PROFFORMANCE+

GUIDE AND TUTORIAL

PROFFORMANCE Assessment Tool

TEMPUS PUBLIC FOUNDATION

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GUIDE AND TUTORIAL

PROFFORMANCE Assessment Tool

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WELCOMING WORDS

Dear Colleague, Dear All Stakeholders of Higher Education,

Either you are a higher education teacher, a member of an institutional management, a higher education expert, a quality assurance professional, a policy decision maker, a student representative, or anyone interested in the quality of teaching and learning in higher education, this platform may be of your greatest interest.

You may use the system as an individual teacher, a head of an institutional unit, a policy decision maker, a lead of a consortium, a quality assurance professional, a head of teacher support or teaching and learning centre, a student representative, or anyone who is interested in the enhancement of teaching and learning and the development of teacher assessment-development-incentive systems.

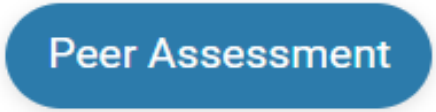
The guide and tutorial provides an overview on how to use this complex system. The guide is continuously updated. If you have any questions or concern, please contact us at tool.profformance{at}tpf.hu.

DEMO

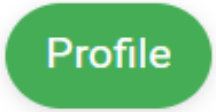
If you would like to get an **insight to the system**, you may get it **without registration**. By clicking to the DEMO button you will get into the demo.tool.profformance.eu site.

You will find **similar structure**, but much **less services**:

- less function,
- only one part of the tool - the peer version,
- one thematic area.



By clicking on the **Peer Assessment** button, you will get an overview on how the **questionnaire** is built. (Description, Competence fields, etc.)



By clicking on profile, you may get access to a **profile of an imaginary teacher**. This profile can be used to try peer assessment. Based on the information provided, you may **assess Hannah's performance** by using the peer assessment questionnaire.

By clicking on **statistics**, you may see a graphic overview about your results. You may also compare your result with other users' opinion.

WHERE TO START?

If you are a head of **institutional** unit,

- create a network in your unit
- organise self-assessment among your teachers
- promote peer assessment among colleagues
- compare the results of assessments from 3 points of view (self, peer, student).

Steps to follow for the institutional administrator

1. Register on the tool.profformance.eu site
2. Login to the platform
3. Read the guide
4. Create a network
5. Add administrators to the units
6. Add teachers to the units
7. Start a task
8. See the results

If you are a higher education **teacher** and want to use the tool individually, use the **PERSONAL TASK** function to

- assess your teaching performance
- get feedback from your colleagues on your work
- gather feedback from your students.

Steps to follow as a higher education teacher

1. Register on the tool.profformance.eu site
2. Login to the platform
3. Read the guide
4. Create a network for your own
5. Add yourself to the network as teacher
6. Add peer teachers to the network (if you wish)
7. Start a task
8. See the results

DASHBOARD

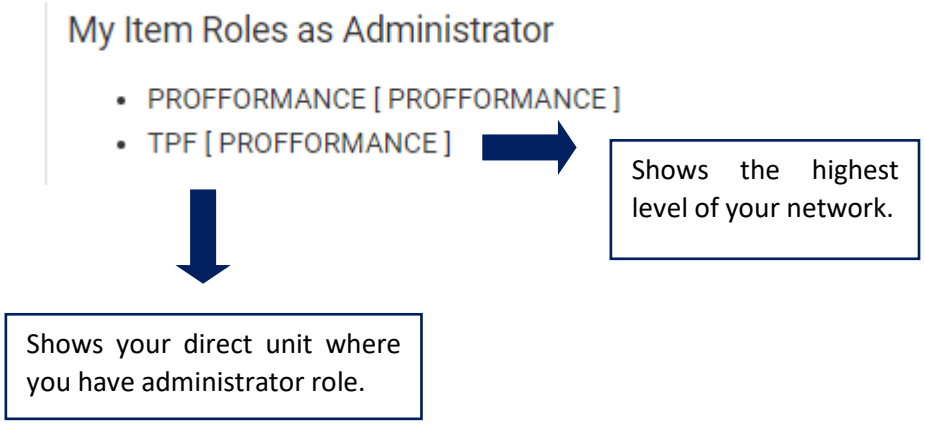
Administrator role

As administrator of a network (=eg. Institutional unit) you may perform various activities.

You may be either appointed/invited to be an administrator, or may decide to organise a network on your own.

You will be able to do the following administrative activities:

- Create a network (item)
- Create subnetworks (sub-items)
- Enter to the Network administration platform
- Activate/deactivate the network
- Edit the master data of the network
- Assign additional administrative roles
- Assign teachers to the network (either individually, or by importing a list)
- Organise an assessment in your network
- Define the assessment task
- Set or modify the assessment period
- View assessment results



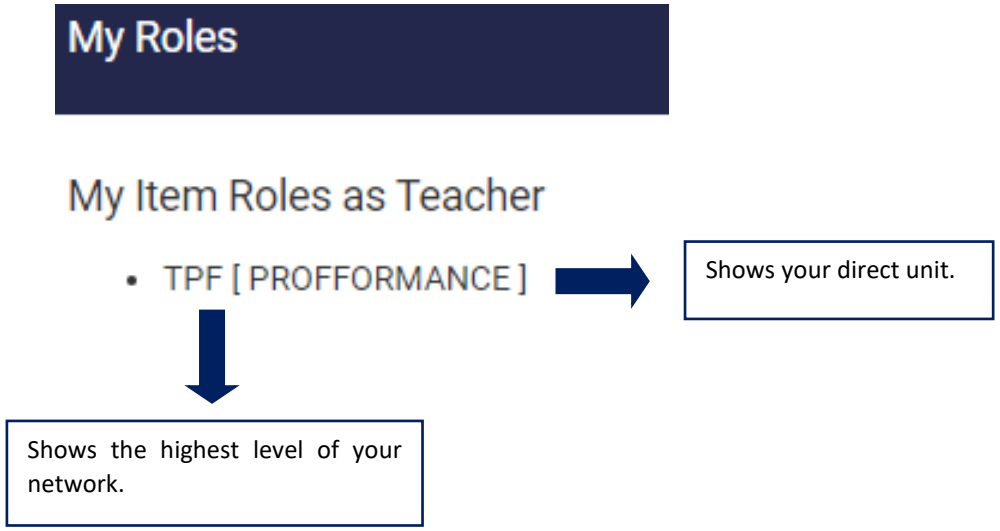
Teacher role

You may have two different Teacher roles in the platform.

