



Practical Guide for Instructors

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Terms

- Ability: this expresses the probability that a product X 'wins' in a comparison with the (theoretical) product with ability 0. The ability can be converted into a 'win probability', so a product with an ability of 2 has more than 80% chance of being the 'winner' of the comparison with a product with ability 0.
- Assessment: an assessment round. Products are uploaded, compared and, if desired, provided with feedback.
- 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 assessor who is not connected to your course but 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, 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 account 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: when 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, artworks 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

When it's the first time you click on 'Sign in with email + password', follow the procedure 'forgot password' to create a password. Afterwards you can log in with your email and password.

The image displays two screenshots of the Comproved login interface. The left screenshot shows the 'Sign in with your school account' section, which includes a dropdown menu for 'Choose your school ...' and three buttons: 'Sign in with email + password' (highlighted with an orange arrow), 'Sign in with Google', and 'Sign in with Microsoft'. The right screenshot shows the 'Sign in with Comproved account' section, which includes fields for 'Email address' and 'Comproved password', a 'Sign in →' button (highlighted with an orange arrow), and a 'Forgot password' link.

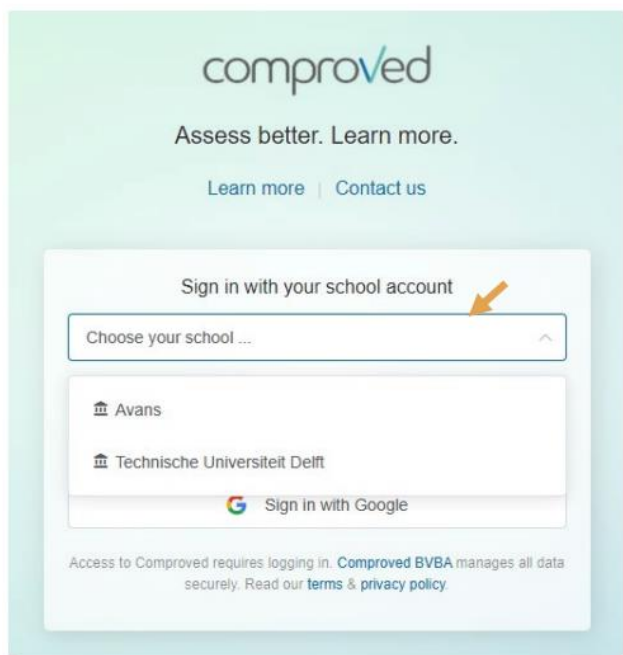
2. Via Google

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.

The image displays a screenshot of the Comproved login interface, specifically the 'Sign in with your school account' section. The 'Sign in with Google' button is highlighted with an orange arrow.

3. SSO via Surfconext (the Netherlands)

To do this, go to <https://app.comproved.com> and choose your school from the top menu.



4. Sign in via LTI

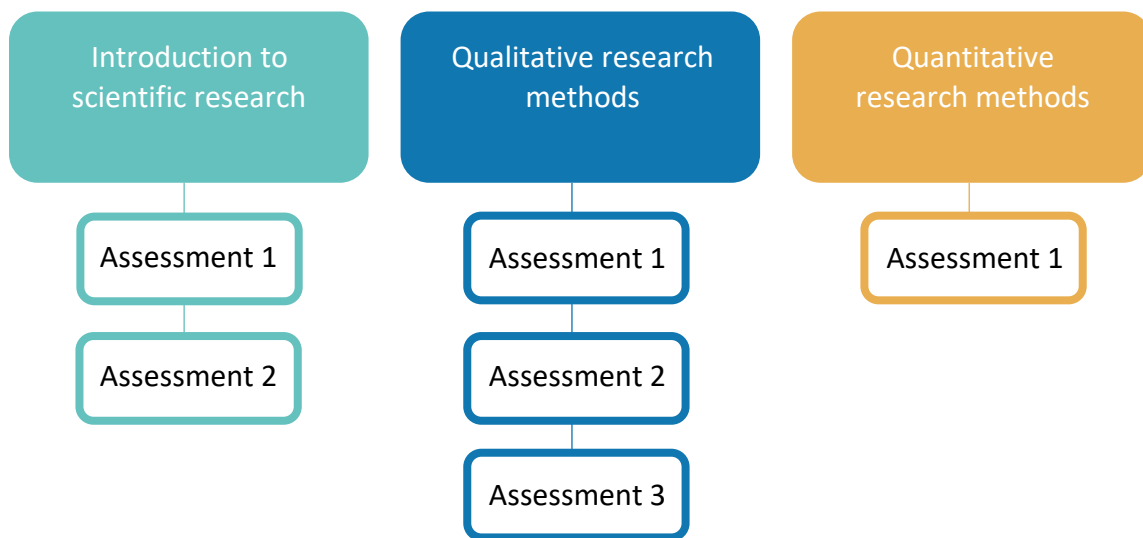
This is only possible if Comproved is integrated via LTI in the LMS used in your institution. If you do not find Comproved in your LMS, ask your ICT department whether Comproved has been integrated. When students, and possibly groups, have also been added to your course, you can set up an assessment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

Creating a course

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

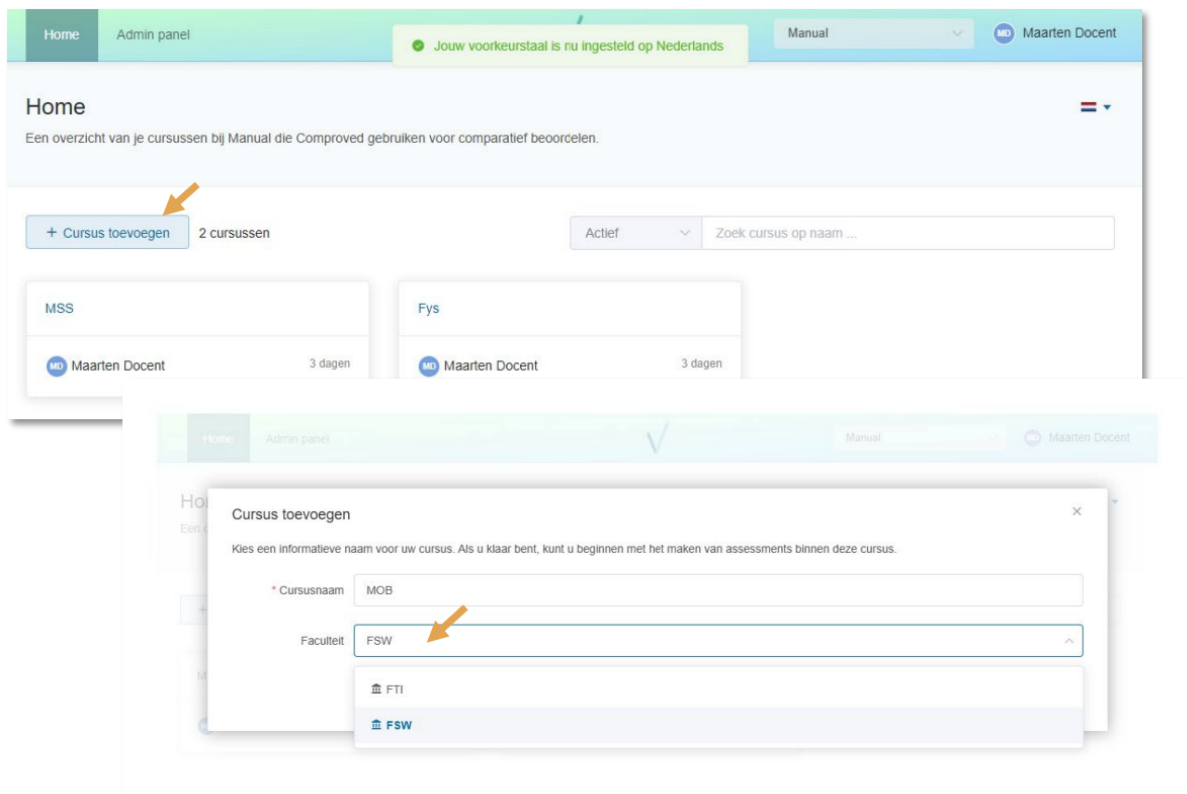
Example

Mark is responsible for 3 courses: Introduction to scientific research, 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 different courses:



