

comproved
Assess better. Learn more.

PRACTICAL GUIDE FOR INSTRUCTORS

MAARTEN GOOSSENS

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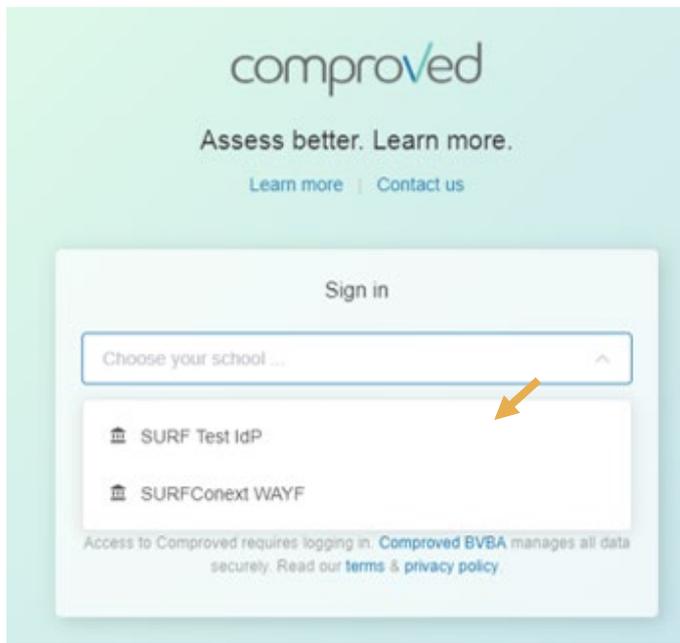
Terms

- Ability: this expresses the probability that a product X 'wins' in a comparison with the (theoretical) product with ability 0. The ability can be converted into a 'win-probability', so a product with an ability of 2 has more than 80% chance of being the 'winner' of the comparison with a product with ability 0.
- Assessment: an assessment round. Products are uploaded, compared with or without feedback. Results can be released.
- Comparisons: a comparison of 2 products with the choice of which is the best.
- Course: Within Comproved you first create a course, this is usually the name of the course. Various assessments can then be made within this course.
- External assessor: an "outside" assessor that you would like to include in your assessment. This can be a teacher from your institution who does not have to have any further rights in your course. You invite him / her to participate in an assessment. It can also be someone from outside the institution, for example if you want to involve people from the professional field in your assessment (often the case with juries).
- Feedback: the written feedback on the products entered by the assessors.
- Grading: assigning points to the ranking. The scores (abilities) that are the result of the comparisons are then converted to a point on a scale (10 or 20 or 100,...).
- Instructor: the person who sets up the assessment. This is the teacher in school practice. It is best not to make students an instructor, because any person with an instructor can create and access assessments, adjust and see non-anonymized results.
- Participant: a participant in an assessment. In school practice, these are the students.
- Peer assessment: if the submitters of the products are also the assessors.
- Product: the works that are submitted and which are the subject of the assessment (papers, movies, etc.).
- Reliability: reliability of the assessment. This is expressed on a scale of 0 to 1 with 0 not reliable and 1 very reliable. In human language: if the reliability of an assessment is 0.80, then in an assessment of the same products by similar assessors will correspond 80% to the original ranking..
- Results: the results of the assessment. See 'results'.

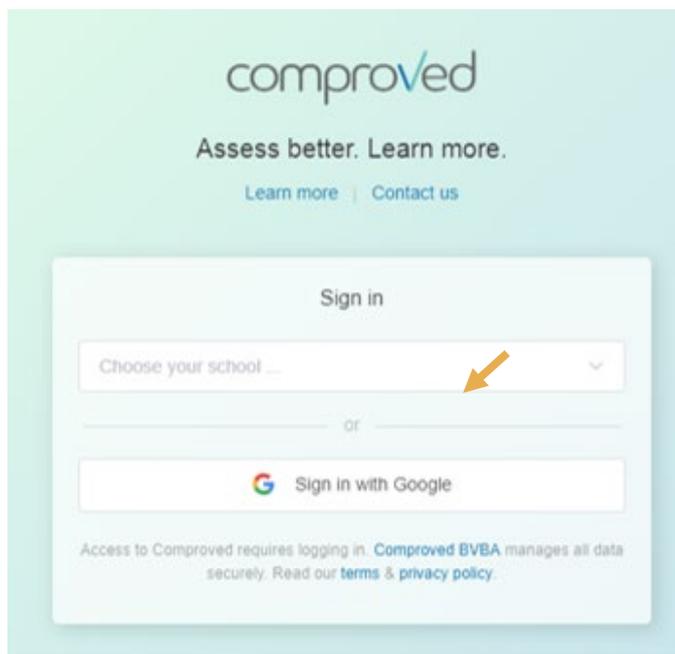
Sign Up

There are 4 ways to sign up:

- 1) Single Sign On (SSO) via your learning management system (LMS). This is only possible if Comproved is integrated via LTI into the LMS that is used in your institution. If you cannot find Comproved in your LMS, check with your IT department whether an integration of Comproved has been implemented. When students, and possibly groups, have also been added to your course, you can start an assessment via the Comproved button.
- 2) SSO via Surfconext. To do this, go to <https://app.comproved.com> and choose your school from the top choice menu (only possible if the institution granted permission to Surfconext, ask IT-department if they did).



- 3) In the stand alone version via a gmail account. To do this, go to <https://app.comproved.com> and click on "sign in with Google".



If your school mail is linked to Google, you can also log in with your school mail.

If there is no link and you still want to use the school mail eg.

maaike.peeters@hogeschool.com , then the students must make a link between their school email and their google account. You can do this by following the following guide:

<https://support.google.com/accounts/answer/176347?co=GENIE.Platform%3DAndroid&hl=en>

Participants can now log in with their school mail and with their Google password.

If participants do not have a google account, they can easily and easily create this at:

<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>

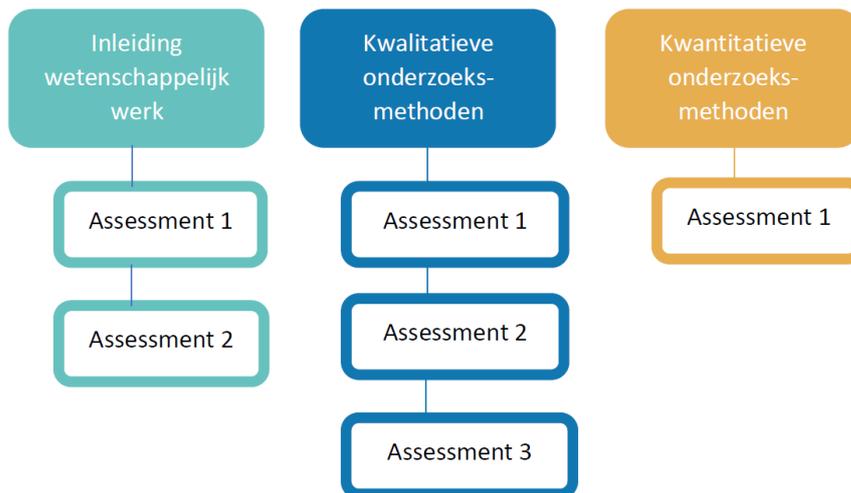
- 4) As a teacher you log in via a google account at <https://app.comproved.com> . Participants receive an email with a link from Comproved. They have direct access to the assessment via this link. (More later)

Create a course

Before you can create assessments, you must create a course. You can create multiple courses. Within a course, you can create multiple assessments.

Example

Mark is responsible for 3 courses: introduction to scientific work, qualitative research methods and quantitative research methods. In each subject he wants to set up different assessments via Comproved. Mark will therefore have to create 3 courses.



To create a course, click on "+ Add course", give the course a name and click on "Add course".

The screenshot shows the Comproved Admin panel. The top navigation bar includes 'Home', 'Admin panel', a checkmark, 'Test Organisatie', and the user 'Maarten Docent'. The main content area is titled 'Home' and contains the text 'An overview of your courses at Test Organisatie that use Comproved for assessments.' Below this, there is a '+ Add course' button, an 'Active' dropdown menu, and a 'Search course by' input field. A yellow arrow points to the '+ Add course' button. Below the main content area, there is a modal dialog box titled 'Add course'. The dialog box contains the text 'In which course do you want to create an assessment? Please add an informative name to your course. Once done you can start creating assessments within this course.' Below this text is a text input field labeled 'Course name' with the placeholder text 'Name of the course'. A yellow arrow points to the 'Add course' button in the dialog box. At the bottom of the dialog box, there are two buttons: 'Add course' and 'Cancel'. At the bottom of the page, there is a footer with the text 'Get started by creating a course and inviting your colleagues. Once your course is set up, you can create your first assessment'.

Create assessments

Once a course has been created, assessments can be made. To do this, click on a course and then on "Create assessment"

The screenshot shows the 'Home' page of the 'Test Organisatie' system. The user is logged in as 'Maarten Docent'. The page displays a list of courses, with 'Wetenschappelijk Rapporteren' selected. An orange arrow points to this course card. Below the course card, a modal window titled 'Wetenschappelijk Rapporteren' is open. This modal shows course details and a table of assessments. An orange arrow points to the '+ Create assessment' button in the modal. The table below has the following structure:

Assessment	Start date	Status	% Products	% Comparisons
> WR_opdracht_1	a day ago	Uploads started	0%	0%

Give the assessment a name and click on 'Continue'

The 'Create assessment' dialog box prompts the user to enter an assessment title. The title 'WR_opdracht_1' is entered in the text field. Below the field are 'Continue' and 'Cancel' buttons.

