



# e-QIS Web Evaluator User Guide

## e-QIS Web Application

Guide for Evaluators

UCLA Office of Information Technology  
Mobilize Labs  
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*Privacy Note: All images of people contained in this guide have been replaced with stock photos.*



## Introduction

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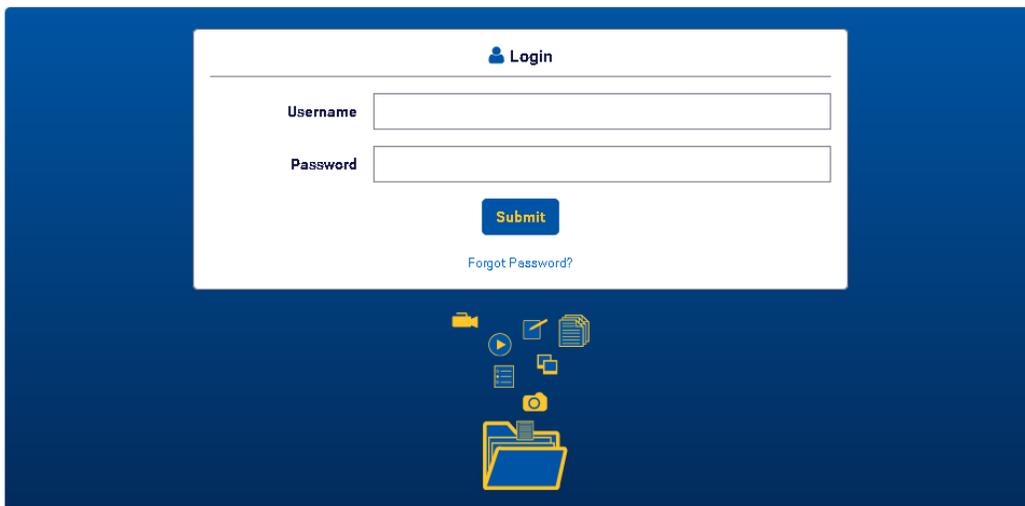
e-QIS is a mobile and web application that collects and reviews teacher portfolios. Both the mobile and web application collect classroom artifacts and assessments from teachers; while the web application has more tools for the evaluators and administrators to review all collected artifacts and assessments, and provide feedback.

This is the user guide for the Evaluators who can review artifacts, assessments and manage their feedback on the e-QIS web application.

## Getting Started

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To access the web application, go to <https://pilots.mobilizelabs.org/e-qis-web> then enter the login credentials given to you. Click “Submit” button.





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**Note:** If you forgot your password, click “Forgot Password” link then enter your username and e-mail address associated with the account. Then click “Reset Password” button.

### Password Recovery

Your username and e-mail address are required to reset your password. Enter this information below! If you did not provide an e-mail address when receiving your account, please contact your supervisor.

  
  
[Reset Password](#)  
[Back to Login](#)



Follow the instructions showing on the following message:

### Password Recovery

A temporary password has been sent to your e-mail address. You must log in at [TODO: link first](#) in order to change your password. Your temporary password will not work in this app.

[Back to Login](#)

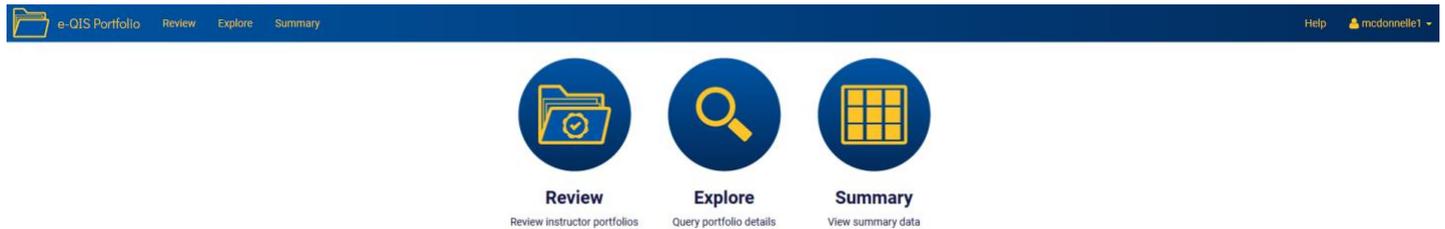




## Reviewing Artifacts/Assessments

The Review page allows you to review artifacts and assessments details, and manage feedback. To get around the Review page, follow the steps below:

### Step 1: Go to “Review”

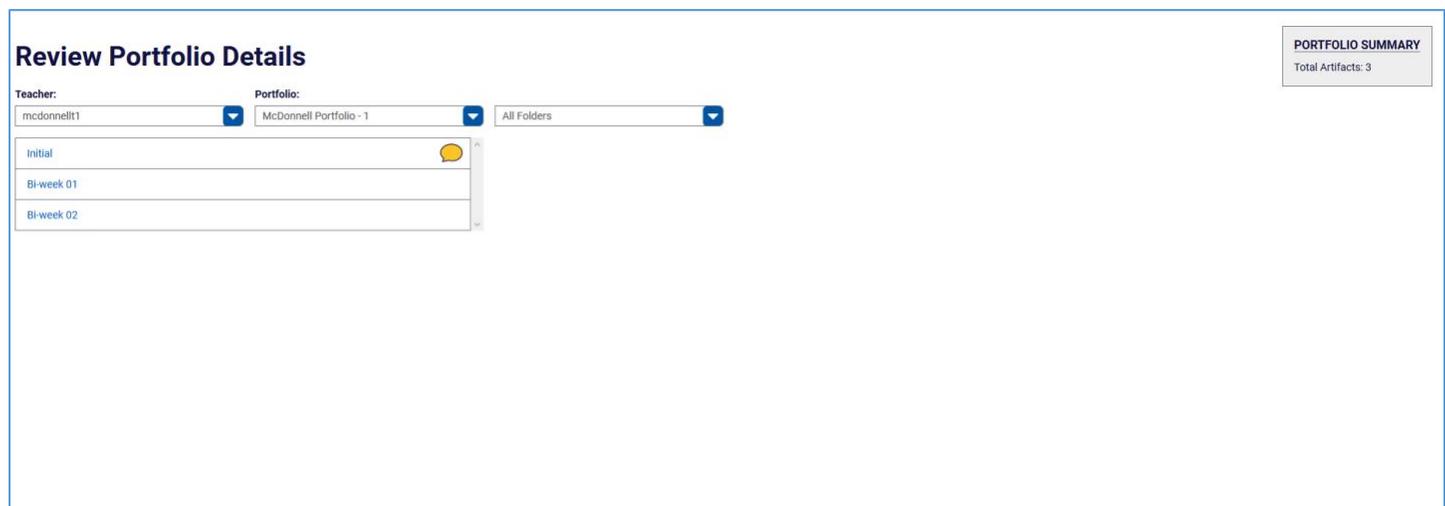


### Step 2: Select a teacher and a portfolio from the dropdown lists

**Note:** If you want to view all artifacts and assessments, leave the remaining dropdown blank. Else click on the remaining dropdown list to select a particular folder.



**Step 3:** After making your selections, a list of artifacts and assessments will appear on the left panel. This list will refresh every time you change any dropdown list. A yellow bubble indicates that the artifact/assessment has evaluators’ feedback(s). Click an artifact/assessment to view the details and evaluators’ feedback(s). Use the scrollbar on the right, to see more artifact/assessment on the list



**Step 4:** The artifact details and evaluators feedback(s) will appear on the right panel, simply use the scroll bars on the right to view more data. Use the left panel to view another artifact.



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## Review Portfolio Details

PORTFOLIO SUMMARY

Total Artifacts: 3

Teacher: mcdonnelt1 Portfolio: McDonnell Portfolio - 1 All Folders

- Initial
- Bi-week 01
- Bi-week 02

### Initial Artifact | Last Updated Aug 15, 2018 6:54am

Feedback (Aug 15, 2018 9:53am):

Evaluator feedback sample

Save Remove

What is the title or theme of this unit?

Jyvkvykhh edit

What tools or resources did you use to plan your science unit? (Mark all that apply)

Teacher developed materials, NGSS Literature and/or Documentation, Trade or Textbooks

Which core disciplinary ideas will you cover in this unit? (Mark all that apply)

ESS3: Earth and human activity, ETS2: Links among STEM, and society, ESS1: Earth's place in the universe

Which crosscutting science concepts will you cover in this unit? (Mark all that apply)

