

CATME Step-by-Step Instructor Guide

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Logging In

Visit the [CATME login page](#).

If you are a returning user, input your email address and password. Click login.

If you have forgotten your password, click the “Forgot your password?” link.

If you have need additional support, please contact support@catme.org.



[Help](#)

LOGIN

[Find out more](#) or [request instructor account](#)
[Preview the instrument](#)

Email Address:

Password:

Login

[Forgot your password?](#)

System Statistics

All Time Surveys: **126942** // Active Instructors: **7566** // Active Students: **1466682**

Announcements

If you do not have a CATME account, click the request instructor account link.

Fill in your information and click Submit Request. Your account request will be approved within 24 hours. If we need additional information, we will contact you through email.

Once your account is approved, you will receive a CATME email asking you to create a password.



[Help](#)



[Find out more](#) or [request instructor account](#)
[Preview the instrument](#)

LOGIN

This form is for requesting new instructor accounts ONLY. Once you submit your request you will be asked to provide a billing contact. Students who are having difficulty logging in should contact their instructor and/or go to Student FAQ (Frequently Asked Questions) or Student Videos. [<http://info.catme.org/student-modules/>]

First Name:

Last Name:

Institution:

Department:

Position: Assistant Professor

Address:

City:

Region/State:

Email Address:

(Please use a verifiable institutional email address and NOT a generic ISP (Internet Service Provider) such as Gmail, Yahoo, or Hotmail)

Phone :

Time Zone: US Eastern (GMT-5:00)

Address2:

Post Code/Zip Code:

Country:

Teaching Assistants (TAs) can also request instructor accounts.

Make sure the Position field is set to Teaching Assistant.

If the Teaching Assistant has an existing student account under their University email, please contact support@catme.org. We will create a [dual-access account](#).

This form is for requesting new instructor accounts ONLY. Once you submit your request you will be asked to provide a billing contact. Students who are having difficulty logging in should contact their instructor and/or go to Student FAQ (Frequently Asked Questions) or Student Videos. [<http://info.catme.org/student-modules/>]

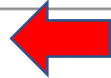
First Name:

Last Name:

Institution:

Department:

Position:



Address:

City:

Region/State:

Comments / Instructions:

Email Address:

(Please use a verifiable institutional email address and NOT a generic ISP (Internet Service Provider) such as Gmail, Yahoo, or Hotmail)

Phone :

Time Zone:

Address2:

Post Code/Zip Code:

Country:

[Students](#) also login on the [CATME login page](#).

Students will receive a CATME email to create a login password when an instructor adds them onto a survey.

The email used in the survey is where the password email will be sent.



[Help](#)

LOGIN

[Find out more](#) or [request instructor account](#)
[Preview the instrument](#)

Email Address:

Password:

Login

[Forgot your password?](#)

System Statistics

All Time Surveys: **126942** // Active Instructors: **7566** // Active Students: **1466682**

Announcements

Create a Class



Quick Summary—Amy Zhang

[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)




Show Archived Surveys

Show Surveys Older than Six Months

Show entries

Search:

All selected surveys

Class	Activity (Section)	Start	End	% Comp.
CATME Course	Summer 2020 Interns	2020-06-09	13 days to go	 0%
CATME Course	Sample Peer Evaluation	2020-06-16	378 days to go	 0%
CATME Course	Multiwizard interface	2020-06-18	2020-06-25	 0%

Data & Teams Send Reminder
View Results Send Reminder

Showing 1 to 3 of 3 entries

◀ Previous Next ▶

Show Surveys Older than Six Months

When you login to your CATME account, you will be taken to your Quick Summary page.

To create a new class, click the "Create Class" button.



Create Class

Cancel

Welcome!

The next several screens will guide you through the process of entering the basic information required to set up a class in the CATME system. After completing these screens, you will then have the opportunity to use a different set of screens to configure one or more surveys that will be taken by the students in the class.

Help is available at any time-- just click the [Help](#) link located in the upper-right corner above.

1. Click next.

Next >>



Basic Class Information

Cancel

Please enter the following basic information which describes the new class. Many of the fields have been pre-filled based on the information you supplied when registering for the CATME system, though you are free to change any values you wish to. You must at least enter a name for this new class.

Class:

Institution:

Term:

Time Zone:

Type:

2. Input your class information and click next.

Next >>



Cancel

Extra Messages to Students

The CATME peer evaluation system analyzes the data and flags certain "exceptional conditions". Normally, the results that students see include these exceptional conditions as extra messages whenever the CATME system recognizes one of these conditions that might affect them (more details about [exceptional conditions and the corresponding messages seen by students](#)).

You may choose not to display these messages by unchecking the box below. If you are unsure, leave the messages enabled. This setting has no effect on Team-Maker surveys.

Enable extra messages in students' results

3. Check the box to enable or disable extra messages in students' results and click next.

<< Back

Next >>



Cancel

Class Setup Complete

Congratulations!

You have now completed entering all information for the new class. The next screen is the Class Editor page, from which you can modify any of the information you entered on the previous screens and assign activities (Team-Maker surveys or CATME Peer Evaluations) for your students to complete. If you do not wish to make changes or set up activities now, click the "Cancel" button above to return to your personal summary page.

In the future, you may choose to create classes by entering all of the information into a single form like the one on the next page, rather than entering the data with the multi-screen "wizard" that you have just completed. If so, click the "My Profile" button on your personal summary page and uncheck the box at the bottom of the page.

You have finished creating your class.

<< Back

Done

Create a Team Maker Survey



Question Manager

Create Class

My Profile

Quick Summary—Amy Zhang

Show Archived Surveys Show Surveys Older than Six Months

[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)

The following surveys have an outstanding required action.

Class	Activity (Section)	Start	End	% Comp.	Required Action
My First Class				<div style="width: 0%; height: 10px; background-color: red;"></div> 0%	No activities defined

[Watch a video on how to create a class](#)

1. Click on the class in which you want to create a team maker survey, this will take you to the Class Editor page.

Class Editor

Save

Save and Return to Quick Summary

Cancel

Class:

Institution:

Term:

Time Zone:

Type:

Enable extra messages in students' results

Add Activity

Delete Class

2. On the Class Editor page, click "Add Activity."
You can also edit your class information on this page.

Cancel

Create Activity

The next several screens will guide you through the process of creating activities (Team-Maker Surveys or Peer Evaluations). If you wish to create multiple activities within one class, simply repeat this process by clicking the "Add Activity" button on the Class Editor page.

Before you begin, we recommend you prepare a file containing information about the students who will be participating in the activity. You can refer to the [Creating Surveys with Multi-Screen "Wizard"](#) section for more instructions about how to prepare these files. If you have already uploaded the student information for another activity for the class, you do not need to do so again.

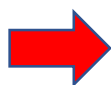
Click the [Help](#) link in the upper-right corner above if you need more information.

3. Click next.

Next >>

Cancel

Pick Activity Type



Team-Maker

Gather student demographic information and assign students to teams.

[Watch a tutorial on creating a team maker survey.](#)



CATME BARS [PEER EVALUATION]

Administer a behaviorally anchored peer evaluation and assess team member effectiveness.