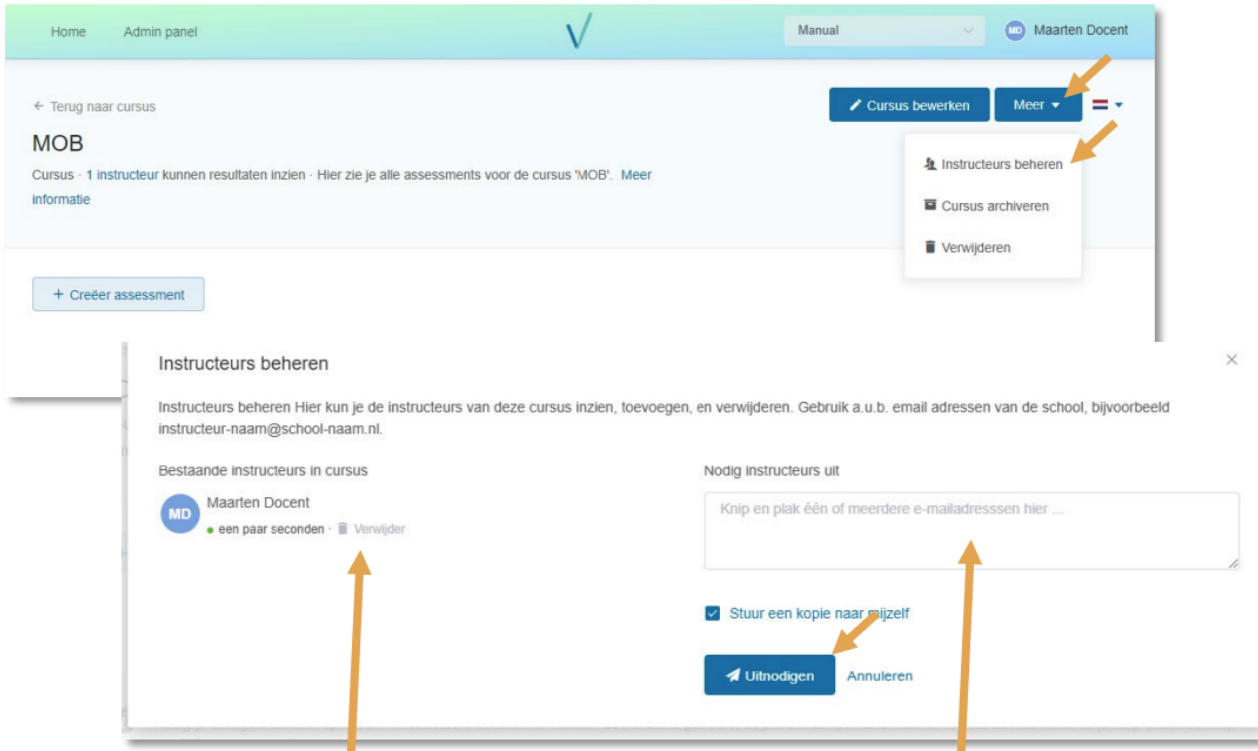
When you log in, you immediately get an overview of all the courses in which you are involved. In the example, these are the courses 'MSS' and 'Fys'.

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'.

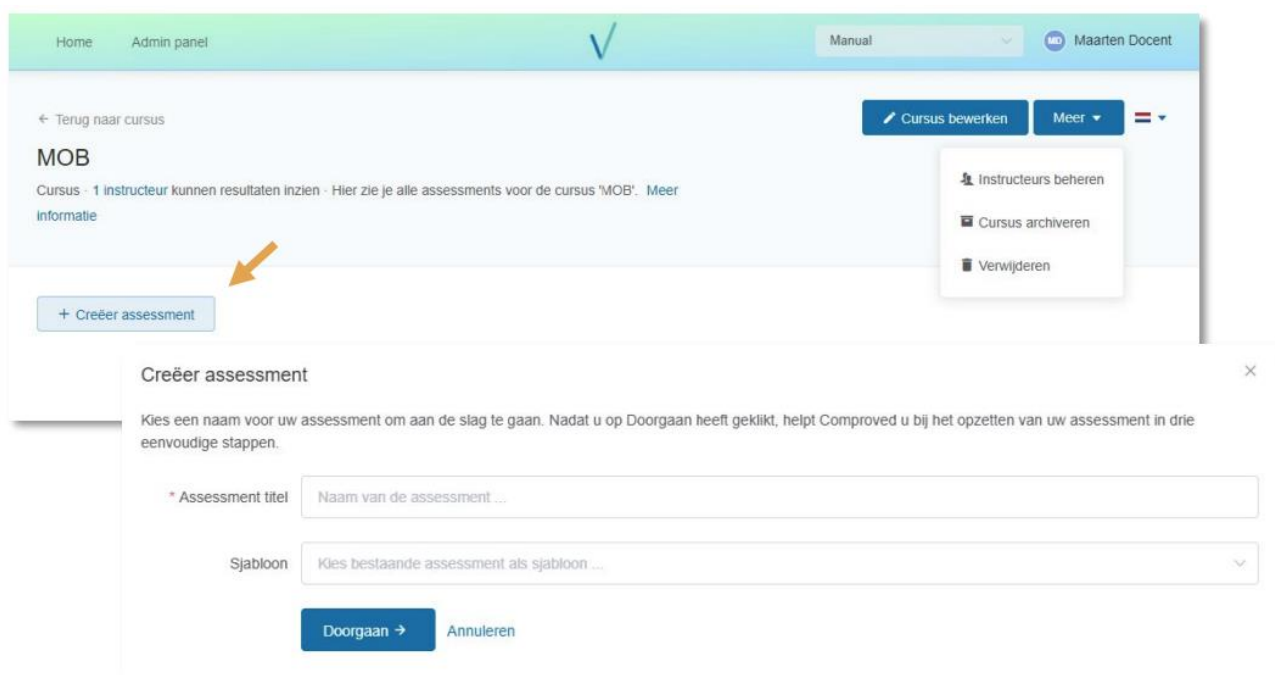


Here you can see who is active as an instructor in the assessment and, if necessary, remove instructors by clicking on the 'trash can' behind the name.

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'.



The screenshot shows the Comproved user interface. At the top, there is a navigation bar with 'Home', 'Admin panel', a green checkmark logo, a 'Manual' dropdown, and a user profile for 'Maarten Docent'. Below this, the main content area displays the course 'MOB'. A link 'Terug naar cursus' is on the left. On the right, there are buttons for 'Cursus bewerken' and 'Meer', along with a dropdown menu containing 'Instructeurs beheren', 'Cursus archiveren', and 'Verwijderen'. An orange arrow points to a '+ Creër assessment' button. A modal window titled 'Creër assessment' is open in the foreground. It contains the following text: '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.' Below this, there is a text input field for '* Assessment titel' with the placeholder 'Naam van de assessment ...' and a dropdown menu for 'Sjabloon' with the placeholder 'Kies bestaande assessment als sjabloon ...'. At the bottom of the modal are two buttons: 'Doorgaan →' and 'Annuleren'.

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, there are 4 steps to follow:

* Assessment title

Paper draft 1

① Products

>

② Comparisons

>

③ Feedback

>

④ Results

>

1. **Products:** Here you decide who will upload what kind of product and when.
2. **Comparisons:** Here you determine who will make comparisons and when. You indicate which competence should be assessed by formulating a relevant question. Finally, you decide the number of comparisons each assessor should make.
3. **Feedback:** Here you define if and how feedback should be given. You also determine the number of times assessors must provide feedback.
4. **Results:** Here you decide who will see the results, whether the ranking will be linked to grades and when the results will become visible.

