



SIAM AST

Administration Console

User Manual

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DR RONALD R. GRAU

**Kingston
University**
London

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1. Introduction and Question Authoring Concepts

This document contains instructions for a web-based tool that allows users to design the screens which present those assessment questions, control their presentation, and assign further relational information for the analysis of any answers collected in the toolkit's assessment report. This administrative tool, originally built for project partner contributions to a request for information, has been further developed into an Administration Console for the SIAM AST. It is an administrator level program and its purpose is to allow the modification of the core data which sits at the heart of the system, with the pool of assessment questions being one part of this core. Whilst the document focuses on the tools available for authoring assessment questions, brief details are also given on the tools available for user administration and advanced options (These additional tools are largely self-explanatory). Normal end users (assessment participants) of the SIAM AST will usually not operate this tool. These users will log in to a dedicated user interface to engage in an assessment (There they can enter own custom questions which are specific to a particular assessment case).

There is a comprehensive range of video tutorials, covering almost an hour of illustrated explanations, and detailed How-To-walkthroughs for different features of the tool, in particular the authoring of questions. Access the entire range of video tutorials here:

http://www.youtube.com/playlist?list=PLDMjco4x4wUd_RAazIAriKfS9QA1kxU7f

Note that the tutorials refer to the original request for information (RFI#5), posed to the partners of the SIAM project. However, its practical content is still relevant for end users of the SIAM AST, as the question authoring functionality in the Administration Console is largely identical to the previous RFI#5 version of the program.

1.1 About Screens and Screen Groups

The SIAM AST data structures for assessment questions organise all data input around two major concepts: *screens* and *screen groups*.

A *screen* contains 1) textual information which a user may see when presented with a *single question*, including a question heading, an introductory text, and the actual question text. A screen also has 2) configurational and relational information which includes the type of answer expected, the particular STEFi assessment perspective addressed by the question, the task to which a question belongs, or any supplementary documents that should be presented when the screen is shown.

Each screen has a specification of the SMTs to which it applies and the actors to which it should be shown. The presentation of a screen can also be configured to depend on a specific answer given to a previous question (see 3.3 for more details).

A **screen group** is a container for one or more screens and defines the joint context (topic + aspect) for the questions displayed by any of the screens it contains. There may be many screen groups that have the same combination of topic and aspect, yet different questions in them. The purpose of screen groups is to organise those questions that are closely related to each other and allow additional constraints to be defined for their presentation (Figure 1).

Firstly, all screens in a screen group *can be ordered* to be presented in a particular sequence. This allows for the formulation of several questions to explore and assess the same issue, for instance going from a very general question to more specific ones.

Secondly, screens that reside within the same screen group can have *additional conditions* that control their presentation, based on answers given to previous questions in that group. For instance, there could be an initial Yes/No question, followed by another which elicits more details. If both questions sit in the same group, a condition can be put on the second question to be shown only if the answer to the first question was “Yes”.

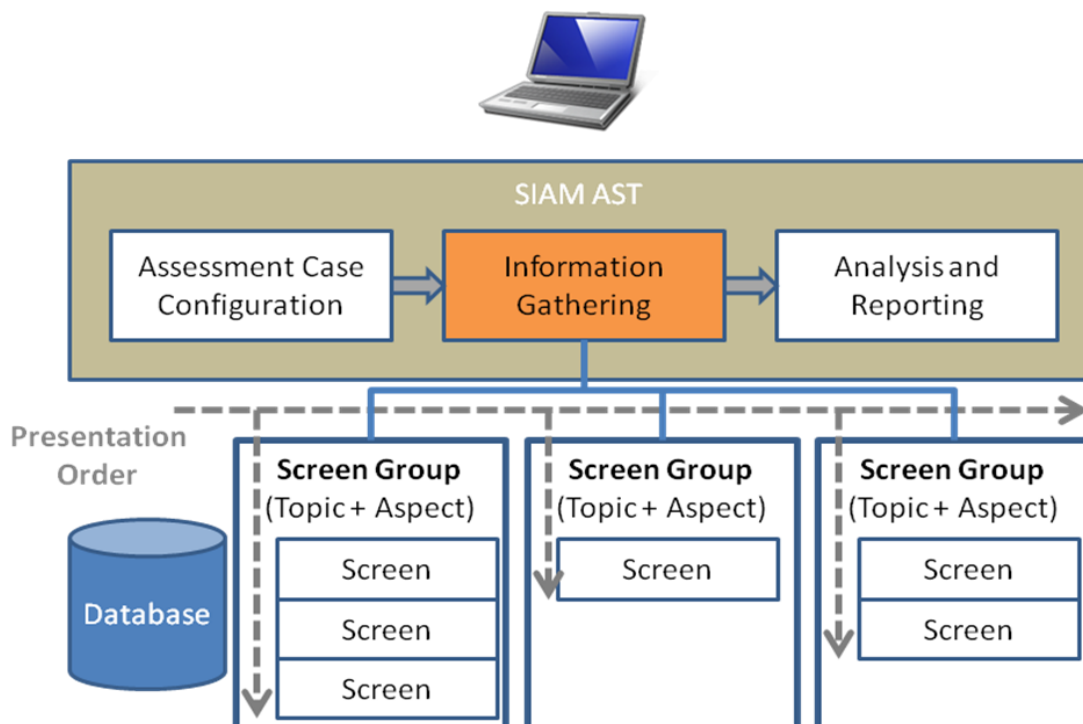


Figure 1: Screen Groups and Screens in the SIAM AST

When selecting a question for presentation to some user, the SIAM AST will first select all available screen groups based on their context definition, and then further evaluate whether any questions that reside within these groups should be shown.

Entering the required information to create a question involves three steps, which are detailed in the following sub-sections.

1.2 Screen Group Context

This term relates to selecting a combination of

- 1) a *topic* and
- 2) an *aspect*

to set the context for a question. As screens (which contain individual questions) are always organised within screen groups, independent of whether there is a single question or several questions in a group, the context is a technical attribute of the screen group.

For example, one possible context for questions about freedom infringement is the topic “Bodily Integrity“, and its dependent aspect “Intrusiveness”.

1.3 Screen Content

This is relates to all information that directly defines a screen:

- 1) A heading
- 2) An info text
- 3) A question text
- 4) A question type
- 5) A STEFi perspective
- 6) A related task
- 7) Any supplementary information that should be provided to the user

1.4 Screen Relevance

Screen relevance settings can be made to control the presentation of a screen. All screens, including those which reside in the same screen group, can have their individual relevance settings.

These include

- 1) SMT groups and –types for which the questions should be considered by the toolkit.
- 2) Particular actors to which the question should be shown
- 3) Conditions to make presentation of a screen dependent on the answer given to a previous question in the same group.

2. Access, Workspace Areas and Navigation


2.1 Basics and Layout

Apart from the home page, all editing tools in the Administration Console share a similar workspace layout:

- 1) A header bar
- 2) A navigation and control panel on the left-hand side
- 3) A main work area to the right of the control panel

2.1.1 Access and Home Page

You can access the Administration Console through the main login page of the SIAM AST (click the respective link which sits underneath the login input fields). You will then be redirected to a different page to login to the administrative interface (Figure 2).



ASSESSMENT SUPPORT TOOLKIT
Administration Console

User ID:

Password:

[Back to Assessment Support Toolkit Login](#)

Figure 2: Administration Console Login

After the system has been newly set up, the default login is admin/admin. You can create additional users with the Administration Console, but note that only users of type “Administrator” or “Developer” can access the Administration Console.

2.1.2 Header Bar

The header bar is a simple heading display: It tells what tool is currently in use (Core Data) and what you are currently doing (Create or Edit Question).

2.1.3 Navigation and Control Panel

This part on the left-hand side is the primary means for navigation. It provides a range of “Actions” suited for the current input screen, filters for the overview table, as well as contextual information and tools for editing screens (Screen group context, order of questions, special commands).

Note that clicking on any of the links shown in this panel will save any entries made before going to the selected destination, except for “Cancel” commands.

