02/2021

comproved

Assess better. Learn more.

PRACTICAL GUIDE FOR INSTRUCTORS

MAARTEN GOOSSENS

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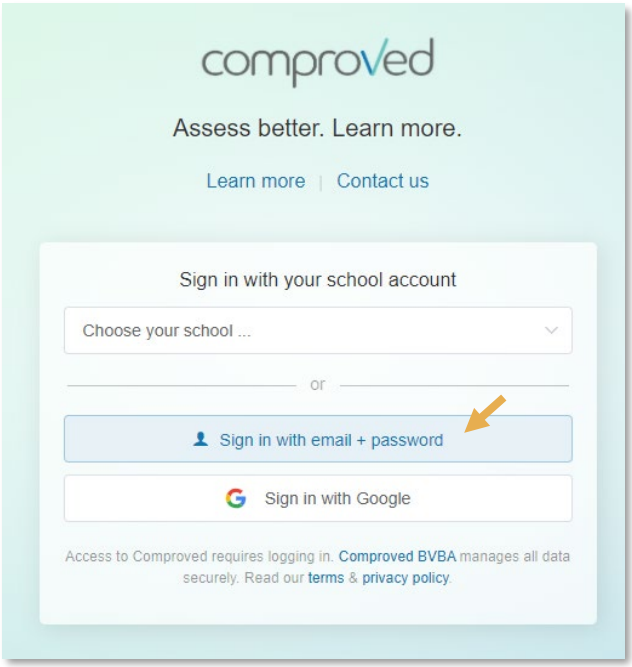
Trems

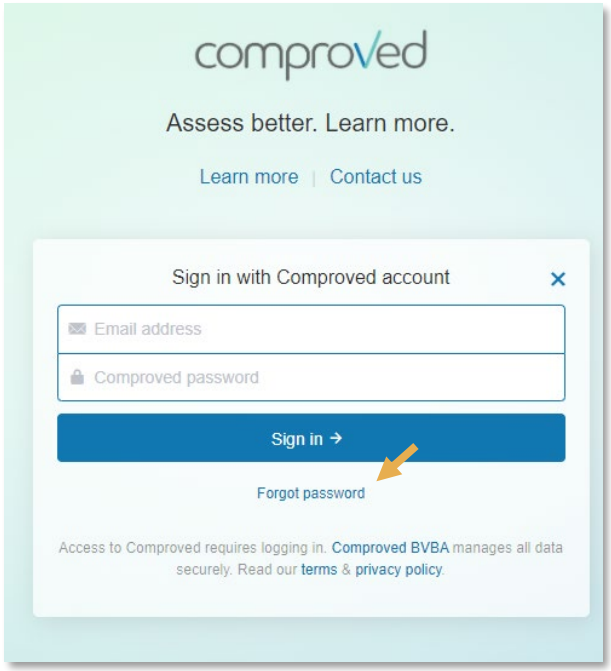
- Ability: this expresses the probability that a product X 'wins' in a comparison with the (theoretical) product with ability 0. The ability can be converted into a 'win-probability', so a product with an ability of 2 has more than 80% chance of being the 'winner' of the comparison with a product with ability 0.
- Assessment: an assessmentround. 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 in

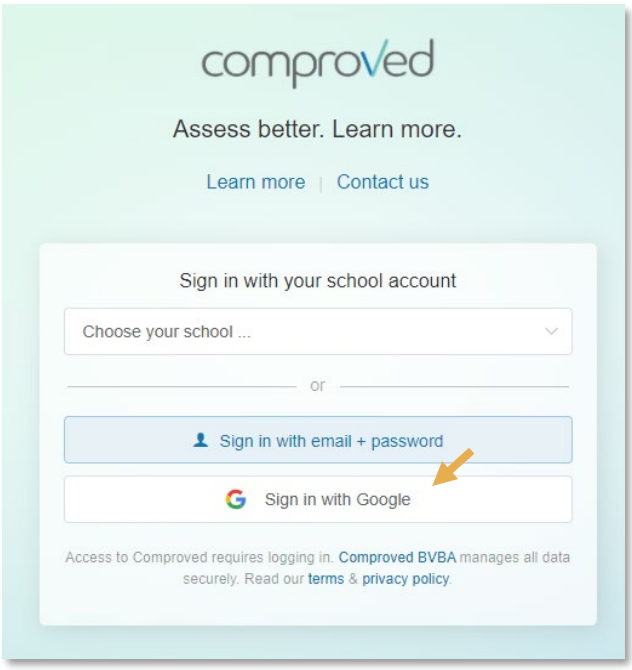
There are 3 ways to sign in at https://app.comproved.com:

1) Sign in with email + password
   Login with your email address and a self-made password. The first time you click on 'Sign in with email + password'. Then follow the procedure 'forgot password' to create a password. Afterwards you can log in with your email and password.

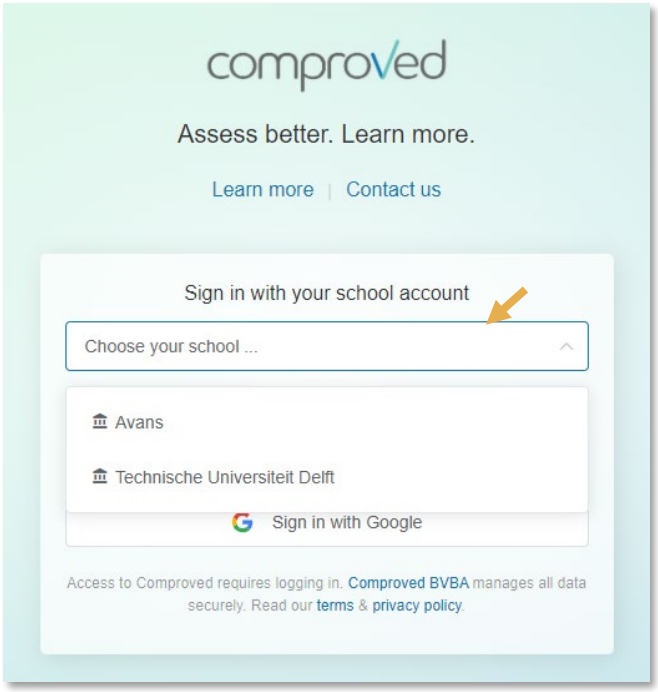




2) Via Google. This only works if you are added with a gmail address or an account that is linked to google. Google will do the authentication, so enter the password of your google account.



3) SSO via Surfconext (the Netherlands). To do this, go to https://app.comproved.com and choose your school from the top menu.



Sign in via LTI

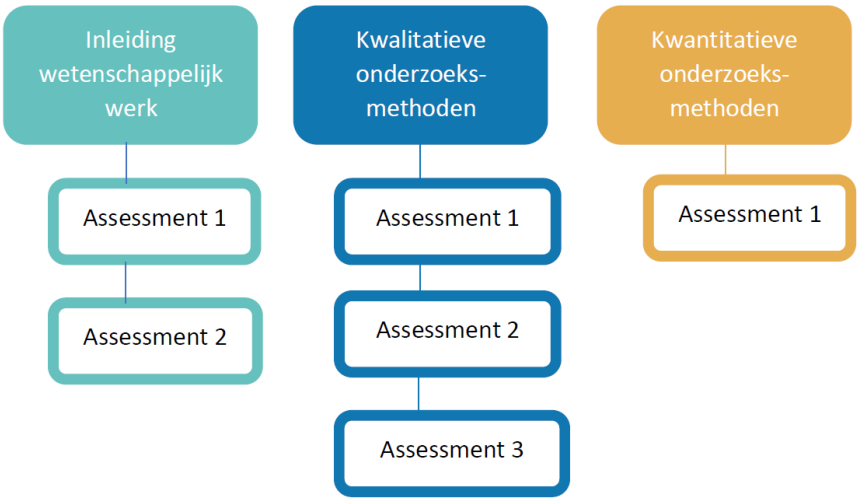
LTI via your learning management system (LMS). This is only possible if Comproved is integrated via LTI in the LMS used in your institution. If you do not find Comproved in your LMS, ask your ICT department whether Comproved has been integrated. When students, and possibly groups, have also been added to your course, you can set up an assessment via the Comproved button.

Creating a course

Before you can create assessments, you need to create a course (course). You can create multiple courses. You can then create multiple assessments in each course. This way you can keep an overview.

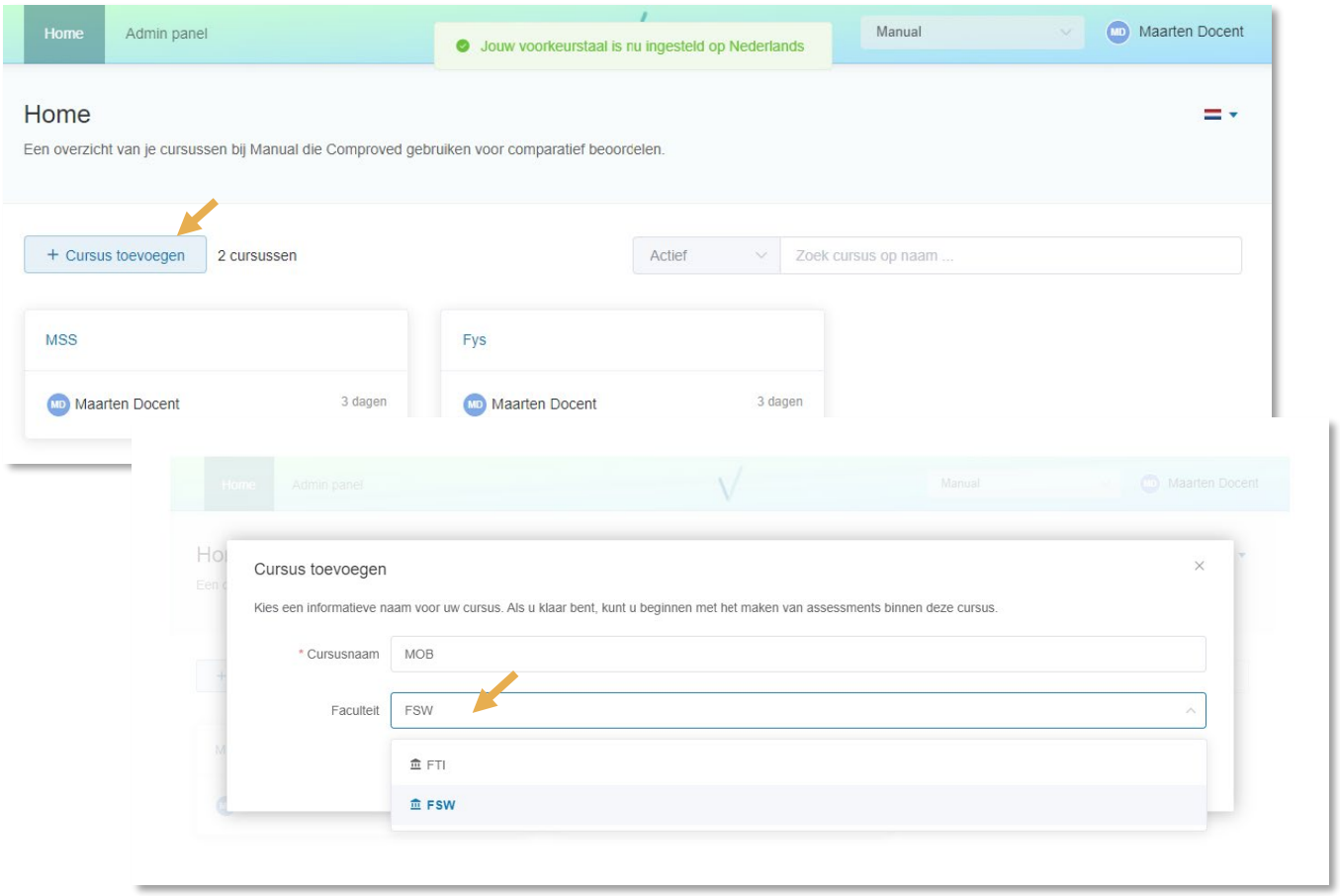
Example

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.



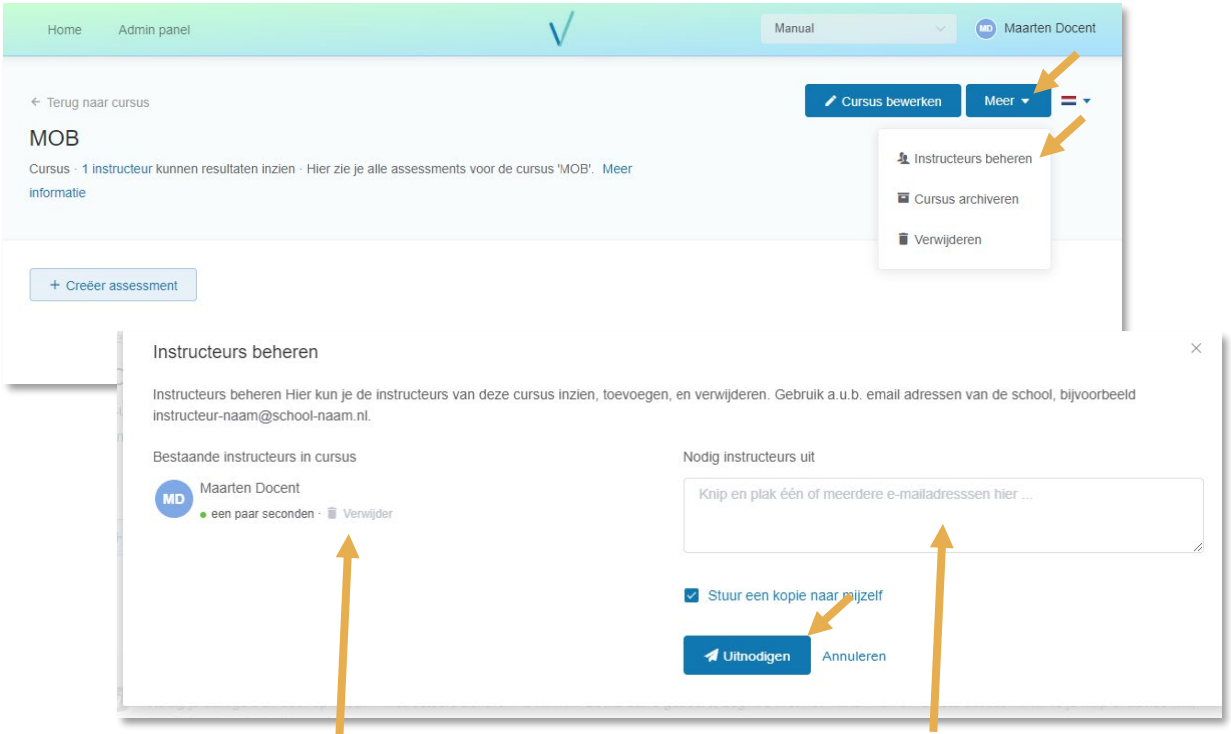
When you log in, you immediately get an overview of all the courses in which you are involved. In the example, these are the courses 'MSS' and 'Fys'.

To create a course, click on '+ Add course', give the course a name and, if faculties have been defined, choose the faculty to which it belongs.



Manage instructors

If you would like to add a colleague/instructor to an assessment that also needs to be able to edit/manage the assessment, you can add them here. Click on 'More' and then on 'Manage instructors'.

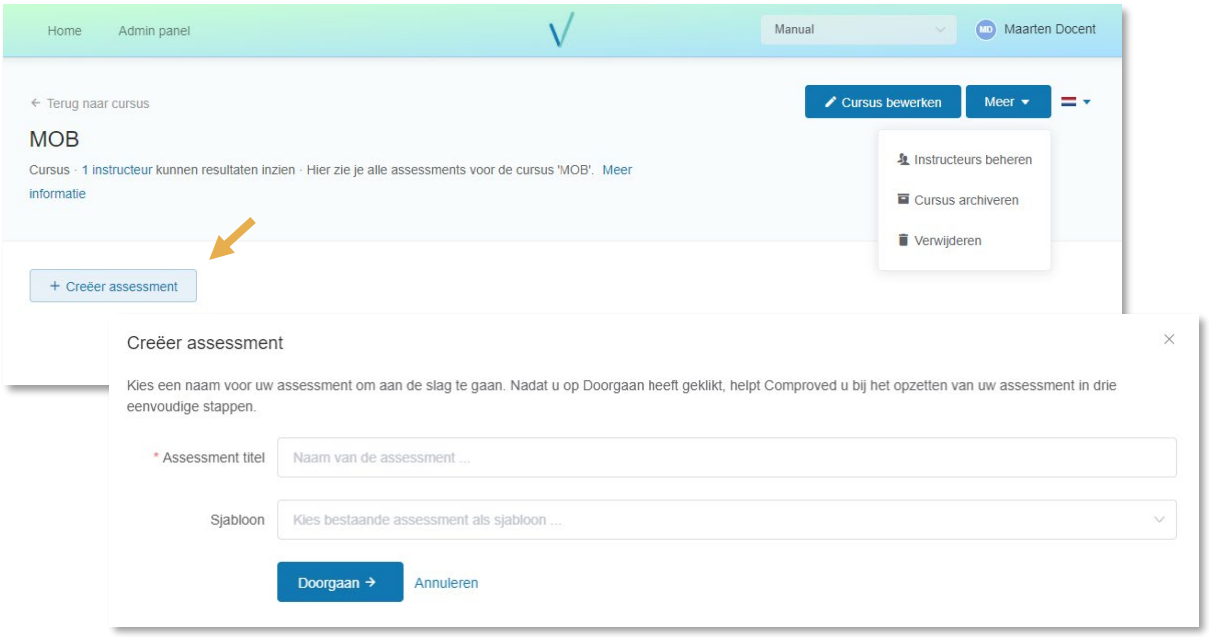


Here you can see who is active as an instructor in the assessment and, if necessary, remove instructors by clicking on the 'trash can' behind the name.

Now you can add instructors by 'copying and pasting' email addresses here. Click on 'invite' and they will receive an invitation via e-mail (attention can be spam) that links to the login page.

Create assessments

Once a course has been created, assessments can be set up. To do so, click on a course and then on 'Create assessment'.