As part of a network (= e.g. institutional unit). When an assessment task is assigned to you, you will receive a notification and you may proceed according to the instructions. In this case your superior may see your assessment results.

As individual user. In this case, only you can see assessment results, still you may use self, peer and student version of the tool. You may invite your peers and your students to make the assessment about you and you may compare the results.

My Item Roles as Teachers list shows in which networks you are involved in.



My tasks

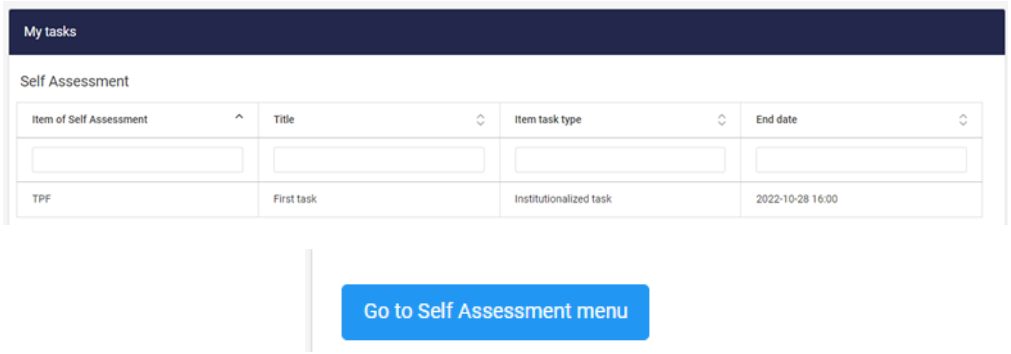
In this section you may see your actual assessment tasks:

- self-assessment
- peer-assessment

You may get to your actual assessment tasks by clicking

- either to ***"Go to self-assessment menu"***
- or to ***"Go to peer-assessment menu"***

action button.



If your lists are empty, you have no assessment tasks for the moment. But you may always create one:)

NETWORK

Creating a new network

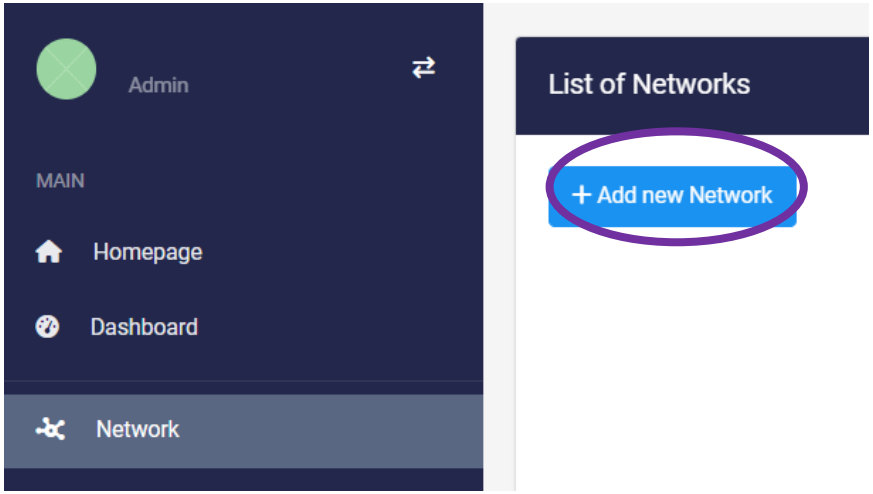
Creating a network is the first and inevitable step for an institution to be able to carry out institutional assessments.

The person, **who creates it becomes the administrator of that network**. He/she can **add more levels and administrators** (faculties, departments, smaller units) to build up the network tree.
Each level has its own administrator(s), who can eventually **add the teachers** of the relevant unit and create the assessment tasks.

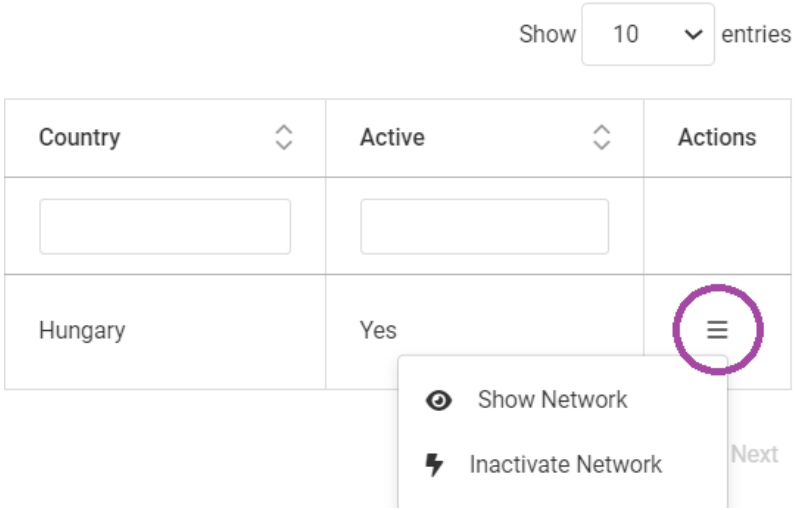
After registration on the tool.profformance.eu page please login and choose ***Network*** from the menubar on the left side.

Choose ***Network*** from the menu bar on the left side.
Create a Network by clicking on the ***Add new network*** button.

Fill in the compulsory fields and click on the ***Save*** button to create a network.



Use the ***Actions*** button to edit the network or inactive it if it is no longer used.