[Watch a tutorial on creating a peer evaluation survey.](#)

4. Select Team Maker and click next.

<< Back

Next >>

Basic Activity Information

Basics

Please enter a name for this activity and choose the start and end dates for the activity period. The activity will become active at 12am on the morning of the start date you choose and will close at midnight on the evening of the end date you choose. All students will automatically receive a notice when the activity opens, and students who have not yet completed the activity will receive another reminder 48 hours before it closes.

Activity Name:

Start Date: Jun 18 2020

End Date: Jun 25 2020

5. Enter your activity name, start and end date.

Rater Practice

6. Choose a rater practice option.

Rater Practice: No Practice

- [Rater Practice Demonstration for Instructors](#)
- [How to View Rater Practice Results](#)
- [How to Assign Rater Practice](#)

Experience shows us that students are often reluctant to give their peers poor ratings, even when those ratings may be deserved. The CATME interface can attempt to help students to give more accurate assessments by requiring that each student complete the rating instrument for a hypothetical team, and giving feedback to the student comparing their ratings against the expected rating of each team member.

If you choose the 'Open Practice' option, your students will be able to perform the rater practice as often as they wish during the time period of the activity. You will have access to summary information about their rater practice scores (max, average and low). However a student can skip rater practice and go directly to the activity (they may return to it later, until the activity closes).

If you choose 'Require Once', your students will be required to use the rater practice tool at least once before they can access the activity. After completing it once, a student may return to it as often as they wish during the activity time period. You will have access to summary information about their practice scores (max, average and low).

If you choose 'No Practice' there will be no practice associated with your activity. A student may start the activity immediately. However, although a student may access the rater practice feature for their own benefit, we do not capture their rater practice scores for your review.

Activity Reentry

The default behavior for a TEAM-MAKER survey is to allow a student unlimited access until the survey's closing date. Until the closing date has passed, a student may reenter a survey as often as they like and change answers.

If you wish to limit your students ability to re-enter your survey and change their answers, check the following box. Doing so will mean that a student cannot reenter a survey and change answers after fully completing it (although they can reenter a partly completed survey as often as needed).

Limit Entry:

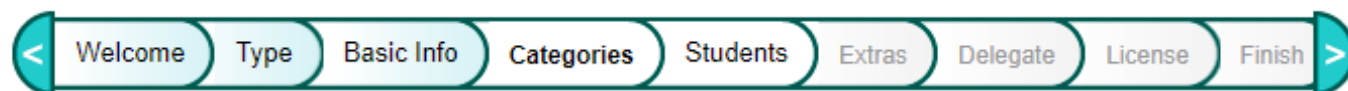


You may change this team-maker setting at any time on your survey editor page by unchecking this box.

7. Check or uncheck the "Limit Entry" box, click next.

<< Back

Next >>



Activity Content

Cancel

Team-Maker uses student responses to a set of demographic questions in an effort to form the most optimal teams possible. Research has shown that scheduling constraints, gender and racial balance, and overall GPA are the most critical factors when forming teams, but a variety of other survey questions are also available ([more detail regarding each question](#)).

Check or uncheck the boxes below to add or delete questions from the Activity. The [Information on Team-Maker Questions section](#) contains full descriptions and citations for all of the measures. You will be able to "preview the instrument" before you finish creating this activity. This allows you to see the survey exactly as your students will see it.

8a. Select the questions you want displayed on your survey by checking and unchecking the boxes.

- Questions:
- Eur/Afr Time Zone
 - US TimeZone
 - NorthAm Timezone
 - S Am/Carib Time Zone
 - Australasian TimeZon
 - All World Time Zones
 - Gender



Use this button to edit the instructions to students that appear at the beginning of the survey:

Edit Activity Intro

<< Back

Next >>

Activity Content

Cancel

Team-Maker uses student responses to a set of demographic questions in an effort to form the most optimal teams possible. Research has shown that scheduling constraints, gender and racial balance, and overall GPA are the most critical factors when forming teams, but a variety of other survey questions are also available ([more detail regarding each question](#)).

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- Questions:
- Eur/Afr Time Zone
 - US TimeZone
 - NorthAm Timezone
 - S Am/Carib Time Zone
 - Australasian TimeZon
 - All World Time Zones
 - Gender



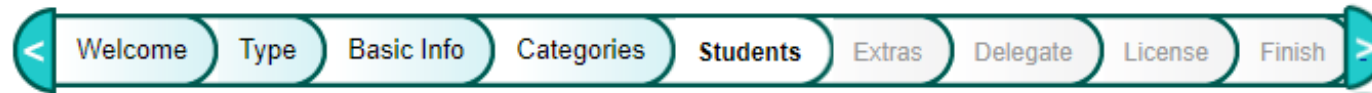
Edit Activity Intro

Use this button to edit the instructions to students that appear at the beginning of the survey:

<< Back

Next >>

8b. Click “Edit Activity Intro” if you would like to change the text on the first page of the team maker survey. Click next.



Load Students

Cancel

Now you need to load one or more lists of students who will be participating in this survey. You can find more information on the [appropriate format for these files](#) if needed.

The imported list of students (along with any errors encountered) will be displayed below.

Example CSV files for testing: [student_demo_no_teams.csv](#), [student_demo_with_teams.csv](#),

Import Students From File

Choose File No file chosen

Import

9a. Download the `student_demo_no_teams.csv` file if you are testing or practicing creating a survey.

<< Back

Next >>

9b. Click “Choose file” and select the demo file or your own student list. Import. Click next.

CATME will send a student login email to the email addresses you have uploaded.

Cancel

Instructor Delegation

By default the settings, student lists, and results of all of your surveys are only accessible to you. However, for team-taught courses and large multi-section courses you may wish to allow other instructors (or teaching assistants) access to your CATME Activity information. As the creator of the activity, you have the option of sharing it with one or more additional instructors (on a per-section basis, if the student list you imported includes multiple sections). You also control what access those instructors have to the activity settings and results. You can check our video for [assistance on the delegation system](#)



Delegate Instructors

Click here if you wish to give other instructors access to this survey:

<< Back

Next >>

10a. Click the “Delegate Instructors” button to display the instructors with a CATME account at your university.

TA’s can also be delegated into a survey. Have your TA request an instructor account in CATME.

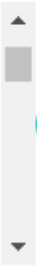
<< Back

Next >>

Show Instructors for all Institutions

- Instructors Assigned:
- Bae, Euiwon (Purdue University)
 - Balmos, Andrew David (Purdue University)
 - BAPAT, PRADNYA (Purdue University)
 - Barbarash, David (Purdue University)
 - Bartholomew, Scott (Purdue University)
 - Bartusiak, Emily (Purdue University)
 - Beaudoin, Stephen (Purdue University)

10b. Check the instructors you would like to delegate. Click “Delegate”. Click next.



Delegate

Instructor Delegates
Amy Zhang

Reset Delegations

License

Cancel

Your license is in order. The annual license fee for use of the CATME system is \$2.00 per unique student per license year for unlimited use of CATME. Unique student count is based upon previous license year's actual use, or your estimated use in the new license year. If you wish to test the system with our student accounts, you can download [the sample student file from this website](#). Instructor testing with our student accounts incurs no charges

Your current license will expire on 30 June 2021 (Current usage is 3 students).

For answers to common questions about licensing, [go to the CATME information site](#). For questions about licensing contact licensing@catme.org

11. Review your licensing information. Click next.

<< Back

Next >>

Activity Setup Complete

Save and Return to Class Editor

Congratulations!

