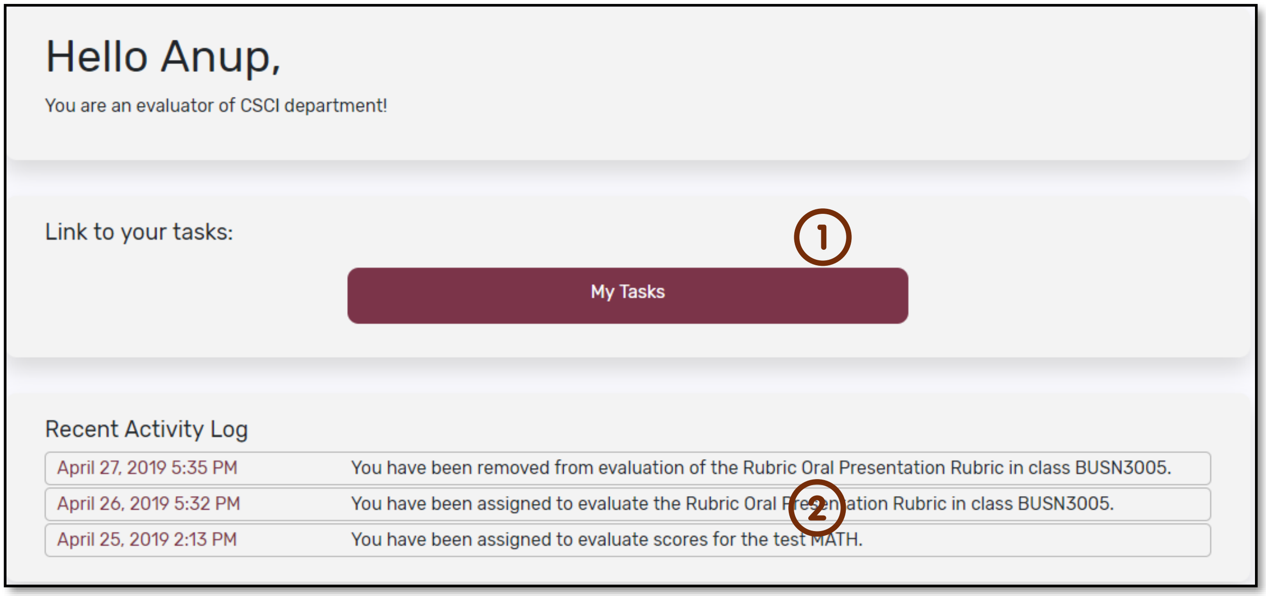


Figure: Dashboard View

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.

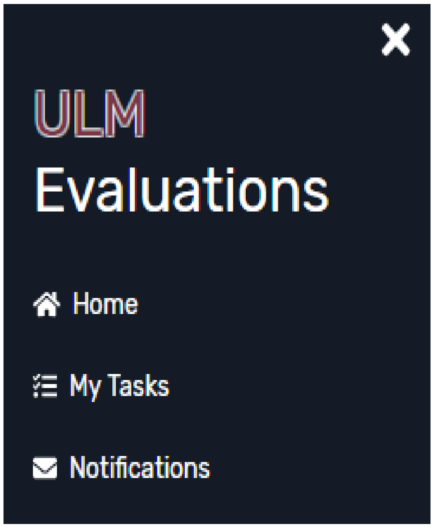


Figure: Navigation Side Bar

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

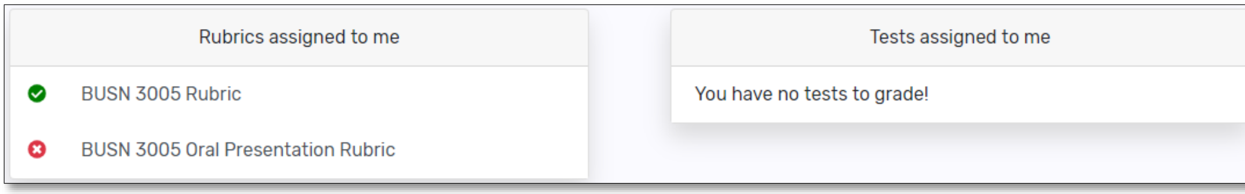
My Tasks
This will direct you the tasks assigned to you.

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.



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.

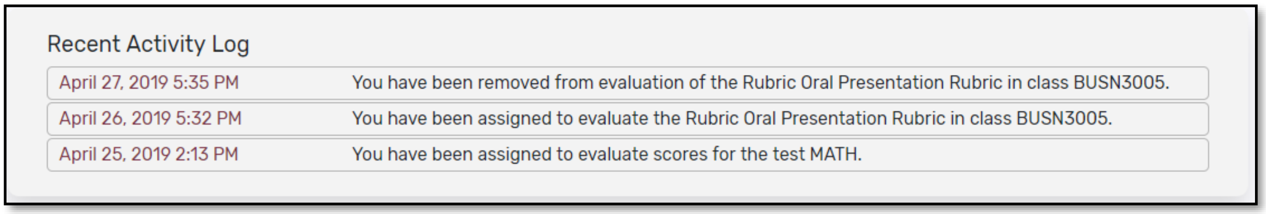
To Evaluate Students Based on Test

- 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

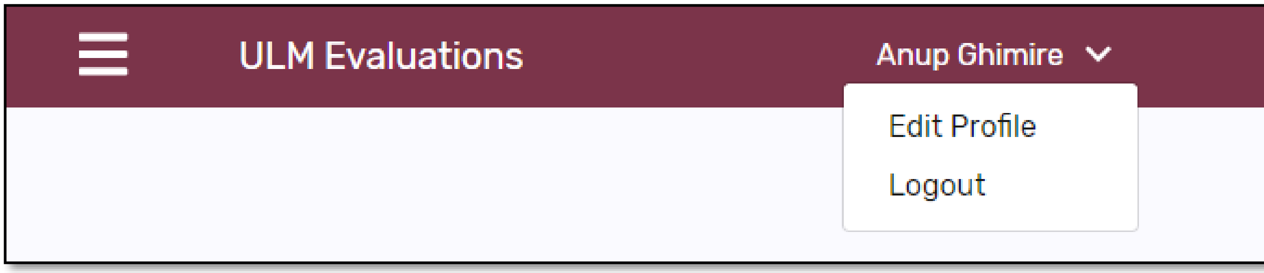
- Clicking on Notifications on sidebar allows you to view the recent activities performed on the app by the users (yourself or program coordinator).