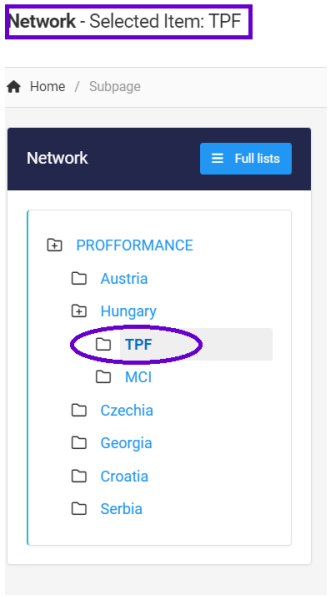


Building the network

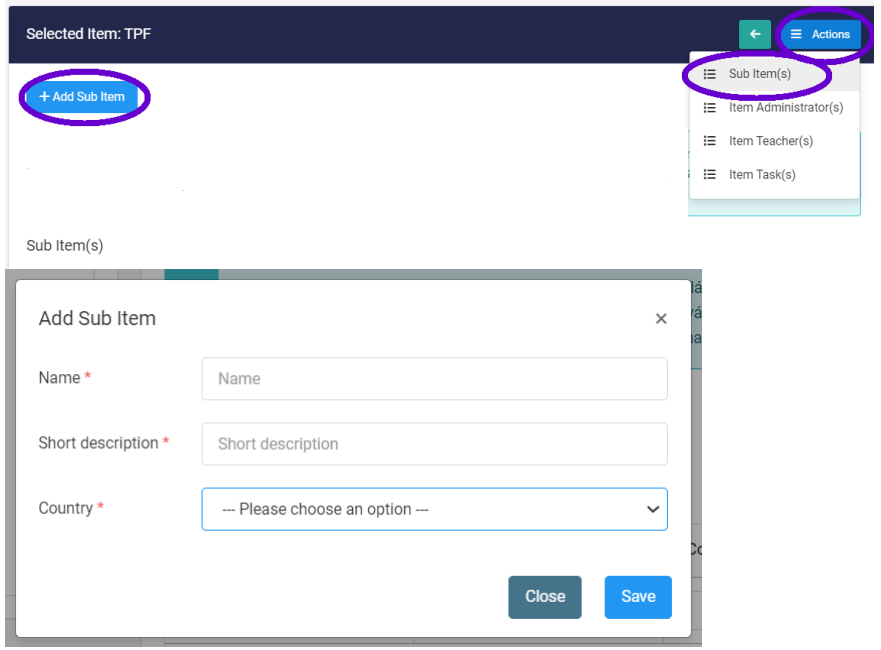
Add sub-items to the network

Sub-items are the different levels of the network. At a HEI the university is the network, the faculties are its subitems. The departments are one faculty's sub-items.

1. **Choose that level** from the network you **want to edit**.



2. Add sub-items by clicking on the **Actions** then the **Sub-items** button.



Add administrators to the sub-items

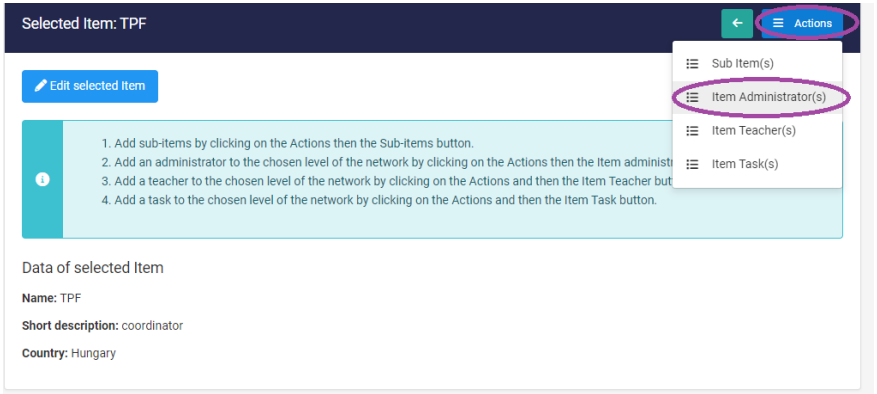
Add members as administrators to the chosen level. You can do **it one-by-one**, by clicking on the Add Item Administrator button and filling in the compulsory fields.

The Add Item Administrator(s)/ Teacher(s) With Import option makes it possible to **add more members at once by importing an Excel file**. Please download the sample, insert the necessary data and upload it to the platform.

They will receive an automatic message with an invitation to join to the relevant level of the network.

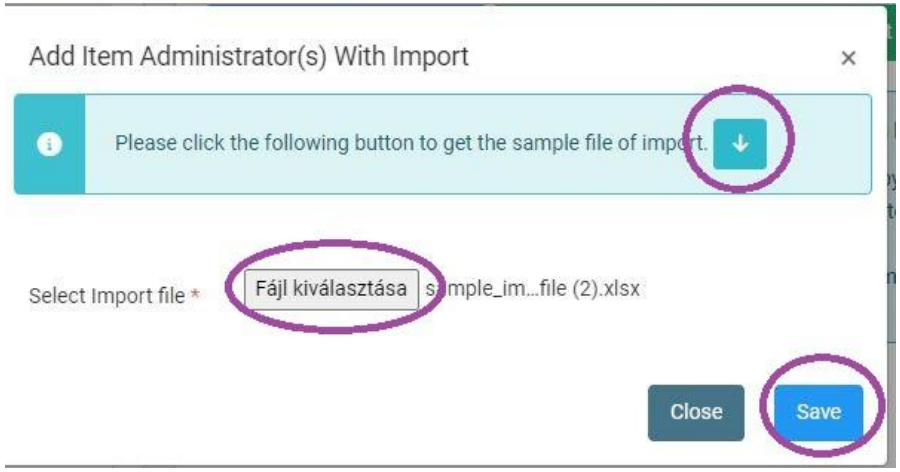
Each level of the network has one or more administrators.

1. **Add** an **administrator to the chosen level** of the network by clicking on the **Actions** then the **Item administrator** button.

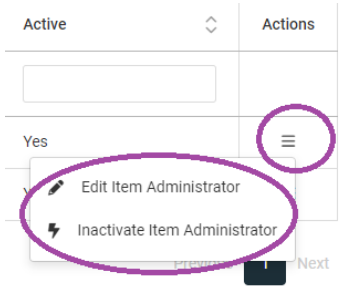


2. Add **an administrator** to the chosen level of the network by clicking on the **Add Item Administrator** button.

3. Add **more administrators** with the **Add Item Administrator(s) With Import** button.
4. Fill in the **downloadable Excel** sheet and **upload it back**.