2.1.4 Main Work Area

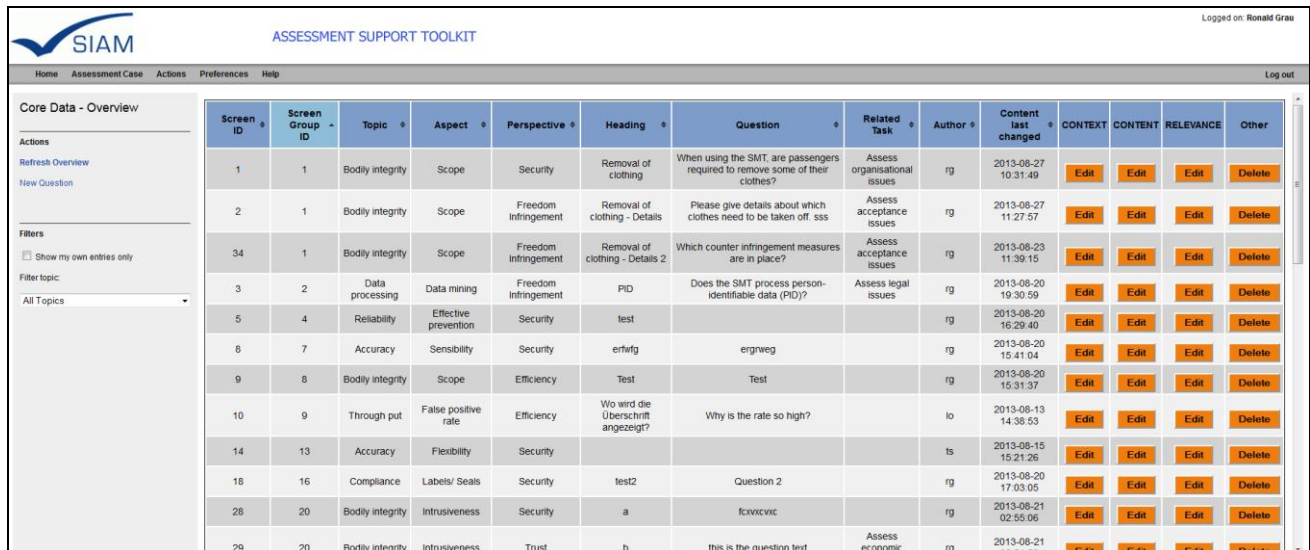
This is where data is displayed (Overview table) or entries made (e.g., Context, Content, or Relevance). In the data input pages, there may be buttons at the bottom of the page – these are just there for convenience and usually have the same function as the “Actions” in the Navigation and Control Panel. When entering a new question, there are special buttons that allow you navigate to the next entry step.

2.2 Question Authoring Specifics

Throughout the process of creating or editing screens, there are one overview and three main input screens corresponding to the descriptions in section 1.2 – 1.4. All three need to be edited or configured to prepare a question for presentation on screen.

2.2.1 Overview Page

This is the first page presented upon entering the tool. It shows a table in the main work area, listing details of any screens which have been set up thus far.



Screen ID	Screen Group ID	Topic	Aspect	Perspective	Heading	Question	Related Task	Author	Content last changed	CONTEXT	CONTENT	RELEVANCE	Other
1	1	Bodily integrity	Scope	Security	Removal of clothing	When using the SMT, are passengers required to remove some of their clothes?	Assess organisational issues	rg	2013-08-27 10:31:49	Edit	Edit	Edit	Delete
2	1	Bodily integrity	Scope	Freedom Infringement	Removal of clothing - Details	Please give details about which clothes need to be taken off sss	Assess acceptance issues	rg	2013-08-27 11:27:57	Edit	Edit	Edit	Delete
34	1	Bodily integrity	Scope	Freedom Infringement	Removal of clothing - Details 2	Which counter-infringement measures are in place?	Assess acceptance issues	rg	2013-08-23 11:39:15	Edit	Edit	Edit	Delete
3	2	Data processing	Data mining	Freedom Infringement	PID	Does the SMT process person-identifiable data (PID)?	Assess legal issues	rg	2013-08-20 19:30:59	Edit	Edit	Edit	Delete
5	4	Reliability	Effective prevention	Security	test			rg	2013-08-20 16:29:40	Edit	Edit	Edit	Delete
8	7	Accuracy	Sensibility	Security	erfwfg	ergweg		rg	2013-08-20 15:41:04	Edit	Edit	Edit	Delete
9	8	Bodily integrity	Scope	Efficiency	Test	Test		rg	2013-08-20 15:31:37	Edit	Edit	Edit	Delete
10	9	Through put	False positive rate	Efficiency	Wo wird die Überschrift angezeigt?	Why is the rate so high?		lo	2013-08-13 14:38:53	Edit	Edit	Edit	Delete
14	13	Accuracy	Flexibility	Security				ts	2013-08-15 15:21:26	Edit	Edit	Edit	Delete
18	16	Compliance	Labels/ Seals	Security	test2	Question 2		rg	2013-08-20 17:03:05	Edit	Edit	Edit	Delete
28	20	Bodily integrity	Intrusiveness	Security	a	fcvxcvc		rg	2013-08-21 02:55:06	Edit	Edit	Edit	Delete
29	20	Bodily integrity	Intrusiveness	Trust	b	this is the question text	Assess economic	rg	2013-08-21 03:44:52	Edit	Edit	Edit	Delete

Figure 3: Overview Page

On the left-hand side, the navigation and control offers options to refresh the table (to display any entries that may have been made by other users since the last refresh). Further, there are a couple of filters to limit the table display to one's own entries (based on the user name currently logged on), or single topics. Clicking on "New Question" will trigger a data input wizard which takes the user through the three steps required to set up a question: Context, Content, and Relevance.

On the right-hand side, the table provides buttons that allow editing context, content, and relevance for existing screens /screen groups. User can also choose to delete screens, if necessary. However for contributors this option is limited to those screens they have created themselves.

2.2.2 Screen Group Context Page

Before a question can be entered, you must select the topic and respective aspect that forms the context of that question.

The screenshot displays the SIAM Assessment Support Toolkit interface. At the top left is the SIAM logo. The main header reads 'ASSESSMENT SUPPORT TOOLKIT'. Below this is a navigation bar with links for 'Home', 'Assessment Case', 'Actions', 'Preferences', and 'Help'. The main content area is titled 'Core Data - New Question' and 'Step 1 of 3: Screen Group CONTEXT'. On the left side, under 'Actions', there are two links: 'Create and Back to Overview' and 'Create and Next Step (Content)'. The main form area contains three sections: 'Select Topic Group: (optional)' with a dropdown menu set to '* All'; 'Select Topic:' with a dropdown menu set to 'Bodily integrity' and two buttons, 'Create New Topic' and 'Show Definition'; and 'Select Aspect:' with a dropdown menu set to 'Intrusiveness' and a 'Create New Aspect' button. At the bottom of the form is a large orange button labeled 'CREATE & NEXT STEP >>>'.

Figure 4: Step1: Create a Screen Group

This page has 3 drop-down menus for selection: Topic Group, Topic, and Aspect.

Topic Group: This is an optional selection, its purpose being to allow a user to find particular topics easier, e.g. selecting “Infringement” will limit the selectable topics to those primarily to do with infringement.

If unsure about which group your desired topic may be located in, leave this at the “* All” – setting.

Topic: Select the main topic context for the question to be entered in the next step. Selecting a topic will limit the subsequent selection of aspects to those defined for the topic. For instance, selecting any freedom infringement type will limit the available aspects to the normativity dimensions (Scope, Intrusiveness, Coerciveness, and Distribution). Selecting what was previously called an “Assessment Criterion” as a topic will limit the aspects to its “attributes”.

Buttons:

“Create New Topic” will open a popup window allowing you to define an entirely new topic and its definition. Note that the topic will be placed in the currently selected topic group – if you don’t want to associate your new topic with any group, leave the topic group at the “* All” setting before clicking this button.

“Show Definition” will display the definition of the topic currently selected. Note that most predefined topics don’t have a definition yet (These will be inserted into the database at a later stage)

Aspect: This will display the particular assessment aspects or attributes belonging to a topic selected previously.

Note that a topic and its aspect need to be selected before a question group can be created, and subsequently, a question put in this group.

Button:

“Create New Aspect” will open a popup window allowing you to define a new aspect for the selected topic.

2.2.3 Screen Content Page

Here, you can edit the contents of a screen. A screen corresponds to a single question. In the navigation and control panel on the left, you see the screen group context set for the current screen.

The screenshot displays the SIAM Assessment Support Toolkit interface. The top navigation bar includes 'Home', 'Assessment Case', 'Actions', 'Preferences', and 'Help'. The main content area is titled 'Step 2 of 3: Screen CONTENT'. On the left, a sidebar shows 'Core Data - New Question' with 'Actions' (Back to Overview, Next Step (Relevance)) and 'Screen Group Context' (Topic: Bodily integrity, Aspect: Intrusiveness). The main form contains the following fields:

- Screen Heading:
- Info Text:
- Question Text:
- Question Type:
- Option 1: Yes
Option 2: No
- Question Perspective:
- Related Task:
- Supplementary Information:

Figure 5: Step 2: Edit the Screen Content

As outlined in section 1.3, screen content comprises:

1) Heading

This is the title of the screen, and will be displayed in addition to the topic + aspect of the question. Keep it short.

