

comproved
Assess better. Learn more.

PRACTICAL GUIDE FOR INSTRUCTORS
MAARTEN GOOSSENS

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Trems

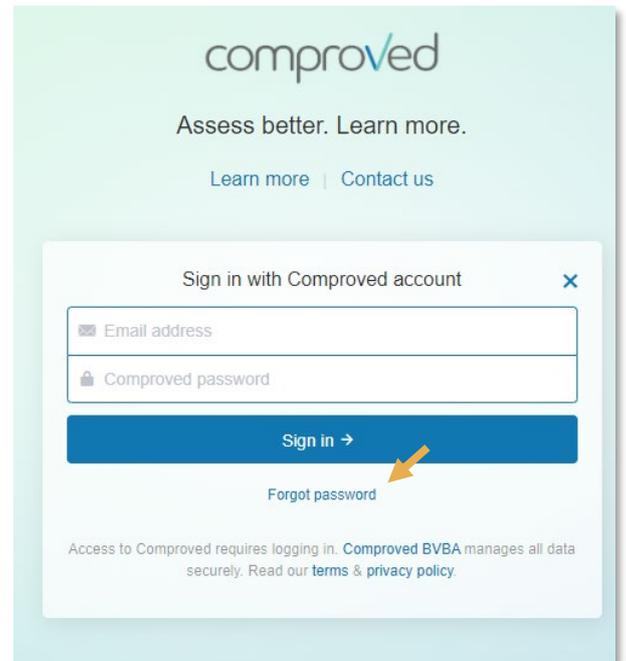
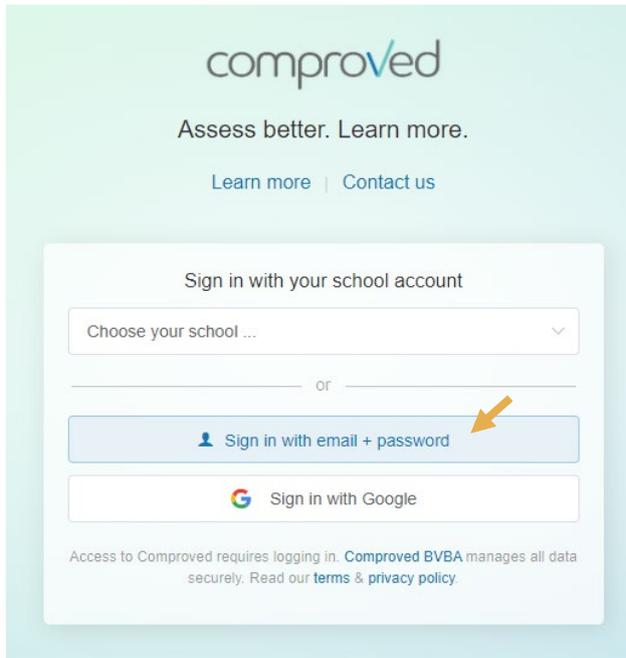
- Ability: this expresses the probability that a product X 'wins' in a comparison with the (theoretical) product with ability 0. The ability can be converted into a 'win-probability', so a product with an ability of 2 has more than 80% chance of being the 'winner' of the comparison with a product with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

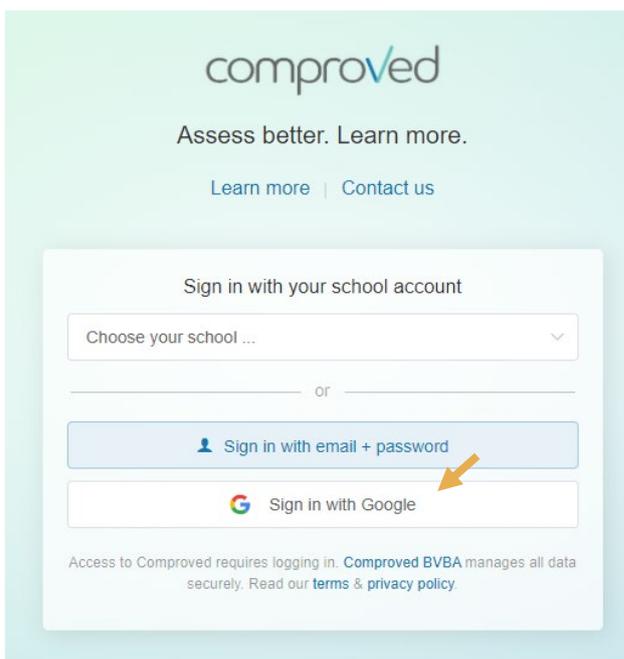
There are 3 ways to sign in at <https://app.comproved.com>:

1) Sign in with email + password

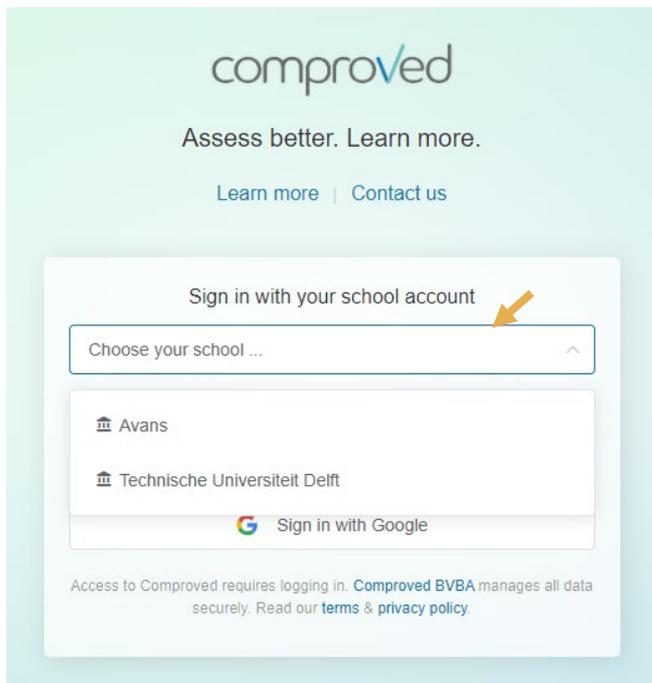
Login with your email address and a self-made password. The first time you click on 'Sign in with email + password'. Then follow the procedure 'forgot password' to create a password. Afterwards you can log in with your email and password.



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

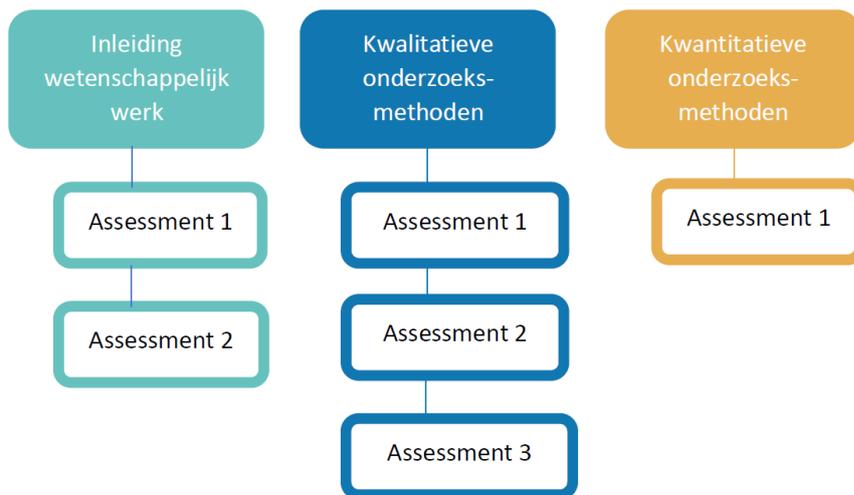
LTI via your learning management system (LMS). This is only possible if Comproved is integrated via LTI in the LMS used in your institution. If you do not find Comproved in your LMS, ask your ICT department whether Comproved has been integrated. When students, and possibly groups, have also been added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