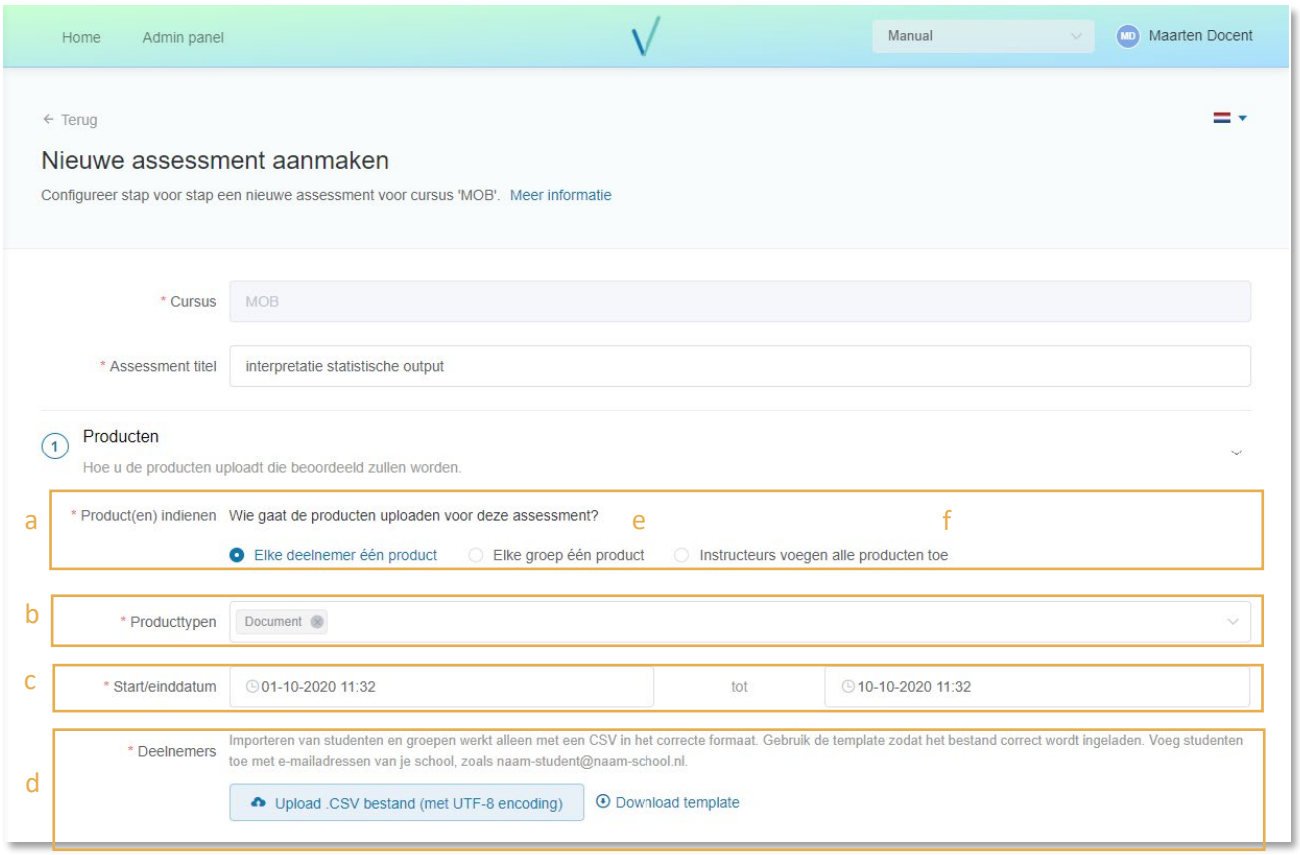
Give the assessment a name. If you have already set up assessments in this course, you can also use them as a template. You are going to copy the settings (not dates) as it were. To do this, select 'template' for the assessment of which you want to copy the settings.

Configure assessments

When configuring an assessment you go through 3 steps:

1) First of all, you will determine who will charge what kind of product and determine in which time slot this can be done.
2) Next, you will determine who will make how many comparisons and indicate whether and how much and what kind of feedback you expect on the works. You will also determine when the comparisons should be made.
3) Finally, you determine who will see which results and when.

Step 1: Add products



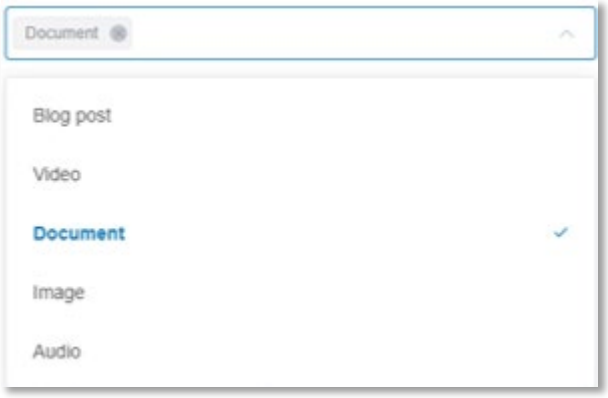
a. Who uploads the products?

Determine who will charge the products

- 'Each participant one product'. Each participant will upload their own product. With this option a connection is made between the work of the participant and the participant. This connection will ensure that the results can be fed back individually.
- 'Each group one product'. Students can now submit one group work per group. Each participant in a certain group can upload the product. The other members of the group will see when they log in that the product has not been submitted by then and can adjust the product if necessary.
- 'Instructor adds all products'. This means that you as an instructor will upload all products. This can be useful, for example, if you want to introduce participants to works from previous years. PLEASE NOTE: no connection is made between the work and the participant, individual results are not possible.

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. The different types can therefore be compared with each other if you wish.



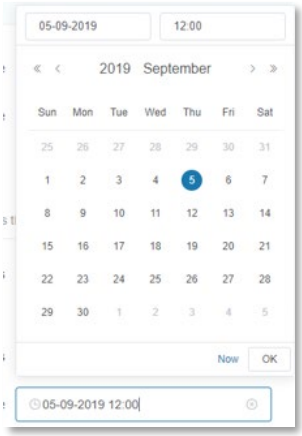
Accepted file types

- Blog post: Here you can embed video
- Video: .mp4 (codec h.264)
- Documents: .pdf
- Images: .jpg, .jpeg, .png, .gif
- Audio: .mp3

c. Uploads start and end date

Determine the period during which the products must be uploaded. Specify the time period within which the participants have toupload their products. Enter a start and end date. You can change these dates at any time.

! ATTENTION: On the starting date of a phase, students receive an email. It is therefore better to send it first in the future and then to bring it forward afterwards, rather than the other way around. The mailing would cause confusion!

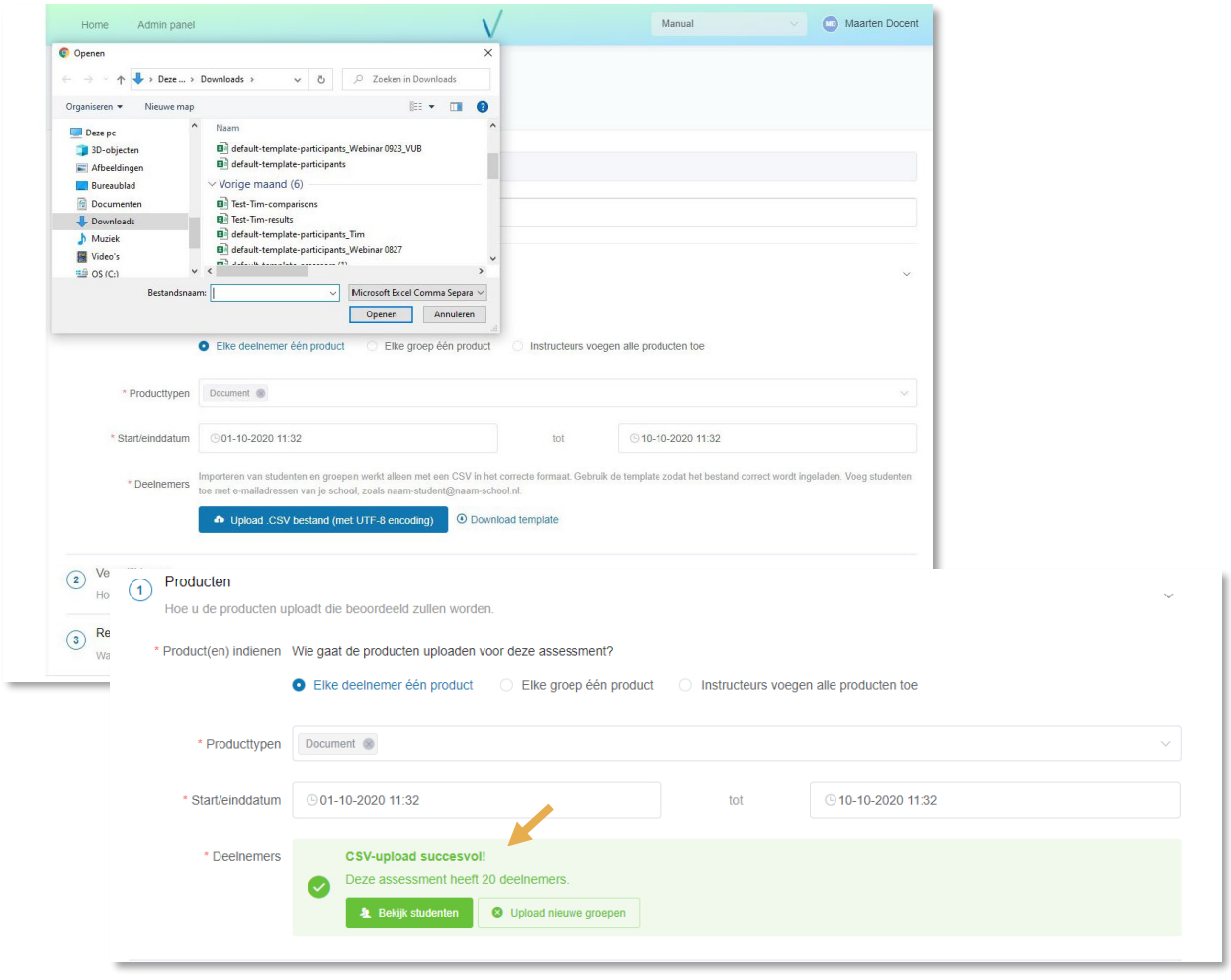


d. Add participants

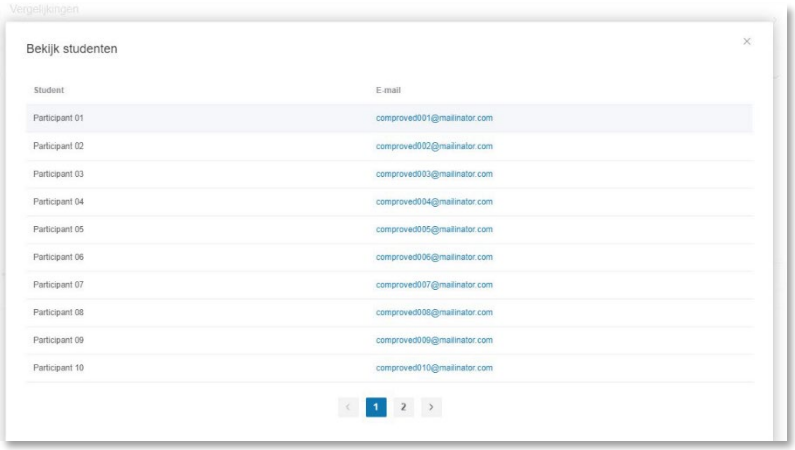
Download the template, fill in the details of the participants:

name	email
Participant 01	comproved001@example.com
Participant 02	comproved002@example.com
Participant 03	comproved003@example.com
Participant 04	comproved004@example.com

Save as CSV with UTF-8 encoding (to save CSV UTF-8, see: https://www.webtoffee.com/how-to-save-csv-excel-file-as-utf-8-encoded/).
Select the correct file and click 'open'. If the list of participants does not contain an error, you will receive a green message



By clicking on 'View participants', you can easily check whether you have uploaded the correct file. If you have uploaded an incorrect list, click 'Upload new participants' and upload the correct list.



If there is an error in the CSV, you will receive a red message. You will then also see what the error is.

e. Group submissions

Download the template, fill in the details of the participants:

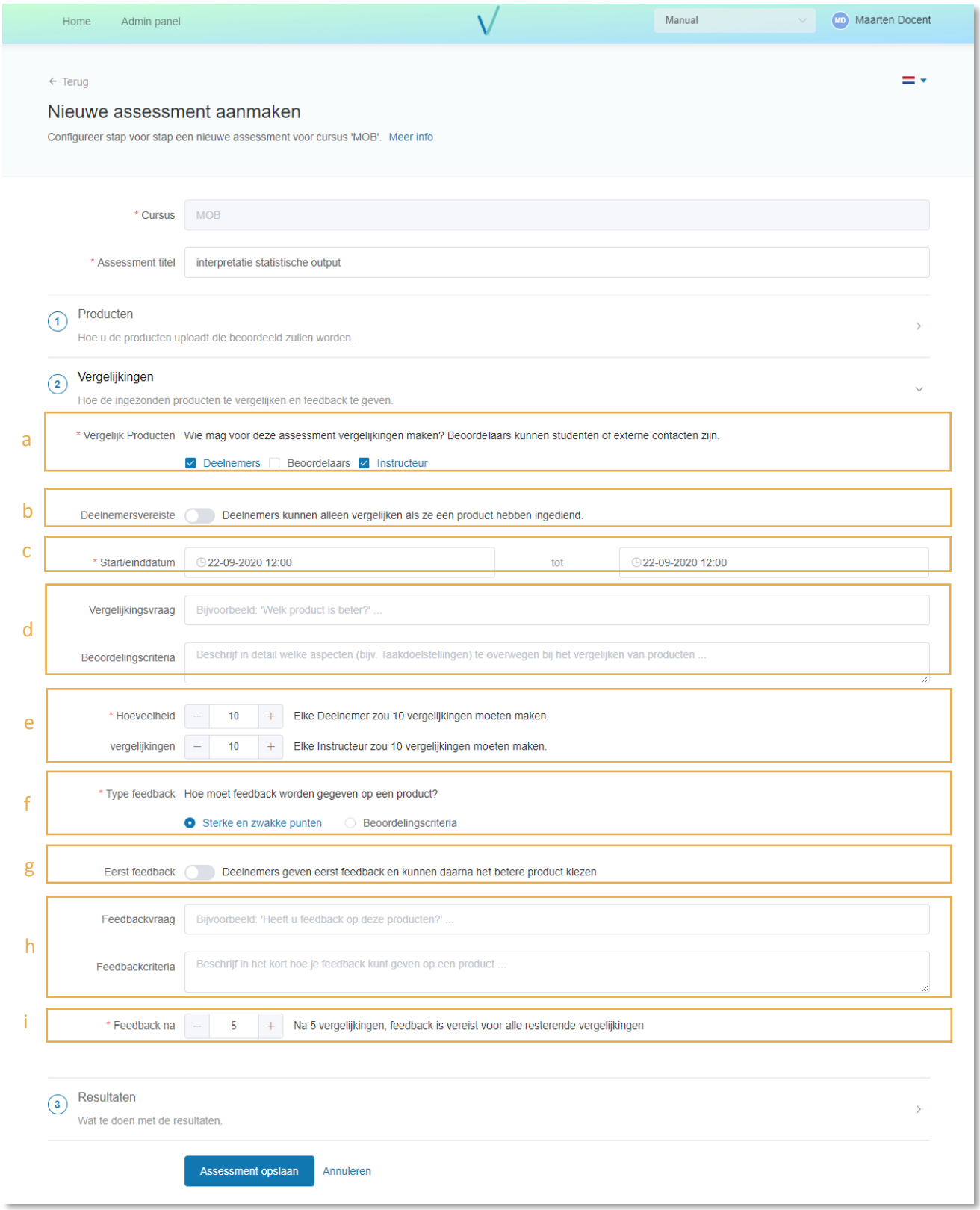
name	email	groupName
Participant 01	comproved001@example.com	Oreographers
Participant 02	comproved002@example.com	Oreographers
Participant 03	comproved003@example.com	Oreographers
Participant 06	comproved006@example.com	The Mamba's
Participant 07	comproved007@example.com	The Mamba's
Participant 08	comproved008@example.com	The Mamba's

Save as CSV with UTF-8 encoding. Select the correct file and click 'open'. If there is no error in the list of participants, you will receive a green message. Here too, you can check the groups before loading (same procedure as for 'participants').

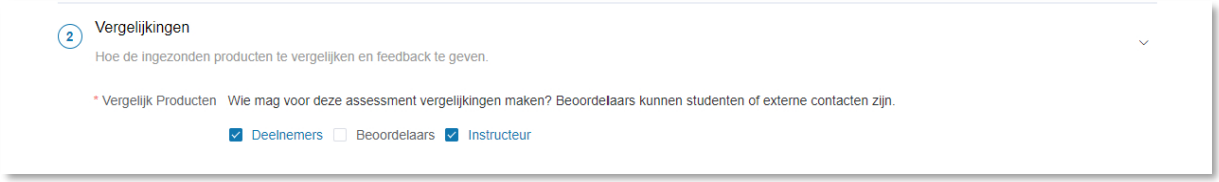
f. Instructor adds all products

You do not need to add any participants at this stage. PLEASE NOTE: If you still want to add participants you will have to do so later as 'assessors' (see later).

Step 2: Define comparisons

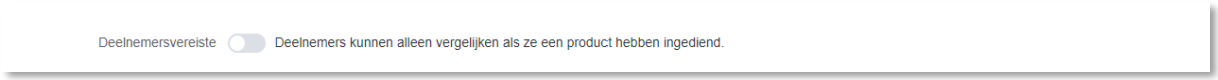


a. Define who's allowed to make comparisons



- The 'Participants' themselves, we speak of a peer assessment.
- Assessors' (often external), these can be colleagues who have only been invited for this assessment or they can also be people from, for example, 'the work field'. These (external) assessors must also be added via a CSV. This can be done at the end of step 2.
  ! If you choose 'instructor adds all products' in step 1, no participants are defined. If you would like to have the products that you have uploaded yourself assessed by students, please upload them to 'assessors'.
- Instructor', all instructors in the 'course' can make comparisons.

b. Participant requirement



Here you can indicate that participants can only participate in the comparisons if they have uploaded a product themselves. If they have not uploaded before the deadline, they cannot compare. If you charge after the deadline, but before the start of the comparisons in the name of the participant (see below), the participant can make comparisons. He/she will then receive the mention 'too late'.

So it's best to leave a day between the end of charging and the start of the equations, to 'set things right'.

c. Define when comparisons should be made

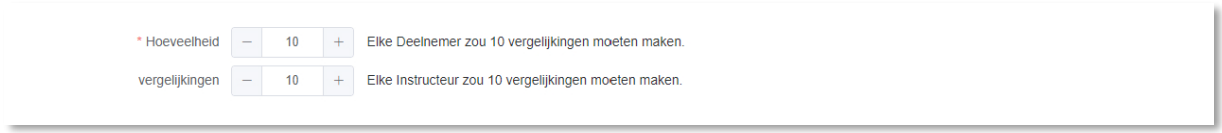
Determine the period within which the products must be compared by specifying the time period within which the assessors must make the comparisons. A start and end date can be determined down to the minute.

d. The question: Which one is better?

The 'Comparison question'. By default, the question 'which product is better' is displayed. You can easily adjust this question. The importance of a correctly asked question should not be underestimated. For example, when comparing posters, the question 'which one is the best poster' can give a completely different result than 'which one is the best poster'.

Describe here the 'assessment criteria' that should be taken into account when comparing. A general description of the competence or objectives of the assignments works best. In this way, you make use of the full expertise of the assessors.

e. Define the amount of comparisons



The number of comparisons is defined per type of assessor, indicating how many comparisons each assessor (participant, instructor and/or (external) assessor) will have to make. Increase or decrease the number by clicking the + or - button. You can also type the desired number.

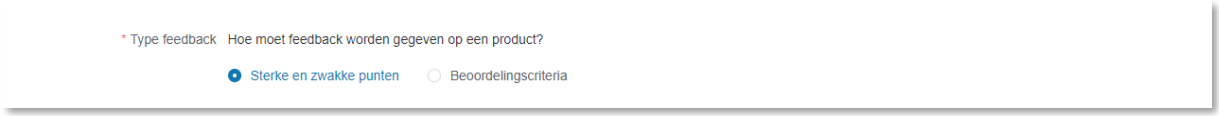
The following rules of thumb apply:

- For **summative** assessments, we aim for a reliability of > .70. use the following formula:
  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. Indicate 150.
- For **formative** assessments the reliability is subordinate to the learning effects, so the number of comparisons can be lower, e.g. 5. If you still aim for high reliability, you will arrive at 8 to 10 comparisons per participant.