Create assessment [X]

Choose a name for your assessment to get started. After clicking continue, Comproved will help you set up your assessment in 4 simple steps.

* Assessment title

Continue → Cancel

Configure assessments

Step 1: Add products

Step 1: Products
How to upload the products that will be assessed.

a. **Submit products** Who are going to upload the products for this assessment?

Each participant one product Each group one product Instructors add all products

b. **Product types** Document

c. **Start/end date** 05-09-2019 12:00 until 08-09-2019 12:00

d. **Participants** Importing participants only works with a CSV in the correct format. Please use the template to make sure all columns are exactly like the template. Also use school email addresses, such as participant-name@school-name.com. [Download template](#)

[Upload .CSV file](#)

a. Who will upload the product?

Determine who will upload the products

- The participants (students) upload their product themselves
- For group work, each group can upload 1 product
- Or the instructor uploads all products

b. Which producttypes?

Determine which type of product can be uploaded by selecting the desired types. It is possible to select more than one type.

Document

Blog post

Video

Document

Image

Audio

Accepted file types

- Blog post: you also can embed video-links here
- Video: .mp4
- Documents: .text, .pdf, .doc, .docx, .odp, .odt, .docm, .ppt, .pptx, .pptm, .html
- Images: .jpg, .jpeg, .png, .bmp, .ai, .gif, .psd
- Audio: .mp3

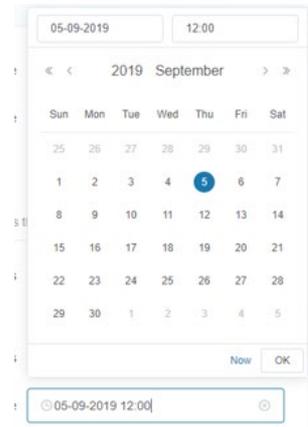
c. Upload-period

Determine the period within which the products must be uploaded.

Specify here the time span in which the participants must upload their product. Enter a start and end date for this.

You can determine this to the minute. You can only start the next phase once the previous one has been completed. For example: Participants can charge from 5/09 to 10/09, then you cannot start the "comparison phase" before 10/09.

Each faze should last at least 5 min.



! ATTENTION: Once a phase has started, you can no longer adjust it. If you "release" the results, you can no longer make adjustments to the assessment.

d. Add participants

Download the template, complete the details of the participants and upload the CSV with UTF-8 encoding (to safe with UTF-8, see: <https://www.webtoffee.com/how-to-save-csv-excel-file-as-utf-8-encoded/>).

When the CSV contains an error, you'll get a message.

Example:

The configuration as given on the photo has the following result:

- The students charge their product themselves
- They can only upload documents.
- They can upload from 05/09 12.00 to 08/09 12.00.

Step 1: Products

How to upload the products that will be assessed.

A screenshot of a web form titled 'Step 1: Products'. The form has several sections: 1. 'Submit products' with the question 'Who are going to upload the products for this assessment?' and three radio button options: 'Each participant one product' (selected), 'Each group one product', and 'Instructors add all products'. 2. 'Product types' with a dropdown menu showing 'Document'. 3. 'Start/end date' with two date-time pickers: the first is '05-09-2019 12:00' and the second is '08-09-2019 12:00', with the word 'until' between them. 4. 'Participants' with a text area containing instructions: 'Importing participants only works with a CSV in the correct format. Please use the template to make sure all columns are exactly like the template. Also use school email addresses, such as participant-name@school-name.com.' and a 'Download template' link. At the bottom of the form is a blue button labeled 'Upload CSV file'.

Step 2: Define comparisons

a. Determine who will make comparisons

Step 2: Comparisons
How to compare the submitted products and give feedback.

* Compare products Who is allowed to make comparisons for this assessment? Assessors can be students or external contacts.

Participants Assessors Instructors

Participant requirement Participants can only compare if they have submitted a product

* Start/end date 04-01-2020 12:00 until 07-01-2020 12:00

- The participants themselves, we speak of a peer assessment.
- External parties, that can be colleagues who are only invited for this assessment or people from, for example, "the professional field". You must also add these external assessors via a CSV. This is possible at the end of step 2.
! If you choose **'instructor add all products'** in step 1, no participants will be defined. If you want the products that you have uploaded yourself to be assessed by students, upload them as **"assessors"**.
- Instructors, all instructors who are in the course can make comparisons.

"Participant requirement": You can also indicate here that participants can only participate in the comparisons if they have uploaded a product themselves. As a consequence, if they have not uploaded before the deadline, they cannot compare. If you as an instructor upload after the deadline, but BEFORE the start of the comparisons on behalf of the participant, the participant can make comparisons. He/she will then receive the mention "too late".

It is therefore best to allow a day between the end of uploading and the start of comparisons to "correct matters".

b. Determine when the comparisons must be made

Determine the period in which the products must be compared by specifying the time period in which the assessors must make the comparisons. You can determine a start and end date accurately to the minute.

! ATTENTION: it is no longer possible to compare when the results are released (see step 3).

Participant requirement Participants can only compare if they have a product submitted

* Start/end date 15-09-2019 12:00 until 18-09-2019 12:00

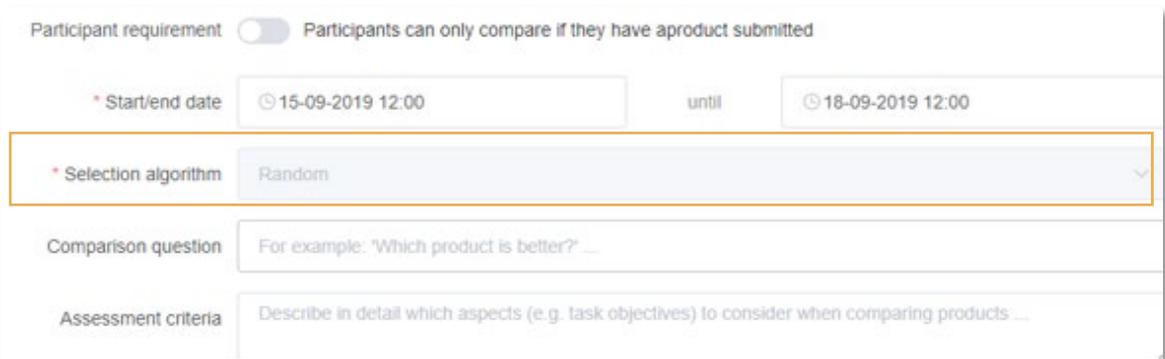
* Selection algorithm Random

Comparison question For example: 'Which product is better?' ...

Assessment criteria Describe in detail which aspects (e.g. task objectives) to consider when comparing products ...

c. Select the algorithm

The algorithm (random) is fixed. There will be several options in the future.



Participant requirement Participants can only compare if they have a product submitted

* Start/end date until

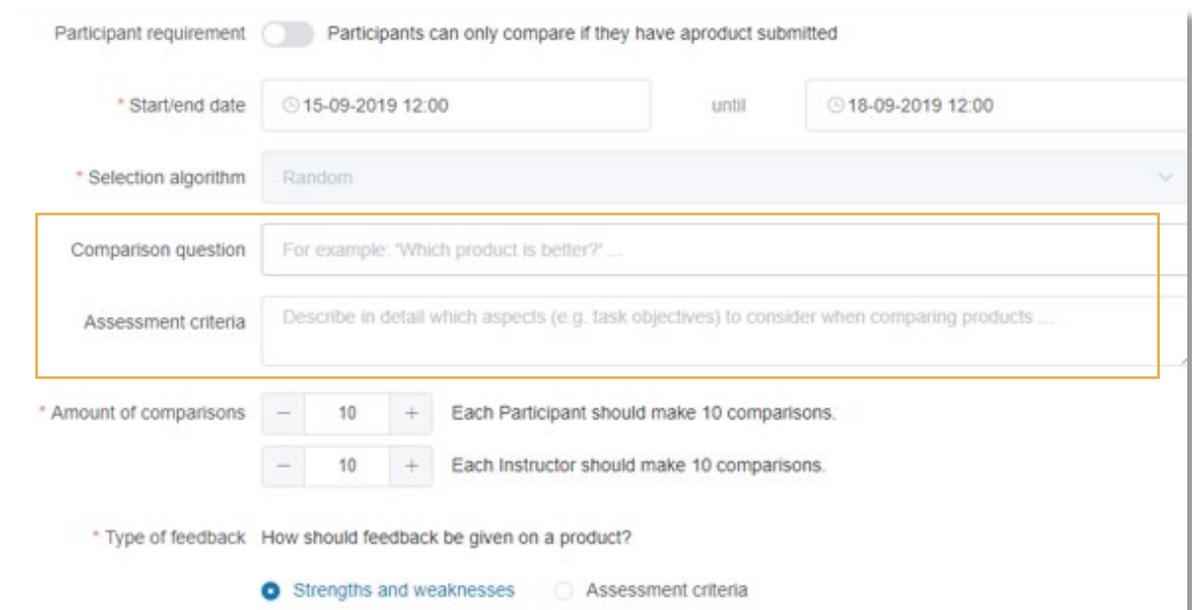
* Selection algorithm

Comparison question

Assessment criteria

d. Determine the question and criteria to be compared with

- The selection question. The question "which product is better?" is displayed by default. You can easily adjust this question. The importance of a correctly asked question cannot be underestimated.