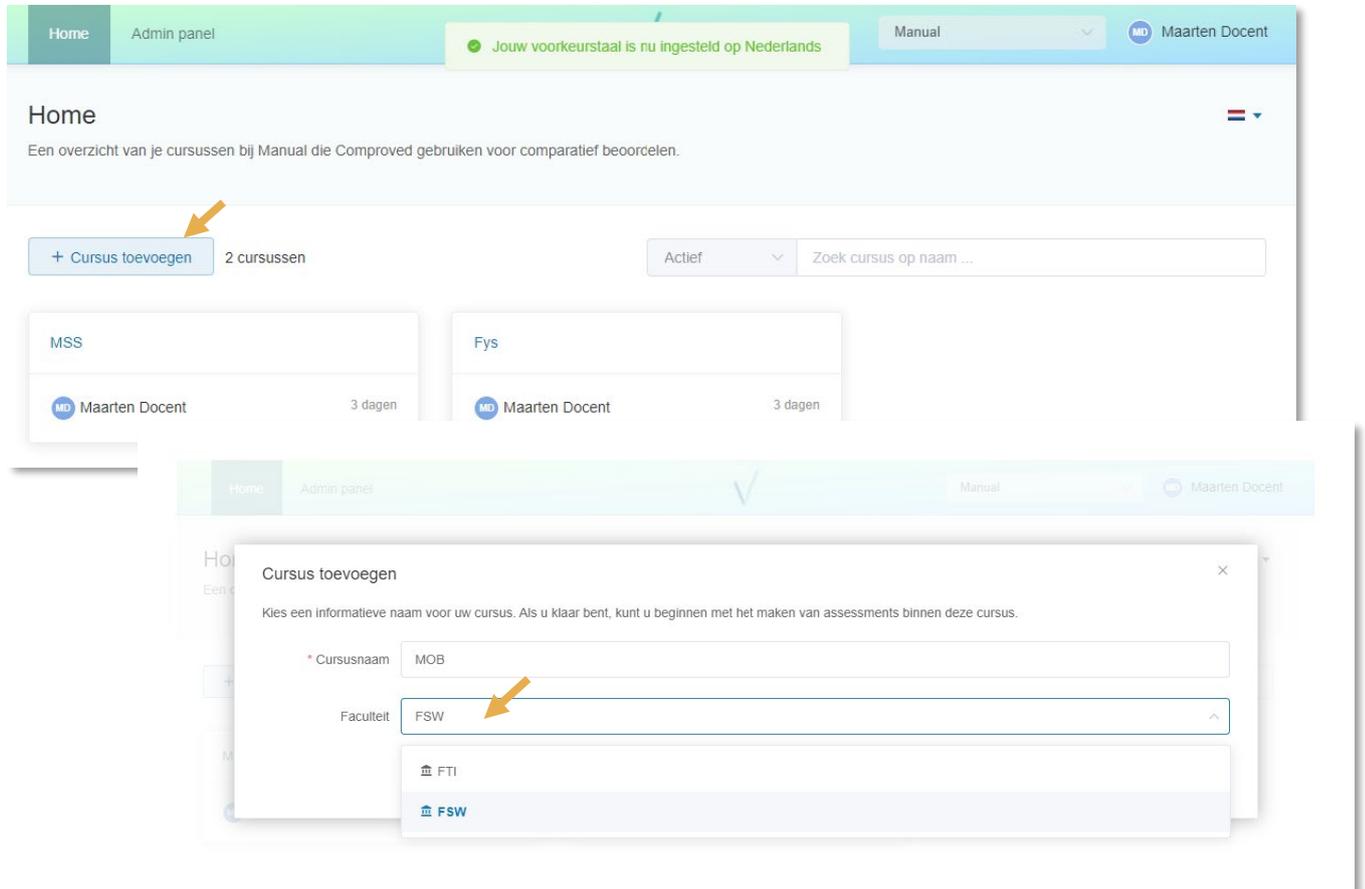
Example

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'.

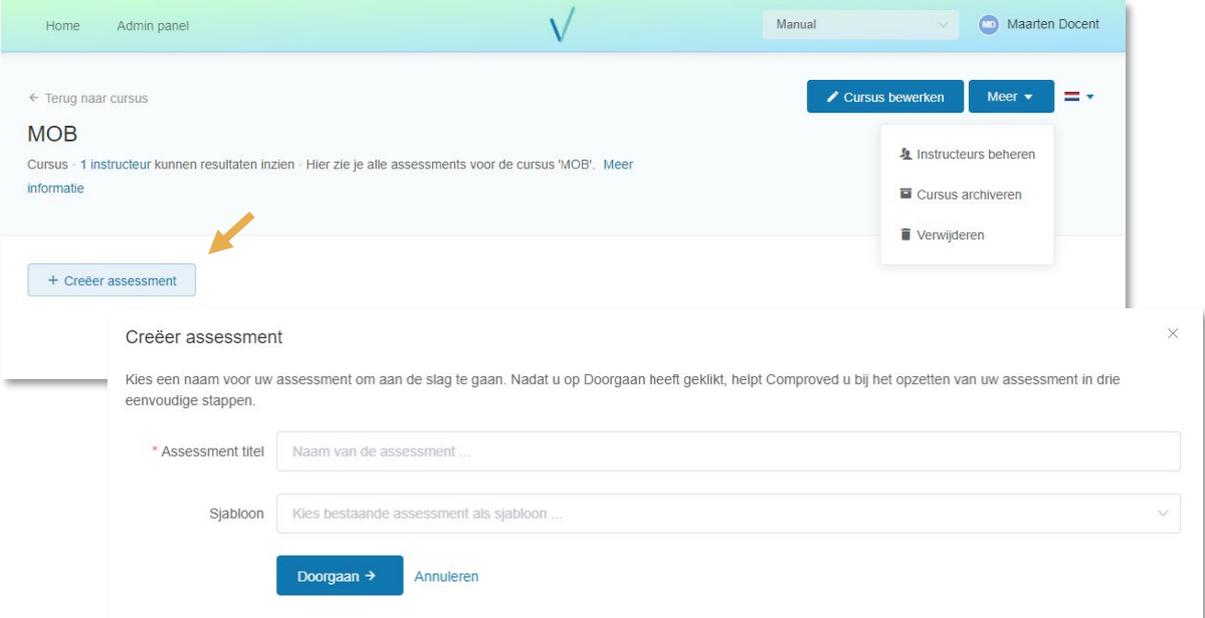
The screenshot shows the 'Manage instructors' interface. At the top, there's a navigation bar with 'Home', 'Admin panel', a checkmark, 'Manual', and the user 'Maarten Docent'. Below that, a breadcrumb trail says '← Terug naar cursus'. The main content area is titled 'MOB' and shows 'Cursus · 1 instructeur kunnen resultaten inzien · Hier zie je alle assessments voor de cursus 'MOB': Meer informatie'. A '+ Creëer assessment' button is visible. A 'Meer' dropdown menu is open, showing options: 'Instructeurs beheren', 'Cursus archiveren', and 'Verwijderen'. Below this is a modal window titled 'Instructeurs beheren'. The modal contains instructions: 'Instructeurs beheren Hier kun je de instructeurs van deze cursus inzien, toevoegen, en verwijderen. Gebruik a.u.b. email adressen van de school, bijvoorbeeld instructeur-naam@school-naam.nl.' It lists 'Bestaande instructeurs in cursus' with 'Maarten Docent' and a 'Verwijder' button. On the right, 'Nodig instructeurs uit' has a text input field for email addresses, a checked checkbox 'Stuur een kopie naar mijzelf', and 'Uitnodigen' and 'Annuleren' buttons. Orange arrows point from the text below to the 'Meer' dropdown, the 'Instructeurs beheren' option, the 'Verwijder' button, and the email input field.

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'.



The screenshot shows a web interface for course management. At the top, there is a navigation bar with 'Home', 'Admin panel', a checkmark, 'Manual', and the user 'Maarten Docent'. Below this, the course 'MOB' is displayed with a 'Terug naar cursus' link and buttons for 'Cursus bewerken' and 'Meer'. A dropdown menu is open, showing options: 'Instructeurs beheren', 'Cursus archiveren', and 'Verwijderen'. A blue arrow points to a '+ Creëer assessment' button. Below this, a modal window titled 'Creëer assessment' is open, containing the following text and form fields:

Creëer assessment

Kies een naam voor uw assessment om aan de slag te gaan. Nadat u op Doorgaan heeft geklikt, helpt Comproved u bij het opzetten van uw assessment in drie eenvoudige stappen.

* Assessment titel

Sjabloon

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

Home Admin panel Manual Maarten Docent

← Terug

Nieuwe assessment aanmaken

Configureer stap voor stap een nieuwe assessment voor cursus 'MOB'. [Meer informatie](#)

* Cursus MOB

* Assessment titel interpretatie statistische output

1 Producten

Hoe u de producten uploadt die beoordeeld zullen worden.

a * Product(en) indienen **e** **f** Wie gaat de producten uploaden voor deze assessment?

Elke deelnemer één product Elke groep één product Instructeurs voegen alle producten toe

b * Producttypen Document

c * Start/einddatum 01-10-2020 11:32 tot 10-10-2020 11:32

d * Deelnemers Importeren van studenten en groepen werkt alleen met een CSV in het correcte formaat. Gebruik de template zodat het bestand correct wordt ingeladen. Voeg studenten toe met e-mailadressen van je school, zoals naam-student@naam-school.nl.

[Upload .CSV bestand \(met UTF-8 encoding\)](#) [Download template](#)

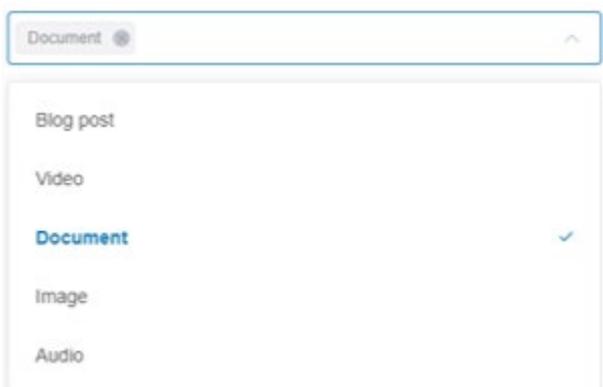
a. Who uploads the products?

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 product types?

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.



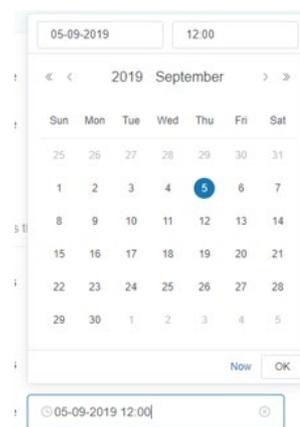
Accepted file types

- 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 to upload 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

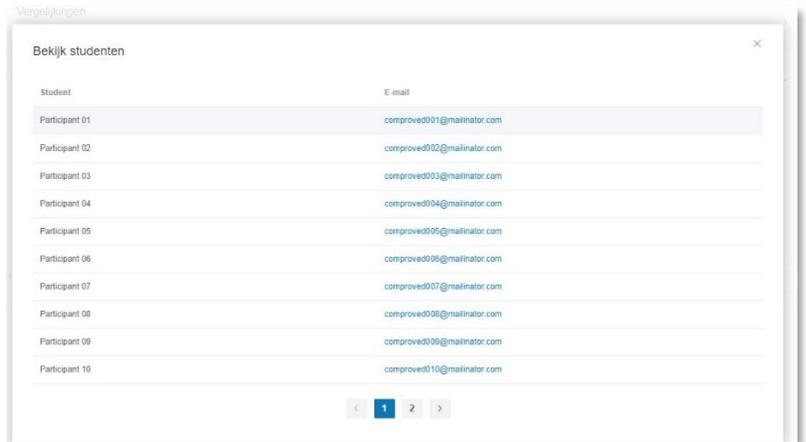
Save as CSV with UTF-8 encoding (to save CSV UTF-8, see:

