ITP Metrics

Creating a Peer Feedback Assessment

Requirements

1. An internet browser on a desktop or laptop computer
   e.g. Google Chrome, Mozilla Firefox, Safari, Microsoft Edge

2. An ITP Metrics account. If you don't have an ITP Metrics account, please go to www.itpmetrics.com/sign.up to create a new one.

3. The participant list on an Excel spreadsheet with the following 4 columns in order:
   - Last Name
   - First Name
   - Email
   - Group

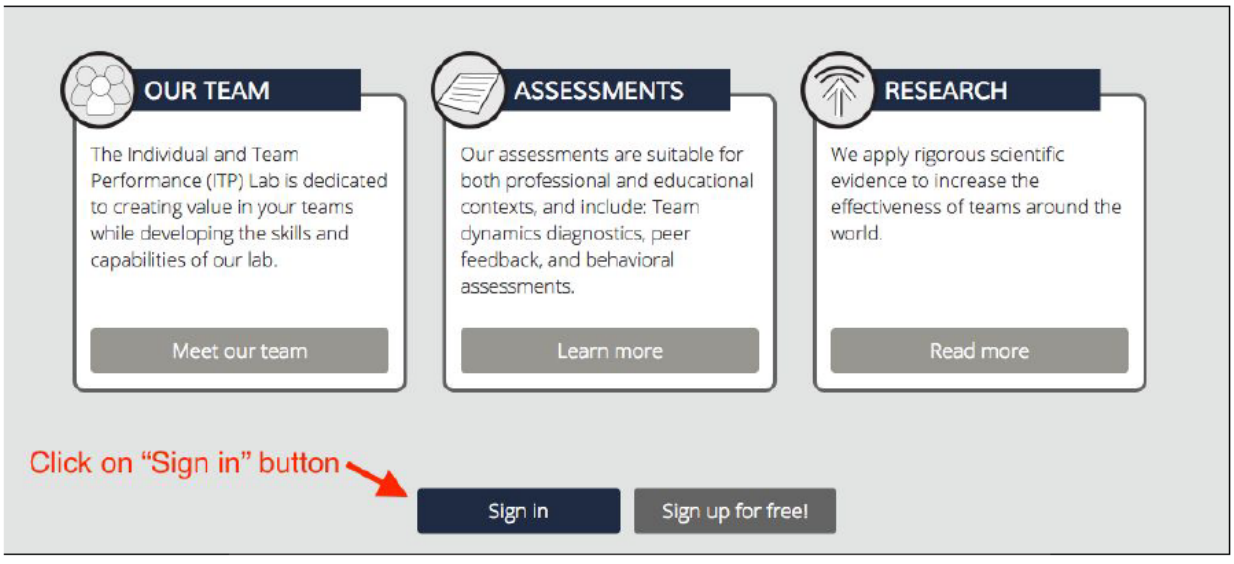
   e.g.

	A	B	C	D
1	Last Name	First Name	Email	Group
2	August	Alvin	alvin.august@ucalgary.ca	1
3	Barker	Bob	bob.barker@ucalgary.ca	1
4	Chu	Catherine	catherine.chu@ucalgary.ca	B
5	Dime	Dorothy	dorothy.dime@ucalgary.ca	B