Under a 5th tab you will find **extra options**. These are not necessary to set up a good assessment, but may be useful for specific wishes.

⑤ Extra Options

>

Step 1: Products

a

* Who should upload the products?

☒ Each participant one product

☐ Each group one product ?

☐ Instructors add all products ?

b

* In which file types should the products be uploaded? Multiple types are possible. ?

Document x

c

* From and until when should the participant upload their products? ?

02-09-2022 12:01 until 05-09-2022 12:01

a. Who should upload the products?

- Each **participant** one product: With this option, a connection is made between the participant's work and the participant. This connection will ensure that results can be fed back individually.
- Each **group** one product: Students can now submit one group work per group. Each member of a particular group can upload the product. The other group members can see whether the product has been uploaded and they can edit the product if necessary.
- **Instructors** adds all products: This means that you, as an instructor, will upload all products yourself. This can be useful, for example, if you want to introduce participants to works from previous years.

How to add participants

- Participants: You add participants using a CSV file. Download the template and replace the examples with the participant's data. Save the file as CSV with UTF-8 encoding (export > CSV > advanced options > text encoding: Unicode (UTF-8)). Then click on 'upload .CSV file', select the correct file and click on 'open' (for more info see [this link](#)). If the list of participants does not contain any errors, you will receive a green notification. When you press 'view participants' you can check whether you uploaded the correct file.

☒ Each participant one product

CSV upload successful!

✓ This assessment has 20 participants.

If the list does contain an error, you will receive a red notification and you will see where the error is in order to correct it.

• Each participant one product

Upload .CSV file
Download template ?

1 invalid email addresses

Please correct the participants below in your .csv file and upload it again.
At least one of the emails doesn't have a correct email domain of your school.

Name	Email
Participant 01	comproved001@example

- **Groups:** These are also uploaded using a CSV file. Download the template and proceed in the same way as for individual participants.
- **Instructors:** If you want to let students assess the products that you, as an instructor, have uploaded, you have to upload the students as 'assessors' in step 2 'comparisons'. NOTE: No connection is now made between work and participant. For individual results per student, you have to match them manually.

b. In which file types should the products be uploaded? Multiple types are possible.

Determine the type of product to be charged by selecting the desired types. It is possible to select more than one type. The different types can be compared with each other if you wish. The allowed file types are:

- Audio: .mp3
- Document: .pdf
- Image: .jpg, .jpeg, .png, .gif
- Video: .mp4
- Webpage link: here, you can also embed video

Document x

Blog post

Video

Document ✓

Image

Audio

c. From and until when should the participants upload their products?

Specify here a start and end date for the participants to upload their products. You can adjust the dates at any time.

NOTE: On the start date of a phase, the participants receive an e-mail. It is better to set the date further into the future at first, and to move it forward afterwards instead of the other way around. The mailing could cause confusion otherwise!

02-09-2022 07:00

until

05-09-2022 23:59

Step 2: Comparisons

a * Who should make comparisons for this assessment? ?

☒ Participants ?

☐ Assessors ?

☒ Instructors ?

b * From and until when should the comparisons be made? ?

🕒 12-09-2022 12:01 until 🕒 15-09-2022 12:01

c Based on which question should comparisons be made? ?

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

d Which aspects should be considered when making comparisons? ?

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

[Alternative criteria \(.pdf\)](#)

e How many comparisons should each assessor make? ?

– 5 + Each Participant should make 5 comparisons.

– 10 + Each Instructor should make 10 comparisons.

a. Who should make comparisons for this assessment?

- **Participants:** If the participants themselves make comparisons, this is called a peer assessment.
- **Assessors:** Assessors can be colleagues who you only invite for this assessment or they can be people from, for example, the professional field. You must also add these (external) assessors via a CSV file. Do you want participants to assess the products that you, as an instructor, will upload yourself? Then you should upload the participants as 'assessors'.
- **Instructors:** All instructors in the course can make comparisons.

b. From and until when should comparisons be made?

🕒 12-09-2022 09:00 until 🕒 15-09-2022 23:59

Determine the period of time in which the products must be compared by specifying the time period in which the assessors must make comparisons. The start and end dates can be defined to the nearest minute. On the start date those who will be assessing receive an e-mail asking them to make their comparisons.

c. Based on which question should comparisons be made?

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

The importance of a correctly asked question should not be underestimated. For example, when comparing posters, the question “which poster is better?” can have a completely different result than “which poster is more aesthetically pleasing?”.

d. Which aspects should be considered when making comparisons?

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

[Alternative criteria \(.pdf\)](#)

Describe here what should be considered when comparing. A general description of the competence or the task objectives works best. In this way you will make use of the assessors' full expertise. You can write out the assessment criteria here or upload them as a pdf at 'alternative criteria'.

e. How many comparisons should each assessor make?

– 5 + Each Participant should make 5 comparisons.

– 10 + Each Instructor should make 10 comparisons.

The number of comparisons is defined per assessor type and thus indicates how many comparisons each assessor should make. Use the + and – to increase or decrease the number. You can also type the desired number.

To determine the number of comparisons, use the following rules of thumb:

- **Summative assessments:** Here, we aim for a reliability of $>.70$ and use the following formula:
 $\text{Number of works} * 7.5 / \text{number of assessors} = \text{number of comparisons per assessor}.$
For example: 100 works and 5 assessors give: $100 * 7.5 / 5 = 150$ comparisons per assessor.
- **Formative assessments:** Here, the reliability is subordinate to the learning effect, so the number of comparisons can be lower, for example 5 per assessor. If you aim for a higher reliability then you will end up with 8 to 10 comparisons per assessor.
- **Mixed group of assessors:** If you work with a mixed group of assessors, you can give 'weight' to the judgements of the individual groups.
For example: we have 100 students and 5 teachers. All students will upload an individual work and both students and teachers will make comparisons. We are going for a reliability of $>.70$. Then a total of 750 comparisons should be made. If all students together make 400 comparisons and all teachers together make 350 comparisons, then the judgement of the students and teachers weigh for about the same amount. The calculation is then as follows:
 $400/100 = 4$ comparisons per student. $350/5 = 70$ comparisons per teacher.

Step 3: Feedback

a * How would you like feedback to be given? ?

☐ No feedback ☒ Strengths and weaknesses ☐ Assessment criteria

b Do you want to allow students to ask assessors for specific feedback? ?

No ☐ Yes ☐

c How do you want feedback to be given? Enter a brief description here. ?

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

d Would you like to formulate a more elaborate feedback description? That is possible here. ?

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

[Alternative criteria \(.pdf\)](#)

e * How much feedback do you want each assessor to give? ?

— 3 + Each Participant will give feedback on 3 comparisons



— 10 + Each Instructor will give feedback on 10 comparisons

i Expected amount of feedback per product: 6

a. How would you like feedback to be given?

- **No feedback:** If you don't want feedback, check this option and go straight to step 4 'results'.
- **Strengths and weaknesses:** This option allows the assessor to indicate one or more strengths and weaknesses for each product in the comparison.
- **Assessment criteria:** Here you can specify criteria on which assessors can give feedback. Via '+ add criterion' you can add a criterion. Formulate the criteria as an open question or theme to encourage holistic assessment. For the same reason, we recommend not using more than 5 criteria.

☐ No feedback ☐ Strengths and weaknesses ☒ Assessment criteria

#1	relevant research question	
#2	source reference	

[+ Add criterion](#)

b. Do you want to allow students to ask assessors for specific feedback?

If you activate this option, participants can indicate on which aspect of their work they would like to receive personal feedback. The question they then specify only applies to their own work. Assessors will not have to answer that question for the other works.

c. How do you want feedback to be given? Enter a brief description here.

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

Describe briefly how you want feedback to be given on the works. For example, you might ask assessors to formulate feedback using the question 'how can the participant improve this product?'. This description will be displayed in the feedback screen.

d. Would you like to formulate a more elaborate feedback description? That is possible here.

