
e-Valuate

User Manual

Version 1.0.0

e-Valuate	Version: 1.0.0
User Manual	Date: 06/May/20

Revision History

Date	Version	Description	Author
01/May/20	0.0.1	Initial draft	Action Ghimire
02/May/20	0.0.2	Added Phase 3	Action Ghimire
03/May/20	0.1.0	Added some screenshot	Jackie Ye
05/May/20	0.1.1	Changed the pictures with updated logo	Action Ghimire
05/May/20	0.1.2	Reword various sections	Kenny Houston
06/May/20	1.0.0	Update screenshots	Kenny Houston

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1. Introduction

1.1 Purpose

The purpose of this document is to provide users of e-Valuate with steps for organizing an event through our web app. The users' perspective will primarily be of the chair of a particular event. Judges and contestants also have steps they must complete, but there are less of these. This document will outline the setup and workflow for each of these users.

1.2 Project Overview

Each year, the CCSC (Consortium for Computing Sciences in Colleges) South Central Region hosts a conference in which contestants can submit research posters to be judged. Any given year can have dozens of posters, but since the adoption of this conference, organization and judging efforts have been completed by hand (and often on paper) by the chair and his colleagues.

When contestants sign up for this event, they must contact the chair directly. This requires time consuming and unnecessary work on the part of the chair. Then, during the event, judges must grade each poster using a paper rubric and a pen. Then, all judges' scores are compiled together into an excel spreadsheet. This is a very time-consuming and error prone process which requires a lot of moving pieces to be successful.

e-Valuate is an online event management and judging platform which aims to streamline this process. Our solution removes the headache of doing everything manually and allows everyone involved with the conference to utilize the benefits of the service. e-Valuate also allows for similar contests to reap the benefits of our digital service, by leaving the structure of events and rubrics to be customizable.

1.3 Document Overview

This document is a complete user manual for any of the three actors using the web application: Chair, Judges and Contestants. Each of the following sections details a phase within the event organization process.

2. Phase 0: Account Setup

2.1 Creating an Account

This step is only for chairs and judges and not for the contestants. Contestants do not need an account to submit their entries, so they should skip this phase. Creating an account is straight forward: Enter appropriate and valid information into the proper fields and click on the "Sign Up" button. An email will be sent confirming the creation of the account.

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2.2 Log In

To access the dashboard, log in using the same email and password that was used while creating an account.

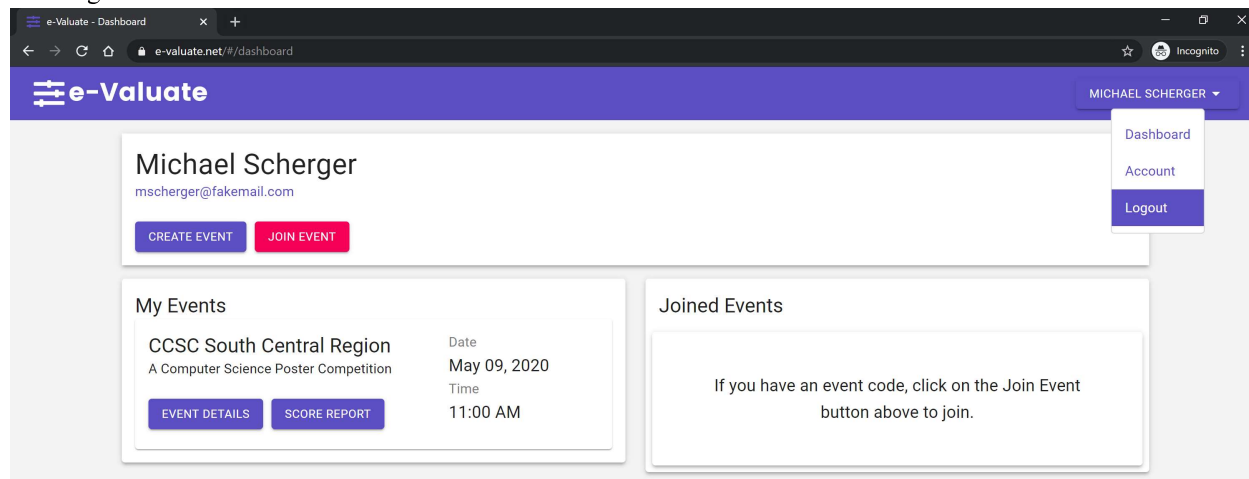
2.3 Dashboard

The dashboard is the main page of a user. All actions within e-Valuate begin here.

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2.4 Log Out

While logged in, the user may log out at any time. To log out, click the drop down menu in the top right. Then, click the “Logout” button.