5. Under the Actions button you can edit the data of the administrators or you can inactivate them.



The roles and rights of the administrators

The **administrators** can **add units** (sub items) to the network building up the branches of the network tree. One unit can have more administrators. They can **add the teachers** (item teachers) to the units (one-by-one or using the import function, detailed later). They have the right **to initiate an assessment period with starting a task** (item task).

It is important to note that the administrators of the different levels do not have access to the same pool of results.

Example: **starting** an assessment **task** on a **department level** means, that the **departmen**t **administrator can se**e the unit's institutional results and **the personal results of the teachers** attending to the department too. However, the **faculty administrators can only see the aggregated institutional results**, but not the personal statistics.

The same rule applies when the faculty administrator starts an assessment for all the departments and smaller units. The personal results can only be seen by that administrator who belongs to the same level as the teachers.

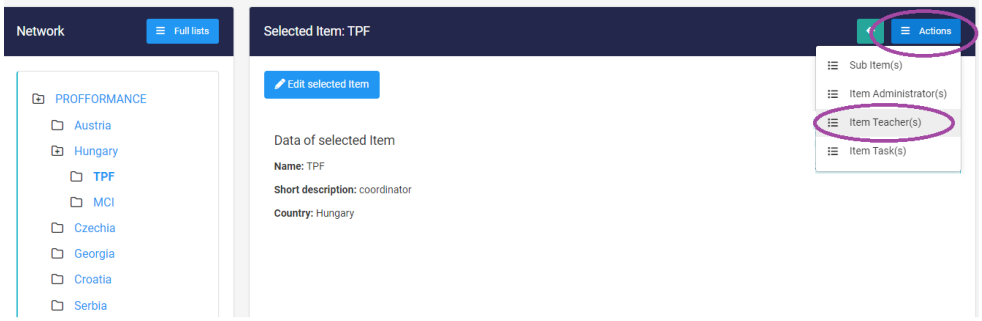
Add teachers to the sub-items

Add members as teachers to the chosen level. You can do **it one-by-one**, by clicking on the Add Item Teacher button and filling in the compulsory fields.

The Teacher(s) With Import option makes it possible to **add more members at once by importing an Excel file**. Please download the sample, insert the necessary data and upload it to the platform.

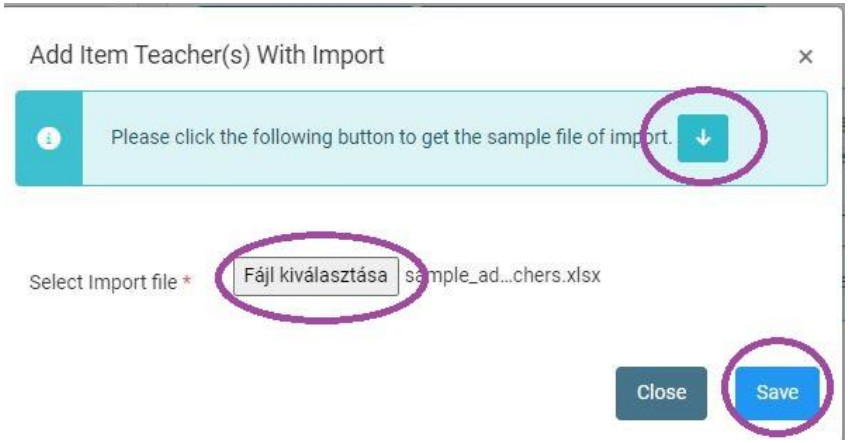
They will receive an automatic message with an invitation to join to the relevant level of the network.

1. **Add a teacher** to the chosen level of the network by clicking on the **Actions** then the **Item Teacher** button.

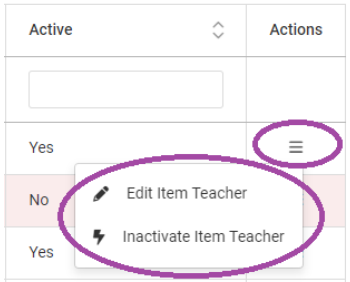


2. Add **a teacher** to the chosen level of the network by clicking on the **Add Item Teacher** button.

3. Add **more teachers** with the **Add Item Teacher(s) With Import** button.
4. Fill in the **downloadable Excel** sheet and **upload it back.**



Under the **Actions** button you can **edit the data** of the administrators or you can **inactivate** them.



Start an assessment task

Start a task to assess the member's performance. The **administrators** can **initiate** an assessment period **on a** chosen **level or in the whole network**. They can **select the thematic areas (TAs)** you want to include in the assessment.

Please note that the TAs are currently connected in the self, peer and student assessment. If you remove one TA from either version, it will disappear from all of them.

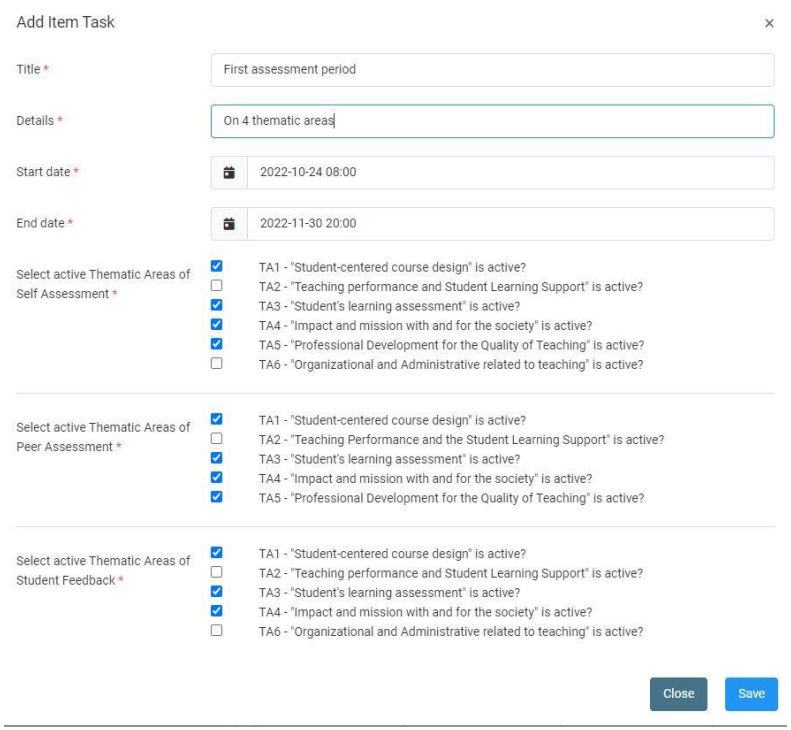
After saving the task, an **automatic notification is sent to the members** of the chosen level about the assessment period.