<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

The screenshot shows a web application interface for managing assessments. A file explorer window is open over the 'Downloads' folder, showing a list of files including 'default-template-participants_Webinar 0923_VUB'. The main interface shows a form for uploading a CSV file, with a green message indicating 'CSV-upload succesvol! Deze assessment heeft 20 deelnemers.' An orange arrow points to this 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

Home Admin panel Manual v Maarten Docent

← Terug NL

Nieuwe assessment aanmaken

Configureer stap voor stap een nieuwe assessment voor cursus 'MOB'. [Meer info](#)

* Cursus

* Assessment titel

1 Producten >
Hoe u de producten uploadt die beoordeeld zullen worden.

2 Vergelijkingen v
Hoe de ingezonden producten te vergelijken en feedback te geven.

a * Vergelijk Producten **Wie mag voor deze assessment vergelijkingen maken? Beoordelaars kunnen studenten of externe contacten zijn.**
 Deelnemers Beoordelaars Instructeur

b Deelnemersvereiste Deelnemers kunnen alleen vergelijken als ze een product hebben ingediend.

c * Start/einddatum tot

d Vergelijkingsvraag
Beoordelingscriteria

e * Hoeveelheid
Elke Deelnemer zou 10 vergelijkingen moeten maken.
vergelijkingen
Elke Instructeur zou 10 vergelijkingen moeten maken.

f * Type feedback **Hoe moet feedback worden gegeven op een product?**
 Sterke en zwakke punten Beoordelingscriteria

g Eerst feedback Deelnemers geven eerst feedback en kunnen daarna het betere product kiezen

h Feedbackvraag
Feedbackcriteria

i * Feedback na
Na 5 vergelijkingen, feedback is vereist voor alle resterende vergelijkingen

3 Resultaten >
Wat te doen met de resultaten.

a. Define who's allowed to make comparisons

2 Vergelijkingen

Hoe de ingezonden producten te vergelijken en feedback te geven.

* Vergelijk Producten Wie mag voor deze assessment vergelijkingen maken? Beoordelaars kunnen studenten of externe contacten zijn.

Deelnemers Beoordelaars Instructeur

- 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

Deelnemersvereiste Deelnemers kunnen alleen vergelijken als ze een product hebben ingediend.

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

* Start/einddatum tot

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?

Vergelijkingsvraag	Bijvoorbeeld: 'Welk product is beter?' ...
Beoordelingscriteria	Beschrijf in detail welke aspecten (bijv. Taakdoelstellingen) te overwegen bij het vergelijken van producten ...

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

* Hoeveelheid	-	10	+	Elke Deelnemer zou 10 vergelijkingen moeten maken.
vergelijkingen	-	10	+	Elke Instructeur zou 10 vergelijkingen moeten maken.

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.

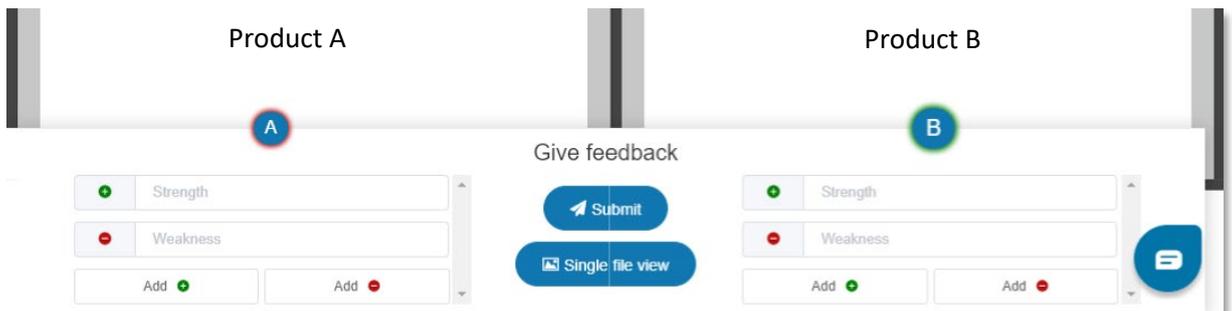
For example: we have 100 students and 5 teachers. We go for a reliability of $> .70$ then a total of 750 comparisons have to be made. If we have all the students together make 400 comparisons and all the lecturers together also make 350 comparisons, the judgments of students and lecturers will weigh 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

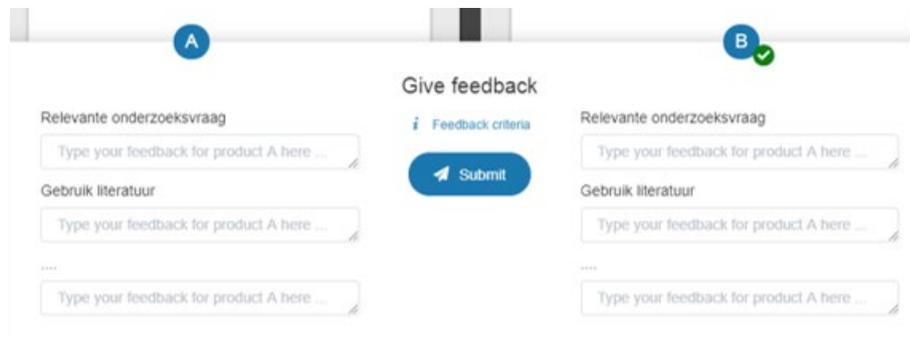
* Type feedback Hoe moet feedback worden gegeven op een product?
 Sterke en zwakke punten Beoordelingscriteria

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'

Eerst feedback Deelnemers geven eerst feedback en kunnen daarna het betere product kiezen

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 screenshot shows a configuration interface with two input fields. The first field, labeled 'Feedbackvraag', contains the text 'Bijvoorbeeld: 'Heeft u feedback op deze producten?' ...'. The second field, labeled 'Feedbackcriteria', contains the text 'Beschrijf in het kort hoe je feedback kunt geven op een product ...'.

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



The screenshot shows a configuration interface with a 'Feedback na' field. The field contains a minus sign, the number '5', and a plus sign. To the right of the field, the text reads 'Na 5 vergelijkingen, feedback is vereist voor alle resterende vergelijkingen'.

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

Home Admin panel Manual Maarten Docent

← Terug

Nieuwe assessment aanmaken

Configureer stap voor stap een nieuwe assessment voor cursus 'MOB': [Meer info](#)

* Cursus MOB

* Assessment titel interpretatie statistische output

- 1 Producten
Hoe u de producten uploadt die beoordeeld zullen worden.
- 2 Vergelijkingen
Hoe de ingezonden producten te vergelijken en feedback te geven.
- 3 Resultaten
Wat te doen met de resultaten.

a Toon resultaten Wie krijgt er behalve de cursusleiders toegang tot de resultaten?
 Deelnemers Beoordelaars

b Rang verbergen Verberg rang voor deelnemers

c Beoordeling Schakel cijfers in bij deze assessment

d * Datum van publicatie 22-09-2020 12:00

e Deelnemersvereiste Deelnemers kunnen alleen resultaten behalen als ze hun vergelijkingen hebben afgerond

f Alle resultaten Laat deelnemers de resultaten zien van alle andere deelnemers

Assessment opstaan Annuleren

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

Home Admin panel Manual Maarten Docent

← Terug

Nieuwe assessment aanmaken

Configureer stap voor stap een nieuwe assessment voor cursus 'MOB'. [Meer info](#)

* Cursus MOB

* Assessment titel Interpretatie statistische output

- 1 Producten**
Hoe u de producten uploadt die beoordeeld zullen worden.
- 2 Vergelijkingen**
Hoe de ingezonden producten te vergelijken en feedback te geven.
- 3 Resultaten**
Wat te doen met de resultaten.

Toon resultaten Wie krijgt er behalve de cursusleiders toegang tot de resultaten?

Deelnemers Beoordelaars

Rang verbergen Verberg rang voor deelnemers

Beoordeling Schakel cijfers in bij deze assessment

* Datum van publicatie 22-09-2020 12:00

Deelnemersvereiste Deelnemers kunnen alleen resultaten behalen als ze hun vergelijkingen hebben afgerond

Alle resultaten Laat deelnemers de resultaten zien van alle andere deelnemers

Assessment opslaan Annuleren

Add products

Participants add products

You have then chosen the following option:

Home Admin panel Manual Maarten Docent

← Terug

Nieuwe assessment aanmaken

Configureer stap voor stap een nieuwe assessment voor cursus 'MOB'. [Meer informatie](#)

* Cursus MOB

* Assessment titel interpretatie statistische output

1 Producten

Hoe u de producten uploadt die beoordeeld zullen worden.

* Product(en) indienen **Wie gaat de producten uploaden voor deze assessment?**

Elke deelnemer één product Elke groep één product Instructeurs voegen alle producten toe

* Producttypen Document

* Start/einddatum 01-10-2020 11:32 **Start date** tot 10-10-2020 11:32 **End date**

* Deelnemers Importeren van studenten en groepen werkt alleen met een CSV in het correcte formaat. Gebruik de template zodat het bestand correct wordt ingeladen. Voeg studenten toe met e-mailadressen van je school, zoals naam-student@naam-school.nl.

[Upload .CSV bestand \(met UTF-8 encoding\)](#) [Download template](#)

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.

Home Manual Participant 01

MOB 🇳🇱 ▼

Course · 1 instructor · Here you see all assessments for the course 'MOB'. [More info](#)

paper versie 2

The results have been released.

[Your result →](#) [All results →](#)

interpretatie statistische output

Product upload period opens September 30, 2020 10:23 AM and closes October 10, 2020 10:23 AM.

[Due to start](#)

groepswerk 1 [View product](#)

Future Legends · 5 Group members ▼

✔ Great. You have uploaded your product!

[Edit product](#)

Paper versie 1 [View product](#)

✔ Great. You have uploaded your product!

Comparisons period opens September 24, 2020 12:00 PM and closes September 26, 2020 12:00 PM.