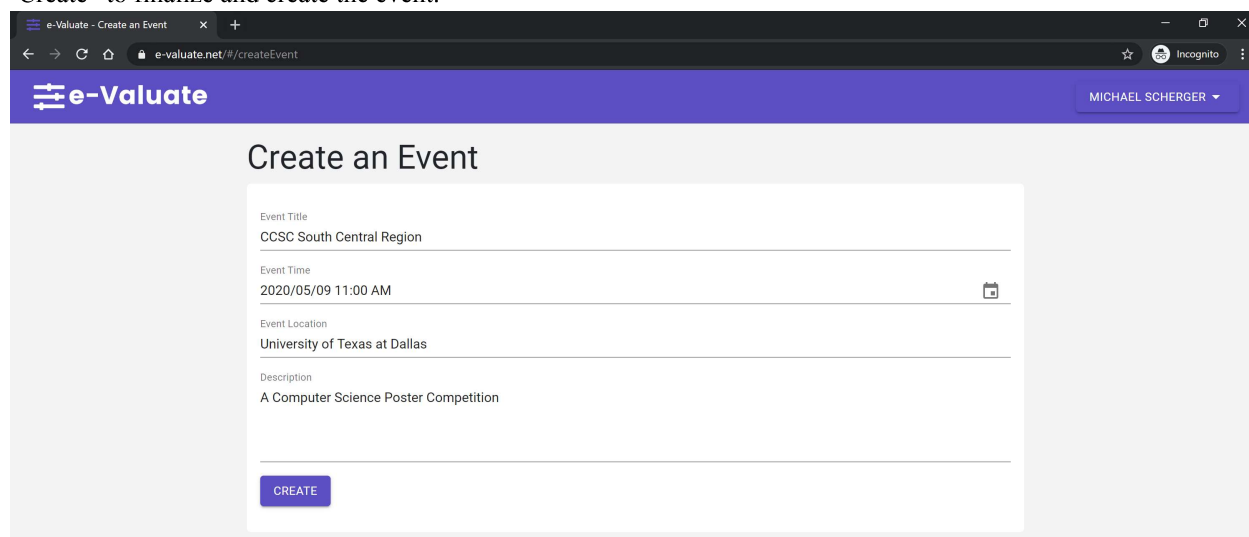


3. Phase 1: Starting an Event

The chair of an event is responsible for creating an event, creating a rubric, and inviting judges to the event. This phase does not contain steps for other types of users.

3.1 Creating an event

To begin creating an event, click the “Create Event” button on the dashboard. After filling in all of the fields, click “Create” to finalize and create the event.

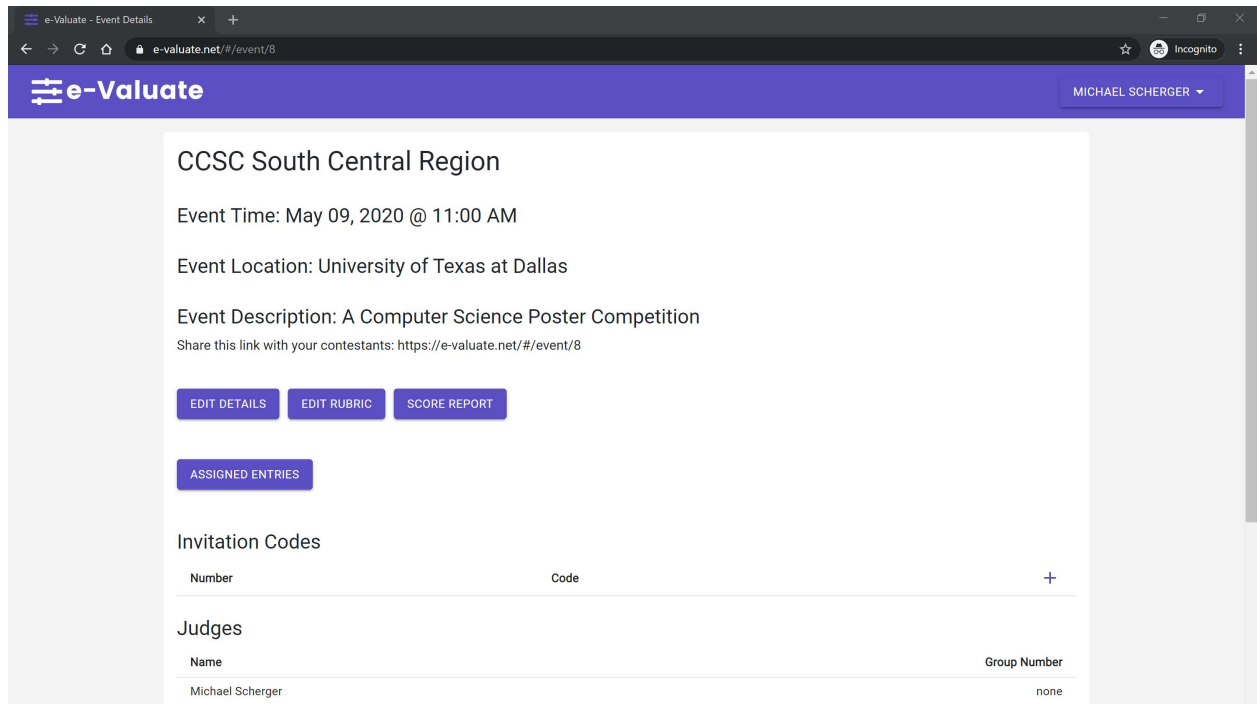


3.2 Event Details

This page contains all of the information and links necessary to organize an event. A similar, but more restricted version is also shown to judges and contestants who visit this page.

To modify the details of an event, click the “Edit Details” button at the top of the page.

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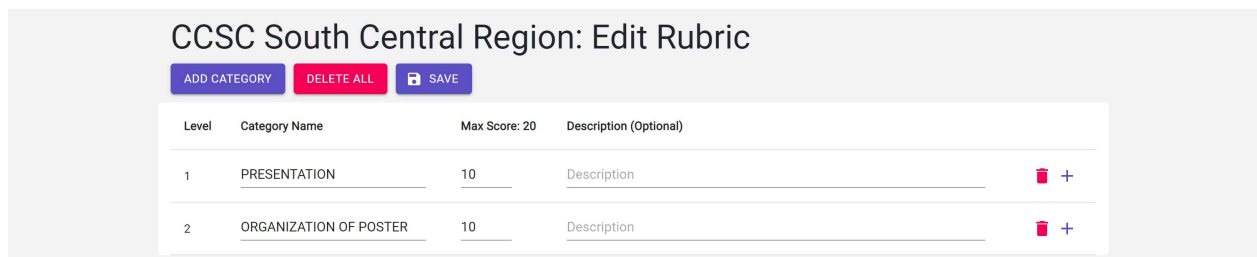
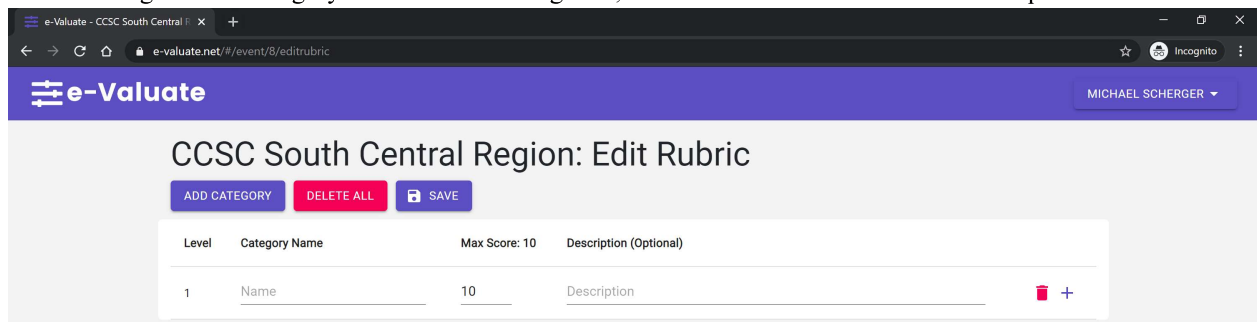


3.3 Creating a Rubric

From the Event Details page, click on the “Create Rubric” button. This redirects to the Create a Rubric page.

