

Solution home Elements Assessment Module

Introduction to the Assessment Module

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The purpose of this article is to give you the central information required to use the Assessment module, and includes two worked examples.

- **What are some of the terms I should know?**
- **What are the roles associated with Assessment?**
- **Creating an Assessment Exercise**
- **Use Case #1: Faculty Annual Review**
- **Use Case #2: Creating a Survey**

Note: A PDF printout of this article is available **at the end**.

What is the Assessment Module?

The term “Assessment” is frequently used to mean “judgement,” so perhaps an alternative name for this tool might have been “Appraisal Module.” Its primary purpose is to provide a space where information can be gathered -- from both inside and outside Elements -- for review and evaluation.

What kind of information?

Similar to the way you can have different kinds of publication ‘types’ in Elements, you can have different types of assessments. The module can be used to create and issue surveys, manage acknowledgement requests, document review processes, and, yes, perform assessments

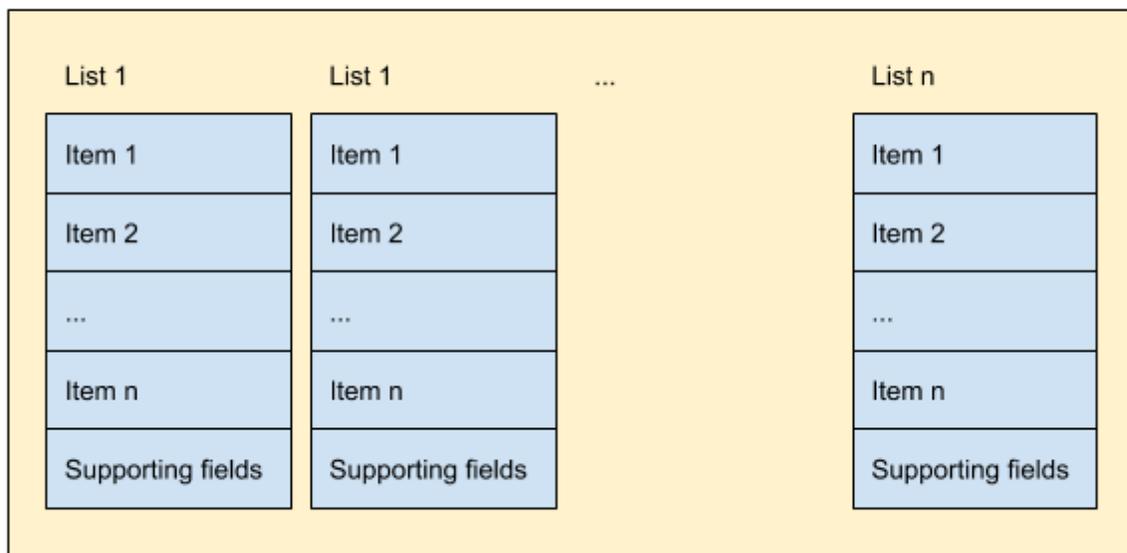
Practically speaking, the difference is mostly just about terminology. Choosing the ‘type’ determines how the exercise will be described on the screen, thereby setting a user’s expectations about what the process will be.

What are some terms I should know?

- **Assessment Exercise** is the activity the user will be asked to complete. They are typically made up of a range of fields including lists for making selections and supplementary information.
- **Lists** are collections of items that you select, create, edit, order and manage. Example names of lists includes Research Outputs, Creative Outputs, NROs, and/or Narratives.
- **Items** can be selected from Elements objects like individual Publications, Professional Activities, Teaching Activities, Impact and Grants or ‘fields only’ which are created within the Exercise. Items not already in Elements might be private and confidential and only exist in an Assessment Exercise. Items can be ordered and supplemented with additional information.
- **Stages** are the different tiers assigned to different users or roles. Generally speaking, the first stage will be where the academic will select the items they consider valuable in the assessment exercise. The second stage will usually be the first review stage (the academic's supervisor or department head); the third stage the Dean, and so on up through the hierarchy.
- **Supporting Fields** are fields which can be manually entered by the researcher (rather than selecting objects already stored in Elements). As this information only exists within an Assessment, it sits within a protected Elements only accessible by specific users.
- **Units** are a way of subdividing an assessment into predefined groups & varying some configurations per unit.

Schematically, an Assessment Exercise might look like this.

Assessment Exercise



What are the roles associated with Assessment?

Since an exercise might contain sensitive information, it is important that only select users have access.

- **Users** are the people being asked to complete the exercise. They are added on the Users tab of the Exercise definition.
- **Reviewers** are the Elements Users who are being asked to review the submissions during one or more stages of the assessment. They are added on the Stages tab of the definition.
- **Assessment Managers** can manage the submission and review processes for each exercise. They are added under the Managers tab of the Exercise definition. You may wish to also give them the 'Research Manager' (under System Roles), so they can also impersonate users within the relevant group.
- **Assessment Administrators** can configure exercises and manage roles. They are added under Manage System Roles (System Admin menu).