Entering a heading is particularly useful if you have more than one screen in the current screen group, as it makes identifying the different screens easier when setting the order of their presentation (Section 3.4).

2) Info text

This text will be displayed before the question. It could be used as an introduction, or to give instructions to the end user on how to answer the question in this screen.

3) **Question text**

This is the actual question. Please consider the question type when formulating the question text (next).

4) **Question type**

Choose one of the question types provided. Consider that this will determine how users can answer the question, and how answers for this question can be summarised in the assessment report.

Every question can only have one answer type. If you discover you would like to elicit several types of answers for a particular issue, this indicates that several, specific questions are needed. Add separate questions (i.e. screens) for every type of answer desired.

5) **Question perspective**

Every question explores one particular assessment perspective (one out of STEFi). Choose the one that applies. If you think a particular issue may be assessed from different perspectives, add additional questions (i.e. screens) to make these explicit.

6) **Related task**

Every question may be associated to a particular task. Depending on the answers given by the end users, it can later be determined in the assessment report to what extent these tasks have been addressed. Select the one that applies or leave unassigned.

7) **Supplementary information**

Files and web links are presented as a reference to end users when the question is displayed in order to help them answer it. You can add web links or upload files such as PDF, images, Word documents, or spread sheets. As long as the SIAM AST is hosted at the Kingston University web space, make sure the file size does not exceed 2MB. We hope this can be increased later.

2.2.4 Screen Relevance Page

In this part, the presentation of the screen can be configured. At the top of this page, the heading, info text, and question text entered as content is displayed as a summary.



ASSESSMENT SUPPORT TOOLKIT

Home Assessment Case Actions Preferences Help

Core Data - New Question

Actions

[Finish and Back to Overview](#)

[Finish and new Follow-up Question
\(Add to this Screen Group\)](#)

[Finish and new Independent Question
\(Create a new Screen Group\)](#)

Screen Group Context

Topic:
Bodily integrity

Aspect:
Intrusiveness

Existing Questions in this Screen Group

None

Step 3 of 3: Screen RELEVANCE

Some heading

Some info text.

What is the question?

SMT Group	SMT Type	Actors
<input type="checkbox"/> Threat Detection	<input type="checkbox"/> Object and Material Assessment	<input checked="" type="checkbox"/> SMT Investor
<input type="checkbox"/> Access Control	<input type="checkbox"/> Event Assessment	<input checked="" type="checkbox"/> SMT Operator
<input type="checkbox"/> Policing	<input type="checkbox"/> People Assessment	<input checked="" type="checkbox"/> NGO
<input type="checkbox"/> Support	<input type="checkbox"/> Identification	<input checked="" type="checkbox"/> SMT User Organisation
	<input type="checkbox"/> Physical Access	<input checked="" type="checkbox"/> Data Protection Authority
	<input type="checkbox"/> Situation Awareness	<input checked="" type="checkbox"/> Regulator / Politician
	<input type="checkbox"/> Enforcement	<input checked="" type="checkbox"/> Law Enforcement
	<input type="checkbox"/> Process Control	<input checked="" type="checkbox"/> Technology Developer
	<input type="checkbox"/> Information and Communication	

Condition

Show always (no condition) ▾

SAVE & FINISH

Figure 6: Step3: Configure Screen Relevance

SMT Group / SMT Type

Select the SMTs for which the question should be displayed. The relation between SMT groups and their SMT types are coded by colour. Clicking an SMT group will de-/select all corresponding SMT types.

Actors

Select the types of Actor who should see your question (By default, all actors are enabled).

When an assessment case is set up and different questions displayed, the various assessment participants logging on to the AST will have one of the actor types listed assigned to their user account. The system will then determine which questions to show to a user based on the selection made in this section.

Condition

If you have more than one question in a single screen group, it is possible to set up conditions here.

See section 3.4.3 for more details.

3. Question Authoring: How-To

The SIAM AST uses a pool of pre-defined assessment questions to display to any users of the toolkit which engage in assessment cases. Administrators can modify the question in this pool.

3.1 Manage Question Pool

On the home page, click the link “Manage Question Pool”. This will take you to the set of available question authoring tools.



Administration Console

Manage Question Pool

Manage User Accounts

Advanced Database Options

Figure 7: Administration Console Homepage

3.2 Create a New Question

On the overview page, click on “New Question” to start the data input wizard. The wizard will walk through the main steps as outlined in the subsequent sections, eliciting the necessary inputs on the way. The following subsections briefly outline the major steps that need to be carried out. More details on the individual pages can be found in section 2.2. Also note that there video tutorials for each page.

3.2.1 Step 1: Set the Context of the Screen Group

See the tutorial video here: <http://youtu.be/GkZnkcrWtcE>

1. Select a topic

2. Select an aspect
3. Click “Create & Next Step”

3.2.2 Step 2: Enter the Content of a Screen

See the tutorial video here: <http://youtu.be/QmUHLdvsIAw>

1. Enter a heading
2. Enter info text, if applicable
3. Enter the question text
4. Set the question type
5. Select question perspective
6. Select related task
7. Add supplementary information
8. Click “Save & Next Step”

3.2.3 Step 3: Configure the Relevance of a Screen

See the tutorial video here: <http://youtu.be/CP1AcxHYF4Q>

1. Select all SMT groups and/or types that apply to the question.
2. Deselect all actors who should not see the question.
3. Setup a condition that needs to be fulfilled for the question to be shown. This feature is only useful if there are at least two questions in the screen group. See section 3.4 for more details.

Upon finishing all selections, there is a choice to either

- 1) Click the “Save and Finish” button or the “Finish and go back to the overview” link.
This will save any entries made on the last wizard page and load up the overview table.
- 2) Enter a new independent question (Link in the lower left of the navigation panel)
This will restart Step 1 of the wizard, i.e. create a NEW screen group, and a NEW question within this group. This is useful for entering many independent questions quickly, one after the other.

3) Enter a follow-up question (Link in the lower left of the navigation panel)

This will go to Step 2 of the wizard, prompting you to enter a NEW question within THE SAME screen group. This is useful for specifying a set of question which depend on each other in terms of mutual conditions, or the sequence of presentation.

See Figure 8 below for an overview of the wizard navigation logic.