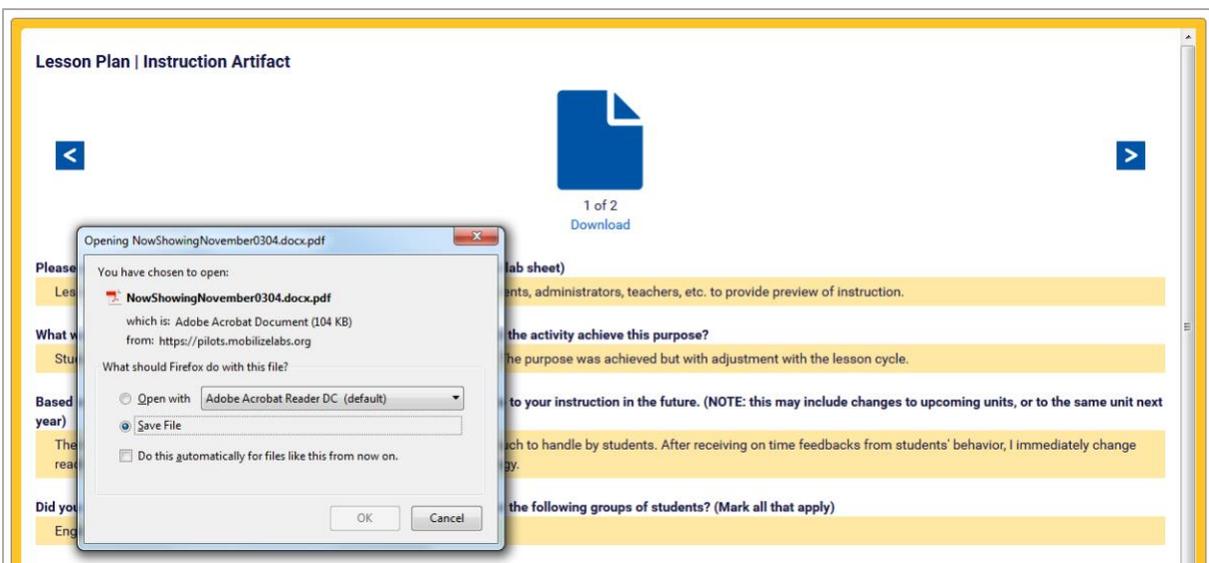
Cause and effect: Mechanism and explanation, Stability and change, Systems and system models

Which Science and Engineering Practices will you emphasize in this unit for your students? (Mark all that apply)

Constructing explanations (for science) and designing solutions (for engineering), Analyzing and interpreting data, Obtaining, evaluating, and communicating information

## Viewing and Downloading Documents

A blue paper icon indicates that an artifact/assessment has at least one document attached, click the icon to download and open the file. To see more documents (if applicable), use the next  and previous  buttons.



Lesson Plan | Instruction Artifact

1 of 2  
Download

Opening NowShowingNovember0304.docx.pdf

You have chosen to open:

 NowShowingNovember0304.docx.pdf  
which is: Adobe Acrobat Document (104 KB)  
from: https://pilots.mobilizelabs.org

What should Firefox do with this file?

Open with Adobe Acrobat Reader DC (default)

Save File

Do this automatically for files like this from now on.

OK Cancel



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## Viewing and Downloading Videos

Click the play button to view the video, if you need a copy simply click the “Download” link. To view more videos (if applicable) use the next  and previous  buttons.



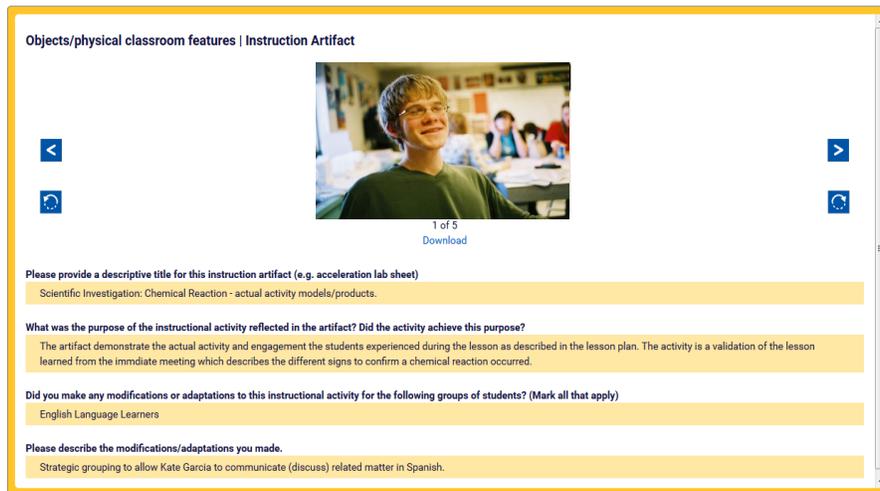
**Note:** The app might need some time to cache all videos attached to the artifacts, try not to click the play button more than once.



