

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

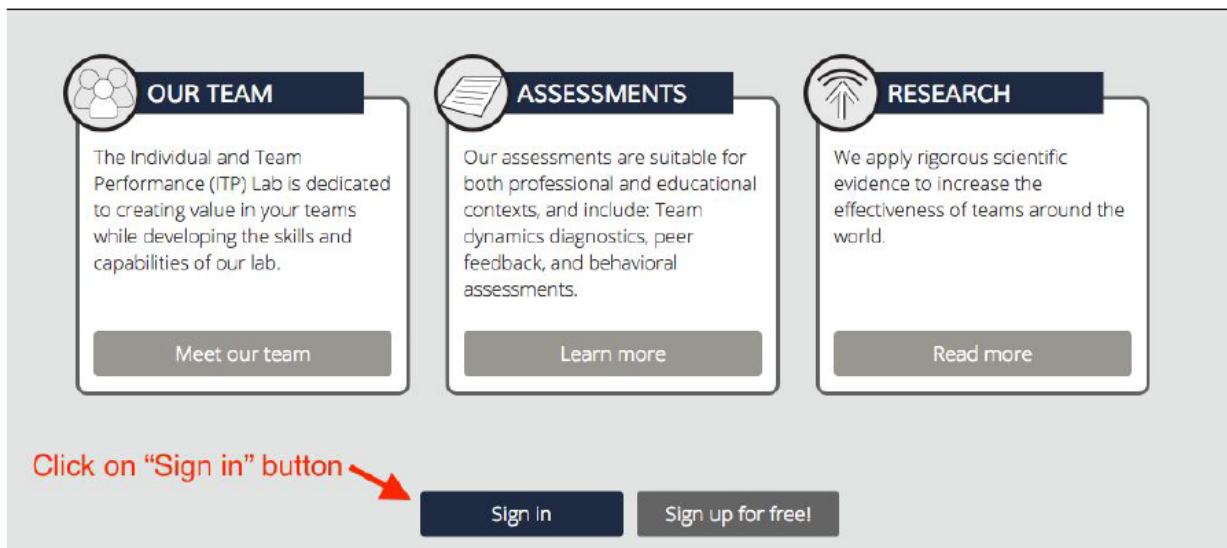
e.g.

	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.



The screenshot shows the top navigation bar of the ITP Metrics website. It features three main sections: "OUR TEAM", "ASSESSMENTS", and "RESEARCH". Each section has a brief description and a "Read more" button. Below these sections, there are two buttons: "Sign in" and "Sign up for free!". A red arrow points to the "Sign in" button with the text "Click on 'Sign in' button".