[Comparisons due to start](#)

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

The screenshot shows the course overview page for 'MOB'. At the top, there are navigation links for 'Home' and 'Admin panel', a 'Manual' dropdown menu, and the user profile 'Maarten Docent'. Below this, there are buttons for 'Bewerk cursus' and 'Meer'. The main heading is 'MOB', followed by a sub-heading: 'Cursus · 1 instructeur kunnen resultaten inzien · Hier zie je alle assessments voor de cursus 'MOB'. Meer info'. A '+ Creëer assessment' button is visible. Below is a table with columns: 'Assessment', 'Startdatum', 'Status', '% Producten', and '% Vergelijkingen'. The table lists four assessments: 'groepswerk 1', 'paper versie 2', 'Paper versie 1', and 'interpretatie statistische output'. An orange arrow points to the 'interpretatie statistische output' row.

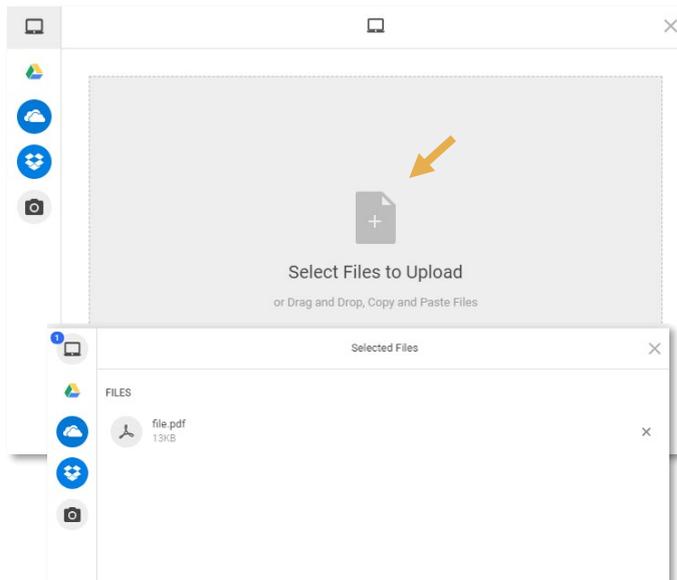
Assessment	Startdatum	Status	% Producten	% Vergelijkingen
> groepswerk 1	één dag	Vergelijkingen begonnen...	100%	0%
> paper versie 2	één dag	Vrijgegeven		
> Paper versie 1	2 dagen	Uploads zijn beëindigd		
> interpretatie statistische output	7 dagen	Nog niet open		

- 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'

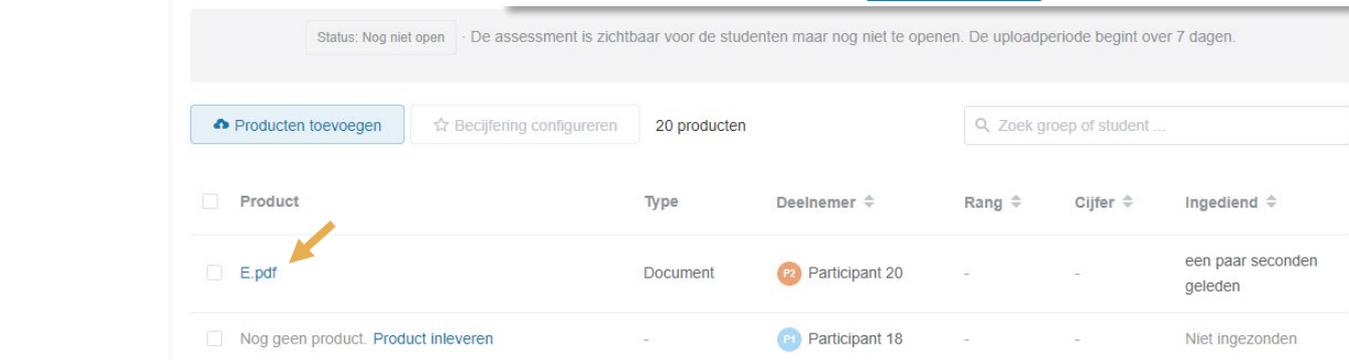
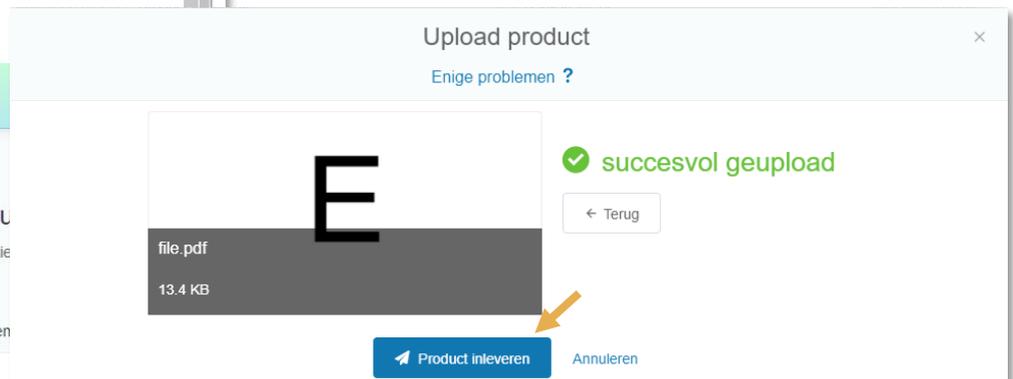
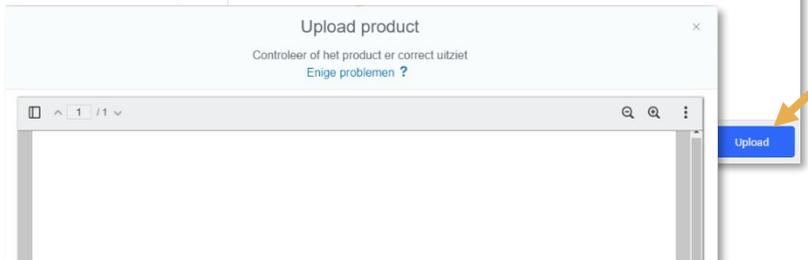
The screenshot shows the details page for the assessment 'interpretatie statistische output'. It includes a sub-heading: 'Assessment · De resultaten voor 'interpretatie statistische output'. Deze assessment heeft 0 groepen met 2 deelnemers. Meer info'. Below this are tabs for 'Producten', 'Vergelijkingen', and 'Deelnemers'. A status bar indicates 'Status: Nog niet open' and 'De assessment is zichtbaar voor de studenten maar nog niet te openen'. There are buttons for 'Producten toevoegen' and 'Becijfering configureren', with a count of '20 producten'. Below is a table with columns: 'Product', 'Type', and 'Deelnemer'. The table lists four rows, each with a checkbox, the text 'Nog geen product. Product inleveren', a 'Product inleveren' link, a dash, and a participant name. An orange arrow points to the 'Product inleveren' link for 'Participant 20'.

Product	Type	Deelnemer
<input type="checkbox"/> Nog geen product. Product inleveren	-	P2 Participant 20
<input type="checkbox"/> Nog geen product. Product inleveren	-	P1 Participant 18
<input type="checkbox"/> Nog geen product. Product inleveren	-	P1 Participant 15
<input type="checkbox"/> Nog geen product. Product inleveren	-	P1 Participant 17

The screenshot shows the 'Upload product' dialog box. It contains the text: 'Als instructeur kun je namens Participant 20 een product indienen voor de assessment interpretatie statistische output hieronder. Enige problemen?'. Below this is a blue button with a cloud icon and the text 'Upload document of video' and 'Max. 100 MB'. At the bottom, it lists 'Geaccepteerde bestandstypen .mp4, .pdf'. An orange arrow points to the 'Upload document of video' button.



- 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.

The top screenshot shows the course page for 'MOB'. It features a table with the following data:

Assessment	Startdatum	Status	% Producten	% Vergelijkingen
groepswerk 1	één dag	Vergelijkingen begonnen...	100%	0%
paper versie 2	één dag	Vrijgegeven	65%	9%

The bottom screenshot shows the 'interpretatie statistische output' assessment page. The 'Producten' tab is active, displaying a table of products:

Product	Type	Deelnemer	Rang	Cijfer	Ingediend
<input type="checkbox"/> E.pdf	Document	P2 Participant 20	-	-	één uur geleden
<input type="checkbox"/> Nog geen product. Product inleveren	-	P1 Participant 18	-	-	Niet ingezonden
<input type="checkbox"/> Nog geen product. Product inleveren	-	P1 Participant 15	-	-	Niet ingezonden

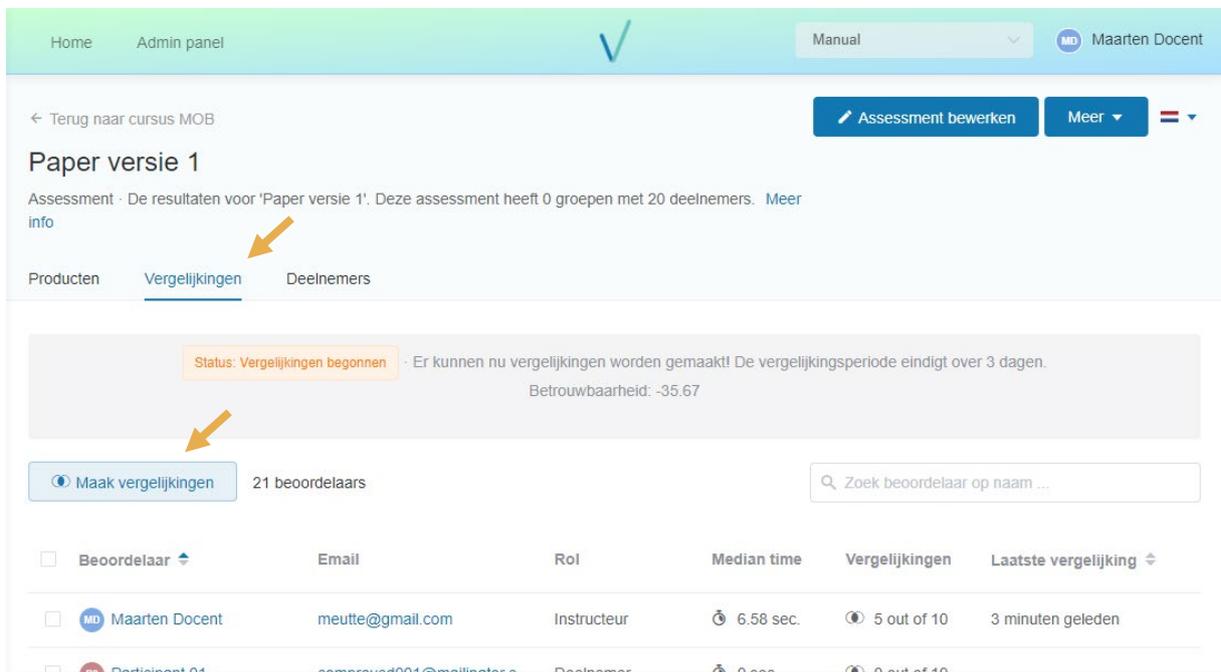
Then click on 'add products'. Now you can upload +/- 250 files at the same time via the same steps as 'upload product in student's name'. Afterwards, the products will also appear in the list.