Instructions

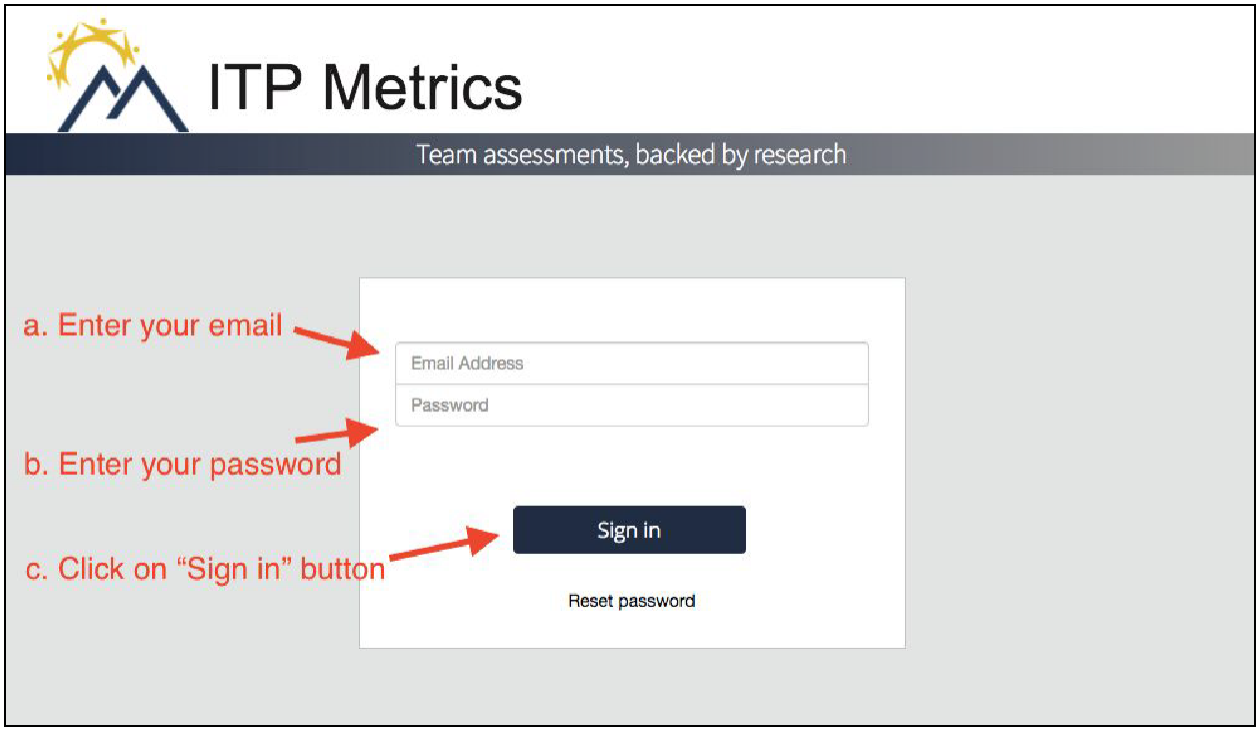
Step 1

Open your internet browser, go to www.itpmetrics.com, and click on the "Sign in" button to sign in with your ITP Metrics account. If you don't have an account, you can click on the "Sign up for free!" button to create a new account.



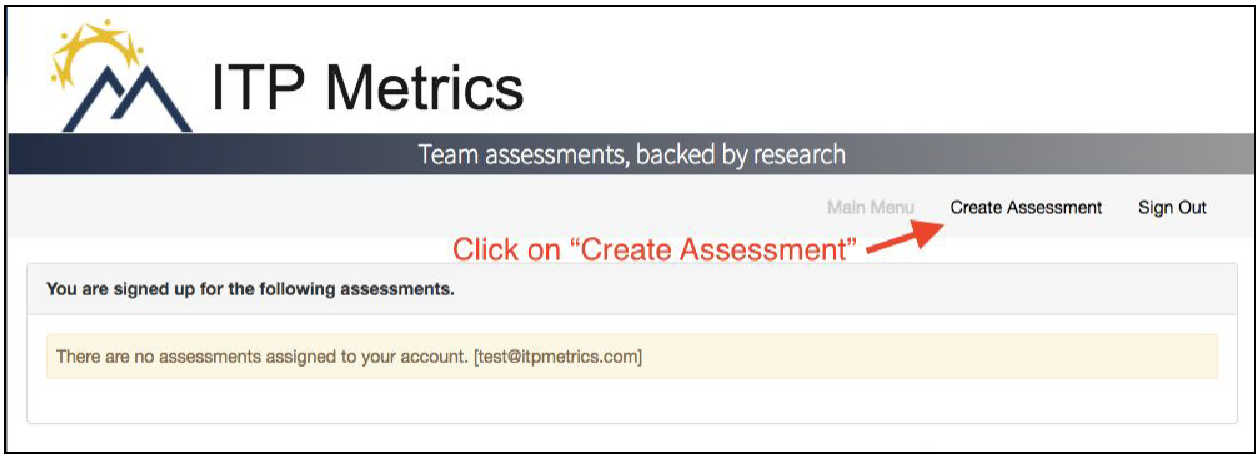
Step 2

Enter the email and password for your ITP Metrics account and click on the “Sign in” button. If you’ve forgotten your password, you can click on the “Reset Password” link to create a new password.



