ONE2ACT

Eval User Manual

Evaluate in 1-2-3

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Getting started as a teacher

Registration

To get access to the service you need to register a user account. Registration is a 2-step process:

1. Register your account at http://iqvet.stimuli.no:8080/service/registration.jsp
2. Contact us on raoul.p.pein@hist.no to obtain teacher privileges for your account (this is needed to create and run evaluations).

Downloading and installing Eval

In order to create and run evaluations, you need to install the Eval software on your computer. This is done by following this procedure:
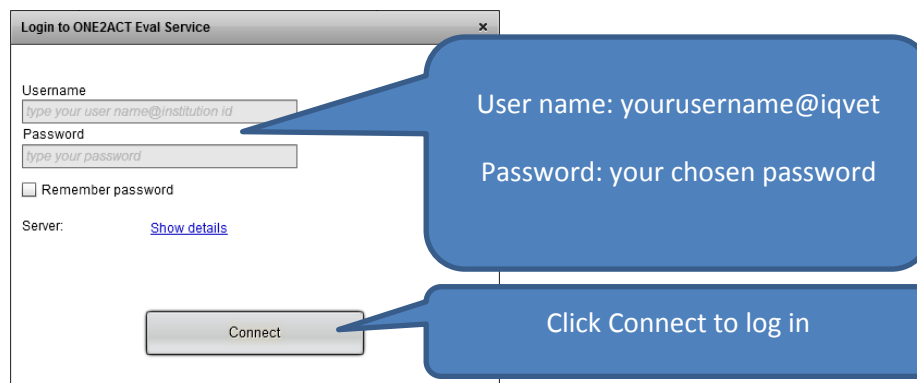
1. Check that the computer you're going to install the software on meets the technical requirements specified on page 20.Teacher client
2. Install the Adobe AIR software from http://get.adobe.com/air. Adobe AIR is a supporting framework which needs to be installed before Eval can be installed
3. Download the latest stable teacher application from http://update.stimuli.no:8080/autoupdate/iqvet/stable/get.jsp

Logging in to Eval

Once Eval has been installed, there will be a desktop icon called "Eval". Double-click this to start Eval.

The icon for Eval looks like this: 　or

You will then be asked to log in, as shown in the screenshot below.

Managing evaluations

Once you're logged in, you will see a list of your current or previously run evaluations or evaluations (this list will be empty the first time you log in) – this is shown below:
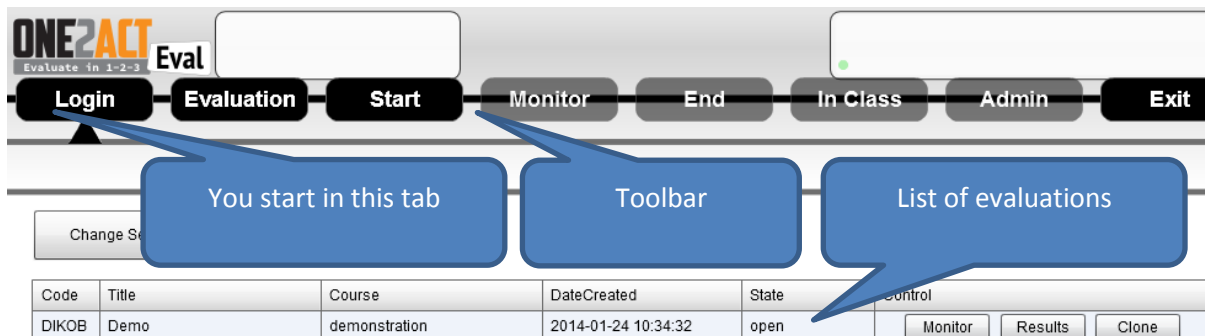
In the coming sections, we will explain the functions of each of the buttons in the toolbar at the top.