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).

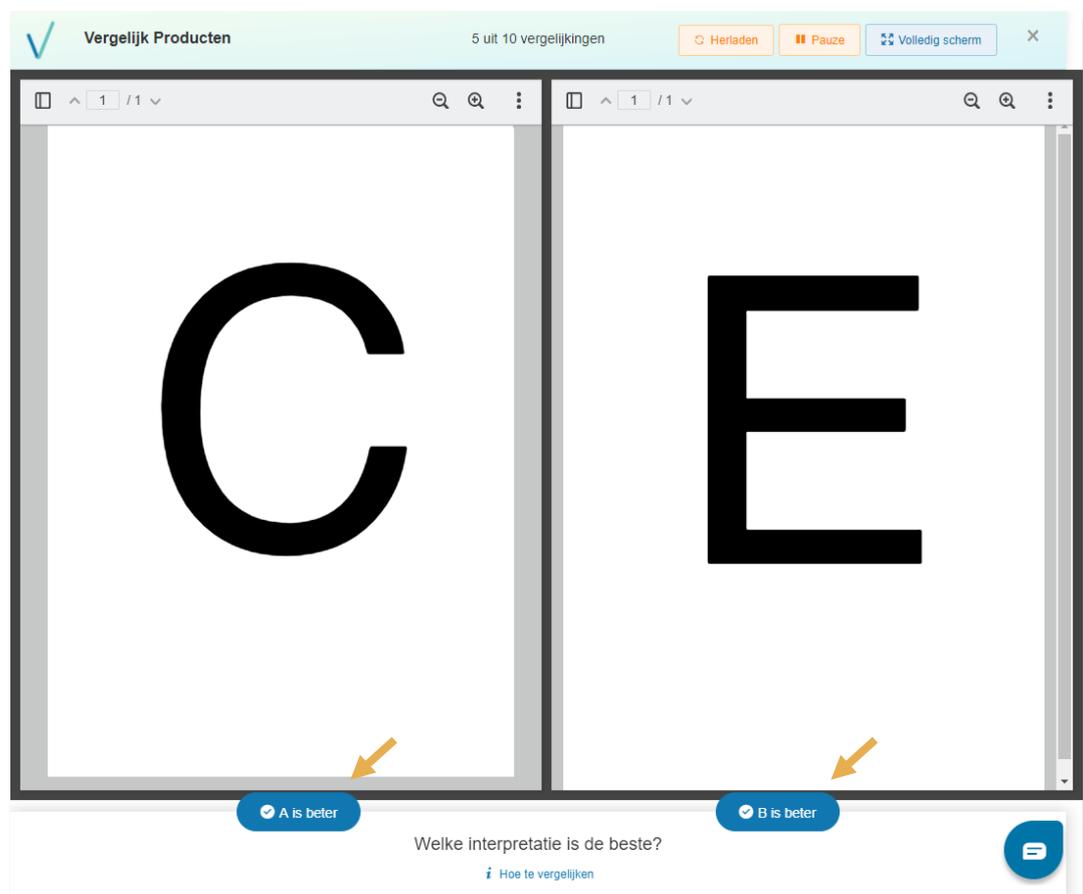
Make comparisons

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

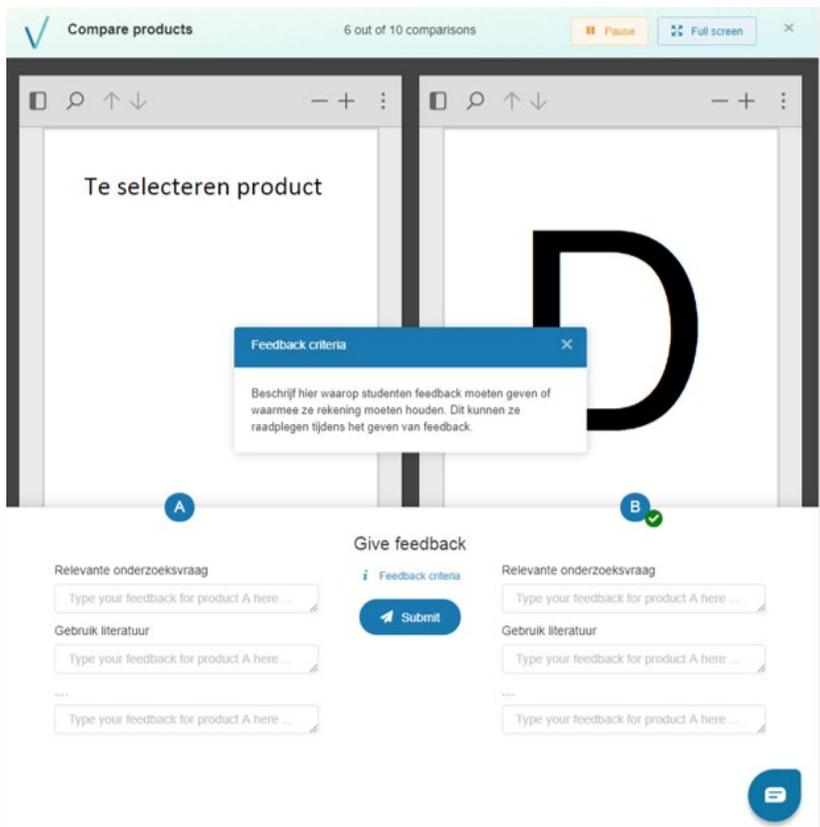
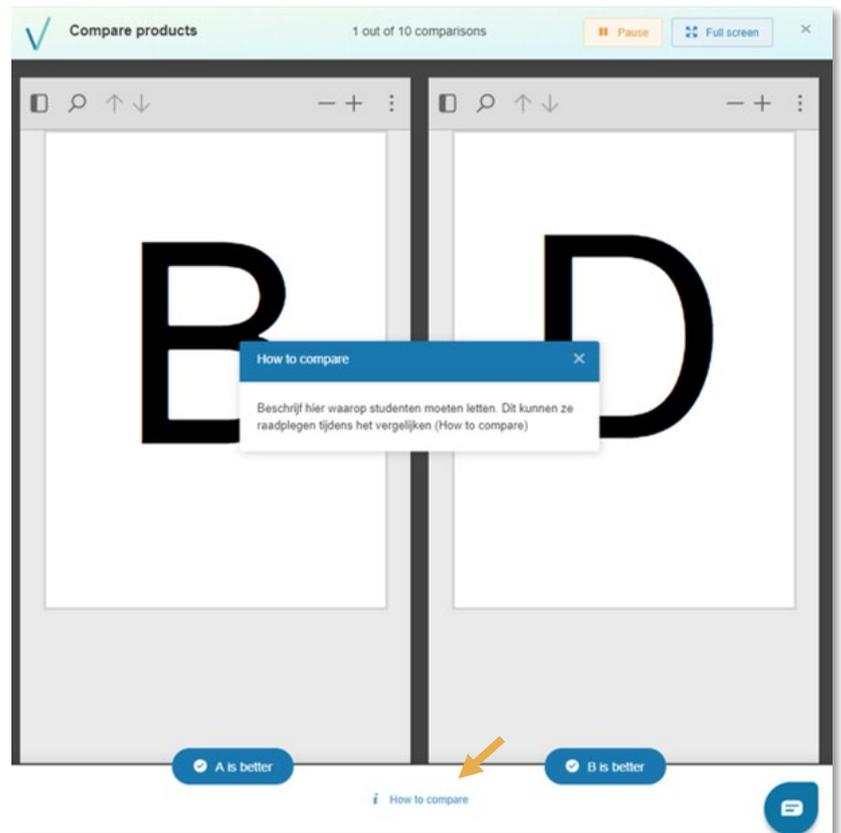


You will then see 2 products next to each other (represented here by a letter). At the bottom you can indicate which of the two products you like best ('A is better' or 'B is better').

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.

a

b

<input type="checkbox"/>	Product	Type	Groep	Deelnemers	Rang	Cijfer	Ingediend
<input type="checkbox"/>	MB8.pdf	Document	Oreographers		1	-	7 dagen geleden
<input type="checkbox"/>	MB7.pdf	Document	The Kangaroos		2	-	7 dagen geleden
<input type="checkbox"/>	MB5.pdf	Document	Young Bravo		3	-	7 dagen geleden
<input type="checkbox"/>	MB6.pdf	Document	The Mamba's		4	-	7 dagen geleden
<input type="checkbox"/>	MB4.pdf	Document	Future Legends		5	-	7 dagen geleden

You can divide this screen into 2 parts:

- 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.

- 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.

The screenshot shows a user interface for managing products. At the top, there are buttons for 'Producten toevoegen' and 'Becijfering configureren', and a search bar for 'Zoek groep of student ...'. Below this is a table listing products with columns for 'Product', 'Type', 'Groep', 'Deelnemers', 'Rang', 'Cijfer', and 'Ingediend'. An arrow points to the 'MB7.pdf' product in the table.