Participant requirement Participants can only compare if they have a product submitted

* Start/end date until

* Selection algorithm

Comparison question

Assessment criteria

* Amount of comparisons Each Participant should make 10 comparisons.
 Each Instructor should make 10 comparisons.

* Type of feedback: How should feedback be given on a product?
 Strengths and weaknesses Assessment criteria

- 'assessment criteria': describe what should be noted when comparing. A general description of the competence or the objectives of the assignments work best. In this way you use the full expertise of the assessors. This information can be consulted by all assessors during the comparison (see "making comparisons").

e. Determine the number of comparisons

The number of comparisons is defined per assessor, so it indicates how many comparisons each assessor (participant and / or instructor) will have to make.

Assessment criteria Describe in detail which aspects (e.g. task objectives) to consider when comparing products ...

* Amount of comparisons Each Participant should make 10 comparisons.

Each Instructor should make 10 comparisons.

* Type of feedback How should feedback be given on a product?

Strengths and weaknesses Assessment criteria

The following rules of thumb apply:

- With summative assessments we aim for a reliability of > .70. use the following formula for this:
*Number of works * 7.5 / number of assessors = number of comparisons per assessor*
For example 100 works and 5 assessors gives: $100 * 7.5 / 5 = 150$ comparisons per assessor. Specify 150.
- With formative assessments, reliability is secondary to the number of learning effects, so the number of comparisons can be lower, for example, 4 or 5. If you still look for high reliability, you will come to 8 to 10 comparisons per assessor.

If you work with mixed assessors of participants and instructors you can give "weight" to the judgments of the individual groups here.

For example: we have 100 students and 5 teachers. We go for a reliability of > .70 then a total of 750 comparisons must be made. If we let all students make 400 comparisons together and all the teachers make 350 comparisons together, the judgments of students and teachers weigh roughly the same.

The calculation is then as follows: $400/100 = 4$ comparisons per participant. And $350/5 = 70$ comparisons per instructor.

f. Select the feedback type

Indicate here in which form feedback can be given. There are two options: "strengths & weaknesses" and "criteria"

- strengths & weaknesses

* Type of feedback How should feedback be given on a product?

Strengths and weaknesses Assessment criteria

Feedback first Participants give feedback first and can select the better product thereafter

Feedback question

Feedback criteria

* Feedback after After 5 comparisons, feedback is required for all remaining comparisons

Hereby you get the possibility to mention one or more strengths or weaknesses for each product in the comparison. This will look like this in the tool:

Give feedback

Strength Weakness

Feedback criteria

Strength Weakness

- Criteria

* Type of feedback How should feedback be given on a product?

Strengths and weaknesses Assessment criteria

Feedback first Participants give feedback first and can select the better product thereafter

Feedback question

Feedback criteria

Assessment criteria #1

* Feedback after After 5 comparisons, feedback is required for all remaining comparisons

Here you can specify criteria on which you expect feedback. You can add a criterion via "+ Add criterion". Suggestion: no more than 5 criteria. This will then look like this in the tool:

The screenshot shows a 'Give feedback' interface. At the top, there are two product labels: 'A' and 'B'. Below each label is a 'Relevante onderzoeksvraag' (Relevant research question) section with a text input field containing the placeholder 'Type your feedback for product A here ...'. Below that is a 'Gebruik literatuur' (Use literature) section with another text input field containing the same placeholder. In the center, there is a 'Feedback criteria' section with a blue 'Submit' button. The interface is clean and user-friendly, designed for easy data entry.

g. Reverse the order 'select-feedback' into 'feedback-select'

The screenshot displays the 'Type of feedback' configuration screen. At the top, it asks 'How should feedback be given on a product?' with two radio button options: 'Strengths and weaknesses' (selected) and 'Assessment criteria'. Below this, a 'Feedback first' checkbox is highlighted with an orange border, with the text 'Participants give feedback first and can select the better product thereafter'. Underneath are two text input fields: 'Feedback question' with the example 'For example: 'Do you have feedback on these products?' ...' and 'Feedback criteria' with the placeholder 'Describe in short how to give feedback on a product...'. At the bottom, there is a 'Feedback after' section with a numeric input set to 5 and the text 'After 5 comparisons, feedback is required for all remaining comparisons'.

The preprogrammed order is first to compare and indicate the better product and then to provide feedback. If you prefer to have feedback entered first and assessors want to make the selection based on that, this can be done by indicating "feedback first".

h. Determine the question and criteria on which feedback must be given

- feedback question
By default the question "Do you have feedback on this product?" is asked. This is easy to adjust. For example, you can ask assessors to formulate feedback based on the question "How can the student improve this product?".

* Type of feedback How should feedback be given on a product?

Strengths and weaknesses Assessment criteria

Feedback first Participants give feedback first and can select the better product thereafter

Feedback question For example: 'Do you have feedback on these products?' ...

Feedback criteria Describe in short how to give feedback on a product...

* Feedback after - 5 + After 5 comparisons, feedback is required for all remaining comparisons

- feedback criteria
To structure the feedback, you can indicate via criteria which aspects you want feedback on, or you can explain more exactly what you expect. This message can always be consulted by the assessors when entering the feedback.

* Type of feedback How should feedback be given on a product?

Strengths and weaknesses Assessment criteria

Feedback first Participants give feedback first and can select the better product thereafter

Feedback question For example: 'Do you have feedback on these products?' ...

Feedback criteria Describe in short how to give feedback on a product...

* Feedback after - 5 + After 5 comparisons, feedback is required for all remaining comparisons

i. Determine the amount of feedback

* Type of feedback How should feedback be given on a product?

Strengths and weaknesses Assessment criteria

Feedback first Participants give feedback first and can select the better product thereafter

Feedback question For example: 'Do you have feedback on these products?' ...

Feedback criteria Describe in short how to give feedback on a product...

* Feedback after - 5 + After 5 comparisons, feedback is required for all remaining comparisons

For this, indicate from which comparison feedback will be requested.

For example, you ask your assessors to make 10 comparisons and you indicate "Feedback after 7 comparisons", then the assessors first make 7 comparisons without being able to provide feedback. Feedback is only requested for the last 3 comparisons.

j. Compare without feedback

If it is not necessary to provide feedback on the products, choose one of the two options (Strengths and weaknesses or Assessment criteria) at random, leave the rest open and enter a number greater than the number in 'Feedback after' comparisons that a participant (instructor / external) must make. In that way no feedback is requested.

* Type of feedback How should feedback be given on a product?

Strengths and weaknesses Assessment criteria

Feedback first Participants give feedback first and can select the better product thereafter

Feedback question For example: 'Do you have feedback on these products?' ...

Feedback criteria Describe in short how to give feedback on a product...

* Feedback after - 5 + After 5 comparisons, feedback is required for all remaining comparisons

Step 3: The results

Step 3: Results
What to do with the results.

a Show results Who will get access to the results, besides the course instructors?
 Participants External assessors

b Grading Enable grading in this assessment

c * Release date

d Participant requirement Participants can only get results if they have finished their comparisons
All results Allow participants to see the results of all other participants

a. Determine who can see the results

As an instructor you can always view the results; indicate here whether students and / or external parties may also see the results.

b. Grading

If you want to grade the products, you indicate this via 'Enable grading this assessment'. ATTENTION: These grades are never communicated to the participants.

c. Release of results

Determine here the date on which the results should be visible to the participants and / or external parties.

ATTENTION: once the results have been released, nothing can be changed about the assessment, only "grading" and "participant requirements". Comparisons can no longer be made or additional comparisons can be requested from the assessors.

So set this date far enough in the future, first check the results as an instructor, if ok, then release them.

d. Participant requirements

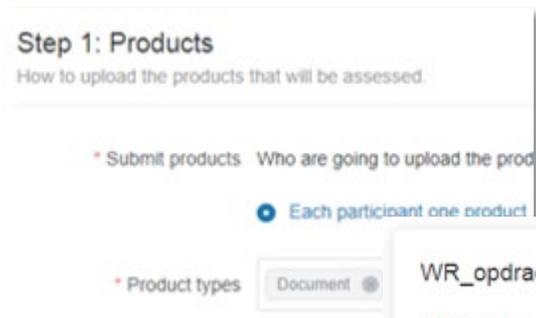
Here you can indicate whether participants (and / or external parties) can only access the results if they have made all the proposed comparisons.

Here you can also indicate whether you want all results to be accessible to everyone.

In this way a participant can view any work on the ranking as well as the accompanying feedback. Students can learn a lot from this. It also remains anonymous: students cannot see who the product belongs to and who gave the feedback.