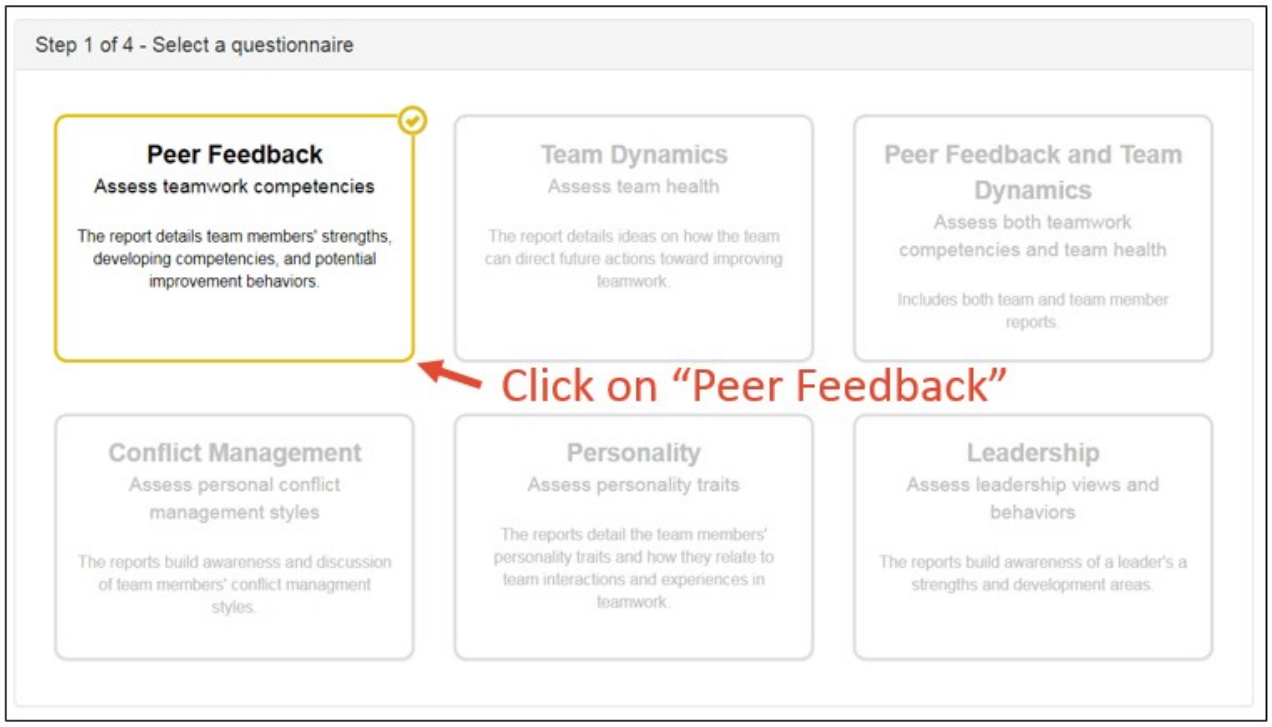
Step 3

Click on “Create Assessment”.