You have now completed entering all information for the new survey. Thank you for using the system.

You will now be taken to a screen where you may modify any of the information you entered on the previous screens. Click the "**Cancel**" button on the next page to return to the class summary page.

In the future you may choose to create surveys more efficiently by simply entering all of the information into a single form like the one on the next page, rather than entering the data with the multi-screen "wizard" that you have just completed. Simply click the "**My Profile**" button on your personal summary page and uncheck the appropriate box near the bottom of the profile page.

Instruction on how to review [the timing of the CATME startup sequence](#) and processing of your survey information.

You may also review your current license and count information on the "**My Profile**" page.

12. You have finished creating your team maker survey.

Done


[View Your Team Maker Results](#)

Quick Summary—Lauren McDaniel

Show Archived Surveys (highlighted in ) Show Surveys Older than Six Months

[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)

The following surveys have an outstanding required action.

Class	Activity (Section)	Start	End	% Comp.	Required Action
Lauren-Test				 0%	No activities defined

[Watch a video on how to create a class](#)

Show entries

Search:

All selected surveys

Class	Activity (Section)	Start	End	% Comp.
Example Class	TEAM MAKER	2020-06-19	2 days to go	 90%
My First Class	TEST PEER EVAL	2020-06-18	6 days to go	 100%

[Data & Teams](#) [Send Reminder](#)
[View Results](#) [Send Reminder](#)

Showing 1 to 2 of 2 entries

Show Surveys Older than Six Months

◀ Previous Next ▶


On your Quick Summary page, you can see the completion percentage, view results, and send a reminder email to students with incomplete surveys.

Click the “View Results” button next to your team maker survey to see your student's response.

Student Data

[Return](#) [Export to CSV](#) [Make Teams](#)

Activity	Class	Term	Format	Instr	School
TEAM MAKER	Example Class	Spring 2020	Lecture	McDaniel	Purdue University

Display options: Enable page controls Show detailed data [Re-Display](#)

	Name	Student ID	Email	Sex	Race	GPA	Pct Busy
<input type="checkbox"/>	Barton, Rodney	200003	rodney.barton@sysiphus.com	Male	Hispanic	3.75 (4)	28%
<input type="checkbox"/>	Clarke, Fred	200005	fred.clarke@sysiphus.com	Male	Hispanic	2.99 (2)	26%
<input type="checkbox"/>	Diaz, Judith	200000	judith.diaz@sysiphus.com				
<input type="checkbox"/>	Garza, Lucy	200004	lucy.garza@sysiphus.com	Female	Other	3.06 (2)	43%
<input type="checkbox"/>	Gonzalez, Eric	200008	eric.gonzalez@sysiphus.com	Male	Hispanic	2.80 (1)	59%
<input type="checkbox"/>	Hughes, Arlene	200009	arlene.hughes@sysiphus.com	Female	White	3.25 (3)	26%
<input type="checkbox"/>	Parks, Jesse	200006	jesse.parks@sysiphus.com	Female	White	3.95 (4)	40%
<input type="checkbox"/>	Price, Victoria	200001	victoria.price@sysiphus.com	Female	Asian	3.48 (3)	26%
<input type="checkbox"/>	Ruiz, Lamar	200007	lamar.ruiz@sysiphus.com	Male	Hispanic	3.64 (4)	35%
<input type="checkbox"/>	Snyder, Leigh	200002	leigh.snyder@sysiphus.com	Female	White	2.09 (1)	50%

Make team with only selected students



On the Student Data page, you can view your student list and the survey data. To create teams out of your students, click on the "Make Teams" button. You can also get a CSV of the data by clicking the "Export to CSV" button.

Choose Parameters

Cancel View Student Data **Make Teams**

Activity	Class	Term	Format	Instr	School
TEAM MAKER	Example Class	Spring 2020	Lecture	McDaniel	Purdue University

Select team size: Maximum team size 4

Gender

Distribute Ignore Don't Outnumber

Female (5) 50%
Male (4) 40%
No resp (1) 10%

Race

Distribute Ignore Don't Outnumber

Hispanic (4) 40%
White (3) 30%
Other (1) 10%
Asian (1) 10%
No resp (1) 10%

GPA

Group Dissimilar Ignore Group Similar

Above 3.66 (2) 20%
2.67 - 3.66 (6) 60%
1.67 - 2.66 (1) 10%
0.67 - 1.66 () 0%
Below 0.67 () 0%
No resp (1) 10%

Schedule

Ignore Group Similar

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00am	20%	20%	20%	30%	20%	20%	20%
9:00am	10%	10%	10%	20%	10%	20%	20%
10:00am	10%	10%	10%	20%	20%	30%	30%

When creating teams, you can choose how you want them to be formed by each criteria you originally selected, in making the teams contain people who are similar in that aspect or different.

To create the teams, click on the "Make Teams" button.

Team-Maker Results

[Return](#)[Export to CSV](#)[Change Params](#)[Re-Make Teams](#)[Save Teams](#)

Activity	Class	Term	Format	Instr	School
TEAM MAKER	Example Class	Spring 2020	Lecture	McDaniel	Purdue University

Display options:



Enable page controls



Show detailed data

[Re-Display](#)

	Name	Student ID	Email	Team Name	Sex	Race	GPA	Schedule	Pct Busy	Tot (Max 11)
<input type="checkbox"/>	Barton, Rodney	200003	rodney.barton@sysiphus.com	1	Male	Hispanic	3.75 (4)	6 days/week with 2+ hr meeting blocks (schedule summary)	28%	8.50
<input type="checkbox"/>	Garza, Lucy	200004	lucy.garza@sysiphus.com	1	Female	Other	3.06 (2)		43%	
<input type="checkbox"/>	Gonzalez, Eric	200008	eric.gonzalez@sysiphus.com	1	Male	Hispanic	2.80 (1)		59%	
<input type="checkbox"/>	Price, Victoria	200001	victoria.price@sysiphus.com	1	Female	Asian	3.48 (3)		26%	
	Scores:				1.00	-0.50	3.00	5.00		
<input type="checkbox"/>	Diaz, Judith	200000	judith.diaz@sysiphus.com	2				5 days/week with 2+ hr meeting blocks (schedule summary)		9.00
<input type="checkbox"/>	Ruiz, Lamar	200007	lamar.ruiz@sysiphus.com	2	Male	Hispanic	3.64 (4)		35%	
<input type="checkbox"/>	Snyder, Leigh	200002	leigh.snyder@sysiphus.com	2	Female	White	2.09 (1)		50%	
	Scores:				-1.00	2.00	3.00	5.00		
<input type="checkbox"/>	Clarke, Fred	200005	fred.clarke@sysiphus.com	3	Male	Hispanic	2.99 (2)	7 days/week with 2+ hr meeting blocks (schedule summary)	26%	
<input type="checkbox"/>	Hughes, Arlene	200009	arlene.hughes@sysiphus.com	3	Female	White	3.25 (3)		26%	
<input type="checkbox"/>	Parks, Jesse	200006	jesse.parks@sysiphus.com	3	Female	White	3.95 (4)		40%	
	Scores:			1.00	2.00	3.00	5.00	11.00		

Make team with only selected students

[Select](#)

On the Team-Maker Results page, you can see and customize the teams you created.