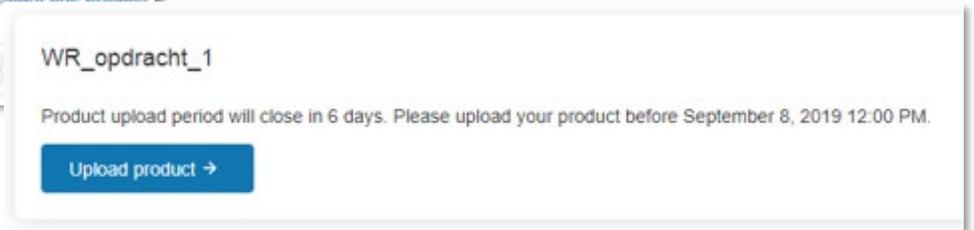
Add products

Participants add products



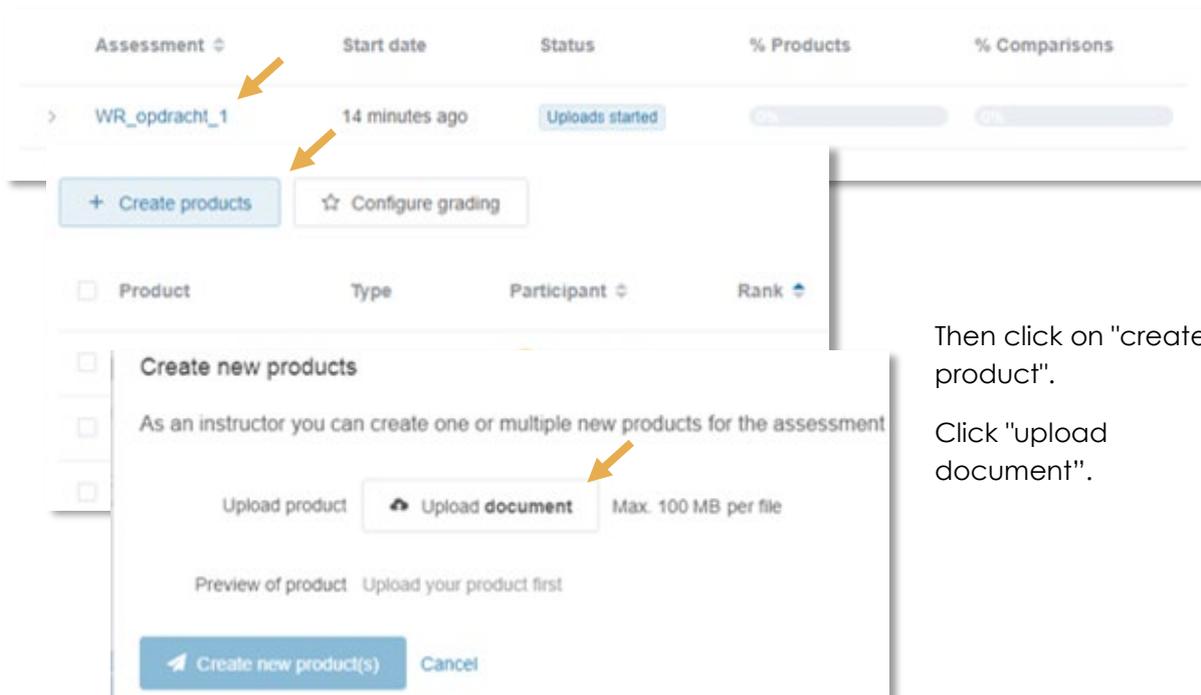
If you select this option, the participants will receive an email with the invitation to upload their product (see practical guide participant).

When the participant logs in, he / she will see in the overview that a product needs to be uploaded, as well as the deadline.



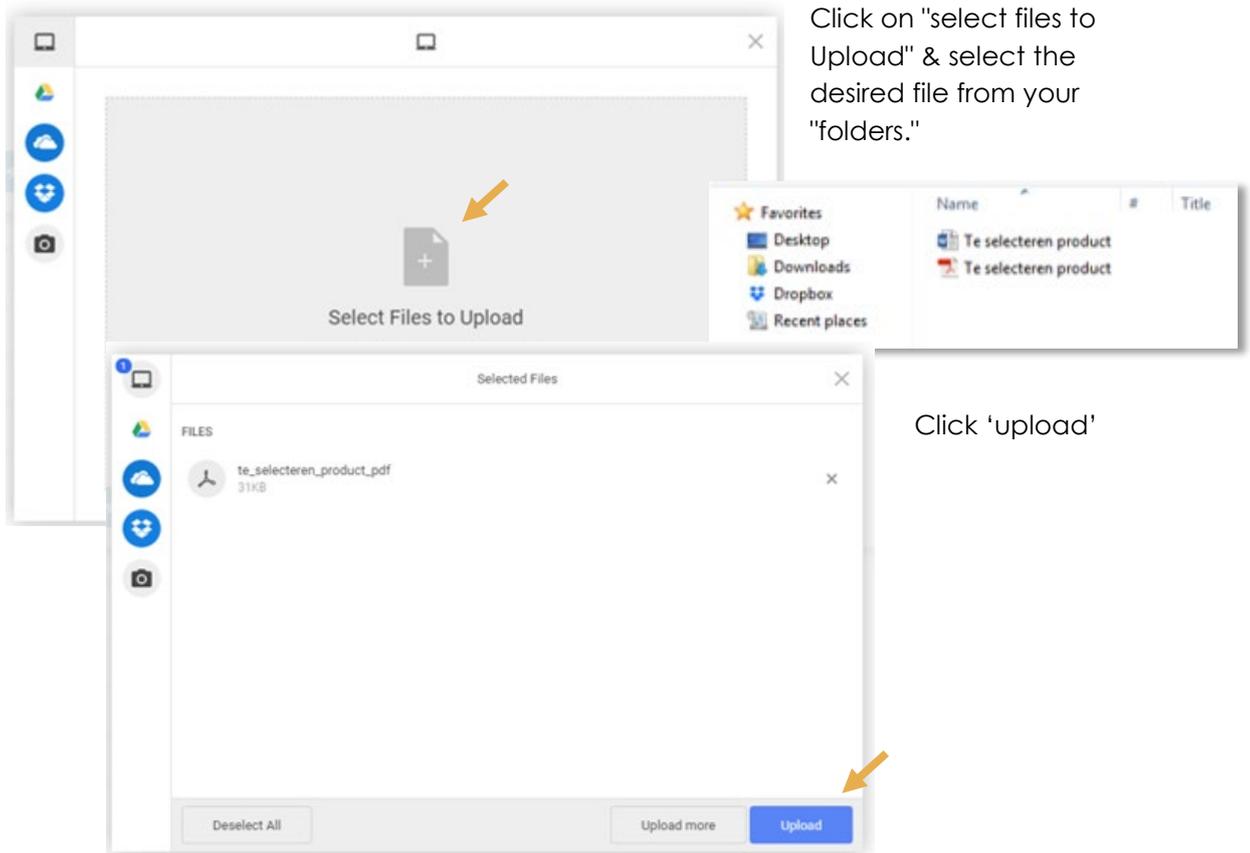
Instructor add all products

As an instructor you can also add products yourself. Select an assessment for this in a certain course.



Then click on "create product".

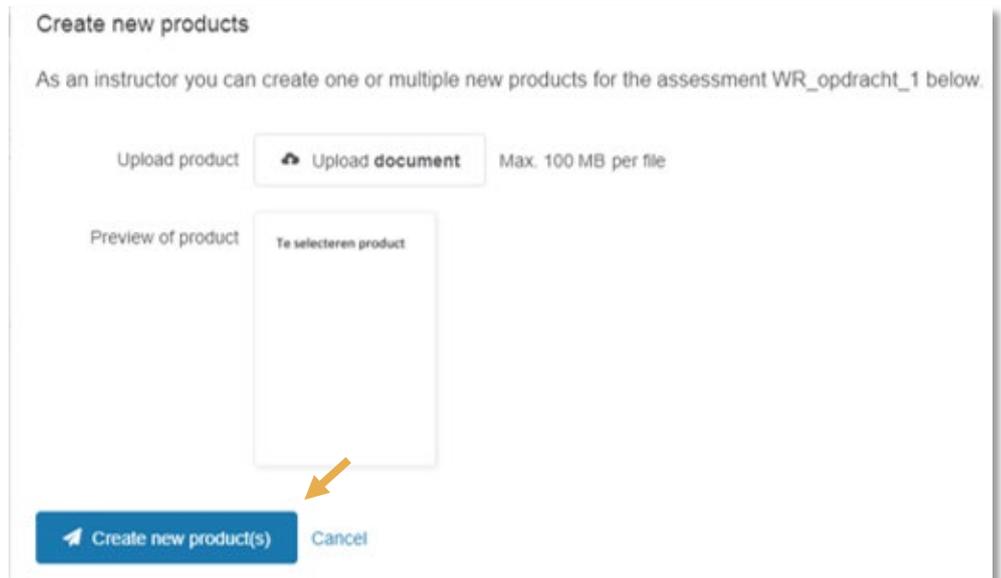
Click "upload document".