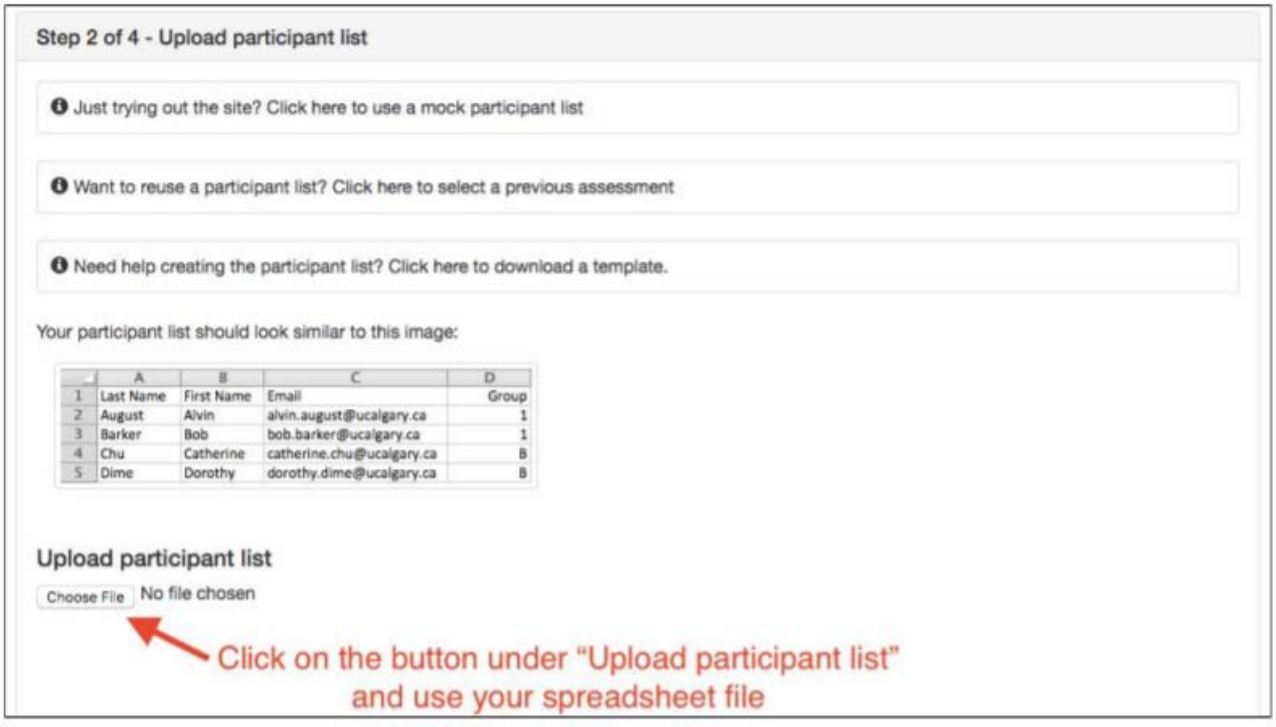
Step 4

In the Select a questionnaire section, click on “Peer Feedback” to assess teamwork competencies. Alternatively you can choose to assess both teamwork competencies and team health together by clicking “Peer Feedback and Team Dynamics.”



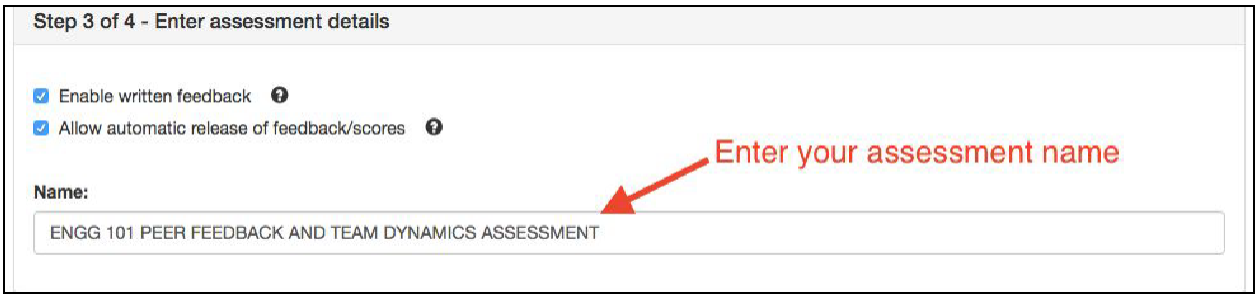
Step 5

In the “Upload participant list” section upload you Excel spreadsheet containing you participant list with the headers **Last Name**, **First Name**, **Email**, and **Group** with the appropriate data in each column as shown below.