3.3.1 Categories

The empty rubric starts with a single empty category which can have its name, max score, and description specified. To add more categories, click the “Add Category” button at the top. To remove a single category click the trashcan icon to the right of the category. To remove all categories, click the “Delete All” button at the top.



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3.3.2 Subcategories

Subcategories can be created by clicking the “+” icon next to a category. Subcategories are very similar to categories, containing a name, max score, and description. However, subcategories must have a parent category, and the max scores of sibling subcategories will add up to their parent category’s max score. This totaling of max scores is done automatically.

Level	Category Name	Max Score: 30	Description (Optional)
1	PRESENTATION	20	Description
▶ 1.1	Effectiveness	5	Does it adequately explain the project?
▶ 1.2	Clarity of Language	5	Description
▶ 1.3	Grammar	5	Description
▶ 1.4	Overall Visual Appeal and Clarit	5	Description
2	ORGANIZATION OF POSTER	10	Description

3.3.3 Saving and Editing

To save a completed rubric, simply click the “Save” button at the top.

If the rubric needs to be modified before Phase 3 (Running the Event), click the “Edit Rubric” button on the Event Details page.

3.4 Creating Judge Invite Codes

For a chair to bring judges into their event, they must create one invite code for each judge. From the Event Details page, click the plus sign “+” icon under the Invitation Codes section. A generated pseudo-random code will appear in the table. Share this code with a judge, who may then use this code on their dashboard to join the event. Using a code is explained in more detail in Phase 2. A code may be used by a judge only once. Once a code is used, it will disappear from the Invitation Codes section. If an invite code will not be used, rather than letting it stay in the Invitation Codes section, it may be deleted by clicking the trashcan icon to the right of the code. Once a code is deleted, it may not be used by a judge to join the event.

Number	Code
1	Q47P2Q
2	Q627JE

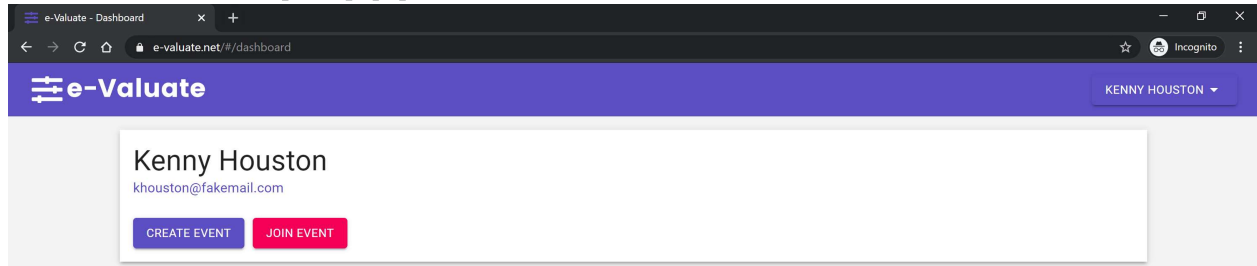
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4. Phase 2: Preparing for an Event

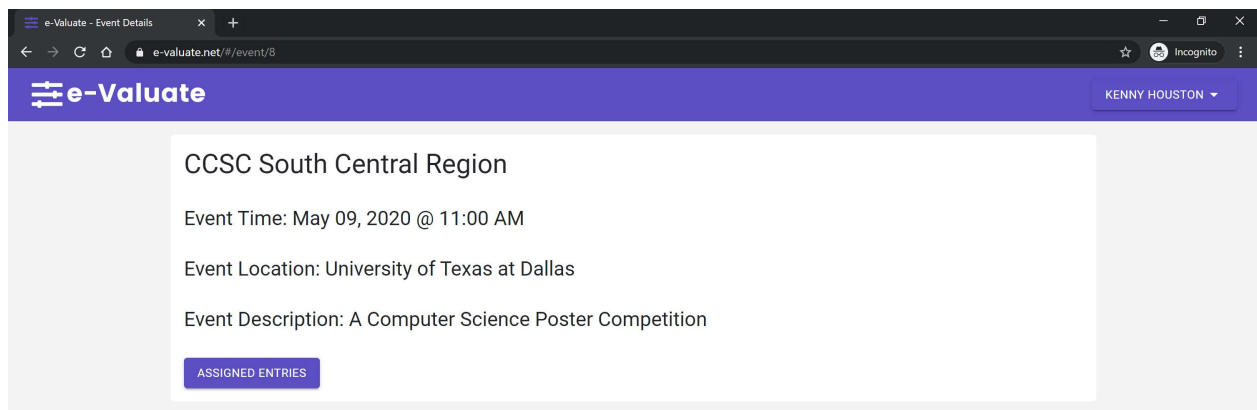
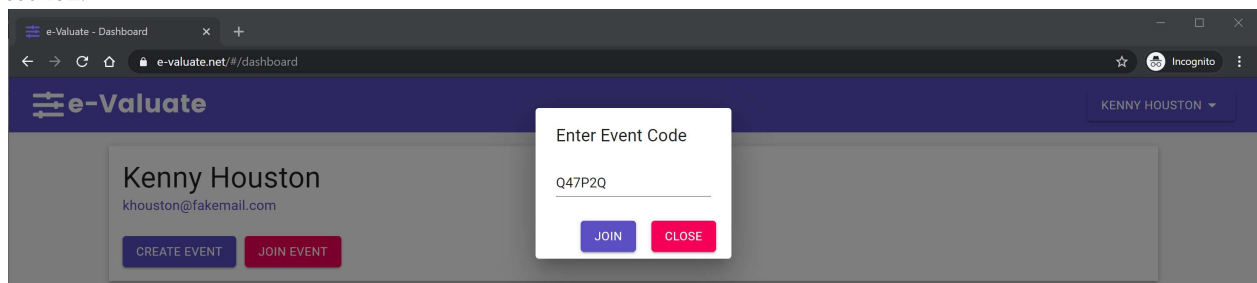
All types of users are responsible for completing tasks within this section. First, we will look at joining an event as a judge. Then, how to register for an event as a contestant. Then finally, we will look at how to organize judges and entries into groups, from the perspective of a chair.