If you work with mixed assessors of participants (students) and instructors (lecturers) you can give 'weight' to the judgements of the individual groups here.

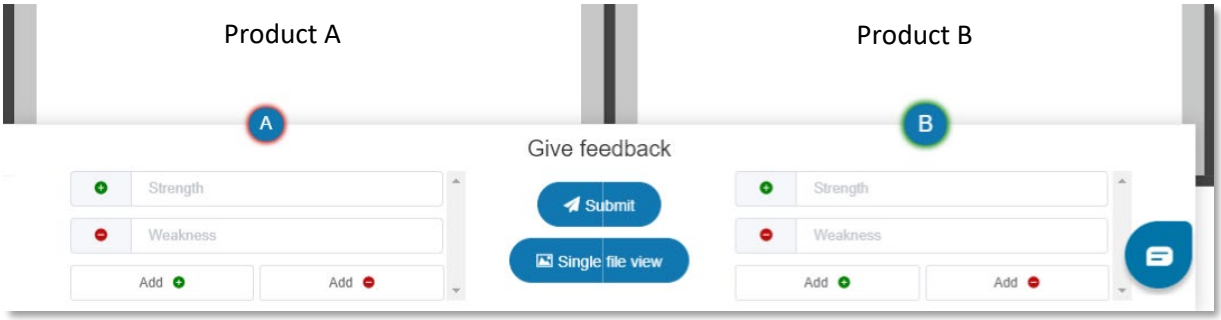
For example: we have 100 students and 5 teachers. We go for a reliability of >.70 then a total of 750 comparisons have to be made. If we have all the students together make 400 comparisons and all the lecturers together also make 350 comparisons, the judgments of students and lecturers will weigh about the same amount. The calculation is then as follows: 400/100= 4 comparisons per participant. And 350/5= 70 equations per instructor.

f. Select the type of feedback

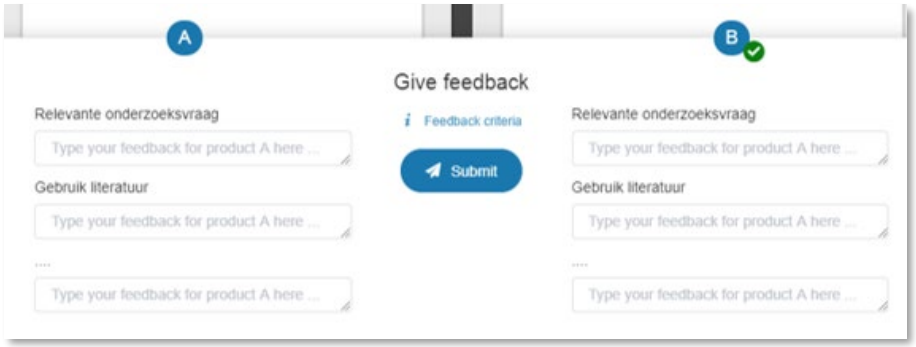


Indicate the form in which feedback should be given. There are two possibilities: 'strengths & weaknesses' and 'assessment criteria'.

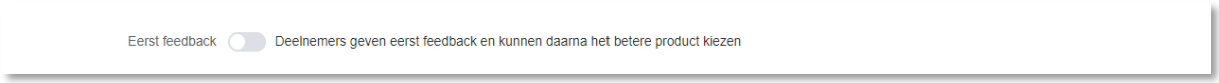
- Strengths & weaknesses
  This gives you the opportunity to mention one or more strengths or weaknesses for each product in the equation. This will look like this in the tool:



- Assessment criteria
  You can specify criteria on which you expect feedback. Via '+Add criterion' you can add a criterion. Suggestion: do not use more than 5 criteria.
  This will look like this in the tool:

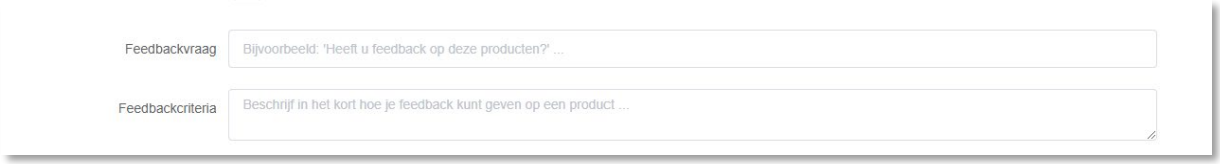


g. Reverse order 'select-feedback'



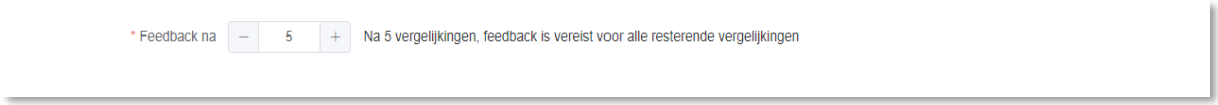
The pre-programmed sequence is first to compare and indicate the better product and then enter feedback. If you prefer to have feedback entered first and have assessors make the selection based on it, this can be done by indicating 'feedback first'. However, we advise you not to.

h. Feedback question and criteria



The default 'Feedback question' is 'did you have feedback on these products'. This description is easy to adjust. For example, you can ask assessors to formulate feedback on the basis of the question 'How can the student improve this product? Feedback criteria': in order to structure the feedback, you can use criteria to indicate the aspects on which you require feedback, or you can explain exactly what you expect here. This message can always be consulted by the assessors when entering the feedback.

i. Define amount of feedback



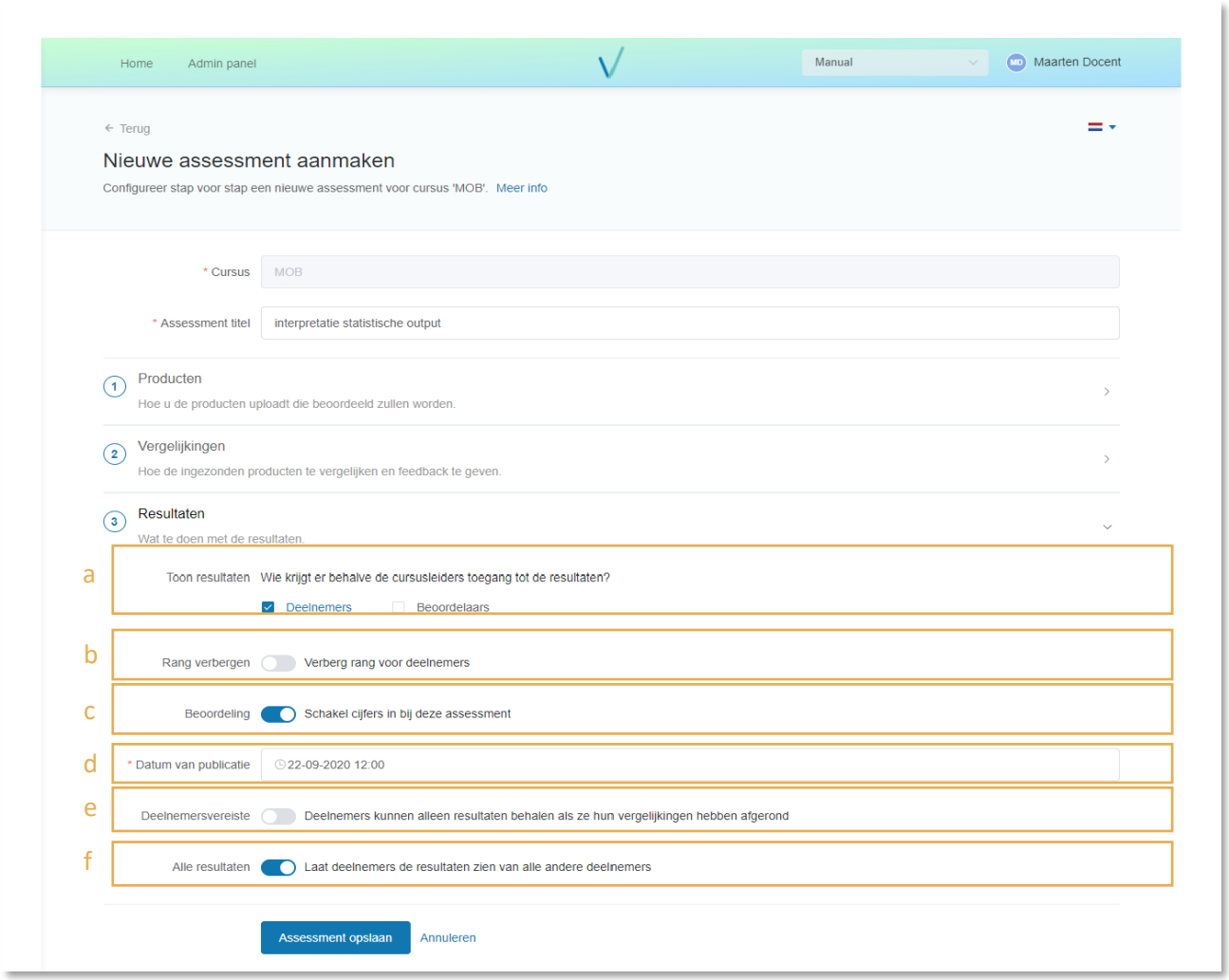
Please indicate the comparison from which feedback will be requested.

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 give feedback. Feedback is only asked for the last 3 comparisons..

j. Comparisons without feedback

If it is not necessary to provide feedback on the products, randomly choose one of the two options (strengths and weaknesses or rating criteria), leave the rest open and fill in a number at 'Feedback after' that exceeds the number of comparisons an assessor has to make. This way, no feedback is requested.

Step 3: De results



a. Determine who may see the results

As an instructor, you can always view the results; indicate here whether participants and/or (external) assessors are allowed to see the results as well.

b. Hide ranking

If you don't want the participants to see the ranking or place on the ranking, activate this button.

c. Giving grades

If you want to give grades on the products, activate the 'grading' button. ATTENTION: grades are never visible to participants (students).

d. Date of publication

Determine here the date when the results should be visible to the participants and/or external assessors.

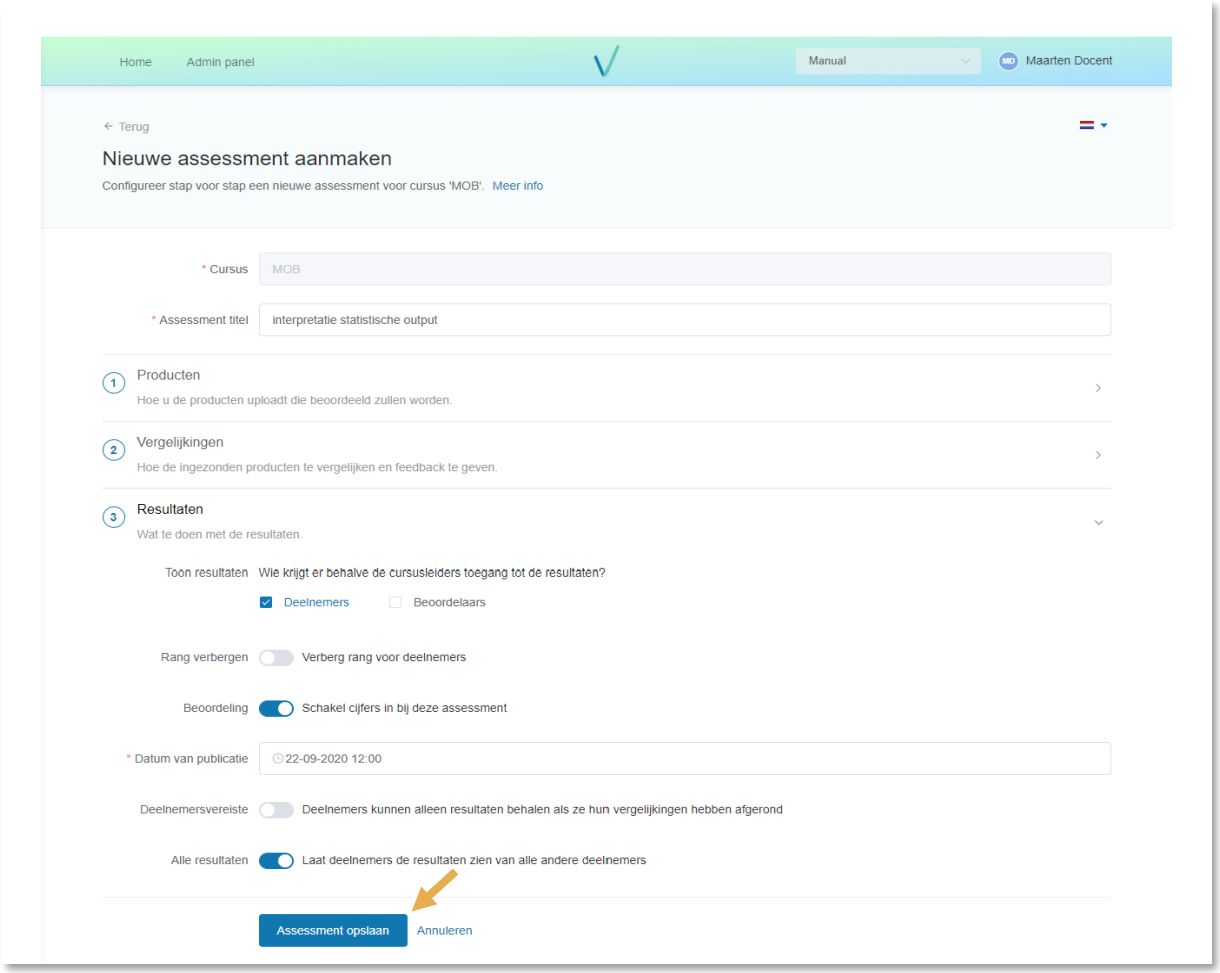
e. Participant requirement

Here you can indicate whether participants (and/or externals) only get access to the results if they have made ALL presupposed comparisons (if they have made 9 out of 10 comparisons, they will not get access to the results if you activate this button).

f. All results

Here you indicate whether you want all the results to be accessible to everyone. In this way, a participant can view any product in the ranking as well as the associated feedback. Students can learn a lot from this. Both the products and the feedback are anonymous: students cannot see to who the product belongs to and who gave the feedback.

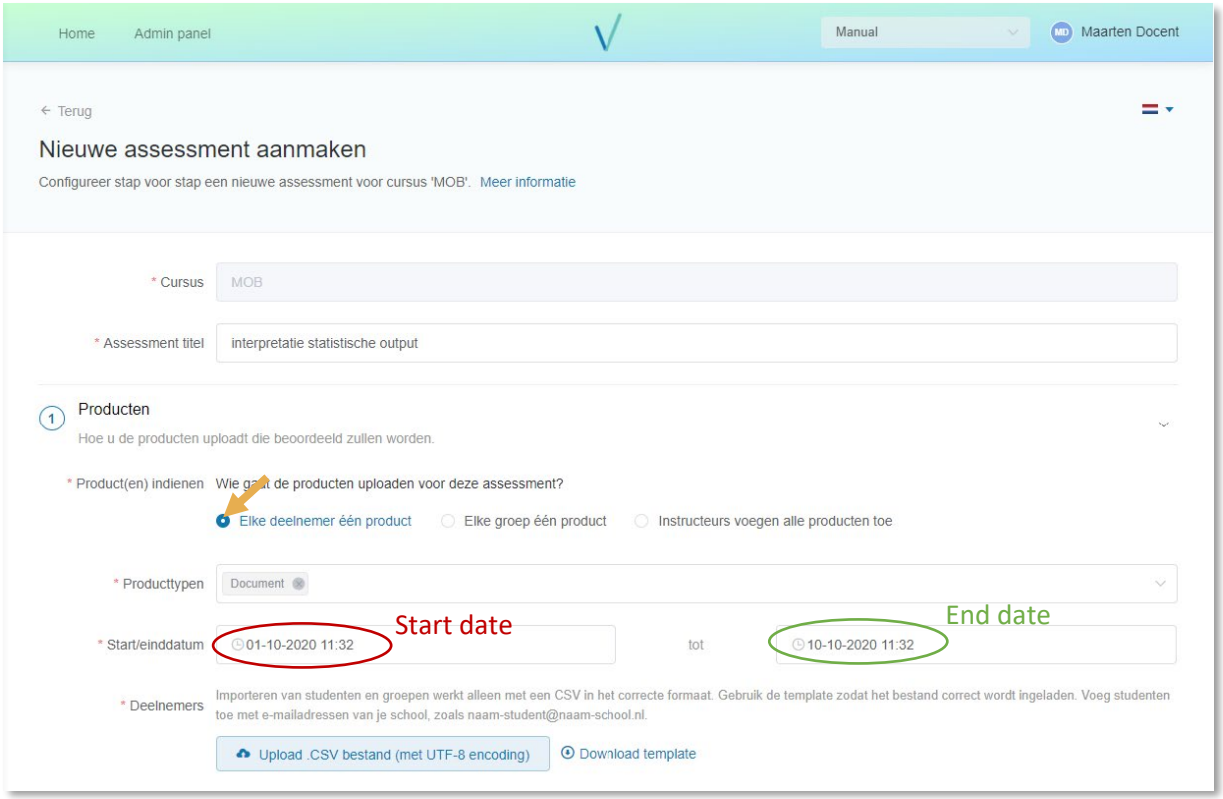
DON'T FORGET TO SAVE YOUR ASSESSMENT



Add products

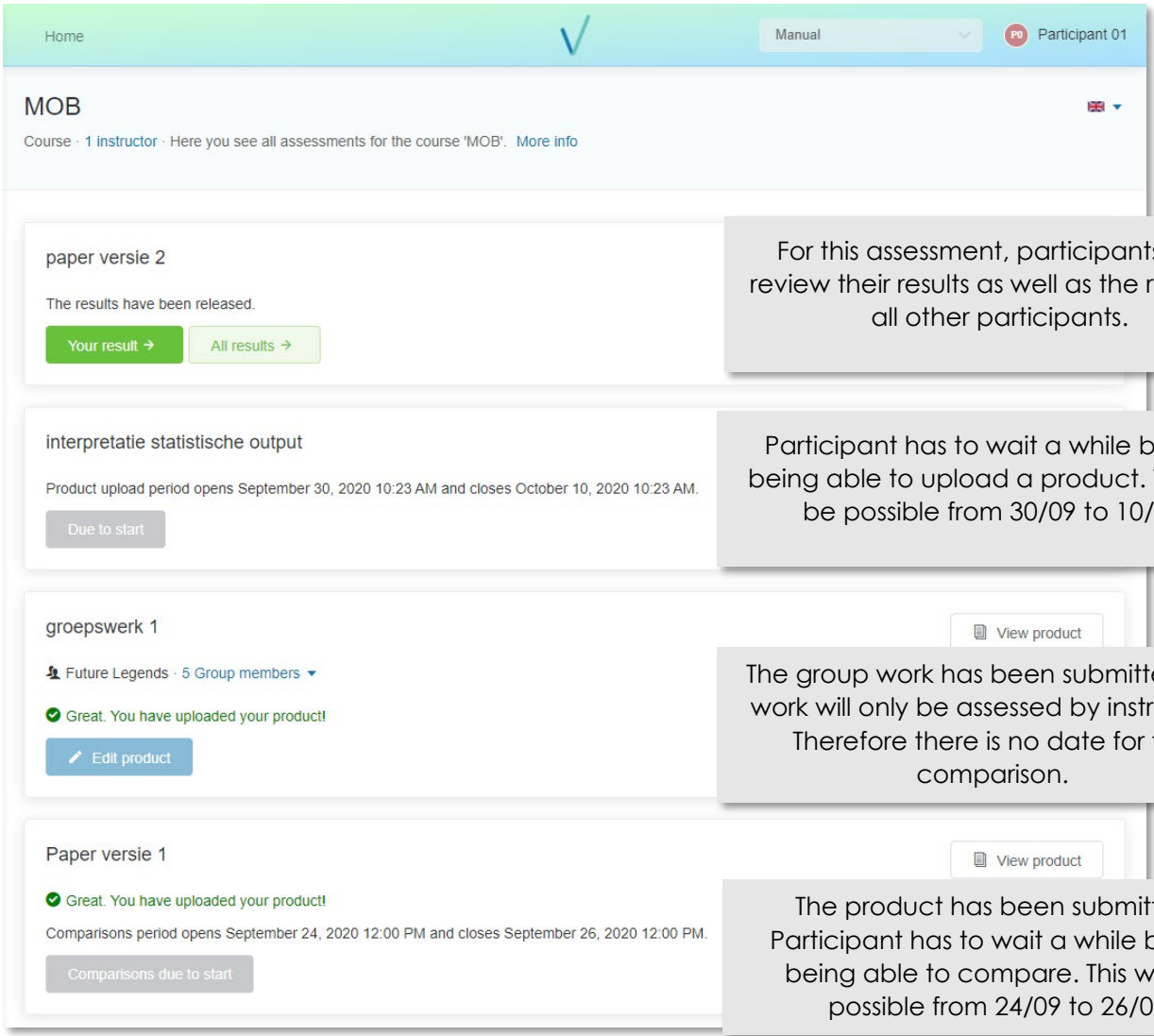
Participants add products

You have then chosen the following option:



The participants will receive an email on the start date with the message that they can upload their product from now until the end date.