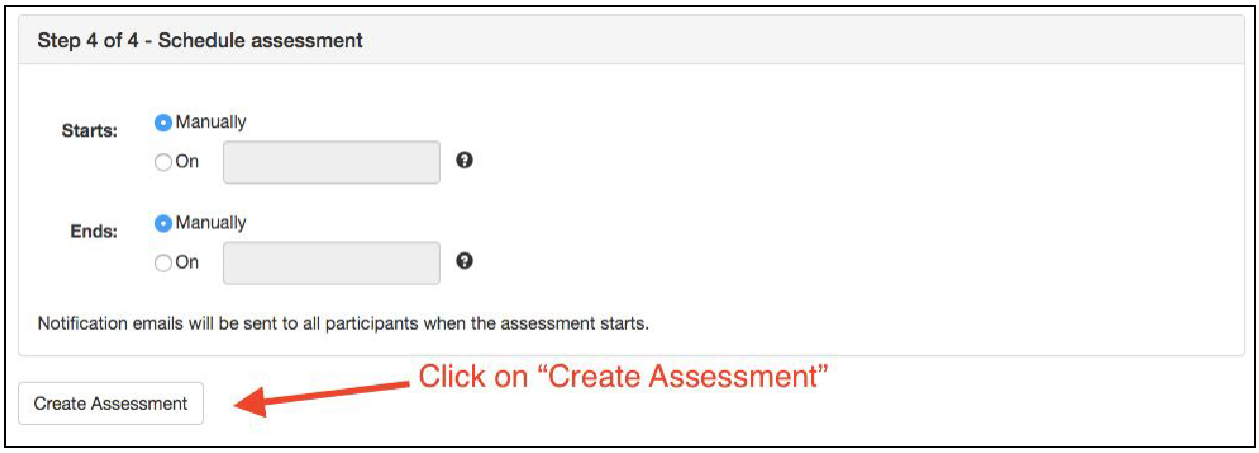
Step 6

In the “Enter assessment details” section, enter a name for your assessment. This name will be used in participant email notifications.



