SOP for Peer Evaluation System

1. Introduction

- **Overview: -** The Peer Evaluation System is a versatile solution designed to simplify the peer assessment process in both academic and professional settings. It empowers teachers, TAs, and students to efficiently upload, distribute, evaluate, and analyze assessments. By automating essential tasks such as forming peer groups, distributing evaluation sheets, and calculating scores, the system ensures accuracy, fairness, and transparency throughout the evaluation process.

- **Features: -** The some of the important features are -
  - ➢ Answer sheet printing - The answer sheets are printed automatically for all students enrolled in the batch.
  - ➢ File Renaming(QR recognition) - The files are automatically renamed based on the Unique Id extracted from the QR of the Answer sheets.
  - ➢ Sheet Distribution - The answer sheets are distributed for evaluation ensuring that students do not receive their own sheets for the evaluation.
  - ➢ Statistical Analysis - Generate the histogram for the student data for each test/quiz.

- **System Requirements: -**
  - ➢ Hardware - No specific hardware is required to use the application.
  - ➢ Software - The latest version of Google Chrome is preferable or any browser will work.

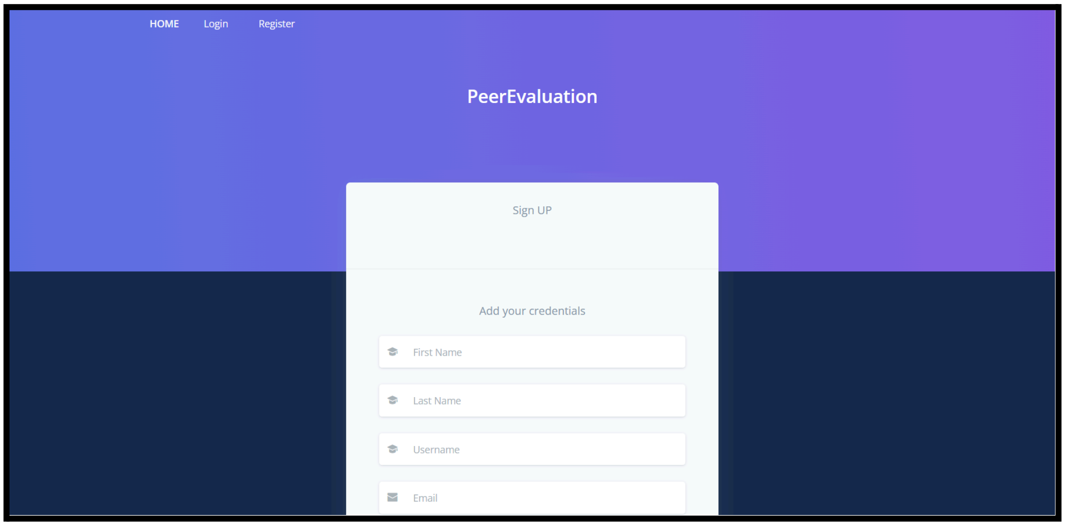
2. Getting Started

- **Accessing the Interface: -** To begin, navigate to the Peer Evaluation System's login page using the link provided PES . Enter your registered username/email and password to access your account. If you encounter any issues, please try resetting the password using the Forgot Password button and check for the new password on the email.
- **Creating an Account: -** For new users (except Teacher), click on the "Register" button on the login page. Provide the required details, such as your First name, Last name, Username, email address, a secure password and agree to the privacy policy. For teachers, the administrator will register them as a teacher and they will receive the username and random password on their email address. They can use the forgot password option in case they are not able to access the account using the current password.

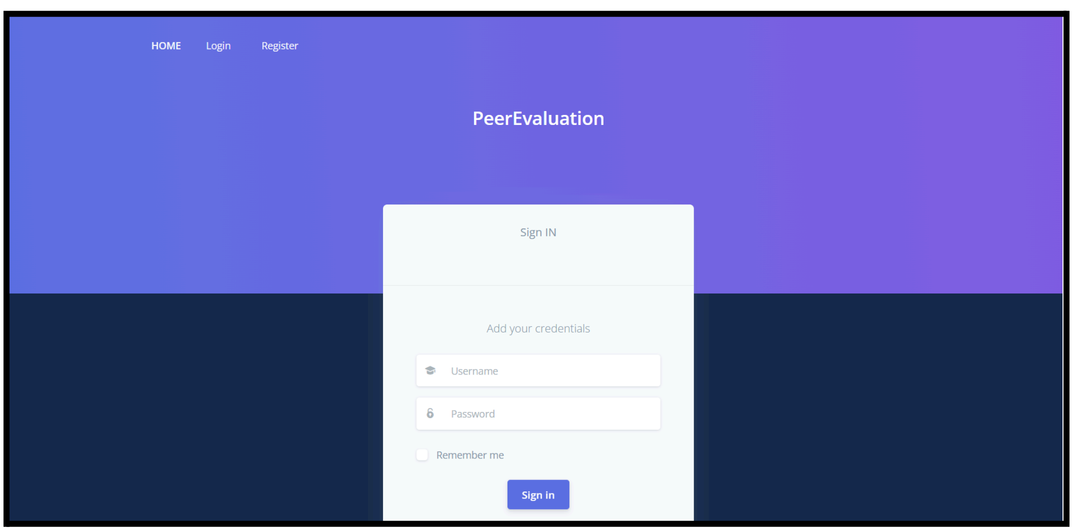
3. User Interface Overview

- **Dashboard Layout: -**

A. The user interface consists of the Login/Registration window which has the layout like below: -



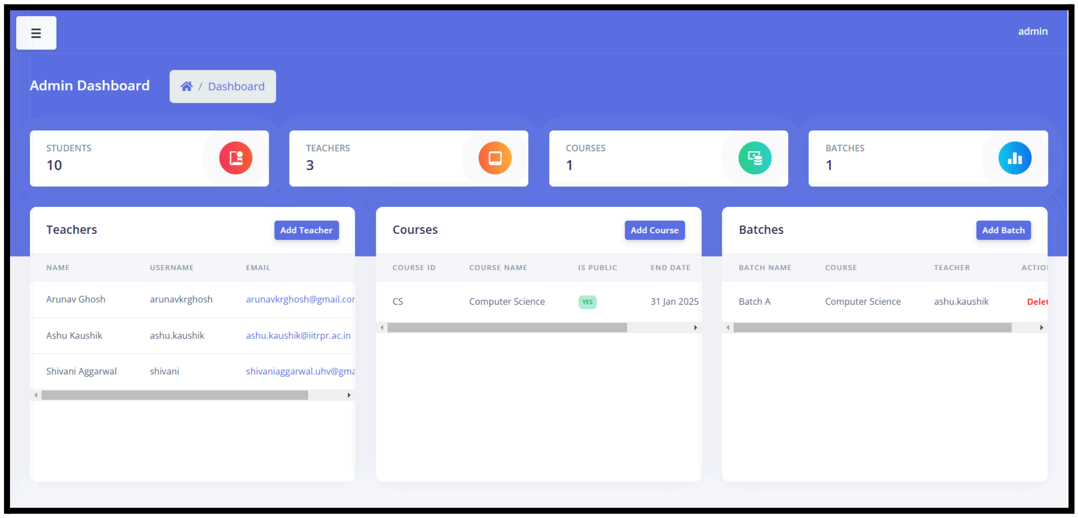
Enter the details for the above and press the register button and it will register you to the portal and if the registration is successful you will receive a welcome email.



The above image shows how we can use the above Login page to access our account.

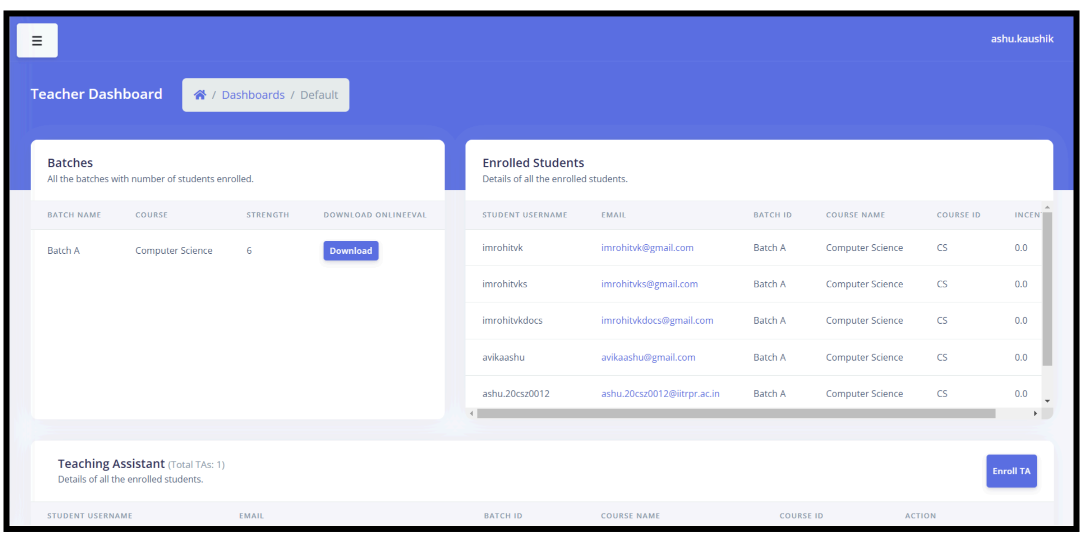
B. The interface has multiple dashboards that are assigned according to the role of the profile: -

