



Evaluation Database User Guide

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1 Introduction

The purpose of the Evaluation Database is to securely store information gathered through the use of ixia's Evaluation Toolkit. Over time, ixia will monitor and analyse this information and publish reports about public art. These could aid identification of good practice principles and provide an evidence base for future policy decisions regarding public art. The reports will be made available for free on ixia's website at www.ixia-info.com.

The Evaluation Toolkit consists of a Matrix and a Personal Project Analysis (PPA), and its use should be led by a Facilitator who has attended an ixia training seminar. The Facilitator brokers the engagement of Individuals involved in a project. The information provided by a Facilitator and Individuals during evaluation meetings and via Matrices and PPA is recorded on the Evaluation Database. Other information about a project is also recorded in Notes on the Evaluation Database. For further information about the development of the Evaluation Toolkit visit ixia's website at www.ixia-info.com and follow the link to Research.

No personal details are held on the Evaluation Database. However, ixia maintains a register of Facilitators, which includes their names and contact details and the names of the projects assigned by ixia to Facilitators.

There are three levels of access rights to the Evaluation Database: Administrator; Facilitator and Individual. Collectively, those who use the Evaluation Database are known as Participants. The access rights are described below:

Administrator: assigned to ixia only. It enables total access, giving creation, editing, deletion and reporting rights to ixia. It also enables the Administrator to set up access rights for a Facilitator, and, if necessary, an Individual. In the first instance, it is the Administrator who sets up a project on the Evaluation Database.

Facilitator: granted access rights by the Administrator. A Facilitator can enter information about their project into the Evaluation Database and provide access to a project to an Individual. A Facilitator can view the Notes, Matrices and PPA for their own project, and the Notes and Matrices for other projects.

Individual: granted access rights by the Facilitator of their project. An Individual can view all the Notes and Matrices for their own project and their own PPA. However, an Individual cannot view other projects.

This User Guide has been written to help a Facilitator use the Evaluation Database.

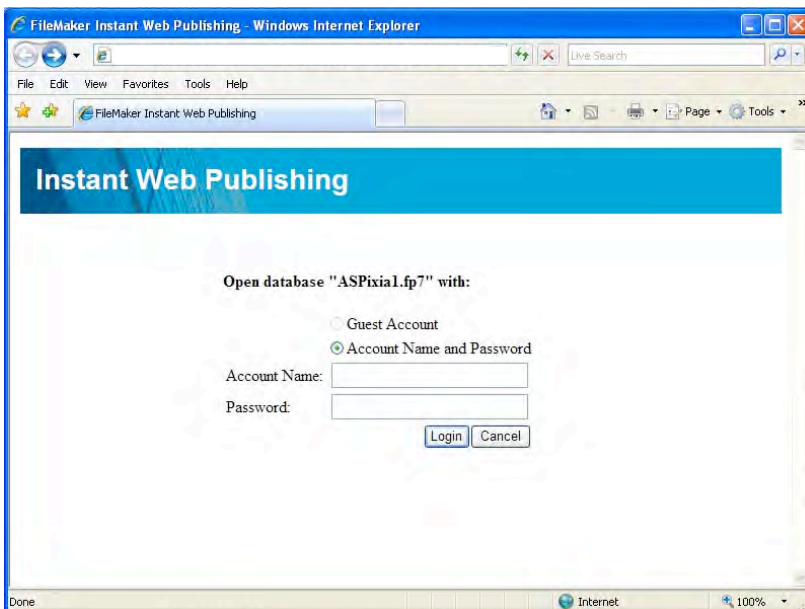
2 Getting Started

If you are a Facilitator wanting to use the Evaluation Database for the first time then contact the Administrator at info@ixia-info.com, stating when you attended ixia's Evaluation training seminar, the name of your project and your contact details (name, position, postal address, e-mail address and phone number). We will then set up your project on the Evaluation Database and send you its name and your Account Name (User ID) and Password.

When you have received these open your web browser (IE5.1 or greater, Safari 1.1 or greater), go to ixia's website at www.ixia-info.com and follow the link to the Evaluation Database. Access the Evaluation Database by using your Account Name (User ID) and Password. For security reasons, when doing this for the first time please change your Password.

If you are using an Apple Mac to access the Evaluation Database, please access Windows via Boot Camp or virtualisation software, for example VMWare or Parallels.

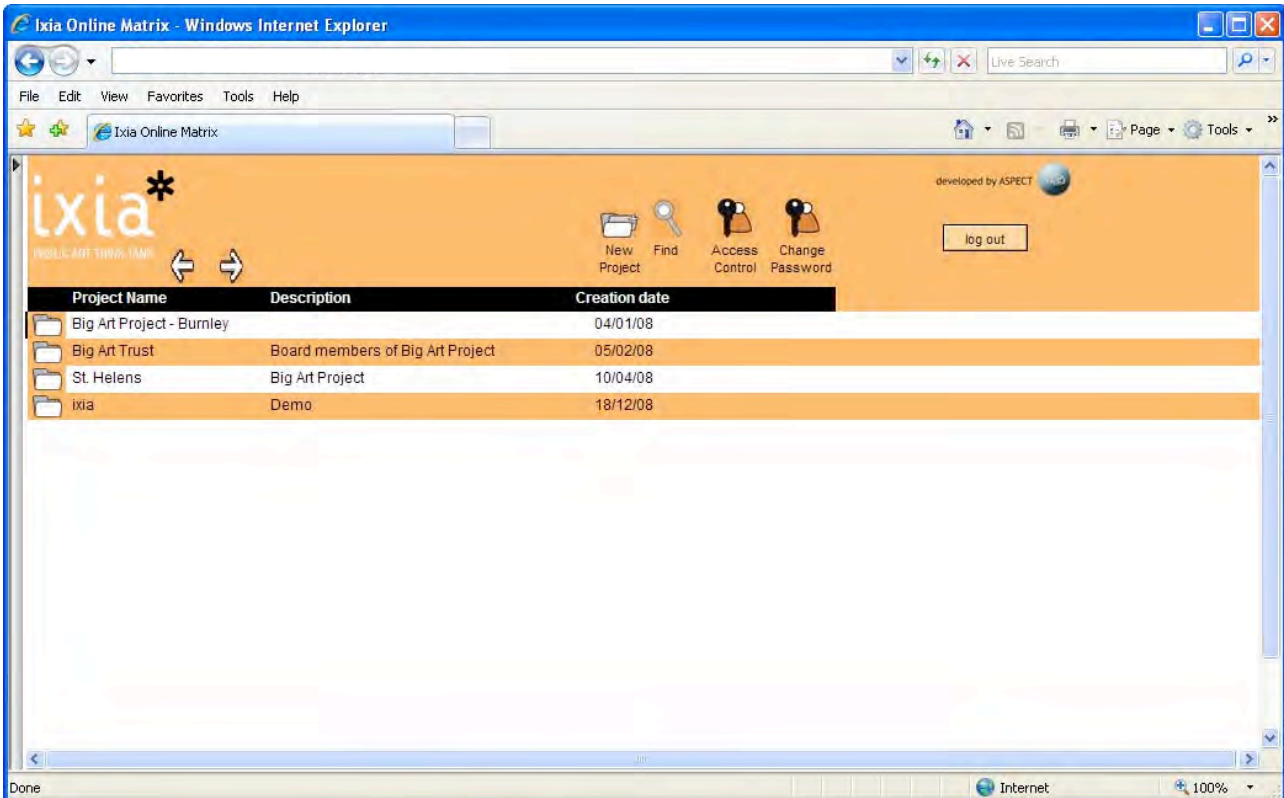
Please note: a User ID and Password are case sensitive.