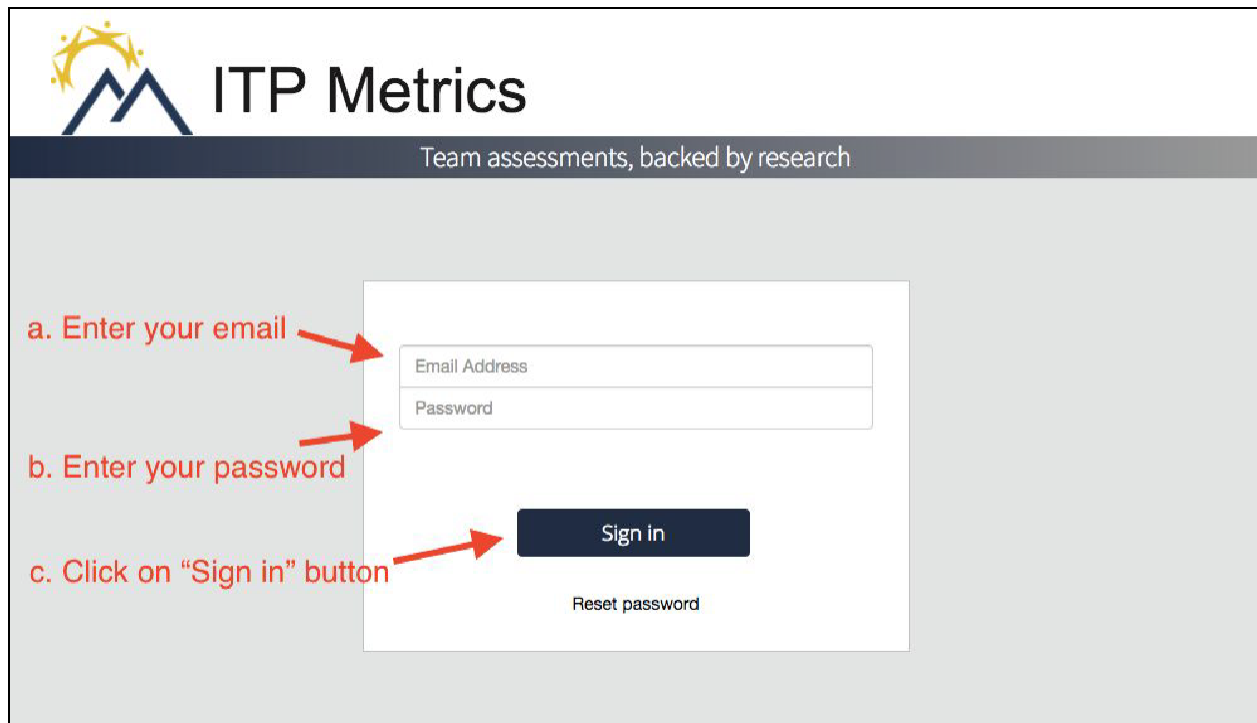
OUR TEAM	ASSESSMENTS	RESEARCH
The Individual and Team Performance (ITP) Lab is dedicated to creating value in your teams while developing the skills and capabilities of our lab.	Our assessments are suitable for both professional and educational contexts, and include: Team dynamics diagnostics, peer feedback, and behavioral assessments.	We apply rigorous scientific evidence to increase the effectiveness of teams around the world.
Meet our team	Learn more	Read more

Click on "Sign in" button

Sign in Sign up for free!

Step 2

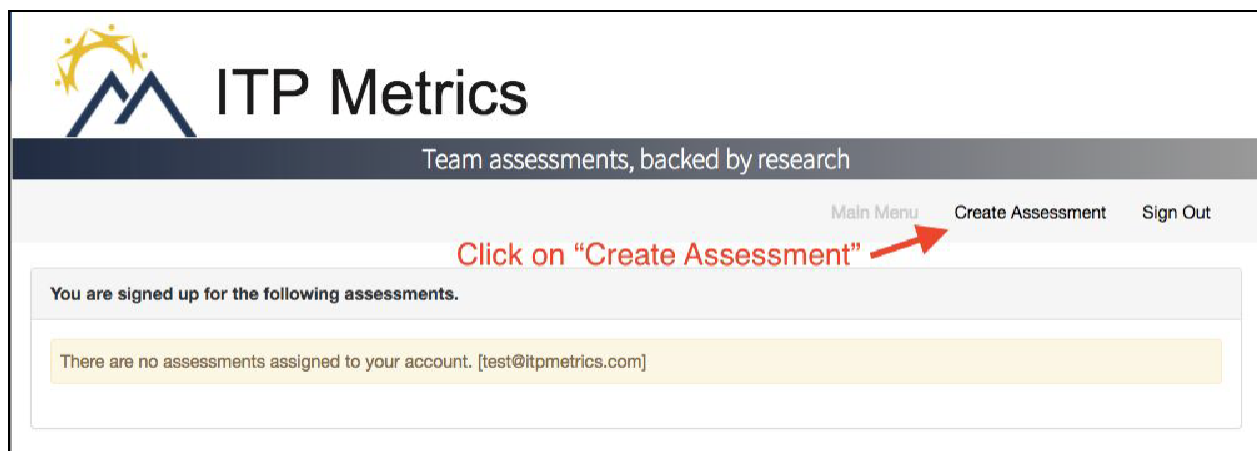
Enter the email and password for your ITP Metrics account and click on the “Sign in” button. If you’ve forgotten your password, you can click on the “Reset Password” link to create a new password.