Creating an Assessment Exercise

These are the steps that you will typically go through to create an Assessment Exercise (exercise):

Step 1: Decide what data needs to be collected.

Before you begin...consider what data you actually need to collect:

- Faculty are less likely to engage and are more likely to feel frustrated if the forms are long and complex. Only collect data you know you're going to use.
- Consider whether any of the data you want to collect can be fed in from other systems.

Step 2: Create the exercise

- Start with a template and edit from there, or create a new one from scratch.
- Add a name, choose an exercise type and add some guidance text.
- Decide whether you want to create 'units'



Step 3: Add one or more 'lists'

- a. Choose whether to add on 'lists' for each type of data you would like the user to select
- b. Choose whether to add a 'no-items list' - made up of Supporting Fields and used to store data that is only entered in an Assessment Exercise.
- c. Choose whether to add a 'fields-only' list, which is made up of Supporting Fields and is used to store data that is only entered in an Assessment Exercise.

Step 4: Add one or more 'supporting fields'

These can be created for an exercise, a list or an item.

- a. Exercise Supporting Fields: Overall summary fields for each exercise submission.
- b. List Supporting Fields: Summary fields for a collection of items in a list
- c. Item Supporting Fields: Fields relating to each selected item.

Step 5: Create Stages to structure your workflow

- a. Can be simple one step process or a multi-stage process with several rounds of review
- b. Configure reviewers and user permissions for each stage.

Step 6: Assign Users and Managers

- a. Assign users and managers by group or individually.

Step 7: Configure the optional extras

- a. Add a scoring schema
- b. Configure permitted attachment types
- c. Configure Units including unit memberships and overrides
- d. Configure warnings and prompts
- e. Set up Assessment Reports

The best way to illustrate these steps is to work through some specific use cases at our demo institution, Lilliput University.

Use Case #1: Lilliput University wants to assess the annual performance of its faculty members.

Step 1: Decide what data needs to be collected.

In this instance, the University's departments are asked to collect information about:

- Publications
- Works in Progress
- Teaching Activities
- Advising
- Distinctions and awards
- Internal service
- External service
- Continuing grants
- New grants



- New grant proposals
- Leave

Most are items that can be entered into Elements and therefore are easily reportable.

Step 2: Decide what type of exercise type to use and whether a template can be used or if a custom type must be created.

First, go to your instance of Elements and click on **Assessment > Configure Assessments > Exercise Definitions** (In V5.x: Module Admin > Assessment > Exercise Definition).

Next, create your exercise definition by typing the name into the box at the top of the page and clicking the **Create exercise definition** button:

The first thing you will notice about the **Assessment exercise definition** page is it has a lot of tabs. These will all be explained, as well as the (slightly eccentric) way they should be addressed.

The second thing you will notice is that **the exercise definition is not active and will not appear to researchers or reviewers**. Likely, this tick-box is the last thing you will do with the exercise, but we thought you would like to know whether it was enabled right up front

Also, note you can change the exercise name here if you would like.

Next, there are several important decisions to make.

Name: *	<input type="text" value="Lilliput FAR 2020"/>	
Type:	<ul style="list-style-type: none"> ✓ Assessment Review process Document Survey Acknowledgement request 	<div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"> <p>The choice made here will control how this exercise is described to both researcher users and reviewers, in several places within the end user view of this Assessment Module exercise.</p> </div>
Allow researcher impersonation:	<input checked="" type="checkbox"/>	<div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"> <p>If this box is unchecked then it will not be possible to view the exercise by virtue of impersonating its owner.</p> </div>
Review overview page shows researcher information:	<input type="checkbox"/>	<div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"> <p>Show the reviewer a summary of the researcher on the review overview page, including their position and academic appointments.</p> </div>

- The **Type** “Review process” is ideal for this purpose, so select that option.
- Decide if you want to **Allow researcher impersonation**. This could be important if you plan to have people assist the researcher with completing their review.
- Decide if you want to have **Review overview pages show researcher information** such as position and academic appointments.

Step 3: Add some guidance text.

- In this situation, **Overview text** is recommended: “Welcome to the Faculty Annual Report. The Faculty Annual Report is an exercise to capture and review faculty activity information from the past calendar year...”
- As is **Guidance text for researchers**: This text will appear each time users edit their response to the exercise. It may include details of criteria to be used for selection, guidance for entering information and so on.
- And, since there will be a review stage, so is **Guidance text for reviewers**: This text will appear to reviewers, but not to the users responding to the exercise. It may include details of criteria to be used for review, guidance from institutional sources and so on.



Overview text:

Paragraph **B** ↶ ↷ ✂ 📄 🗑️ <>

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The **Lilliput Annual Review of Faculty Activities** is an annual exercise to select and capture key current vita information for each faculty member.

Describe **WHAT** this exercise is for. This text will be displayed to both users and to reviewers when they first start working on the exercise. It may include rich text formatting, images, URLs to external sites and so on.