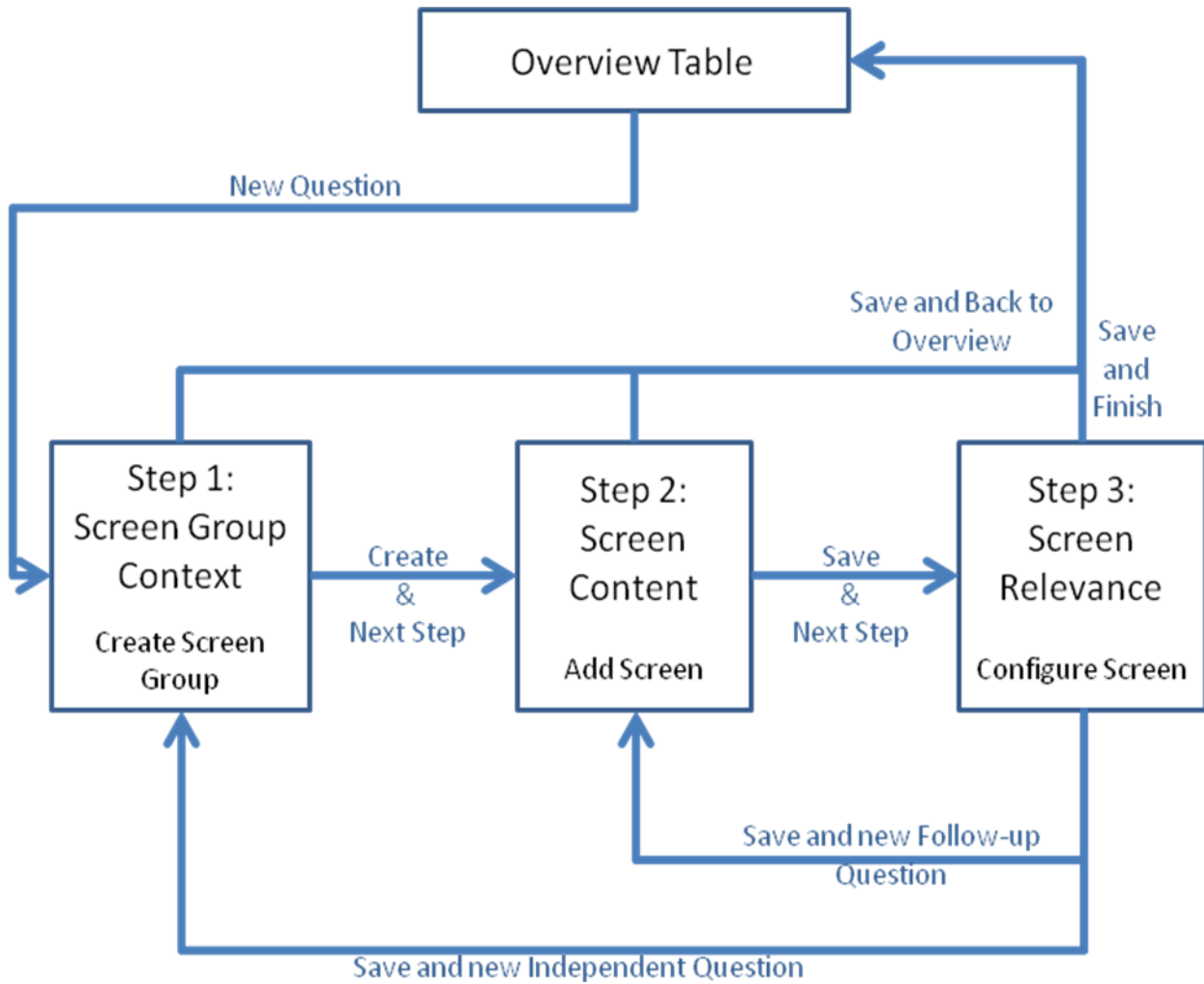


Figure 8: Navigating through the Data Input Wizard

3.3 Edit Existing Questions

See the video tutorial here: <http://youtu.be/HMJvXmhMol>

The core data tool allows editing all elements of any questions which have been created previously. Some special functions, like the ordering of screens that reside within a screen group, are only available when editing screens (see section 3.4).

Overall, the screens for editing are structured exactly as the data input wizard pages and look more or less the same, yet are accessible individually. Hence, they can be operated in the same way as the data input wizard.

3.4 Work with Screen Groups

In principle, there is no problem in adding only single, independent questions into the database. Technically, these then constitute a series of screen groups with every group carrying a single screen (=question) each (cf. Figure 1).

However, screen groups have been designed to be capable of containing more than one single screen, which provides some interesting features for entering more sophisticated question structures. As introduced in section 1.1., having more than one question in a screen group allows these screens 1) *to be ordered in a sequence*, and 2) *to be extended with conditions* that control their presentation, based on the answers given to previous questions in that group.

3.4.1 Add a Question to a Screen Group

See the tutorial video here: <http://youtu.be/zfujrkcptOQ>

In the overview page, clicking “New question” will create an entirely new screen group containing a new question. Adding any follow-up questions to an existing screen group can be done either

1. In the *Screen Relevance* part (Step 3) of the data input wizard, i.e. right after one brand new question has been completely specified. To do so, click the link “Enter new Follow-up Question (Add to this Screen Group)” in the navigation and control panel.
2. When *editing* the *Screen Content* or *Screen Relevance* pages, by clicking the same link (further down, in the lower left part of the screen).

3.4.2 Change the Presentation Order of Questions in a Group

See the tutorial video here: <http://youtu.be/ZpwNvJ92bEI>

The navigation and control panel has a section “Questions in this screen group” which allows quick switching between questions specified within a single group and changing their presentation order. (Available when *editing* the *Screen Content* or *Screen Relevance* pages of a question.)

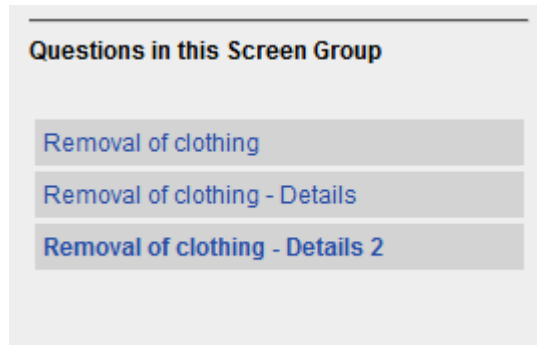


Figure 9: Quick-switch and Reposition the Order of Questions within a Screen Group

Simply point to one of the grey bars, and left-click to load the current editing page for a particular screen. Left-click and hold, and drag the grey bar above or below any of the others to reposition. When the mouse button is released, the grey bar will fall into place at the indicated location. Clicking any of the links in the “Actions” section will save the specified order.

Note: If any of the grey bars says “Empty heading”, then no screen heading was specified in the question’s screen content page. To do so, left-click on the “Empty heading” link and then on “Content” in the navigation panel, if necessary. Then specify a heading for the question. Upon saving the grey bar for that question will show the specified heading.

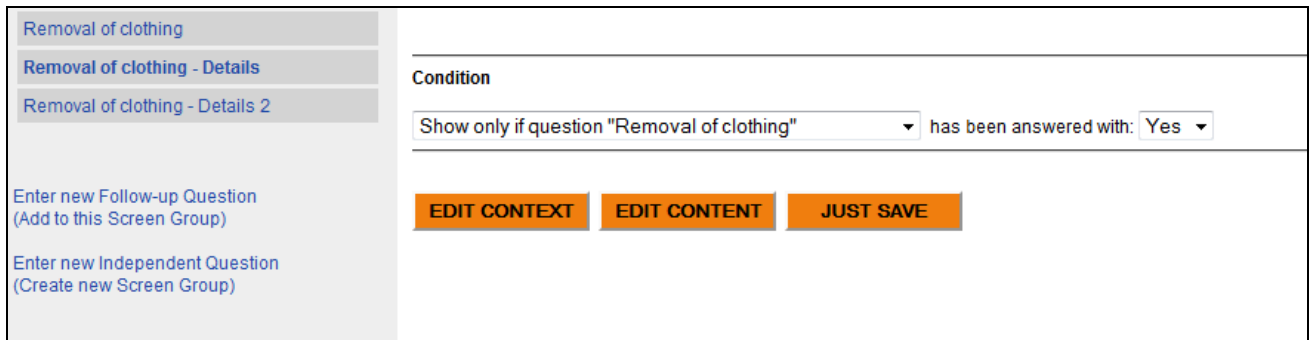
Note 2: Switching questions will automatically save your latest changes (Repositioning will not).

3.4.3 Set up Conditions for Questions in a Group

See the video tutorial here: <http://youtu.be/zfujrkcptQQ>

If a screen group contains at least two questions, conditions can be set between the questions that are presented in a particular sequence. Every question can have one condition, making its presentation dependent on the answer which was given to a previously presented question.

See Figure 10, for example. This shows a partial screen snapshot of the Screen Relevance page. On the left-hand side, it can be seen that there are three questions in the screen group: “Removal of clothing”, and two further questions asking for more details. The question displayed in bold font is the one which is currently being edited.



The screenshot shows a user interface for setting conditions on questions. On the left, there is a list of questions: "Removal of clothing", "Removal of clothing - Details", and "Removal of clothing - Details 2". Below this list are two options: "Enter new Follow-up Question (Add to this Screen Group)" and "Enter new Independent Question (Create new Screen Group)". The main area on the right is titled "Condition" and contains a dropdown menu with the text "Show only if question 'Removal of clothing'" and a "has been answered with:" field with a dropdown menu set to "Yes". Below the condition field are three orange buttons: "EDIT CONTEXT", "EDIT CONTENT", and "JUST SAVE".

Figure 10: Setting Conditions on Questions

In this example, the condition has been set such that the first, main question needs to be answered with “Yes” for the second question to be displayed. In other words, the system will only ask for further details on the “Removal of clothing” issue, if this is in fact an issue, and skip the details questions otherwise.

In this general way, the display of questions within screen groups can be controlled based on the answers given by the end user to previous questions. This feature is particularly practical for using question sets which explore an issue from a general question towards more specific ones.