Creating evaluations

To create an evaluation from scratch, click the **Evaluation** button in the toolbar at the top to get this menu:

1. Click the **Create** button to start creating an evaluation from scratch. You will then get this dialogue box, in which you enter the relevant metadata of your evaluation, such as title and welcoming message:

2. Click **Next** to proceed to the next section, shown in the screenshot below:

Set the number of multiple-choice question in your evaluation (more can be added later). Other question types (e.g. likert) can be added later.

Set the default number of alternatives on each question (this can be changed later)

3. Click **Next** to proceed to the next section, as shown below:

Bleeding makes tests more difficult, by enabling accumulation of negative points)

Unlimited Choices lets students select any number of alternatives

Scoring rules

Designate weight to SRS questions (if applicable)

4. Click **Next** to get to the final page before the evaluation is ready for upload:

5. You can now add or delete questions, and also set the correct answer on multiple choice questions, as indicated in the figure above.

    You can change the ordering of the questions by dragging questions up or down.

The scores from the rules do not apply to the Likert type questions that do not have a correct or wrong answer.

Adding text to the questions

You can add text to both the questions and the alternatives – the text entered will show up on the students' devices when the answer the evaluation.

Click on the question number to get the following dialogue box:

Types of questions

When you click the button **Click here to add new questions**, you will get a list of the available question types that can be added:

Multiple choice: this will add a multiple-choice question, which can be manipulated in the usual way:

Rating scale (Likert): these questions let users indicate on a scale the degree of agreement with a statement, or satisfaction with an aspect of a course etc. A Likert question looks like this:

More alternatives can be added with the +/- buttons. To change the text of the alternatives (here: "Agree", "Partly agree" etc.), click on the question number, and edit the text of the alternatives:

Open text question: this type of question lets students write short text answers, as shown below:

Like with the other question types, you can type in the question by clicking the question number:

Saving and loading evaluations

Once the evaluation is set up correctly, you can save it to a file, so that it can be easily re-used.

   a. To save an evaluation, click the **Save** button on the top toolbar. The evaluation can now be saved to a file in a designated location on your harddrive.
   b. To load an evaluation, click the Load button after clicking the **Evaluation** button used to set up an evaluation.

Uploading an evaluation to the server

Once the evaluation is set up, the evaluation can be uploaded/activated by pressing the Finish button at the bottom of the evaluation editing page.

*Note: the **Finish** button will be greyed out until you have set a correct answer on all the multiple-choice questions.*

You will then get this screen, asking you to confirm the upload of the evaluation:
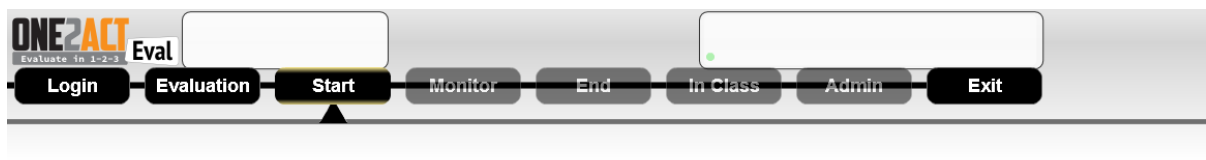
Evaluation ready, upload?

Press the **Start** button to confirm the upload.

Monitoring the evaluation

Once the evaluation has been uploaded, a session code will be generated, and you will be taken to this screen, which is used to monitor the activity:

The view above is called the monitoring matrix. Click on the **Show results summary** to get a graphical overview of how the students answer:

To go back to the default view, click the **Show monitoring matrix** button.

Ending the evaluation

You can end the evaluation at any time using the **End** button in the top toolbar. Once the evaluation is ended, students can no longer submit answers.

You will be asked to confirm the closure of the test by pressing the Stop button shown below:
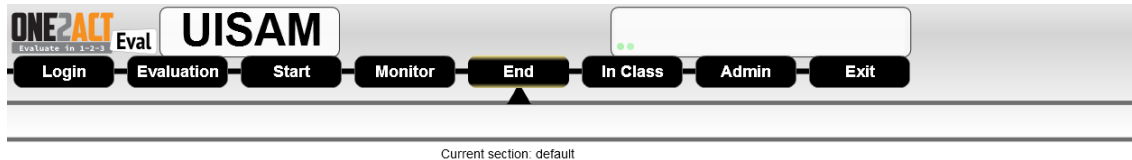
Pressing stop will prevent students from delivering more results.