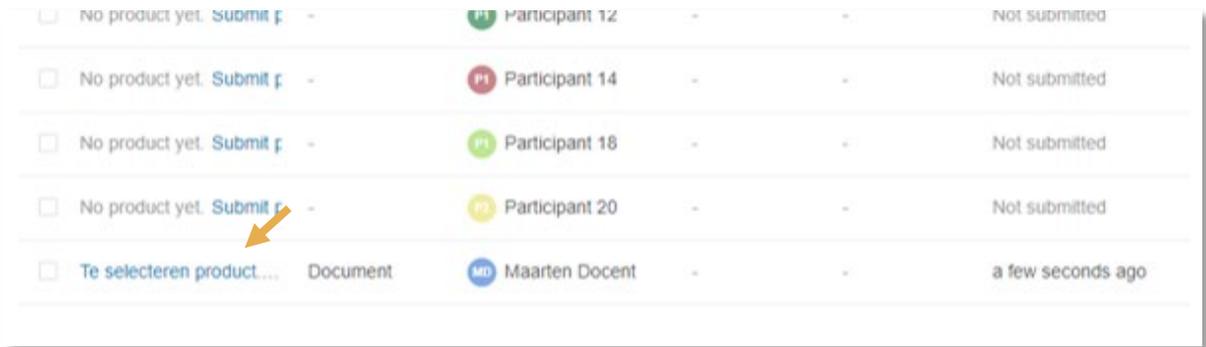
Click on "select files to Upload" & select the desired file from your "folders."

Click 'upload'

Check the selected product and click on "create new product".



You can now find the added product at the bottom of the list of participants in the assessment.



<input type="checkbox"/>	No product yet. Submit product		Participant 12			NOT submitted
<input type="checkbox"/>	No product yet. Submit product		Participant 14			Not submitted
<input type="checkbox"/>	No product yet. Submit product		Participant 18			Not submitted
<input type="checkbox"/>	No product yet. Submit product		Participant 20			Not submitted
<input type="checkbox"/>	Te selecteren product... Document		Maarten Docent			a few seconds ago

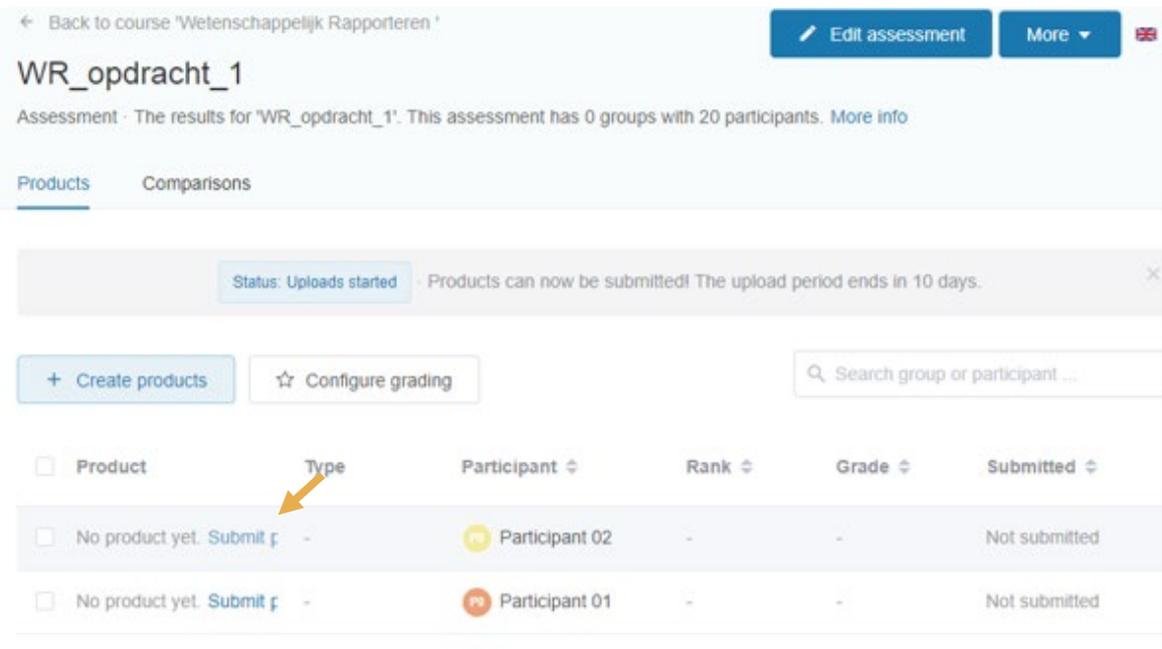
Add products after the deadline

As an instructor you can add a product yourself, see "instructor adds the products".

As an instructor you can also add a product "in the name" of a participant.

Select the desired assessment and search for the desired participant. Then click on "submit product". The method is now the same as "instructor adds the products".

You can only do this **before the comparison phase has started**, you cannot add afterwards. The student will then receive the statement 'late'.



← Back to course 'Wetenschappelijk Rapporteren'

[Edit assessment](#) [More](#)

WR_opdracht_1

Assessment · The results for 'WR_opdracht_1'. This assessment has 0 groups with 20 participants. [More info](#)

[Products](#) [Comparisons](#)

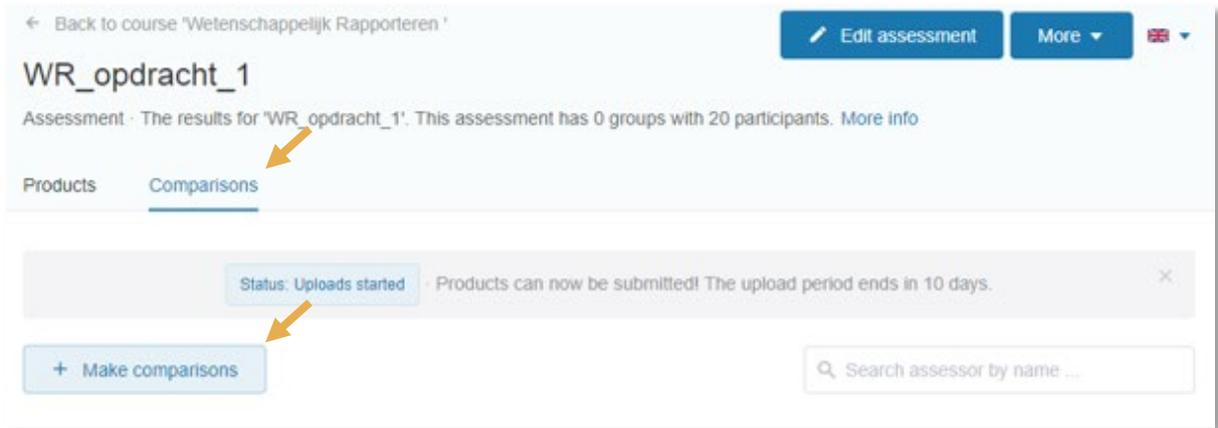
Status: Uploads started · Products can now be submitted! The upload period ends in 10 days.

[+ Create products](#) [☆ Configure grading](#)

<input type="checkbox"/>	Product	Type	Participant	Rank	Grade	Submitted
<input type="checkbox"/>	No product yet. Submit product		Participant 02	-	-	Not submitted
<input type="checkbox"/>	No product yet. Submit product		Participant 01	-	-	Not submitted

Make comparisons

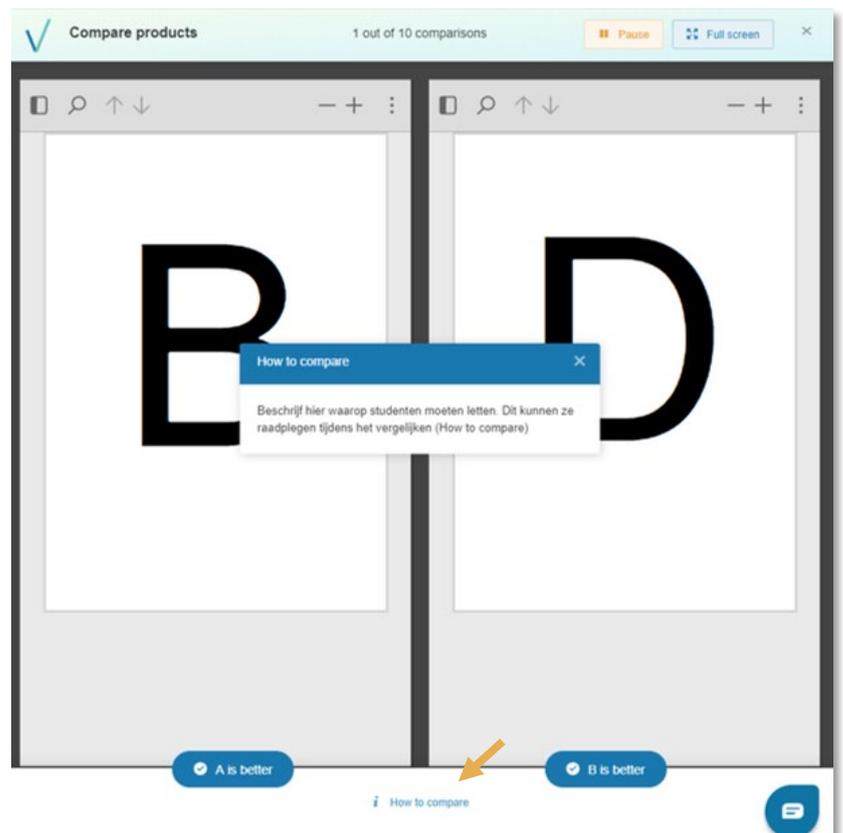
To make comparisons, first select the desired assessment. Then select the "Comparisons" tab and "Make comparisons"