To save these teams, click the "Save Teams" button.

Create a Peer Evaluation Survey



Quick Summary—Amy Zhang

[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)

Show Archived Surveys Show Surveys Older than Six Months

The following surveys have an outstanding required action.

Class	Activity (Section)	Start	End	% Comp.	Required Action
My First Class				0%	No activities defined

[Watch a video on how to create a class](#)

1. Click on the class in which you want to create a peer evaluation survey, this will take you to the Class Editor page.

Class Editor

Class:

Institution:

Term:

Time Zone:

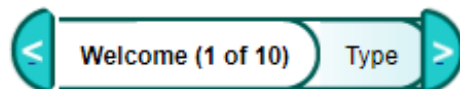
Type:

[Enable extra messages in students' results](#)

[Add Activity](#)

[Delete Class](#)

2. On the Class Editor page, click “Add Activity.”
You can also edit your class information on this page.



Create Activity

Cancel

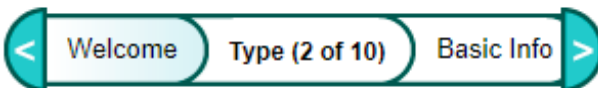
The next several screens will guide you through the process of creating activities (Team-Maker Surveys or Peer Evaluations). If you wish to create multiple activities within one class, simply repeat this process by clicking the **"Add Activity"** button on the Class Editor page.

Before you begin, we recommend you prepare a file containing information about the students who will be participating in the activity. You can refer to the [Creating Surveys with Multi-Screen "Wizard"](#) section for more instructions about how to prepare these files. If you have already uploaded the student information for another activity for the class, you do not need to do so again.

Click the [Help](#) link in the upper-right corner above if you need more information.

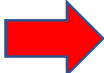
3. Click next.

Next >>



Pick Activity Type

Cancel

- Team-Maker**
Gather student demographic information and assign students to teams.
[Watch a tutorial on creating a team maker survey.](#)
-  **CATME BARS [PEER EVALUATION]**
Administer a behaviorally anchored peer evaluation and assess team member effectiveness.
[Watch a tutorial on creating a peer evaluation survey.](#)

<< Back

Next >>

4. Select CATME Bars [PEER EVALUATION] and click next.

Basic Activity Information

Cancel

Basics

Please enter a name for this activity and choose the start and end dates for the activity period. The activity will become active at 12am on the morning of the start date you choose and will close at midnight on the evening of the end date you choose. All students will automatically receive a notice when the activity opens, and students who have not yet completed the activity will receive another reminder 48 hours before it closes.

Activity Name:

5. Enter your activity name, start and end date.

Start Date: Jun ▼ 18 ▼ 2020 ▼

End Date: Jun ▼ 25 ▼ 2020 ▼

Rater Practice

6. Choose a rater practice option.

Rater Practice: No Practice ▼

[Rater Practice Demonstration for Instructors](#)
[How to View Rater Practice Results](#)
[How to Assign Rater Practice](#)

Experience shows us that students are often reluctant to give their peers poor ratings, even when those ratings may be deserved. The CATME interface can attempt to help students to give more accurate assessments by requiring that each student complete the rating instrument for a hypothetical team, and giving feedback to the student comparing their ratings against the expected rating of each team member.

If you choose the '**Open Practice**' option, your students will be able to perform the rater practice as often as they wish during the time period of the activity. You will have access to summary information about their rater practice scores (max, average and low). However a student can skip rater practice and go directly to the activity (they may return to it later, until the activity closes).

If you choose '**Require Once**', your students will be required to use the rater practice tool at least once before they can access the activity. After completing it once, a student may return to it as often as they wish during the activity time period. You will have access to summary information about their practice scores (max, average and low).

If you choose '**No Practice**' there will be no practice associated with your activity. A student may start the activity immediately. However, although a student may access the rater practice feature for their own benefit, we do not capture their rater practice scores for your review.

Rater Practice: Contributing to the Team's Work

<< Back

Reveal Answers

Next >>

This is a simulated exercise to familiarize you with the CATME Peer Evaluation instrument and help you calibrate your ratings of your peers with other users. All team member names are fictional. Remember that you will be able to view a team member's descriptions simply by rolling your mouse over each student's name.

Rowan Anderson			
Quinn Clark			
Harley Hill			
Description of Rating			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none">Does more or higher-quality work than expected.Makes important contributions that improve the team's work.Helps teammates who are having difficulty completing their work.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Demonstrates behaviors described immediately above and below.
<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<ul style="list-style-type: none">Completes a fair share of the team's work with acceptable quality.Keeps commitments and completes assignments on time.Helps teammates who are having difficulty when it is easy or important.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Demonstrates behaviors described immediately above and below.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none">Does not do a fair share of the team's work. Delivers sloppy or incomplete work.Misses deadlines. Is late, unprepared, or absent for team meetings.Does not assist teammates. Quits if the work becomes difficult.

To learn more about rater practice, go to the [Rater Practice](#) page on the CATME info site.

To see how rater practice works and if it's a good fit for your students, go to the [Rater Practice Preview](#) page.

Activity Content

Cancel

The CATME Peer Evaluation instrument asks each student to rate themselves and their fellow team members on five types of team-member contributions. There are also optional follow-up questions you can use to better understand students' team experiences and their team processes.

Check or uncheck the boxes below to add or delete questions from the Activity. The [information on Team-Maker Questions section](#) contains full descriptions and citations for all of the measures. You will be able to "preview the instrument" before you finish creating this activity. This allows you to see the survey exactly as your students will see it.

- Questions:
- Contributing to Work
 - Interacting with Teammates
 - Keeping Team on Track
 - Expecting Quality
 - Having Knowledge/Skills
 - Follow-Up Questions
 - Team Conflict

Use this button to edit the instructions to students that appear at the beginning of the survey:

Edit Activity Intro

<< Back

Next >>

7. Select the questions you want displayed on your evaluation by checking and unchecking the boxes. Click next.

The questions in the box and the Team Satisfaction questions are selected by default in all surveys.

- Questions:
- Follow-Up Questions
 - Team Conflict
 - Team Satisfaction
 - Team Interdependence
 - Team Cohesiveness
 - Peer Influences
 - Psychological Safety

For more information on the extra questions, watch our video on [Extra Questions Overview](#).

To learn more about the Team Satisfaction optional questions and if they are applicable to you and your class, click on the video links below:

[Team Satisfaction](#)

[Follow-Up Questions](#)

[Team Conflict](#)

[Team Interdependence](#)

[Team Cohesiveness](#)

[Peer Influences](#)

[Psychological Safety](#)

Peer-to-Peer Comments

Cancel

Instructor videos on Peer-to-Peer Comments ([How to activate peer-to-peer comments](#), [Why should instructors require Peer-to-Peer Comments](#)).

Enable Peer-to-Peer Comments:
Release Peer-to-Peer Comments to Students:
Anonymize Peer-to-Peer Release:

8. Check the boxes of the features you want in your survey. You may choose not to select any. Click next.

Peer-to-peer comments are comments students make about each team member, including themselves. If you check the "Enable Peer-to-Peer Comments" box below, students will see a separate peer-to-peer comment box for each team member including themselves, peer-to-peer comments are in addition to the "Confidential Comments to Instructor" comment box that all students see at the end of all surveys. The "Confidential Comments to Instructor" are never released to students

IMPORTANT: If you check the "Enable Peer-to-Peer Comments" box when you create the Peer Evaluation Activity, you can collect the student comments and later choose to only release the peer evaluation survey results without the student comments.