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


[Alternative criteria \(.pdf\)](#)

Here you can give a more elaborate description of the way in which you expect feedback to be given. Students and assessors can consult this information at any time via the information button. You can write this information in the text box or upload it under 'alternative criteria (.pdf)'.

e. How much feedback do you want each assessor to give?

– 3 + Each Participant will give feedback on 3 comparisons

– 10 + Each Instructor will give feedback on 10 comparisons

 Expected amount of feedback per product: 6

The grey box shows the expected feedback per product. Manipulate the + and – until you get the desired number.

Step 4: Results

a. What results will the participants see?

☐ No results

☐ Own work with feedback ?


☐ Own work with feedback + own place in the rank order ?

☒ The full rank order with the corresponding feedback (anonymous) ?

b. Do you want to give the products in the final rank order a grade? ?

No ☒ Yes

c. * On what date should the results become visible to participants and/or assessors?

 25-09-2022 09:00

a. What results will the participants see?

- **No results:** Check this option if you do not want participants to see the results.
- **Own work with feedback:** If you check this option, participants will be able to see their own work and all feedback that others have given on it. The feedback is completely anonymous.
- **Own work with feedback and own place in the rank order:** if you select this option, participants will also see their place in the rank order.
- **The full rank order with the corresponding feedback (anonymous):** This option allows participants to view any product on the rank order as well as the corresponding feedback. This is very informative. Both the products and feedback are anonymous.

b. Do you want to give the products in the final rank order a grade?

This option allows you to translate the rank order into grades out of 10 or 20 (or any grade). Grades are visible to assessors and instructors. Grades are NEVER visible to participants in Comproved.

c. On what date should the results become visible to participants and/or assessors?

Determine the date and time when the results should become visible to participants and/or external assessors.

Extra options

These extra options are not necessary to set up a good assessment, but may be useful for specific wishes.

a

Comparisons: Are participants only allowed to make comparisons if they have submitted a product? ?

No ☐ Yes

b

Results: Will results only be available if participants have finished their comparisons?

No ☐ Yes

c

Feedback: Do you want assessors to give feedback first and then choose the better product? ?

No ☐ Yes

d

Email notifications ?

☒ Almost starting · Send owners a notification two days before the upload start date.

☒ Upload started · Send participant and instructor a notification on the upload start date.

☒ Upload closed · Send instructor a notification on the closed upload date.

☒ Comparisons starting · Send owners a notification two days before the comparison start date.

☒ Comparisons started · Send instructor, participant and assessor a notification on the comparison start date.

☒ Comparisons closed · Send instructor, participant and assessor a notification on the closed comparison date.

☒ Assessment released · Send instructor, participant and assessor a notification on the release date.

a. Comparisons: Are participants only allowed to make comparisons if they have submitted a product?

If you check this box, you can exclude participants who have not submitted any work from the next phase 'compare'.

b. Results: Will results only become available if participants have finished their comparisons?

If you check this box, participants only get to see the results if they have completed all their comparisons.

c. Feedback: Do you want assessors to give feedback first and then choose the better product?

The default order is to compare and select the better product first and then give feedback. If you prefer to have the assessors enter feedback first and then make a selection based on that, you can do so by activating this option. Note, however, that this distracts from the holistic nature of the method.

d. Email notifications

Here, you can configure which email notifications to send and which not for this assessment.

Voila, your assessment is ready. Use the 'preview as participant' button to see an example of how the participants would go through the steps of the assessment. This can be used to check whether the chosen settings lead to the desired steps.

[Preview as participant](#) [Save assessment](#) [Cancel](#)

Finally, don't forget to save your assessment!

Add products

Participants add products

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.

The screenshot shows a participant's dashboard for the course 'MOB'. The dashboard lists four assessments with their respective statuses and actions:

- paper versie 2**: The results have been released. Actions: [Your result →](#), [All results →](#). Callout: For this assessment, participants may review their results as well as the results of all other participants.
- interpretatie statistische output**: Product upload period opens September 30, 2020 10:23 AM and closes October 10, 2020 10:23 AM. Action: [Due to start](#). Callout: Participant has to wait a while before being able to upload a product. This will be possible from 30/09 to 10/10.
- groepswork 1**: Future Legends - 5 Group members. Status: Great. You have uploaded your product! Action: [Edit product](#). Callout: The group work has been submitted. This work will only be assessed by instructors. Therefore there is no date for the comparison.
- Paper versie 1**: Status: Great. You have uploaded your product! Comparisons period opens September 24, 2020 12:00 PM and closes September 26, 2020 12:00 PM. Action: [Comparisons due to start](#). Callout: 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

Home Admin panel Manual Maarten Docent

← Terug naar cursus

MOB

Cursus · 1 instructeur kunnen resultaten inzien · Hier zie je alle assessments voor de cursus 'MOB'. Meer info

+ Creëer assessment

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

- 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'

Home Admin panel

← Terug naar cursus MOB

Interpretatie statistische output

Assessment · De resultaten voor 'Interpretatie statistische output'. Deze assessment heeft 0 groepen met 2 deelnemers. Meer info

Producten Vergelijkingen Deelnemers

Status: Nog niet open · De assessment is zichtbaar voor de studenten maar nog niet te openen

+ Producten toevoegen · ⭐ Becijfering configureren · 20 producten

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

Upload product

Als instructeur kun je namens Participant 20 een product indienen voor de assessment interpretatie statistische output hieronder.

Enige problemen ?

Upload document of video · Max. 100 MB

Geaccepteerde bestandstypen: mp4, pdf

- 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

Upload product
Controleer of het product er correct uitziet
Enige problemen ?

Upload product
Enige problemen ?

Home Admin panel

← Terug naar cursus MOB

interpretatie statistische ou

Assessment · De resultaten voor 'Interpretatie deelnemers'. [Meer info](#)

Producten Vergelijkingen Deelnemers

Status: Nog niet open · De assessment is zichtbaar voor de studenten maar nog niet te openen. De uploadperiode begint over 7 dagen.

Producten toevoegen ☆ Becijfering configureren 20 producten Zoek groep of student ...

<input type="checkbox"/> Product	Type	Deelnemer	Rang	Cijfer	Ingediend
<input type="checkbox"/> E.pdf	Document	Participant 20	-	-	een paar seconden geleden
<input type="checkbox"/> Nog geen product. Product inleveren	-	Participant 18	-	-	Niet ingezonden

Instructor adds all products

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

The first screenshot shows the 'MOB' course page. An orange arrow points to the 'Assessment' column header in a table. The table lists two assessments: 'groepswerk 1' (100% products, 0% comparisons) and 'paper versie 2' (65% products, 9% comparisons). The second screenshot shows the 'interpretatie statistische output' assessment page. An orange arrow points to the 'Producten toevoegen' button. Below this, a table lists products submitted by participants.