Guidance text for researcher:

Paragraph **B** ↶ ↷ ✂ 📄 🗑️ <>

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Please:

- select your most relevant outputs and grants across the various sections
- categorise your professional activities as outreach or other as appropriate
- summarise the impact of your research, teaching and service in a descriptive narrative.

Describe **HOW** users are expected to complete the exercise.

This text will appear each time users edit their response to the exercise. It may include details of criteria to be used for selection, guidance for entering information and so on.

Guidance text for reviewer:

Paragraph **B** ↶ ↷ ✂ 📄 🗑️ <>

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You are being asked to review the gathered information (a mixture of selections from Symplectic Elements and additional information entered purely for this review) for each of your nominated faculty members.

Describe **HOW** reviewers are expected to review the exercise.

This text will appear to reviewers, but not to the users responding to the exercise. It may include details of criteria to be used for review, guidance from institutional sources and so on.

- Last, decide whether you want to enable **Attachments**. This feature is very useful if you want to collect data that cannot be logged into Elements such as, for example, letters of recommendation or a CV.
- Finish by clicking **Update exercise**.

Step 4: Decide whether to create Units.

- **Units** are used to sub-divide an assessment so as to have slightly different configurations per sub-group. We aren't going to use Units in this exercise, but here's a link to **Managing Units of Assessment** (<https://support.symplectic.co.uk/support/solutions/articles/6000230093-managing-units-of-assessment>), which explains how they can be used.

Step 5: Add one or more lists.



- **Lists** are collections of items that your faculty members can select, create, edit, order and manage. Examples include Research Outputs, Creative Outputs, Grants, Teaching Activities, Distinctions and Awards or Narratives. Lists can be either items that have already been entered into Elements via the various modules (Publications, Grants, Professional Activities & etc.), or they can be 'no-items lists,' which are made up of Supporting Fields and used to store data that is only entered in an Assessment Exercise, or they can be 'field-only' lists, a list which is not expected to have any items and therefore useful for surveys and document sections. To add a list, go to the List tab and click **Create list**. Then, select the type of list you would like to create. For our exercise, we'll start with a Publications list.

ASSESSMENT EXERCISES

Assessment list definitions

Exercise Lists Supporting fields Scoresets Stages Stage transitions Users Managers Attachment types Units

This section allows you to determine what the user must select to complete their assessment exercise - for example, you might want them to select certain types of scholarly & creative works, or awarded grants in a particular date range.

Selections are grouped into lists of items. Each list can contain items of only one Elements category (e.g. scholarly & creative works, awarded grants). You must create at least one list.

+ Create list

- Create fields-only list
- Create scholarly & creative work list
- Create awarded grant list
- Create service & leadership list
- Create teaching & supervision list
- Create impact list
- Create no-item list

There are several fields that you could fill out for each List, but only a few are required.



[< RETURN TO THE PREVIOUS PAGE](#)

Scholarly & creative work list definition

Add List Definition ?

Name: *

Abbreviated name: *

Minimum number of items:

Maximum number of items:

Earliest date: ? 

Latest date: ? 

Overview:

- Begin by giving the List a **Name**. Generally speaking, keep the names of the objects in the Assessment exercise consistent with the names in the User Interface.
- The **Abbreviated name** is also required. It is displayed on several buttons throughout the exercise.
- **Minimum number of items**, **Maximum number of items**, **Earliest date**, and **Latest date** are all configurable and should be discussed in the planning stage.
- The **Overview** can be as long or as concise as you like, but consider that the next box is **Guidance text for researcher**, so consider how much detail you want for each box.
- If you plan to have reviewers, also provide **guidance text** for them about their responsibilities.



Guidance text for researcher:	<p>Paragraph B            </p> <p>     </p>
Guidance text for reviewer:	<p>Paragraph B            </p> <p>     </p>
Item guidance text for reviewer:	<p>Paragraph B            </p> <p>     </p>

- Next, select which Publication types qualify for this particular exercise. This is another question you should consider during the planning phase.



Scholarly & creative work types *

- | | | |
|--|---|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Journal article | <input type="checkbox"/> Conference Paper |
| <input type="checkbox"/> Artefact | <input type="checkbox"/> Chapter | <input type="checkbox"/> Composition |
| <input type="checkbox"/> Dataset | <input type="checkbox"/> Design | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Fileset | <input type="checkbox"/> Figure | <input type="checkbox"/> Internet publication |
| <input type="checkbox"/> Media | <input type="checkbox"/> Other | <input type="checkbox"/> Patent |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Poster | <input type="checkbox"/> Presentation |
| <input type="checkbox"/> Report | <input type="checkbox"/> Software / Code | <input type="checkbox"/> Scholarly edition |
| <input type="checkbox"/> Thesis / Dissertation | <input type="checkbox"/> Manuscript in Preparation | <input type="checkbox"/> Edited volume |
| <input type="checkbox"/> Conference Abstract | <input type="checkbox"/> Correction/Corrigendum/Erata | |