If you are an Individual then contact the Facilitator of your project to organise access to the Evaluation Database.


3 Projects List

After accessing the Evaluation Database you will see the screen shown below. It lists all the projects in the Evaluation Database.



As a Facilitator you can view your own and other projects by clicking  beside the project names. An Individual can only view their own project.

You can scroll up and down the Projects List by clicking  .

You can return to the Projects List screen at any time by clicking the ixia logo or .



New Project

A project is added to the Evaluation Database by the Administrator upon the request of a Facilitator.



Find

A Facilitator can search the Evaluation Database using this function.



Access Control

A Facilitator can provide an Individual with access to the Evaluation Database by using this function.

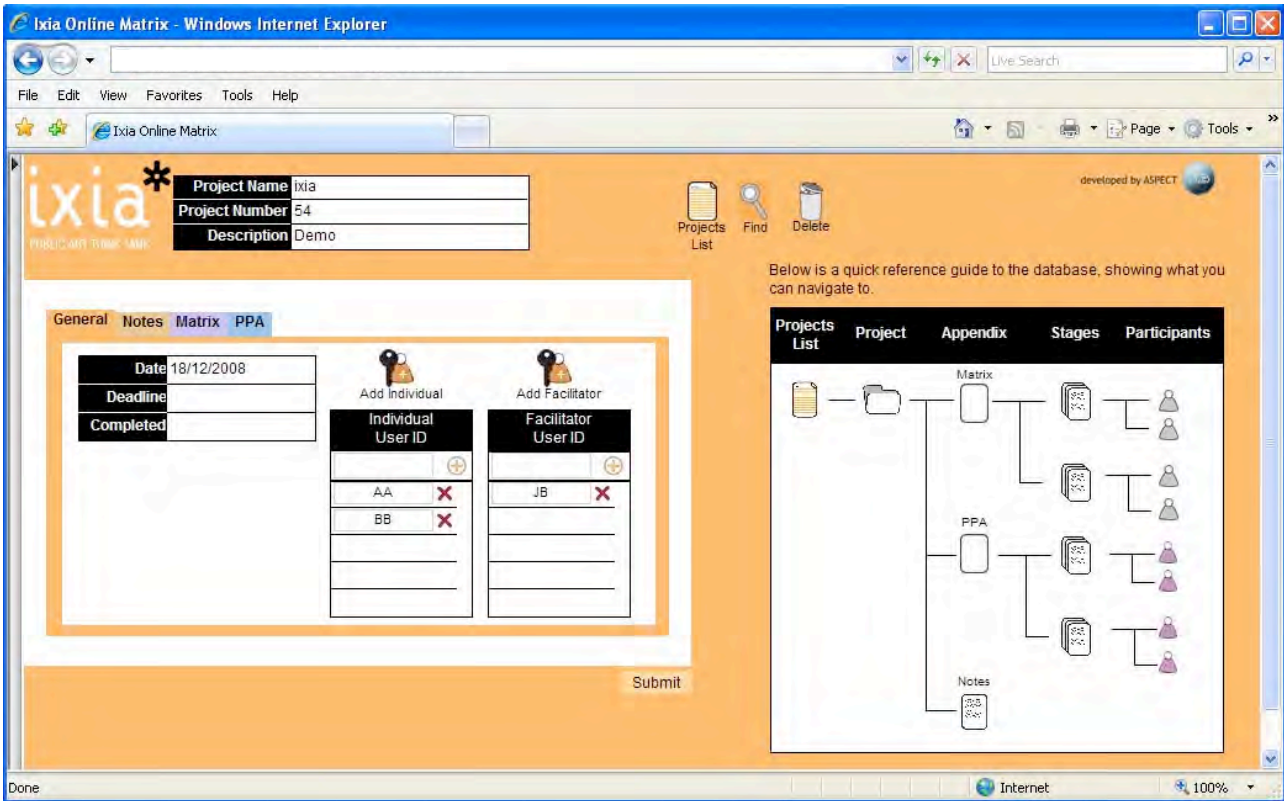


Change Password

A Facilitator and an Individual must change their passwords when they enter the Evaluation Database for the first time. This is done by using this function.

4 General Tab






After selecting your project you will be taken to a screen entitled General. As a Facilitator you can create, edit, view, print and delete information about your project under the headings General, Notes, Matrix and PPA. An Individual can only view the Notes and Matrices for their own project and their own PPA.





You can add a date and deadlines for your project on the General screen by clicking on the Deadline and Completed text boxes and then Submit.


The text box entitled Facilitator Assignment will show your User ID. This was added by the Administrator when the project was created, and can only be deleted by the Administrator.

To add an Individual to your project:

- Click  then  Access Control.
- Click , add a title and names and click on the button entitled Individual.
- Click Create this Account. You have now created the profile for an Individual.
- Click .
- Click on  next to the name of your project.



- Click , select the Individual's User ID from the drop-down list and click . The Individual is now assigned to your project.

- To delete an Individual from your project click .

The User ID is the 'Account Name' that an Individual requires in order to access the Evaluation Database. This is used in conjunction with their Password. Initially, the Password is 'pass' plus the User ID, for example, 'passixia' if the User ID is 'ixia'. You can now give the User ID and Password to the Individual, but remember to let the Individual know that the Password must be changed after accessing the Evaluation Database for the first time. A User ID and Password are case sensitive.



Projects List

You can return to the list of projects by clicking this icon.



Find

A Facilitator can search the Evaluation Database using this function.