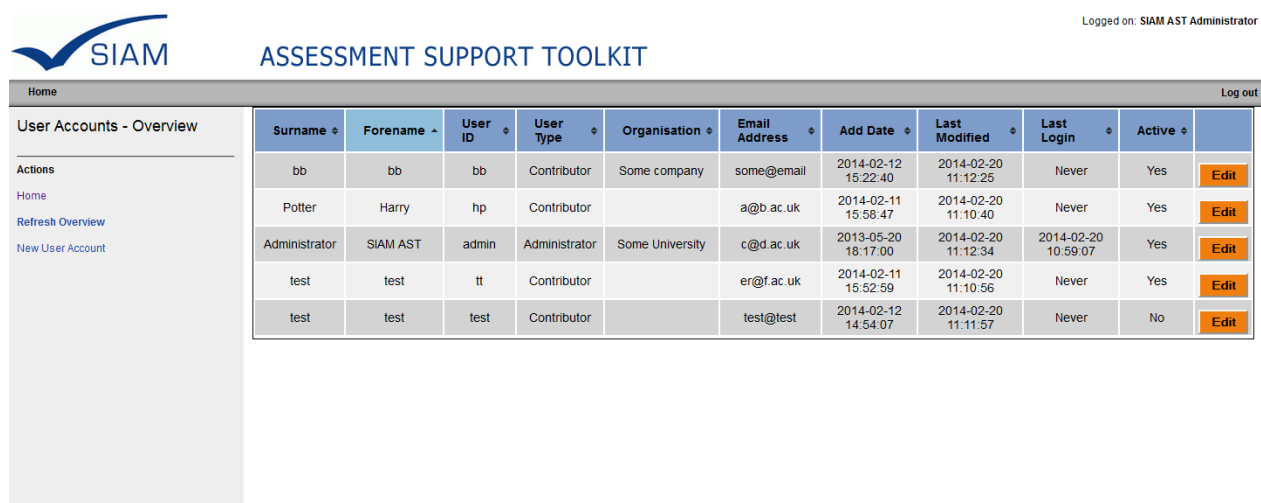
Note: When working with conditions, make sure your questions are put in the right sequence, and the initial question in a group is displayed unconditionally (to prevent locking out the entire screen group from presentation).

4. User Administration

Access the user administration tool by clicking “Manage User Accounts” on the console’s home page (Figure 7).

4.1 Overview

The overview page (Figure 11) provides a list of all SIAM AST user accounts, giving details on all associated information such as name, user ID, user type, user organisation, email address, relevant dates, as well as whether the account is currently active. Only active accounts can log in to the SIAM AST and/or the Administration Console.



Home Logged on: SIAM AST Administrator

ASSESSMENT SUPPORT TOOLKIT

Home Log out

User Accounts - Overview

Actions
Home
Refresh Overview
New User Account

Surname	Forename	User ID	User Type	Organisation	Email Address	Add Date	Last Modified	Last Login	Active	
bb	bb	bb	Contributor	Some company	some@email	2014-02-12 15:22:40	2014-02-20 11:12:25	Never	Yes	Edit
Potter	Harry	hp	Contributor		a@b.ac.uk	2014-02-11 15:58:47	2014-02-20 11:10:40	Never	Yes	Edit
Administrator	SIAM AST	admin	Administrator	Some University	c@d.ac.uk	2013-05-20 18:17:00	2014-02-20 11:12:34	2014-02-20 10:59:07	Yes	Edit
test	test	tt	Contributor		er@f.ac.uk	2014-02-11 15:52:59	2014-02-20 11:10:56	Never	Yes	Edit
test	test	test	Contributor		test@test	2014-02-12 14:54:07	2014-02-20 11:11:57	Never	No	Edit

Figure 11: User Accounts - Overview

The page offers two significant actions

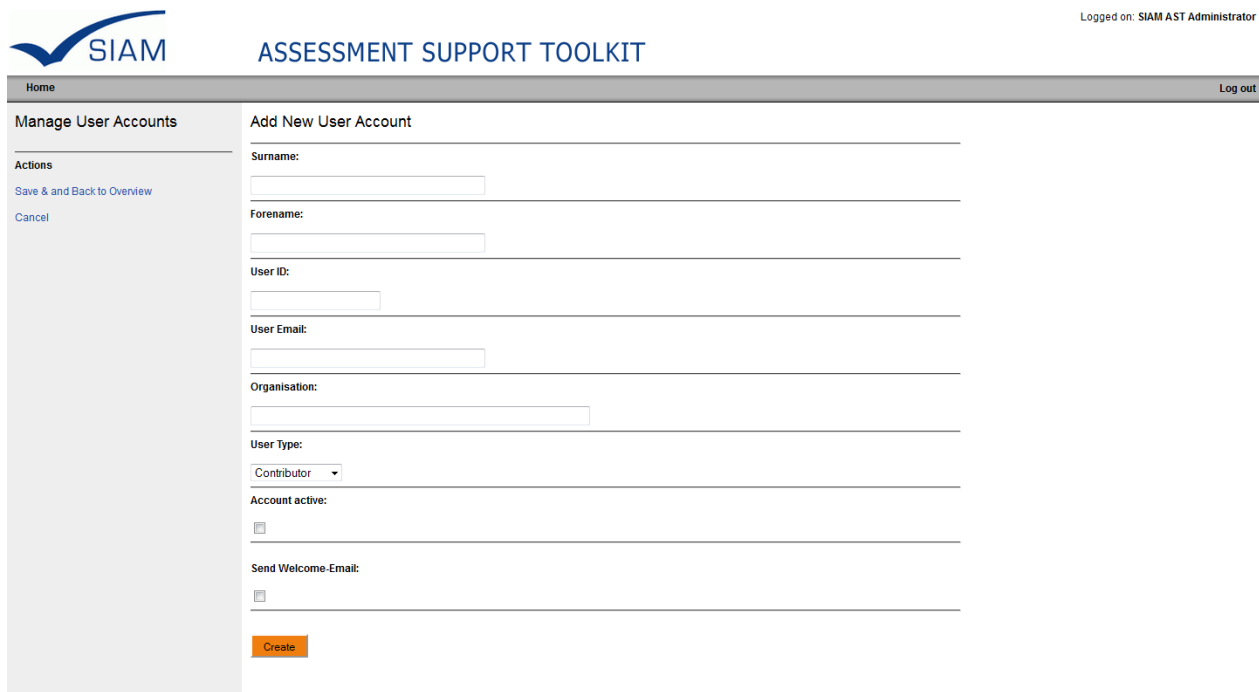
- 1) Create a new user account
- 2) Edit an existing user account

Note that single user accounts cannot be deleted, as these might be associated to existing assessment cases or data in the question pool. It is possible, however, to clear all user accounts once assessment cases and questions have been cleared from the database.¹

¹ See the advanced database options, chapter 5.

4.2 Create a New User Account

A new user account can be created by clicking the action “New User Account” in the navigation and control panel on the left (Figure 11). A new page will open which provides the necessary input fields for entering the user information (Figure 12).



The screenshot shows the SIAM ASSESSMENT SUPPORT TOOLKIT interface. The top left features the SIAM logo. The top right indicates the user is logged in as 'SIAM AST Administrator'. The main content area is titled 'Add New User Account' and contains the following fields:

- Surname:
- Forename:
- User ID:
- User Email:
- Organisation:
- User Type:
- Account active:
- Send Welcome-Email:

At the bottom of the form is an orange 'Create' button. On the left side, there is a navigation panel with 'Manage User Accounts' and 'Actions' (Save & Back to Overview, Cancel). A 'Home' link is at the top left, and a 'Log out' link is at the top right.

Figure 12: Create a New User Account

Upon specifying the user ID (and saving), the application will check whether this ID has already been assigned to a different user and prompt correction, if necessary. This is required to avoid duplicate login names.

User accounts need a user type specification. The SIAM AST currently offers three types:

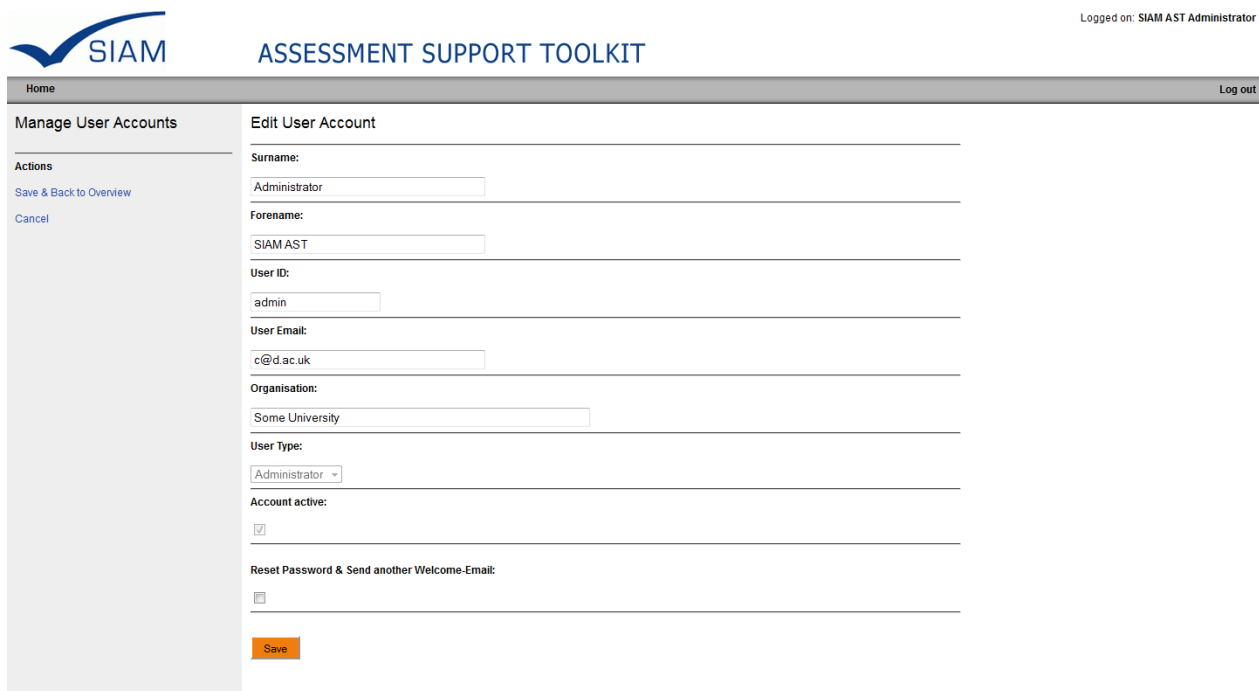
- 1) Administrator
- 2) Developer
- 3) Contributor