Open Access settings

- Show "in policy" OA eligibility to users, reviewers and managers
- Show OA compliance to users, reviewers and managers
 - Show OA exceptions to users, reviewers and managers
 - Show OA non-compliance reasons to users, reviewers and managers
 - Show OA compliance and eligibility filters on the user's selection page

List attachment settings

- Attachments enabled

Item attachment settings

- Attachments enabled

[Cancel](#)

- Other questions you should consider in the planning phase include:
 - Does **Open Access** compliance factor into your exercise? If so, then you may want to display "in policy" OA eligibility to users, reviewers and managers. You can also display OA compliance, reasons for non-compliance, exceptions. Last, you can configure the exercise to show OA compliance and eligibility filters on the user's selection page.
- Do you want to enable Attachments? These are evidence or supporting information that are not available through the Elements user interface. Examples include recommendations, references, or other information that may be too sensitive to be visible in an academic's public profile.
- The use of attachments is highly configurable, with a number of settings configured when the exercise is defined. These include:
 - Attachments can be enabled at whole exercise, list or item level, or any combination of those options for each exercise definition. In each case, once it has been configured users can upload a series of files, attached to the appropriate level(s).
 - Guidance text can be configured to explain the background, context, and suitable content for recommendations and how to complete the description and categories for the file.

- Once uploaded, the attachments can be downloaded by the researcher or by reviewer(s). The existence of attachments is noted in the reporting database and in PDF exports from the exercise, including the “Full Export PDF” report that is provided as standard with the Assessment module.

Step 6: Decide if you want to add a “no-items list.”

A “no-items list” is made up of Supporting Fields and used to store data that is only entered in an Assessment Exercise. Examples of “no-items lists” are a cover letter, a CV, a Narrative Statement, or an Annual Evaluations and Development Plan.

ASSESSMENT EXERCISES

Assessment list definitions

Exercise Lists Supporting fields Scoresets Stages Stage transitions Users Managers Attachment types Units Advanced

This section allows you to determine what the user must select to complete their assessment exercise - for example, you might want them to select certain types of scholarly & creative works, or awarded grants in a particular date range.

Selections are grouped into lists of items. Each list can contain items of only one Elements category (e.g. scholarly & creative works, awarded grants). You must create at least one list.

- ↓ Cover letter - No Items
- ↑ ↓ Narrative Statement - No Items
- ↑ Curriculum vitae - No Items

+ Create list

Taking a closer look at Cover Letter shows that it has the same structure as other “List” items -- Name, Abbreviated name, Overview, Guidance text, and Attachment settings...



[< RETURN TO THE PREVIOUS PAGE](#)

No-item list definition

Edit List Definition

**Name:** *

Cover letter

Abbreviated name: *

Cover letter

Overview:

Cover letter to support the evaluation.

Guidance text for researcher:

Paragraph **B** ↶ ↷ ✂ 📄 🗑️ ⏪ ⏩

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Guidance text for reviewer:

Paragraph **B** ↶ ↷ ✂ 📄 🗑️ ⏪ ⏩

I Ω 🔗 🌀 ≡ ≡ ≡ ≡ 📊 📧

List attachment settings

 Attachments enabled
 Attachment description enabled
Attachments guidance: You can attach files to support your Lilliput FAR 2020.

... with the significant difference that the List does not pull data from Elements. Rather, it is configured with one or more Supporting fields, which house the required data.

Begin by adding a new list and selecting the “Create no-item list” option.



ASSESSMENT EXERCISES

Assessment list definitions

Exercise

Lists

Supporting fields

Scoresets

Stages

Stage transitions

Users

Managers

Attachment types

Units

Advanced

This section allows you to determine what the user must select to complete their assessment exercise - for example, you might want them to select certain types of scholarly & creative works, or awarded grants in a particular date range.

Selections are grouped into lists of items. Each list can contain items of only one Elements category (e.g. scholarly & creative works, awarded grants). You must create at least one list.

↓ [Cover letter](#) - No Items



↑ ↓ [Narrative Statement](#) - No Items



↑ [Curriculum vitae](#) - No Items



+ Create list

Create fields-only list

Create scholarly & creative work list

Create awarded grant list

Create service & leadership list

Create teaching & supervision list

Create impact list

Create no-item list

Step 7: (If needed) Add Supporting Fields.

Begin by clicking the **Create Supporting Fields** button at the bottom of the page.

Supporting Fields i

You can create supporting fields, such as text boxes or pick lists, in this section.

Supporting Fields for the list

[Create Supporting Fields](#)

On the **Edit support fields** page, click the link to add a new field.



[RETURN TO COVER LETTER LIST DEFINITION](#)

Edit supporting fields

Supporting fields



No fields have been added yet.