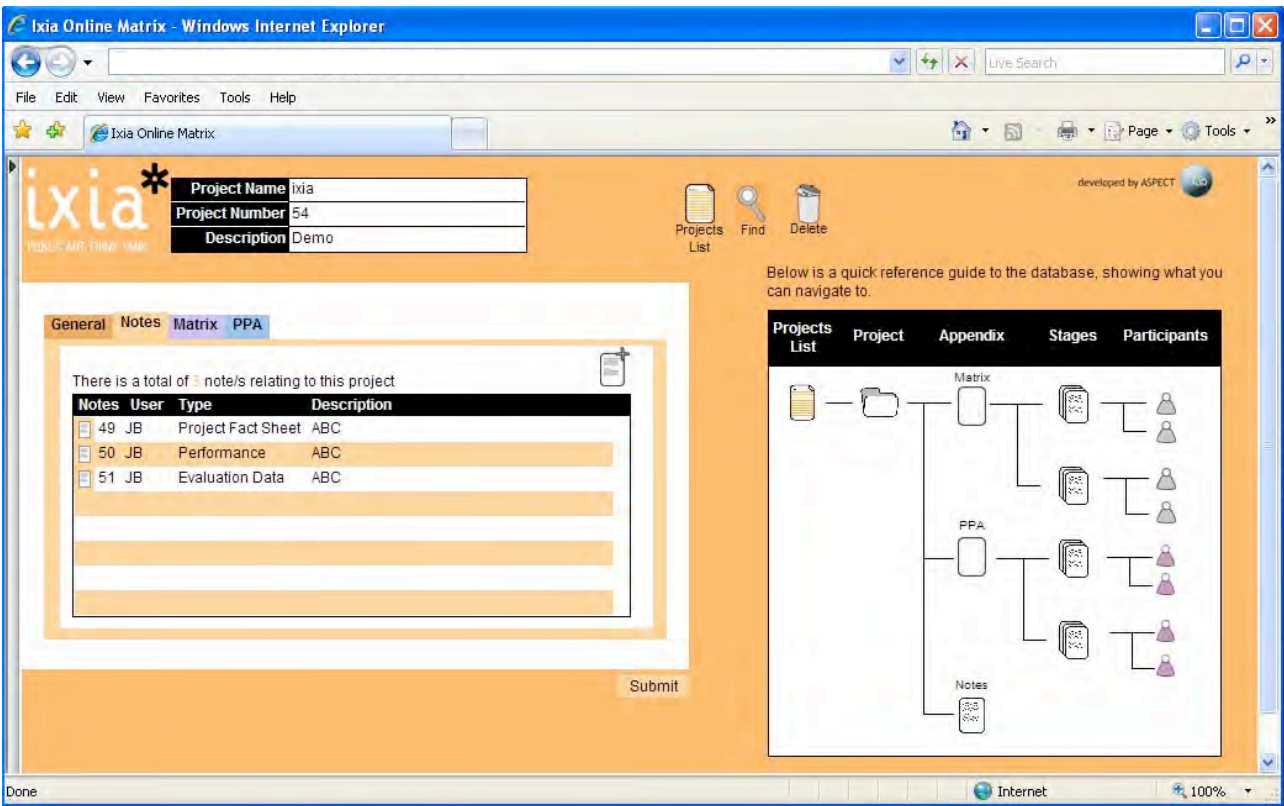



Delete


This function is only accessible to the Administrator.


5 Notes Tab

You can use this screen to create and view Notes.



You can create a Note by clicking .

Once a Note has been created, you can view, edit and delete a Note by clicking .

An Individual can view a Note by clicking .



Projects List

You can return to the list of projects by clicking this icon.



Find

A Facilitator can search the Evaluation Database using this function.



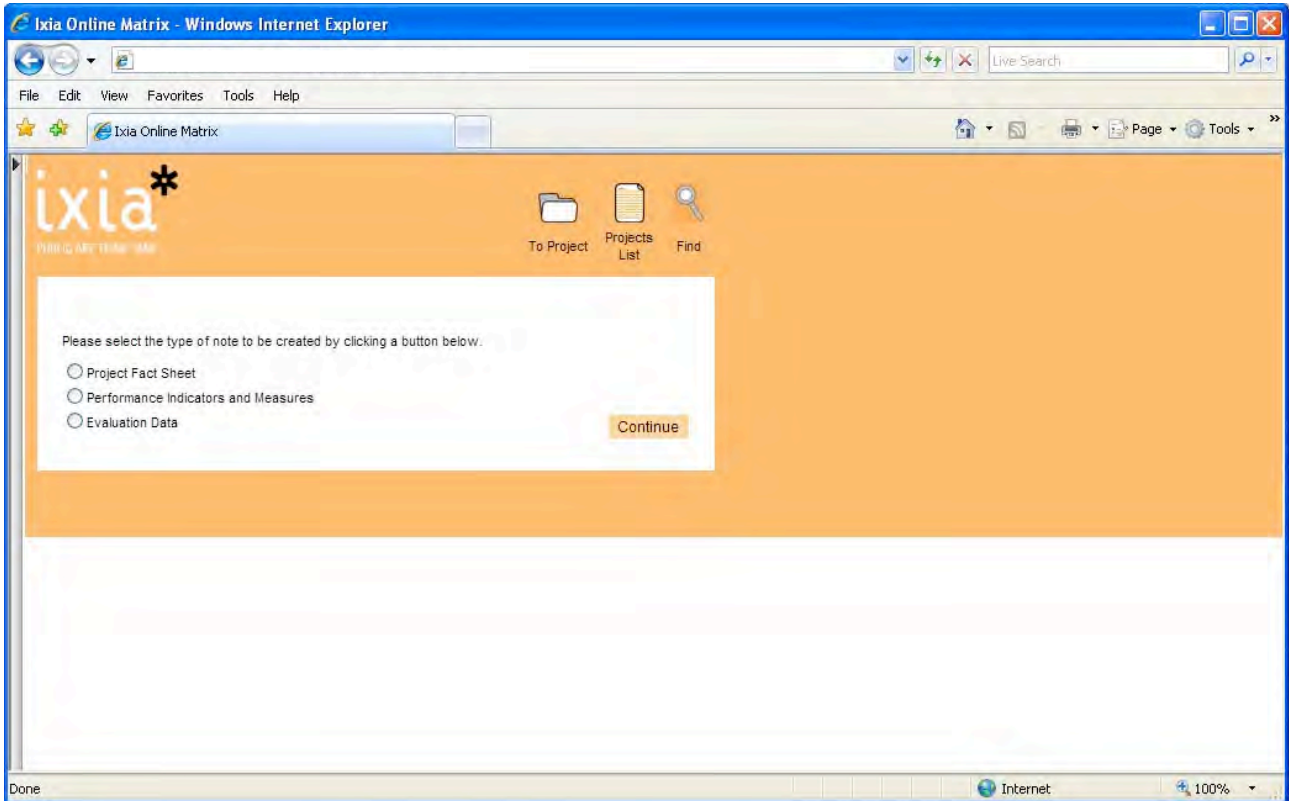
Delete

This function is only accessible to the Administrator.

6 Notes



After you have clicked the screen below appears.



You can select the type of Note you want to complete by clicking the button next to the name of the Note and then Continue.

Project Fact Sheet

This enables you to record general information about your project. To complete, add information from the drop-down list and to the text boxes and click Submit. You will then return to the previous screen. To edit an existing Note click on the drop-down list and/or the text boxes, change the existing information and click Submit.

Performance Indicators and Measures

This enables you to describe the values that you are aiming to assess during the evaluation, including the indicators and methods of measurement. To complete, add information to the text boxes and click Submit. You will then return to the previous screen. To edit an existing Note click on a text box, edit the information and click Submit.

Evaluation Data

This enables you to record information relating to the findings of the evaluation. To complete, add information to the text boxes and click Submit. You will then return to the previous screen. To edit an existing Note, click on a text box, edit the information and click Submit.



To Project

Return to the project page by clicking this icon.



Projects List

Return to the list of projects by clicking on this icon.



Find

A Facilitator can search the Evaluation Database using this function.



Delete

The Administrator and Facilitator can delete a Note.