Admin dashboard -



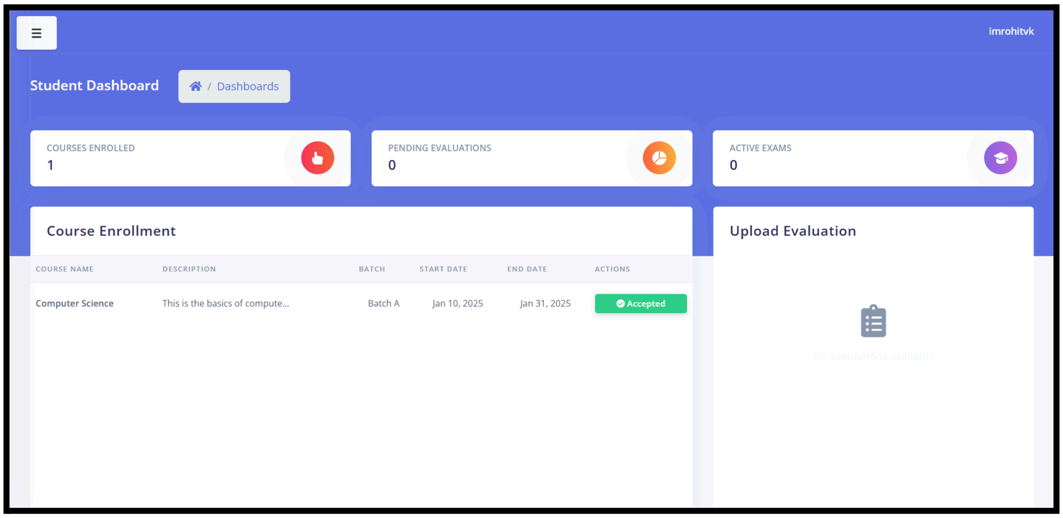
The Admin dashboard has multiple functionalities as they are visible in the above image.

Teacher dashboard -



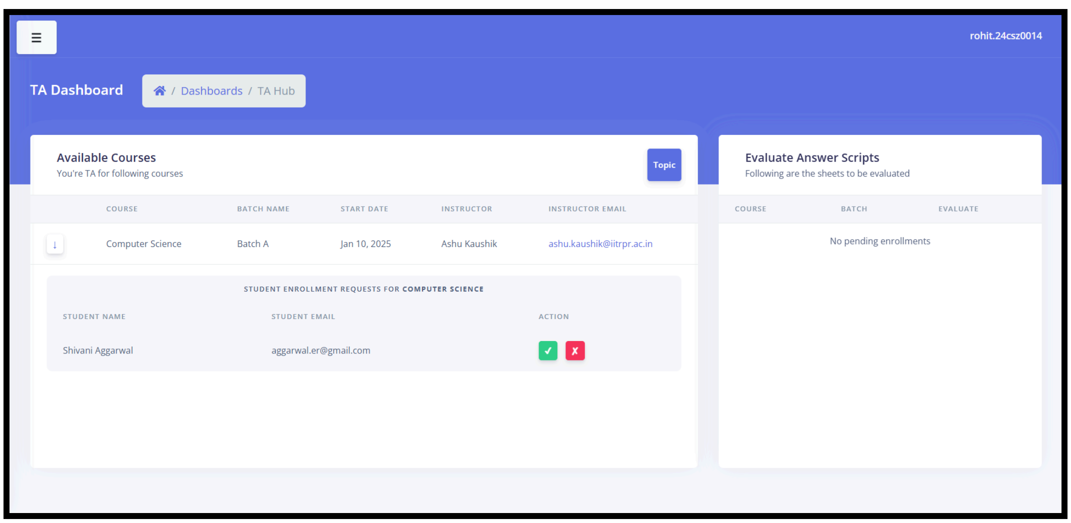
The teacher dashboard has optimal functionality and the access, they can also manage the TA allocation for their subjects and batches.

Student dashboard -



The student dashboard has multiple functionality like Course enrollment and uploading the file for the exam, etc.

TA dashboard -



The TA dashboard is visible to those students who have been assigned as a TA for a subject by the Teacher.

- **Navigation: -** Use the Quick Menu sidebar for the navigation between the different functionality available on the dashboards. The navigation is made easy using the responsive sidebar so that the user is able to find all the functionalities easily on the dashboard.

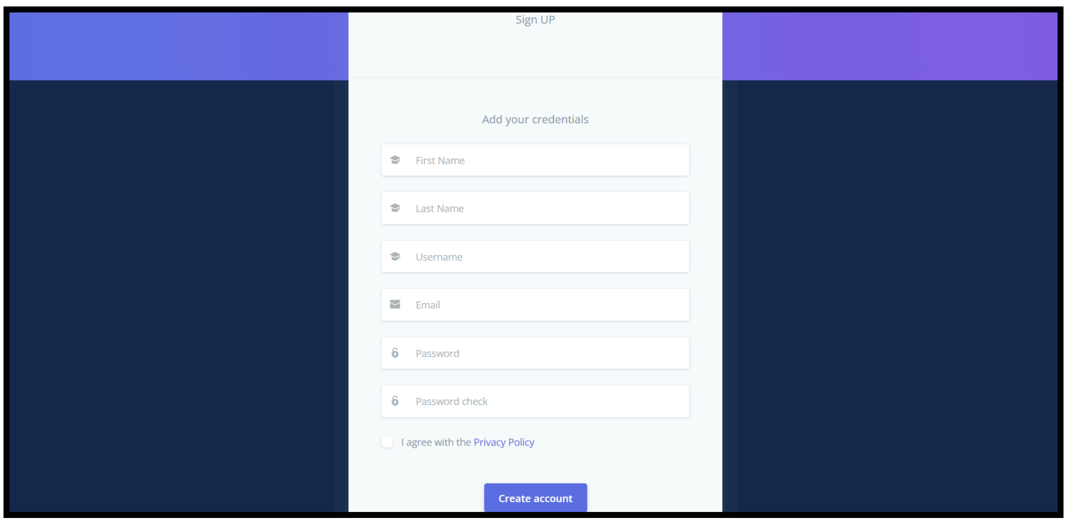
4. Step-by-Step Instructions

- **Registration & Login process: -**

For the registration window we have the fields for the first name, last name, username, email and password. Once the fields are filled and we accept the privacy policy and we press the "Create account" button to register. If the username is valid or not taken and the password is of the required security. The user will get successfully registered.
Note: - The password must be 8 characters long with a capital letter, small letter, a numerical digit and a special character out of the following characters.

The below are the steps to do the new user registration: -

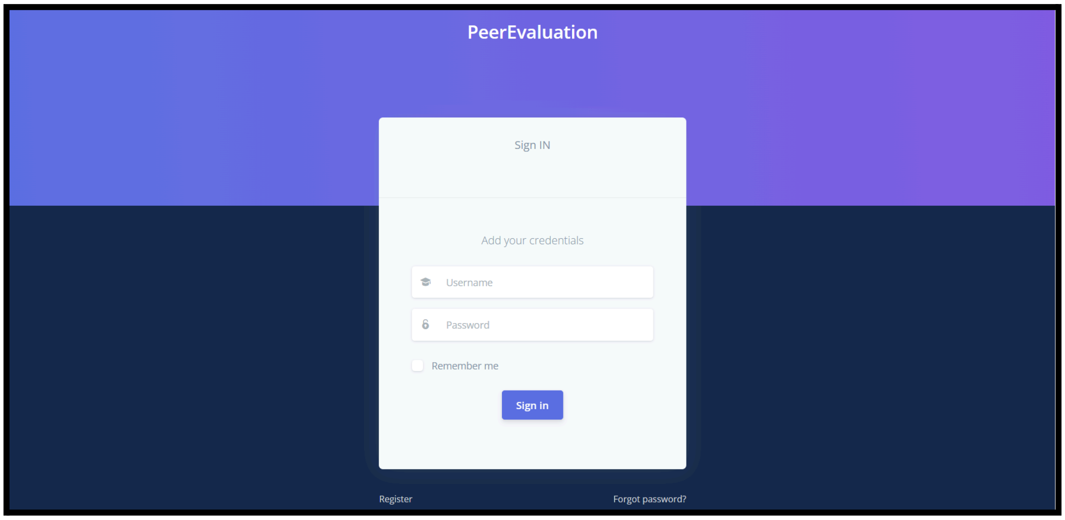
Step 1: - Fill the details and press the "Create account" button.