  A sample of the notifications is displayed on figure below:

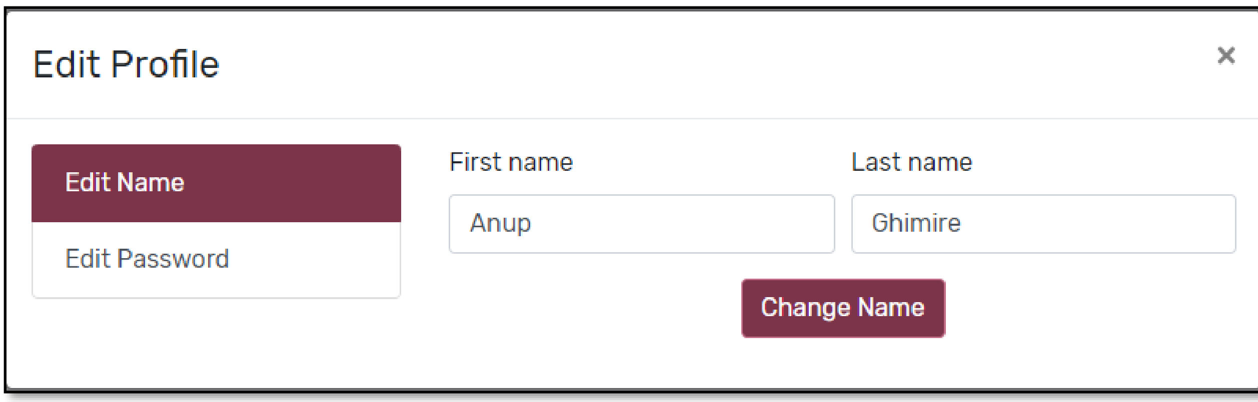


Edit Profile

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



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

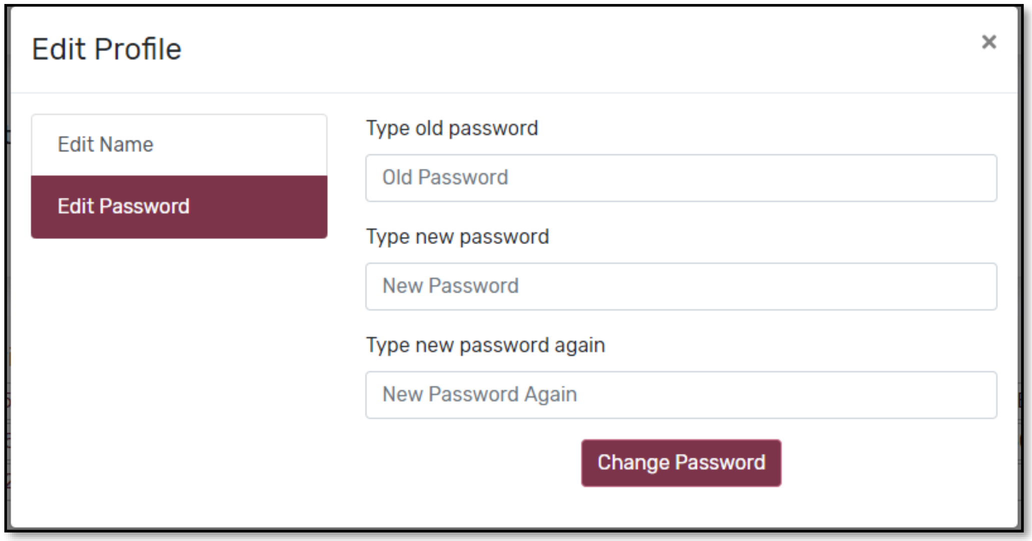


To Edit Your Name

- 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:

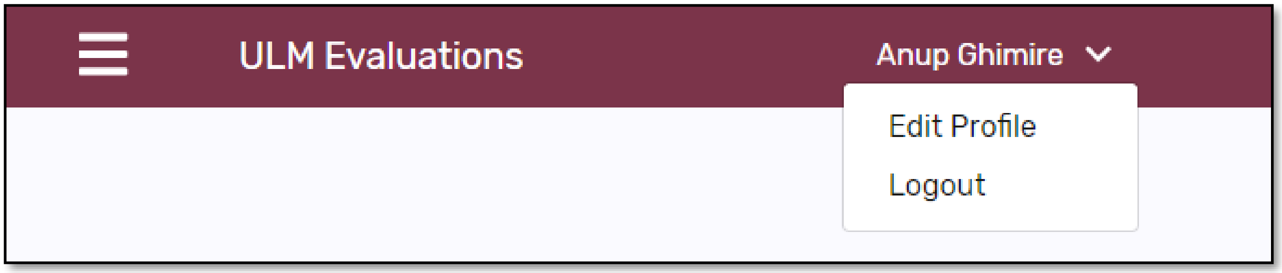


- Fill in the boxes correctly and click Change Password button.
  <u>NOTE: The password must be 6-20 characters long.</u>

<u>NOTE:</u> 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.