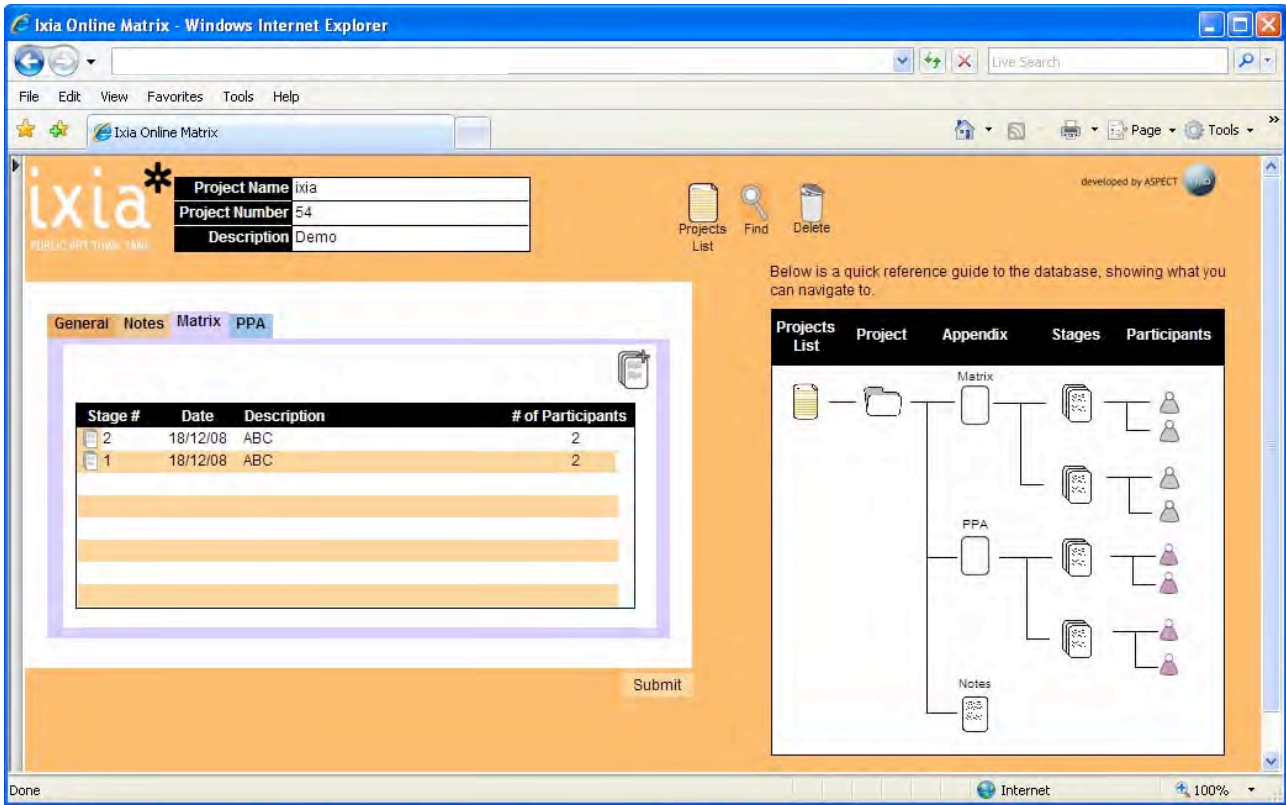



Found Results

Return to the list of Notes if you are using the Find function.


7 Matrix Tab


You can use this screen to create and view Matrices for a project. The Matrices are identified by the stage of the project for which they were created, and the corresponding date and description. The number of Matrices belonging to the stage is shown under the heading # of Participants.




You can create a new stage and Matrices by clicking .

You can view existing Matrices for a stage by clicking . Individuals can also view existing Matrices.

 **Projects List**
Return to the list of projects by clicking this icon.

 **Find**
A Facilitator can search the Evaluation Database using this function.

 **Delete**
This function is only accessible to the Administrator.

8 New Matrix Stage



After you click the screen below appears.

This screen enables you to create a new stage of evaluation for the project. To do this:

- Click on the text box entitled Stage Number to add the stage of evaluation.
- Click on the text box entitled Description to add information about the stage.
- Click Submit.



Clicking enables you to add a Participant's Matrix to the stage.



To Project

Return to the project page by clicking this icon.



Projects List

Return to the list of projects by clicking this icon.



Find

A Facilitator can search the Evaluation Database using this function.

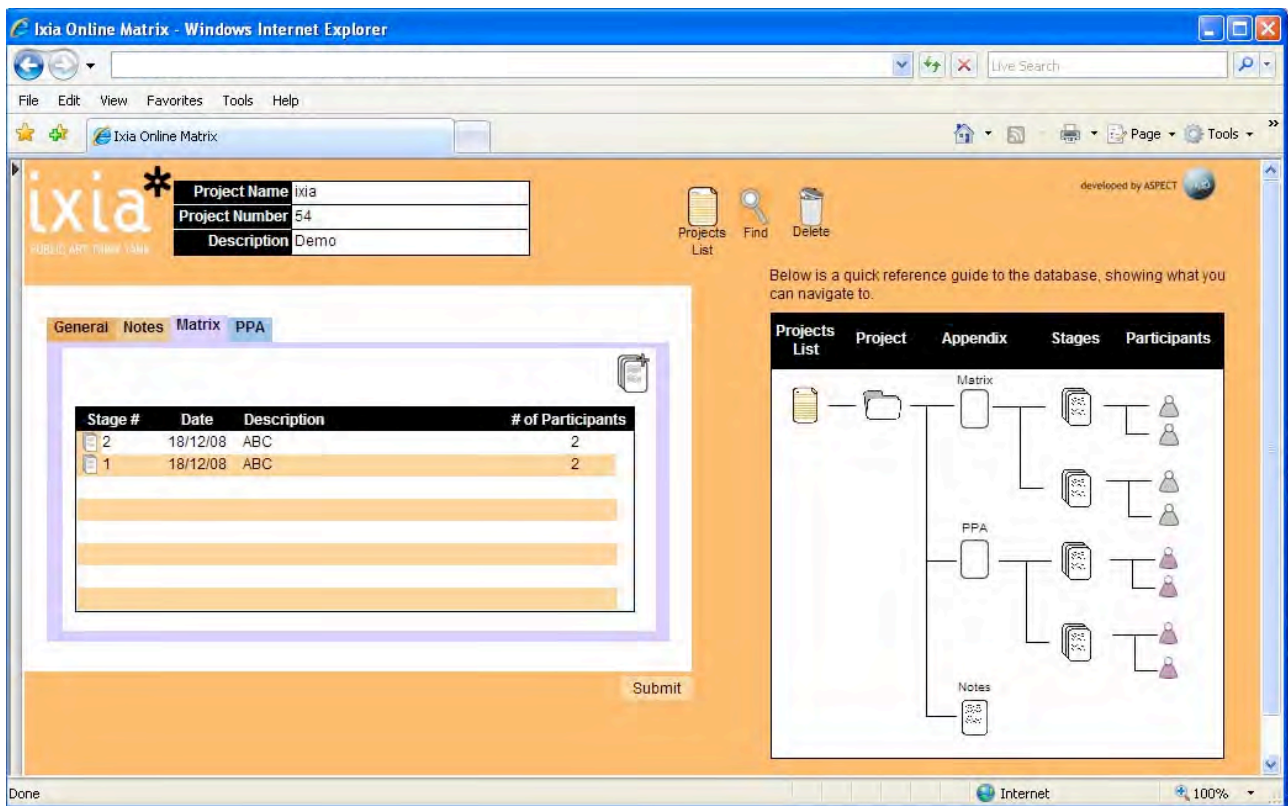





Delete

The Administrator and Facilitator can delete stages.