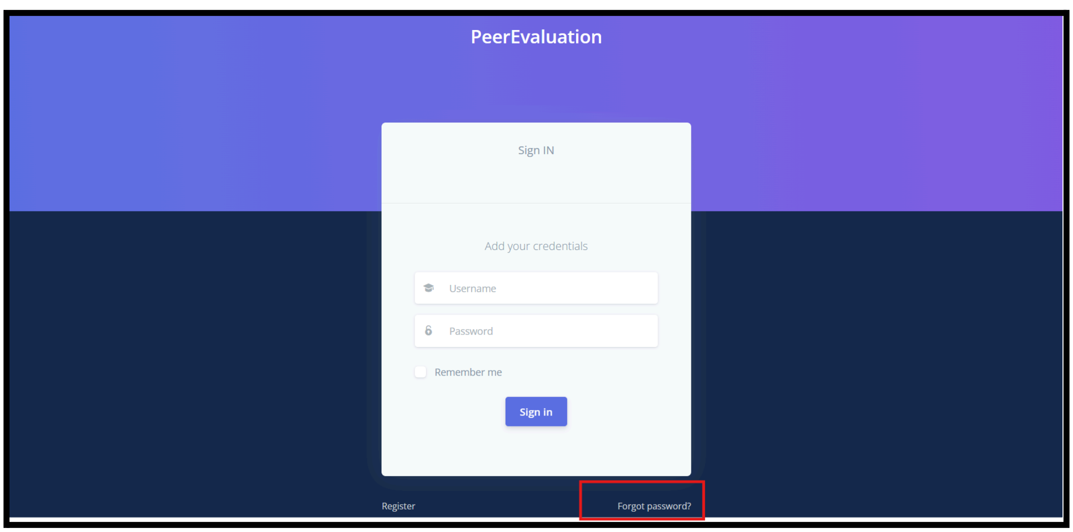
After the successful registration student will be able to see the options for the course enrollment and upload section as the default dashboard. The upload section will be disabled till they get enrolled to the course and they have an exam scheduled by the teacher.

Step 2: - Logging in to the portal.

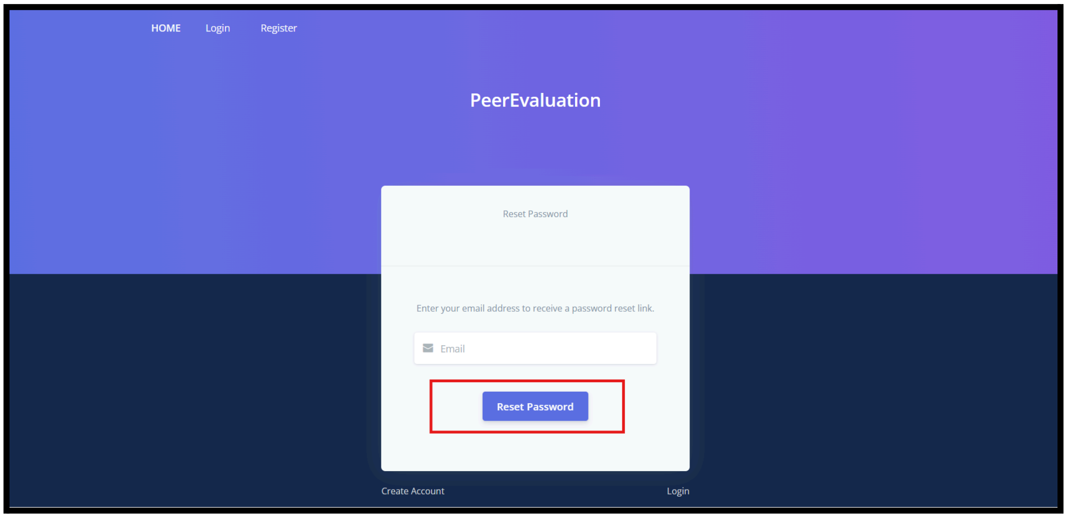
Enter the username or email address in the username field of the login page and use the password that you have set for your id or that you have received on the email id.



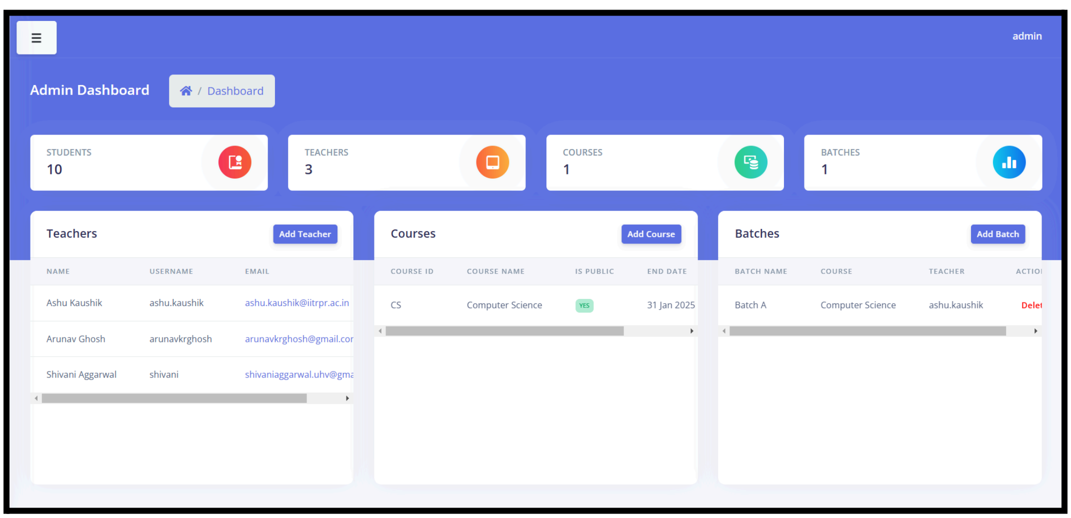
On the first login of a teacher it may prompt the message saying invalid credentials, so you have to just reset the password using the "Forgot Password" (depicted using the red box in the below image) and the new password that the teacher has received on the email address will be help them in logging in.



You can reset the password using the page shown below, in which you have to enter the email address and then you can press the “Reset Password” button. You will receive the new password on the email and you will be redirected to the login page. You can login to the portal using the new password that you have received just now.



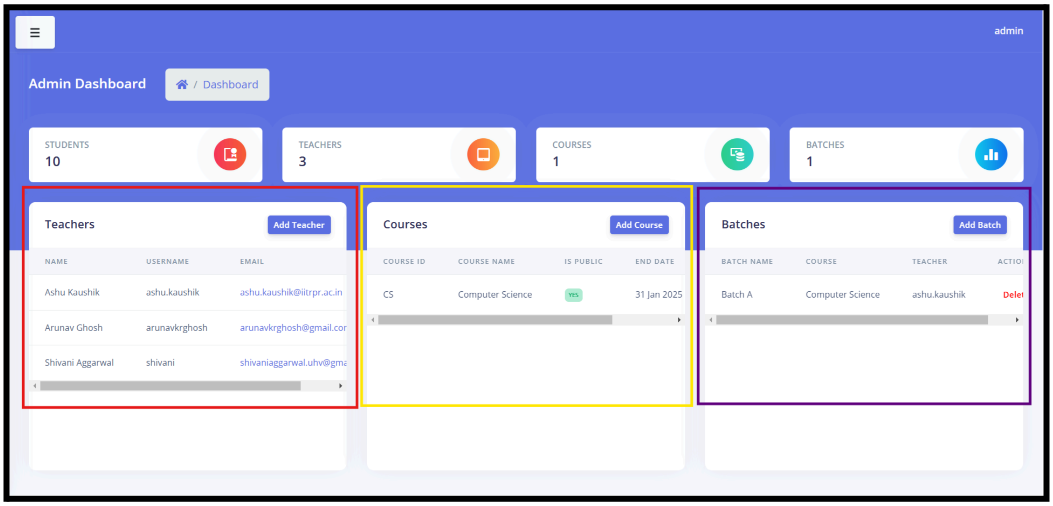
After login we will be able to see the dashboard as per the role, here the Admin dashboard will be visible to us as we have logged in as the Admin.



In the above screenshot, we can see the dashboard of the admin which has multiple cards showing the information for number of students, teachers, courses and batches.