The "**Release Peer-to-Peer Comments to Students**" is unchecked by default. If you select release peer-to-peer comments, we suggest you inform your students about your choice before they complete their peer evaluation and provide their peer to peer comments. We feel that you should encourage students to be professional in their comments and ask them watch the [the student video on peer to peer feedback](#). **Students will see the comments and the name of the commenter.**

IMPORTANT: If you do not check the "Release Peer-to-Peer Comments to Students" box when you create the Peer Evaluation Activity, you will not be able to change your survey decision later.

The "**Anonymize Peer-to-Peer Release to Students**" is unchecked by default. If you choose to anonymize the release of student comments, students will see the peer-to-peer comments made by all team members about everyone on the team including themselves but will NOT see the name of the student who made the comments. If you choose to enable this option, you may not disable it later.

Students taking the survey will see a note explaining that the peer-to-peer comments they make about themselves and other students will be viewable but not the name of the commenter.

Comments students receive:

Comments collected but not released to team-mates: "Your comments will be confidential to your instructor. Only your instructor will have access to them."

Comments collected and released (with identifying information): "This survey is currently set up so that your teammates will read your comments and know you wrote them. Your instructor can change this decision and change the comments to be private."

Comments collected and released (anonymized): "This survey is currently set up so that your teammates will read your comments but will not know that it was you that wrote them."

<< Back

Next >>

Load Students

Cancel

Now you need to load one or more lists of students who will be participating in this survey. You may import a student list from a previous survey for this class, if one exists, using the lefthand control. You may import a list of students from a file using the righthand control (You can learn information about the [appropriate format for these files](#) if needed).

If you wish to load several different student lists into the same survey, be sure to use the "**Append**" button—the "**Replace**" button will discard any existing student lists and import the new student list you've selected.

Example CSV files for testing: [student_demo_no_teams.csv](#), [student_demo_with_teams.csv](#),

Import Students From Activity

No pre-existing surveys.

***Note:** If you have unreleased activities, they will not be available.



Import Students From File

Choose File No file chosen

Replace

Append

<< Back

Next >>

9a. Download the `student_demo_with_teams.csv` file if you are testing or practicing creating a peer evaluation.

9b. Click "Choose file" and select the demo file or your own student list. Import. You can also import a student list from a previous closed survey. Click next.

Instructor Delegation

Cancel

By default the settings, student lists, and results of all of your surveys are only accessible to you. However, for team-taught courses and large multi-section courses you may wish to allow other instructors (or teaching assistants) access to your CATME Activity information. As the creator of the activity, you have the option of sharing it with one or more additional instructors (on a per-section basis, if the student list you imported includes multiple sections). You also control what access those instructors have to the activity settings and results. You can check our video for [assistance on the delegation system](#)



Delegate Instructors

Click here if you wish to give other instructors access to this survey:

<< Back

Next >>

10a. Click the delegate instructors button to display the instructors with a CATME account at your university. TA's can also be delegated into a survey. Have your TA request an instructor account in CATME.

<< Back

Next >>

Show Instructors for all Institutions

- Instructors Assigned:
- Bae, Euiwon (Purdue University)
 - Balmos, Andrew David (Purdue University)
 - BAPAT, PRADNYA (Purdue University)
 - Barbarash, David (Purdue University)
 - Bartholomew, Scott (Purdue University)
 - Bartusiak, Emily (Purdue University)
 - Beaudoin, Stephen (Purdue University)

10b. Check the instructors you would like to delegate. Click delegate. Click next.



Delegate

Instructor Delegates
Amy Zhang

Reset Delegations

Cancel

License

Your license is in order. The annual license fee for use of the CATME system is \$2.00 per unique student per license year for unlimited use of CATME. Unique student count is based upon previous license year's actual use, or your estimated use in the new license year. If you wish to test the system with our student accounts, you can download [the sample student file from this website](#). Instructor testing with our student accounts incurs no charges

Your current license will expire on 30 June 2021 (Current usage is 3 students).

For answers to common questions about licensing, [go to the CATME information site](#). For questions about licensing contact licensing@catme.org

11. Review your licensing information. Click next.

<< Back

Next >>

Activity Setup Complete

Save and Return to Class Editor

Congratulations!

You have now completed entering all information for the new survey. Thank you for using the system.

You will now be taken to a screen where you may modify any of the information you entered on the previous screens. Click the "Cancel" button on the next page to return to the class summary page.

In the future you may choose to create surveys more efficiently by simply entering all of the information into a single form like the one on the next page, rather than entering the data with the multi-screen "wizard" that you have just completed. Simply click the "My Profile" button on your personal summary page and uncheck the appropriate box near the bottom of the profile page.

Instruction on how to review [the timing of the CATME startup sequence](#) and processing of your survey information.

You may also review your current license and count information on the "My Profile" page.

You have finished creating your peer evaluation survey.

Done

Edit Your Survey

Quick Summary—Amy Zhang

Show Archived Surveys Show Surveys Older than Six Months

[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)

Show entries

Search:

All selected surveys

Class	Activity (Section)	Start	End	% Comp.
CATME Course	Summer 2020 Interns	2020-06-09	12 days to go	<div style="width: 0%; background-color: red;">0%</div>
CATME Course	Sample Peer Evaluation	2020-06-16	377 days to go	<div style="width: 0%; background-color: red;">0%</div>
My First Class	TEAM MAKER TEST	2020-06-18	7 days to go	<div style="width: 0%; background-color: red;">0%</div>
My First Class	TEST PEER EVAL	2020-06-18	7 days to go	<div style="width: 0%; background-color: red;">0%</div>

Data & Teams	Send Reminder
View Results	Send Reminder
Data & Teams	Send Reminder
View Results	Send Reminder

Showing 1 to 4 of 4 entries

Show Surveys Older than Six Months

◀ Previous Next ▶

Click the Survey you want to edit. Clicking your survey will take you to the Activity Editor page.

Activity Editor

[View Data & Teams](#) [Save](#) [Save and Return to Class Editor](#) [Cancel](#)



Information on [the timing of the CATME startup sequence](#)

Instr	Class	Term	Format	School
Zhang	My First Class	Summer 2020	Lab	Purdue University

Activity Name:

Start Date:

End Date:

Rater Practice:

[Limit Entry](#):

- Questions:
- Eur/Afr Time Zone
 - US TimeZone
 - NorthAm Timezone
 - S Am/Carib Time Zone
 - Australasian TimeZon
 - All World Time Zones
 - Gender

[Edit Activity Intro](#)
[Delegate Instructors](#)

Preview instrument as student:

[Preview](#)

Search:

[Add Individual](#)

Name	Student ID	Email
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Richards, Dianne	200010	dianne.richards@sysiphus.com

[Edit Students](#)

Import Students From File

No file chosen

[Replace](#) [Append](#)

[Archive Activity](#)

The Activity Editor page allows you to change any information in your survey.

When you make changes to the top portion of the Activity Editor, remember to click Save.