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## Viewing and Downloading Photos

Clicking the photo/image will open a pop up to view in large mode and will allow zooming in/out. To make a copy of the photos, click “Download.” To view more photos (if applicable) use the next  and previous  buttons. Use the rotate buttons  , to view the photo on a different angle.



## Zooming In/Out

Click “Zoom In” button to enlarge the image and “Zoom Out” to make the image smaller. When the image has been enlarged, you can click and drag to see the other portion. Click the “X” button to exit the image viewer pop up.





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## Managing Feedback

To add, edit or remove a feedback to the artifact/assessment, follow the steps below:

### Adding Feedback

**Step 1:** Click the artifact/assessment you need to add feedback on

**Step 2:** Type in your feedback in the “Feedback” box then click “Save.”

The screenshot shows the 'Review Portfolio Details' page. On the left, there is a sidebar with a list of folders: 'Initial', 'Bi-week 01', and 'Bi-week 02'. The 'Initial' folder is selected. The main content area displays an artifact titled 'Artifact | Last Updated Aug 23, 2018 6:51am'. Below the title is a video player showing a scene with two animals in a field. Below the video is a large, empty 'Feedback' text box. At the bottom right of the feedback box is a 'Save' button. Below the feedback box is a section titled 'Is this an Assessment or Instruction Artifact?' with a radio button selected for 'Assessment'. In the top right corner, there is a 'PORTFOLIO SUMMARY' box indicating 'Total Artifacts: 3'. At the top, there are dropdown menus for 'Teacher' (mcdonnell1), 'Portfolio' (McDonnell Portfolio - 1), and 'All Folders'.

### Editing Feedback

**Step 1:** Look for the artifact and feedback you would like to change

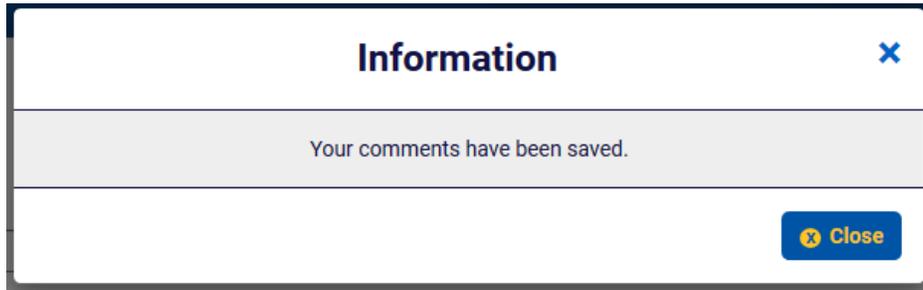
**Step 2:** Do your changes in the Feedback box then click “Save”

The screenshot shows the 'Review Portfolio Details' page, similar to the previous one. The 'Initial' folder is selected in the sidebar. The main content area displays an artifact titled 'Initial Artifact | Last Updated Aug 15, 2018 6:54am'. Below the title is a 'Feedback (Sep 24, 2018 12:51pm):' section with a text box containing 'Sample feedback'. At the bottom right of the feedback box are 'Save' and 'Remove' buttons. Below the feedback box is a section titled 'What is the title or theme of this unit?' with the text 'Jyvkvykhh edit'. Below that is a section titled 'What tools or resources did you use to plan your science unit? (Mark all that apply)' with the text 'Teacher developed materials, NGSS literature and/or Documentation, Trade or Textbooks'. In the top right corner, there is a 'PORTFOLIO SUMMARY' box indicating 'Total Artifacts: 3'. At the top, there are dropdown menus for 'Teacher' (mcdonnell1), 'Portfolio' (McDonnell Portfolio - 1), and 'All Folders'.