Students are notified by their teachers, please see the details in the relevant chapter.

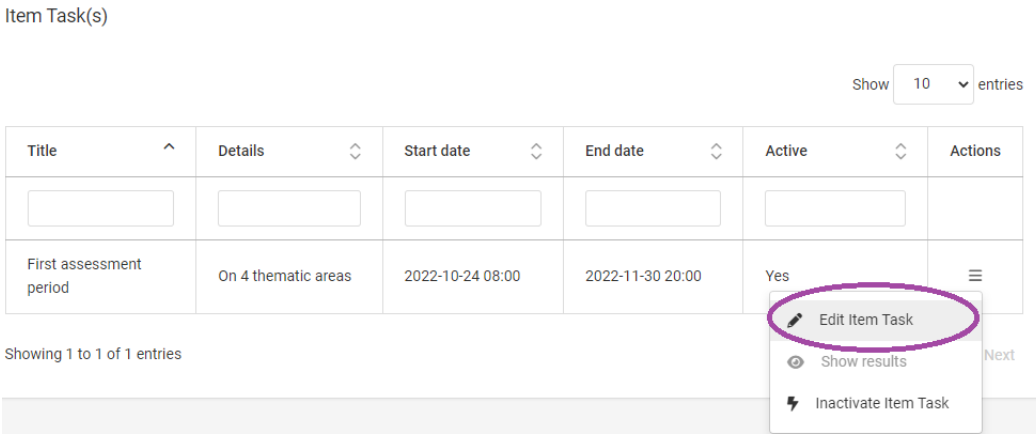
The **results** will be shown **after the end date of the task**.

1. **Add** a **task** to the chosen level of the network by clicking on the **Actions** then the **Add Item Task** button.

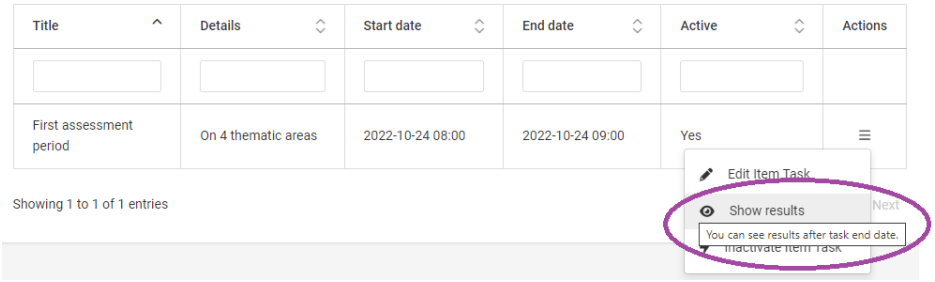
2. **Fill in** the compulsory fields, **set the start and end date** and **choose** the relevant **Thematic areas** (TAs).



3. Under the Actions button you **edit** the **task until the start date** or you can **prolong the end date** at any time.



4. **After the end date** see the results by clicking on the Actions then the **Show results** button.



Inactivate function

The Inactivate function can be used to stop a network or an item (administrator, teacher or task).

A network can be inactivated, if the administrators does not want start a task anymore.

If an administrator or a teacher gets a different role in the network, or does not part of it anymore, you can inactive him/her. He/she will not receive any notification from that moment and will not see the future results of the tasks.

You can also inactivate a task if it lost its relevance.

PERSONAL TASK (FOR THE INDIVIDUAL USERS)

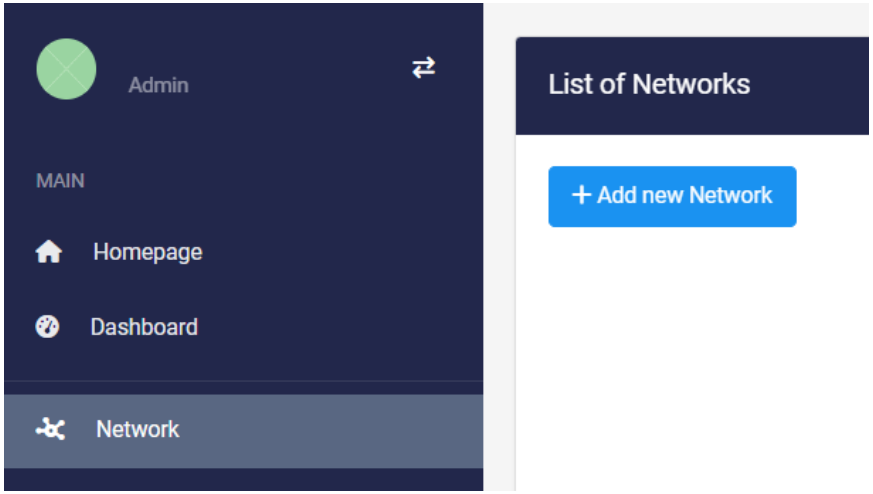
First steps

1. Enter the tool.profformance.eu URL.
2. Create an account, give your credentials.
3. Log into your account by entering your credentials.

