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.
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.

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: [Input]
Last Name: [Input]
Institution: [Input]
Department: [Input]
Position: [Input]
Address: [Input]
City: [Input]
Region/State: [Input]
Email Address: [Input]
(Please use a verifiable institutional email address and NOT a generic ISP (Internet Service Provider) such as Gmail, Yahoo, or Hotmail)
Phone: [Input]
Time Zone: [Input]
Address2: [Input]
Post Code/Zip Code: [Input]
Country: [Input]
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.
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.
Create a Class
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

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.

Basic Class Information

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:  
Term: Summer 2020  
Type: Lab  
Institution: Purdue University  
Time Zone: US Eastern (GMT-5:00)

2. Input your class information and click next.
3. Check the box to enable or disable extra messages in students’ results and click next.

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

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

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

6. Choose a rater practice option.

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

8a. Select the questions you want displayed on your survey by checking and unchecking the boxes.
8b. Click “Edit Activity Intro” if you would like to change the text on the first page of the team maker survey. Click next.
9a. Download the student_demo_no_teams.csv file if you are testing or practicing creating a survey.

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.
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.

10b. Check the instructors you would like to delegate. Click “Delegate”. Click next.
11. Review your licensing information. Click next.

12. You have finished creating your team maker survey.
View Your Team Maker Results
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.
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.
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.
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
1. Click on the class in which you want to create a peer evaluation survey, this will take you to the Class Editor page.

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

4. Select CATME Bars [PEER EVALUATION] and click next.
5. Enter your activity name, start and end date.

Activity Name: 
Start Date: Jun 18 2020
End Date: Jun 25 2020

6. Choose a rater practice option.

Rater Practice: No 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.
To see how rater practice works and if it's a good fit for your students, go to the Rater Practice Preview page.

To learn more about rater practice, go to the Rater Practice page on the CATME info site.
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.
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

For more information on the extra questions, watch our video on Extra Questions Overview.
8. Check the boxes of the features you want in your survey. You may choose not to select any. Click 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.
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.

10b. Check the instructors you would like to delegate. Click delegate. Click next.
11. Review your licensing information. Click next.

Activity Setup Complete

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.
Edit Your Survey
Click the Survey you want to edit. Clicking your survey will take you to the Activity Editor page.
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.
1. To add a single student, click “Add Individual.”

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

Your student has now been added to your student list.
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.

2. Choose your CSV file and click “Append.”

Your new students have now been added to your student list.
1. To delete a student from a survey, click “Edit Students.”

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

The student has now been deleted from the survey.
1. To give students re-entry into a survey, click “Edit Students.”

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton, Rodney</td>
<td>200003</td>
<td><a href="mailto:rodney.barton@sysiphus.com">rodney.barton@sysiphus.com</a></td>
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<td>Price, Victoria</td>
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</tr>
<tr>
<td>Richards, Dianne</td>
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<tr>
<td>Snyder, Leigh</td>
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</tr>
<tr>
<td>Student, New</td>
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<td>newstudent@sysiphus</td>
</tr>
</tbody>
</table>

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

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

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.

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Team ID</th>
<th>Contrib. to Team</th>
<th>Interact w/ Team</th>
<th>Keeping on Track</th>
<th>Expect Quality</th>
<th>Having KSAs</th>
<th>Adj Factor (w/ Self)</th>
<th>Adj Factor (w/o Self)</th>
<th>Note</th>
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<td>0.34</td>
<td>0.30</td>
<td>Low</td>
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</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton, Rodney</td>
<td>200003</td>
<td><a href="mailto:rodney.barton@sysphus.com">rodney.barton@sysphus.com</a></td>
</tr>
<tr>
<td>Clarke, Fred</td>
<td>200006</td>
<td><a href="mailto:fred.clarke@sysphus.com">fred.clarke@sysphus.com</a></td>
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<tr>
<td>Diaz, Judith</td>
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<td><a href="mailto:judith.diaz@sysphus.com">judith.diaz@sysphus.com</a></td>
</tr>
<tr>
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<tr>
<td>Snyder, Leigh</td>
<td>200002</td>
<td><a href="mailto:leigh.snyder@sysphus.com">leigh.snyder@sysphus.com</a></td>
</tr>
</tbody>
</table>

### Import Students From File

- Choose File: No file chosen
- Replace
- Append

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.”

Your archived surveys will appear. They are highlighted in pink. Click on the survey to view it in Activity Editor.
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:** Barton, Rodney ▼  Preview

<table>
<thead>
<tr>
<th>Name</th>
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<th>Email</th>
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<tr>
<td>Barton, Rodney</td>
<td>200003</td>
<td><a href="mailto:rodney.barton@sysphus.com">rodney.barton@sysphus.com</a></td>
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**Import Students From File**

Choose File ▼ No file chosen

Replace ▼ Append

**Buttons:** Unarchive Activity ▼ Delete Activity
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