

# Teaching Evaluations 1.4 - TQ Test Fest

The TQ Test Fest is designed to get people involved with Functional Testing for the Teaching Evaluations/Questionnaires 1.4 release. Everyone is welcome, from sysadmin to developer to consultant.

Please read the information below to get started.

**When: Tuesday, February 21st starting at 7:00am EST**

How do I get involved?

1. Create an account at <https://jira.sakaiproject.org/> to be able to create JIRA Issues.
2. Create an account here (on confluence) to be able to add your information to the Sign Up sheet below.

## Test Fest JIRA



All issues found during the Test Fest should be created as Sub-Tasks in JIRA for the following version 1.4.0-B10 at <https://jira.sakaiproject.org/browse/EVALSYS>. Throughout the Test Fest, all sub-tasks will be triaged. Duplicates and issues document expected functionality will be closed. Anything remaining will be assigned as appropriate.

## General Information

The Evaluation System is used to conduct formative and summative (End of Term) evaluations and review the results. An evaluation consists of a series of scaled and/or free text questions, which are delivered to students over a fixed time period (typically a few days). This guide will explain how to create items (questions), templates, and evaluations, deliver the evaluation and view the results. Permissions have been assigned for the "maintain" and "access" roles. Instructors with the maintain role can create a template, assign an evaluation to a template, and be evaluated in an evaluation. Students with the access role can complete and submit an evaluation. Test IDs were created for an Instructor and Students to assist the tester with this effort.

## Overview of Evaluation Process

The process of using the Evaluation Tool involves the following general steps:

1. Create your items (this is optional as you can also create items while creating a template)
2. Create a template
3. Add items to your template
4. Create an evaluation
  - a. Set the parameters for the evaluation
5. Run the evaluation
6. View the results

Each of these steps are explained in the following sections.

## Preparation

If you are new to QA testing for Sakai, there are some things that you do before the Test Fest begins:

### Creating test accounts and sites on the Sakai QA servers

- The QA5 server is available for testing and can be found here.  
Quick link: <http://qa5-us.sakaiproject.org/portal>
- Login to the Qa5 server:
  - UserID = admin
  - Password = (traditional Sakai login) contact Cathy Crouch if you need additional information (crouch@umich.edu)
- On the Sakai QA servers, each user can create his or her own test accounts and sites.
- Test accounts have been setup for the following IDs: Instructor01, Student01, and Student02. See the Information page of the test plan for details.
- Navigation for Teaching Evaluations: Click on "More Sites" at the top of the page > "TQ-test" site > Evaluation System tool

## Evaluation Dashboard

The **Evaluations Dashboard** provides a summary of group information and the current status of your evaluations. Links at the top of the page when selected will display the following:

- My Evaluations
- My Templates
- My Items
- My Scales
- My Email Templates
  - + Add Template