You will then be taken to the results summary page:

Select	No 1▲	Type	Unan...	Ans...	Corr...	Wrong	Posit...	Nega...	Percentage bar	Marks
☐	1	1	0 (0.00%)	3 100.00%	1 (33.33%)	2 (66.67%)	-	-		0 (0.00%)
☐	2	1	0 (0.00%)	3 100.00%	1 (33.33%)	2 (66.67%)	-	-		0 (0.00%)
☐	3	1	0 (0.00%)	3 100.00%	2 (66.67%)	1 (33.33%)	-	-		0 (0.00%)
☐	4	1	0 (0.00%)	3 100.00%	1 (33.33%)	2 (66.67%)	-	-		0 (0.00%)
☐	5	1	0 (0.00%)	3 100.00%	2 (66.67%)	1 (33.33%)	-	-		0 (0.00%)
☐	6	0	0 (0.00%)	3 100.00%	-	-	2 (66.67%)	1 (33.33%)		0 (0.00%)

You can re-open the evaluation by clicking the **Reopen default section** button.

Reviewing the results with the class

After the evaluation is ended, you can review the results in class.

1. Select the questions you want to include in the review phase by ticking the relevant questions, as shown below.

2. You can click the **In Class button** in the top toolbar – this will hide most of the interface out of view, which makes the screen less cluttered, and you have full control over what will be shown to the students. The screenshot below shows what the interface looks like when the In Class mode is activated:

3. To have a closer look at e.g. question No. 2, click the **2** button. You will then get this control panel:

Navigate to previous/next question

See percentage of correct/wrong answers

See histogram of answers

Run a re-vote using SRS

Ask a new multiple-choice question (with different number of alternatives)
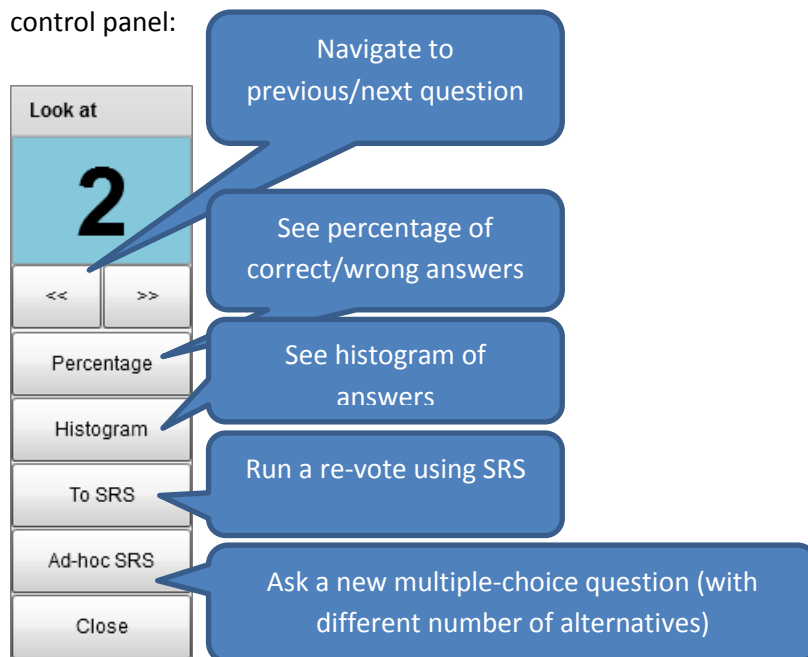
a. The **Percentage** and **Histogram** buttons can be used to let the class know how the other students responded.
b. The **To SRS** button can be used to run the question again, using the built-in SRS facilities
c. Ad-hoc SRS can be used to run a new question – with different question text, and different alternatives.