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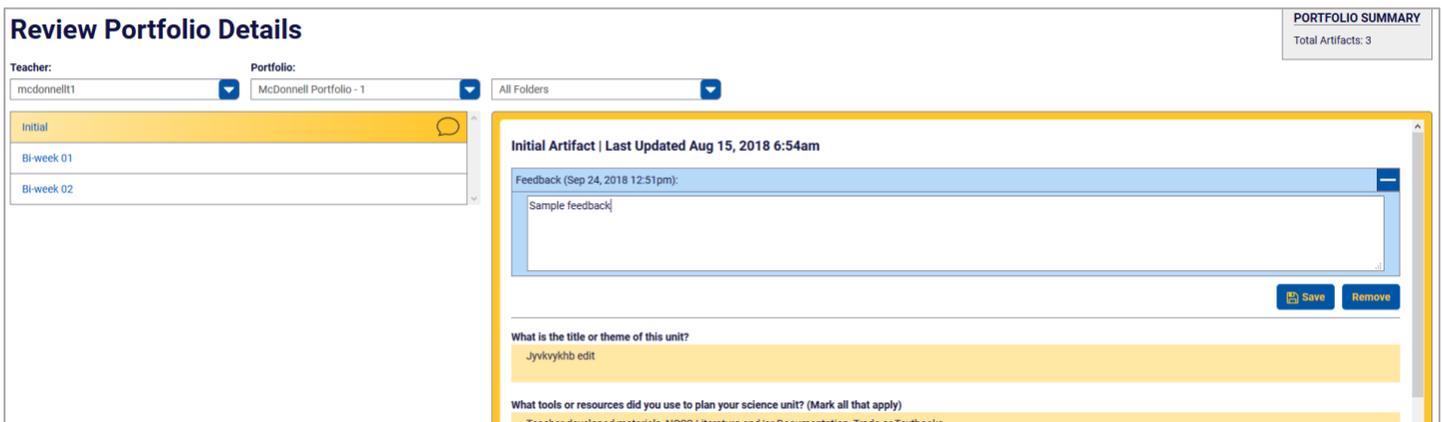
**Step 3:** Click “Close” on the confirmation popup.



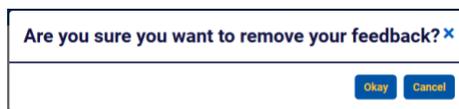
## Removing Feedback

**Step 1:** Look for the artifact and feedback you would like to remove

**Step 2:** Click “Remove”

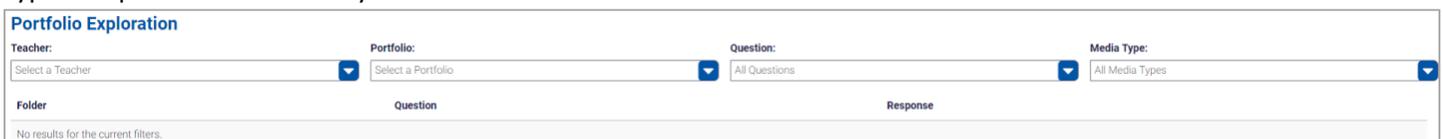


**Step 3:** Click “Okay” on the confirmation popup.



## Exploring Artifacts and Assessments

The Explore page will allow you to filter the artifacts and assessments by question and media type (photo/document/video). You must select a teacher and a portfolio to get started. Use the “Question” and “Media Type” dropdown list to refine your list.





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**Note:** The Portfolio Exploration page automatically refreshes the query result every time you change the selected value in any of the drop down lists.

Day	Question	Response
Initial	What is the title or theme of this unit?	How forces act on objects to produce motion, and how unbalanced forces cause changes in motion that can be predicted and described.
Initial	What tools or resources did you use to plan your science unit? (Mark all that apply)	Teacher developed materials,NGSS Literature and/or Documentation,Internet resources,Trade or Textbooks,Curriculum materials,CA Science Standards and Documents
Initial	Which core disciplinary ideas will you cover in this unit? (Mark all that apply)	PS4: Waves and applications to info. transfer,ETS2: Links among STEM, and society,PS1: Matter and its interactions,PS2: Motion and stability: Forces and interactions,ESS1: Earth's place in the universe,ETS1: Engineering design,PS3: Energy
Initial	Which crosscutting science concepts will you cover in this unit? (Mark all that apply)	Patterns,Stability and change,Systems and system models,Cause and effect: Mechanism and explanation,Scale, proportion, and quantity
Initial	Which Science and Engineering Practices will you emphasize in this unit for your students? (Mark all that apply)	Asking questions (for science) and defining problems (for engineering),Constructing explanations (for science) and designing solutions (for engineering),Using mathematics/computational thinking,Obtaining, evaluating, and communicating information,Analyzing and interpreting data,Developing and using models,Planning and carrying out investigations,Engaging in argument from evidence
Initial	Which Literacy Practices will you emphasize in this unit for your students? (Mark all that apply)	Compare information in text with that from experiments, simulations, multimedia,Determine central ideas or conclusions of a text; accurately summarize text,Integrate information in words and expressed visually (e.g., diagram, model, graph),Determine the meaning of symbols, terms, and domain-specific words in a scientific contexts,Analyze the structure of a text, and how the sections contribute to the whole,Distinguish among facts, reasoned judgment based on research, and speculation,Read science/technical texts independently in the grade level text complexity band,Analyze author purpose in providing an explanation, or describing a procedure or experiment,Cite specific textual evidence to support analysis of science and technical texts,Follow multistep procedures in experiments, technical tasks, or taking measurements