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

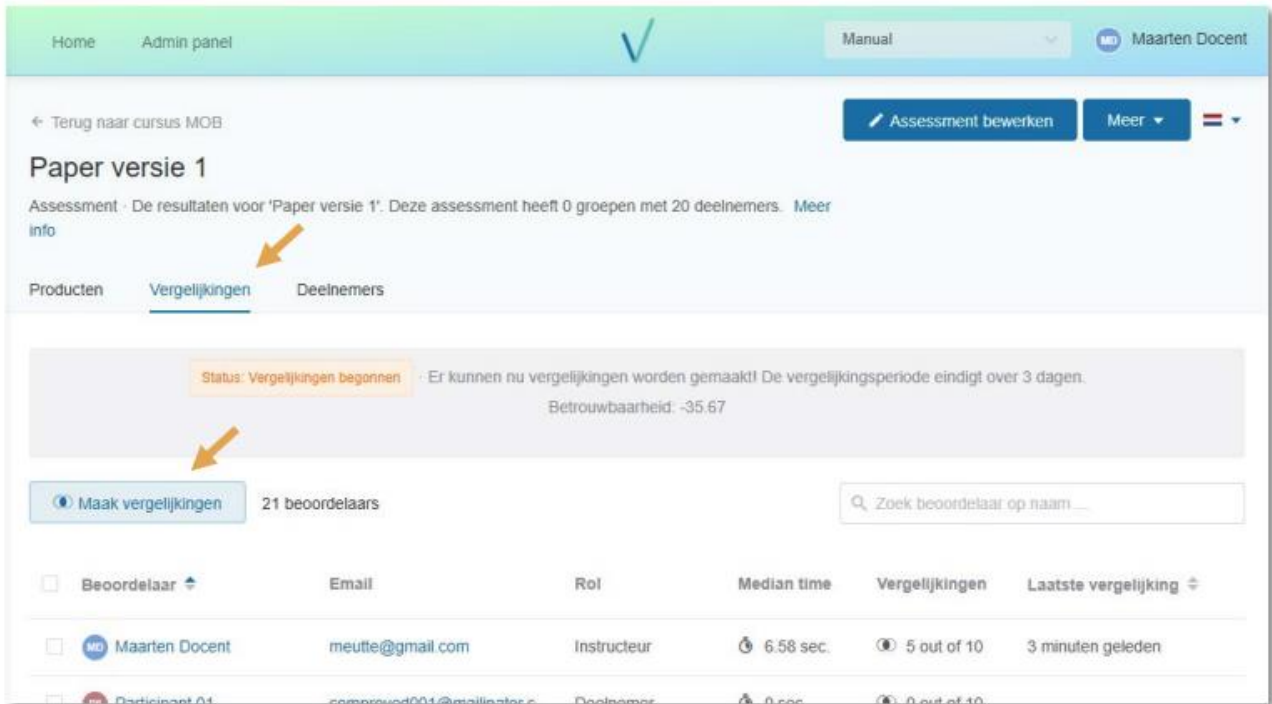
Then click on 'add products'. Now you can upload +/- 250 files at the same time via the same steps as 'upload product in student's name'. Afterwards, the products will also appear in the list.

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).

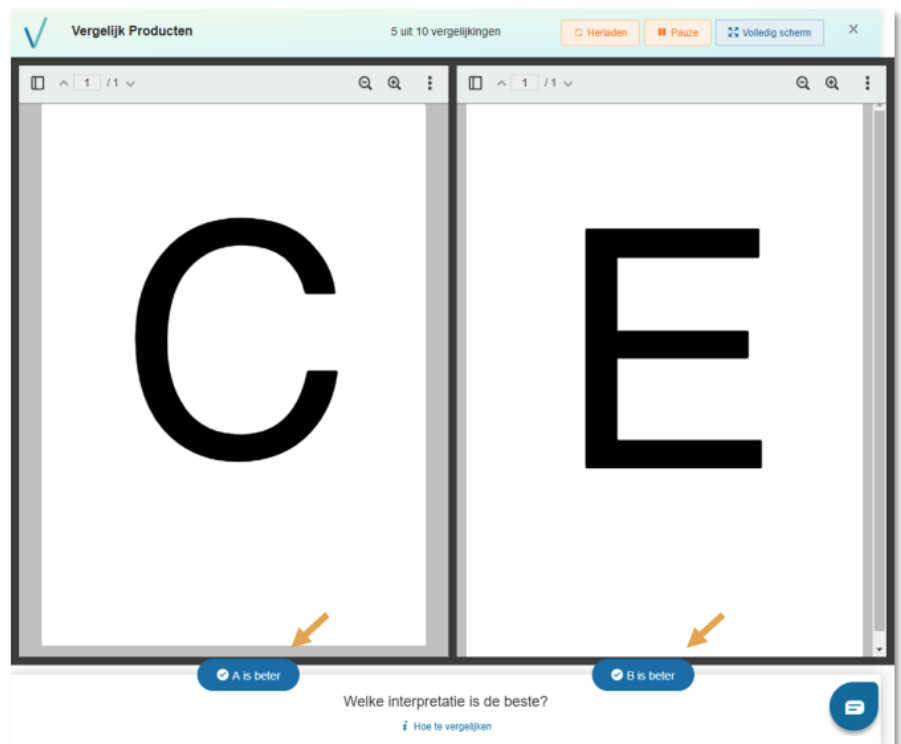
Make comparisons

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

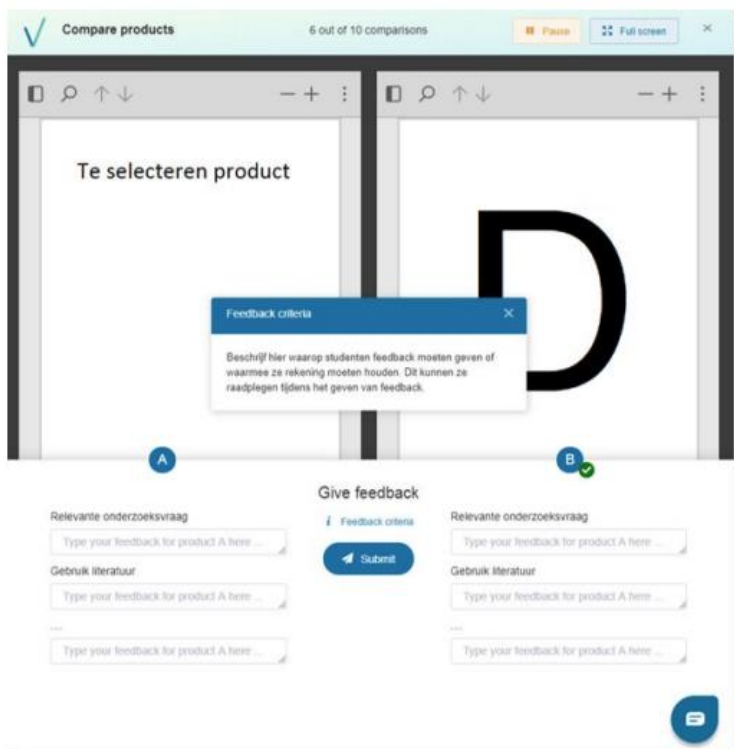
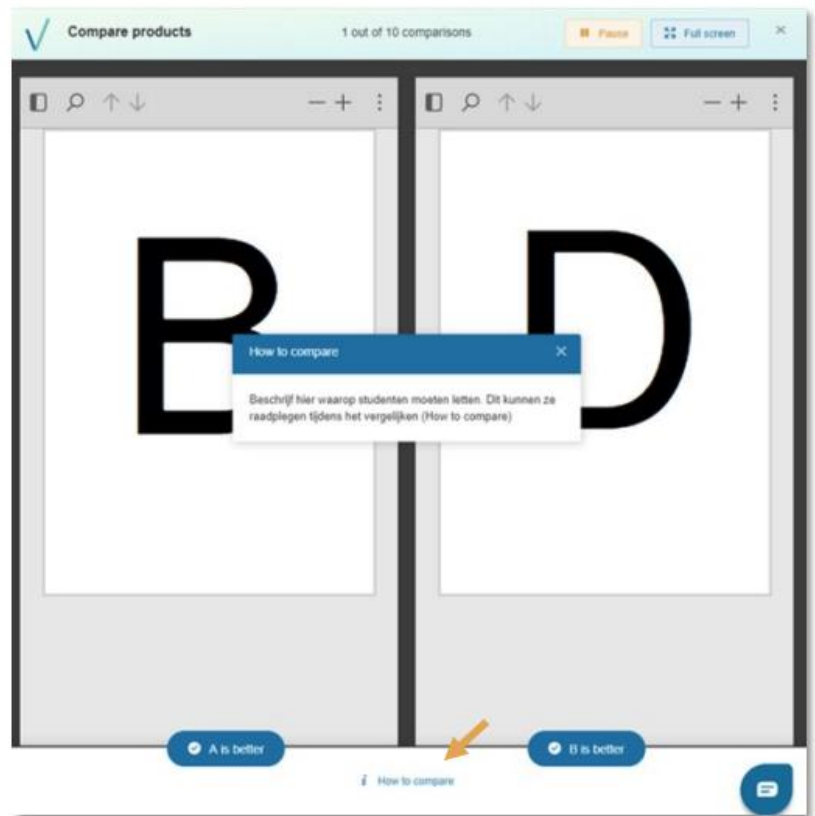


You will see 2 products next to each other (represented here by a letter). At the bottom you can indicate which of the two products you like best ('A is better' or 'B is better').