4.1 Joining an Event (Judge)

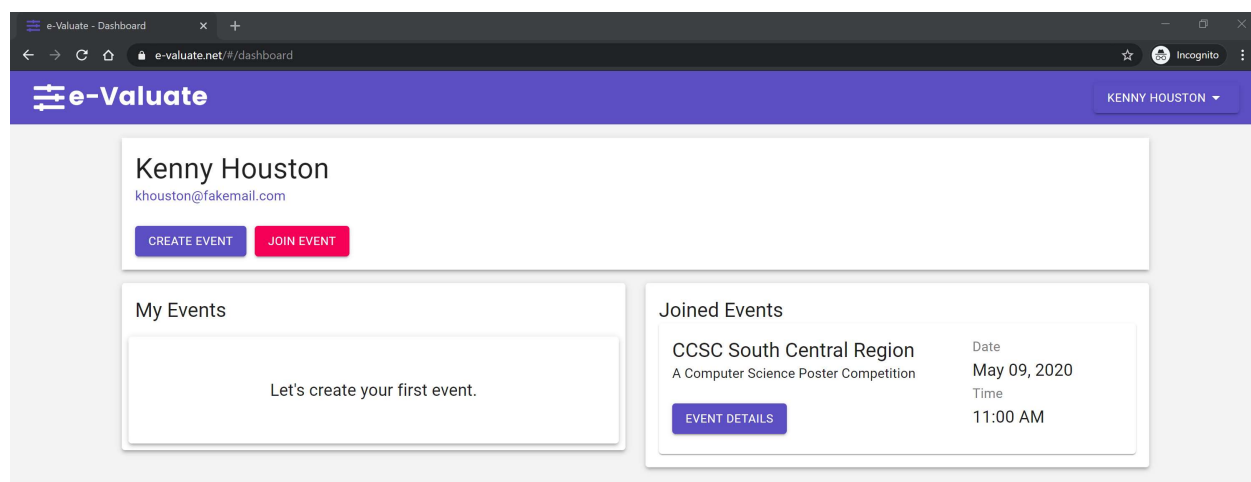
A Judge must receive an invite code from a chair in order to join an event. From the dashboard, click the “Join Event” button. This will open a popup window.



In the popup window, enter the code provided by the chair. Then, click “Join.” This will redirect to the Event Details page for the event that was just joined. The dashboard will now also contain the event under the Joined Events section.

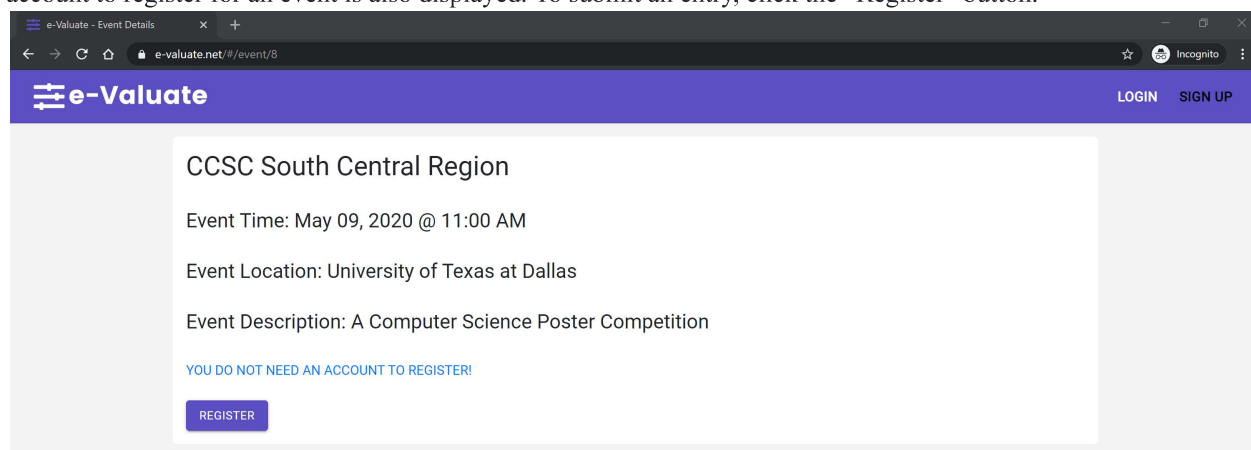


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4.2 Register for an Event (Contestant)

Contestants must have a link to the Event Details page given to them by the chair. On the Event Details page, a contestant will see all of the important details surrounding the event. A reminder that a contestant does not need an account to register for an event is also displayed. To submit an entry, click the “Register” button.



This will redirect to the Event Registration page which contains a form. Fill in at least the required fields. When finished, click the “Submit” button. This will submit the entry into the event, then redirect to the Event Details page. Within 10 to 15 minutes, an email will be sent to the team lead, confirming their submission. If a contestant wishes to modify their entry, they should contact the chair of their event directly.