When the participants log in, they receive an overview of the assessments they are involved in and what actions they can take. See figure below.



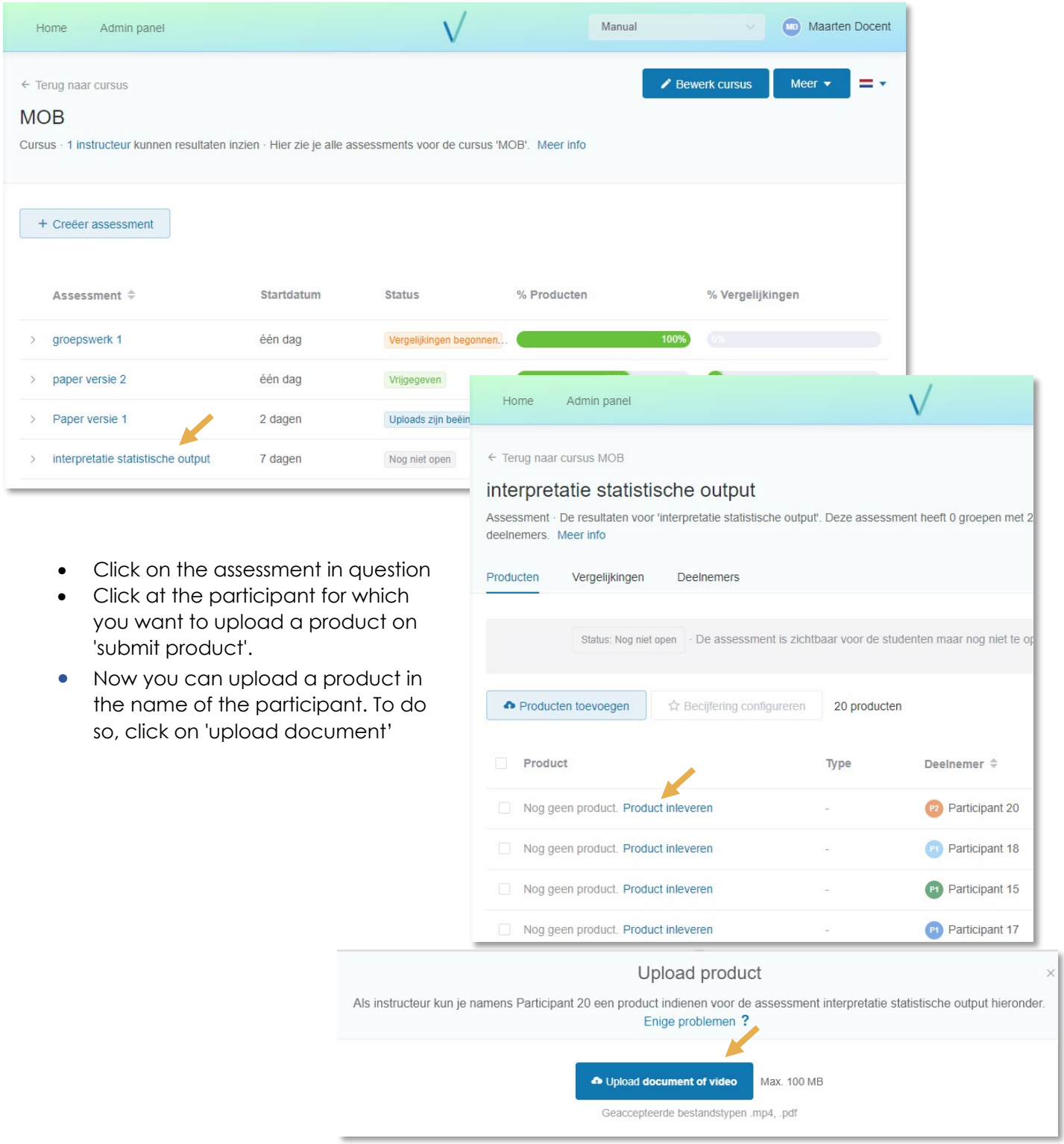
For this assessment, participants may review their results as well as the results of all other participants.

Participant has to wait a while before being able to upload a product. This will be possible from 30/09 to 10/10

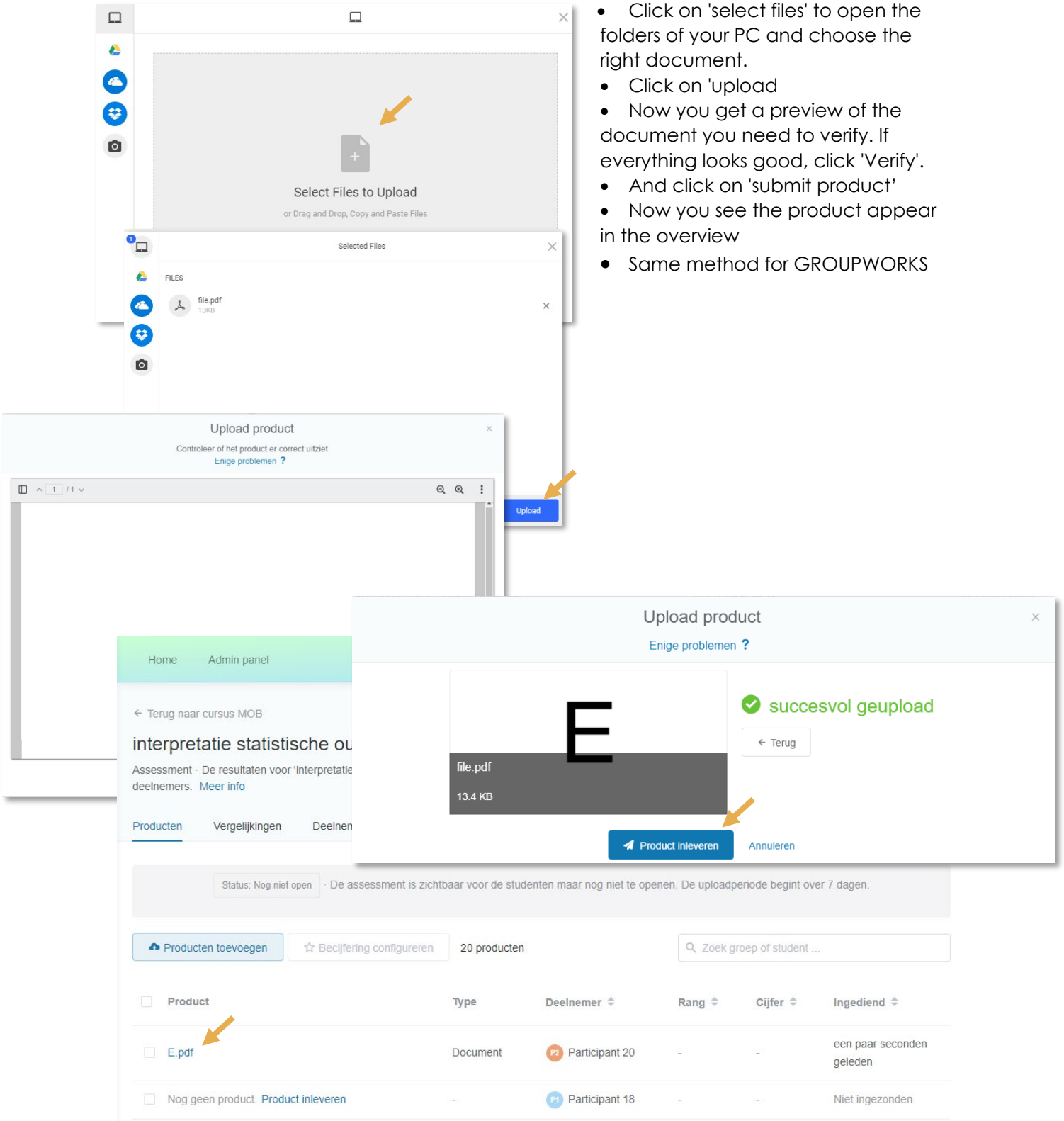
The group work has been submitted. This work will only be assessed by instructors. Therefore there is no date for the comparison.

The product has been submitted. Participant has to wait a while before being able to compare. This will be possible from 24/09 to 26/09

Upload products on behalf of participants



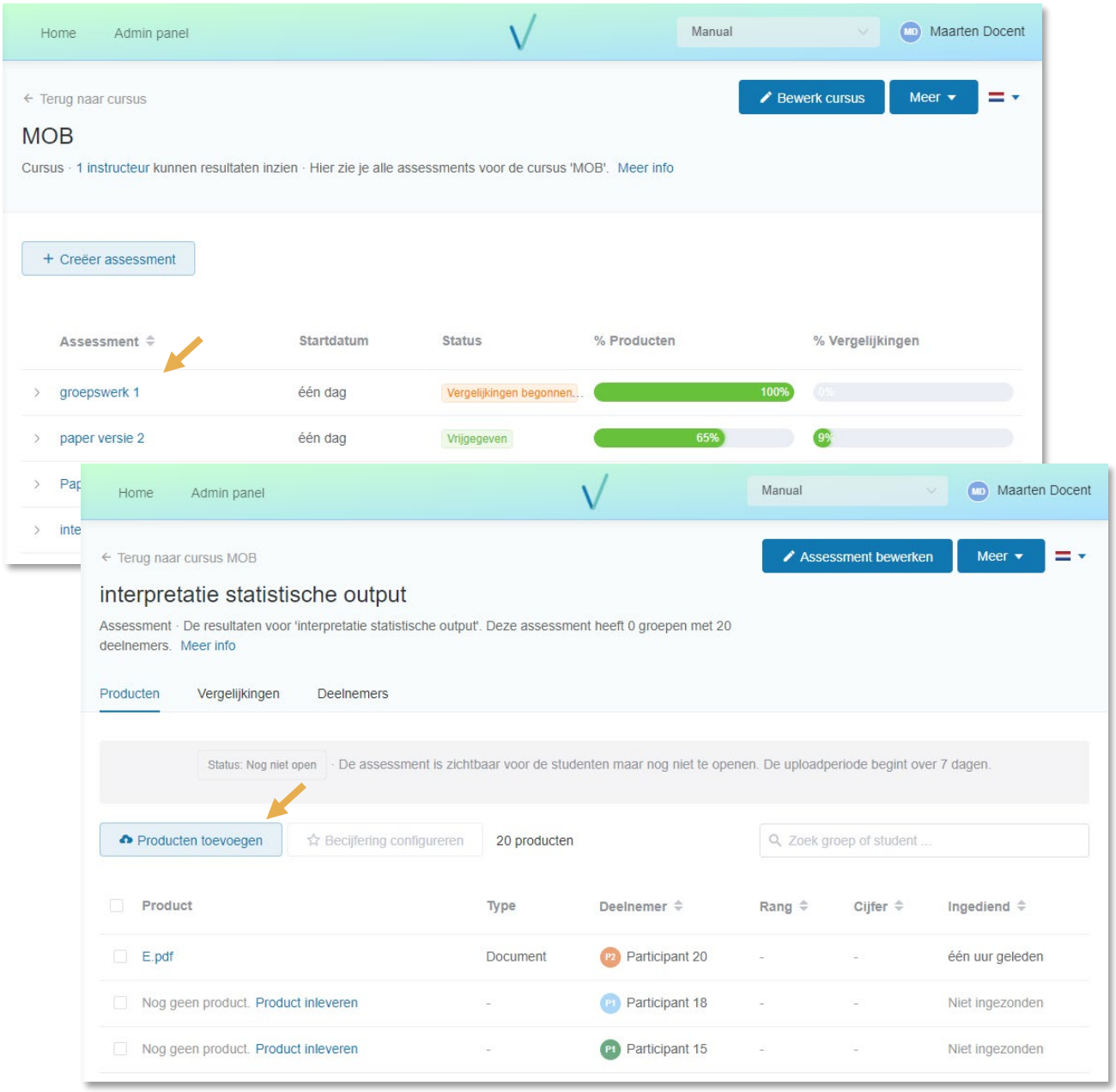
- Click on the assessment in question
- Click at the participant for which you want to upload a product on 'submit product'.
- Now you can upload a product in the name of the participant. To do so, click on 'upload document'



- Click on 'select files' to open the folders of your PC and choose the right document.
- Click on 'upload
- Now you get a preview of the document you need to verify. If everything looks good, click 'Verify'.
- And click on 'submit product'
- Now you see the product appear in the overview
- Same method for GROUPWORKS

Instructor add all products

As an instructor you can also add all products yourself. To do this, select an assessment in a particular course.



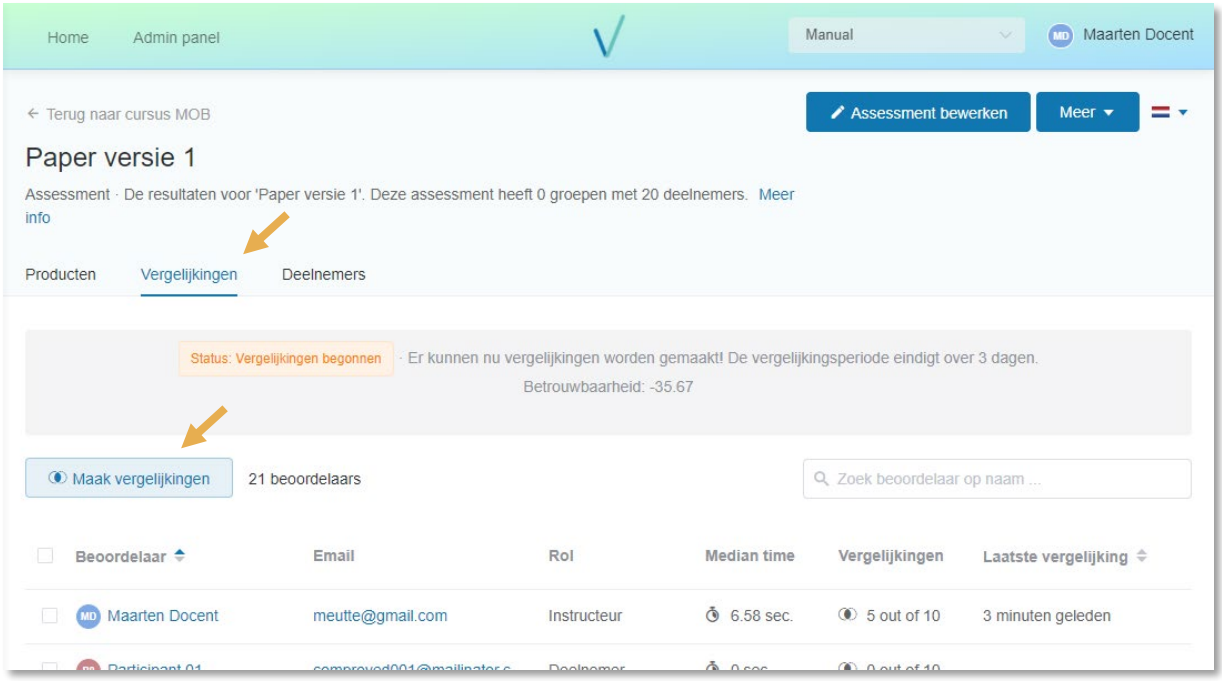
Then click on 'add products'. Now you can upload +/- 250 files at the same time via the same steps as 'upload product in student's name'. Afterwards, the products will also appear in the list.

Add products after the deadline

As an instructor you can submit products after the deadline. Both via the 'add product' button and in the name of the participant (see above for the steps to be taken).

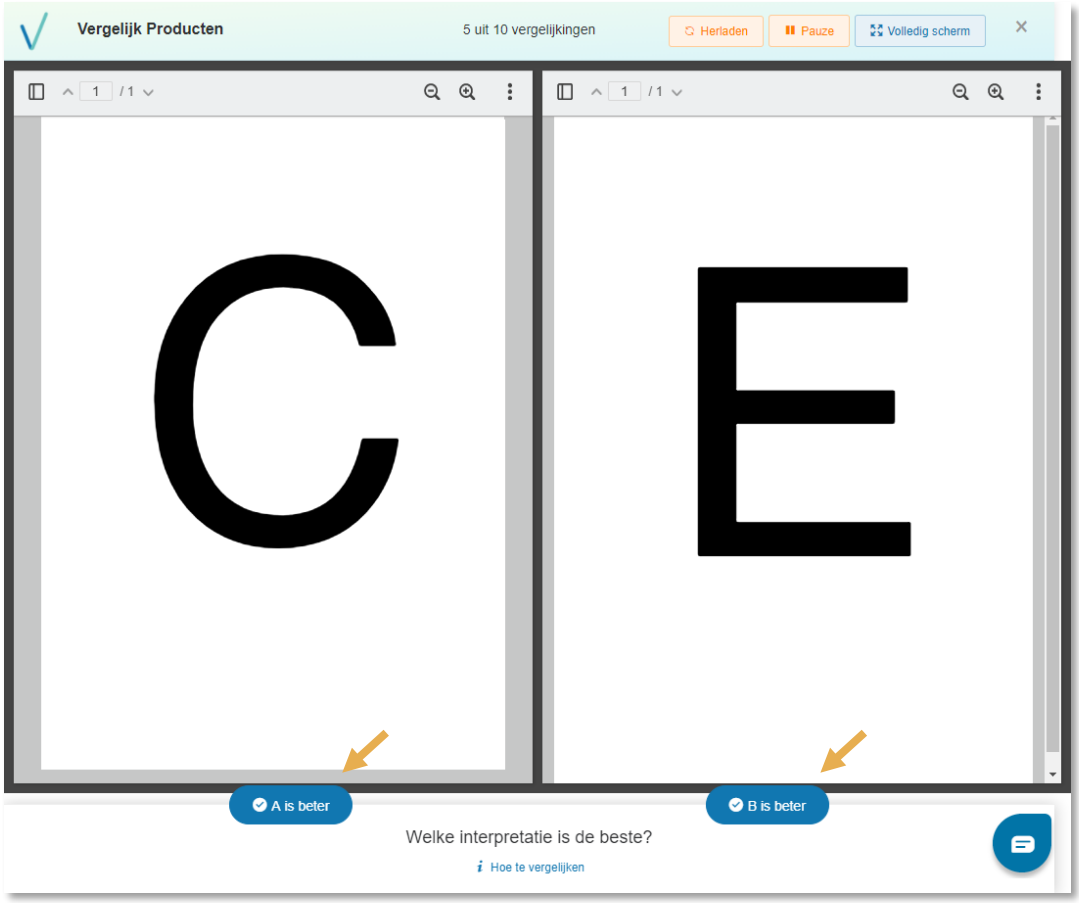
Make comparisons

To make comparisons as an instructor, first select the desired assessment. Then select the 'Comparisons' tab and click on 'Make comparisons'.