For creating a normal SIAM AST user account, choose “Contributor” as type. The other types are only relevant for accessing the Administration Console.

If e-mail support has been activated in the application settings, there is an option to send a welcome email to the new user (using the stated email address)². However, doing this is not required for creating a user account as such.

4.2 Edit an Existing User Account

By clicking the “Edit” button for a particular user account in the Overview page (Figure 11), the information associated to a user account can be changed as well. The respective page looks similar to that used for creating a new user but with all available information populated (Figure 13).



The screenshot displays the 'Edit User Account' interface within the SIAM AST Administration Console. The page header includes the SIAM logo, the title 'ASSESSMENT SUPPORT TOOLKIT', and the user's login status 'Logged on: SIAM AST Administrator'. The main content area is divided into a left sidebar and a central form. The sidebar, titled 'Manage User Accounts', contains an 'Actions' section with links for 'Save & Back to Overview' and 'Cancel'. The central form, titled 'Edit User Account', contains the following fields and controls:

- Surname:** Administrator
- Forename:** SIAM AST
- User ID:** admin
- User Email:** c@d.ac.uk
- Organisation:** Some University
- User Type:** Administrator (dropdown menu)
- Account active:**
- Reset Password & Send another Welcome-Email:**
- Save:** A prominent orange button at the bottom of the form.

Figure 13: Edit an Existing User Account

Note that the application will prevent a console user to delete, or change the type of, a sole Administrator account. This is a safety measure to prevent any careless user from locking out by mistake the only available administrator account from accessing the system. However, if there is more than one user account of type “Administrator” specified in the system, these settings can be changed.

² See the SIAM AST Installation Instructions for details.

5. Advanced Database Options

The SIAM AST Administration Console offers advanced database options for making fundamental changes to the system's core data, including question pool, user accounts, assessment cases and related data, library categories, perspectives, tasks, and actor roles. These options can be useful to use the assessment support system for further research and apply its core mechanics and features to contexts other than those of the original SIAM project.

The feature set described in this chapter can be accessed by clicking “Advanced Database Options” on the console’s home page (Figure 7).

5.1 Overview

The available actions are listed in the navigation and control panel. Clicking on any of the actions for clearing database contents will display another page with details about what the action will do. As most of the clearing actions will make profound changes to the SIAM database, the user is required to explicitly confirm whether the action is to be carried out.

The screenshot shows the SIAM AST Administration Console interface. At the top left is the SIAM logo. The page title is "ASSESSMENT SUPPORT TOOLKIT". In the top right corner, it says "Logged on: SIAM AST Administrator". Below the header is a navigation bar with "Home" on the left and "Log out" on the right. The main content area is titled "Advanced Database Options" and "BE CAREFUL...". Under "Advanced Database Options", there is a section for "Actions" with the following links: Home, Clear Assessment Cases, Clear Assessment Questions, Clear Topics and Aspects, Complete Reset, Edit Library Categories, Edit Tasks, Edit Perspectives, and Edit Actor Roles. The "BE CAREFUL..." section contains an "Important Notice" that reads: "The advanced database options on this page allow a user to make fundamental changes to the system's core data. Click on any of the links on the left to learn more, and make sure you know what you're doing before confirming any action."

Figure 14: Advanced Database Options - Overview

5.2 Clearing Assessment Cases

This action will delete all assessment cases from the database, including any answers given by participants. This action removes user-created assessment cases and answers, however the question pool and existing user database remains untouched so that new assessment cases can afterwards be created based on the original core data. When users log on to the SIAM AST after this action has been performed, their dashboard page will be empty.

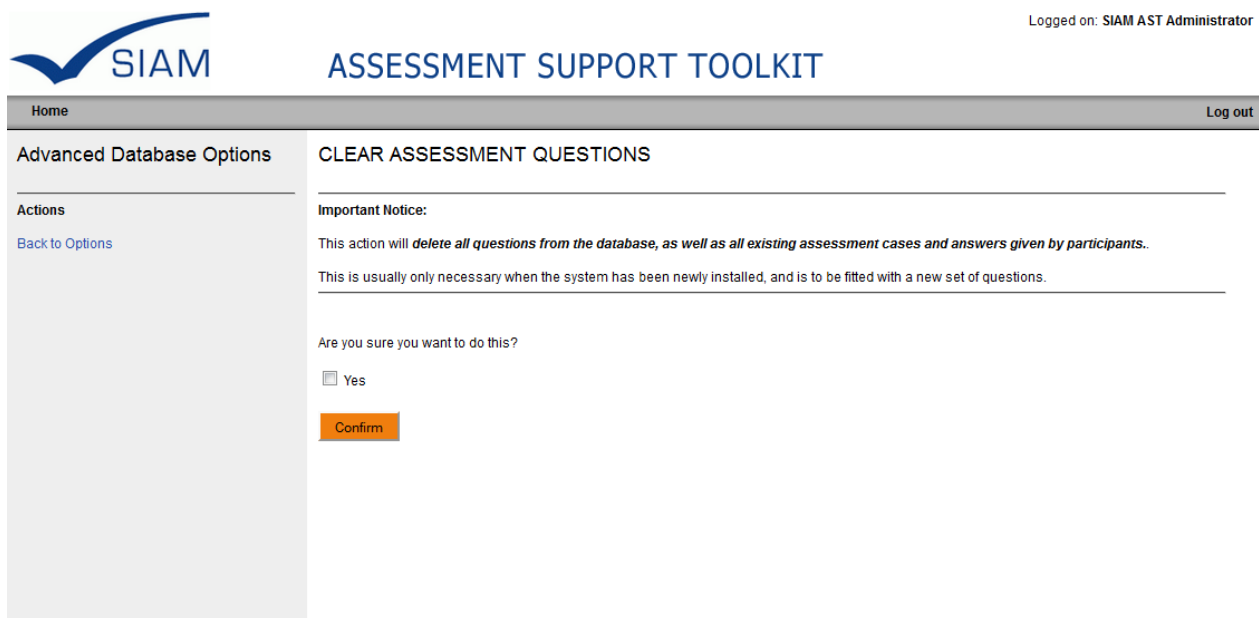
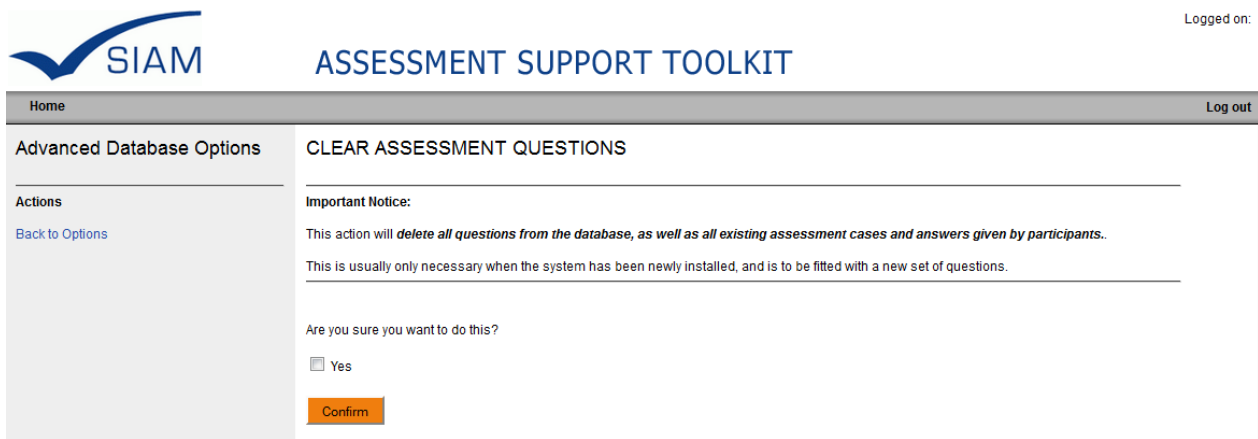


Figure 15: Advanced Database Options - Deleting Assessment Cases

5.3 Clearing Assessment Questions

This action will remove the standard question pool from the database, as well as all existing assessment cases and answers given by participants. The latter is necessary because there are active data links between the pool questions and existing assessment cases and related data which need to be removed as well.