9 Existing Matrix Stage

If you have already created stages of Matrices for a project then these will be listed on the Evaluation Database under the heading Matrix. A Facilitator can add new Matrices to a stage or edit and delete existing Matrices within a stage.




- Click  to view a stage and a list of its existing Matrices.
- Click  to view and edit an existing Matrix.
- Click  to add a Participant's Matrix to the stage.

From this screen you are able to view reports and graphs that collate the information contained in all the Matrices for a stage. You can do this in the following ways:

- Click  to view a report showing all the Matrices for a stage.
- Click  to view a graph showing all the Matrices for a stage.

An Individual can view Matrices, but cannot edit or delete Matrices.

 **To Project**
Return to the project page by clicking this icon.



Projects List

Return to the list of projects by clicking this icon.



Find

A Facilitator can search the Evaluation Database using this function.



Delete

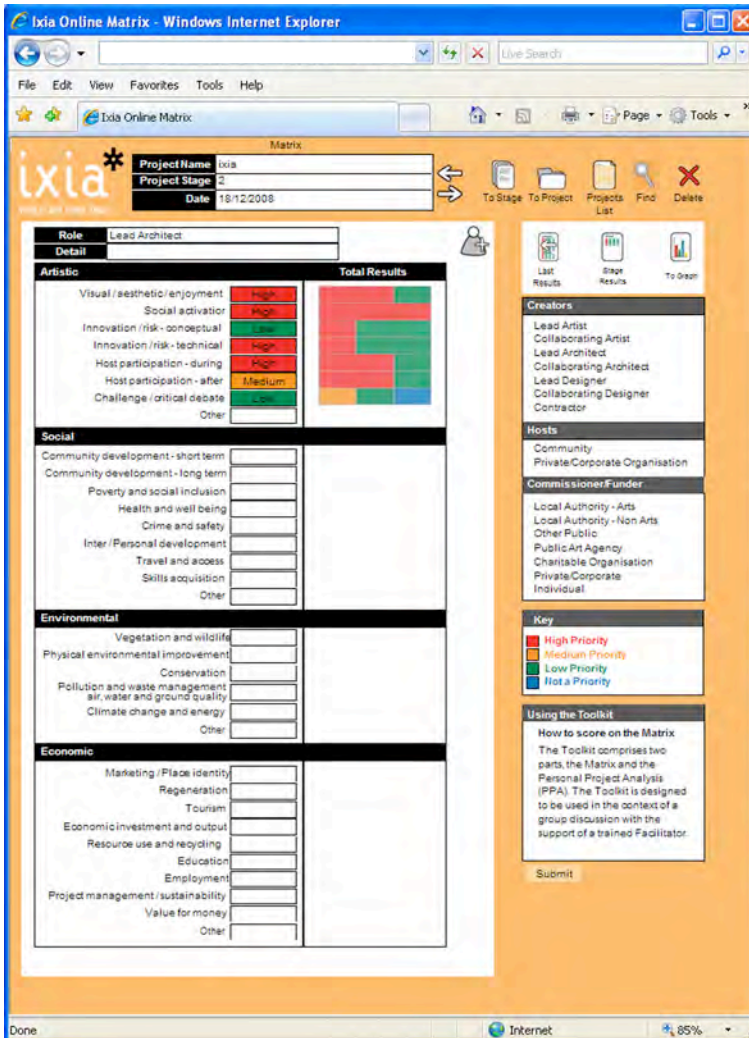
The Administrator and Facilitator can delete stages.

10 Matrix

As a Facilitator you will have led on the completion of Matrices by Participants in your project. After clicking



you can complete Matrices for each Participant in the Evaluation Database.



Click on the text box and drop-down list entitled Role to select a description of the Participant's role in the project. You can use the text box entitled Detail to add specific information if necessary.

If, new values have been identified as part of group discussions, you can enter these into the text boxes entitled Other.

Click on the text box and drop-down list next to each value and select a response. These are High Priority, Medium Priority, Low Priority and Not a Priority. After you have selected responses for the values click Submit.



To add another Participant's Matrix to the database click

Once you have completed more than one Matrix, a summary graph version of the results of all the Matrices belonging to a stage will begin to appear under the heading Total Results.

From this screen you are able to view reports and graphs that collate the information contained in all the Matrices for a stage. You can do this in the following ways:




Click  to view a report showing all the Matrices for a stage.





Click  to view a graph showing all the Matrices for a stage.

From this screen you can undertake the following actions.



Click  to view the list of Matrices if you are using the Find function.



Click   to view the other Matrices in the stage.

Individuals can view Matrices, but cannot edit or delete Matrices.



To Stage

Return to the stage screen by clicking this icon.



To Project

Return to the project screen by clicking this icon.



Projects List

Return to the list of projects by clicking this icon.



Find

A Facilitator can search the Evaluation Database using this function.