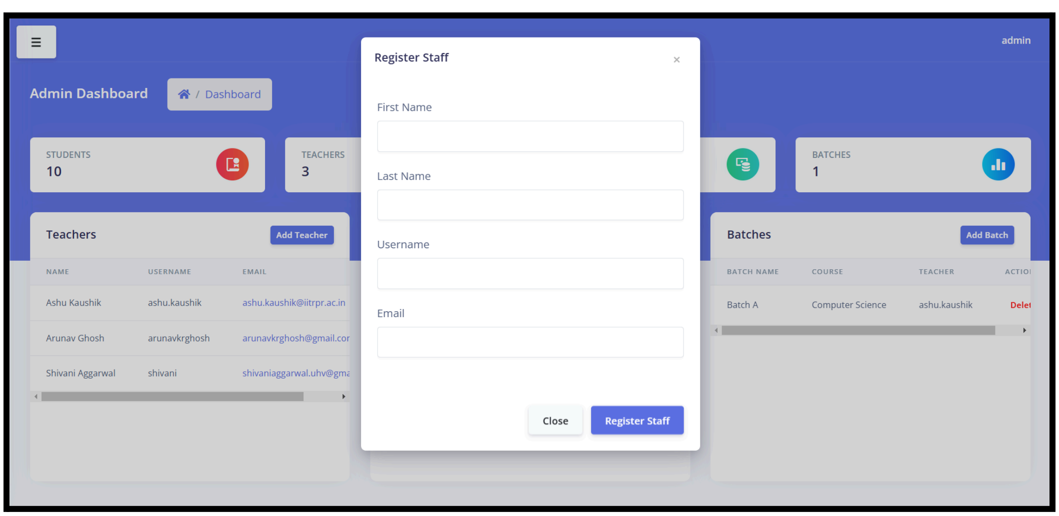
- **Admin dashboard: -**

The below is the main window of the admin dashboard from where we can control all the functionalities. The "Add Teacher" button of the teachers section depicted with the red box can be used to add the new teacher. The "Add Courses" button of the Courses section depicted with the yellow box can be used to add the new Courses. The "Add Batch" button of the Batches section depicted with the purple box can be used to add the new Batches.



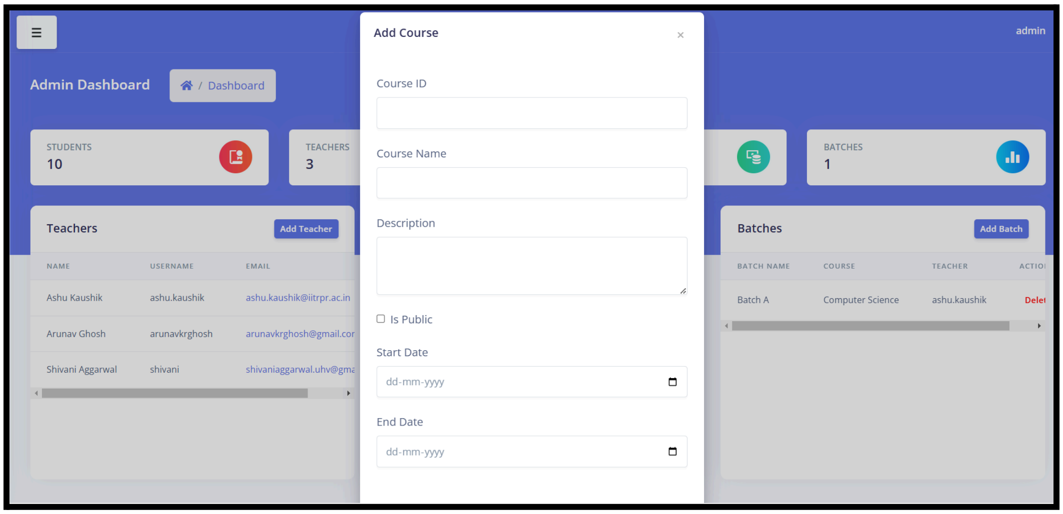
➢ **Add Teacher section: -**

The Add Teacher overlay has the below input fields where admin has to add the First name, Last name, Username and Email I'd and then press the "Register Staff". Upon pressing the "Register Staff" the teacher will receive the welcome email on their email id consisting of the username and password.



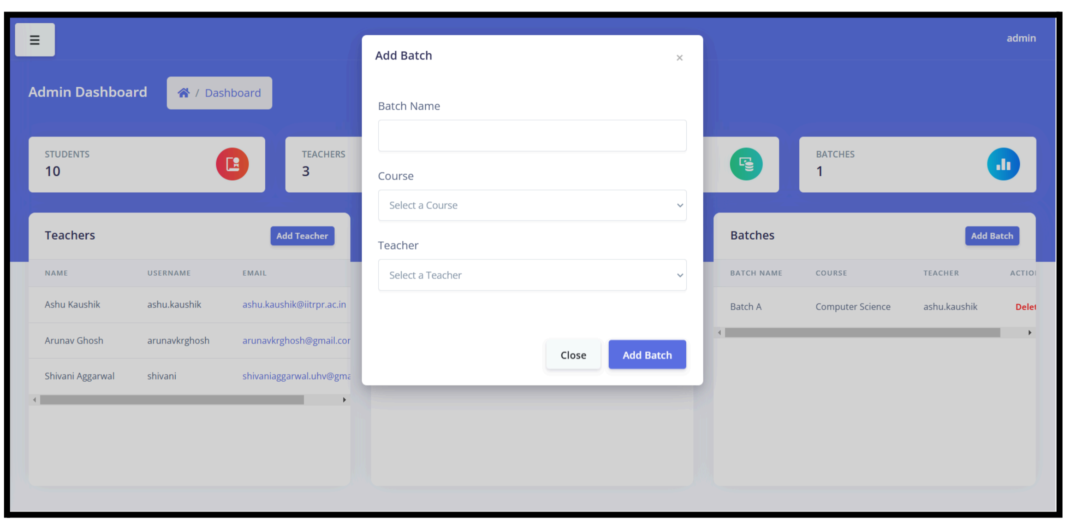
➢ **Add Course section: -**

The Add Course Overlay asks for the Course ID, Course Name, Description, Start Date, End Date and whether the course is public or private and then we can click the Add Course button that is visible upon scrolling down and the course will be populated on the admin dashboard.



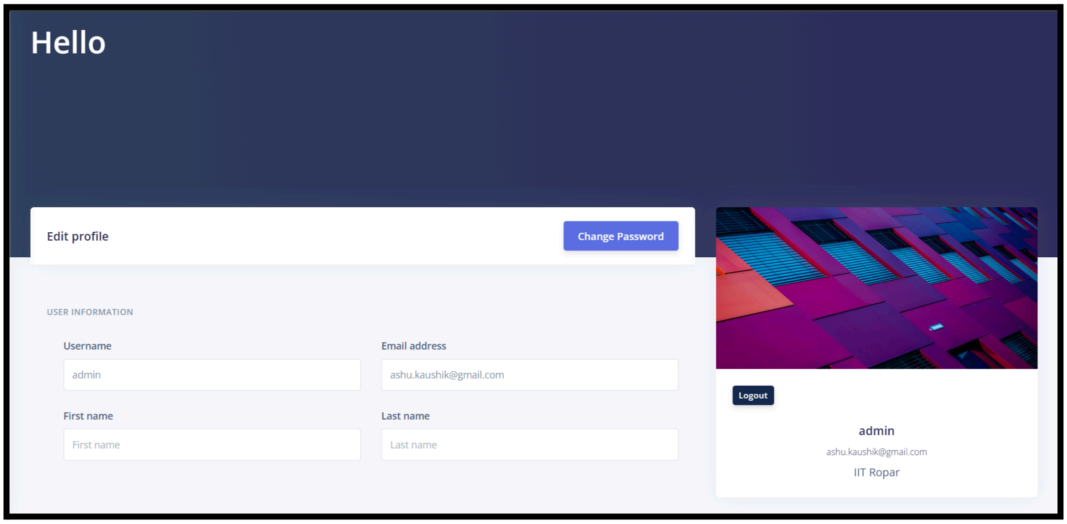
➢ **Add Batch section: -**

The Add Batch Overlay asks for the Batch Name and gives the option to select the Course and Teacher from the drop down boxes. Upon clicking the Add Batch button we can see the new batch under the Batches section of the admin dashboard.

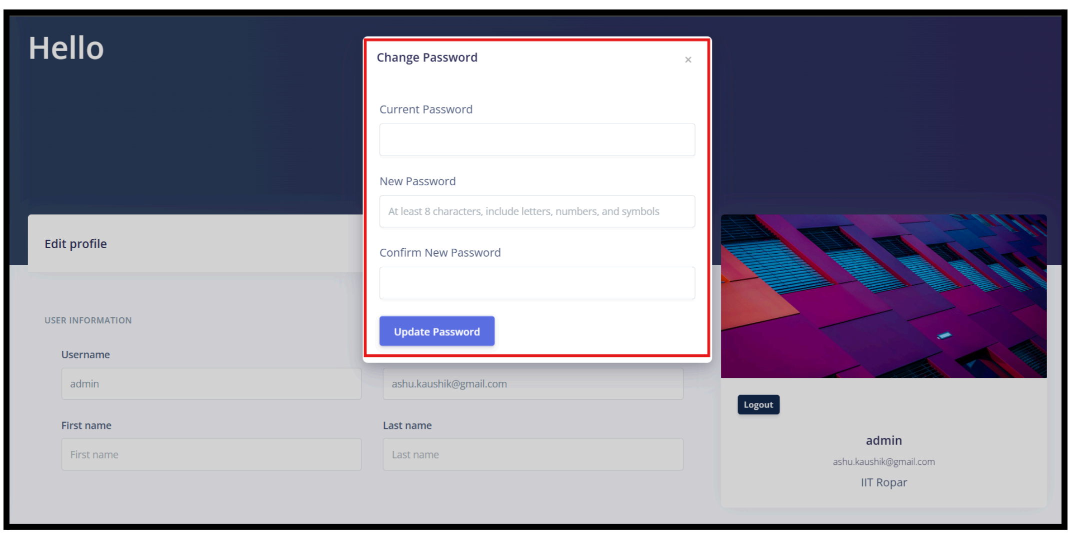


➢ **Profile section: -**

The profile section is accessible from the Side Navigation bar. The section has the option to change the password and has the other details like Username, Email address, First name and Last name.