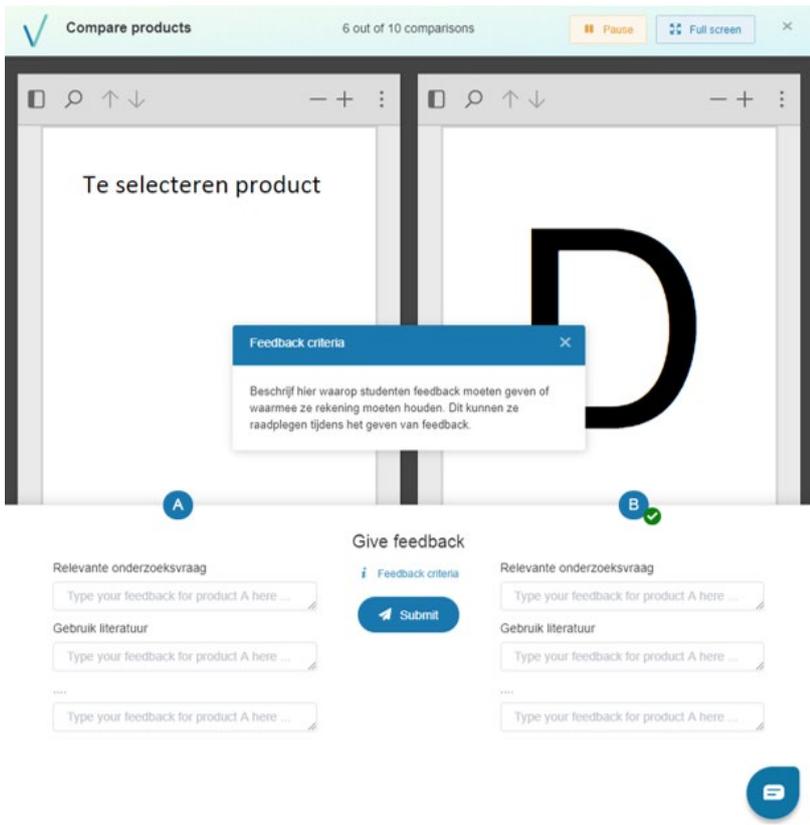


You will then see 2 products side by side (represented here by a letter). At the bottom you can indicate which of the two products you like best ("A is better" or "B is better").

! ATTENTION: your choice is final and irreversible.

When you click on "how to compare", the explanation that the instructor has entered appears with the description of the assessment criteria (see "Determine the question and criteria to be compared with").



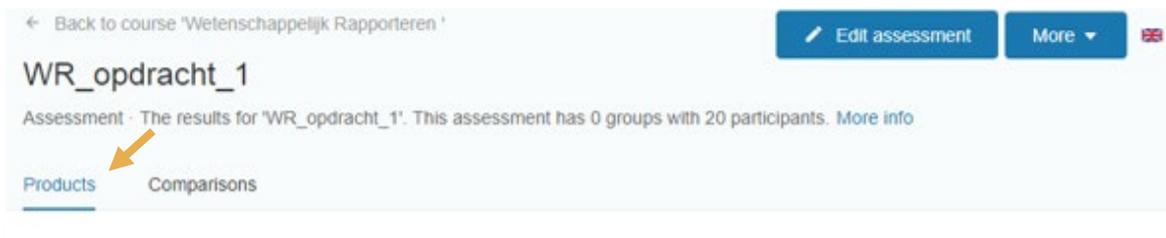


Depending on the configuration, you will be asked to provide feedback after a certain comparison. In the example is opted to work with criteria and not with strengths and weaknesses (see "Determine the question and criteria on which feedback must be given").

By clicking on 'feedback criteria', you as an assessor will see the description of the way in which you must provide feedback. This description was entered by the instructor (see "step 2: Defining comparisons").

Results

As soon as comparisons have been made, you can view all the results as an instructor. Refresh the page to get the most recent results.



To see the results, select the "Products" tab in the desired assessment (default). You will automatically see the results. You can divide this screen into 3 parts:

- The reliability. This is expressed on a scale of 0 to 1 with 0 not reliable and 1 very reliable.

Guidelines:

- In a peer assessment, the reliability of the ranking is of secondary importance to the learning effect. The reliability is generally lower here because fewer comparisons are made.
- To turn the abilities into grades (see 'grading') you must reach at least a reliability of .70
- For high stakes (exams, selections, etc.), reliability of at least 0.8 is advised.

- b. The graph. You get a visual representation of the results based on the ability score.
- c. The list. Here you can see per line the name of the product, the product type, the participant who uploaded the product, the rank, possibly the score, and the date the product has been added.

The screenshot displays a user interface for managing products. At the top, a notification states 'Status: Released - Each participant will get a notification with a link to the results.' Below this are buttons for '+ Create products' and '☆ Configure grading', along with a search bar for 'Search group or participant ...'. A scatter plot (labeled 'a' and 'b') shows 'Reliability: 0.14' and plots ability scores for various products: anonymous, E.pdf, C.pdf, MB6.pdf, MB4.pdf, MB8.pdf, MB7.pdf, MB5.pdf, B.pdf, and A.pdf. A table (labeled 'c') lists products with columns for Product, Type, Participant, Rank, Grade, and Submitted. An arrow points to 'A.pdf' in the table, which is highlighted in the 'View product' modal. The modal shows details for 'E.pdf' (Document - 13.4 KB) with a Rank of 6, Grade of 2.7, and Ability of -1.19. It also shows the participant 'Participant 02 (comproved002@mailinator.com)' submitted it 4 hours ago. A 'Received feedback' table shows a strength from 'Maart...' and a weakness from 'Maart...'.

When you click on a product, you get a detailed overview of the product with the accompanying feedback. As an instructor, the results are not anonymous. You can therefore check who has submitted which product and who has given what feedback.

If you click the "Comparisons" tab, you will get an overview of all comparisons made. You see a list of all the participants, their role, how long they have spent on average on a comparison, how many comparisons they have already made and when they were last active.

The screenshot shows the 'Comparisons' tab for an assessment named 'Filo_Taak_1'. At the top, there are buttons for 'Edit assessment' and 'More'. Below the assessment title, a status message indicates 'Status: Released' and that each participant will receive a notification. A '+ Make comparisons' button and a search bar for assessors are also visible.

User	Email	Role	Median time	Comparisons	Last comparison
Maarten Docent	maarten@d-pac.be	Instructor	2 sec.	10 out of 10	4 hours ago
Maarten student	maarten.j.goossens...	Participant	2 sec.	10 out of 10	4 hours ago
Participant 01	comproved001@ma...	Participant	-	0 out of 10	-
Participant 02	comproved002@ma...	Participant	2 sec.	10 out of 10	4 hours ago

The detailed view for 'Maarten Docent' shows the following comparisons:

#	Better product	Participant	Lesser product	Participant	Compare time	Submitted
1	C.pdf	Participant 01	H.docx	Maarten student	3 sec.	4 hours ago
2	B.pdf	Participant 02	D.pdf	Participant 01	2 sec.	4 hours ago
3	A.pdf	Participant 02	E.pdf	Participant 01	1 sec.	4 hours ago
4	B.pdf	Participant 02	C.pdf	Participant 01	1 sec.	4 hours ago
5	A.pdf	Participant 02	D.pdf	Participant 01	2 sec.	4 hours ago
6	E.pdf	Participant 01	H.docx	Maarten student	2 sec.	4 hours ago
7	C.pdf	Participant 01	D.pdf	Participant 02	2 sec.	4 hours ago

If you click on the arrow next to a participant's name, you will get details about each comparison made by that participant.

Grading

If your reliability is sufficiently high (> 0.70) and you want to calculate grades, click on "Configure grading".

First, set the scale on which you want to grade, from 0 to 20 or from 1 to 10,... (a). Second, You must grade 2 works (b).

In the "Status" column you will find "low" and "high" behind each product. Select that product of "lesser" quality you want to grade. In the example, this product is "D.pdf" and we give it a 3.9 (b) out of 10.

Status: Released - Each participant will get a notification with a link to the results.

+ Create products ☆ Configure grading

Reliability: 0.14

14/08/19(abilities)

6
4
2
0
-2
-4
-6

anonymous

Product

No product

A.pdf

B.pdf

MB5.pdf

Configure grading

First set the lowest and highest possible grade. This range will be used by Comproved to calculate all grades. Secondly, choose a low performing product and give it a low grade and a high performing product with a high grade (highest or lowest ranked product cannot be choose). Based on this data, Comproved will (re)calculate all grades.

a

Minimum course grade -- 0 + Lowest possible grade.