Activity Editor

Preview instrument as student: Hughes, Arlene ▾

Preview

1. To add a single student, click "Add Individual."

Search:

Add Individual

Edit Students

Name	Student ID	Email
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Richards, Dianne	200010	dianne.richards@sysiphus.com

Student Editor

Save

Save and Return to Activity Editor

Cancel

First Name:

Last Name:

Student ID:

Email:

2. You will be taken to the Student Editor page. Input the student's info and click "Save and Return to Activity Editor."

Activity Editor

Preview instrument as student: Hughes, Arlene ▾

Preview

Your student has now been added to your student list.

Search:

Add Individual

Edit Students

Name	Student ID	Email
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Richards, Dianne	200010	dianne.richards@sysiphus.com
Student, New	00000001	newstudent@sysiphus

1. Create a CSV file with the students you want to add. Column headers need these labels: first, last, email, id. Excel can be used to save your file as a CSV file.

Activity Editor

Import Students From File

Choose File Append csv.csv

2. Choose your CSV file and click "Append."

Replace Append



Preview instrument as student: Barton, Rodney

Preview

Search:

Add Individual

Edit Students

Name	Student ID	Email
Barton, Rodney	200003	rodney.barton@sysiphus.com
Diaz, Judith	200000	judith.diaz@sysiphus.com
Garza, Lucy	200004	lucy.garza@sysiphus.com
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Price, Victoria	200001	victoria.price@sysiphus.com
Richards, Dianne	200010	dianne.richards@sysiphus.com
Snyder, Leigh	200002	leigh.snyder@sysiphus.com
Student, New	00000001	newstudent@sysiphus

Your new students have now been added to your student list.

1. To delete a student from a survey, click "Edit Students."

Preview instrument as student: Barton, Rodney

Search:

Name	Student ID	Email
Barton, Rodney	200003	rodney.barton@sysiphus.com
Diaz, Judith	200000	judith.diaz@sysiphus.com
Garza, Lucy	200004	lucy.garza@sysiphus.com
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Price, Victoria	200001	victoria.price@sysiphus.com
Richards, Dianne	200010	dianne.richards@sysiphus.com
Snyder, Leigh	200002	leigh.snyder@sysiphus.com
Student, New	00000001	newstudent@sysiphus



Edit Students

2. Check the students you want to delete. Click "Delete Students."

Search:

Name	Student ID	Email	
Barton, Rodney	200003	rodney.barton@sysiphus.com	<input type="checkbox"/>
Diaz, Judith	200000	judith.diaz@sysiphus.com	<input type="checkbox"/>
Garza, Lucy	200004	lucy.garza@sysiphus.com	<input type="checkbox"/>
Hughes, Arlene	200009	arlene.hughes@sysiphus.com	<input type="checkbox"/>
Price, Victoria	200001	victoria.price@sysiphus.com	<input type="checkbox"/>
Richards, Dianne	200010	dianne.richards@sysiphus.com	<input type="checkbox"/>
Snyder, Leigh	200002	leigh.snyder@sysiphus.com	<input type="checkbox"/>
Student, New	00000001	newstudent@sysiphus	<input type="checkbox"/>



The student has now been deleted from the survey.

1. To give students re-entry into a survey, click "Edit Students."

Preview instrument as student: Barton, Rodney Preview

Search: Add Individual
Edit Students

Name	Student ID	Email
Barton, Rodney	200003	rodney.barton@sysiphus.com
Diaz, Judith	200000	judith.diaz@sysiphus.com
Garza, Lucy	200004	lucy.garza@sysiphus.com
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Price, Victoria	200001	victoria.price@sysiphus.com
Richards, Dianne	200010	dianne.richards@sysiphus.com
Snyder, Leigh	200002	leigh.snyder@sysiphus.com
Student, New	00000001	newstudent@sysiphus



2. Check the students you want to allow re-entry and select "Allow Survey Reentry." If the students have already completed the survey purge their answers at this stage as well.

Edit Students

Select All Cancel

Search:

Name	Student ID	Email	
Barton, Rodney	200003	rodney.barton@sysiphus.com	<input type="checkbox"/>
Diaz, Judith	200000	judith.diaz@sysiphus.com	<input type="checkbox"/>
Garza, Lucy	200004	lucy.garza@sysiphus.com	<input type="checkbox"/>
Hughes, Arlene	200009	arlene.hughes@sysiphus.com	<input type="checkbox"/>
Price, Victoria	200001	victoria.price@sysiphus.com	<input type="checkbox"/>
Richards, Dianne	200010	dianne.richards@sysiphus.com	<input type="checkbox"/>
Snyder, Leigh	200002	leigh.snyder@sysiphus.com	<input type="checkbox"/>
Student, New	00000001	newstudent@sysiphus	<input type="checkbox"/>

Delete Students Purge Survey Answers Allow Survey Reentry



Activity Editor

[View Data & Teams](#) [Save](#) [Save and Return to Class Editor](#) [Cancel](#)



Information on [the timing of the CATME startup sequence](#)

Instr	Class	Term	Format	School
Zhang	My First Class	Summer 2020	Lab	Purdue University

Activity Name:

Start Date:

End Date:

Rater Practice:

Limit Entry:

- Questions:
- Eur/Afr Time Zone
 - US TimeZone
 - NorthAm Timezone
 - S Am/Carib Time Zone
 - Australasian TimeZon
 - All World Time Zones
 - Gender

[Edit Activity Intro](#)
[Delegate Instructors](#)

Preview instrument as student:

[Preview](#)

Search: [Add Individual](#)

Name	Student ID	Email
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Richards, Dianne	200010	dianne.richards@sysiphus.com

[Edit Students](#)

Import Students From File

No file chosen

[Replace](#) [Append](#)

[Archive Activity](#)

1. To delegate instructors to a survey, click the "Delegate Instructors" button from the activity editor.
2. Complete the steps that follow, remember to press "Save" when finished.



Question Manager

Create Class

My Profile

Quick Summary—Amy Zhang

[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)

Show Archived Surveys Show Surveys Older than Six Months

Show entries

Search:

All selected surveys

Class	Activity (Section)	Start	End	% Comp.
CATME Course	Sample Peer Evaluation	2020-06-16	376 days to go	<div style="width: 0%; background-color: red;">0%</div>
My First Class	TEAM MAKER TEST	2020-06-18	6 days to go	<div style="width: 0%; background-color: red;">0%</div>
My First Class	TEST PEER EVAL	2020-06-18	6 days to go	<div style="width: 100%; background-color: green;">100%</div>

View Results	Send Reminder
Data & Teams	Send Reminder
View Results	Send Reminder






Showing 1 to 3 of 3 entries

Show Surveys Older than Six Months

◀ Previous Next ▶

On the Quick Summary page, the “Question Manager” button will allow you to create customized questions for your team maker surveys.

Question Manager

Order	Question	Upload Column	Type
 1	Eur/Afr Time Zone	catme-eurafr-tz	System
 2	US TimeZone	catme-us-timezone	System
 3	NorthAm Timezone	catme-northam-tz	System
 4	S Am/Carib Time Zone	catme-samericatz	System
 5	Australasian TimeZon	catme-australasiantz	System



[Return to Quick Summary](#)

[Add Question](#) [Community Questions](#)

[Watch a Question Manager Tutorial Video](#)

On Question Manager page, you can view the preset questions already in the CATME system.