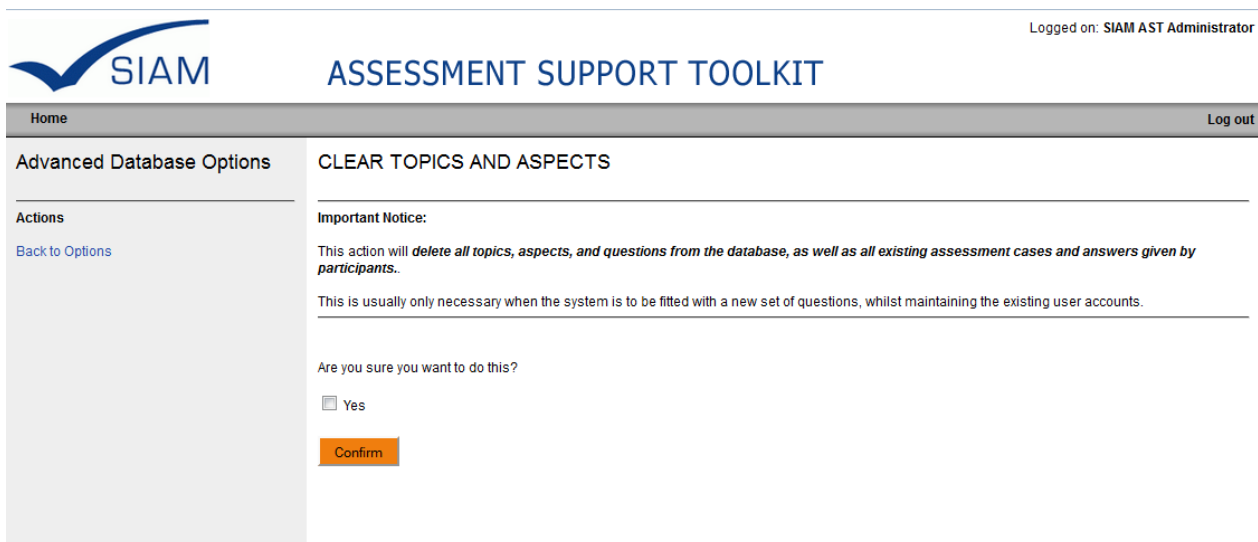
The screenshot shows the SIAM Assessment Support Toolkit interface. At the top left is the SIAM logo. The page title is 'ASSESSMENT SUPPORT TOOLKIT'. In the top right corner, it says 'Logged on:'. Below the title bar, there is a navigation menu with 'Home' and 'Log out'. The main content area is titled 'CLEAR ASSESSMENT QUESTIONS'. On the left, there is a sidebar with 'Advanced Database Options' and 'Actions' containing a link 'Back to Options'. The main content area contains an 'Important Notice' section with the following text: 'This action will delete all questions from the database, as well as all existing assessment cases and answers given by participants. This is usually only necessary when the system has been newly installed, and is to be fitted with a new set of questions.' Below the notice, there is a confirmation prompt: 'Are you sure you want to do this?' with a radio button for 'Yes' and an orange 'Confirm' button.

Figure 16: Advanced Database Options - Deleting the Question Pool

This action is usually only necessary when the system has been newly installed, and is to be fitted with a new set of questions.

5.4 Clearing Topics and Aspects

This action deletes all topics, aspects, and assessment questions from the database, as well as all existing assessment cases and answers given by participants. These data objects need to be cleared together because of active data links that exist between them in an installation.



The screenshot shows the SIAM Assessment Support Toolkit interface. At the top left is the SIAM logo. The page title is 'ASSESSMENT SUPPORT TOOLKIT'. In the top right corner, it says 'Logged on: SIAM AST Administrator'. Below the title bar, there is a navigation menu with 'Home' and 'Log out'. The main content area is titled 'CLEAR TOPICS AND ASPECTS'. On the left, there is a sidebar with 'Advanced Database Options' and 'Actions' containing a link 'Back to Options'. The main content area contains an 'Important Notice' section with the following text: 'This action will delete all topics, aspects, and questions from the database, as well as all existing assessment cases and answers given by participants. This is usually only necessary when the system is to be fitted with a new set of questions, whilst maintaining the existing user accounts.' Below the notice, there is a confirmation prompt: 'Are you sure you want to do this?' with a radio button for 'Yes' and an orange 'Confirm' button.

Figure 17: Advanced Database Options - Deleting Topics and Aspects

This is usually only necessary when the system is to be fitted with a new set of questions, based on entirely new topics and aspects, whilst maintaining the existing user accounts.

Afterwards, new topics and aspects can be created using the question authoring tool.³

5.5 Complete Reset

This action will delete all assessment cases, questions, answers, topics, aspects, files, web resources, and existing users from the database.

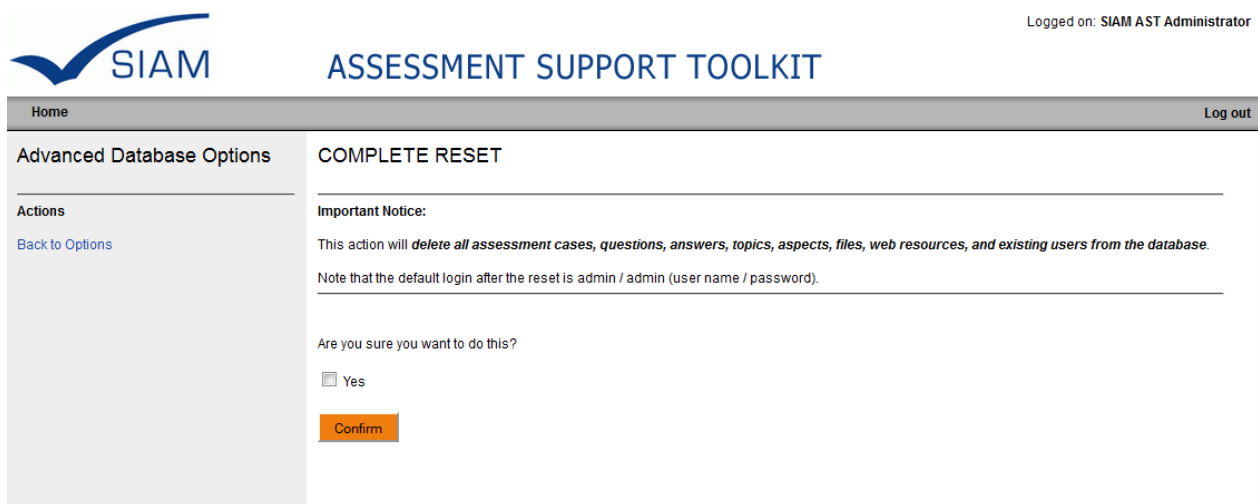


Figure 18: Advanced Database Options - Performing a Complete Reset

After the reset, only one user account will be present in the user database which acts as default Administrator. The login for this default account is admin / admin (user name / password).

5.6 Editing Library Categories

The SIAM AST organises all supplementary resources uploaded or specified during question authoring in a global library. User of the AST can access these resources from the main menu. When a user uploads such resources, they are asked to select a category into which the respective file or web resource will be placed. In order to prevent duplicates and make sure only sensible categories are

³ See section 2.2.2

used, users select from a list of predefined categories rather than specify such categories by themselves. However, the “Edit Library Categories” database option allows editing the list of categories which are available for selection during question authoring.

The screenshot shows the SIAM ASSESSMENT SUPPORT TOOLKIT interface. At the top left is the SIAM logo. The top right shows 'Logged on: SIAM AST Administrator'. Below the header is a navigation bar with 'Home' and 'Log out'. The main content area is titled 'EDIT LIBRARY CATEGORIES'. On the left is a sidebar with 'Advanced Database Options' and 'Actions' containing a link 'Back to Options'. The main content area contains an 'Important Notice' and three sections: 'RENAME', 'CREATE NEW', and 'DELETE'. Each section has a dropdown menu for 'Select Category' and an orange button for the respective action.

