

# CASPAR

## Quick Start Guide

Thank you for using CASPAR – our online tool for self and peer assessment. This Quick Start Guide has been designed as a supplement to the full User Guide, which can be downloaded from the website <http://www.cemp.ac.uk/resources/caspar/>.

You may be reading this as a Super-User, who has just had CASPAR set up for your institution. In this case you will first need to create qualifications and course types, and add courses, staff and students.

You may be reading this as first-time user of CASPAR, where it is already being used in your institution. In which case, you just need to make sure that the students you want to use are in the system, and then set about creating a project. You can jump straight to step 4.

Please refer to the 'CASPAR User Types – Quick View Chart' at the end of this document for information about the different types of user account and their permissions to undertake these steps.

### Step 1 – Add members of staff

CASPAR requires all users (staff and students) to register by typing in a valid email address and following onscreen prompts to create user accounts. Valid email addresses are those which have been 'pre-registered' by Super-Users and Admin staff. This 'pre-registering' is what you are going to do now.

To add members of staff who wish to use CASPAR:

Under the ADMIN tab, click on STAFF, then +NEW STAFF. Follow the onscreen prompts to add them, and then email the staff concerned telling them they can now register.

### Step 2 – Add Qualifications and Course Types

You need to create Qualifications and Course Types before you can create courses and add students. Qualifications you may want to add include 'BA (Hons)', 'BSc (Hons)', 'MA', 'MSc', etc. Course Types you may want to add include 'full-time', 'part-time', 'online', and 'short course'.

To create Qualifications and Course Types:

Under the ADMIN tab, click on QUALIFICATIONS. Follow the onscreen prompts to add them.

### Step 3 – Add departments and courses

You need to add departments and courses before adding student data which is used to create projects. 'Departments' is a generic term that you may consider as 'Schools' and 'faculties'. Here, you can build an online replica of your institution.

To add departments and courses:

Under the ADMIN tab, click on COURSES. Follow the onscreen prompts to add departments and courses, also to delete, view and edit existing departments and courses. Tread carefully!

### Step 4 – Add students

Once the skeleton structure of departments and courses is in place, student data can be added which then serves as the basis of creating projects. If you don't have admin rights to add students then please contact someone who does to add student data on your behalf, or to request admin rights yourself.

To add student data:

Under the ADMIN tab, click on STUDENTS. You can choose to add a single student by clicking on + NEW STUDENT. Or, more usefully, you can import a whole student cohort at a time by clicking on IMPORT FROM FILE. You need to have prepared a Microsoft Excel spreadsheet saved as a '.csv' file type with the following information in separate columns: first name, surname, email address. Once you have selected the file, follow the onscreen prompts.

## Step 5 – Create projects

All staff can create projects using staff, student and course data that resides in CASPAR. Before creating a project, it is important to check that you can answer all the questions of the following checklist:

- The name of the project
- A short description of the project (optional)
- Start date
- End date
- Staff who you want to have viewing / moderating rights (need to be pre-registered users of CASPAR)
- Student data needs to have been inputted
- The number of groups you want
- Who should be in which group
- Should the student feedback be anonymous or not?
- How many days do you want students to be able to put in self and peer assessments leading up to each deadline?
- Date(s) for self and peer assessment
- Criteria for self and peer assessment (can be different for different dates)

To create a new project:

Under the PROJECTS tab, click on +NEW PROJECT. Follow the onscreen prompts carefully as you move through the four stages of creating a project.

Once the project is created, all staff and students that you included in the project creation routine will have access to the project by finding it under 'pending', 'current', or 'archived'.

## Further Information and Advice

The CASPAR website provides FAQs and a full downloadable User Guide. Thank you for your interest in CASPAR, we wish you the best of luck with it.

## CASPAR User Types - Quick View Chart

	Staff Accounts			Student
	Super-User	Admin	Staff	
Add departments, courses and staff	√	√	x	x
Add student data	√	√	x	x
Create Projects	√	√	√	x
View Projects	ALL	Those created and invited to	Those created and invited to	Those they are a member of
Moderate Projects	ALL	Those created and invited to	Those created and invited to	x