Add fields

You can [add a new field](#), using an unassigned underlying field. There are 85 unassigned fields:

- c-admin-service-time (number)
- c-ae-contribution (text)
- c-ae-description (text)
- c-ae-impact-summary (text)
- c-ae-significance (text)
- c-ae-unpaid (boolean)
- c-ae-wip-category (choice)
- c-annual-leave-travel-time (number)
- c-artsci-academyyear (choice)
- c-artsci-department (text)
- c-artsci-enhanced-student-learning (text)
- c-artsci-jointadjunct (text)
- c-pbrf2018-quality-assured (boolean)
- c-pbrf2018-rc-description (text)
- c-pbrf2018-rc-title (text)
- c-pbrf2018-rc-type (choice)
- c-pbrf2018-ro-description (text)
- c-pbrf2018-send-score (boolean)
- c-pbrf2018-subject-area (choice)
- c-pbrf2018-type (choice)
- c-percentage-of-total-activity (number)
- c-porfoliosummary (text)
- c-q-1-comment (text)
- c-q-1-underlying-field (boolean)

Give the new field a **Display name** and select an existing **Underlying field and data format** as for any field in Elements. Also, configure Input type and other attributes.



Add new field for supporting fields

Field properties i

Changes made here will require the [reporting database to be rebuilt](#) in order for appropriate new tables and/or columns to appear there.

Display name: *

Instruction:

B I U
List icons

Underlying field and data format: *

Input type:

Textbox

Textarea

Textbox with choice

Include symbol inserter:

Key field:

Summary:

[Cancel](#)

If the Underlying field does not exist, scroll to the bottom of the **Edit supporting fields** page and add it by clicking the **Create a new underlying field** link.

- c-pbrf2018-extraordinary-type (list)
- c-pbrf2018-field-of-research (text)
- c-pbrf2018-maori-refer (boolean)
- c-pbrf2018-maori-refer-comment (text)
- c-pbrf2018-pacific-refer (boolean)
- c-pbrf2018-pacific-refer-comment (text)
- c-sa-related-to-training-mentoring-residents (text)
- c-sa-service-related-teaching-activities (text)
- c-sa-stage-of-completion (text)
- c-sa-title (text)
- c-self-assess-narrative (text)

You can create a [new underlying field](#).

You can also [manage the underlying fields](#).

Step 8: Create Stages to structure your workflow.

Begin by clicking on the Stages tab.



The screenshot shows the 'Stages' configuration page in the Symplectic Assessment Module. The stage is named 'In draft' and has a description field. The interface is divided into several sections:

- Exercise:** Shows '1' exercise in this stage.
- Users:** A yellow box states 'Users can always edit a newly-created exercise in this first stage.' Below are checkboxes for permissions:
 - can mark exercises in this stage as 'done'
 - can view reviews created in this stage
- Reviews:** A 'Manage reviewers' button is present. Below, it states '0 exercises contain a review' and has a checkbox for 'are anonymous'.
- Reviews visible to other reviewers of:** A list of checkboxes:
 - In draft (this stage)
 - Department review
 - School review
 - Not for review
- Reviewers can comment on:** A list of checkboxes for content types:
 - Exercise
 - Teaching
 - Teaching items
 - Publications
 - Publications items
 - Conferences
 - Conferences items
 - Perfs and Media
 - Perfs and Media items
 - Impact
 - Impact items
 - Service
 - Service items
 - WIP
 - WIP items
 - Percentage

Here are the decisions that will need to be made:

- How to describe the stage?
- What can users do with regard to the stage?
 - Can they edit their exercise?
 - Can they view their exercise?
 - Can they mark the exercise as done?
 - Can they view reviews in this stage?
- Will there be reviewers at this stage?

In this instance, we'll use these options:

- Describe the stage as **2020 FAR Preparation & Submission**.
- Users can edit their exercise.
- Users can mark the exercise as done.
- No reviewers at this stage.

This means Stage 1 would look like this:



ASSESSMENT EXERCISES

Lilliput Annual Review of Faculty Activities stages

Exercise Lists Supporting fields Scoresets **Stages** Stage transitions Users Managers Attachment types Units Advanced

1

In draft 2020 Annual Review of Faculty Preparation and Submission  Clone  Delete

3 exercises in this stage

Users

Users can always edit a newly-created exercise in this first stage.

can mark exercises in this stage as 'done'

can view reviews created in this stage

[There is 1 reviewer of 1 group.](#)

 **Manage reviewers**

Reviews

are anonymous

0 exercises contain a review

Reviews visible to other reviewers of

In draft (this stage)

Department review

School review

Not for review

Reviewers can comment on

Exercise

Teaching

Teaching items

Publications

Publications items

Conferences

Conferences items

Perfs and Media

Perfs and Media items

Impact

Impact items

Service

Service items

WIP

WIP items

Percentage

Continue onto Stage 2 by clicking **Create stage**.



2

Department review

Add description...

Clone

1 exercise in this stage

Users

can edit their exercise

can view their exercise

cannot view their exercise

can mark exercises in this stage as 'done'

can view reviews created in this stage

There are 12 reviewers of 25 groups.