The screenshot shows the ITP Metrics login interface. At the top left is the ITP Metrics logo, a stylized mountain range with a sunburst above it. To the right of the logo is the text "ITP Metrics". Below the logo and text is a dark grey banner with the text "Team assessments, backed by research". The main content area is a light grey background. In the center is a white login form. The form has two input fields: "Email Address" and "Password". Below the input fields is a dark blue "Sign in" button. Below the button is a link that says "Reset password". Three red arrows point to the form elements: the first arrow points to the "Email Address" field with the text "a. Enter your email"; the second arrow points to the "Password" field with the text "b. Enter your password"; the third arrow points to the "Sign in" button with the text "c. Click on 'Sign in' button".

Step 3

Click on “Create Assessment”.



The screenshot shows the ITP Metrics dashboard. At the top left is the ITP Metrics logo, a stylized mountain range with a sunburst above it. To the right of the logo is the text "ITP Metrics". Below the logo and text is a dark grey banner with the text "Team assessments, backed by research". The main content area is a light grey background. In the top right corner, there are three links: "Main Menu", "Create Assessment", and "Sign Out". A red arrow points to the "Create Assessment" link with the text "Click on 'Create Assessment'". Below the links is a white box with a grey header that says "You are signed up for the following assessments." Below the header is a yellow box with the text "There are no assessments assigned to your account. [test@itpmetrics.com]".

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 1 of 4 - Select a questionnaire

Peer Feedback
Assess teamwork competencies
The report details team members' strengths, developing competencies, and potential improvement behaviors.

Team Dynamics
Assess team health
The report details ideas on how the team can direct future actions toward improving teamwork.

Peer Feedback and Team Dynamics
Assess both teamwork competencies and team health
Includes both team and team member reports.

Conflict Management
Assess personal conflict management styles
The reports build awareness and discussion of team members' conflict management styles.

Personality
Assess personality traits
The reports detail the team members' personality traits and how they relate to team interactions and experiences in teamwork.

Leadership
Assess leadership views and behaviors
The reports build awareness of a leader's strengths and development areas.

Click on “Peer Feedback”

Step 5

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

Step 2 of 4 - Upload participant list

Just trying out the site? Click here to use a mock participant list

Want to reuse a participant list? Click here to select a previous assessment

Need help creating the participant list? Click here to download a template.

Your participant list should look similar to this image:

	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

Upload participant list

Choose File No file chosen

Click on the button under “Upload participant list” and use your spreadsheet file

Step 6

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

Step 3 of 4 - Enter assessment details

Enable written feedback ⓘ

Allow automatic release of feedback/scores ⓘ

Name:

ENGG 101 PEER FEEDBACK AND TEAM DYNAMICS ASSESSMENT



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 4 of 4 - Schedule assessment