The detailed view for 'Product van The Kangaroos' shows a thumbnail of a PDF file, its name 'file.pdf', size '1.8 MB', and a 'Downloaden' button. Below the file information are three summary cards: 'Rang' (2), 'Cijfer' (-), and 'Abilitv' (2.21). An arrow points to the 'Cijfer' card, and another points to the 'Abilitv' card with the text 'Zie "begripen"'. Below the summary cards, there are sections for 'Deelnemer' (listing four participants with their email addresses) and 'Ingediend' (7 dagen geleden, Ingezonden door Maarten Docen). At the bottom, there is a table for 'Ontvangen feedback' with columns for 'Sterkte', 'Zwakheid', 'Gepost door', and 'Rol'.

Product	Type	Groep	Deelnemers	Rang	Cijfer	Ingediend
<input type="checkbox"/> MB8.pdf	Document	Oreographers	P0 P0 P0 +1	1	-	7 dagen geleden
<input type="checkbox"/> MB7.pdf	Document	The Kangaroos	P1 P1 P1 +1	2	-	7 dagen geleden
<input type="checkbox"/> MB5.pdf						
<input type="checkbox"/> MB6.pdf						
<input type="checkbox"/> MB4.pdf						

Sterkte	Zwakheid	Gepost door	Rol
<input type="checkbox"/> + houding van persoon klopt met emotie	-	MD Maarten D...	Eige...
<input type="checkbox"/> + Het perspectief maakt je echt klein	-	MD maarten.j...	Instr... Instr...

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.

The screenshot shows the 'groepswerk 1' assessment interface. The 'Vergelijkingen' tab is selected, and a modal window displays the comparison details for Maarten Docent. The modal window shows a table of comparisons with columns for 'Beter product', 'Deelnemer', 'Minder product', 'Deelnemer', 'Vergelijk tijd', and 'Ingediend'.

	Beter product	Deelnemer	Minder product	Deelnemer	Vergelijk tijd	Ingediend
<input type="checkbox"/>	1 MB6.pdf	P0 P0 ...	MB4.pdf	P0 P1 ...	🕒 6.00 sec.	één uur geleden
<input type="checkbox"/>	2 MB8.pdf	P0 P0 ...	MB7.pdf	P1 P1 ...	🕒 4.70 sec.	één uur geleden
<input type="checkbox"/>	3 MB7.pdf	P1 P1 ...	MB5.pdf	P0 P1 ...	🕒 34.33 sec.	één uur geleden
<input type="checkbox"/>	4 MB5.pdf	P0 P1 ...	MB6.pdf	P0 P0 ...	🕒 8.81 sec.	één uur geleden
<input type="checkbox"/>	5 MB8.pdf	P0 P0 ...	MB4.pdf	P0 P1 ...	🕒 8.04 sec.	één uur geleden
<input type="checkbox"/>	6 MB5.pdf	P0 P1 ...	MB4.pdf	P0 P1 ...	🕒 7.76 sec.	één uur geleden
<input type="checkbox"/>	7 MB7.pdf	P1 P1 ...	MB6.pdf	P0 P0 ...	🕒 10.69 sec.	één uur geleden
<input type="checkbox"/>	8 MB8.pdf	P0 P0 ...	MB6.pdf	P0 P0 ...	🕒 11.06 sec.	één uur geleden
<input type="checkbox"/>	9 MB8.pdf	P0 P0 ...	MB5.pdf	P0 P1 ...	🕒 3.67 sec.	één uur geleden
<input type="checkbox"/>	10 MB7.pdf	P1 P1 ...	MB4.pdf	P0 P1 ...	🕒 3.32 sec.	één uur geleden

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.

The screenshot shows a web interface for an evaluator named Maarten Docent (MD). The title is 'Vergelijkingen door Maarten Docent'. Below the title, it says 'Alle vergelijkingen en de gegeven feedback voor assessment groepswerk 1 ingediend door Maarten Docent'. There are two tabs: 'Vergelijkingen' and 'Feedback', with an orange arrow pointing to the 'Feedback' tab. Below the tabs is a table with the following data:

<input type="checkbox"/>	Sterkte	Zwakheid	Product	Deelnemer
<input type="checkbox"/>	+ Kleurgebruik	-	MB5.pdf	P0 P1 ...
<input type="checkbox"/>	-	- Tekst, in een moodboard hoort geen tekst, het moet zonder woorden sperken!	MB4.pdf	P0 P1 ...
<input type="checkbox"/>	+ houding van persoon klopt met emotie	-	MB7.pdf	P1 P1 ...
<input type="checkbox"/>	+ Straalt iets verhevens uit	-	MB8.pdf	P0 P1 ...

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.

← Terug naar cursus MOB

Manual Maarten Docent

Assessment bewerken Meer

paper versie 2

Assessment · De resultaten voor 'paper versie 2'. Deze assessment heeft 0 groepen met 20 deelnemers. Meer info

Producten Vergelijkingen **Deelnemers**

Status: Vrijgegeven · Studenten ontvangen e-mail met link naar resultaten. Inleveren kan niet meer. Betrouwbaarheid: -4.04

+ Deelnemers toevoegen 20 deelnemers Zoek groep of student ...

Deelnemer	Email	Laatst actief	Ingediend
<input type="checkbox"/> Participant 01	comproved001@mailinator.com	één uur geleden	7 dagen geleden
<input type="checkbox"/> Participant 02	comproved002@mailinator.com	6 maanden geleden	Niet ingezonden
<input type="checkbox"/> Participant 03	comproved003@mailinator.com	8 maanden geleden	7 dagen geleden
<input type="checkbox"/> Participant 04	comproved004@mailinator.com	8 maanden geleden	7 dagen geleden

Producten Vergelijkingen **Groepen**

Status: Vergelijkingen begonnen · Er kunnen nu vergelijkingen worden gemaakt! De vergelijkingsperiode eindigt over één dag. Betrouwbaarheid: 0.7

+ Groep toevoegen + Deelnemer toevoegen Wijzigingen opslaan Zoek student ...

Studenten zonder groep 1 student Groepen 5 groepen

- Future Legends** 5 studenten
 - Participant 14
 - Participant 15
 - Participant 16
 - Participant 17
 - Participant 01
- Oreographers** 4 studenten >
- The Kangaroos** 4 studenten >
- The Mamba's** 4 studenten >

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 screenshot shows the 'Deelnemers' (Participants) page for an assessment titled 'paper versie 2'. The page displays the status 'Status: Vrijgegeven' (Released) and a reliability score 'Betrouwbaarheid: -4.04'. A modal window titled 'Deelnemers toevoegen' (Add participants) is open, showing a text input field for pasting email addresses, a checked checkbox for 'Stuur een kopie naar mijzelf' (Send a copy to myself), and buttons for 'Uitnodigen' (Invite) and 'Annuleren' (Cancel). An orange arrow points to the 'Deelnemers' tab, and another points to the 'Deelnemers toevoegen' button. A third arrow points to the 'Uitnodigen' button in the modal.

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.

The screenshot shows the 'Mijn account' (My account) page. The page displays the user's profile information, including a profile picture placeholder with 'MD' initials, a name field containing 'Maarten Docent', and a 'Uitloggen' (Logout) button. An orange arrow points to the 'Maarten Docent' name field.

Add groups

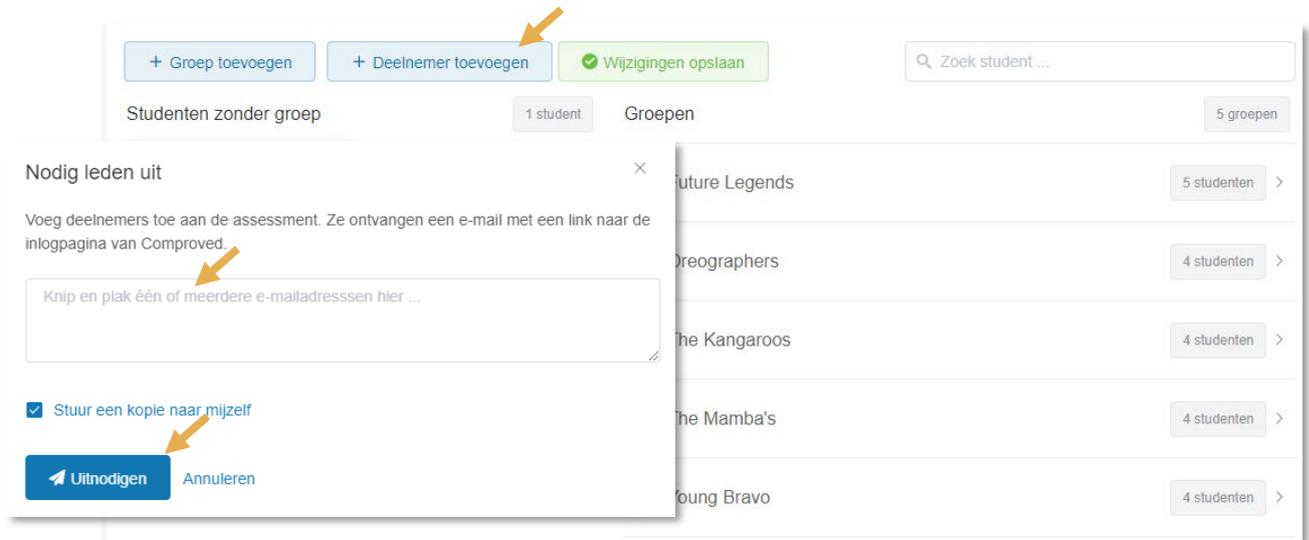
You can also add groups to an existing assessment. To do so, click on 'Groups' in the assessment centre of your choice, then click on 'Add groups' and enter the group name of the group you wish to add. Then click on 'Add group'. The new group will appear in your list.

The image shows a two-step process for adding a group to an assessment. The top screenshot shows the 'Groepen' tab selected in the navigation menu. A status message indicates that comparisons have begun. Below this, there are buttons for '+ Groep toevoegen', '+ Deelnemer toevoegen', and 'Wijzigingen opslaan'. A search bar for students is also present. The main content area shows a list of groups: 'Future Legends' (5 students), 'Oreographers' (4 students), 'The Kangaroos' (4 students), and 'The Mamba's' (4 students). Each group has a list of participants with their IDs (e.g., P1, P0).