Manage reviewers

Reviews

are anonymous

1 exercise contains a review

Reviews visible to other reviewers of

In draft

Department review (this stage)

School review

Not for review

Reviewers can comment on

Exercise

Teaching

Teaching items

Publications

Publications items

Conferences

Conferences items

Perfs and Media

Perfs and Media items

Impact

Impact items

Service

Service items

WIP

WIP items

Percentage

Delete

Frequently, the second stage is for review of the submissions in Stage 1, so Reviewers need to be added. This can be accomplished by clicking the **Manage reviewers** button.

Two questions need to be answered:

1. Who is being reviewed?
2. Who is the reviewer?

Add more reviewers:

1. Who is being reviewed?

Select group(s):

▶ Lilliput

Select name(s):

2. And who are the reviewers?

Select name(s):

Assign

- **Reviewees** can be assigned on a group or individual basis, but **Reviewers** can only be assigned on an individual basis.

After Reviewers have been assigned, decide what rights they should have:

- **Should reviewers be anonymous?** The default is that they should not.



- **Should reviews be visible to other reviewers?** This can be configured on a “per stage” basis; in other words, a reviewer might be able to see a review on one stage, but not on a stage before or after the one they’re working in.
- **Which areas should reviewers be able to comment on?** For example, reviewers could be configured to comment on an overall exercise level, but not specifically on Publications or Teaching Activities (or vice versa).
- **Should reviewers be able to score an area of the exercise?** If Scoresets have been created, a Reviewer could be given access and given permission to assign a score.

Department review

Add description...

Clone

Delete

0 exercises in this stage

Users

can edit their exercise

can view their exercise

cannot view their exercise

can mark exercises in this stage as 'done'

can view reviews created in this stage

There are 10 reviewers of 23 groups.

⚙️ **Manage reviewers**

Reviews

are anonymous

0 exercises contain a review

Reviews visible to other reviewers of

In draft

Department review (this stage)

School review

Not for review

Reviewers can comment on

Exercise
Scoreset: [No scoreset] ▼

Teaching
Scoreset: [No scoreset] ▼

Teaching items

Publications
Scoreset: [No scoreset] ▼

Publications items

Conferences
Scoreset: [No scoreset] ▼

Conferences items

Perfs and Media
Scoreset: [No scoreset] ▼

Perfs and Media items

Impact
Scoreset: [No scoreset] ▼

Impact items

Service
Scoreset: [No scoreset] ▼

Service items

WIP

WIP items
Scoreset: [No scoreset] ▼

Step 9: Add Users and Managers

Users

In this context, “Users” are the people who are being evaluated in the exercise. In Elements, the User must be considered “Current,” which means the account attribute “Is Current” must be True. An Assessment User does not have to have the attribute “Is Academic” equal True.

Users are assigned via the User tab and can be added either using the Group structure or individually.



Manage group and individual assignments manually

Assignments to save

No assignments

Save

Add assignments to save:

Select group(s):

- ▼  Lilliput
 - ▶  Digital Science
 - ▶  Lilliput Centre for Interdisciplinary Research
 -  Lilliput Centre for Research Excellence
 - ▶  Lilliput School of Arts, Humanities and Law
 - ▶  Lilliput School of Biological and Environmental Science
 - ▶  Lilliput School of Business
 - ▶  Lilliput School of Engineering Sciences
 - ▶  Lilliput School of Health and Medical Sciences
 - ▶  Lilliput School of Information Sciences
 - ▶  Lilliput School of Physical Sciences
 -  Lilliput University Administration
 - ▶  Organisation AutoGroups
 -  Sandbox Users
 - ▶  ZUniversitiesLeonie

Select name(s):

+ Add assignments

After clicking the **Add assignments** button, be sure to click the **Save** button in the section just above. Users can also be added via a CSV file upload.

Manage individual assignments in bulk

Replace the existing set of individual assignments by uploading a CSV file identifying people by user ID, username and/or proprietary ID. Download the current set to get a suitable template file, edit it as needed, save and re-upload. File format notes: you **must** include the three-column header row found in the downloaded file, but you can choose which identifier(s) to use for the individual people - you don't have to provide all three identifiers for each one. Note that this will **not** affect group assignments, which must be managed manually.

1. [Download CSV](#)

2. Edit and upload file: No file chosen

3.

Assessment Manager

This role is distinct from the Assessment Administrator. Managers can be added via the Manager tab. Like Users, Managers can be added individually, in groups, or uploaded via CSV file.



The Assessment Manager can monitor assigned exercises, having the ability to move items between stages, lock and unlock individual responses, and download Excel/CSV/PDF/Word reports. To access the Manager dashboard, go to **Assessment > Manage Assessment > Manage Assessment** (In 5.x: Research Admin > Assessment Module > Review Processes).

The screenshot shows the Assessment Manager dashboard navigation menu. The 'Assessment' tab is selected. Under 'Manage Assessments', there are links for 'Manage Assessments' and 'Manage Review Processes'. Under 'Configure Assessments', there is a link for 'Exercise Definitions'. A 'HELP' link is visible in the top right corner.