Asynchronously running evaluations

In some cases the evaluations need to be run for a group of people that will not be working on them in the same time and place. The trainer can create an evaluation and upload it to the server and start it. Afterwards he can send to the participants an email with the address for the student client, the session code and other instructions.

When creating such evaluations it is important to add the text for the questions and the alternatives as the participants need to have all the required information on the device so that they can answer.

The students can answer partially the evaluation and then continue it from where they left it by logging in to the same session.

The teacher can connect to the evaluation as many times as she needs to see the progress of the participants. When the time to end arrives the teacher needs to connect to the evaluation and hit the **End** button.

Leaving the evaluation running

Unless you explicitly end the test using the **End** button, the evaluation will be open indefinitely. This means that you can set up an evaluation that will be left open for some time – e.g. running a post-course evaluation which is kept open for one week after a course.

Note that exiting the Eval client does NOT stop the evaluation – you have to manually end it.

Reconnecting to an open evaluation

You can reconnect to an evaluation that you left open after you've logged in to Eval:

Tips and tricks

Text on mobile

When adding text to the questions, keep in mind that the users might respond with a rather small screen. Keep text short and to the point.

Verifying

It is a good idea to verify your tests before actually running them in order to spot potential problems. For this bit it is always handy to use the **Save** and **Load** evaluation features.

Errors

There are a lot of reasons that might cause errors. If you get lots of errors it might be that your network connection is down. Always check if you can access the internet and the server (try loading http://iqvet.stimuli.no). Sometimes it might help to just restart the teacher client and try again. If you send an error report make sure you send all the possible details in the comments.

Reporting problems

When errors and exceptions are occurring a notification usually appears in the top right corner of the screen.

One can expand the notification by clicking **More** to get more details. Usually the information there is very technical an intended to be sent to the developers.

Click **Copy** to get the error report into the clipboard. This is useful when there are a lot of errors and the report is really large. This is the recommended way to get the error reports. Afterwards just paste this in an email message and send it according to the instructions

When clicking **Send** the application will attempt to open the email client with the error report already prepared and you just need to add your comments and send the message. This operation is not guaranteed to always open the email client (it depends on the email client you have and the size of the report). When this fails, use **Copy** to get the error report.

The error report includes information about where to send it.

Click on **Copy** to get the entire error report in clipboard
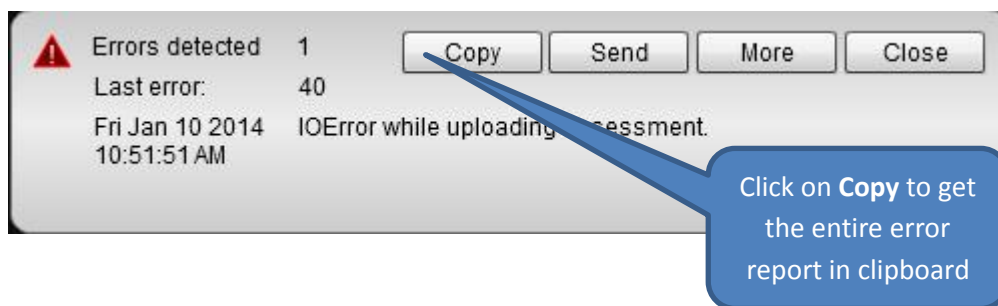
Important: You should always add comments to your bug reports. Describe the best you can the context in which the errors occurred. The most important information is how one can replicate the problem.

The student client

The student client, which the students use to answer your evaluation, is entirely web-based. This means that it will run on any mobile device with a web browser and internet access.