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Welcome to CCSC South Central Region!
 Location: University of Texas at Dallas
 Date: May 06, 2020
 Description: A Computer Science Poster Competition
 After submitting, you will receive a confirmation email within the next 10 to 15 minutes. If you do not receive an email, please contact the organizer of your event
*Required fields **

Entry Title *
 Explainable Artificial Intelligence and Machine Learning: A reality rooted perspective

Entry Description/Abstract
 to their working mechanism and for this reason are called black box models, most notably deep learning methods. However, it has been realized that this constitutes severe problems for a number of fields including the health sciences and criminal justice and arguments have been brought forward in favor of an explainable AI. In this paper, we do not assume the usual perspective presenting explainable AI as it should be, but rather we provide a discussion what explainable AI can be. The difference is that we do not present wishful thinking but reality grounded properties in relation to a scientific theory beyond physics.

Team Name

Team Lead's Full Name *
 Dennis Ritchie

Team Lead's Email *
 dritchie@fakemail.com

4.3 Assigning Groups (Chair)

Once all the judges and the contestants have joined the event, each can be assigned to a group. Assigning groups is common when there is not enough time for all judges to be able to grade all entries. When groups are assigned, judges will only be asked to grade the entries within their group. To assign groups, click the “Assign Groups” button at the bottom of the Event Details page.

e-Valuate - Event Details
 MICHAEL SCHERGER

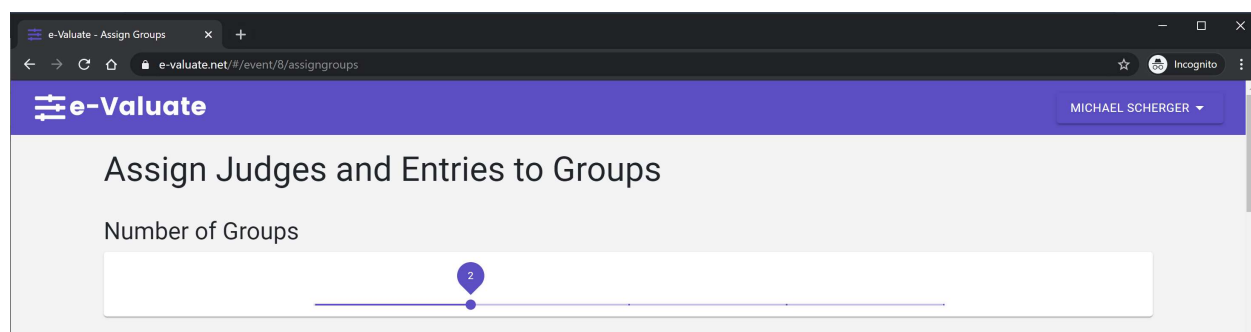
Entries

Name	Group Number
Verification of Welfare Transactions on the Blockchain	A
Desirable Behaviors for Companion Bots in First-Person Shooters	B
Creating a User-Friendly System to Facilitate Tracking and Entry of Internship Hours	A
Explainable Artificial Intelligence and Machine Learning: A reality rooted perspective	B
Discrete graphical models – an optimization perspective	A
A symmetric protocol to establish service level agreements	B

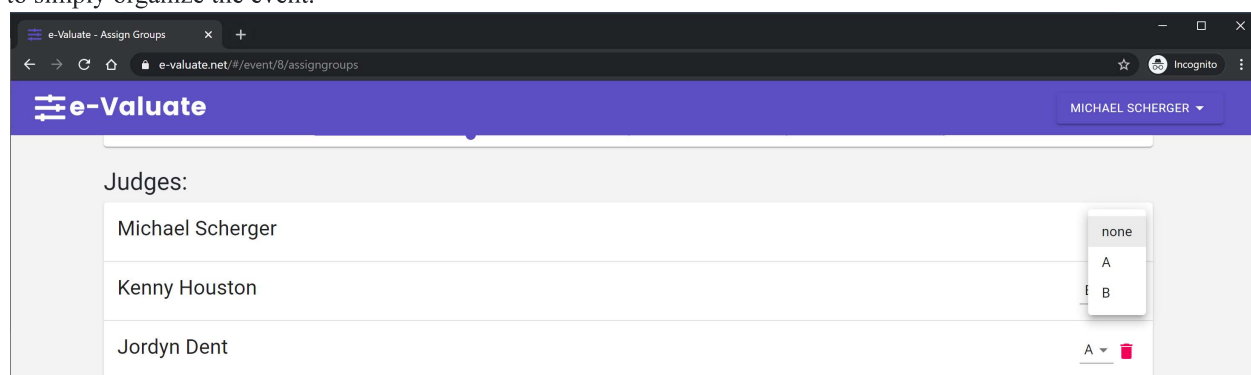
ASSIGN GROUPS

Once on the Assign Groups page, the number of groups may be selected using the slider at the top. The number of groups may range from 1 to 5.

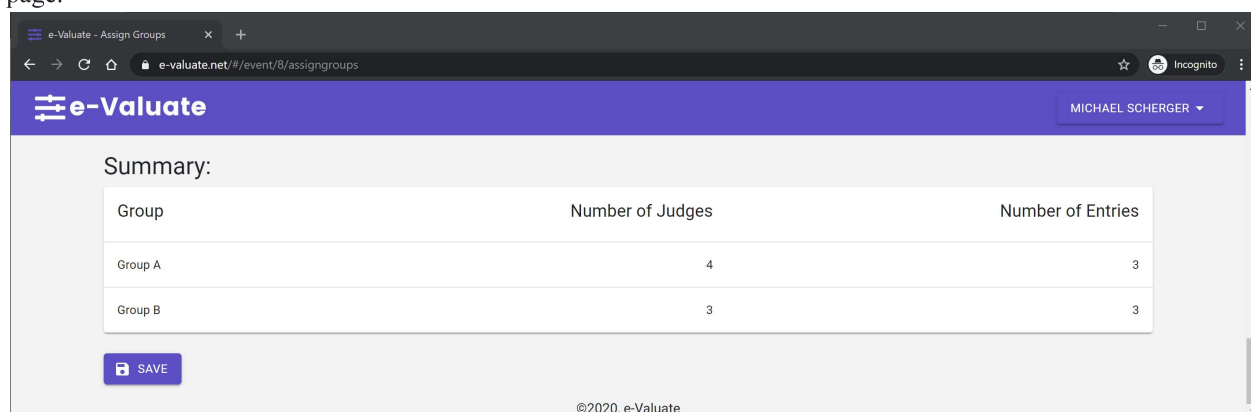
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Judges and Entries can be assigned to groups using the dropdown menus in the right column. All judges and entries will have options ranging from group A to group E, depending on the number of groups selected. The chair has an additional option of “none.” This allows the chair to not take any part in the grading of the entry, allowing the chair to simply organize the event.