Maximum course grade -- 10 + Highest possible grade.

b

Product with low grade: D.pdf MD Maarten Docent Reset

Grade: -- 3.9 +

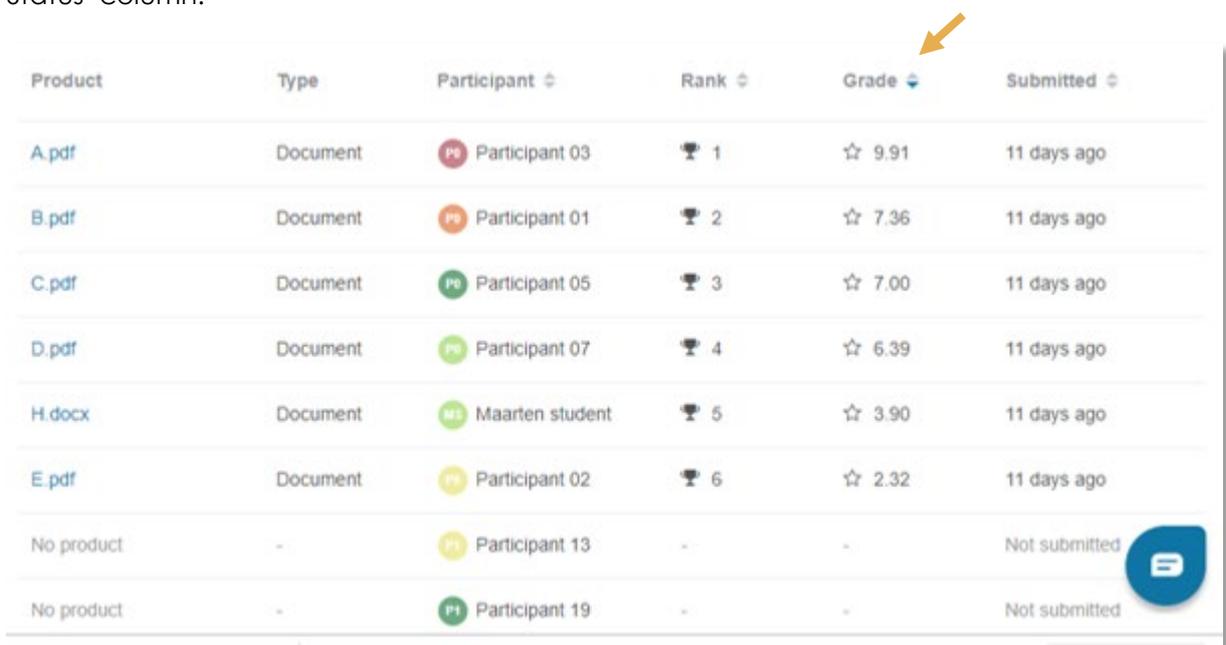
Product with high grade: B.pdf MS Maarten student Reset

Grade: -- 7.0 +

Save changes Cancel

Product	Type	Participant	Rank	Status	Submitted
A.pdf	Document	MD Maarten Doce...	1	highest rank	43 minutes ago
C.pdf	Document	MD Maarten Doce...	3	Low High	43 minutes ago
D.pdf	Document	MD Maarten Doce...	4	Low High	43 minutes ago
B.pdf	Document	MS Maarten stud...	2	Low High	43 minutes ago

Afterwards, select the product of "better" quality that you want grade. In the example product 'B.pdf' which gets a 7 out of 10. Click on "save changes" and the scores are automatically calculated and displayed in the "Grade" column that takes the place of the "Status" column.



Product	Type	Participant	Rank	Grade	Submitted
A.pdf	Document	Participant 03	1	9.91	11 days ago
B.pdf	Document	Participant 01	2	7.36	11 days ago
C.pdf	Document	Participant 05	3	7.00	11 days ago
D.pdf	Document	Participant 07	4	6.39	11 days ago
H.docx	Document	Maarten student	5	3.90	11 days ago
E.pdf	Document	Participant 02	6	2.32	11 days ago
No product	-	Participant 13	-	-	Not submitted
No product	-	Participant 19	-	-	Not submitted

Reports (of raw data)

You can download the ranking, comparisons and feedback from the system in CSV. To do this, click on "More" in the desired assessment and select "Export results".

The screenshot shows the assessment interface for '14/08/19'. The 'More' dropdown menu is open, showing options: 'Send reminder', 'Sync with CSV', 'Export results' (selected), and 'Delete'. Below the menu is a dialog box titled 'Export results' with the text: 'Choose below whether you want to export the product results, all comparisons or all the feedbacks.' The dialog has three buttons: 'Products results', 'Comparisons', and 'Feedback', along with a 'Cancel' button.

Now choose which of the 3 reports you want:

"Products results" are the raw data on which the ranking is based, consisting of:

- Name of participant
- E-mail participant
- Group
- Date on which the product was added
- The name of the product
- The rank
- Average time for comparing
- The score (grading)
- Ability
- How often the product has been compared
- Standard error
- How often the product is selected as "best"

1	Student name	Student email	Group	Submitted date	Submitted file	Comparison rank	Avg. compare time	Grade	Ability	Amount compared	Se	Amount selected
2	Maarten student	maarten.j.gossens@gmail.com		08/30/2019	h_docx	5	3.00	6.335082015701289	0.7612147431209887	13	0.66840830171619	4.001153846153846
3	Participant 01	comproved001@mailinator.com		08/30/2019	b_pdf	2	4.85	7.477005208738114	0.0945813355483116	13	0.6092667913089658	6.99979220769221
4	Participant 02	comproved002@mailinator.com		08/30/2019	e_pdf	6	2.08	6	-1.1950885707726202	13	0.6894480754747849	3.0016153846153846
5	Participant 03	comproved003@mailinator.com		08/30/2019	a_pdf	9	1.57	9	2.1697235800025747	14	1.0413198847328615	12.997428571428571
6	Participant 04	comproved004@mailinator.com		na	na	na	na	0	na	na	na	na
7	Participant 05	comproved005@mailinator.com		08/30/2019	c_pdf	3	2.31	7.371907581327853	na	13	0.6207047446983804	6.000230769230769
8	Participant 06	comproved006@mailinator.com		na	na	na	na	0	na	na	na	na
9	Participant 07	comproved007@mailinator.com		08/30/2019	d_pdf	4	3.00	7.203373884102513	#FIELD!	14	0.585329641421515	na
10	Participant 08	comproved008@mailinator.com		na	na	na	na	0	na	na	na	na
11	Participant 09	comproved009@mailinator.com		na	na	na	na	0	na	na	na	na
12	Participant 10	comproved010@mailinator.com		na	na	na	na	0	na	na	na	na
13	Participant 11	comproved011@mailinator.com		na	na	na	na	0	na	na	na	na
14	Participant 12	comproved012@mailinator.com		na	na	na	na	0	na	na	na	na
15	Participant 13	comproved013@mailinator.com		na	na	na	na	0	na	na	na	na
16	Participant 14	comproved014@mailinator.com		na	na	na	na	0	na	na	na	na
17	Participant 15	comproved015@mailinator.com		na	na	na	na	0	na	na	na	na
18	Participant 16	comproved016@mailinator.com		na	na	na	na	0	na	na	na	na
19	Participant 17	comproved017@mailinator.com		na	na	na	na	0	na	na	na	na
20	Participant 18	comproved018@mailinator.com		na	na	na	na	0	na	na	na	na
21	Participant 19	comproved019@mailinator.com		na	na	na	na	0	na	na	na	na
22	Participant 20	comproved020@mailinator.com		na	na	na	na	0	na	na	na	na

"Comparisons" is an overview of all comparisons made in the assessment:

- Name of the assessor
- The "better product"
- The name of the participant whose "better product" is
- The 'lesser product'
- The name of the participant whose "lesser product" is
- How much time the assessor needed to make the comparison
- How much time the assessor needed to provide feedback
- Date on which the comparison was made

Assessor name	Better product	Participant(s)	Lesser product	Participant(s)	Compare time	Submitted
Maarten Docent	C.pdf	Participant 05	H.docx	Maarten student	3	08/30/2019
Maarten Docent	B.pdf	Participant 01	D.pdf	Participant 07	2	08/30/2019
Maarten Docent	A.pdf	Participant 03	E.pdf	Participant 02	1	08/30/2019
Maarten Docent	B.pdf	Participant 01	C.pdf	Participant 05	1	08/30/2019
Maarten Docent	A.pdf	Participant 03	D.pdf	Participant 07	2	08/30/2019
Maarten Docent	E.pdf	Participant 02	H.docx	Maarten student	2	08/30/2019
Maarten Docent	C.pdf	Participant 05	D.pdf	Participant 07	2	08/30/2019
Maarten Docent	B.pdf	Participant 01	E.pdf	Participant 02	1	08/30/2019
Maarten Docent	A.pdf	Participant 03	H.docx	Maarten student	2	08/30/2019
Maarten Docent	H.docx	Maarten student	D.pdf	Participant 07	2	08/30/2019
Maarten student	A.pdf	Participant 03	B.pdf	Participant 01	43	08/30/2019
Maarten student	D.pdf	Participant 07	H.docx	Maarten student	15	08/30/2019
Maarten student	C.pdf	Participant 05	E.pdf	Participant 02	2	08/30/2019
Maarten student	C.pdf	Participant 05	B.pdf	Participant 01	1	08/30/2019
Maarten student	D.pdf	Participant 07	E.pdf	Participant 02	2	08/30/2019
Maarten student	A.pdf	Participant 03	H.docx	Maarten student	4	08/30/2019
Maarten student	A.pdf	Participant 03	C.pdf	Participant 05	8	08/30/2019
Maarten student	B.pdf	Participant 01	D.pdf	Participant 07	2	08/30/2019
Maarten student	H.docx	Maarten student	E.pdf	Participant 02	2	08/30/2019