Starts: Manually

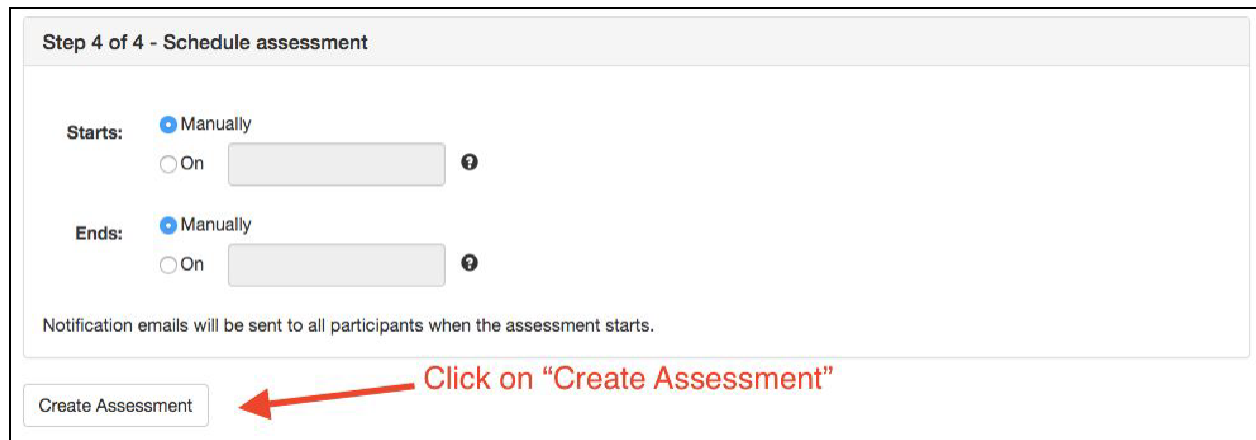
On ⓘ

Ends: Manually

On ⓘ

Notification emails will be sent to all participants when the assessment starts.

Create Assessment



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.

Dashboard


Peer Feedback and Team Dynamics [View in new tab]
ENGG 101 PEER FEEDBACK AND TEAM DYNAMICS ASSESSMENT [Edit name]
ITP Metrics - Test Instructor (test@itpmetrics.com)

Assessment Manager(s): [Add Manager]
None

Start time:
N/A [Edit start time]

End time:
N/A

[+ Add Participant](#) [✕ Delete Assessment](#)


Click on "Start Assessment" 

Start Assessment

Name	Email	Group	Completion	Team Dynamics	Peer Feedback
Muriel Christensen	muriel.christensen@test.user.com	1			Details
Nancy Medina	nancy.medina@donotreply.com	1			Details
Randy Twiggs	randy.twiggs@donotreply.com	1			Details

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.



ITP Metrics

Team assessments, backed by research


[Main Menu](#) [Create Assessment](#) [Sign Out](#)

You are signed up for the following assessments.

There are no assessments assigned to your account. [test@itpmetrics.com]

Have you taken the Conflict Management Assessment and the Personality Assessment? Click here to take our individualized assessments.

You are authorized to manage the following assessments.

Click on your assessment 

ENGG 101 PEER FEEDBACK AND TEAM DYNAMICS ASSESSMENT	Peer Feedback and Team Dynamics	0/20
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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 clicking 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.

Dashboard

Peer Feedback and Team Dynamics [View in new tab]
ENGG 101 PEER FEEDBACK AND TEAM DYNAMICS ASSESSMENT [Edit name]
ITP Metrics - Test Instructor (test@itpmetrics.com)

Assessment Manager(s): [Add Manager]
None

Start time:
N/A [Edit start time]

End time:
N/A

[+ Add Participant](#) [✉ Resend Notifications](#) [↓ Download Raw Data](#) [☰ Review Score Matrix](#) [🔄 Review Feedback](#) [✕ Delete Assessment](#) [End Assessment](#)

Name	Email	Group	Completion	Team Dynamics	Peer Feedback
Muriel Christensen	muriel.christensen@test.user.com	1			
Nancy Medina	nancy.medina@donotreply.com	1			
Randy Twiggs	randy.twiggs@donotreply.com	1			
Shawn Simpson	shawn.simpson@donotreply.com	1			
Harold Johnson	harold.johnson@donotreply.com	2			
James Bishop	james.bishop@donotreply.com	2			
James Waddell	james.waddell@donotreply.com	2			
Sean Puckett	sean.puckett@donotreply.com	2			

[Details](#)

- Results
- Resend notification
- Change email
- Disable
- Enable
- Open for retake
- Reassign group