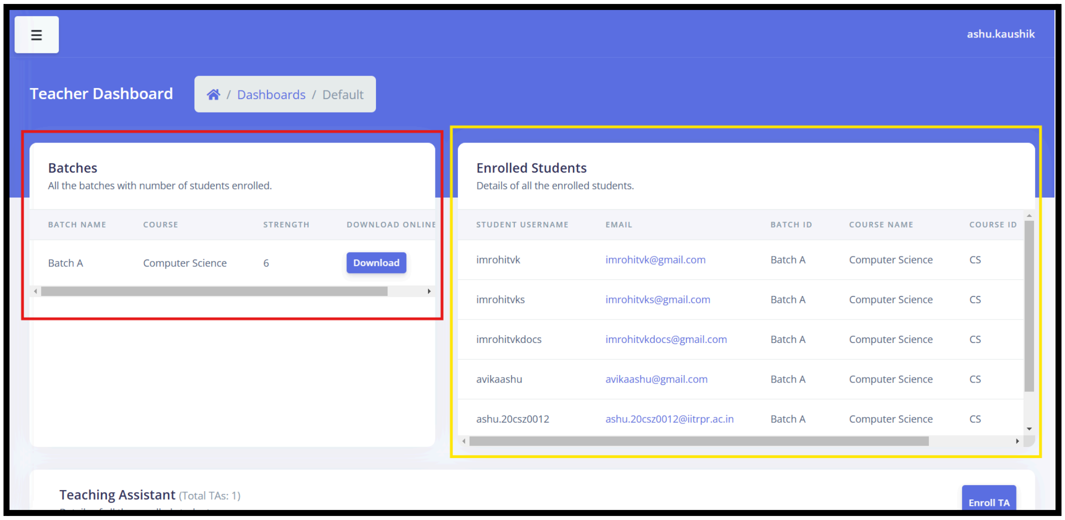


The Change Password overlay displayed with the red box asks for the Current Password, New Password, Confirm New Password and upon clicking the Update Password button it will change the password and ask the user to relogin in the dashboard.



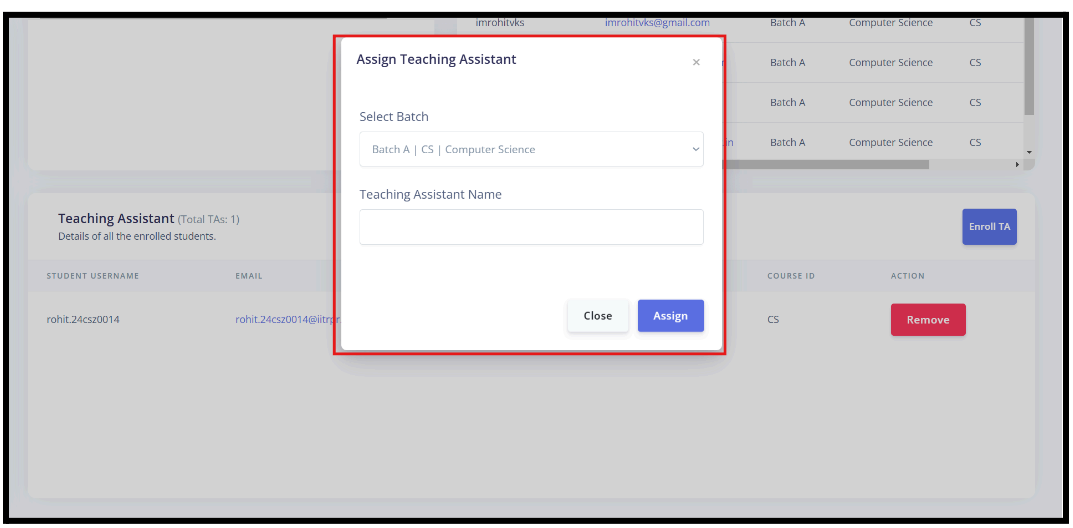
- **Teacher dashboard: -**

  The below is the main window of the Teacher dashboard which is visible upon logging in as a Teacher. It has the information about the batches of the courses the particular teacher is teaching depicted using the red box. It also contains the information regarding the incentive of the students enrolled under that particular teacher in different courses depicted with the yellow box.

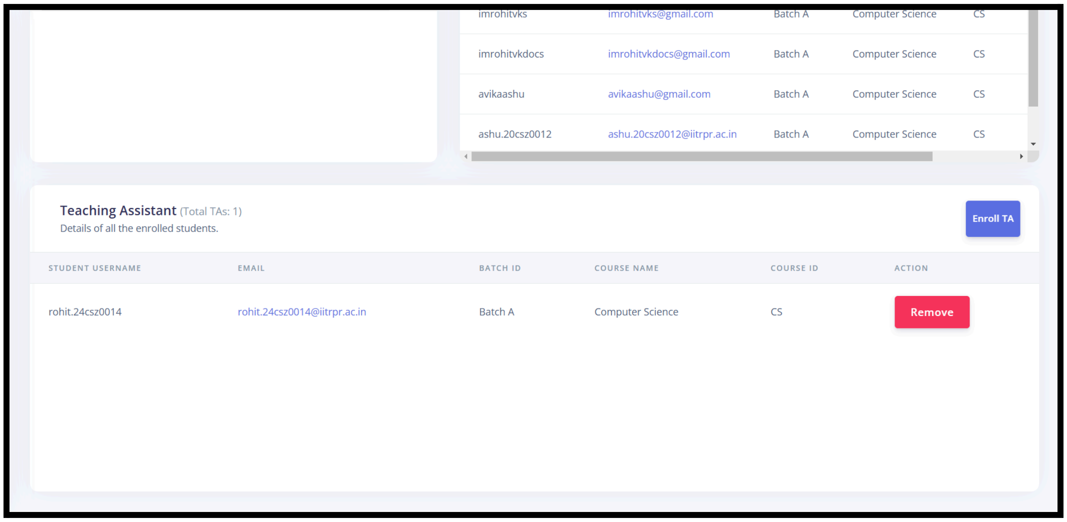


➢ **Enroll TA section: -**

When a teacher click the Enroll TA button which is visible in the below image the overlay depicted with red box will be visible where they can select the batch for which they want to assign a TA and then they can pass the Email or Username of the Student in the "Teaching Assistant Name" field and the student will be assigned as the TA for that particular Batch of the course.

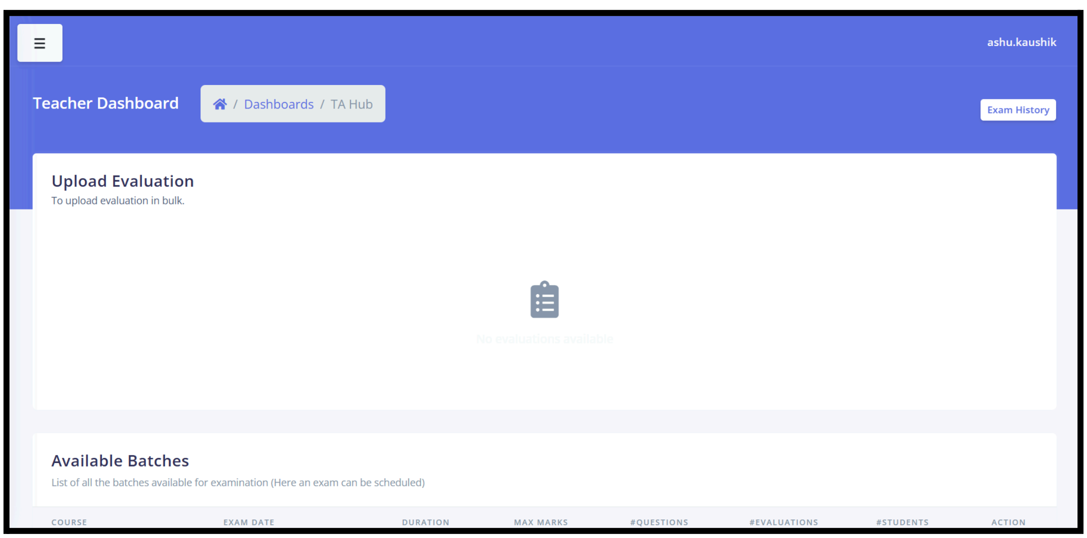


The assigned TA will be visible in the below window of the dashboard of the Teacher and they also get an option to Remove them from the TA ship duty.