## Summarizing Portfolios

The Summary module allows you to view a tabular count of submitted artifacts and assessments per teacher and portfolio. Follow the steps below to start summarizing collected portfolios:

**Step 1:** Make your selection on the dropdown list to refine your summary

**Summary of Portfolios to Review**

Teacher(s): All Teachers Portfolio(s): McDonnell Portfolio - 1

Teacher Name	Portfolio	ARTIFACTS			
		Initial	Artifact	Concluding	Total
mcdonnell1	McDonnell Portfolio - 1	1	2	0	3
mcdonnell2	McDonnell Portfolio - 1	1	1	0	2
mwf_wrenr	McDonnell Portfolio - 1	1	0	1	2

**Summary**

Total Teachers: 4

Total Portfolios: 2

**Step 2:** Each column will represent a number link which indicates how many total artifacts/assessments there are for a particular teacher. These number links are clickable and will open the portfolio details. Click onto the artifact/assessment to view more information.

Review Portfolio Details

Teacher: mcdonnell1 Portfolio: McDonnell Portfolio - 1 All Folders

**PORTFOLIO SUMMARY**

Total Artifacts: 3

[Export](#)

Initial
Bi-week 01
Bi-week 02

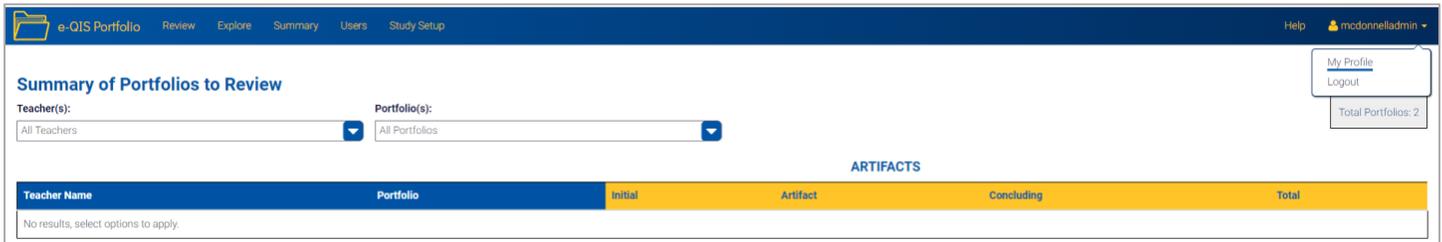


**Step 3:** Use the browser’s back button page to go back to the summary list or if you need to start a new search click “Summary” from the menu bar.

## Updating My Profile

My Profile only allows evaluators to change their password. To change your name and email address, please contact your account administrator. To change your password, follow the steps below:

**Step 1:** Click your username at the top right then select “My Profile”



**Step 2:** Enter the new password first by clicking “\*\*\*\*\*” then click “Change Password.” You will be prompted to enter your current password, simply enter it then click “OK.”

## User Details

User Name	mcdonnelle1	
Password	*****	<a href="#">Change Password</a>
First Name	No First Name	
Last Name	No Last Name	
Email Address	mcdonnelle1@email.com	

Only admins can change a user’s name or email address. Please contact an admin if you need to change any of these.

Please enter your current password



## Logging Out

To log out of the application, click your username on the top right then click “Logout.”

Note: Doing this will require you to log in with username and password to access the application again.

The screenshot shows the 'User Details' page in the e-QIS Web Evaluator application. The top navigation bar includes 'e-QIS Portfolio', 'Review', 'Explore', 'Summary', 'Users', and 'Study Setup'. The user 'mcdonnelladmin' is logged in, with a dropdown menu showing 'My Profile' and 'Logout'. The 'User Details' form contains the following information:

User Name	mcdonnelladmin
Password	***** <a href="#">Change Password</a>
First Name	McDonnell
Last Name	Admin
Email Address	mcdonnell.admin@email.com

A 'Save Changes' button is located at the bottom left of the form.