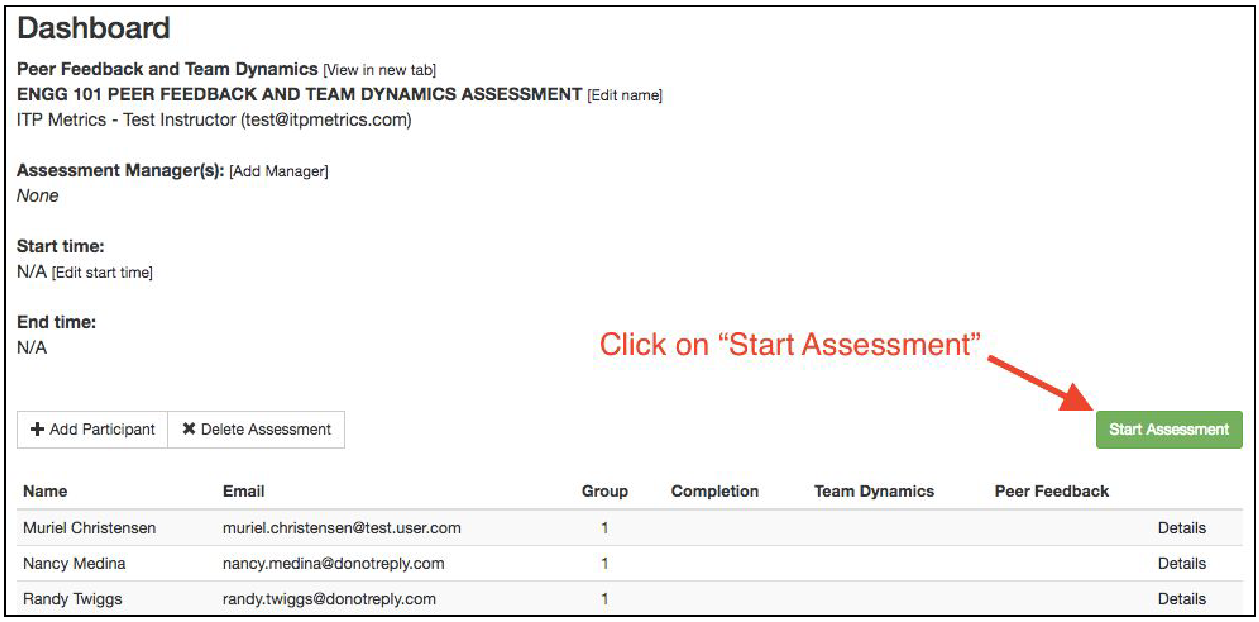
Step 7

At the end of the page, click on the “Create Assessment” button. Optionally, you can specify a time for the assessment to automatically start and end in the “Schedule assessment” section.



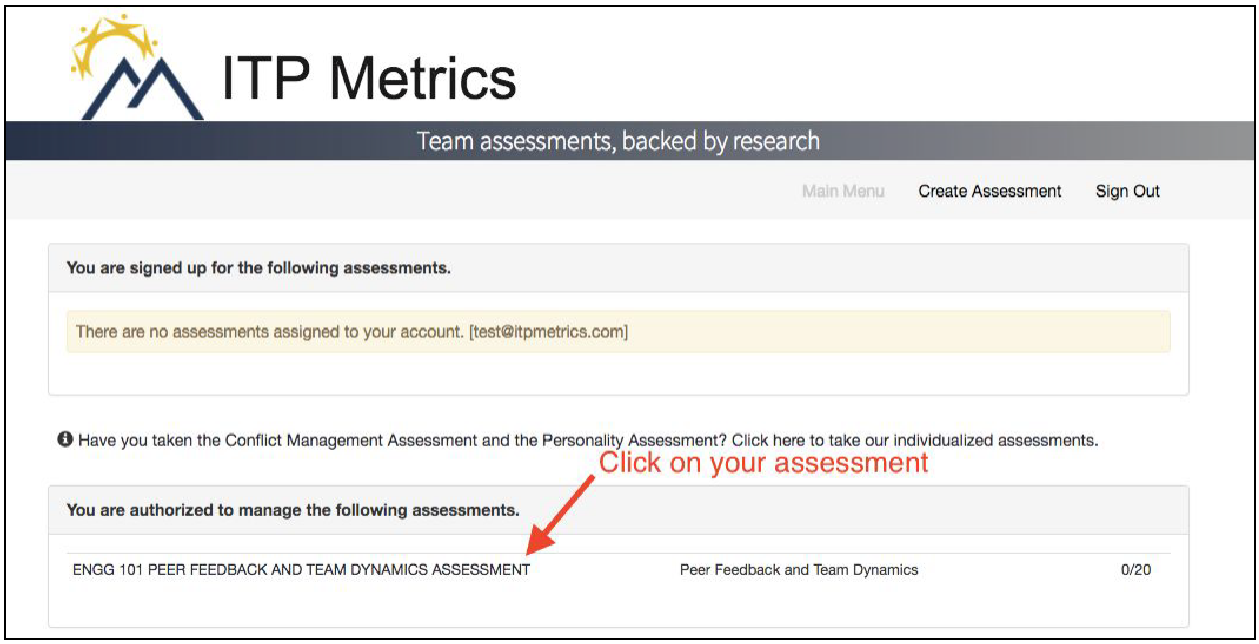
Step 8

When you're ready to start the assessment and send notifications to your participants, click on the "Start Assessment" button. The assessment is not accessible to participants until it is started. If you specified a start time in Step #7, you do not need to click on the "Start Assessment" button since it will start automatically at the specified time.



Step 9

OPTIONAL: If you want to monitor the assessment or make changes to it at a later time, you access the assessment's dashboard through the Main Menu after you sign in.