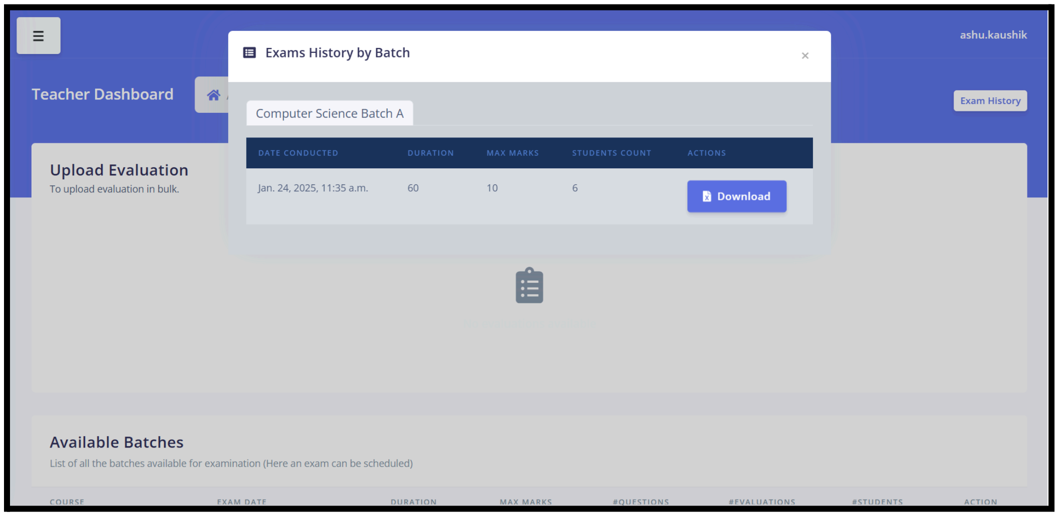


➢ **Exam Scheduling page: -**

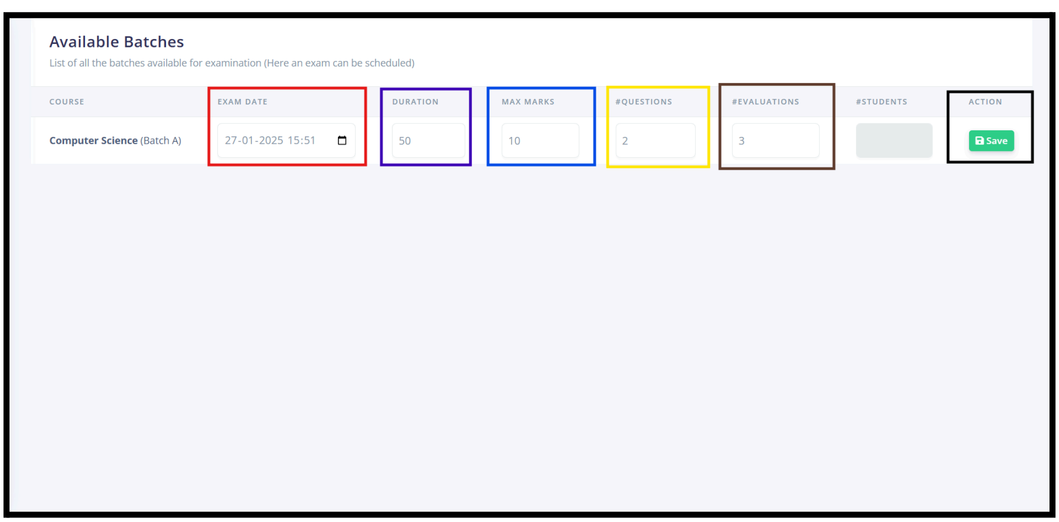
The exam scheduling page has the multiple section which includes Upload Evaluation files i.e. the bulk upload option for a particular ongoing exam which is allowed only when an exam is scheduled by the teacher. The “Exam History” button which is present in the right side of the page helps the teacher keep track of all the exams that have happened till date.



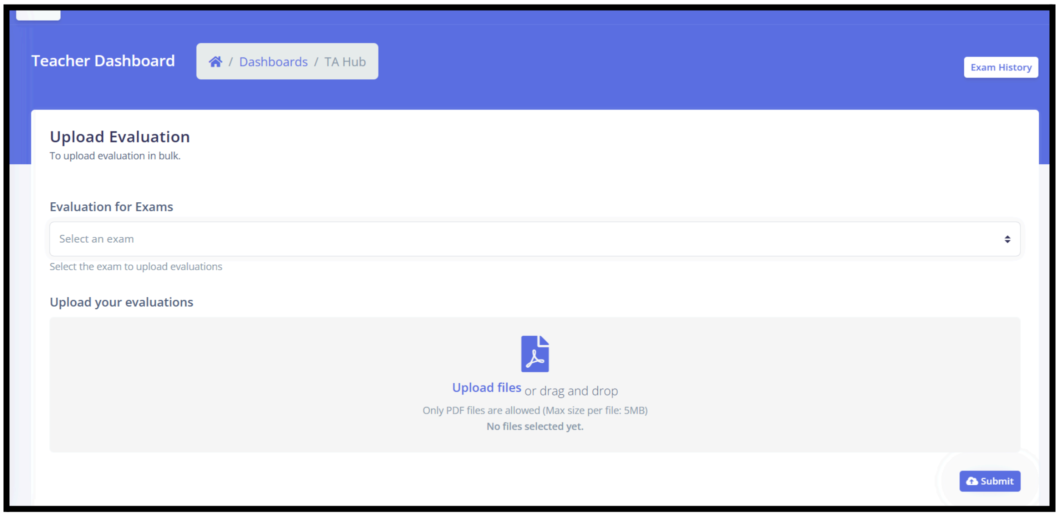
When a teacher clicks the "Exam History" button the below overlay with following details gets visible. The user can also download the results of the particular exam from the Download button provided in line with the completed exam.



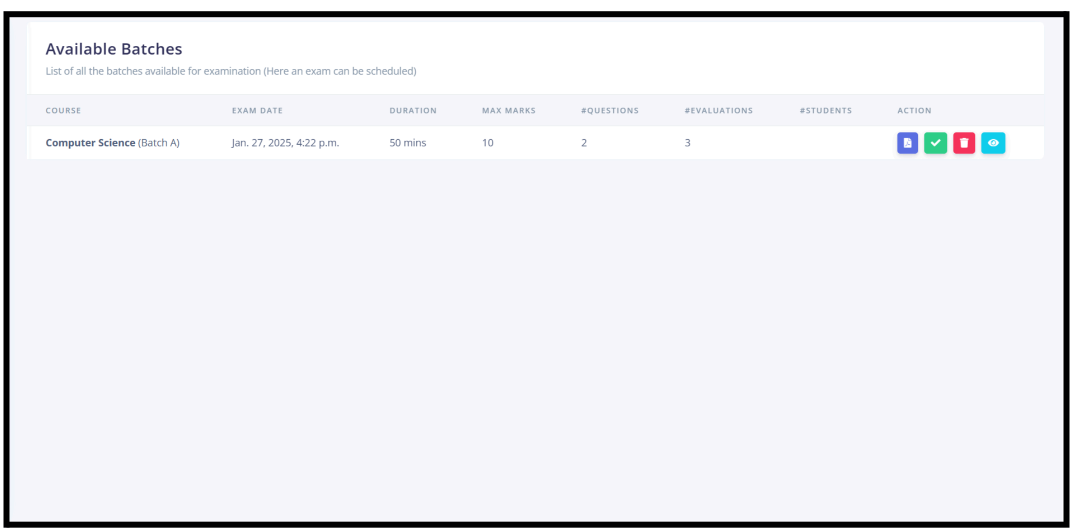
The "Available Batches" section helps teachers to schedule the exam. It has multiple input fields which include "Exam Date" - select the exam date from the popped up calendar depicted with red box, "Duration" - for entering the time (in minutes) for which teacher want students to upload the sheets depicted with purple box, "Max Marks" - the maximum marks for the particular Quiz/Test depicted with blue box, "Questions" - the number of questions for the exam depicted with yellow box, "Evaluations" - the number of sheets the teacher wants to send to each student depicted with brown box, "Save button" - this button will schedule the exam for the students depicted with black box.
Note - We assume that each question has equal weightage.