A summary of total number judges and entries in each group is shown at the bottom, in the Summary section. After all groups have been assigned, click the “Save” button to save the changes and be redirected to the Event Details page.



5. Phase 3: Running an Event

The job of judge is to grade their assigned entries. After judges grade their entries, the chair can analyze a score report, which is a compilation of all the judge’s grades.

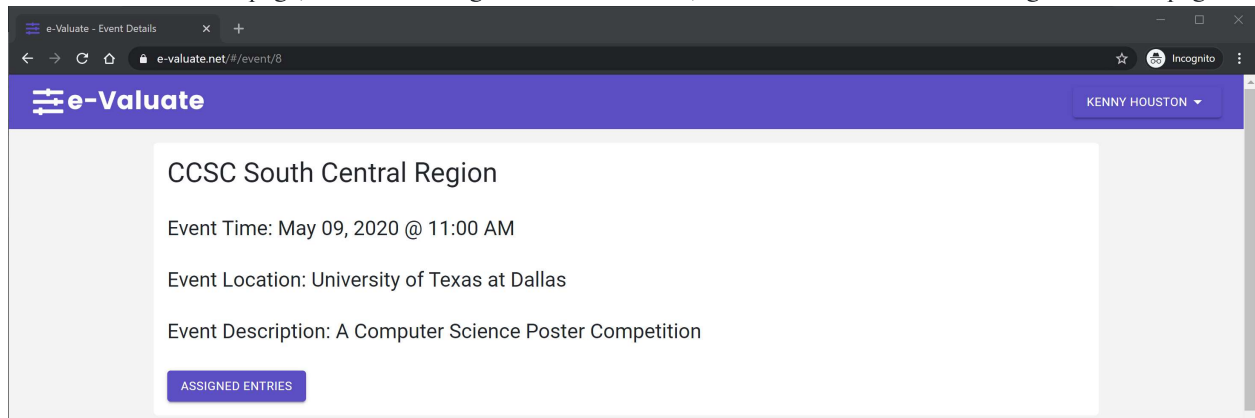
5.1 Grading Assigned Entries (Judge)

While the event is running, judges will grade their entries. A judge will likely want to accomplish this task on a mobile device. e-Valuate is designed to accommodate for this.

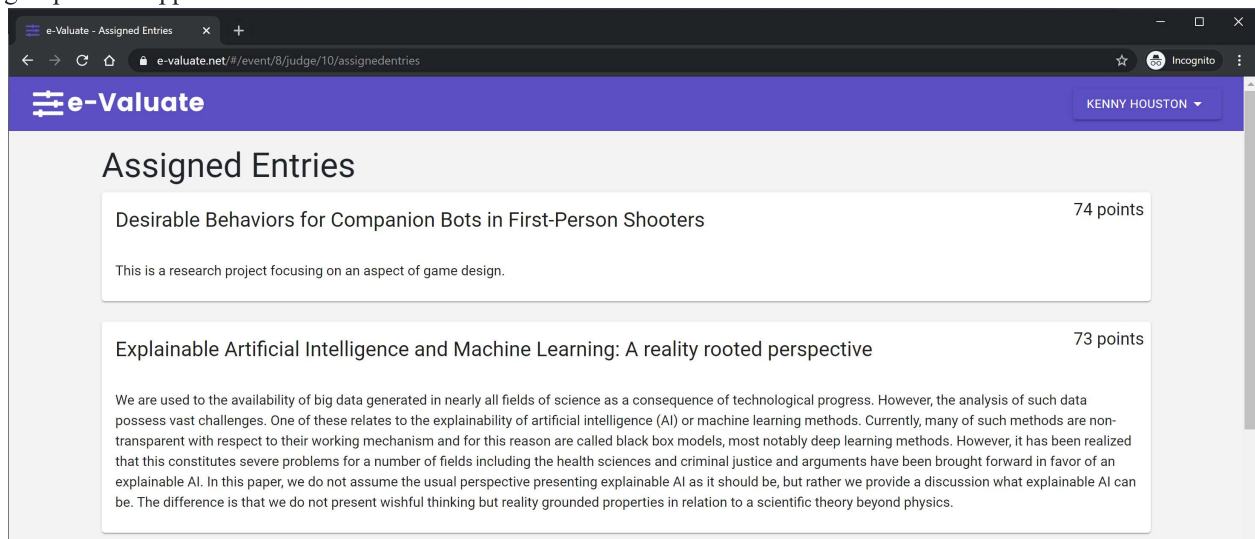
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5.1.1 Access Assigned Entries

From the event details page, click the “Assigned Entries” button, which will redirect to the Assigned Entries page.