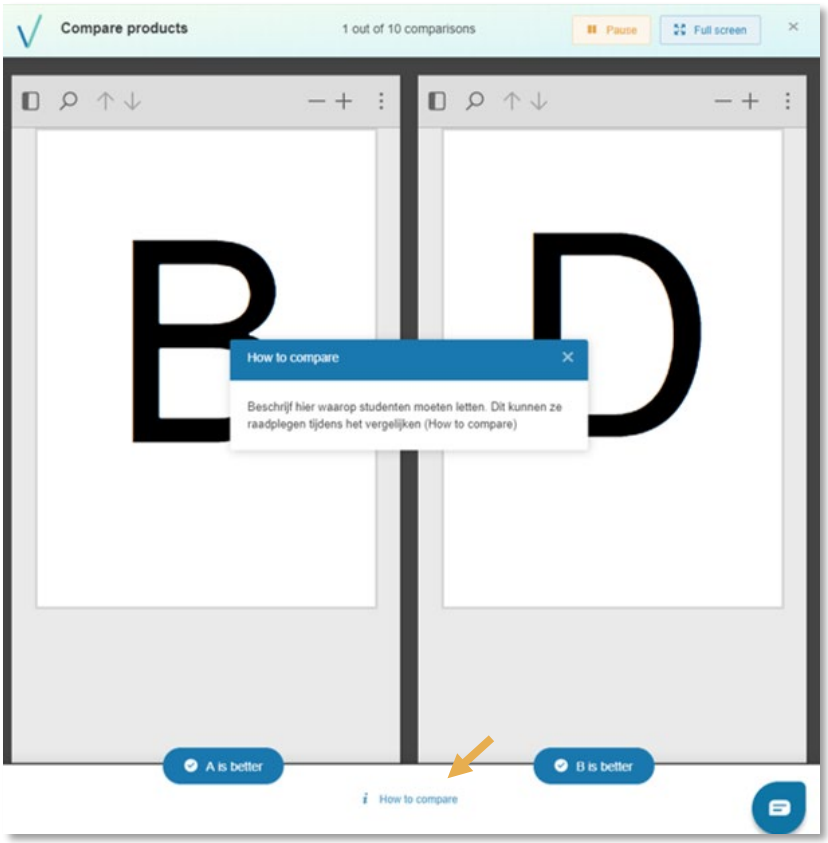


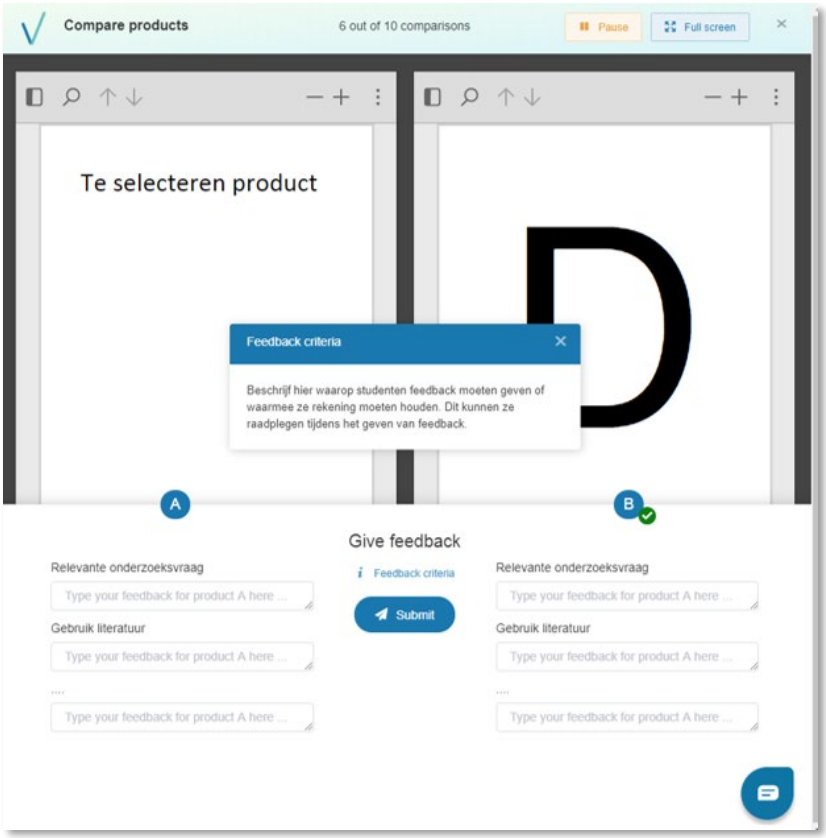
You will then see 2 products next to each other (represented here by a letter). At the bottom you can indicate which of the two products you like best ('A is better' or 'B is better').

ATTENTION: your choice is final and irreversible.



When you click on the 'i', the assessors are shown what is expected of them when comparing. You entered this description when setting up the assessment ('assessment criteria')..





Depending on the configuration, after a certain comparison ('Feedback after') you will be asked to give feedback. In the example we have chosen to work with criteria and not with strengths and weaknesses.

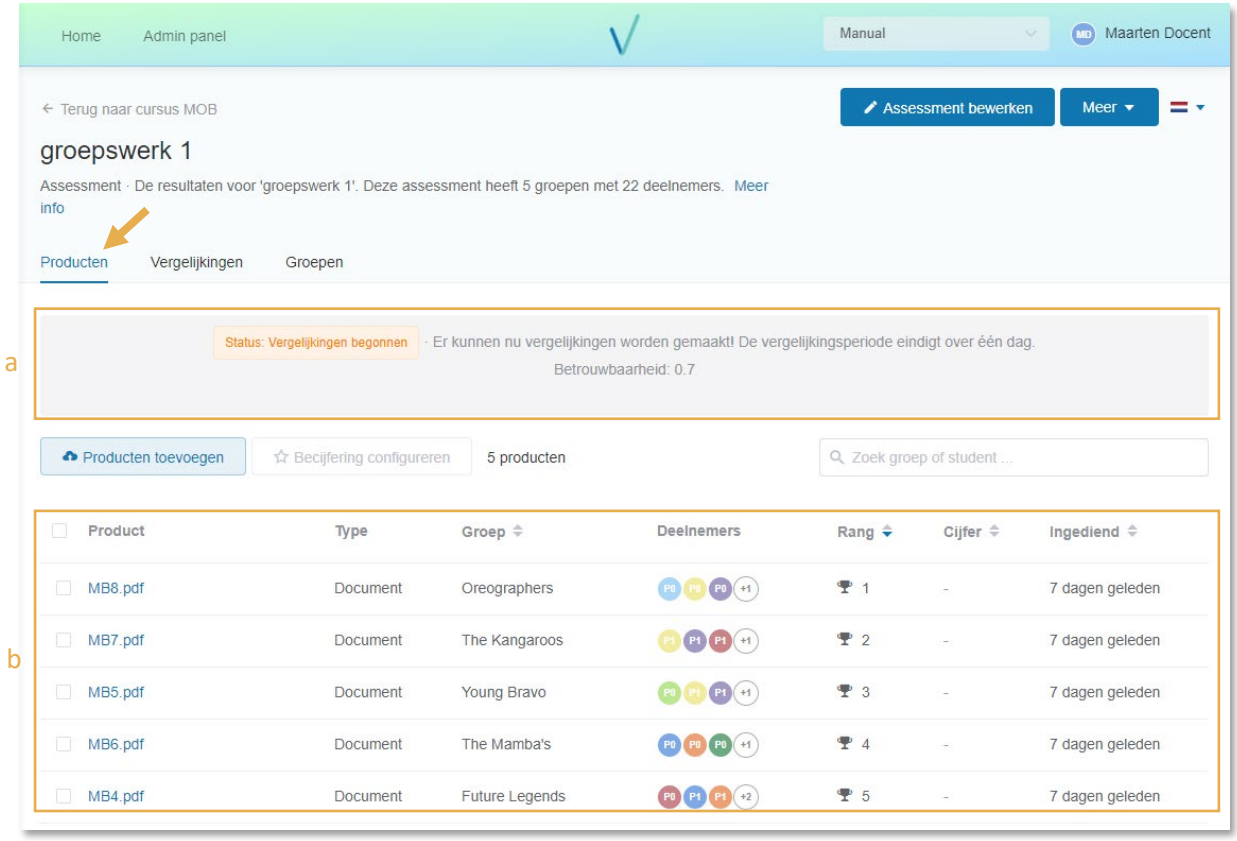
By clicking on 'feedback criteria', the assessor will see a description of how to give feedback. This description was entered by the instructor ('Determine the question and criteria on which feedback should be given').

Results

Products

As soon as comparisons have been made, as an instructor you will be able to view all (preliminary) results. In order to always have the most recent results, it is best to refresh the page.

To view the results, select the 'Products' tab (default) in the desired assessment. You will automatically see the results.



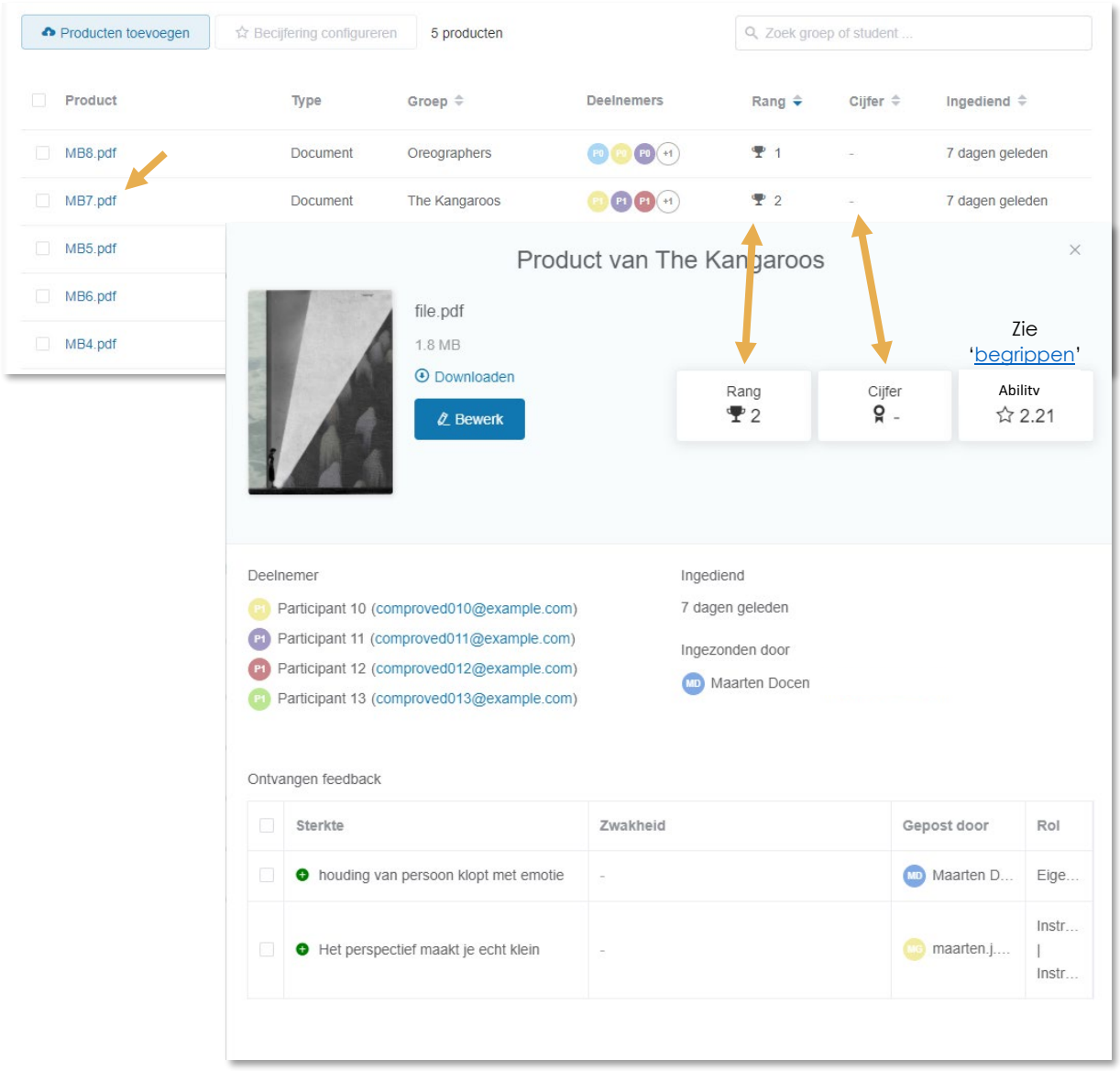
You can divide this screen into 2 parts:

a. Information about the status of the assessment and the reliability. This is expressed on a scale of 0 to 1 with 0 not reliable and 1 very reliable..

> **Clarification:**
>
> - In a peer assessment, the reliability of the ranking is of secondary importance to the learning effect. Usually the reliability is lower here because fewer comparisons are made.
> - It is only justified to convert the abilities into scores starting from a reliability of 0.7.

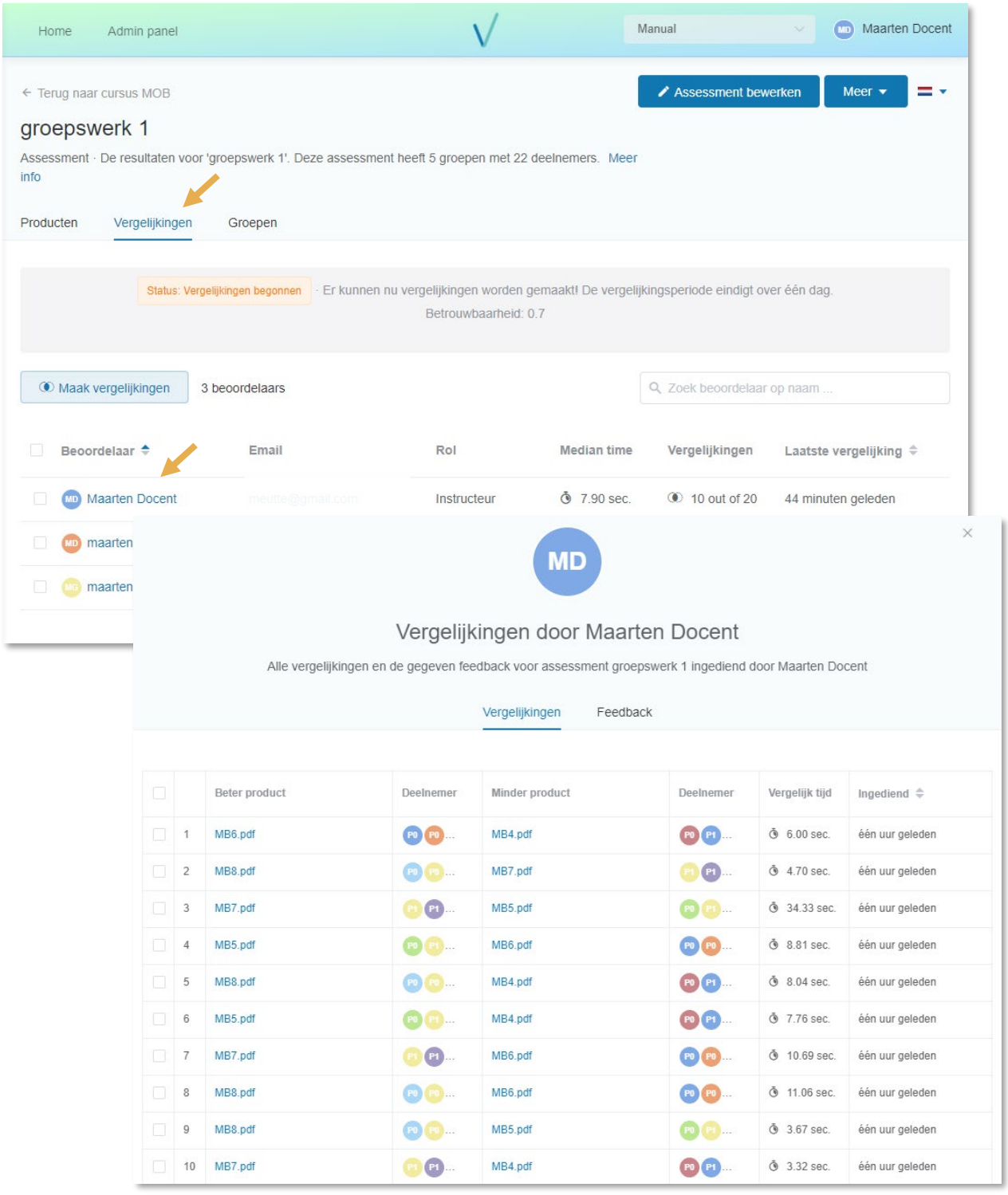
b. The ranking in list form. Here you can see per line the name of the product, the product type, (the group), which Participant added the product, the rank, possibly the grade, and when the product was submitted.

If you click on a product, you will get a detailed overview of the product and the associated feedback. As an instructor, the results are not anonymous. So you can check who submitted which product and who gave which feedback.