For more information about what the Assessment Manager can do with the Assessment Dashboard, see **Managing an Assessment Exercise** (<https://support.symplectic.co.uk/support/solutions/articles/6000173094-managing-an-assessment-exercise->).

Everything from this point on is optional, but may prove useful.

Step 10: Add a Scoring schema

Scoresets can be added using the **Scoresets** tab.

The screenshot shows the 'Scoresets' tab in the Assessment Manager dashboard. The page title is 'Lilliput Annual Review of Faculty Activities scoresets'. The 'Scoresets' tab is selected. Under 'Existing scoresets', there is a link for 'Annual Review 5-point'. Under 'Add scoresets', there is a button for 'Add new scoreset' and three template buttons: 'REF 5-point', 'REF 13-point', and 'Annual Review 5-point'.

The Scoreset functionality is very flexible and can accommodate different schema, including numeric scores, text descriptions and Yes/No options.



* Scoreset name: 2 characters remaining.

* Score name: 20 characters remaining.

Description: 500 characters remaining.

Numerical value:

After a Scoreset has been created, it can be added to individual facets by going to the Stages tab, clicking on a List, and selecting an option from the dropdown menu.

Department review

2

0 exercises in this stage

Users

- can edit their exercise
- can view their exercise
- cannot view their exercise
- can mark exercises in this stage as 'done'
- can view reviews created in this stage

[There are 10 reviewers of 23 groups.](#)

Reviews

are anonymous

0 exercises contain a review

Reviews visible to other reviewers of

- In draft
- Department review (this stage)
- School review
- Not for review

Reviewers can comment on

- Exercise
- Scoreset:
- Teaching items
- Scoreset:
- Publications

Step 11: Configure permitted attachment types

Start by clicking the tab and enter the name of the new type:



ASSESSMENT EXERCISES >

Assessment attachment types

Exercise

Lists

Supporting fields

Scoresets

Stages

Stage transitions

Users

Managers

Attachment types

Units

Advanced



Attachment types

The attachment types defined here constitute the complete set for this exercise definition. At each level of the exercise definition, you will be able to choose which of them to make available for users to categorise their uploaded attachments.

Add another attachment type:

New attachment type name:

Curriculum Vitae (CV)



(Max. 100 characters)

Then, go back to the Exercise tab and scroll to the bottom of the page.

- Be sure to have **Attachments enabled** checked and then enable the new Attachment type by clicking on the checkbox.
- Create custom guidance if you'd like.
- Don't forget to click **Update** exercise.

Attachments enabled Attachment description enabled

Check the attachment types that you would like to make available to users when uploading attachments to this exercise

Curriculum Vitae (CV)

Attachments guidance:

You can attach files to support your US Annual Exercise.

If attachments are enabled, the optional guidance will be displayed to researchers on the exercise page, and also when uploading attachments to this exercise. It may include details of which attachments are expected or appropriate, an explanation of how to choose a type, guidance from institutional sources etc.

Update exercise

The Attachment menu item will appear at the top of the faculty member's Assessment Exercise:

0 Attachments

If you wish you may attach a CV, UP TO DATE please, for university records.

Attach a file

1.A -- Teaching: Courses Taught and Developed

0 items added - All eligible teaching /mentoring activities will be gathered in this section.

0 attachments added



No items selected for list.



View list



Step 12: Configure Units including unit memberships and overrides

“Units” is a concept used in national exercises such as REF (Research Excellence Framework) in the United Kingdom. Symplectic has very comprehensive documentation about how to manage every aspect of a REF exercise, including [configuring Unit membership](https://support.symplectic.co.uk/support/solutions/folders/6000235727) (https://support.symplectic.co.uk/support/solutions/folders/6000235727).

Step 13: Configure warning and prompts

Warnings and prompts are configured under the Advanced tab and are used to guide researchers, reviewers and managers.

Warning type		Display for Teaching A	Display for Research A	Display for Service A	Display for Self Statement	Display for PhD supervision
Item has no attachments	Clear all	<input checked="" type="checkbox"/>				
Item supporting information has not been created	Clear all	<input checked="" type="checkbox"/>				
Item supporting information has not been created (fields-only)	Clear all	<input checked="" type="checkbox"/>				
List has no attachments	Clear all	<input checked="" type="checkbox"/>				
List has no items selected	Clear all	<input checked="" type="checkbox"/>				
List supporting information has not been created	Clear all	<input checked="" type="checkbox"/>				

Step 14: Set up Assessment Reports

Making reports available for users requires that the reports be registered and made available to the appropriate exercise users. Elements comes preconfigured with these canned reports for the Assessment module:

- **Full Export:** An export of an individual's assessment exercise.
- **Exercise Report:** A report that shows the status of an exercise for groups of users. Fields include Username, User, Last login, Start date, Updated date, Contents User Lock, Current Stage and User Status.
- **PBRF Progress Report:** A report that shows the status of a PBRF exercise. Fields include Username, User, Last login, Start date, Updated date, Portfolio Key Fields, NRO Selections, NRO w/Contributor and NRO w/Description.
- **REF Managers Publication Report:** A report that shows List name, User name, Proprietary ID, Output type, DOI, Reviewer 1 Name, Reviewer 1 Comments, Reviewer 2 Name, Reviewer 2 Comments, and Journal Title.
- **Visual Progress Report:** shows the status of the exercise

To **make a report available** (<https://support.symplectic.co.uk/support/solutions/articles/6000050153-managing-registered-reports>), go to **Reporting > Configure Reporting > Registered Reports** (In 5.x: System Admin > Operations > Registered Reports) and enable the desired report by ticking the checkbox. Then, click the **Set availability** link to the exercise upon which reports should be generated. Don't forget to click **Save**.

Use Case #2: Creating a Survey

The Assessment Module can also be used to create simple surveys. Many of the basic steps are the same as creating an Assessment.

Step 1: Begin by selecting Survey in the type field.

ASSESSMENT EXERCISES

Assessment exercise definition

Exercise
Lists
Supporting fields
Scoresets
Stages
Stage transitions
Users
Managers
Attachment types
Units
Advanced

Is active:

Is REF submission:

Only exercise definitions with exactly one publication list and suitable unit names can be marked as the REF submission.

Name: *

Type:

Survey
▼

The choice made here will control how this exercise is described to both researcher users and reviewers, in several places within the end user view of this Assessment Module exercise.

Allow researcher impersonation:

If this box is unchecked then it will not be possible to view the exercise by virtue of impersonating its owner.

Review overview page shows researcher information:

Show the reviewer a summary of the researcher on the review overview page, including their position and academic appointments.

Step 2: Create a "No-items" list.



< RETURN TO THE PREVIOUS PAGE

No-item list definition

Edit List Definition



Name: *

Abbreviated name: *

Overview:

A set of questions about your current role

Guidance text for researcher:

Paragraph B ↶ ↷ ✂ 📄 📄 📄 <> *I* Ω 🔗 🔄

☰ ☷ ☶ ☵ 📊 📈

Step 3: Add Supporting fields to the "No-items" list.



[< RETURN TO BASIC NEEDS LIST DEFINITION](#)

Edit supporting fields

Supporting fields

Manage existing fields

 Q1 - I know what is expected of me in my role	Delete this field: <input type="checkbox"/>
Underlying field Data format Input type c-q-1-underlying-field Boolean Checkbox	
 Q1 - Comment	Delete this field: <input type="checkbox"/>
Underlying field Data format Input type c-q-1-comment Text (500) Textbox	
 Q2 - I have the resources I need to do my work effectively	Delete this field: <input type="checkbox"/>
Underlying field Data format Input type c-q-2-underlying-field Boolean Checkbox	
 Q2 - Comment	Delete this field: <input type="checkbox"/>
Underlying field Data format Input type c-q-2-comment Text (500) Textbox	

[Add more fields](#)

Remember: if you're not using a canned underlying field, create the underlying field before adding a new field.



Edit underlying field

Underlying field properties

Please be careful when editing any of the properties of this field. Make sure that you are familiar with and are following the guidelines in the documentation.

Changes made here may need propagating to the reporting database. Field value XML changes may also occur in API responses.

If you make changes to this field, including its name, you should:

- ensure the [reporting database is rebuilt](#), and
- make sure any affected
 - custom SQL queries,
 - [custom reports](#),
 - [custom dashboards](#), and
 - downstream systems [integrated with the API](#) or reporting database are updated accordingly.

Name: *

Data format: Boolean

[Cancel](#)

[Update](#)

And if you make changes to the underlying field, rebuild the reporting database.

Step 4: Configure the Stages. Only two should be needed.



ASSESSMENT EXERCISES

Survey Demo stages

Exercise Lists Supporting fields Scoresets **Stages** Stage transitions Users Managers Attachment types Units Advanced

▲

1

▼

Stage 1
Survey

0 exercises in this stage

Users

Users can always edit a newly-created exercise in this first stage.

can mark exercises in this stage as 'done'

can view reviews created in this stage

+ Add reviewers

Clone

X Delete

▲

2

▼

Stage 2
Survey reviewer

1 exercise in this stage

Users

can edit their exercise

can view their exercise

cannot view their exercise

can mark exercises in this stage as 'done'

can view reviews created in this stage

There is 1 reviewer of 1 user.

⚙️ Manage reviewers

Reviews visible to other reviewers of

Stage 1

Stage 2 (this stage)

Reviewers can comment on

Exercise

Basic Needs

+ Add another stage

Update

Step 5: Add reviewers to Stage 2 and then configure who you want to receive the Survey under the Users tab.

Step 6: When you enable the exercise under the Exercise tab, notification will appear on the user's Home page.