Attention: your choice is final and irreversible



By clicking on the 'i', the assessors can read what is expected of them when comparing. You, as an instructor, 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 is the description you, the instructor, entered when setting up the assessment.

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.

Home Admin panel Manual Maarten Docent

← Terug naar cursus MOB

Assessment bewerken Meer

groepswerk 1

Assessment - De resultaten voor 'groepswerk 1'. Deze assessment heeft 5 groepen met 22 deelnemers. [Meer info](#)

Producten Vergelijkingen Groepen

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

Producten toevoegen ☆ Becijfering configureren 5 producten Zoek groep of student...

Product	Type	Groep	Deelnemers	Rang	Cijfer	Ingediend
MB8.pdf	Document	Oreographers	P1 P2 P3 P4	1	-	7 dagen geleden
MB7.pdf	Document	The Kangaroos	P1 P2 P3 P4	2	-	7 dagen geleden
MB5.pdf	Document	Young Bravo	P1 P2 P3 P4	3	-	7 dagen geleden
MB6.pdf	Document	The Mamba's	P1 P2 P3 P4	4	-	7 dagen geleden
MB4.pdf	Document	Future Legends	P1 P2 P3 P4	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.

Explanation:

- 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 corresponding 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 the Comproved interface. 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 of products:

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						
<input type="checkbox"/> MB6.pdf						
<input type="checkbox"/> MB4.pdf						

An orange arrow points from 'MB7.pdf' to a detailed product view modal titled 'Product van The Kangaroos'. This modal shows:

- A thumbnail of the PDF file.
- File name: 'file.pdf', size: '1.8 MB'.
- A 'Downloaden' button.
- A 'Bewerk' button.
- Summary statistics:
 - Rang: 2 (with trophy icon)
 - Cijfer: - (with medal icon)
 - Abilitv: 2.21 (with star icon)
- A link 'Zie 'begrippen''.

Below the summary, there are two sections:

- Deelnemer**: A list of participants with their IDs and email addresses.
 - Participant 10 (comproved010@example.com)
 - Participant 11 (comproved011@example.com)
 - Participant 12 (comproved012@example.com)
 - Participant 13 (comproved013@example.com)
- Ingediend**: Shows the submission date '7 dagen geleden' and the submitter 'Ingezonden door: Maarten Docen'.

At the bottom, there is a section for 'Ontvangen feedback' with a table:

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

Comparisons

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

Home Admin panel Manual Maarten Docent

← Terug naar cursus MOB Assessment bewerken Meer

groepswerk 1

Assessment · De resultaten voor 'groepswerk 1'. Deze assessment heeft 5 groepen met 22 deelnemers. [Meer info](#)

Producten **Vergelijkingen** Groepen

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

[Maak vergelijkingen](#) 3 beoordelaars Zoek beoordelaar op naam ...

<input type="checkbox"/>	Beoordelaar	Email	Rol	Median time	Vergelijkingen	Laatste vergelijking
<input type="checkbox"/>	MD Maarten Docent	maarten@prova.com	Instructeur	7.90 sec.	10 out of 20	44 minuten geleden
<input type="checkbox"/>	MD maarten					
<input type="checkbox"/>	MD maarten					

MD

Vergelijkingen door Maarten Docent


Alle vergelijkingen en de gegeven feedback voor assessment groepswerk 1 ingediend door Maarten Docent

[Vergelijkingen](#) [Feedback](#)

<input type="checkbox"/>	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	P0 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 assessor has entered on the different products she/he compared.



Vergelijkingen door Maarten Docent

Alle vergelijkingen en de gegeven feedback voor assessment groepswork ingediend door Maarten Docent

[Vergelijkingen](#)
[Feedback](#)

<input type="checkbox"/>	Sterkte	Zwakheid	Product	Deelnemer
<input type="checkbox"/>	➕ Kleurgebruik	-	MB5.pdf	P8 P1 ...
<input type="checkbox"/>	-	➖ Tekst, in een moodboard hoort geen tekst, het moet zonder woorden sperken!	MB4.pdf	P8 P1 ...
<input type="checkbox"/>	➕ houding van persoon klopt met emotie	-	MB7.pdf	P1 P1 ...
<input type="checkbox"/>	➕ Straalt iets verhevens uit	-	MB8.pdf	P8 P8 ...

Participants

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

The screenshot shows the 'Deelnemers' page for 'paper versie 2'. The page has a top navigation bar with 'Home', 'Admin panel', a green checkmark, 'Manual', and 'Maarten Docent'. Below the navigation bar, there's a breadcrumb 'Terug naar cursus MOB' and buttons for 'Assessment bewerken' and 'Meer'. The main heading is 'paper versie 2' with a subtext 'Assessment - De resultaten voor 'paper versie 2'. Deze assessment heeft 0 groepen met 20 deelnemers. Meer info'. Below this, there's a tab bar with 'Producten', 'Vergelijkingen', and 'Deelnemers' (selected). An orange arrow points to the 'Deelnemers' tab. The main content area shows a status message: 'Status: Vrijgegeven - Studenten ontvangen e-mail met link naar resultaten. Inleveren kan niet meer. Betrouwbaarheid: -4.04'. Below this, there's a button '+ Deelnemers toevoegen' and a search bar 'Zoek groep of student ...'. A table lists participants with columns: 'Deelnemer', 'Email', 'Laatst actief', and 'Ingediend'. The table contains four rows of participants. An orange arrow points to the 'Deelnemers' tab in the second screenshot.

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

The screenshot shows the 'Groepen' page. The top navigation bar is the same. Below the navigation bar, there's a breadcrumb 'Terug naar cursus MOB' and buttons for 'Assessment bewerken' and 'Meer'. The main heading is 'paper versie 2' with a subtext 'Assessment - De resultaten voor 'paper versie 2'. Deze assessment heeft 0 groepen met 20 deelnemers. Meer info'. Below this, there's a tab bar with 'Producten', 'Vergelijkingen', and 'Groepen' (selected). An orange arrow points to the 'Groepen' tab. The main content area shows a status message: 'Status: Vergelijkingen begonnen - Er kunnen nu vergelijkingen worden gemaakt! De vergelijkingperiode eindigt over één dag. Betrouwbaarheid: 0.7'. Below this, there's a button '+ Groep toevoegen', '+ Deelnemer toevoegen', and 'Wijzigingen opslaan'. A search bar 'Zoek student ...' is also present. The page shows a list of groups. The first group is 'Future Legends' with 5 students. Below it, there's a list of participants: Participant 14, Participant 15, Participant 16, Participant 17, and Participant 01. The other groups are 'Oreographers' (4 students), 'The Kangaroos' (4 students), and 'The Mamba's' (4 students).

Groep	Studenten
1 Future Legends	5 studenten
2 Oreographers	4 studenten
3 The Kangaroos	4 studenten
4 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 now the mail addresses of those participants you want to add here.

The screenshot shows the 'paper versie 2' assessment page. The 'Deelnemers' tab is selected, and a modal window 'Deelnemers toevoegen' is open. The modal contains a text input field with the placeholder 'Knip en plak één of meerdere e-mailadressen hier ...' and a checkbox labeled 'Stuur een kopie naar mijzelf'. The 'Uitnodigen' button is highlighted.

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' page. The user's name 'Maarten Docent' is visible in a text input field, and an arrow points to it.