You can change the order of the questions by dragging the arrows in the order column.

Community Question Import

[Question Manager](#)

These questions contain community-contributed content. The CATME/Team-Maker team is in no way responsible for their appropriateness.

Others shared questions

Select	Question	Created
<input type="checkbox"/>	Average Grade	2020-06-05
<input type="checkbox"/>	Belbin Category	2020-01-29
<input type="checkbox"/>	Race/Ethnicity Incl	2020-01-16
<input type="checkbox"/>	Species of Interest	2020-01-03
<input type="checkbox"/>	Major_TXState	2019-09-16

[Import Selected Questions](#)

The Community Questions feature allows you to view questions created by other CATME users.

You can import these questions to your own account.

Welcome to Question Creator

Cancel

The next several screens will guide you through the process of entering the basic information required to set up a question in the system. If you wish to create multiple questions, simply repeat this process by clicking the "Add Question" button on the Question Manager page.

Help is available at any time-- just click the [Help](#) link located in the upper-right corner above.

Next >>

Basic Question Information

Title:

Question:

Type:

Click the "Add Question button" to enter the Question Creator page.

Input your question information to create your own team maker question.

When your question is created, you will be able to view it on your Question Manager page.

You can edit your question on the Question Manager page, by clicking on it.

[View Your Peer Evaluation Results](#)

Quick Summary—Amy Zhang

Question Manager

Create Class

My Profile

[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)

Show Archived Surveys

Show Surveys Older than Six Months

Show entries

Search:

All selected surveys

Class	Activity (Section)	Start	End	% Comp.
CATME Course	Summer 2020 Interns	2020-06-09	12 days to go	<div style="width: 0%; background-color: red;">0%</div>
CATME Course	Sample Peer Evaluation	2020-06-16	377 days to go	<div style="width: 0%; background-color: red;">0%</div>
My First Class	TEAM MAKER TEST	2020-06-18	7 days to go	<div style="width: 0%; background-color: red;">0%</div>
My First Class	TEST PEER EVAL	2020-06-18	7 days to go	<div style="width: 100%; background-color: green;">100%</div>

Data & Teams	Send Reminder
View Results	Send Reminder
Data & Teams	Send Reminder
View Results	Send Reminder

Showing 1 to 4 of 4 entries

Show Surveys Older than Six Months

◀ Previous Next ▶



On the Quick Summary page, you can view the completion percentage, view results, and send a reminder email to students with incomplete surveys.

Click the “View Results” button next to your peer evaluation survey to see your student's response.







Activity Results

Activity	Class	Term	Format	Instr	School
TEST PEER EVAL	My First Class	Summer 2020	Lab	Zhang	Purdue University

Display options: Enable pop-up texts Show raw "Adjustment Factor" [Re-Display](#)

Preview results page for student: [Preview](#)

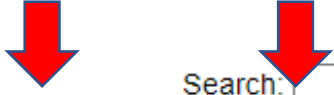
Search:

Student		Team ID	Contrib. to Team	Interact w/ Team	Keeping on Track	Expect Quality	Having KSAs	Adj Factor (w/ Self)	Adj Factor (w/o Self)	Note
Barton, R.		1	3.3	3.3	4.3	4.3	4.0	0.99	1.04	
Diaz, J.		1	3.0	3.0	3.7	3.7	3.3	0.86	0.71	
Garza, L.		1	4.3	4.3	4.7	4.7	4.3	1.15	1.12	Conf
Hughes, A.		2	2.3	3.0	2.3	2.3	2.3	0.83	0.51	
Parks, J.		2	3.7	3.7	3.0	3.3	2.7	1.11	0.89	Manip
Ruiz, L.		2	3.3	3.0	3.3	3.7	2.3	1.06	0.81	Manip
Graves, J.		3	4.0	4.3	4.7	4.7	4.3	1.31	1.30	High
Johnson, W.		3	4.3	4.7	4.3	5.0	4.3	1.35	1.37	High
Richards, D.		3	1.0	1.3	1.0	1.0	1.3	0.34	0.30	Low

On the Activity Results page, you can view average scores for each of the five dimensions of teamwork. The Note column identifies any exceptional conditions.

CATME calculates adjustment factor with self and adjustment factor without self. The adjustment factor is a value calculated by averaging the students' scores across all 5 categories and dividing this by the average of the overall rating each team member received.

Two different adjustment factors are calculated because certain conditions can make it necessary to exclude the rating a student gave themselves.



Search:

Student	✉	Team ID	Contrib. to Team	Interact w/ Team	Keeping on Track	Expect Quality	Having KSAs	Adj Factor (w/ Self)	Adj Factor (w/o Self)	Note
Barton, R.	✉	1	3.3	3.3	4.3	4.3	4.0	0.99	1.04	
Diaz, J.	✉	1	3.0	3.0	3.7	3.7	3.3	0.86	0.71	
Garza, L.	✉	1	4.3	4.3	4.7	4.7	4.3	1.15	1.12	Conf
Hughes, A.	✉	2	2.3	3.0	2.3	2.3	2.3	0.83	0.51	
Parks, J.	✉	2	3.7	3.7	3.0	3.3	2.7	1.11	0.89	Manip
Ruiz, L.	✉	2	3.3	3.0	3.3	3.7	2.3	1.06	0.81	Manip
Graves, J.	✉	3	4.0	4.3	4.7	4.7	4.3	1.31	1.30	High
Johnson, W.	✉	3	4.3	4.7	4.3	5.0	4.3	1.35	1.37	High
Richards, D.	✉	3	1.0	1.3	1.0	1.0	1.3	0.34	0.30	Low

Activity Results

[View Comments](#)

[Dashboard-Raw Data Detail](#)

[Dashboard-Detailed Data By Team](#)

[Return to Main Page](#)



Activity	Class	Term	Format	Instr	School
TEST PEER EVAL	My First Class	Summer 2020	Lab	Zhang	Purdue University

Display options: Enable pop-up texts Show raw "Adjustment Factor" [Re-Display](#)

Preview results page for student: [Preview](#)

Search:

Student		Team ID	Contrib. to Team	Interact w/ Team	Keeping on Track	Expect Quality	Having KSAs	Adj Factor (w/ Self)	Adj Factor (w/o Self)	Note
Barton, R.		1	3.3	3.3	4.3	4.3	4.0	0.99	1.04	
Diaz, J.		1	3.0	3.0	3.7	3.7	3.3	0.86	0.71	
Garza, L.		1	4.3	4.3	4.7	4.7	4.3	1.15	1.12	Conf
Hughes, A.		2	2.3	3.0	2.3	2.3	2.3	0.83	0.51	
Parks, J.		2	3.7	3.7	3.0	3.3	2.7	1.11	0.89	Manip
Ruiz, L.		2	3.3	3.0	3.3	3.7	2.3	1.06	0.81	Manip
Graves, J.		3	4.0	4.3	4.7	4.7	4.3	1.31	1.30	High
Johnson, W.		3	4.3	4.7	4.3	5.0	4.3	1.35	1.37	High
Richards, D.		3	1.0	1.3	1.0	1.0	1.3	0.34	0.30	Low

To view more detailed reports of the peer evaluation results, click the Dashboard-Raw Data Detail or Dashboard-Detailed Data By Team buttons.