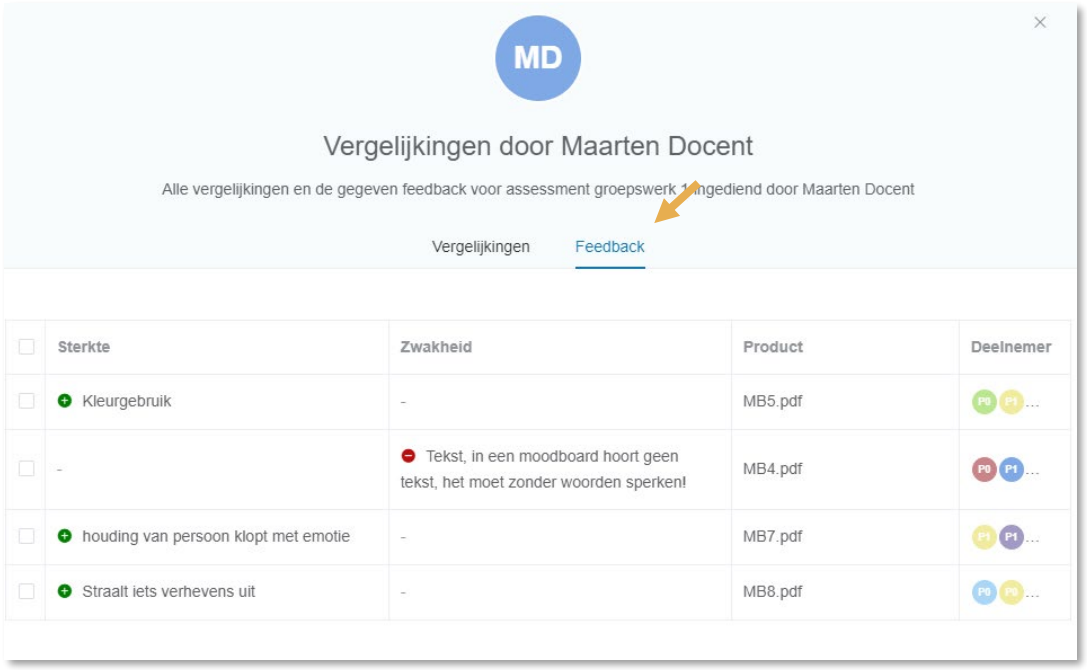
Comparisons

If you click on the 'Comparisons' tab, you will get a view of the comparisons made. You will see a list of all the participants, their roles, how long they have averaged over an comparison, how many comparisons they have already made and when they were last active.



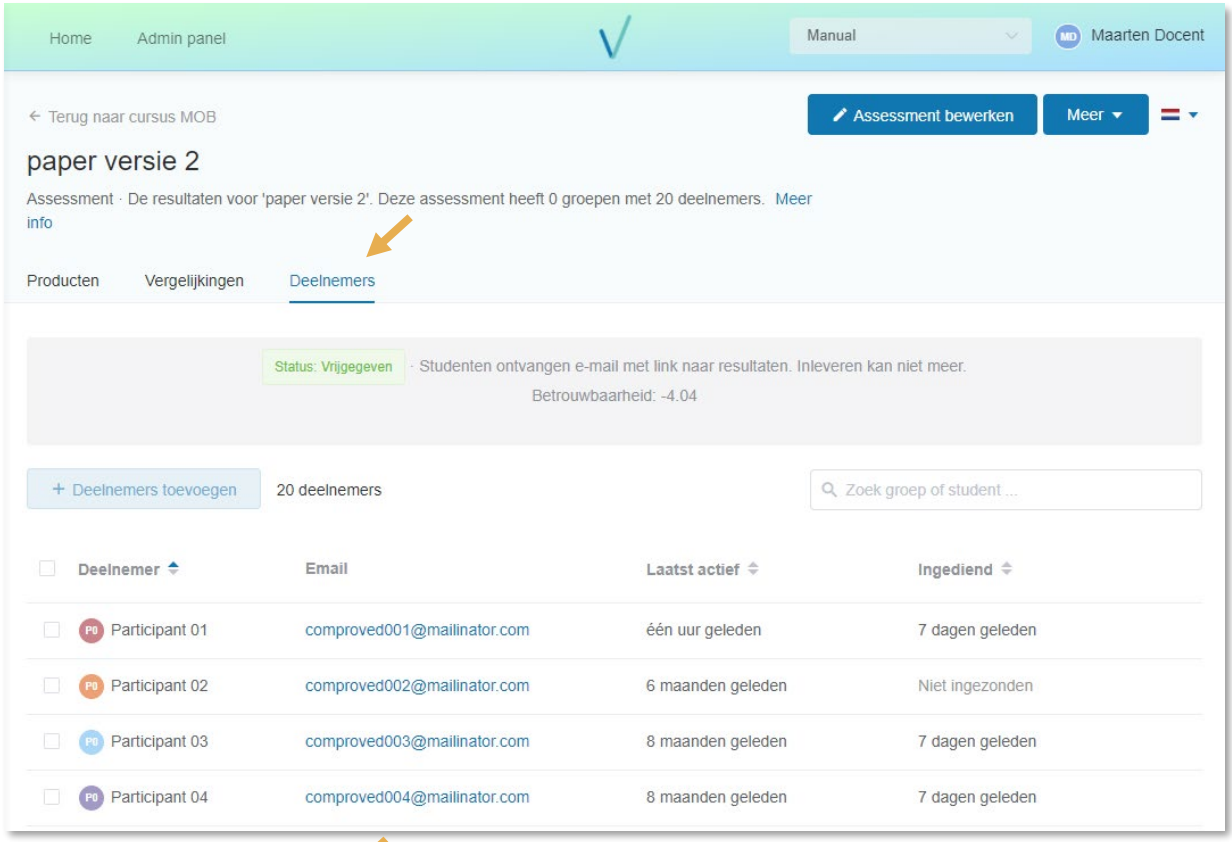
If you click on an assessor's name, you'll get details of each comparison made by that assessor.

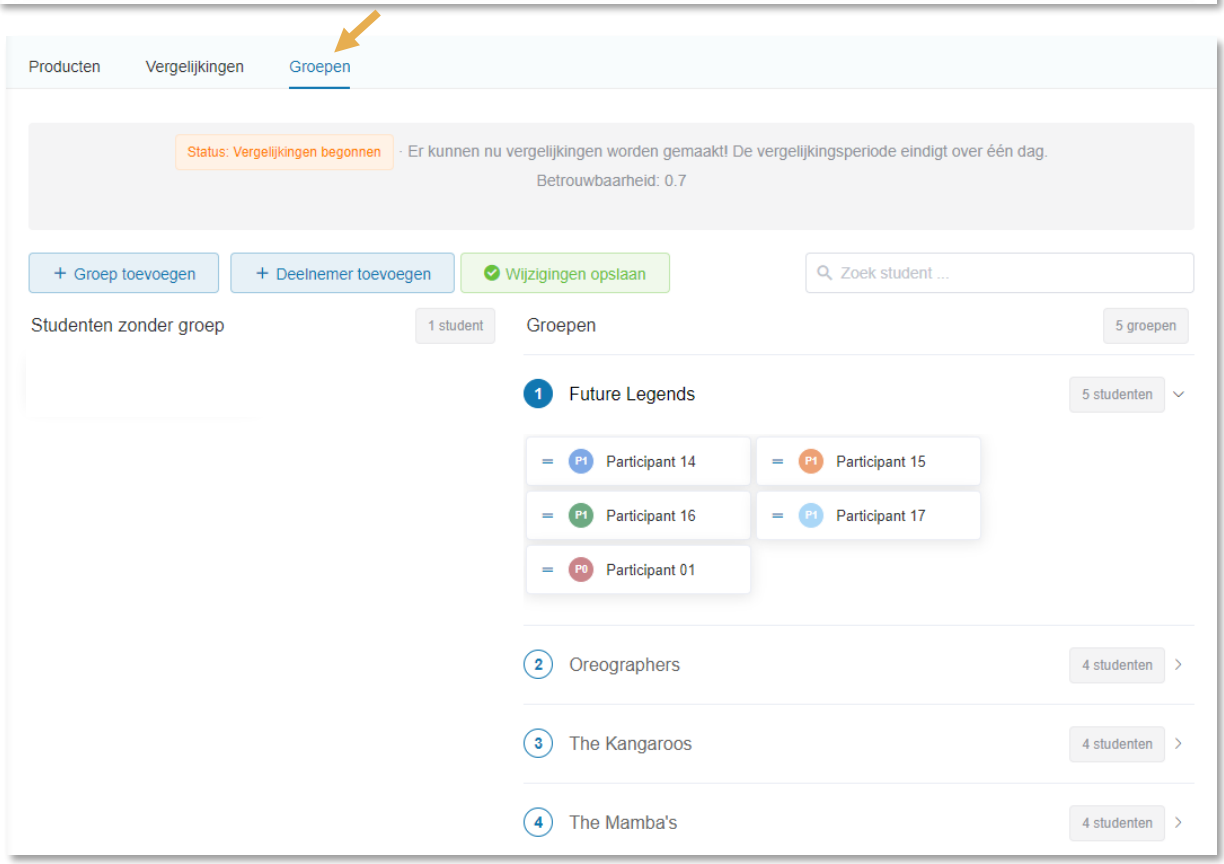
Click here on 'feedback' and you will see all the feedback that this evaluator has entered on the different products she/he compared.



Participants

If you click on 'participants', you will see the participants in the assessment. If you have opted for 'group work', you will see the groups here.

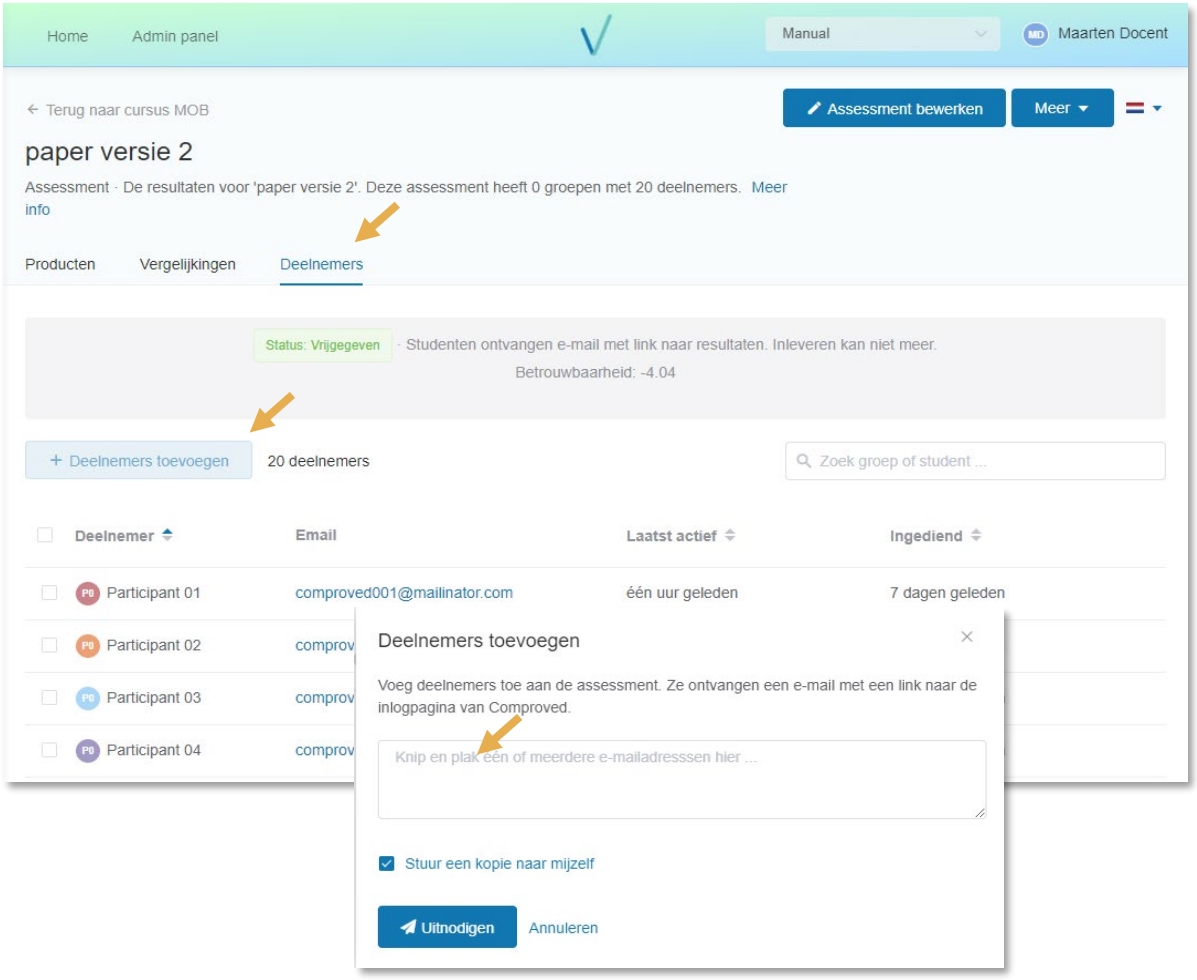




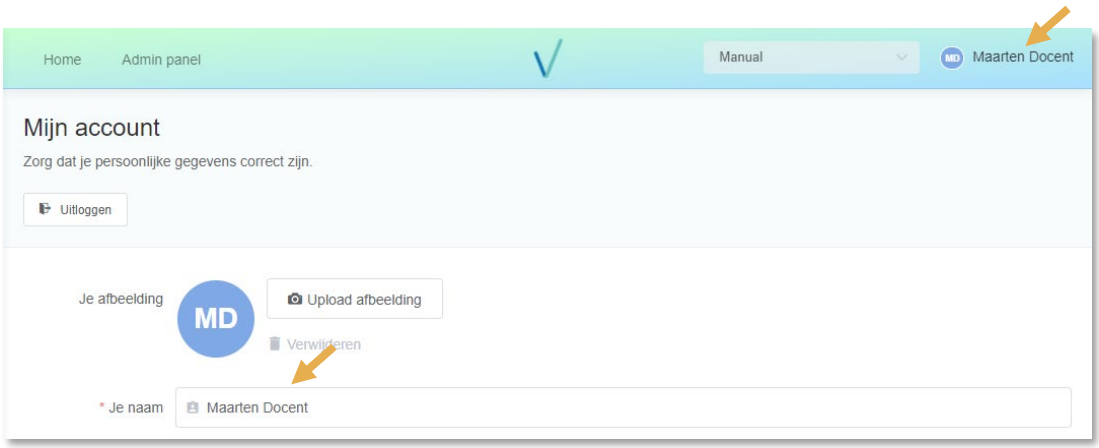
Add participants

You can easily add participants to an assessment. To do so, click on the desired assessment and then click on 'add participants'.

Copy+paste here now the mail addresses of those participants you want to add.

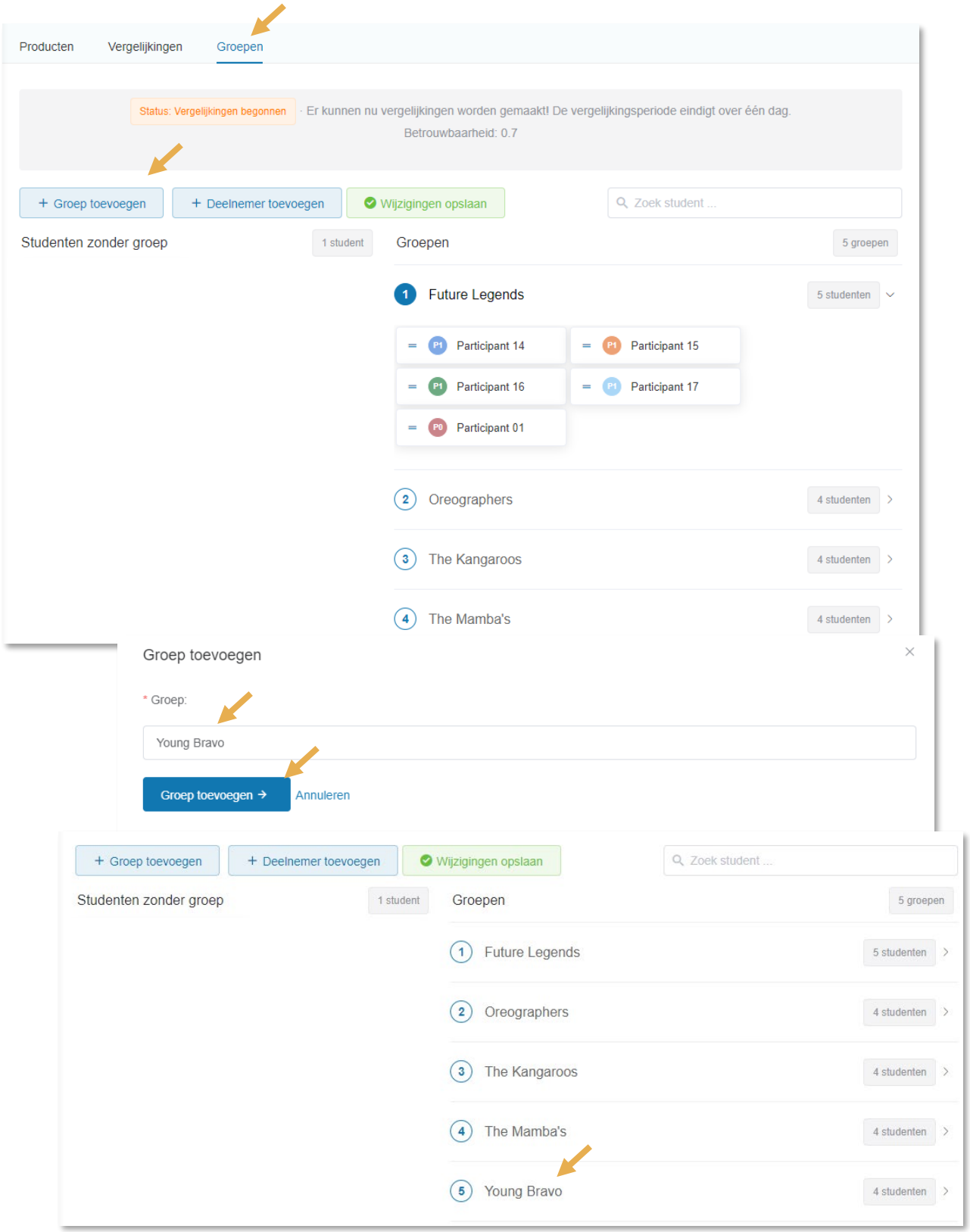


The added participants can change their name (by default the @ part in the mail address will be displayed as name) by clicking on their name and making the change there.