Add groups

You can also add groups to an existing assessment. To do so, click on 'Groups' in the assessment 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 screenshot illustrates the 'Groepen' (Groups) section of an assessment interface. At the top, the 'Groepen' tab is selected, indicated by an orange arrow. Below the navigation bar, a status message reads: 'Status: Vergelijkingen begonnen' (Status: Comparisons started) and 'Er kunnen nu vergelijkingen worden gemaakt! De vergelijkingsperiode eindigt over één dag.' (You can now make comparisons! The comparison period ends in one day). Below this, there are buttons for '+ Groep toevoegen' (Add group), '+ Deelnemer toevoegen' (Add participant), and 'Wijzigingen opslaan' (Save changes). A search bar labeled 'Zoek student ...' is also present.

The main content area shows a list of groups. The first group, 'Future Legends', is expanded, showing a list of participants: Participant 14, Participant 15, Participant 16, Participant 17, and Participant 01. Below this, other groups are listed: 'Oreographers' (4 students), 'The Kangaroos' (4 students), and 'The Mamba's' (4 students).

A modal window titled 'Groep toevoegen' (Add group) is open, showing a text input field where 'Young Bravo' has been entered. An orange arrow points to the input field, and another points to the 'Groep toevoegen →' button. The modal also includes an 'Annuleren' (Cancel) button.

Below the modal, the main interface is shown again, but now the 'Young Bravo' group is listed at the bottom of the group list, with an orange arrow pointing to it. The group count has increased from 5 to 6 groups.

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, go to the tab 'groups' in the desired assessment. 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'.

Home Admin panel Manual Maarten Docent

← Terug naar cursus MOB

groepswerk 1

Assessment - De resultaten voor 'groepswerk 1'. Deze assessment heeft 5 groepen met 22 deelnemers. [Meer info](#)

Producten Vergelijkingen **Groepen**

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

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

Studenten zonder groep 0 studenten Groepen 5 groepen

1 Future Legends 6 studenten

Participant 14	Participant 15
Participant 16	Participant 17
participant21	Participant 01

2 Oreographers 4 studenten

Participant 01	Participant 02
Participant 03	Participant 04

3 The Kangaroos 4 studenten

4 The Mamba's 8 studenten

5 Young Bravo 2 studenten

Grading

When your reliability is high enough (> 0.70) and you want to calculate grades, 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 Participant 16 Reset

Cijfer:

Product van hoge kwaliteit: file.pdf Participant 08 Reset

Cijfer:

Wijzigingen opslaan Annuleren

Product	Type	Deelnemer	Rang	Status	Ingediend
B.pdf	Document	Participant 18	1		7 dagen geleden
D.pdf	Document	Participant 14	2	Laag Hoog	7 dagen geleden
MB6.pdf	Document	Participant 08	3	Laag Hoog	7 dagen geleden
C.pdf	Document	Participant 15	4	Laag Hoog	7 dagen geleden
A.pdf	Document	Participant 20	5	Laag Hoog	7 dagen geleden
E.pdf	Document	Participant 12	6	Laag Hoog	7 dagen geleden
MB4.pdf	Document	Participant 10	7	Laag Hoog	7 dagen geleden
Cesuurbepaling.pdf	Document	Participant 17	8	Laag Hoog	7 dagen geleden
E.pdf	Document	Maarten Docent	9	Laag Hoog	7 dagen geleden
MB5.pdf	Document	Participant 04	10	Laag Hoog	7 dagen geleden
Link1.pdf	Document	Participant 16	11	Laag Hoog	7 dagen geleden
MB7.pdf	Document	Participant 03	12	Laag Hoog	7 dagen geleden
link 2.pdf	Document	Participant 11	12	Laag 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 grades will be calculated and shown in the column 'figures'.

Producten toevoegen

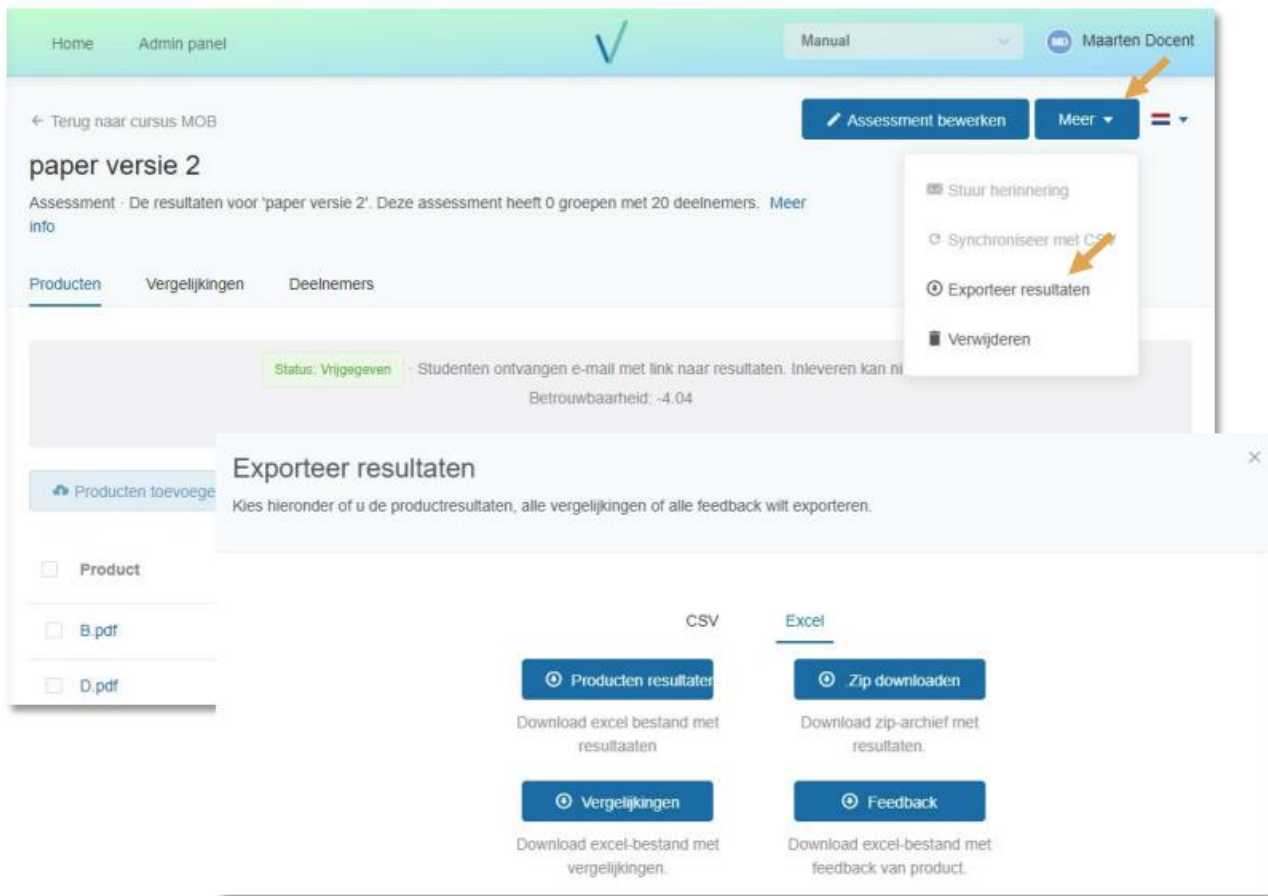
☆ Becijfering configureren

14 producten

<input type="checkbox"/> Product	Type	Deelnemer	Rang	Cijfer	Ingediend
<input type="checkbox"/> B.pdf	Document	Participant 18	1	9.60	7 dagen geleden
<input type="checkbox"/> D.pdf	Document	Participant 14	2	9.28	7 dagen geleden
<input type="checkbox"/> MB6.pdf	Document	Participant 08	3	9.00	7 dagen geleden
<input type="checkbox"/> C.pdf	Document	Participant 15	4	8.95	7 dagen geleden
<input type="checkbox"/> A.pdf	Document	Participant 20	5	8.93	7 dagen geleden
<input type="checkbox"/> E.pdf	Document	Participant 12	6	8.84	7 dagen geleden
<input type="checkbox"/> MB4.pdf	Document	Participant 10	7	8.44	7 dagen geleden
<input type="checkbox"/> Cesuurbepaling.pdf	Document	Participant 17	8	8.35	7 dagen geleden
<input type="checkbox"/> E.pdf	Document	Maarten Docent	9	7.61	7 dagen geleden
<input type="checkbox"/> MB5.pdf	Document	Participant 04	10	7.37	7 dagen geleden
<input type="checkbox"/> Link1.pdf	Document	Participant 16	11	6.00	7 dagen geleden
<input type="checkbox"/> MB7.pdf	Document	Participant 03	12	5.50	7 dagen geleden
<input type="checkbox"/> link 2.pdf	Document	Participant 11	12	5.50	7 dagen geleden
<input type="checkbox"/> 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 = the participant's name
 - Student email = the participants email address
 - Group = any group to which the participant belongs
 - Submitted date = date on which the product was added
 - Submitted file = the product's name
 - Comparison rank = the place in the rankings (where 1 is the best product)
 - Avg. Compare time = Average time taken by the 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.