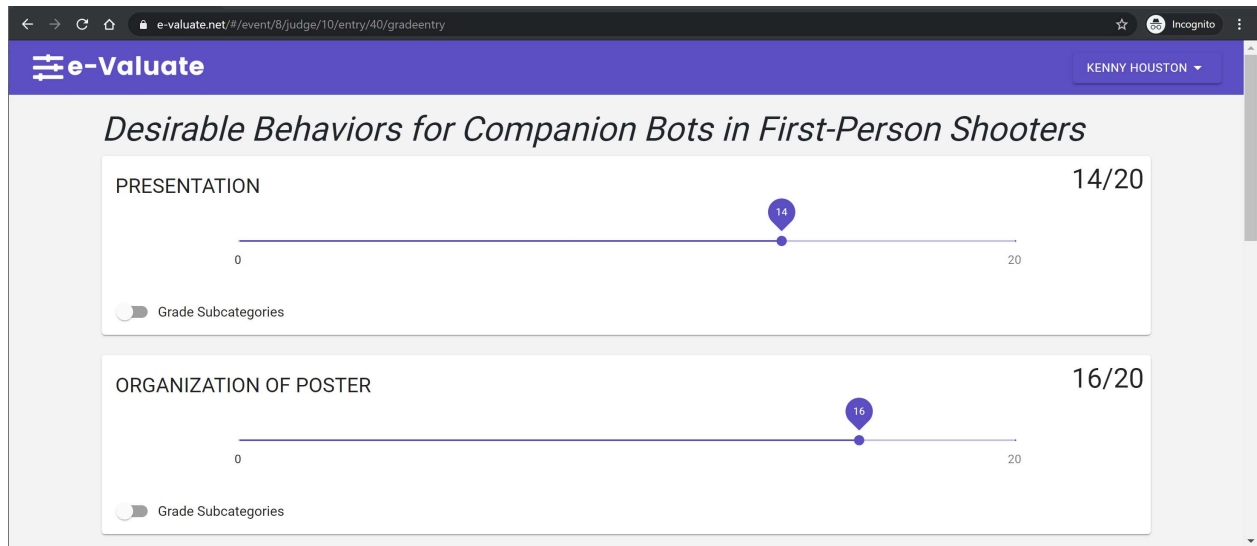
Here, all the entries assigned for the judge can be viewed. Entries not assigned to the currently logged in judge’s group do not appear here.



5.1.2 Grade an Entry

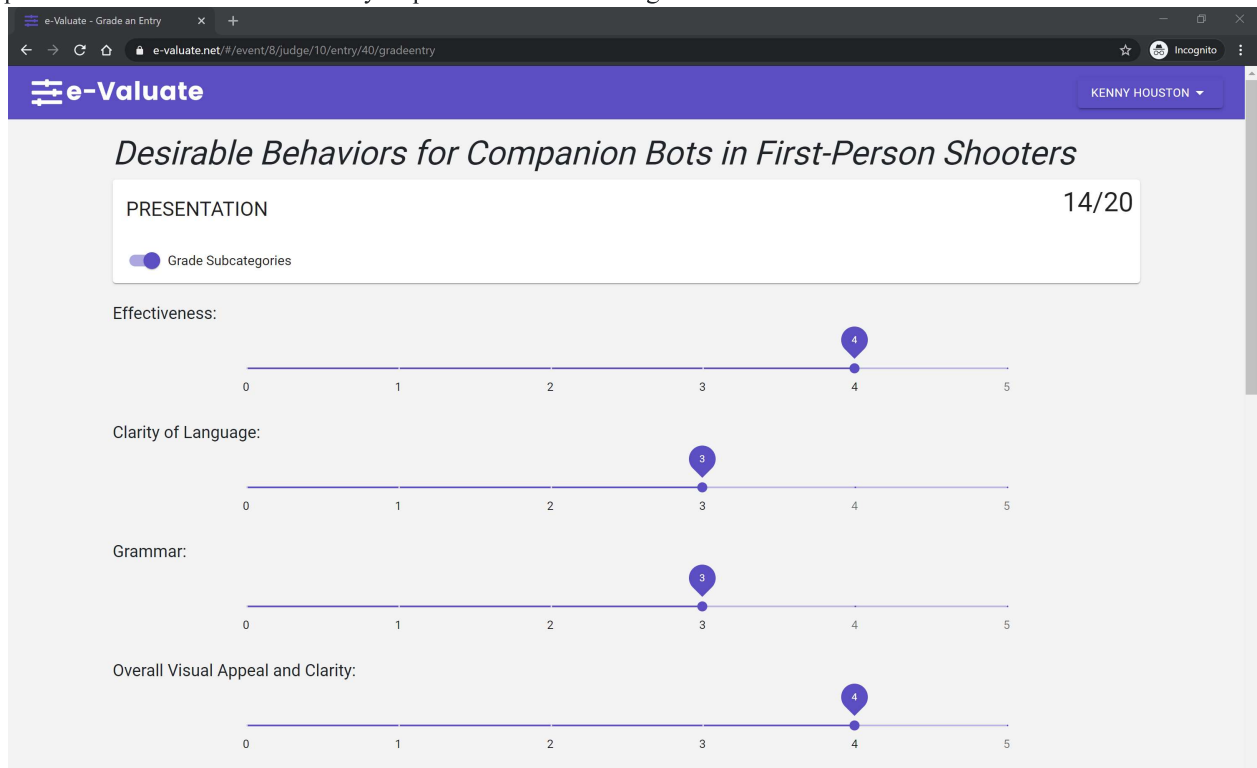
To begin grading an entry, simply click on any entry. This will redirect to the Grade an Entry page. Here an interactive rubric appears, that was originally designed by the chair. At first a slider appears for each category. Each slider can be dragged to whichever score seems suitable.

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If a judge desires, they may instead break a category down into each of its subcategories and grade each of them instead. This is accomplished by toggling the “Grade Subcategories” toggle under each category. If a category does not have a toggle, this means the chair did not specify subcategories for this category.

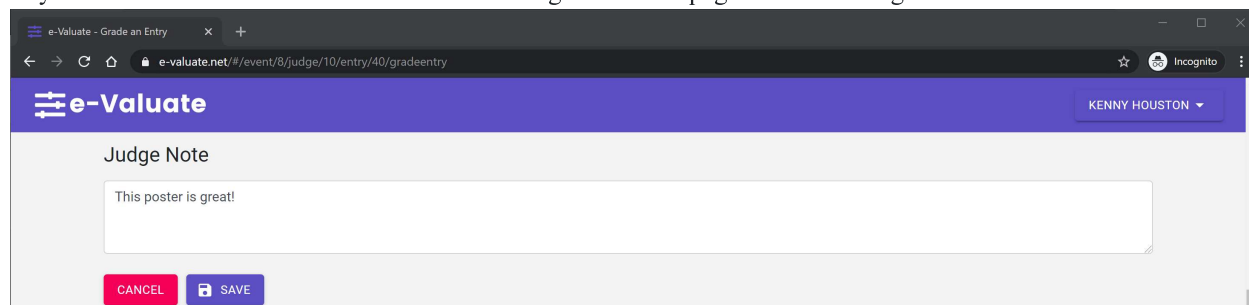
Alterations to a subcategory will influence the score of its parent category. Similarly, when grading a category, the points will be distributed as evenly as possible to its subcategories.



