**1. Visit www.itpmetrics.com**

**2. Create account under "sign up for free" (it's quick!)**

3. Once logged in, in top right corner, select **"CREATE ASSESSMENT"**

**4. Explore the "assessments" page...**

You will find example reports for each assessment and access to slide decks, debriefs, and classroom activities.

**5. Select the assessment you want to set up.**

*Note* some instructors administer team dynamics and peer feedback together others first administer team health and then administer peer feedback a couple weeks later. There is a "together" option.

**6. Upload participant list.**

At this stage, you can use the option "mock participant list" if you just want to trial the assessment and have a look at it before sending it out. You can also download a simple excel template that will specify how to set up a participant list.

**7. Set up assessment details:**

    1) name the assessment,

    2) Decide if you want students to be allowed to write anonymous feedback,

    3) Decide if you want the reports to release as soon as all members have completed them,

    or if you want to wait until a specific date everyone in the class gets them at the same time

    (this also allows you to review written comments and edit them if needed).

*If you set a deadline, automated reminders go out to students 48 and 24 hours before the deadline. You can also send automated reminders manually at any time.*

**8. Schedule assessment:**

Indicate when you want the assessment to be sent out to students and when you want it to end.

**9. Hit "create assessment" and you are ready to go!**

**10. Now click "Main Menu" in the top right corner which brings you to your personal dashboard.**

**11. Under manage assessments, click on the assessment you created.**

In this window you will be able to do the following actions: Monitor completion rates, edit start and end times, reassign a student into a different team, change a students email address, deactivate a student, download the raw data, send reminder emails, review and edit written comments, see a snapshot of the scores

(low scores are in red, Moderate in yellow, and strong in green).

*FINALIZE your class list before you launch!*

**12. You are ready! Contact us for tech support & questions.**

✓ **Make sure students understand the purpose** of the assessment (e.g., summative, formative, fun)

✓ **Design your own application of ITP metrics** to meet the learning objectives and needs of a specificcourse. If you get stuck, contact a member of the ITP Metrics team for advice.

Questions: *Which assessment do you want to use and why?*

*When is the most appropriate time to administer the assessment?*

*Should you administer assessment more than once to track changes*
(for team health, peer feedback, and leadership)?

✓ To maximize benefits of the reports and activities, **allot completion grades.**

✓ **When you have decided on an assessment tool or combination of tools briefly introduce the purpose, directions, and concepts to the students** (see our intro slide decks online under "explore assessments")

## WATCH FOR THIS DURING AN ASSESSMENT PERIOD:

✓ Make sure all students know how to access the assessment.

✓ Have them sign in through www.itpmetrics.com using their Royal Roads email address or click on the assessment link that you sent to their Royal Roads email.

✓ Decide how long you want to give students to complete each assessment. Consider how it aligns with team and individual assignments.

✓ Monitor completion rates and send out reminder emails or prompt students to complete the assessment in class.

## IMPORTANT:

Results will not be released if one or more members do not complete the assessment (for team health, peer feedback, and leadership). In these cases, you must manually deactivate or switch to a different team number these team members so that the participating students can receive their report. If a team contains 4 members and 2 members don't complete the assessment, the team will not receive a report (must have at least 3 or more members to maintain anonymity).

Make sure **all students sign back in to download/view their reports** on their dashboard

Students benefit when **you have designated time to formally debrief** the assessment(s).

**Use the ITP materials for debrief activities.** An effective debrief contains the following components:

- ☑ Students are made **aware of the purpose** and intended learning outcomes

- ☑ Students **understand components** of the report and how they were assessed

- ☑ Debrief should **set up a safe space** for having discussions regarding the results

- ☑ Given the **opportunity to reflect on and identify strengths** and development area

- ☑ Students **come up with clear action steps** and goals for future improvement

- ☑ **There is an element of FUN!**