"Feedback" overview of the feedback given by the assessors on the products with per row:

Assessor name	Product	Participant(s)	Pros	Cons
Maarten Docent	H.docx	Maarten student	Sterk punt voor dit product (H)	Zwak punt voor dit product (H)
Maarten Docent	E.pdf	Participant 02	Sterk punt voor dit product (E)	Zwak punt voor dit product (E)
Maarten Docent	B.pdf	Participant 01	sterk punt voor dit product (B)	zwak punt voor dit product (B)
Maarten student	A.pdf	Participant 03	Sterk punt voor dit product (A)	zwak punt voor dit product (A)
Maarten student	D.pdf	Participant 07	sterk punt voor dit product (D)	zwak punt voor dit product (D)
Maarten student	C.pdf	Participant 05	Sterk punt voor dit product (C)	zwak punt voor dit product (C)
Maarten student	C.pdf	Participant 05		Nog een zwak punt voor dit product (C)
Participant 01				
Participant 02				

- Name of the assessor
- The product
- The name of the participant whose the product is
- Strong points
- Weak points
- Or one column per criteria

Changes in participants

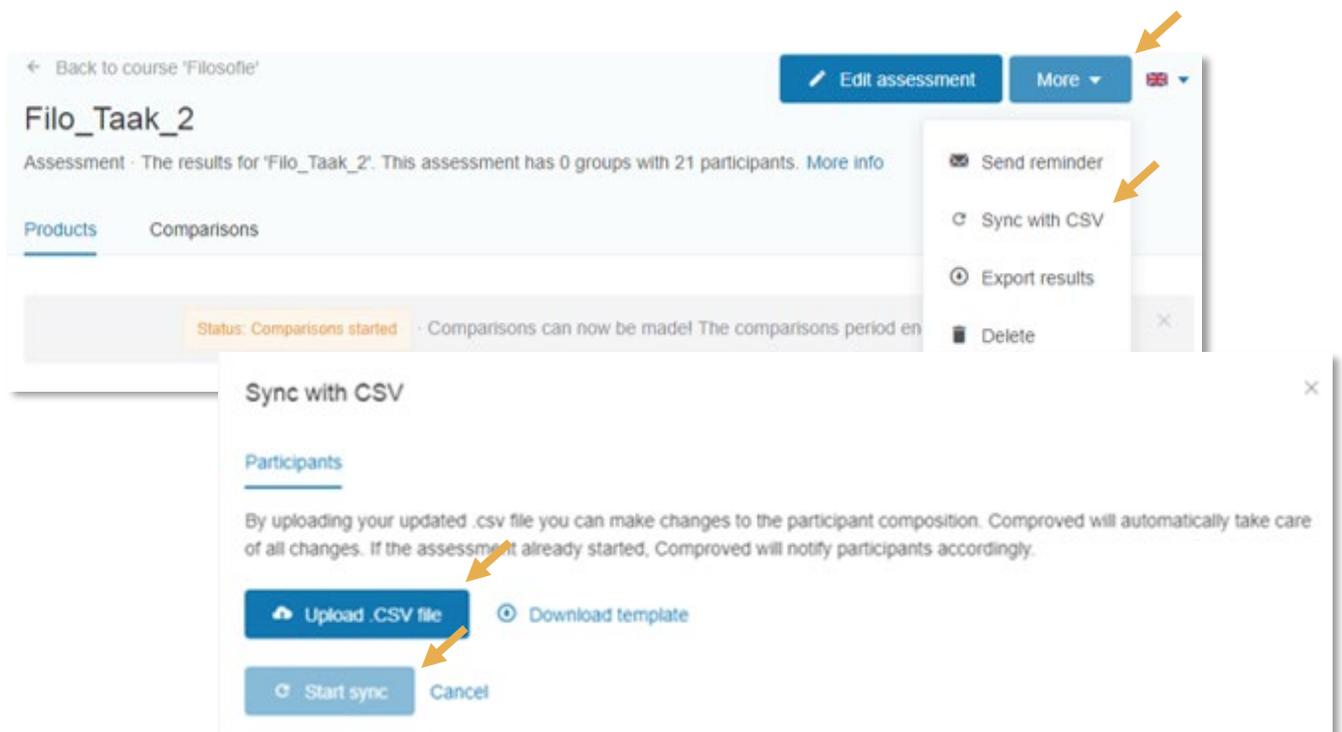
Changes in the composition of the participants during an assessment, are easily adjusted. Go to the relevant assessment and click on "more", select "Sync with CSV".

Take the **original CSV** you uploaded before, make adjustments in the file (correct typo, add participant, remove participant,...) and **leave the correct information unchanged**. Then sync the new CSV. This will overwrite all participant-data in the assessment. If nothing was changed, nothing will happen. Only the changes will be updated.

The changes are made automatically when you click on "start sync". If the assessment was already in progress, the participants will also be notified via a notification.

WRONG PRACTICE: I have an assessment of 50 participants, I want to add two more I sync with a CSV containing only the two new participants. As a result all 50 participants are replaced by the two new.

GOOD PRACTICE: same situation, I take the CSV with the 50 participants, add the two new underneath and sync with the file of 52 participants. Results: 52 participants in the assessment.



When you use Comproved in an LMS you do not have to upload a CSV. You change the participants and groups in the designated function in your LMS and inform the Comproved app via "More" and "Sync" that the composition has changed.

Send reminder

You can remind assessors that they still have to make comparisons or encourage participants to upload their product.

The phase (uploads, comparisons) of the assessment determines for which you can send a reminder.

Go to the relevant assessment, click on "More" and select "Send Reminder". Enter a subject and type your message. Then click on "Send reminder".

The screenshot shows the 'Send reminder' dialog box in a learning management system. The dialog box is titled 'Send reminder' and contains the following elements:

- A close button (X) in the top right corner.
- A description: 'Email assessors that have not completed their comparisons yet. Each email will contain a link to the assessment overview.'
- A text input field for the subject: 'Type subject here ...'
- A larger text area for the message: 'Type your message here ...'
- A checkbox labeled 'Send a copy to myself'.
- Two buttons at the bottom: 'Send reminder' (highlighted with an orange arrow) and 'Cancel'.

In the background, the assessment page for 'Filo_Taak_2' is visible. The 'More' dropdown menu is open, showing options: 'Send reminder' (highlighted with an orange arrow), 'Sync with CSV', 'Export results', and 'Delete'. The 'Edit assessment' button is also visible.

Invite/remove instructors in your course or assessment

As an instructor you can invite a colleague (s) as an instructor to your course. This fellow instructor (s) has access to all assessments in this course. The co-instructor (s) can also create or adjust assessments in this course.

If you do not want a colleague to have access to all assessments within your course, but you still want them to make comparisons within a certain assessment, you can invite them as external (see step 2: define comparisons).

Go to the desired course and click on "More", select "Manage instructors". Enter the e-mail address of everyone you want to add as an instructor (1 per line) and click on "Invite".

The screenshot shows the course interface for 'Wetenschappelijk Rapporteren'. At the top right, there are buttons for 'Edit course' and 'More'. The 'More' dropdown menu is open, showing options: 'Manage instructors', 'Archive course', and 'Delete'. Below this is a table of assessments with columns: 'Assessment', 'Start date', 'Status', '% Products', and '% Comparisons'. The first row shows 'WR_opdracht_1' with a start date of '4 days ago' and a status of 'Uploads started'. Below the table, a modal window titled 'Manage instructors' is open. It contains the following text: 'Here you can see the instructors in this course, add instructors and remove instructors. Please use school email addresses, for example instructor-name@school-name.com.' Under 'Existing instructors in this course', there is one entry: 'Maarten Docent' with a 'Remove' button. To the right, under 'Invite instructors by email (One address per line)', there is a text input field with the placeholder 'Copy & paste one or more email address(es) here ...'. Below the input field, there is a checked checkbox for 'Send a copy to myself' and an 'Invite' button. Orange arrows point to the 'More' button, the 'Manage instructors' option in the dropdown, and the 'Send a copy to myself' checkbox.

You can always remove added instructors via the "Remove" button.

This is a close-up screenshot of the 'Manage instructors' modal. It shows the 'Existing instructors in this course' section with one entry: 'Maarten Docent' and a 'Remove' button. An orange arrow points to the 'Remove' button. The 'Invite instructors by email' section is also visible, including the text input field and the 'Send a copy to myself' checkbox.

Questions

If you have any questions, you can use different channels.

- For first-line help on technical problems, use the chat function within Comproved. FAQ is under construction. For students, the chat function is not available, they can send a mail using the contact form.
- Via the facebook group 'comparative judgment to the rescue' you can easily come into contact with other people who want to work with the method or have worked with it. You can share experiences and ask questions here. We also follow this facebook group and regularly share nice information via this group.
- The website www.comproved.com provides additional information about the assessment method. Through the Comproved Academy you get easy access to scientific publications. You can also request workshops for you and your team via this website.
- If you can't get through one of the top channels, send us an email info@comproved.com

comproved
Assess better. Learn more.

info@comproved.com
www.comproved.com