At the time of writing, the Eval student client is compatible with the following web browsers[1]:

- Google Chrome
- Safari
- Android Browser
- Opera

Registering and logging in

1. The students answer your evaluation by accessing the following web page:
   http://iqvet.stimuli.no. They will then get a web page like the one below:
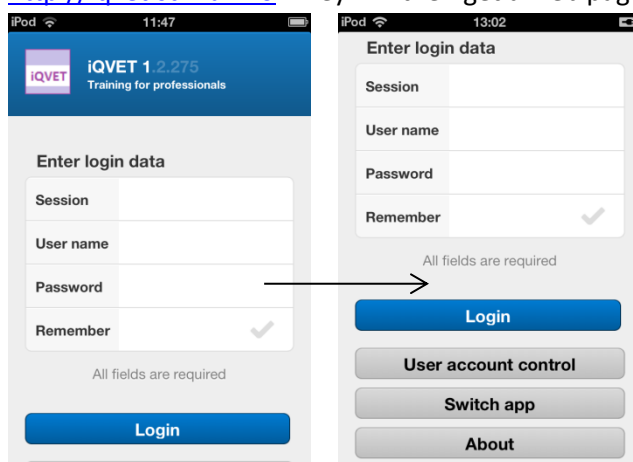
2. If you enabled anonymous login for your evaluation, the students can access your evaluation by typing the following:
   a. The session code for your evaluation
   b. User name: guest
   c. Password: guest

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[1] For a full list of compatible browsers, please refer to the web page
http://en.wikipedia.org/wiki/List_of_web_browsers#WebKit-based.

3. If only registered users can participate, and they haven't already created an account, they need to do so by clicking the **User account control button**, and then select **Register new user**, as shown in the figure below.

4. Once the students have registered, they will be taken back to the login page where they log in using their chosen credentials.

5. Once logged in, the students will get the welcome page:

This is welcome message you typed in when you created the evaluation

6. By pressing the **Start** button, the students can then start answering the evaluation, starting directly on question 1:
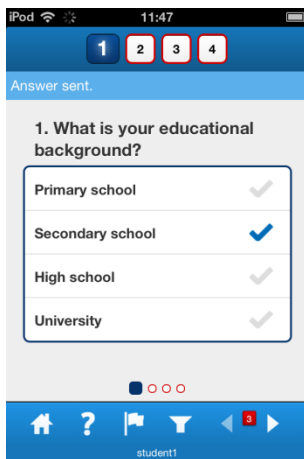

Here both the question and the alternatives have text written into them

7. As a visual indication that a question has been answered, a blue checkmark appears, and the frame turns blue, as shown below.

8. To go to the next question, students can either slide their finger over the screen (the "swipe" gesture) if using a touch screen; or use the arrow keys in the lower right corner, or by pressing the numbered buttons at the top.

9. The figure below shows what a likert question looks like for the students:
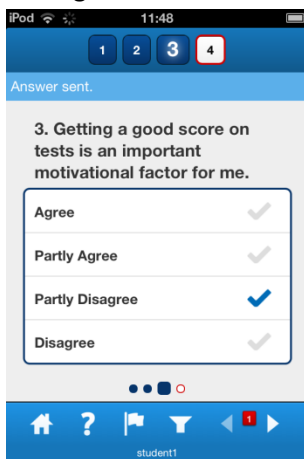
10. The figure below shows an open text question being answered.
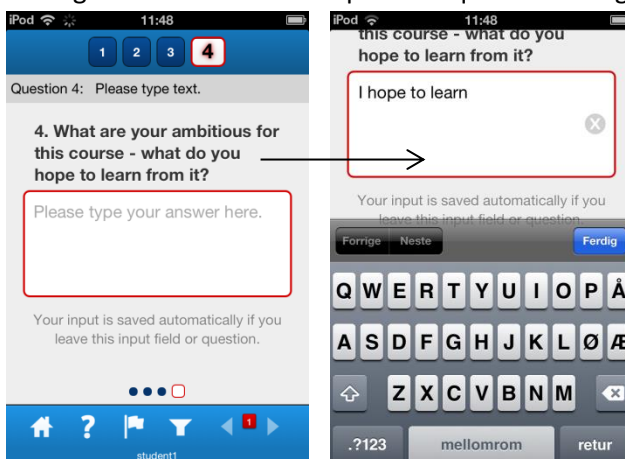
11. Once all the questions have been answered, a green submit bar will appear at the top of the screen, as shown below:

12. To start the submit process, in which the student finalizes the evaluation, they either click on the green bar, or the home icon in the lower left corner. They will then be asked to confirm their answers, as shown in the figure below.
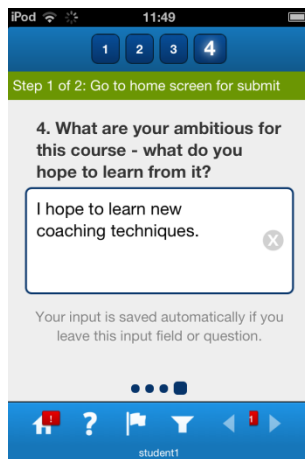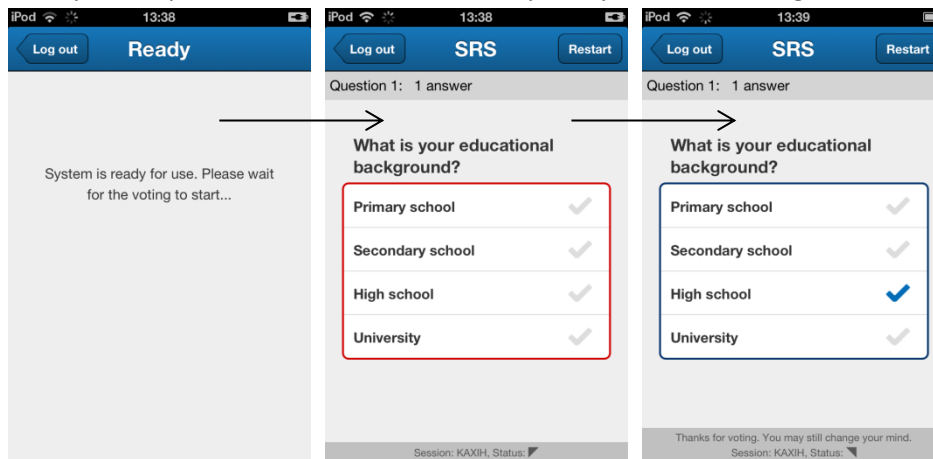

13. As a confirmation of a successful submit, the students will be taken to this page:
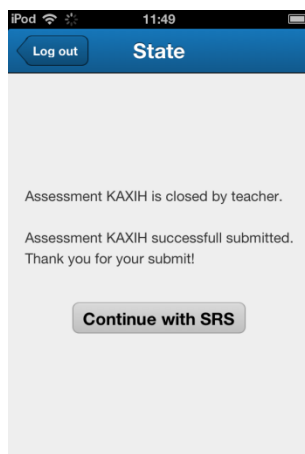
14. The button **Continue with SRS** is used if SRS sessions are run after the evaluation (for example if a question was misunderstood by many students during the evaluation).

Requirements

Teacher client
To run the teacher client the recommended and officially supported platform is Windows.

Fully supported operating systems: Windows® XP (SP3), Windows Vista® (SP2), Windows® 7 (SP1), Windows® 8 (on other operating system, eg. Mac OS, Linux some features may not be available)

- Processor: Intel® Core®2 Duo E6700 @ 2.6 GHz or better, AMDT AthlonT64 X2 6000+ @ 3.0 GHz or better
- RAM: 2 GB Windows® XP / 4 GB Windows Vista®, Windows® 7, Windows® 8.
- HDD space: 5 MB
- Sound card and speakers
- Mouse or other pointing device
- Internet access
- Adobe AIR must be installed before installing the teacher client

Student client
- PC, Mac, tablets, smartphones and other devices with internet access
- A WebKit-compatible browser is required (eg. Google Chrome, Safari, Android Browser)
- Internet access (by wire, wireless network or 3G/4G mobile data connection)

Other requirements:
- Ensure that the wireless network type and capacity can handle simultaneous connections from the devices used by the audience. As a general recommendation, keep in mind that every user may possess several devices which require internet access, so some overhead should be taken into account
- The minimum upload/download bandwidth per user should be 5 Kbps or better

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