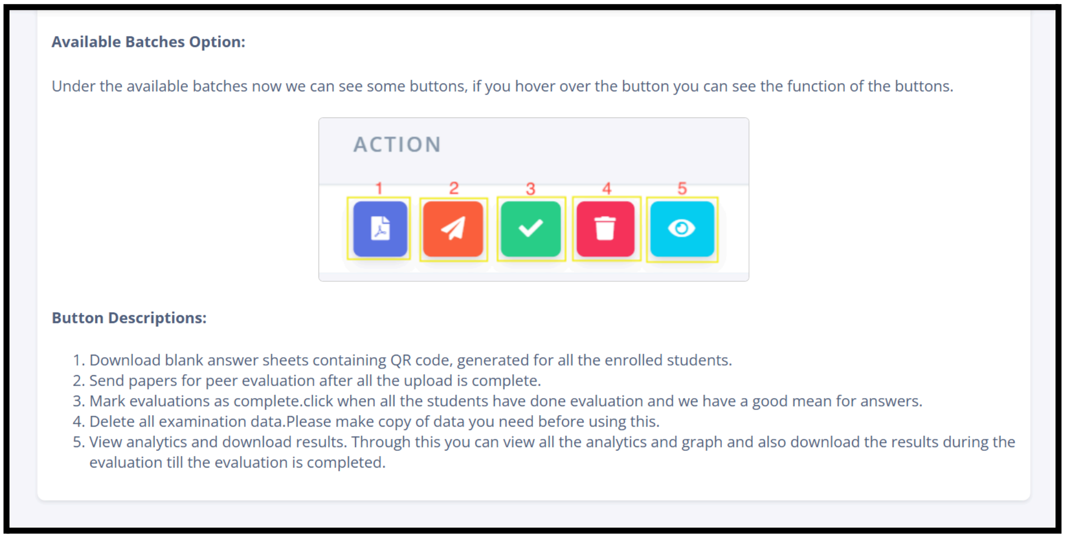
When a exam is scheduled, the "Upload Evaluation" section will give the option to select the exam "Evaluation for Exams" option from where teacher can select the exam for which he wants to do the bulk upload, then the teacher can use the "Upload your evaluations" option to upload the multiple files for the selected exams. Then the teacher can use the "Submit" button to upload the files.



The "Available Batches" section provides the multiple buttons for different functionalities, the purple button with a file on it is for downloading the sheets that we want to distribute to students. Post uploading the files by students or teachers the orange color button with telegram icon will be visible from where the teacher can send the evaluation files to students for evaluation, the green button will mark the exam as done and release the exam, the delete button will help teachers to delete the scheduled exam and the eye button help teacher see the results for the current exam.

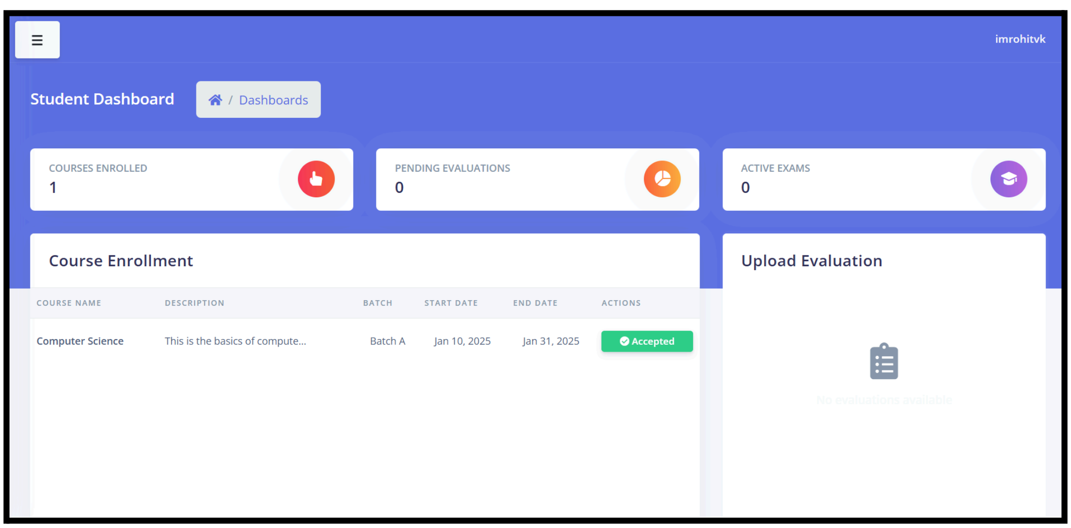


The description of all the buttons that are available under the action column of the exam scheduling section.



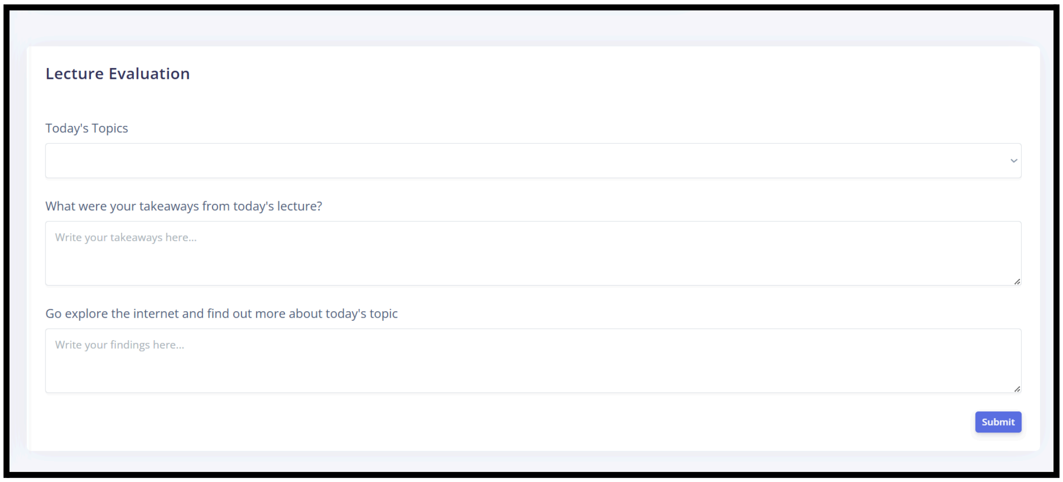
- **Student dashboard: -**

  The below is the main window which is visible to the students when they login. The dashboard provides them information about the number of courses they are enrolled in, number of pending evaluations for them and the status of the exams, that is whether an exam is active or not. The "Course Enrollment" section displays all courses in which a student can enroll. The "Upload Evaluation" section gives them the option to upload the file for an ongoing exam of a course.



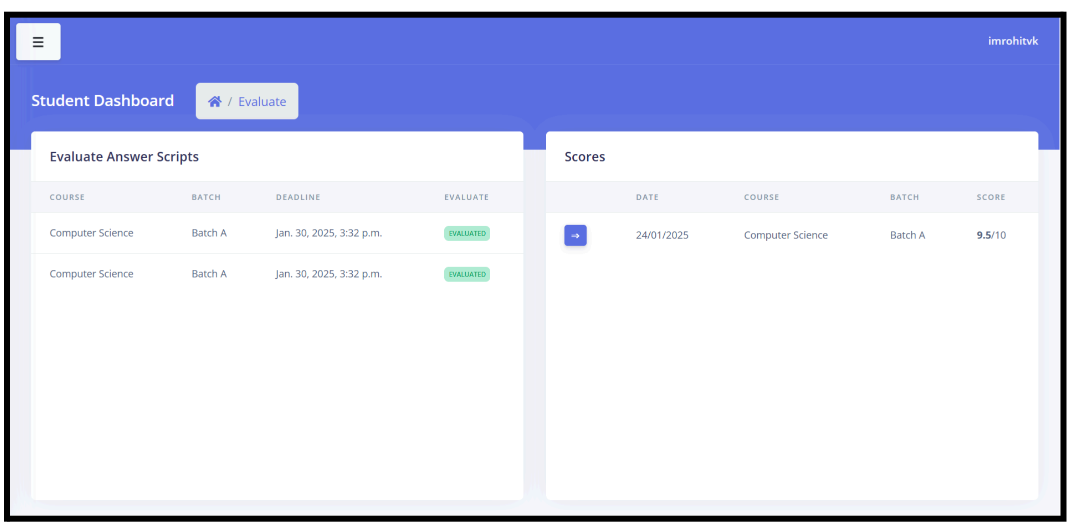
➢ **Lecture Evaluation/Feedback: -**

The Lecture Evaluation section on the dashboard allows the students to select the topic for which they want to give the feedback or answer the questions and they can answer the questions that are present in the below image, which is related to the takeaways of the lecture and what they have explored about the topic on the internet.

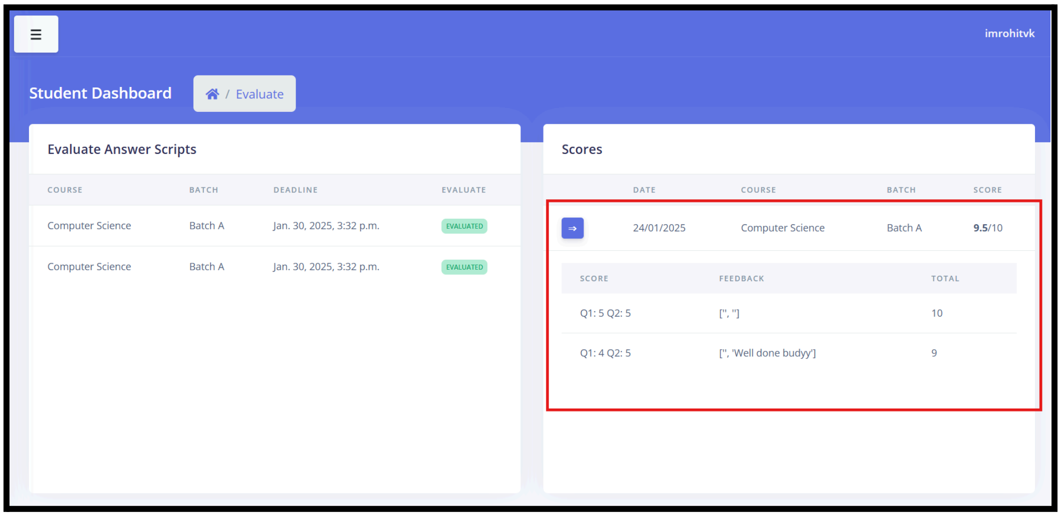


➢ **Evaluation page: -**

The evaluation provides the students with the two sections. The first section is the "Evaluate Answer Scripts" section which displays all the files that are assigned to the student till date. They can click the Evaluate button in order to evaluate the file. Once the file is evaluated the button will get converted to the static text stating "Evaluated". The deadline in the section displays the time before which they have to complete the evaluation.