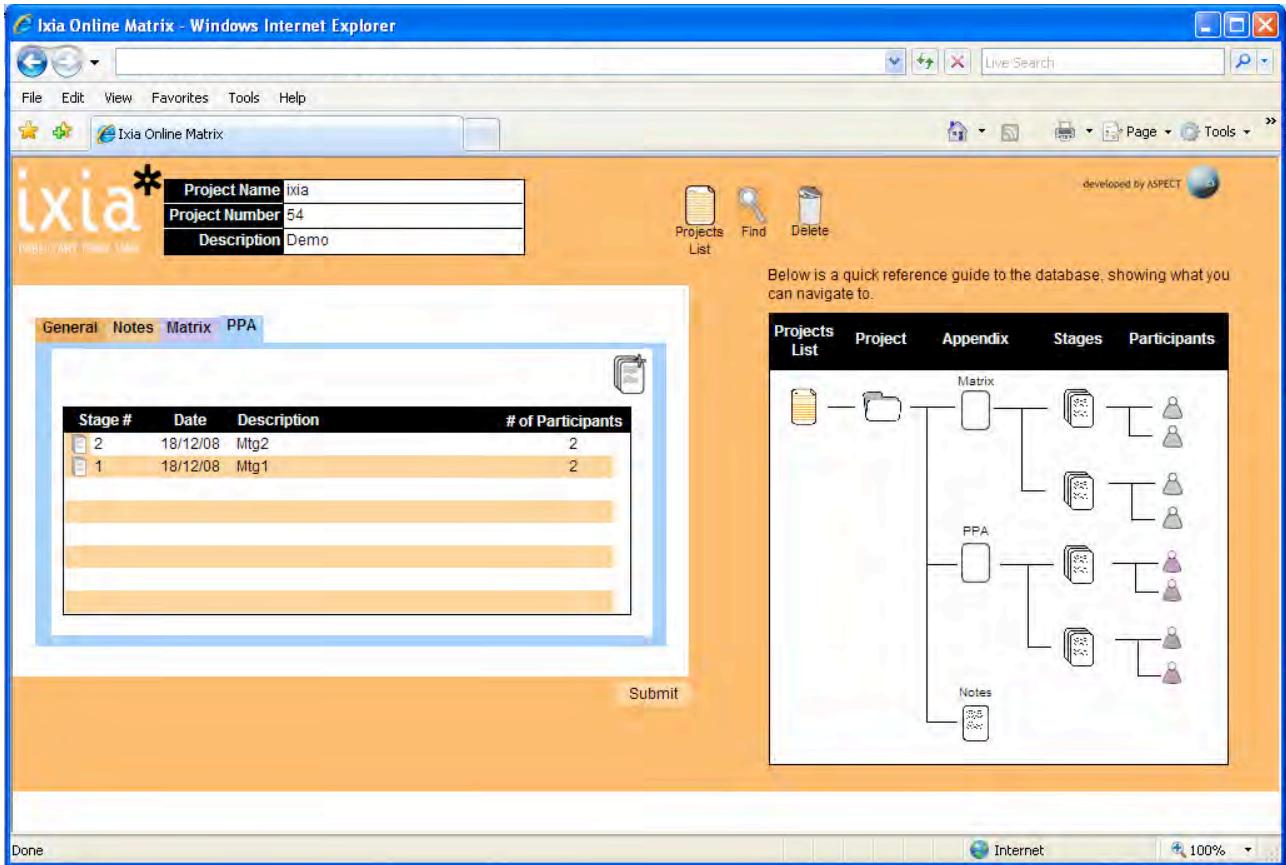



Delete


The Administrator and Facilitator can delete a Matrix.

11 PPA Tab

You can use this screen to create and view PPA for a project. PPA are identified by the stage of the project for which they were created, and the corresponding date and description. The number of PPA belonging to the stage is shown under the heading # of Participants.



You can create a new stage and PPA by clicking .

Once created you can view existing PPA for a stage by clicking . An Individual can only view their own PPA.



Projects List

Return to the list of projects by clicking this icon.



Find

A Facilitator can search the Evaluation Database using this function.



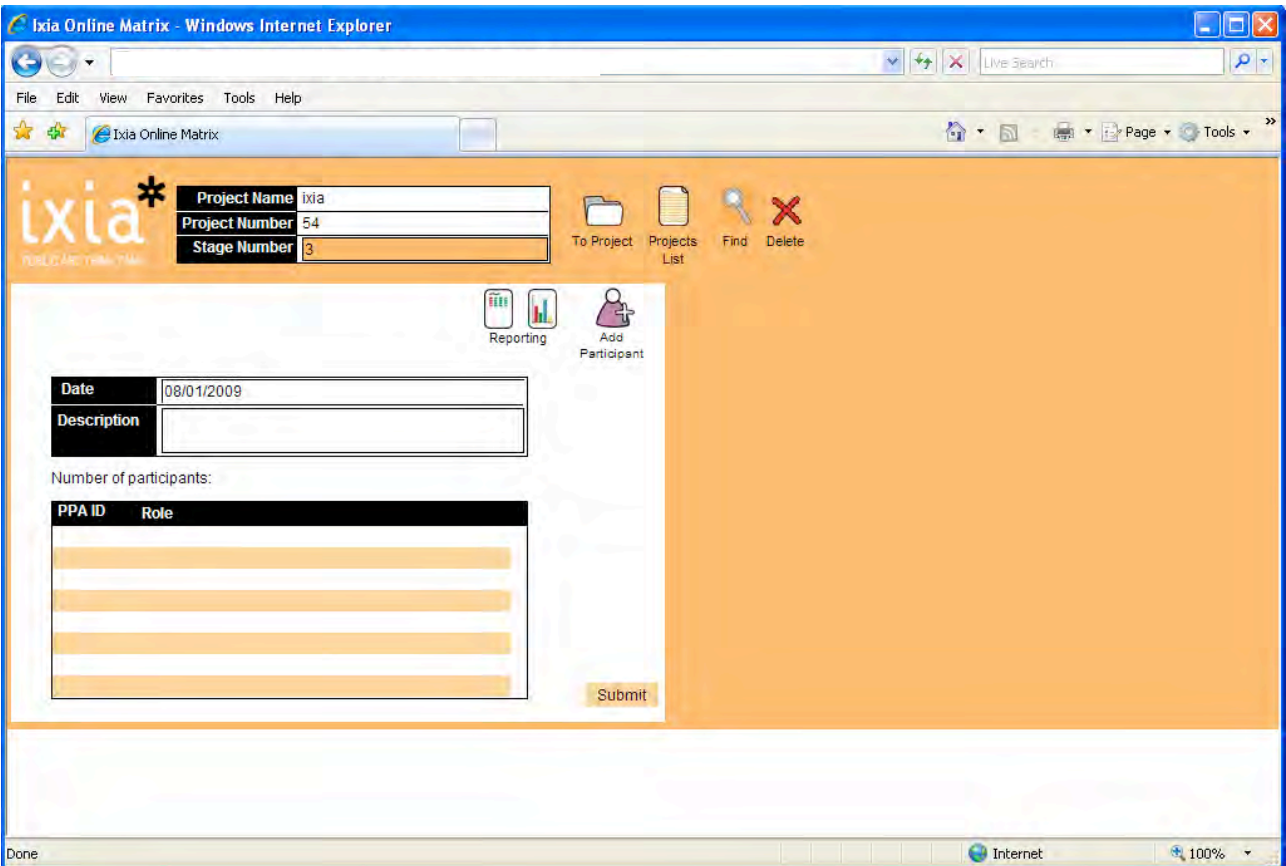
Delete

This function is only accessible to the Administrator.

12 New PPA Stage



After you click the screen below appears.



This screen enables you to create a new stage of evaluation for the project. To do this:

- Click on the text box entitled Stage Number to add the stage of evaluation.
- Click on the text box entitled Description to add information about the stage.
- Click Submit.



Clicking enables you to add a Participant's PPA to the stage.



To Project

Return to the project screen by clicking this icon.



Projects List

Return to the list of projects by clicking this icon.



Find

A Facilitator can search the Evaluation Database using this function.