You can export the data as a CSV file.

Dashboard-Raw Data Detail

Export to CSV

Return to Activity Results

Return to Main Page

Activity	Class	Term	Format	Instr	School
TEST PEER EVAL	My First Class	Summer 2020	Lab	Zhang	Purdue University

Display options: Enable pop-up texts Show raw "Adjustment Factor" [Re-Display](#)

Student Name	Student ID	Team ID	Rater #	Rater 1					Rater 2					Rater 3					Adj Factor (w/ Self)	Adj Factor (w/o Self)	Note
				C	I	K	E	H	C	I	K	E	H	C	I	K	E	H			
Barton, Rodney	200003	1	1	3	3	4	4	3	3	3	5	5	5	4	4	4	4	4	1.00	1.04	
Diaz, Judith	200000	1	2	3	3	4	4	3	4	4	5	5	5	2	2	2	2	2	0.86	0.71	
Garza, Lucy	200004	1	3	3	3	4	4	3	5	5	5	5	5	5	5	5	5	5	1.05	1.05	Conf
Hughes, Arlene	200009	2	1	5	5	5	4	4	1	2	1	2	1	1	2	1	1	2	0.83	0.51	
Parks, Jesse	200006	2	2	4	4	2	2	2	5	5	5	5	5	2	2	2	3	1	1.05	0.89	Manip
Ruiz, Lamar	200007	2	3	4	3	3	4	1	1	1	2	2	1	5	5	5	5	5	1.05	0.81	Manip
Graves, Joe	200011	3	1	5	5	5	5	5	4	4	5	4	4	3	4	4	5	4	1.05	1.05	High
Johnson, Willis	200014	3	2	4	4	3	5	4	5	5	5	5	5	4	5	5	5	4	1.05	1.05	High
Richards, Dianne	200010	3	3	1	2	1	1	1	1	1	1	1	1	1	1	1	1	2	0.34	0.30	Low

- C** Contributing to the Team's Work
- I** Interacting with Teammates
- K** Keeping the Team on Track
- E** Expecting Quality
- H** Having Related Knowledge, Skills, and Abilities

	C	I	K	E	H
1	6	3	5	4	6
2	2	5	4	4	4
3	5	5	2	1	3
4	7	6	5	7	6
5	7	8	11	11	8
Mean	3.26	3.41	3.48	3.63	3.22
Medium	4.00	4.00	4.00	4.00	4.00
standard deviation	1.51	1.39	1.60	1.52	1.58

The Dashboard-Raw Data Detail page shows the individual scores given by each student.

On the side, the number of times each score is given for each dimension is presented as a table.

The mean, medium, and standard deviation is also given.

Dashboard-Raw Data Detail

Student	Team ID	Comment
Barton, Rodney	1	
Diaz, Judith	1	
Garza, Lucy	1	

Rater Practice Results

Student	Team ID	High Score	Average Score	Total Attempts
Barton, Rodney	1			
Diaz, Judith	1			
Garza, Lucy	1			

Team: 2

<u>Commentee</u>	<u>Commenters</u>		
	Hughes, Arlene	Parks, Jesse	Ruiz, Lamar
Hughes, Arlene	Did most of the work	Didn't show up to meetings	Mediocre contributions
Parks, Jesse	Ok teammate	Was the only one who did the work	Bossy and but didn't put in the effort
Ruiz, Lamar	Missed many meetings	Didn't do any of the difficult project assignments	Excellent work

The Dashboard-Raw Data Detail page also displays comments to instructor, rater practice results, and peer to peer comments.

Dashboard-Detailed Data By Team

[Return to Activity Results](#)[Return to Main Page](#)

Select Team: ▼

[Display Report](#)[Previous Team](#)[Next Team](#)

Peer to Peer Comments Comments to Instructor Rater Practice Result

Select Categories:

- Contributing to the Team's Work
- Interacting with Teammates
- Keeping the Team on Track
- Expecting Quality
- Having Related Knowledge, Skills, and Abilities

The Dashboard-Detailed Data by Team page displays the same information as the Dashboard-Raw Data Detail page.

The Data by Team page allows you to show one team's complete or partial results. You may uncheck results that you do not want displayed.

Click Display Report when you are satisfied with your criteria.

Archive Your Survey

If you no longer need to view or access your survey on the Quick Summary page, you can archive your survey. Click the “Archive Activity” button and click OK when the pop-up message appears.

Activity Editor

Search:

Add Individual

Edit Students

Name	Student ID	Email
Barton, Rodney	200003	rodney.barton@sysiphus.com
Clarke, Fred	200005	fred.clarke@sysiphus.com
Diaz, Judith	200000	judith.diaz@sysiphus.com
Garza, Lucy	200004	lucy.garza@sysiphus.com
Gonzalez, Eric	200008	eric.gonzalez@sysiphus.com
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Parks, Jesse	200006	jesse.parks@sysiphus.com
Price, Victoria	200001	victoria.price@sysiphus.com
Ruiz, Lamar	200007	lamar.ruiz@sysiphus.com
Snyder, Leigh	200002	leigh.snyder@sysiphus.com

Import Students From File

Choose File No file chosen

Replace

Append

Archive Activity

www.catme.org says

Are you sure you wish to archive this activity?

OK

Cancel

To view an archived survey, go to your Quick Summary page.
Click the checkbox after “Show Archived Surveys.”

Quick Summary—Amy Zhang

[Question Manager](#) [Create Class](#) [My Profile](#)

Show Archived Surveys Show Surveys Older than Six Months



[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)

Your archived surveys will appear. They are highlighted in pink. Click on the survey to view it in Activity Editor.

Quick Summary—Amy Zhang

[Question Manager](#) [Create Class](#) [My Profile](#)

Show Archived Surveys (highlighted in) Show Surveys Older than Six Months

[Watch a quick overview of CATME](#)
[To get specific information on using CATME](#)

Show entries

Search:

All selected surveys

Class	Activity (Section)	Start	End	% Comp.
CATME Course	Test	2020-06-09	12 days to go	<div style="width: 0%; height: 10px; background-color: red;"></div> 0%

[Data & Teams](#) [Send Reminder](#)

When you view an archived survey in Activity Editor, you have the option to Unarchive Activity or Delete Activity. You must archive your survey before you have the option to delete it.

Activity Editor


Preview instrument as student:

Search:

Name	Student ID	Email
Barton, Rodney	200003	rodney.barton@sysiphus.com
Clarke, Fred	200005	fred.clarke@sysiphus.com
Diaz, Judith	200000	judith.diaz@sysiphus.com
Garza, Lucy	200004	lucy.garza@sysiphus.com
Gonzalez, Eric	200008	eric.gonzalez@sysiphus.com
Hughes, Arlene	200009	arlene.hughes@sysiphus.com
Parks, Jesse	200006	jesse.parks@sysiphus.com
Price, Victoria	200001	victoria.price@sysiphus.com
Ruiz, Lamar	200007	lamar.ruiz@sysiphus.com
Snyder, Leigh	200002	leigh.snyder@sysiphus.com

Import Students From File

No file chosen

For additional CATME information,
please visit our [info site](#).

For further support inquiries, contact us at support@catme.org

For information on invoicing/licensing policies, contact us at
licensing@catme.org