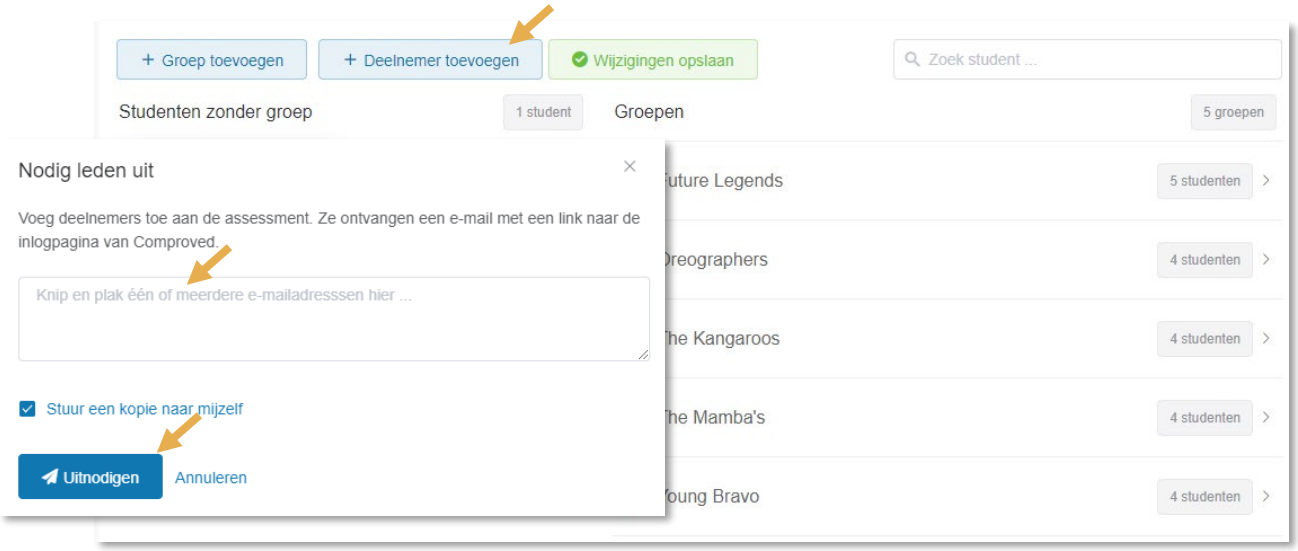


Add groups

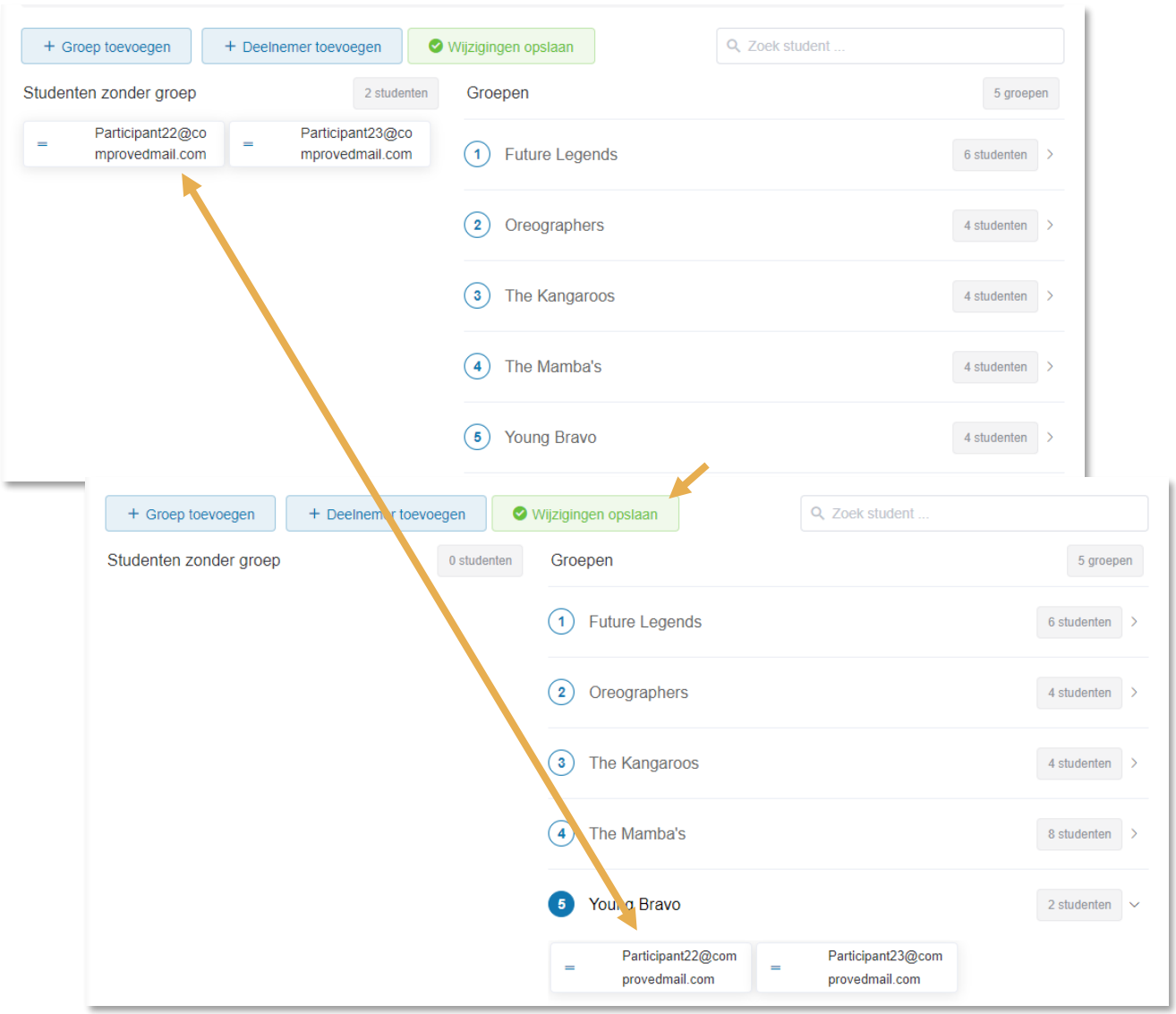
You can also add groups to an existing assessment. To do so, click on 'Groups' in the assessment centre of your choice, then click on 'Add groups' and enter the group name of the group you wish to add. Then click on 'Add group'. The new group will appear in your list.



Then click on 'add participants' and copy+paste the e-mail addresses. Then click on 'Invite' and you will see the participants appear.

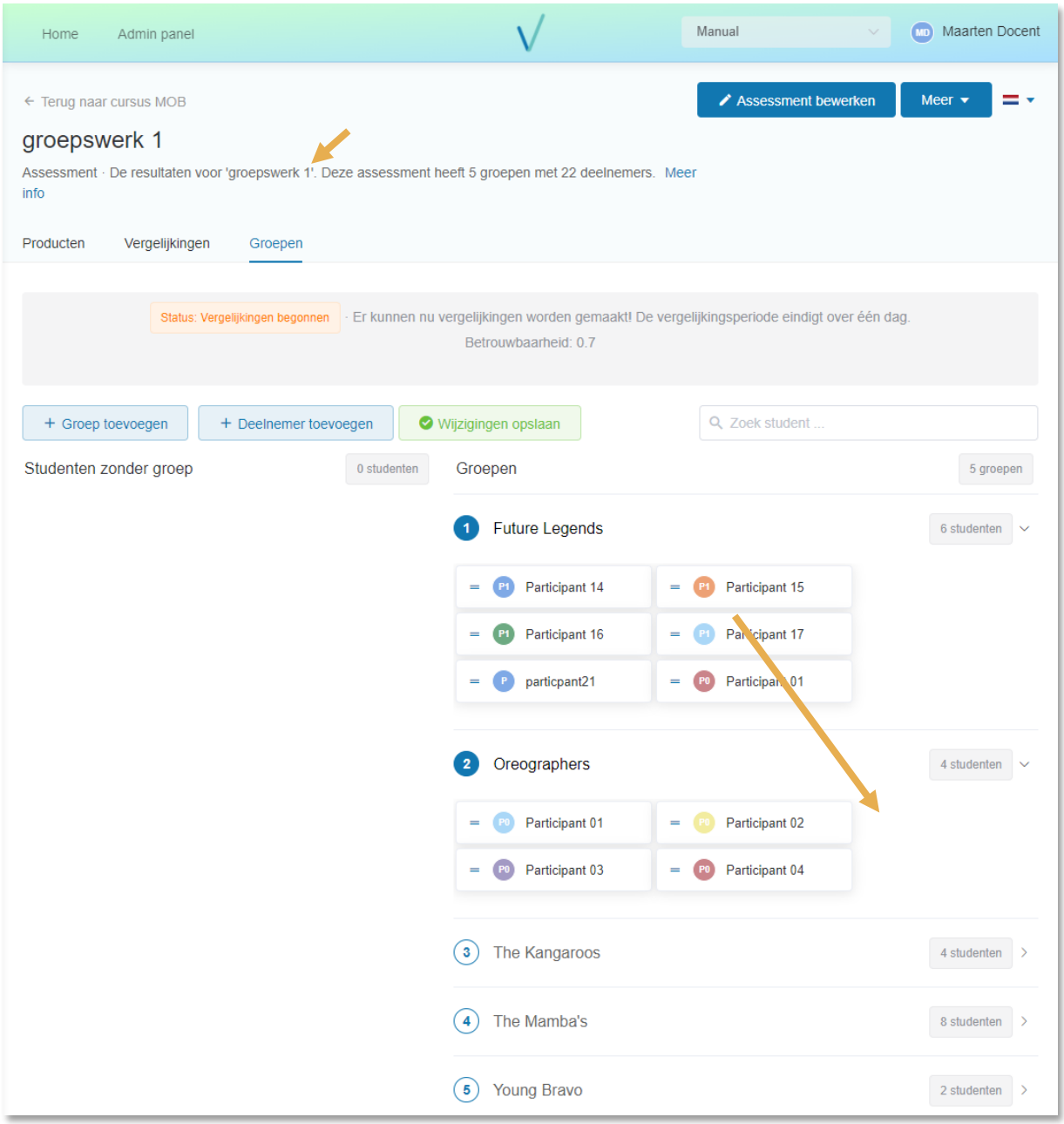


Then you drag the participants to the group where you want them to be. And click on save changes.



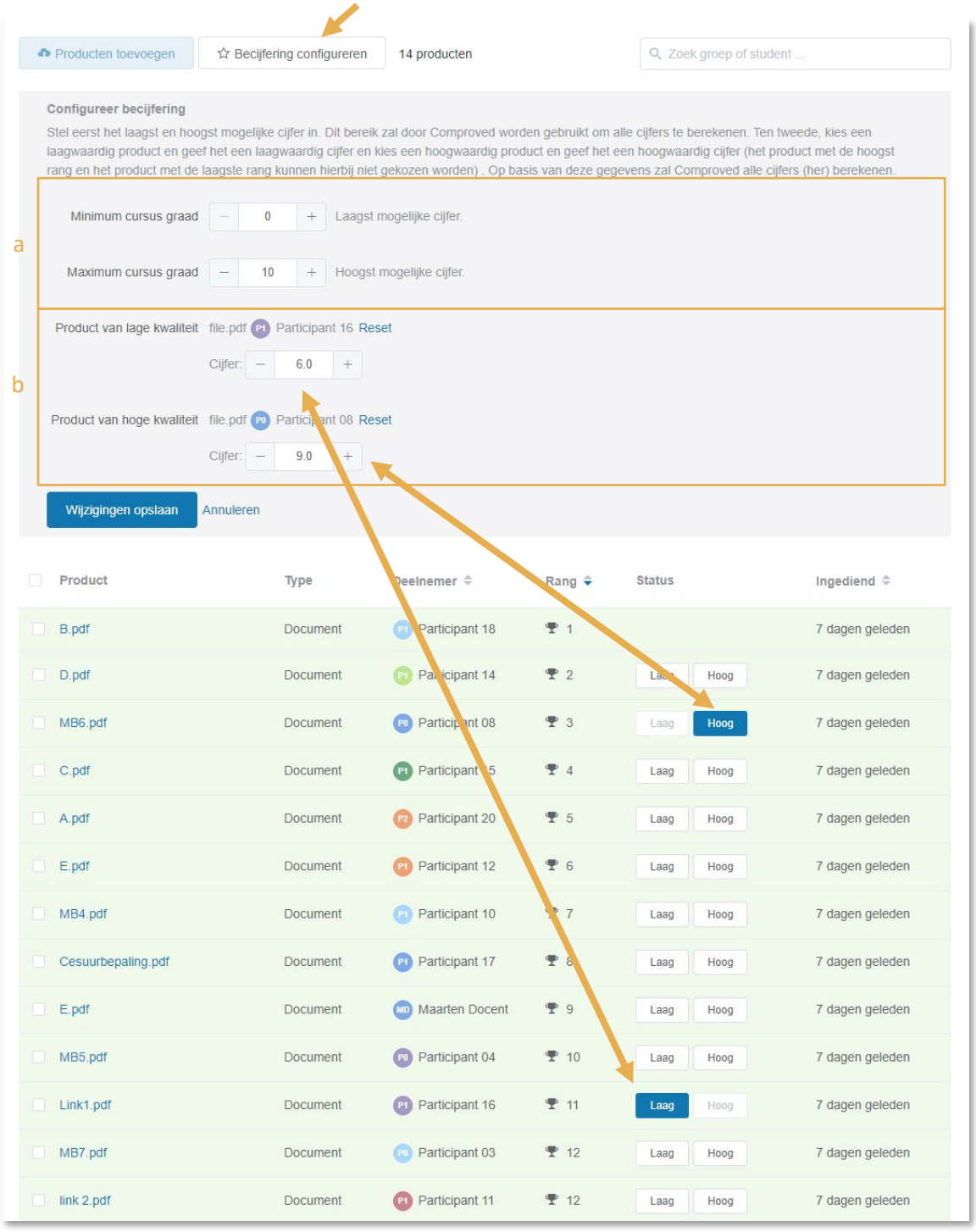
Change group composition

To switch participants from one group to another. In your desired assessment, go to the groups tab. Open the groups and move the participants to the group where you want them. In the example we drag 'participant 01' from 'Future Ledgends' to 'Oreographers'. Then click on 'Save changes'..



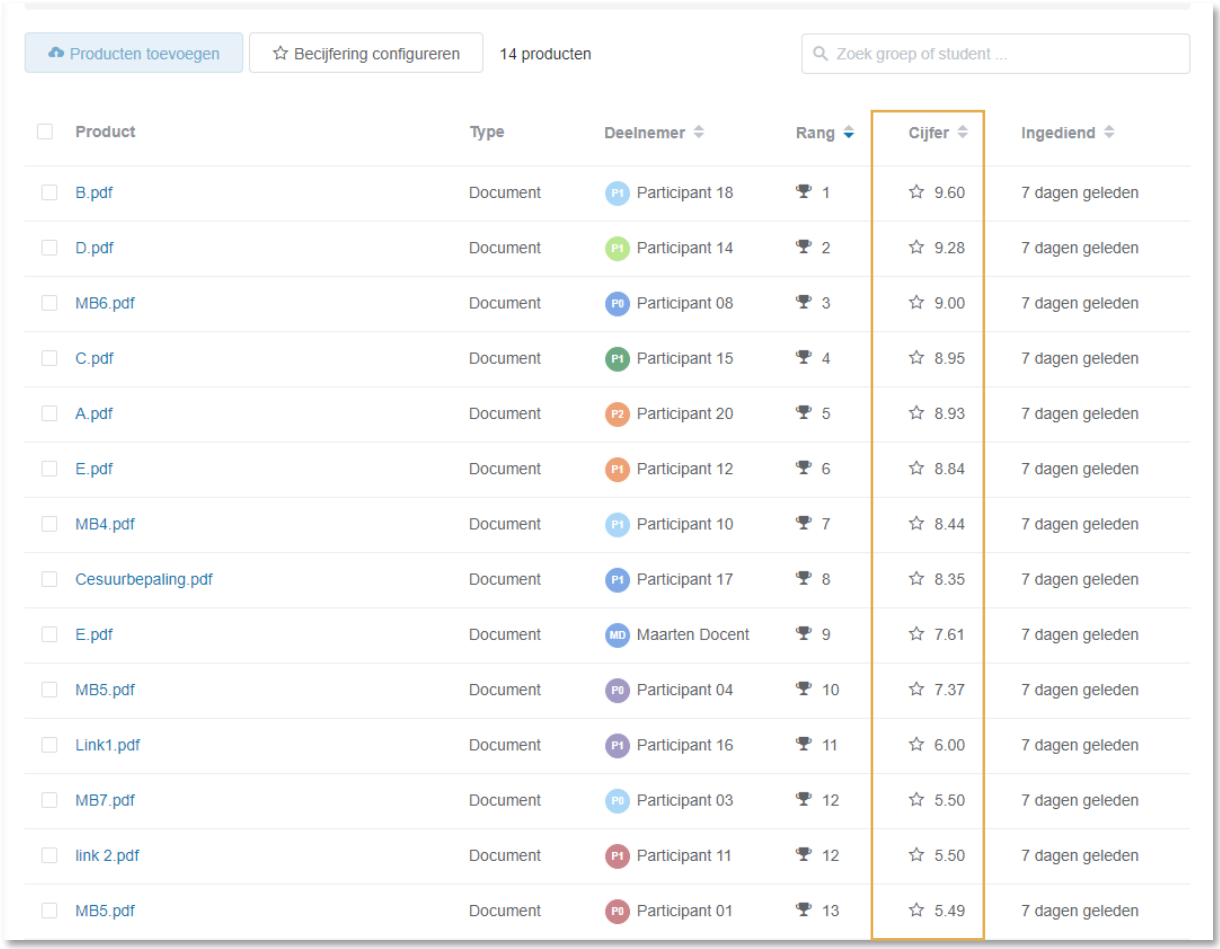
Grading

When your reliability is high enough (>0.70) and you want to calculate digits, click on 'Configure grades.



a. Determine the scale on which you want to give grades (e.g. 0-10, 0-20 or 0-100).
b. Next, select a good quality product (high) and give it a grade. Do the same for a product of inferior quality (low).

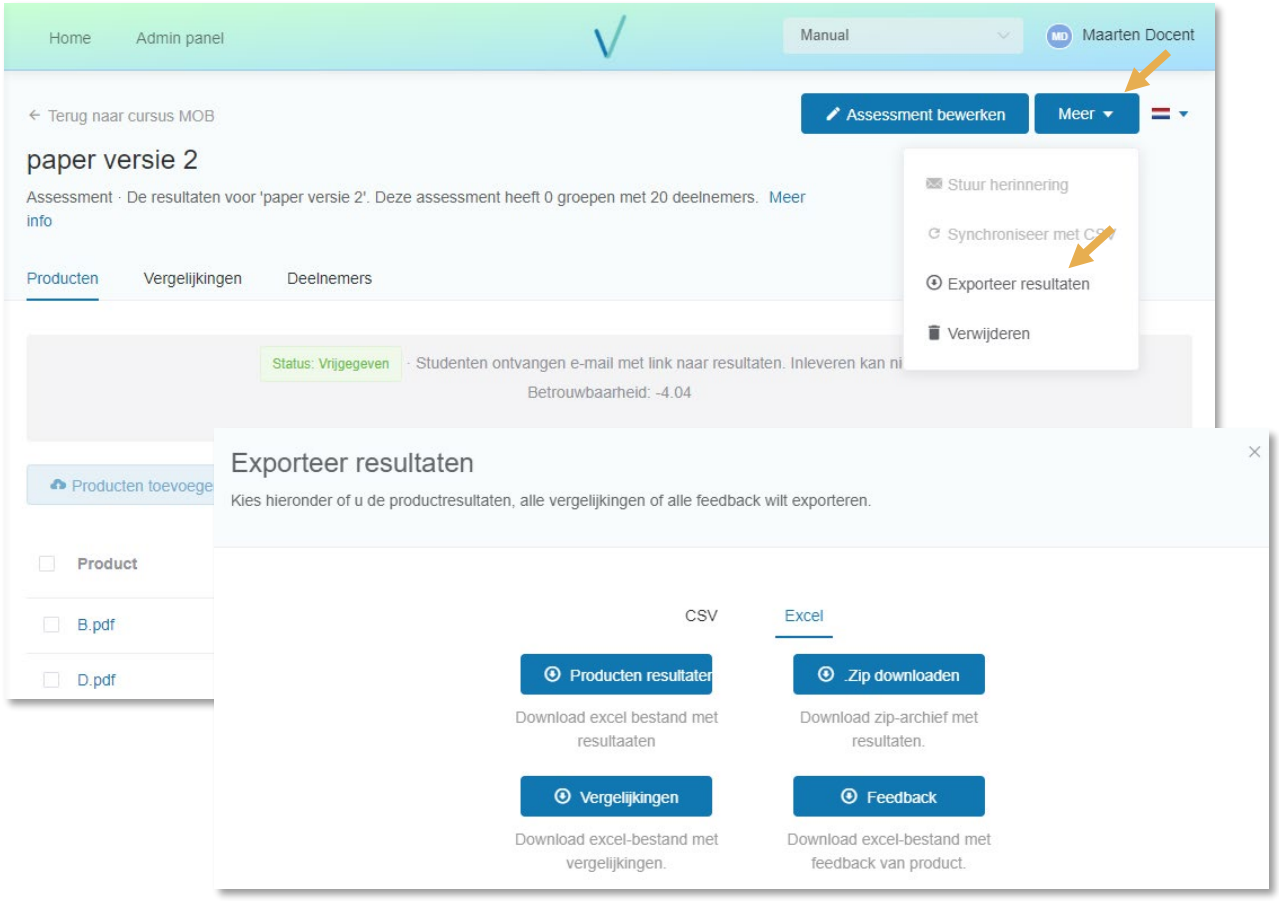
Click on save changes and the figures will be calculated and shown in the column 'figures'.