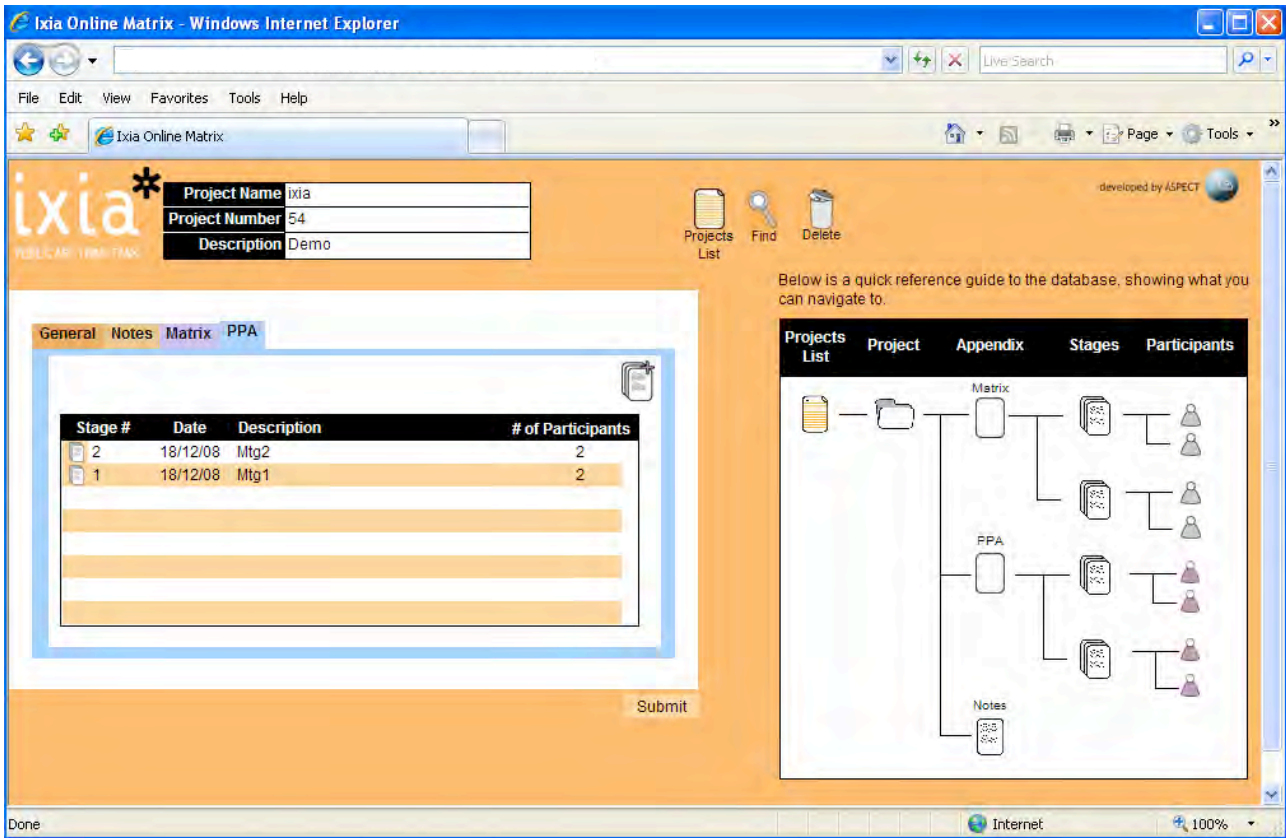



Delete


The Administrator and Facilitator can delete stages.

13 Existing PPA Stage

If you have already created stages of PPA for a project then these will be listed on the Evaluation Database under the heading PPA. A Facilitator can add new PPA to a stage or edit and delete existing PPA within a stage.





Click  to view a stage and a list of its existing PPA.

Click  to view and edit an existing PPA.

Click  to add a Participant's PPA to the stage.

From this screen you are able to view reports and graphs that collate the information contained in all the PPA for a stage. You can do this in the following ways.

Click  to view a report showing all the PPA for a stage.

Click  to view a graph showing all the PPA for a stage.

An Individual can only view their own PPA.



To Project

Return to the project screen by clicking this icon.



Projects List

Return to the list of projects by clicking this icon.



Find

A Facilitator can search the Evaluation Database using this function.



Delete

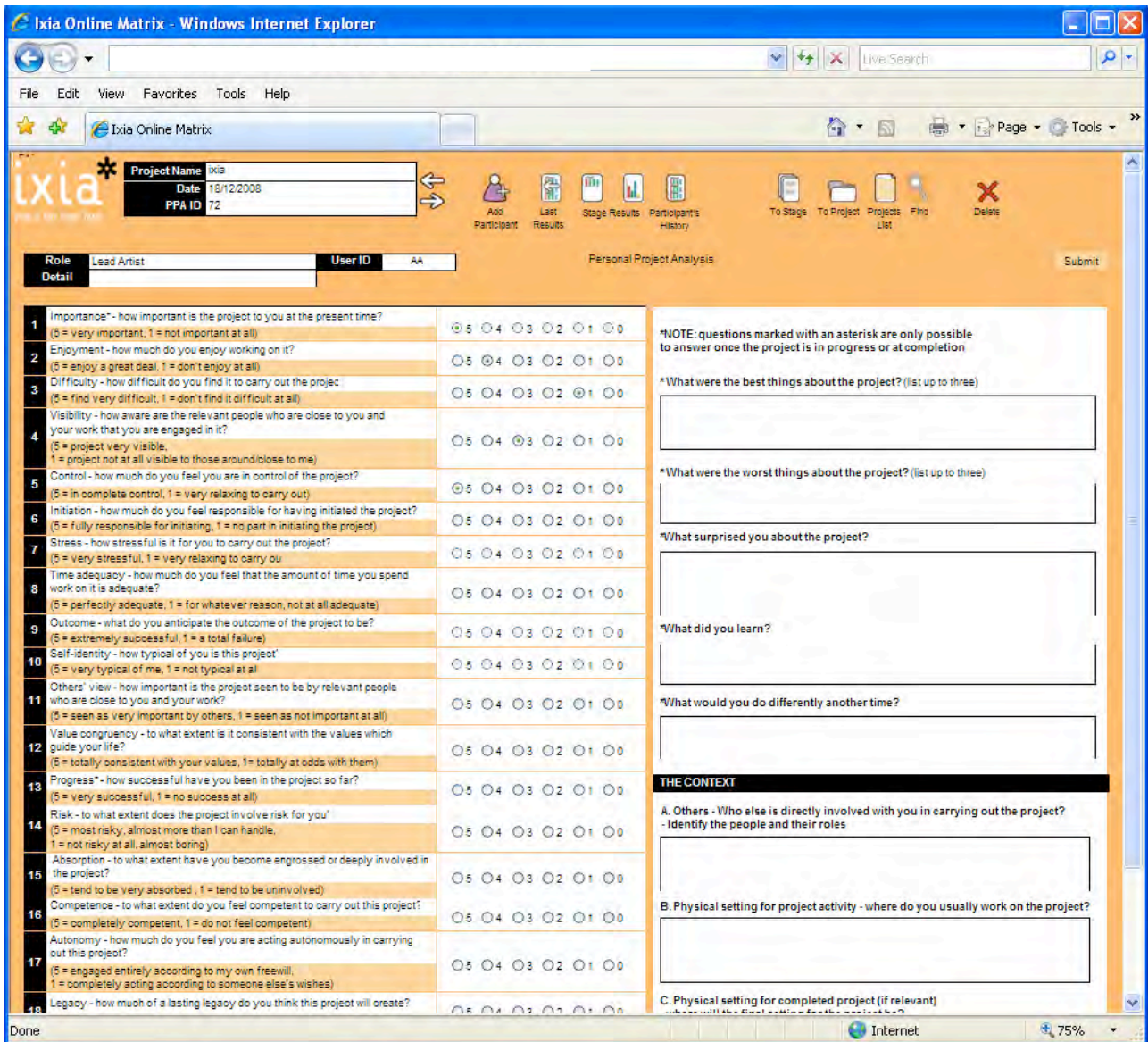
The Administrator and Facilitator can delete stages.