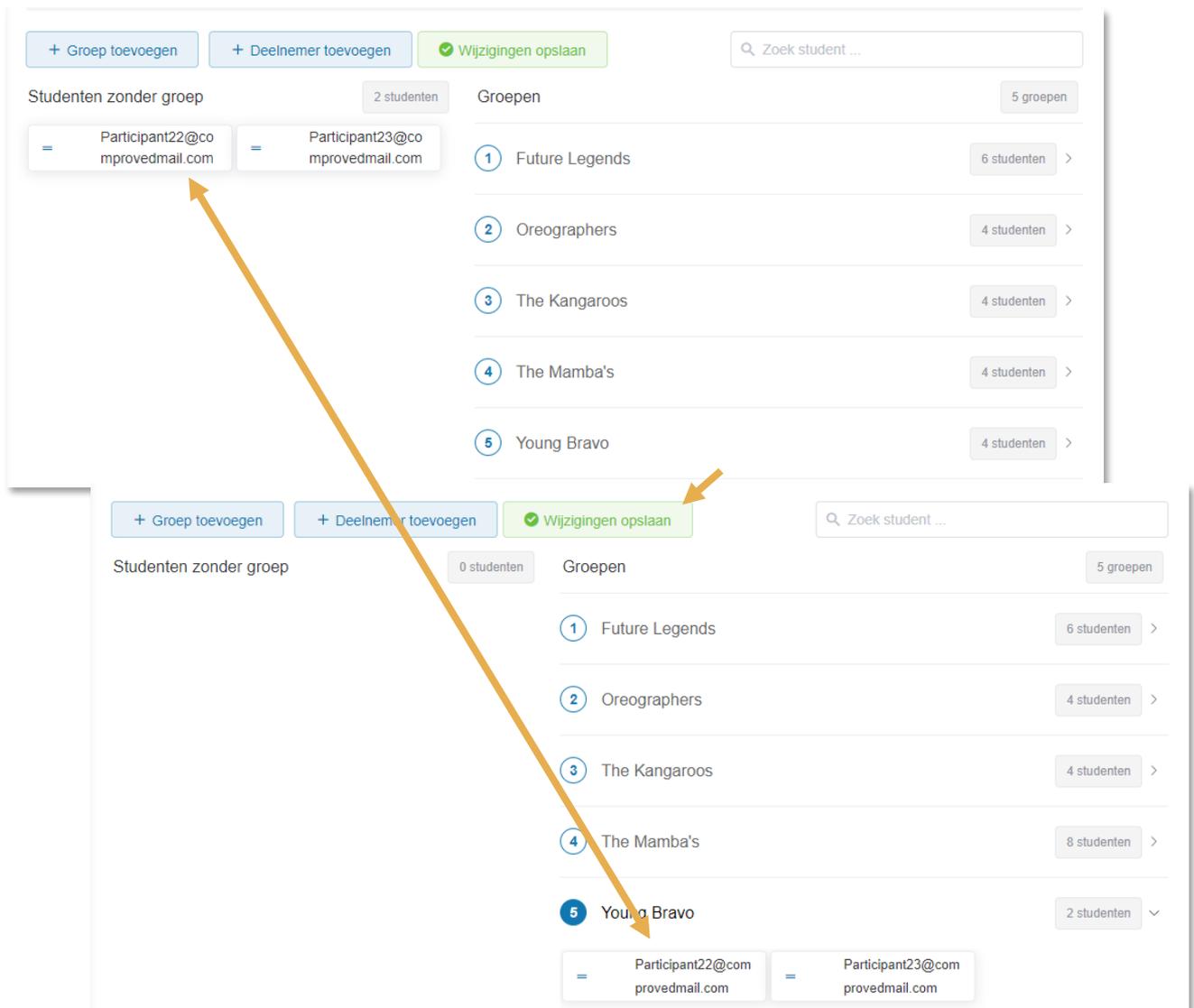
The bottom screenshot shows a modal window titled 'Groep toevoegen'. It has a text input field for the group name, which contains 'Young Bravo'. Below the input field are two buttons: 'Groep toevoegen →' and 'Annuleren'. Arrows point to the input field and the 'Groep toevoegen' button.

The final screenshot shows the 'Groepen' page after the new group has been added. The list now includes 'Young Bravo' (4 students) as the fifth group. An arrow points to this new group in the 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 Ledgens' to 'Oreographers'. Then click on 'Save changes'..

The screenshot shows the 'groepswerk 1' assessment page. At the top, there are navigation links for 'Home' and 'Admin panel', a 'Manual' dropdown, and the user 'Maarten Docent'. Below this, there's a '← Terug naar cursus MOB' link and buttons for 'Assessment bewerken' and 'Meer'. The main title is 'groepswerk 1' with a sub-description: 'Assessment · De resultaten voor 'groepswerk 1'. Deze assessment heeft 5 groepen met 22 deelnemers. Meer info'. There are tabs for 'Producten', 'Vergelijkingen', and 'Groepen'. A status message indicates 'Status: Vergelijkingen begonnen' and 'Er kunnen nu vergelijkingen worden gemaakt! De vergelijkingsperiode eindigt over één dag. Betrouwbaarheid: 0.7'. Below this are buttons for '+ Groep toevoegen', '+ Deelnemer toevoegen', and 'Wijzigingen opslaan', along with a search bar 'Zoek student ...'. The main content area shows a list of groups. The first group is '1 Future Legends' with 6 students. It contains participants: Participant 14, Participant 15, Participant 16, Participant 17, participant21, and Participant 01. The second group is '2 Oreographers' with 4 students, containing Participant 01, Participant 02, Participant 03, and Participant 04. An orange arrow points from 'Participant 01' in the 'Future Legends' group to 'Participant 01' in the 'Oreographers' group. The remaining groups are '3 The Kangaroos' (4 students), '4 The Mamba's' (8 students), and '5 Young Bravo' (2 students).

Grading

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

Configureer becijfering

Stel eerst het laagst en hoogst mogelijke cijfer in. Dit bereik zal door Comproved worden gebruikt om alle cijfers te berekenen. Ten tweede, kies een laagwaardig product en geef het een laagwaardig cijfer en kies een hoogwaardig product en geef het een hoogwaardig cijfer (het product met de hoogst rang en het product met de laagste rang kunnen hierbij niet gekozen worden). Op basis van deze gegevens zal Comproved alle cijfers (her) berekenen.

Minimum cursus graad: Laagst mogelijke cijfer.

Maximum cursus graad: Hoogst mogelijke cijfer.

Product van lage kwaliteit: file.pdf (P1) Participant 16 [Reset](#)
Cijfer:

Product van hoge kwaliteit: file.pdf (P0) Participant 08 [Reset](#)
Cijfer:

[Wijzigingen opslaan](#) [Annuleren](#)

Product	Type	Deelnemer	Rang	Status	Ingediend
<input type="checkbox"/> B.pdf	Document	P1 Participant 18	1		7 dagen geleden
<input type="checkbox"/> D.pdf	Document	P1 Participant 14	2	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> MB6.pdf	Document	P0 Participant 08	3	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> C.pdf	Document	P1 Participant 15	4	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> A.pdf	Document	P2 Participant 20	5	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> E.pdf	Document	P1 Participant 12	6	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> MB4.pdf	Document	P1 Participant 10	7	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> Cesuurbepaling.pdf	Document	P1 Participant 17	8	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> E.pdf	Document	M0 Maarten Docent	9	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> MB5.pdf	Document	P0 Participant 04	10	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> Link1.pdf	Document	P1 Participant 16	11	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> MB7.pdf	Document	P0 Participant 03	12	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden
<input type="checkbox"/> link 2.pdf	Document	P1 Participant 11	12	<input type="button" value="Laag"/> <input type="button" value="Hoog"/>	7 dagen geleden

- Determine the scale on which you want to give grades (e.g. 0-10, 0-20 or 0-100).
- 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'.

<input type="checkbox"/> Product	Type	Deelnemer	Rang	Cijfer	Ingediend
<input type="checkbox"/> B.pdf	Document	P1 Participant 18	1	☆ 9.60	7 dagen geleden
<input type="checkbox"/> D.pdf	Document	P1 Participant 14	2	☆ 9.28	7 dagen geleden
<input type="checkbox"/> MB6.pdf	Document	P0 Participant 08	3	☆ 9.00	7 dagen geleden
<input type="checkbox"/> C.pdf	Document	P1 Participant 15	4	☆ 8.95	7 dagen geleden
<input type="checkbox"/> A.pdf	Document	P2 Participant 20	5	☆ 8.93	7 dagen geleden
<input type="checkbox"/> E.pdf	Document	P1 Participant 12	6	☆ 8.84	7 dagen geleden
<input type="checkbox"/> MB4.pdf	Document	P1 Participant 10	7	☆ 8.44	7 dagen geleden
<input type="checkbox"/> Cesuurbepaling.pdf	Document	P1 Participant 17	8	☆ 8.35	7 dagen geleden
<input type="checkbox"/> E.pdf	Document	MD Maarten Docent	9	☆ 7.61	7 dagen geleden
<input type="checkbox"/> MB5.pdf	Document	P0 Participant 04	10	☆ 7.37	7 dagen geleden
<input type="checkbox"/> Link1.pdf	Document	P1 Participant 16	11	☆ 6.00	7 dagen geleden
<input type="checkbox"/> MB7.pdf	Document	P0 Participant 03	12	☆ 5.50	7 dagen geleden
<input type="checkbox"/> link 2.pdf	Document	P1 Participant 11	12	☆ 5.50	7 dagen geleden
<input type="checkbox"/> MB5.pdf	Document	P0 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'.

The screenshot shows the 'paper versie 2' assessment page. The 'Meer' dropdown menu is open, and the 'Exporteer resultaten' option is highlighted with an orange arrow. The modal window 'Exporteer resultaten' is open, showing options to export data in CSV or Excel format. The Excel options include 'Producten resultaten', 'Vergelijkingen', 'Feedback', and 'Zip downloaden'. The CSV options include 'Producten resultaten' and 'Vergelijkingen'. The modal also shows a list of products on the left: 'Product', 'B.pdf', and 'D.pdf'.