Product	Type	Deelnemer	Rang	Cijfer	Ingediend
B.pdf	Document	Participant 18	1	9.60	7 dagen geleden
D.pdf	Document	Participant 14	2	9.28	7 dagen geleden
MB6.pdf	Document	Participant 08	3	9.00	7 dagen geleden
C.pdf	Document	Participant 15	4	8.95	7 dagen geleden
A.pdf	Document	Participant 20	5	8.93	7 dagen geleden
E.pdf	Document	Participant 12	6	8.84	7 dagen geleden
MB4.pdf	Document	Participant 10	7	8.44	7 dagen geleden
Cesuurbepaling.pdf	Document	Participant 17	8	8.35	7 dagen geleden
E.pdf	Document	Maarten Docent	9	7.61	7 dagen geleden
MB5.pdf	Document	Participant 04	10	7.37	7 dagen geleden
Link1.pdf	Document	Participant 16	11	6.00	7 dagen geleden
MB7.pdf	Document	Participant 03	12	5.50	7 dagen geleden
link 2.pdf	Document	Participant 11	12	5.50	7 dagen geleden
MB5.pdf	Document	Participant 01	13	5.49	7 dagen geleden

Reports (raw data)

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



Now choose which of the 3 reports you want:

- Product results' are the raw data on which the ranking is based, consisting of:
  - Student name= name of the participant
  - Student email= mail from the participant
  - Group= any shouting to which the participant belongs
  - Submitted date= date on which the product was added
  - Submitted file= name of the product
  - Comparison rank= the place in the rankings (where 1 is the best product)
  - Avg. Compare time= Average time taken by this participant to make a comparison
  - Grade= grades
  - Ability= see 'Terms'
  - Amount compared= how many times the product has been compared to another product
  - SE: standard error
  - Amount selected as better result= the number of times the product has been selected as best by the reviewers in a comparison.

Student name	Student email	Group	Submitted date	Submitted file	Comparison rank	Avg. compare time	Grade	Ability	Amount compared	Se	Amount selected as better product
Participant 20	comproved020@mailinator.com		09/22/2020	B.pdf	5	2,120333333	8,927297388	1,307998748	3	1,524101	1,999
Participant 18	comproved018@mailinator.com		09/22/2020	C.pdf	1	3,567	9,601253058	4,975761592	3	2,845712	2,997
Participant 15	comproved015@mailinator.com		09/22/2020	D.pdf	4	3,049333333	8,954389957	1,406774495	3	4,086624	1,999
Participant 17	comproved017@mailinator.com		09/22/2020	E.pdf	8	3,53575	8,35090939	-0,407090882	4	1,47538	1,0015
Participant 14	comproved014@mailinator.com		09/22/2020	file.pdf	2	2,717666667	9,27838117	2,809824658	3	1,932572	1,999
Participant 16	comproved016@mailinator.com		09/22/2020	file.pdf	11	2,262	6	-4,60752653	2	18,16179	0,003
Participant 01	comproved001@mailinator.com		09/22/2020	file.pdf	13	3,374	5,493601136	-5,323477476	1	5,434766	0,003
Participant 04	comproved004@mailinator.com		09/22/2020	file.pdf	10	3,434333333	7,374021284	-2,442736468	3	2,219112	1,999
Participant 03	comproved003@mailinator.com		09/22/2020	file.pdf	12	3,444	5,49610454	-5,319986206	3	4,154312	0,003
Participant 08	comproved008@mailinator.com		09/22/2020	file.pdf	3	2,733666667	9	1,578292287	3	1,378122	1,999
Participant 10	comproved010@mailinator.com		09/22/2020	file.pdf	7	3,071	8,443389426	-0,169821082	4	1,563208	2,9985
Participant 11	comproved011@mailinator.com		09/22/2020	file.pdf	12	2,946	5,49610454	-5,319986206	3	4,154312	0,003
Participant 12	comproved012@mailinator.com		09/22/2020	file.pdf	6	2,7275	8,844198288	1,018120475	2	16,84823	1,997

- Comparisons' is an overview of all comparisons made in the assessment:
  - Assessor name= name of the assessor who made that comparison
  - Better product= the product identified by the evaluators as being the best in the pair
  - Participant= the name of the participant whose 'better product' is
  - Lesser product= the 'lesser' product
  - Participant= the name of the participant whose 'inferior product' is
  - Compare time= time (in sec.) needed for the assessor to make the comparison
  - Feedback time= time (in sec.) the assessor needed to enter the feedback
  - Submitted= 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

- Feedback' overview of the feedback given by the reviewers on the products with per row:
  - Assessor name= the assessor who provided the feedback on the product
  - Product= the product to which the assessor gave feedback
  - Participant= the participant whose product is the subject of feedback.
  - Pos en cons: Sterke en werkpunten of per criteria dat je ingaf een kolom

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 student	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				

Error modifying participant data

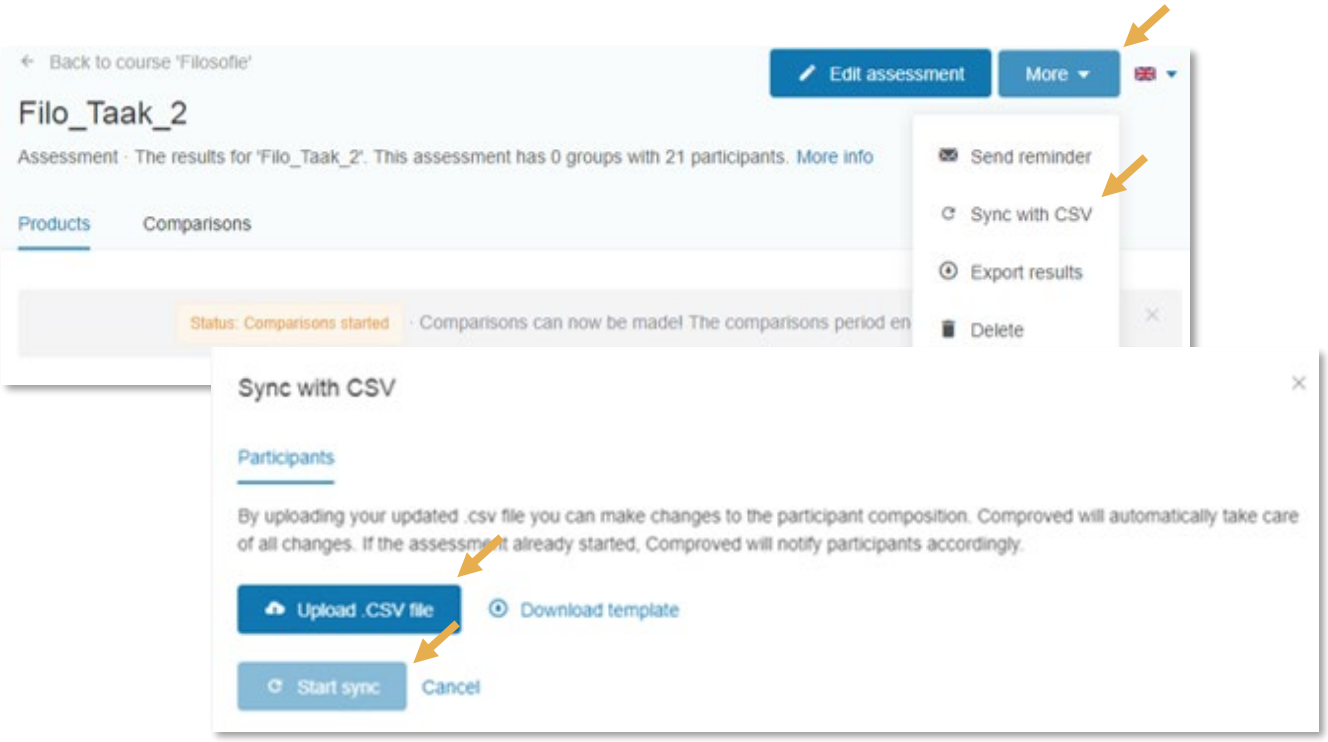
Changes in the composition of the participants during an assessment are easy to adjust. Go to the relevant assessment and click on "more", select "Sync with CSV".

Take the original CSV that you have previously uploaded, make changes to the file (correct typing error, add participant, delete participant, ...) and leave the correct information unchanged. Then synchronise the new CSV. This will overwrite all participant data in the assessment. If nothing has changed, nothing happens. Only the changes are updated.

The changes are made automatically when you click on "Start synchronisation". If the assessment was already in progress, the participants are also notified by e-mail.

Bad example: I have an assessment with 50 participants; I want to add two more. I synchronise with a CSV that only contains the two new participants. As a result, all 50 participants are replaced by the two new ones.

Good example: the same situation, I take the original CSV with the 50 participants, add the two new ones underneath and synchronise with the CSV of 52 participants. Results: 52 participants in the assessment.

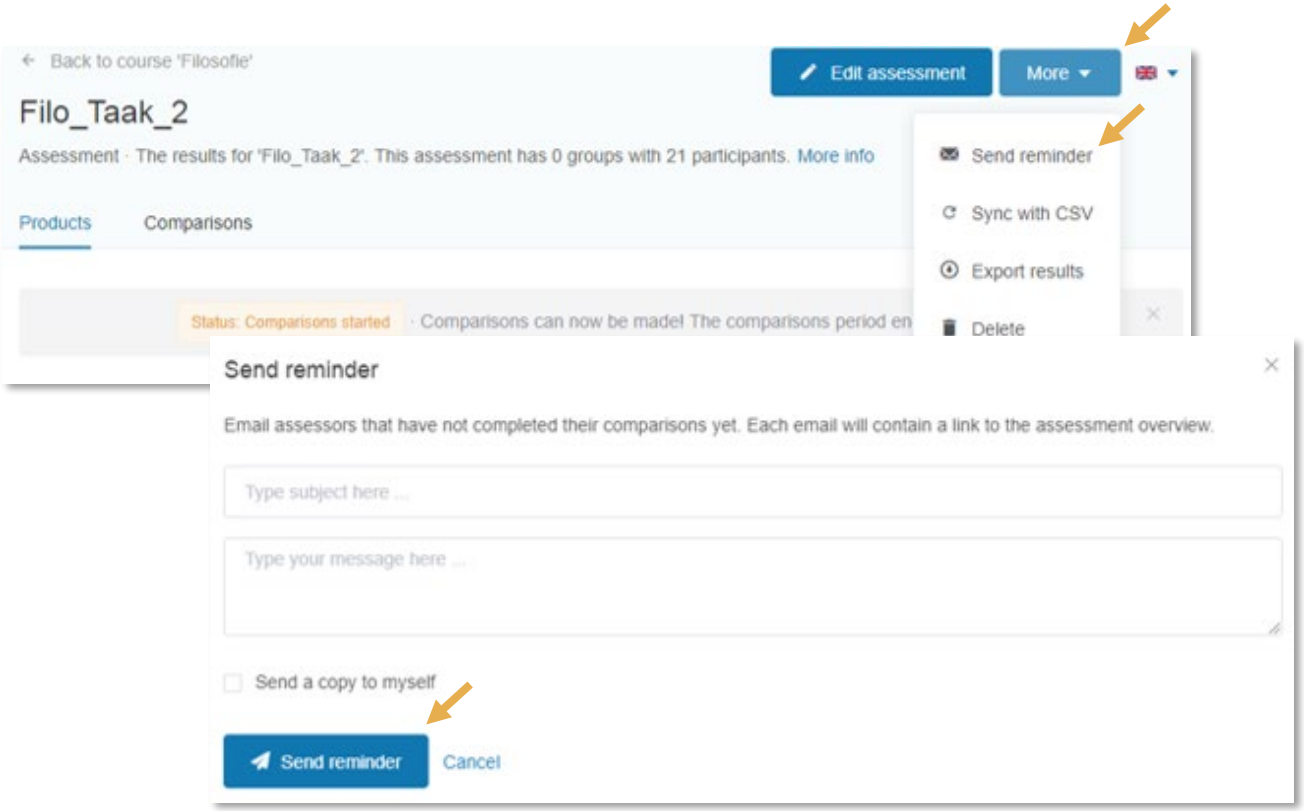


Send reminder

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

The phase of your assessment (submission, comparison) determines what you can send a reminder about.

Go to the assessment in question, click on 'More' and select "Send reminder'. Enter a subject and type your message. Then click on 'Send e-mail'..

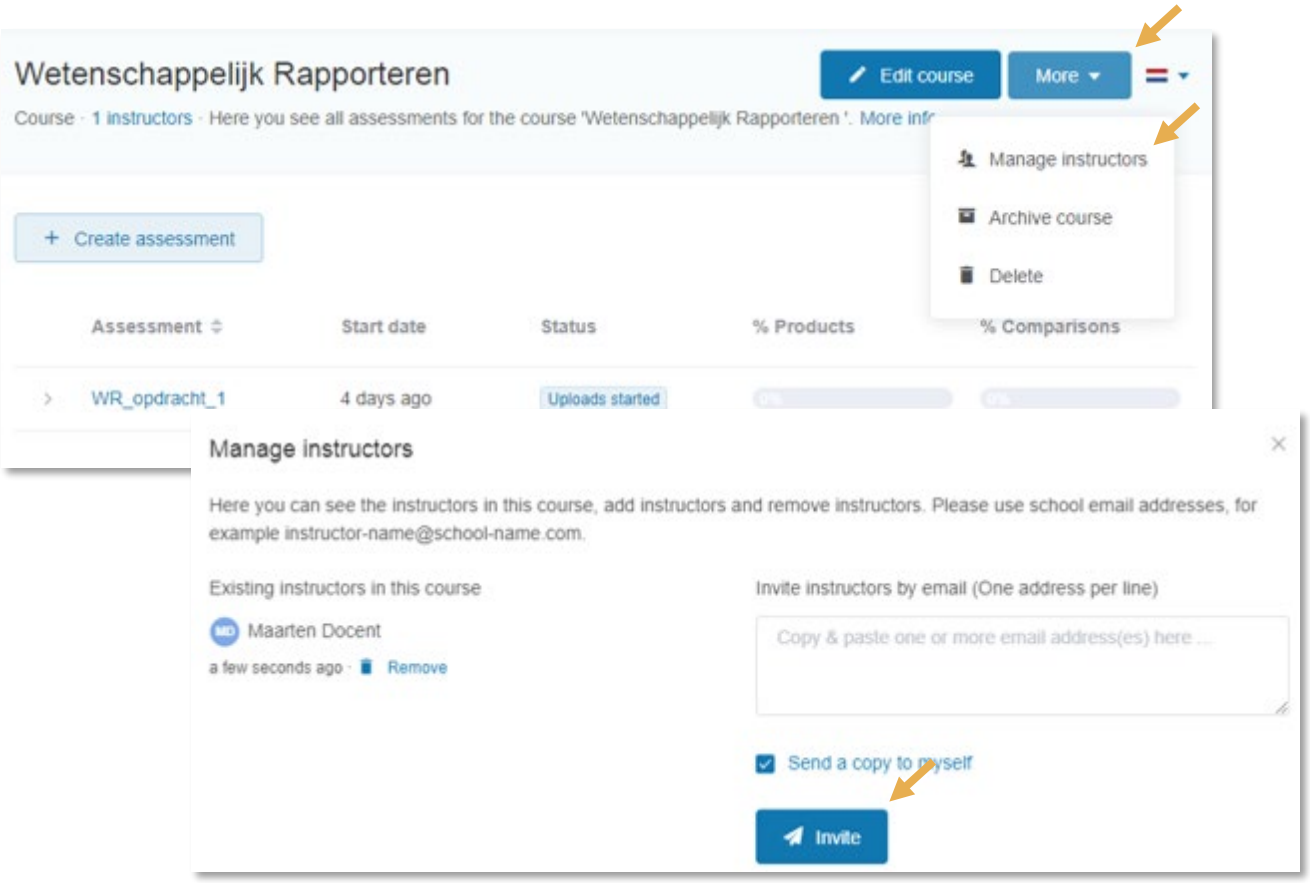


Invite/delete an instructor to your course

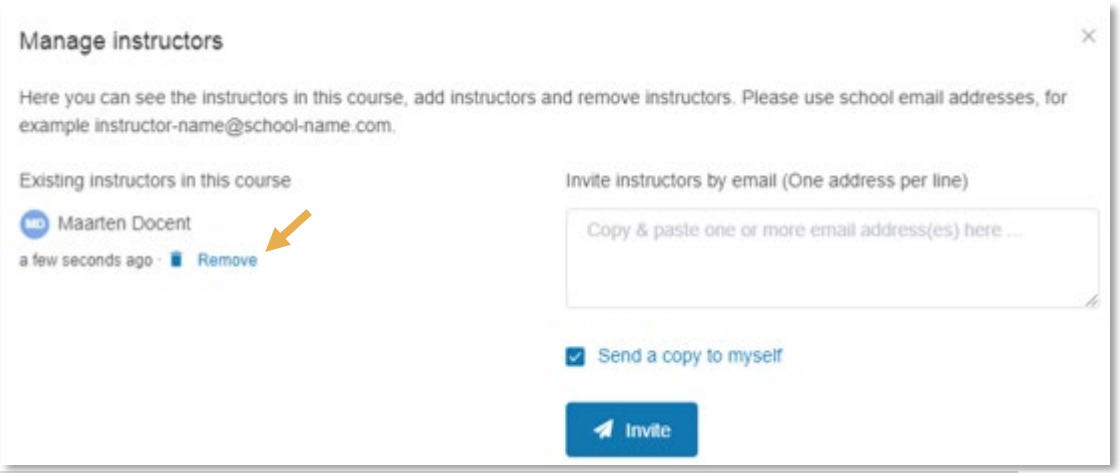
You can invite a colleague(s) as instructor in your course. These co-instructor(s) have access to all assessments in this course. The co-instructor(s) can also create assessments or modify existing assessments in this course.

If you do not want a colleague to have access to all the assessments in your course, but you still want him/her to make comparisons within a particular assessment, you can invite him/her as (external) assessor (see 'Determine who will make comparisons')..

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



Via the 'Delete' button you can always delete added instructors..



Questions

If you still have questions, you can use various channels.

- For first line help with technical problems, use the chat function in Comproved. FAQ is under construction. The students do not have this chat function. They can send an e-mail via the contact form.
- Via the facebook group 'comparative judgement to the rescue' you can easily get in touch with other people who want to work or have worked with the method. Here you can share experiences and ask questions. We also follow up this facebook group and regularly share fun information via this group.
- The website www.comproved.com provides additional information about the assessment method. The Comproved Academy gives you easy access to scientific publications. You can also request workshops for you and your team via this website.
- If you are unable to find your way out via one of the top channels, please send us an e-mail support@comproved.com.

comproved
Assess better. Learn more.

info@comproved.com
www.comproved.com