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

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

- 'Feedback' is an overview of the feedback given by the assessors on the products:
 - 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
 - Pros and cons = strengths and weaknesses or per criteria a column

1	Assessor name	Product	Participant(s)	Pros	Cons					
2	Maarten Docent	H.docx	Maarten student	Sterk punt voor dit product (H)	Zwak punt voor dit product (H)					
3	Maarten Docent	E.pdf	Participant 02	Sterk punt voor dit product (E)	Zwak punt voor dit product (E)					
4	Maarten student	B.pdf	Participant 01	sterk punt voor dit product (B)	zwak punt voor dit product (B)					
5	Maarten student	A.pdf	Participant 03	Sterk punt voor dit product (A)	zwak punt voor dit product (A)					
6	Maarten student	D.pdf	Participant 07	sterk punt voor dit product (D)	zwak punt voor dit product (D)					
7	Maarten student	C.pdf	Participant 05	Sterk punt voor dit product (C)	zwak punt voor dit product (C)					
8	Maarten student	C.pdf	Participant 05		Nog een zwak punt voor dit product (C)					
9	Participant 01									
10	Participant 02									

Adjust participants' data error

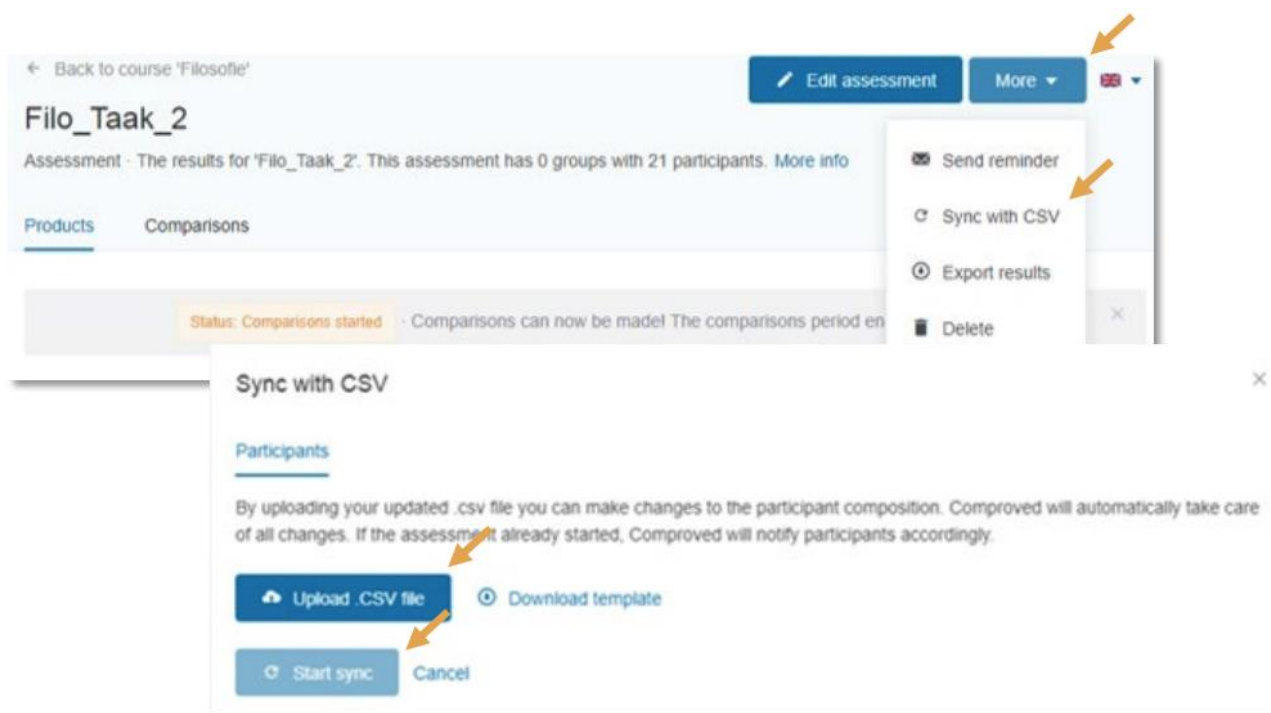
Changes in the composition of the participants during an assessment are easy to adjust. Go to the relevant assessment and click on 'more', select 'Sync with CSV'.

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 upload 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'.

The screenshot shows the 'Filo_Taak_2' assessment page. At the top, there is a 'Back to course 'Filosofie'' link, an 'Edit assessment' button, and a 'More' dropdown menu. The 'More' menu is open, showing options: 'Send reminder', 'Sync with CSV', 'Export results', and 'Delete'. An orange arrow points to the 'More' button, and another points to the 'Send reminder' option. Below the menu, a status bar indicates 'Status: Comparisons started' and 'Comparisons can now be made! The comparisons period ends on ...'. The 'Send reminder' modal is open, showing a title bar 'Send reminder' and a close button. The modal text says 'Email assessors that have not completed their comparisons yet. Each email will contain a link to the assessment overview.' There are two text input fields: 'Type subject here ...' and 'Type your message here ...'. Below these is a checkbox labeled 'Send a copy to myself'. At the bottom, there are two buttons: 'Send reminder' (with a paper plane icon) and 'Cancel'. An orange arrow points to the 'Send reminder' button.

Invite/delete an instructor to your course

You can invite a colleague as an instructor in your course. These co-instructors have access to all assessments in this course. The co-instructors 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 an (external) assessor (see 'Step 2: 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 page for 'Wetenschappelijk Rapporteren'. At the top right, there are buttons for 'Edit course' and 'More'. The 'More' button has a dropdown menu open, showing options: 'Manage Instructors', 'Archive course', and 'Delete'. Below this, there is a table with columns: 'Assessment', 'Start date', 'Status', '% Products', and '% Comparisons'. The first row shows 'WR_opdracht_1' with a start date of '4 days ago' and a status of 'Uploads started'. Below the table, there is a 'Manage Instructors' dialog box. It contains the text: 'Here you can see the instructors in this course, add instructors and remove instructors. Please use school email addresses, for example instructor-name@school-name.com.' Under 'Existing instructors in this course', there is one instructor: 'Maarten Docent' with a 'Remove' button. To the right, there is a section 'Invite instructors by email (One address per line)' with a text input field 'Copy & paste one or more email address(es) here ...'. Below this is a checkbox 'Send a copy to myself' which is checked, and an 'Invite' button.

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

This screenshot is a close-up of the 'Manage Instructors' dialog box. It shows the 'Existing instructors in this course' section with the instructor 'Maarten Docent' and a 'Remove' button. An orange arrow points to the 'Remove' button. The 'Invite instructors by email' section is also visible, with the same text input field and 'Send a copy to myself' checkbox (checked) and 'Invite' button.

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 email at support@comproved.com.