Figure 19: Advanced Database Options - Editing Library Categories

Note that renaming of library categories will take instant effect in any existing assessment cases.

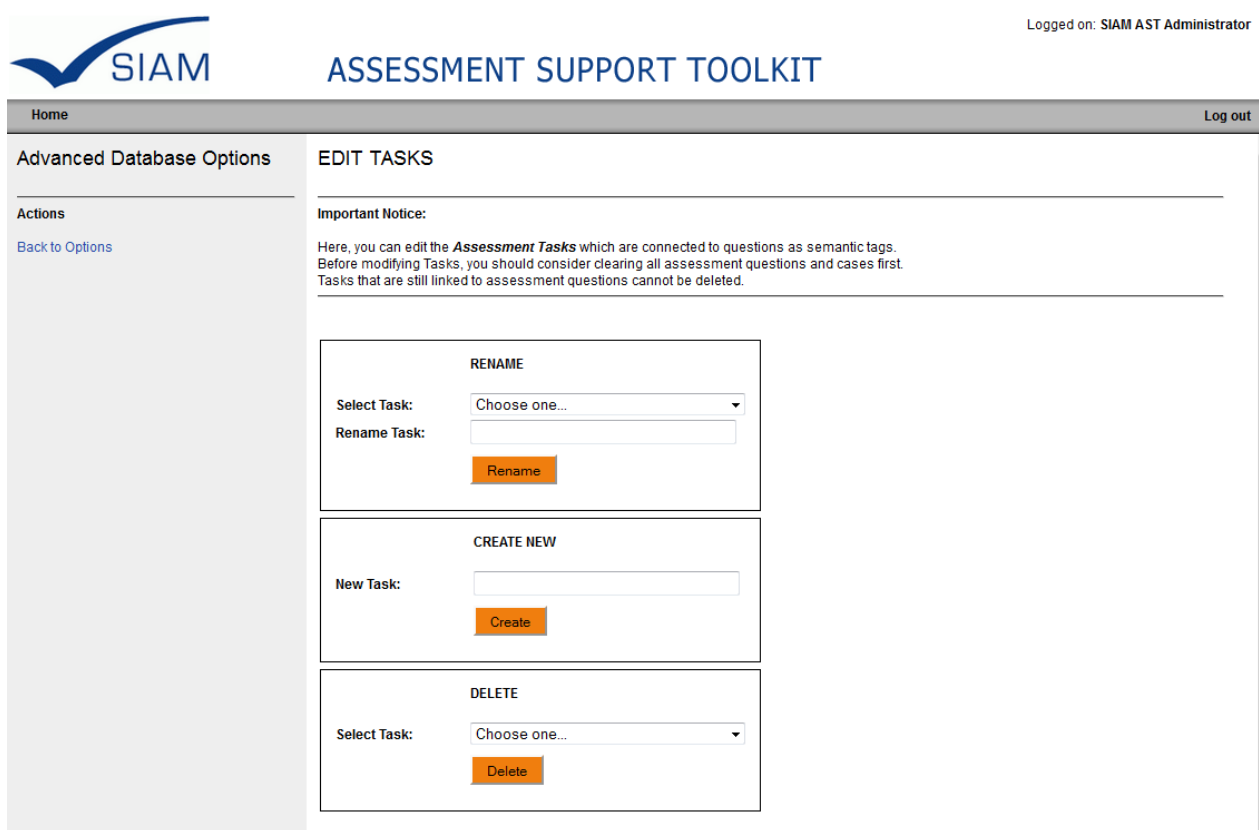
5.7 Editing Task Definitions

In the SIAM AST, distinct *tasks* are used as semantic attributes for assessment questions. In the assessment report, they allow an analysis of the information contributed by different assessment participants with respect to the assessment tasks to which they contribute.

The list of tasks available for the semantic tagging (done during question authoring) can be edited using this advanced database action.

Note that as with all “Editing”-type database options, the renaming of tasks will take instant effect in all existing assessment questions and cases. Newly created task definitions will be available for

new assessment questions which are added after the change. Deleting task definitions is only possible if these are not actively linked to the current pool of questions. The application will perform a relevant check once a deletion is attempted.



Home Logged on: SIAM AST Administrator

Advanced Database Options Log out

Actions

[Back to Options](#)

ASSESSMENT SUPPORT TOOLKIT

EDIT TASKS

Important Notice:

Here, you can edit the **Assessment Tasks** which are connected to questions as semantic tags. Before modifying Tasks, you should consider clearing all assessment questions and cases first. Tasks that are still linked to assessment questions cannot be deleted.

RENAME

Select Task: Choose one...

Rename Task:

CREATE NEW

New Task:

DELETE

Select Task: Choose one...

Figure 20: Advanced Database Options - Editing Tasks

The initial task definitions provided with the system are an outcome of the SIAM project and used in its specific set of questions. Note that although it is possible to use more (or less) than the seven pre-defined perspectives for the question pool, doing so has not been thoroughly tested with the toolkit. In our first preliminary tests, no negative effects could be observed, though.

5.8 Editing Perspective Definitions

In the SIAM AST, *assessment perspectives* are used as a secondary semantic attribute (in addition to *tasks*) for assessment questions. In the assessment report, they allow an analysis of the information contributed by different assessment participants with respect to the attributed assessment per-

spectives. The list of perspectives available for semantic tagging during question authoring can be edited using this advanced database action.

Note that as with all “Editing”-type database options, the renaming of perspectives will take instant effect in all existing assessment questions and cases. Newly created perspective definitions will be available for new assessment questions which are added after the change. Deleting task definitions is only possible if these are not actively linked to the current pool of questions. The application will perform a relevant check once a deletion is attempted.

The screenshot displays the 'ASSESSMENT SUPPORT TOOLKIT' interface. At the top right, it indicates the user is logged in as 'SIAM AST Administrator'. The main header is 'ASSESSMENT SUPPORT TOOLKIT'. Below this, there's a navigation bar with 'Home' and 'Log out'. The left sidebar contains 'Advanced Database Options' and 'Actions' with a link to 'Back to Options'. The main content area is titled 'EDIT PERSPECTIVES' and includes an 'Important Notice' section. Below the notice are three distinct form boxes: 'RENAME' with a 'Select Perspective' dropdown and a 'Rename Perspective' text input; 'CREATE NEW' with a 'New Perspective' text input; and 'DELETE' with a 'Select Perspective' dropdown. Each form box has an orange action button.

Figure 21: Advanced Database Options - Editing Perspectives

The initial perspective definitions provided with the system are a result of the SIAM project and used in its specific set of questions. Note that although it is in principle possible to use more (or less) than four perspectives for the question pool, doing so has not been thoroughly tested and may not be fully supported by all features of the toolkit.

5.9 Editing Actor Role Definitions

Actor roles play an important part in the information gathering mechanics of the SIAM AST. Roles are associated to individual actors who participate in an assessment case. With respect to the question pool, they determine part of the relevance criteria of screens, such that particular questions can be targeted at actors of a certain role. Eventually, these relevance settings are taken into account in the calculation of assessment scores for reporting.

The screenshot displays the SIAM ASSESSMENT SUPPORT TOOLKIT interface. At the top left is the SIAM logo. The top right shows the user is logged on as 'SIAM AST Administrator'. The main header is 'ASSESSMENT SUPPORT TOOLKIT'. Below this is a navigation bar with 'Home' and 'Log out'. The left sidebar contains 'Advanced Database Options' and 'Actions' with a link to 'Back to Options'. The main content area is titled 'EDIT ACTOR ROLES'. It features an 'Important Notice' section with the following text: 'Here, you can change the *Professional Roles of Actors* available in the system. Before modifying Actor Roles, you should make sure all assessment questions and cases have been cleared first.' Below the notice are three form sections: 1. 'RENAME' section with a 'Select Role' dropdown menu (showing 'Choose one...') and a 'Rename Role' text input field, followed by a 'Rename' button. 2. 'CREATE NEW' section with a 'New Role' text input field and a 'Create' button. 3. 'DELETE' section with a 'Select Role' dropdown menu (showing 'Choose one...') and a 'Delete' button.

Figure 22: Advanced Database Options - Editing Actor Roles

As with all “Editing”-type database options, the renaming of roles will take instant effect in any assessment questions and cases that already exist when the change is made. Newly created roles will be available for new assessment questions which are added after the change. Deleting roles is only possible if these are not actively linked to the current pool of questions or any assessment cases, respectively.