Personal network

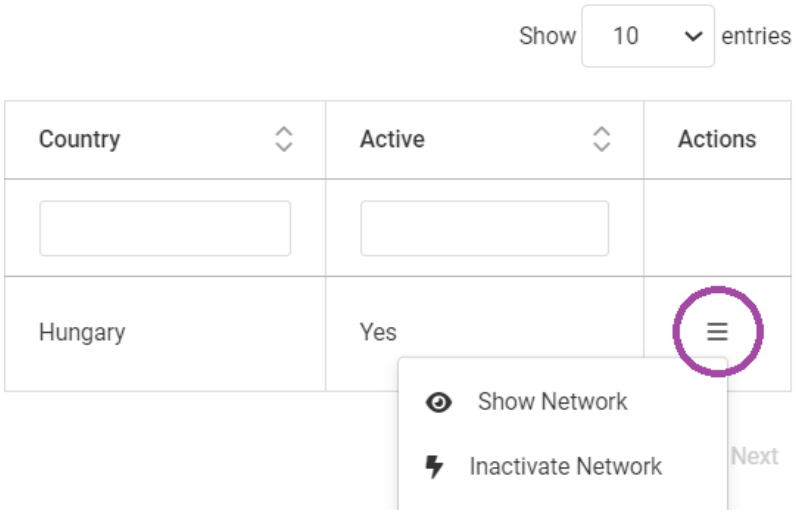
Creating a (personal) network is the first and inevitable step for a teacher to be able to carry out self and peer assessments.
The person, who creates the network, automatically becomes its administrator.

1. Click on Network in the left-hand menubar.
2. Fill in the compulsory fields.
3. Save.

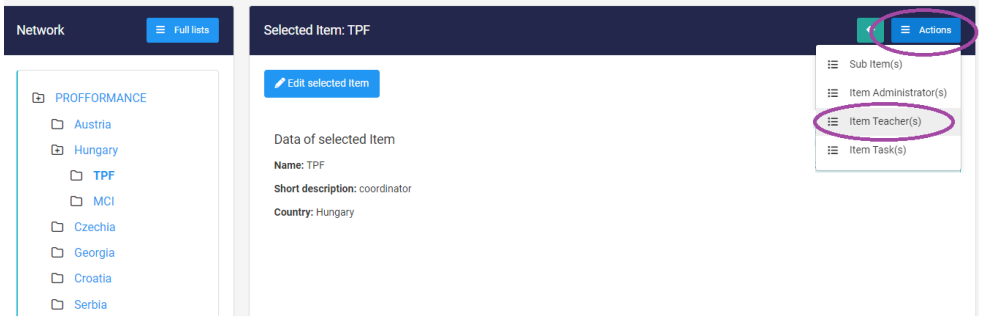


Check out your List of networks: you can find here the networks you are part of (as administrator or teacher).
You automatically became the administrator of your own network.

click on the Show Network Button under the Actions to see your network.



Add yourself to your network **as** an Item **Teacher** by clicking on the **Actions** then the **Item Teacher** button.



Click on the blue **Add Item Teacher** button and **fill in the** compulsory **fields.**

Add peers to the network

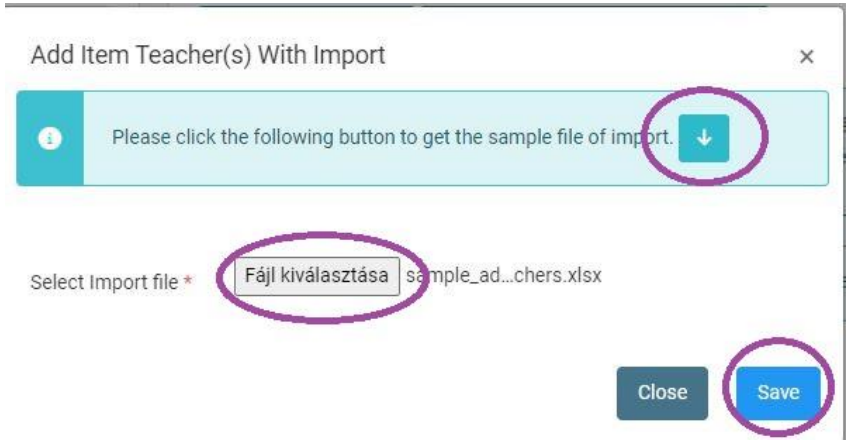
1. If you want your peers to assess your performance, invite them to your network.
2. Add more than one person at a time: click on ***Add Item Teacher***. (The same process described above.)
3. In the list of networks, click at the end of the row of the selected network and choose ***Show Network***.
4. Click on the Actions button.
5. In the drop-down menu choose the ***Item Teacher*** option.
6. Add one person: click on ***Add Item Teacher***.
7. Fill in the compulsory fields (name, details (position), email).
8. Save.
9. Your peer will receive an automatic message with an invitation to join to your network.

Add more than one person at a time: click on **Add Item Teachers With Imports**.

Follow the appearing instruction in the pop-up information window:

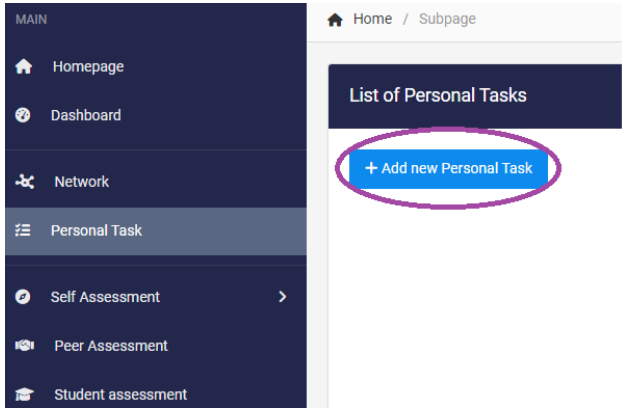
1. **Download** and fill in the **sample**_file.
2. **Fill in** the **Excel** sheet.
3. **Import this file**: click on select import file.
4. **Save**.

Your peers will receive an automatic message with an invitation to join to your network



Add New Personal Task

1. **Click on** the **Add New Personal Task**.**Fill in the compulsory fields**.
2. **Set the** starting and ending **date**.