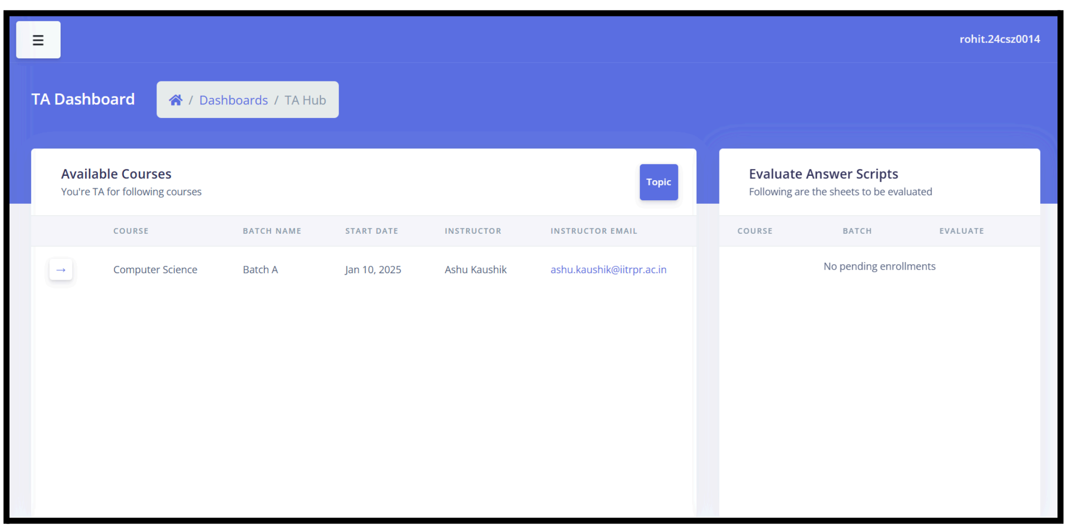


The second section displays the "Scores" for each exam. When a student clicks the blue arrow button he will be able to see the results in a more descriptive way depicted using the red box and all the information like feedback and marks per sheet will be visible to them along with the marks per question.



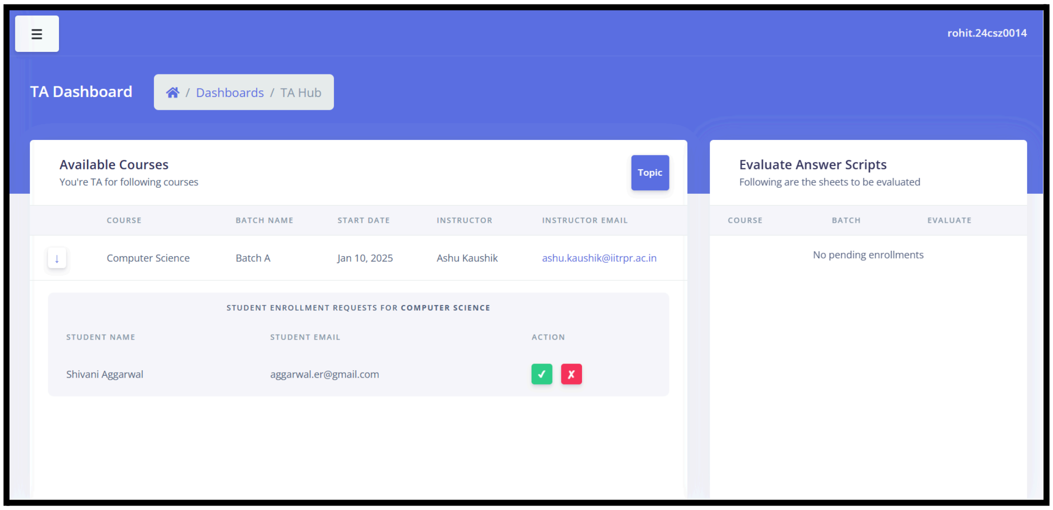
➢ **TA hub dashboard: -**

The TA hub page is only visible to the students who have been assigned as the TA by a teacher. The page is visible in the side menu of the student portal if they are working under any teacher as a TA. The page for the TA has the structure which is shown below.

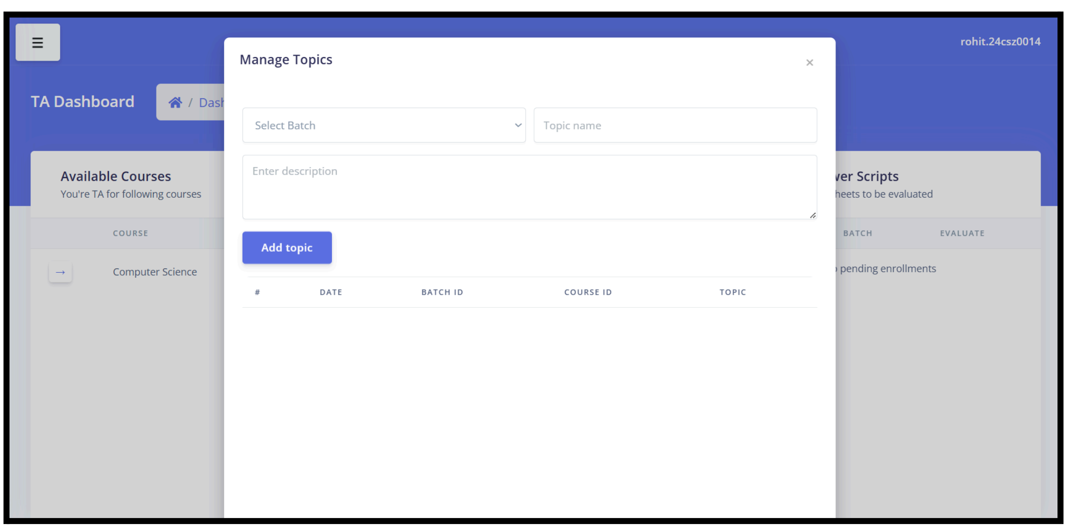


The "Available Courses" section shows the courses in which they are working as the TA. The "Evaluate Answer Scripts" shows the files that are flagged by the system and they need the TA attention for marks.

When the TA clicks the arrow icon he will be able to see all pending requests for the course and he can accept or reject the request using the tick or cross button present in the front of each request.



The “Topic” button which is present in the line to the available course heading, the TA can use it to set the topic for the feedback system or the lecture evaluation section which is visible on the student dashboard for the feedback or evaluation. Upon clicking the “Topic” button the overlay will open and it will ask for the batch, topic name and description of the topic and when the TA clicks the “Add Topic” button of the overlay, the topic will be added and will be visible in the section below the “Add Topic” button of the overlay.



The Evaluate Answer Scripts section provides all files that are flagged by the system as the outlier or having issues in the marks and the system asks the TA for evaluation.

5. Troubleshooting and FAQs: -

Common Issues

- **Problem: Unable to Log in/Register.**
    - **Solution**:
        - Check if the email and password entered are correct.
        - Ensure that the "Caps Lock" key is not on.
        - Ensure that the password is using a special character.
        - Reset the password using the “Forgot Password”.
- **Problem: Evaluation sheets are not visible.**
    - **Solution**:
        - Refresh the dashboard to update the content.
        - Confirm with the teacher or TA if the sheets are released.
        - Try using another browser for opening the portal.
- **Problem: You are not able to see the upload option.**
    - **Solution**:
        - Check whether you have been enrolled into the course.
        - Refresh the page to get the upload file option.
- **Problem: Scores are not available.**
    - **Solution**:
        - Ensure that you have given the quiz.
        - Contact the teacher or TA to confirm whether the marks are released or not.

FAQs

1. **How do I upload evaluation sheets (PDF files)?**
    - Check the **Upload Data** section which is enabled only when you have an ongoing exam. Ensure the file is in the correct format (PDF).
2. **Can Teachers edit uploaded data?**
    - They can edit or change the data at the time of the upload and if they want to reupload the data they can reupload the whole data using the bulk upload option and the files that student has uploaded will be replaced with the new files.
3. **How are peer evaluation sheets sent?**
    - Peer allocation is done randomly ensuring that the peers do not get their own files for the evaluation. The students are notified by an email upon getting the files for evaluation.
4. **What formats are supported for uploading evaluation files?**
    - The system supports the PDF format for uploading the answer sheets.