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.

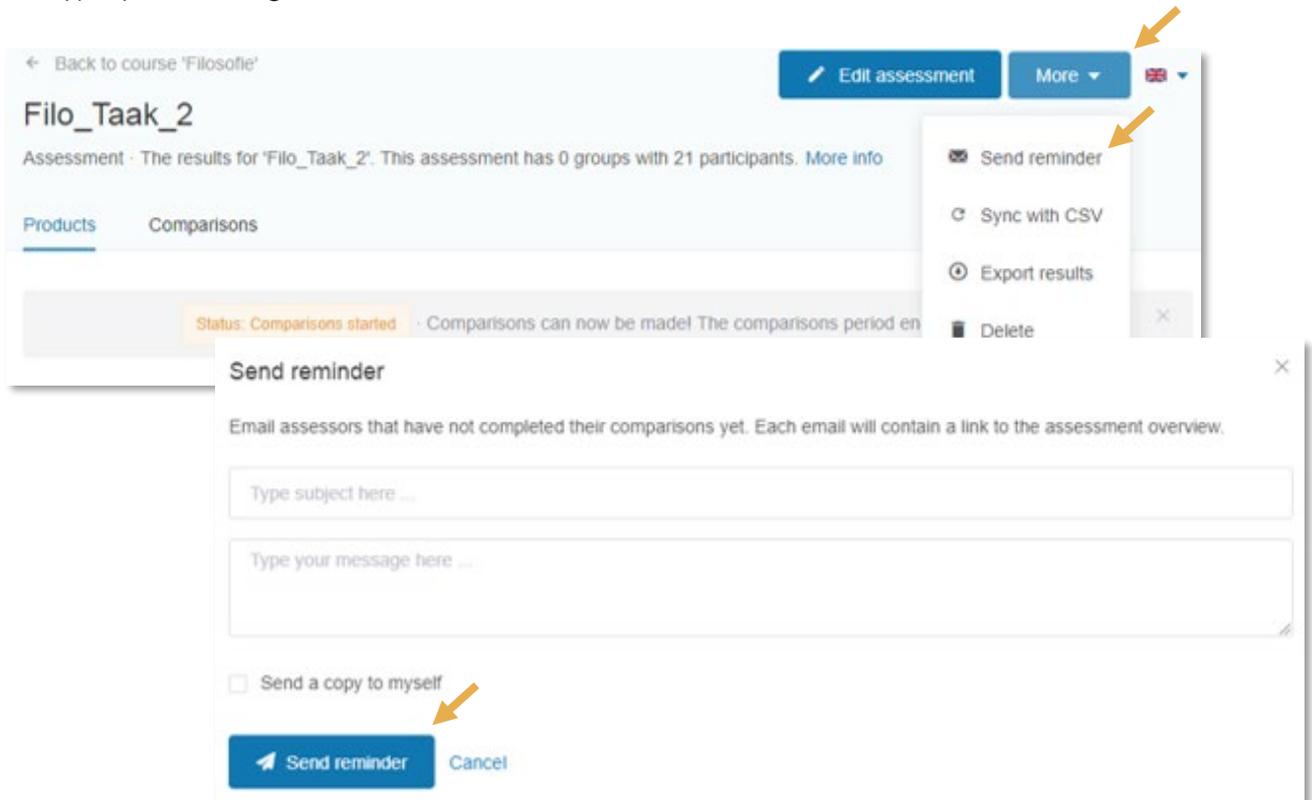
The screenshot illustrates the process of synchronizing participant data. In the main interface, the 'More' dropdown menu is open, and the 'Sync with CSV' option is selected. The modal window 'Sync with CSV' provides instructions: 'By uploading your updated .csv file you can make changes to the participant composition. Comproved will automatically take care of all changes. If the assessment already started, Comproved will notify participants accordingly.' The modal includes buttons for 'Upload .CSV file', 'Download template', 'Start sync', and 'Cancel'. Orange arrows highlight the 'More' button, the 'Sync with CSV' option, the 'Upload .CSV file' button, and the 'Start sync' button.

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'..

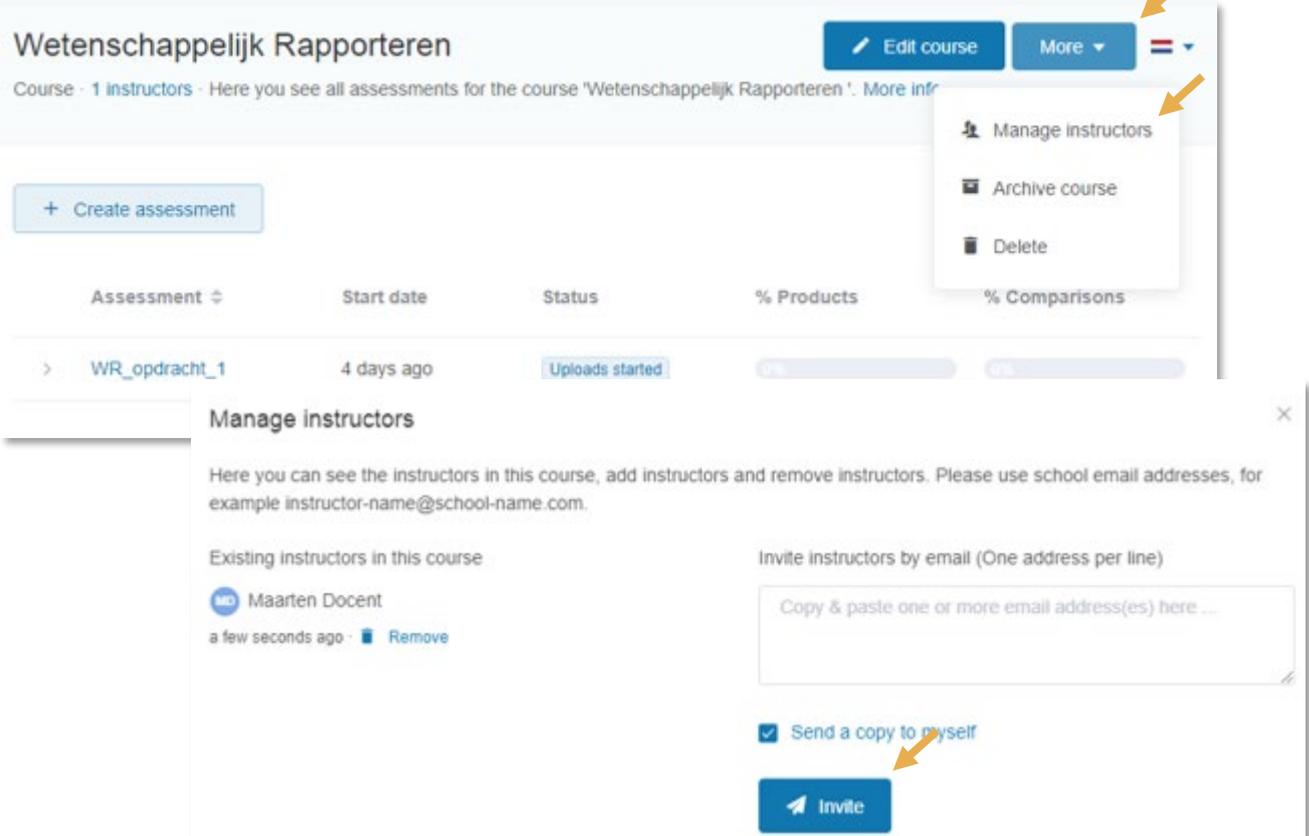


Invite/delete an instructor to your course

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.

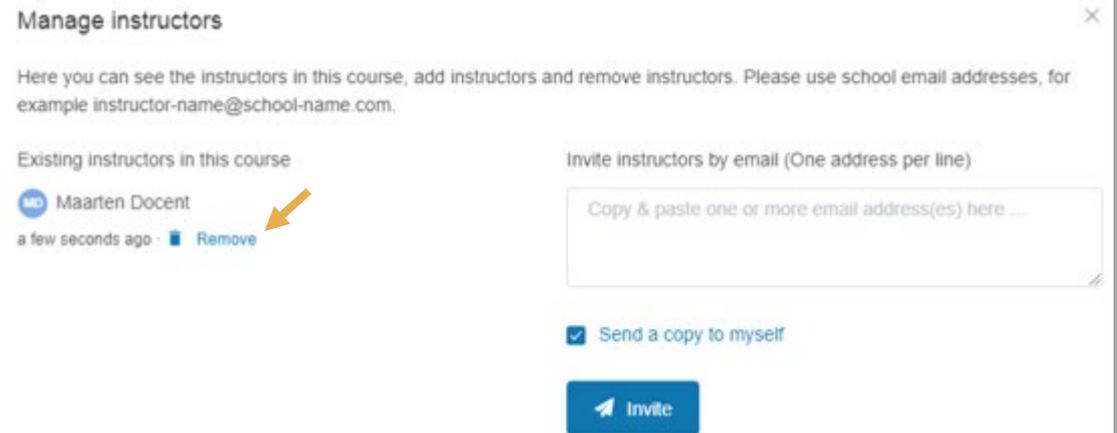
If you do not want a colleague to have access to all the assessments in your course, but you still want him/her to make comparisons within a particular assessment, you can invite him/her as (external) assessor (see 'Determine who will make comparisons')..

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'.



The screenshot shows the course management interface for 'Wetenschappelijk Rapporteren'. The 'More' dropdown menu is open, highlighting 'Manage instructors'. Below, the 'Manage instructors' dialog box is displayed. It contains a list of existing instructors (Maarten Docent) and a section for inviting new instructors by email. The 'Send a copy to myself' checkbox is checked, and the 'Invite' button is highlighted with an orange arrow.

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



This screenshot shows the 'Manage instructors' dialog box with the 'Remove' button next to the existing instructor 'Maarten Docent' highlighted by an orange arrow.

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