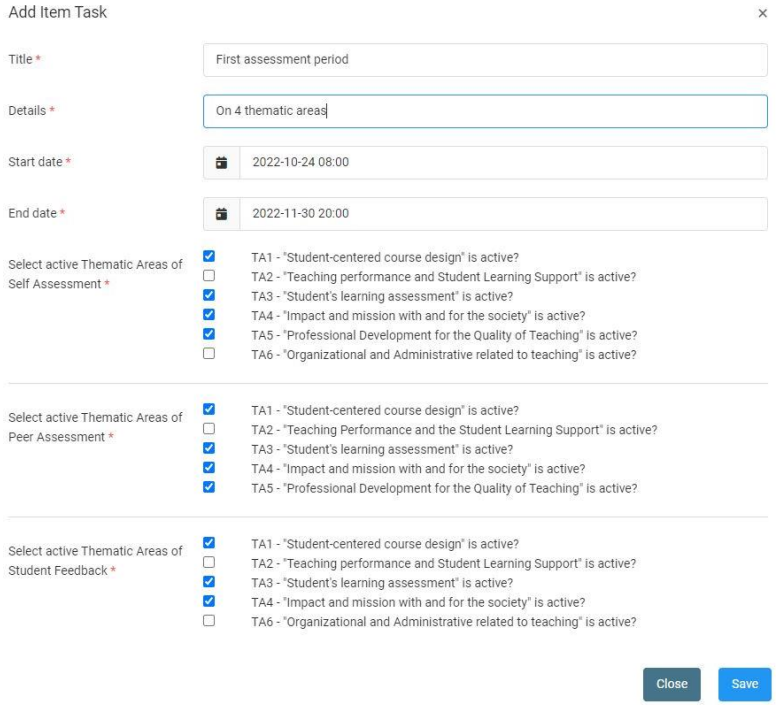
3. Select Thematic Areas (TA): remove the checkmarks from the rows of TAs you don't need. TAs are currently connected in the self, peer and student assesment. If you remove one TA from either version, it will disappear from all of them.

4. Save.

5. If you added peers, an automatic notification is sent to the them about the task and the assesment period.

6. The task is available from the Dashboard.

7. To make the assessments, please follow the next chapters of the guide.

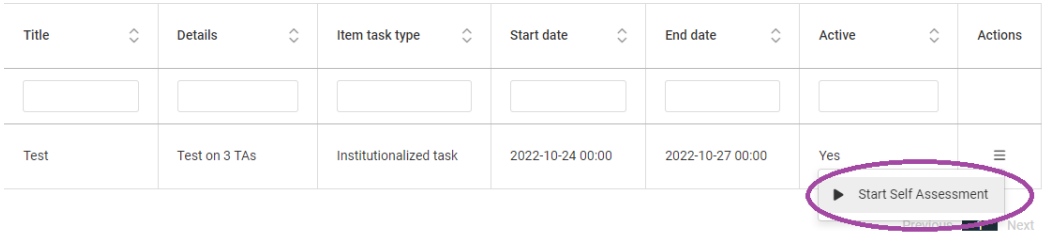


SELF-ASSESSMENT

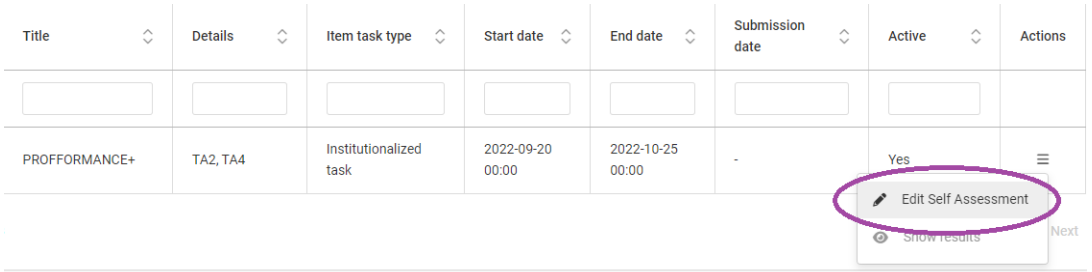
The tasks assigned to you are available from the Dashboard, or choose the Self-assessment the menubar on the left side.

1. **Start the self-assessment** by clicking on **the end of the selected row**.

Please note:
The tasks you have not started and the task you have already started are organised to two different sections.



2. **Edit the tasks you have already started**.

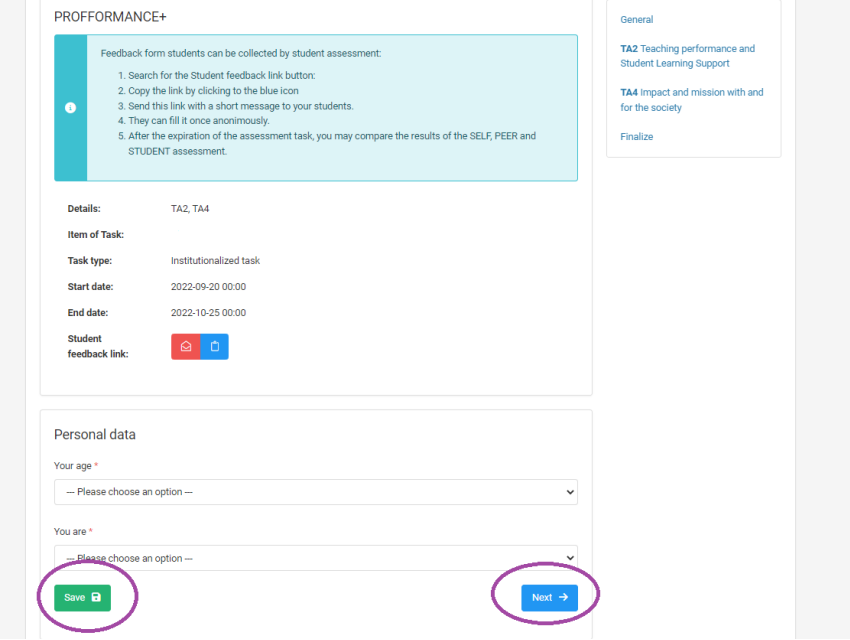


3. Check out the short contents of the self-assessment editing table:**Fill in the required fields** on the General page

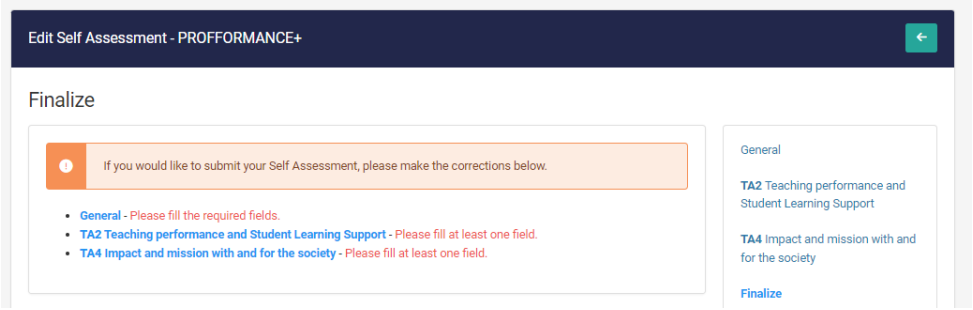
4. In the Questionnaire **evaluate the work** of your **work by moving the slide to a number**.