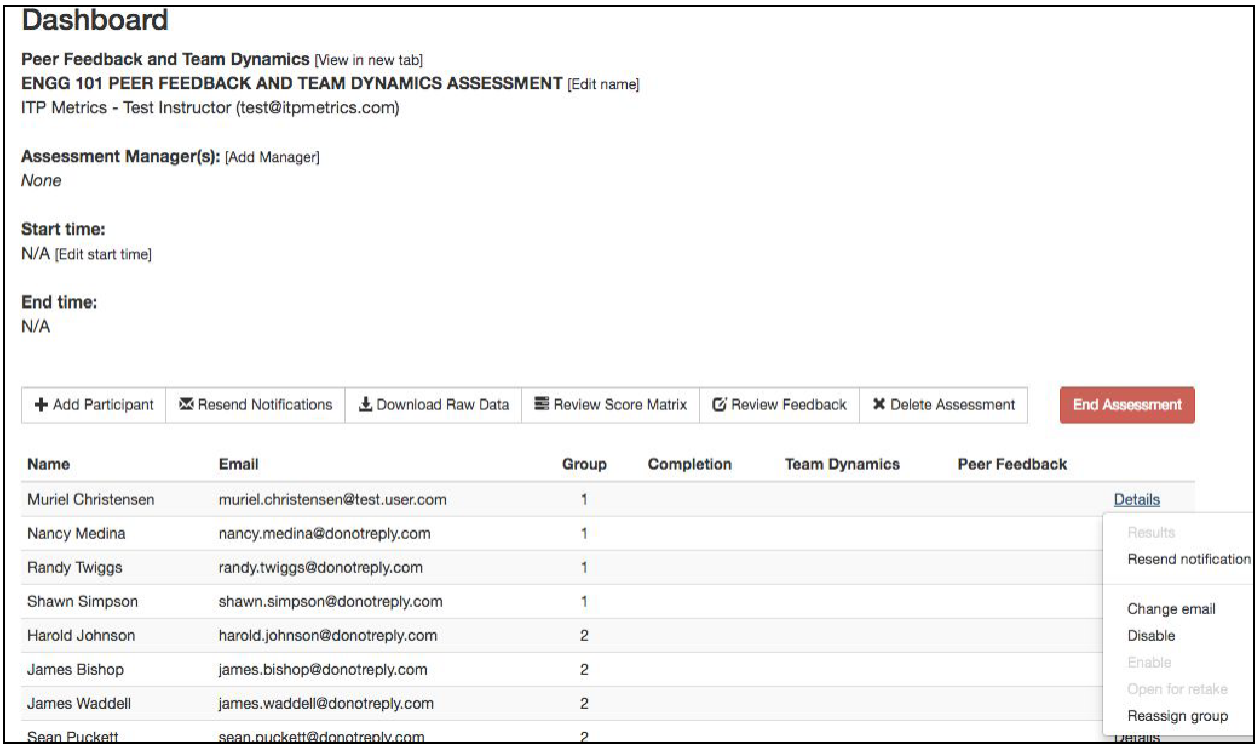
Step 10

OPTIONAL:

Adding a participant - In the case that the original participant list was missing entries, you can add a participant to the assessment by click on the “Add Participant” button. You will be prompted to enter the participant’s Name, Email, and Group.

Changing a participant’s email address - In the case that a participant’s email address is in error and they did not receive the appropriate invitation email, you can change a participant’s email address by clicking on the “Details” link for the participant and then selecting “Change email”. You will be prompted to enter the new email address.

Changing a participant’s group - In the case that a participant switched groups or they were originally assigned to the wrong group, you can change a participant’s group by clicking on the “Details” link for the participant and then selecting “Reassign group”. You will be prompted to enter the new group.

Removing a participant - In the case that a participant is no longer going to be participating in the assessment, you can disable their assessment by clicking on the “Details” link for the participant and then selecting “Disable”. This action will effectively remove them from the assessment.

Sending reminders - To send notification emails to participants who have not completed their assessment, click on the “Resend Notifications” button.