After grading of each category has been completed, the judge can leave a note in the “Judge Note” text box which may be viewed by the chair from the score report. Once grading has been completed, click the “Save” button to save

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the grades and return to the Assigned Entries page. If the judge wishes to forgo any changes they have made, they may click the “Cancel” button to return to the Assigned Entries page without saving.

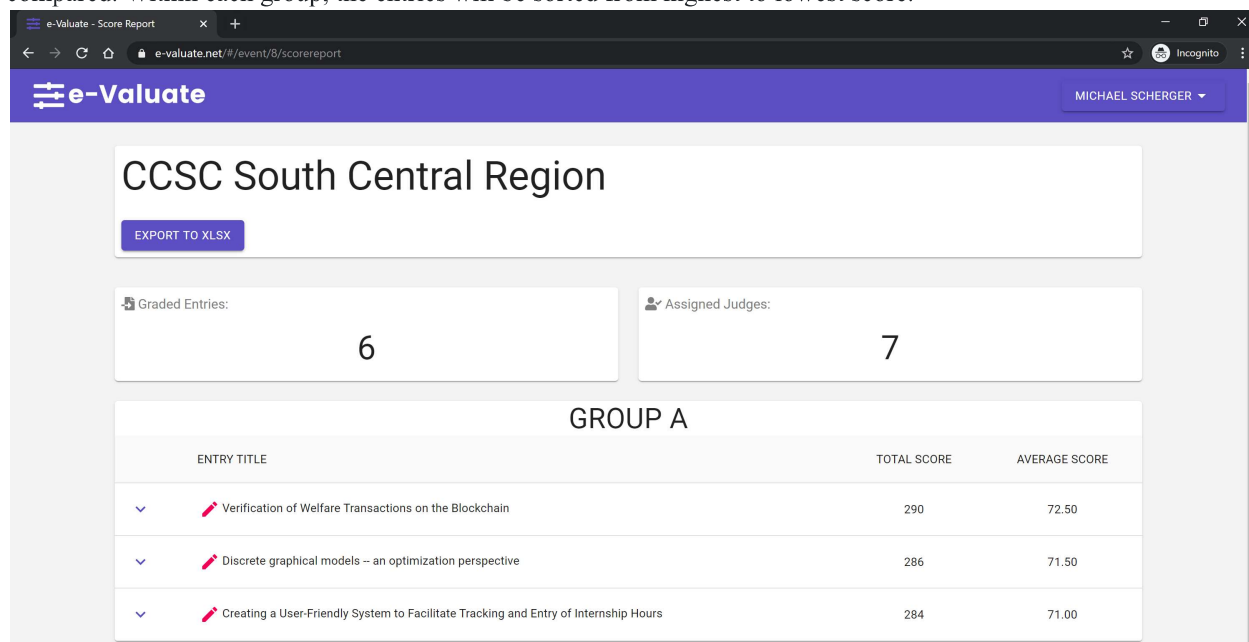


If the chair was assigned to a group, they may also participate in grading their assigned entries. Once all the judges have finished grading, the chair may move on to the next step.

5.2 Analyze the Score Report (Chair)

To analyze the score report, click the “Score Report” button from the Event Details Page.

On the Score Report page, each group will have a separate section in which the grade of each of its entries can be compared. Within each group, the entries will be sorted from highest to lowest score.



To analyze the scores of a single entry further, click the carrot icon to the left of an entry. This will show the scores from each judge. The judges will be sorted in alphabetical order, not in order of who graded the entry the best.

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GROUP A

ENTRY TITLE	TOTAL SCORE	AVERAGE SCORE																																			
Verification of Welfare Transactions on the Blockchain	290	72.50																																			
<table border="1"> <thead> <tr> <th>JUDGE NAME</th> <th>PRESENTATION</th> <th>ORGANIZATION OF POSTER</th> <th>PROJECT DESIGN</th> <th>FIGURES</th> <th>EXPERTISE</th> <th>TOTAL SUBSCORE</th> </tr> </thead> <tbody> <tr> <td>Action Ghimire</td> <td>14</td> <td>13</td> <td>24</td> <td>10</td> <td>13</td> <td>74</td> </tr> <tr> <td>Hau Ha</td> <td>13</td> <td>15</td> <td>23</td> <td>11</td> <td>9</td> <td>71</td> </tr> <tr> <td>Jordyn Dent</td> <td>16</td> <td>13</td> <td>23</td> <td>10</td> <td>10</td> <td>72</td> </tr> <tr> <td>Michael Scherger</td> <td>16</td> <td>13</td> <td>23</td> <td>10</td> <td>11</td> <td>73</td> </tr> </tbody> </table>			JUDGE NAME	PRESENTATION	ORGANIZATION OF POSTER	PROJECT DESIGN	FIGURES	EXPERTISE	TOTAL SUBSCORE	Action Ghimire	14	13	24	10	13	74	Hau Ha	13	15	23	11	9	71	Jordyn Dent	16	13	23	10	10	72	Michael Scherger	16	13	23	10	11	73
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Discrete graphical models -- an optimization perspective	286	71.50																																			
Creating a User-Friendly System to Facilitate Tracking and Entry of Internship Hours	284	71.00																																			

The chair will also have the option to export all of the scores in the form of an excel spreadsheet. To download this file, click the “Export to XLSX” button in the top left of the Score Report page.

Entry Title	Total Score	Average Score	Action Ghimire	Hau Ha
Verification of Welfare Transactions on the Blockchain	290	72	14	13
Discrete graphical models -- an optimization perspective	286	71	13	11
Creating a User-Friendly System to Facilitate Tracking and Entry of Internship Hours	284	71	14	12