5. **Save** the incomplete questionnaire.

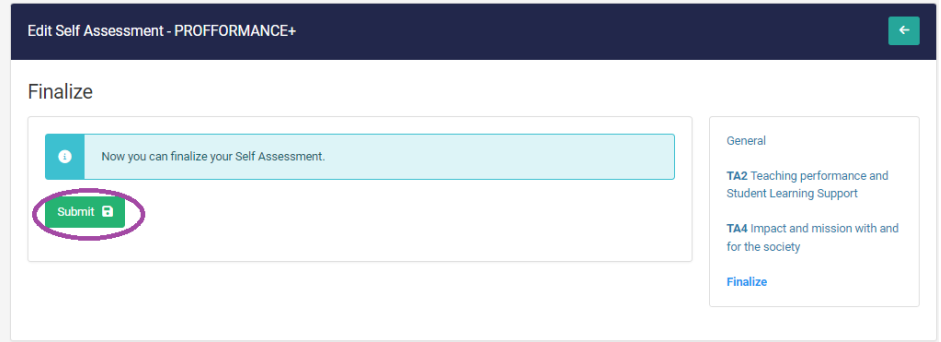
6. Continue filling it in later.



7. **Finalize** it and check if you missed anything.



8. **Submit** your self-assessment to make it final.

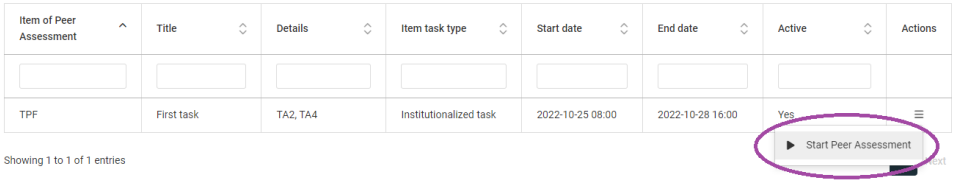


The Self-assessment archived point shown the expired tasks.
Your previous result will remain available to you.

PEER-ASSESSMENT

You receive a system email about the task. The tasks assigned to you are available from the Dashboard, or choose the Self-assessment the menubar on the left side.

1. **Start the self-assessment** by clicking on the end of the selected row.



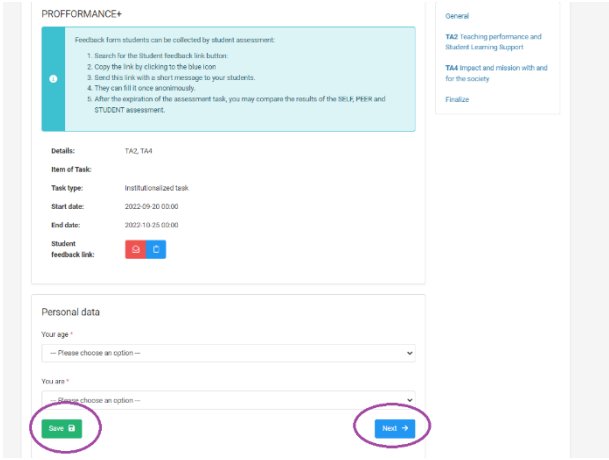
2. **Choose the peer** teacher you want to assess.

Please note the tasks you have not started and the task you have already started are organised to two different sections.

3. **Fill in** the required fields on the General page
4. In the Questionnaire **evaluate the work of your colleague by moving the slide to a number**.

5. The assessment can be completed in several stages. Save the stated questionnaire and continue filling it in later.

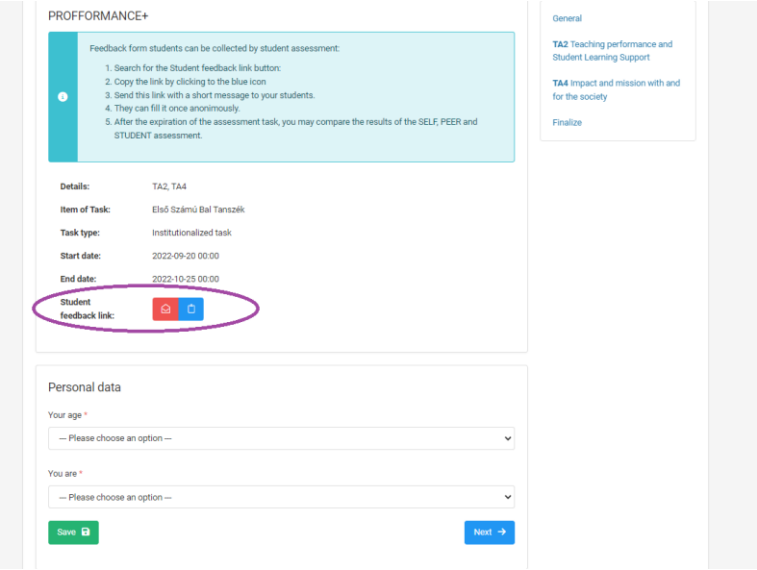
6. **Save** the incomplete questionnaire.
7. Continue filling it in later.
8. **Submit** your peer-assessment to make it final.
   Your answers will be anonymous.



STUDENT ASSESSMENT

Student assessment can be organised by the teacher:

1. Open your SELF-ASSESSMENT tasks.
2. Choose a self-assessment task.
3. Search for the Student feedback link button:
4. Copy the link by clicking to the blue icon
5. Send this link with a short message to your students.
6. They can fill it once anonymously.



After the expiration of the assessment task, you may compare the results of the SELF, PEER and STUDENT assessment.