14 PPA

As a Facilitator you will have led on the completion of PPA by Participants in your project. After clicking



you can add PPA for each Participant to the Evaluation Database.



Click on the text box and drop-down list entitled Role to select a description of the Participant's role in the project. You can use the text box below to add specific information if necessary.

Click on the User ID text box and drop-down list and select the User ID for the Individual from the list.

Click on the appropriate button or text box to add a score or answer for each of the questions. Click on Submit to save the scores and comments. The content of a PPA can be amended by clicking on a text box.

An Individual can only view their own PPA.



To create a PPA for another Participant click



Last Results

View the list of PPA if you are using the Find function.



Stage Results

View a report or graph showing all the PPA for a stage.



Participant's History

View all the PPA for a Participant from all the stages of a project.



To Stage

Return to the stage screen by clicking this icon.



To Project

Return to the project screen by clicking this icon.



Projects List

Return to the list of projects by clicking this icon.





Find


A Facilitator can search the Evaluation Database using this function.



Delete

The Administrator and Facilitator can delete a PPA.

In reports you can click  to view and edit an existing Matrix and click  to view and edit an existing PPA.

To print a Matrix or PPA report or graph click .

An Individual can view reports and graphs for all Matrices, but only their own PPA.



To Stage

Return to the stage screen by clicking this icon.



To Project

Return to the project screen by clicking this icon.



Projects List

Return to the list of projects by clicking this icon.



Find


A Facilitator can search the Evaluation Database using this function.

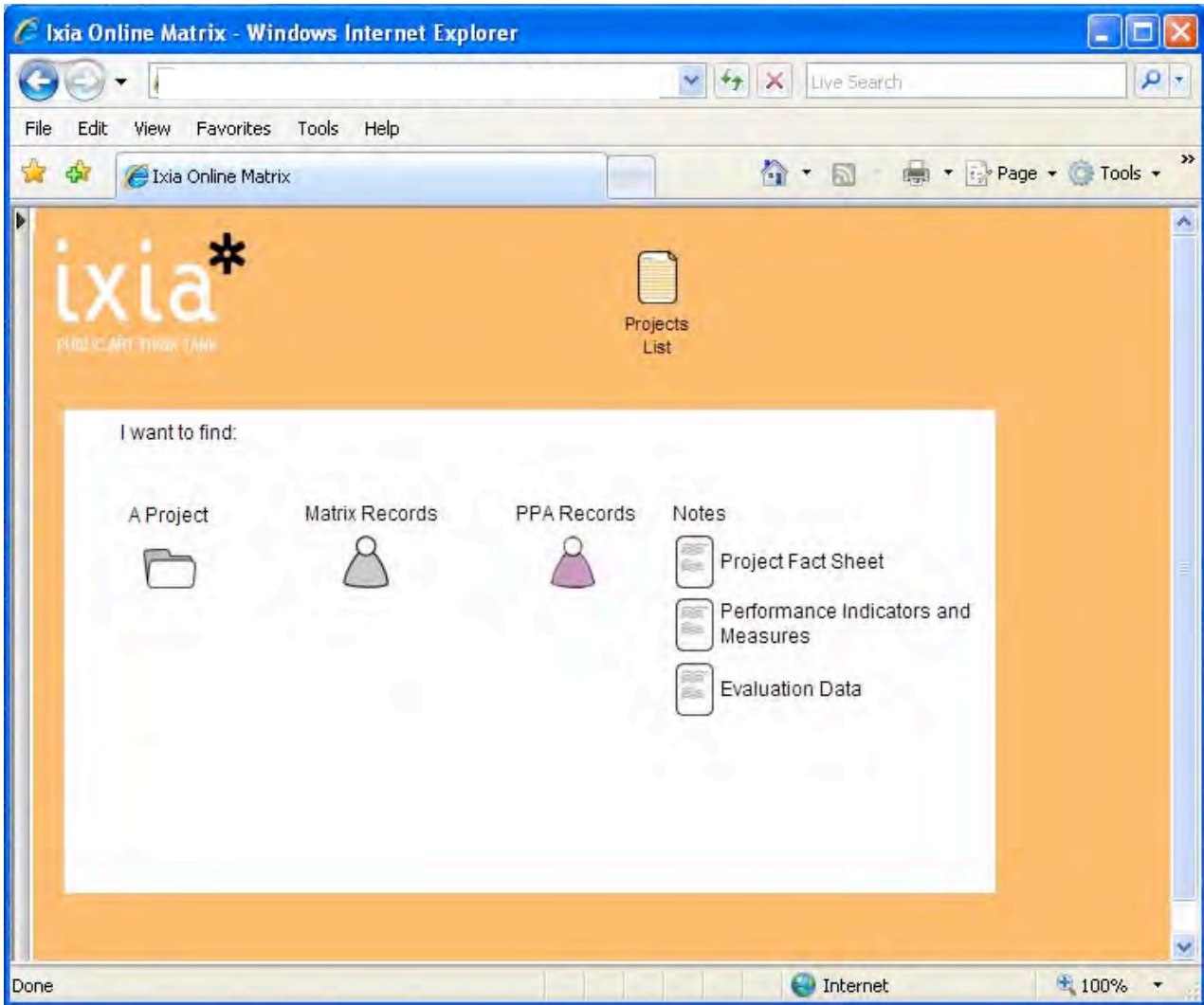


Back to Report

Return to the report listing previously found results.

16 Find

As a Facilitator you can search against the Notes and Matrices for your own and other projects, and PPA for your own project by clicking  and selecting the type of information you are looking for.



An Individual cannot use the Find function.




Projects List



Return to the list of projects by clicking this icon.

17 Find A Project

As a Facilitator you can use this screen to find your own and other projects. Do this by selecting from the

drop-down lists and/or adding details to the text boxes and clicking  Perform Find.

To search for all of the existing projects leave the drop-down lists and text boxes blank. To search a range of dates enter ... between a start and end date in the Date text box. For example: 1/1/08...6/6/08.

You can scroll up and down the list of projects by clicking  .



Find

A Facilitator can search the Evaluation Database using this function.






Projects List



Return to the list of projects by clicking this icon.

18 Find Matrix Records

You can use this screen to search for Matrices for your own and other projects. You do this by selecting from

the drop-down lists and/or adding details to the text boxes and clicking  Perform Find. To search for all of the existing Matrices leave the drop-down lists and text boxes blank. To search a range of dates enter ... between a start and end date in the Date text box. For example: 1/1/08...6/6/08.

You can scroll up and down the list of Matrices by clicking  .

Click  to view the stage of a project or click  to view a Participant's Matrix.



Find

A Facilitator can search the Evaluation Database using this function.






Projects List

Return to the list of projects by clicking this icon.

19 Find PPA Records

You can use this screen to search for PPA for your own project. You cannot view PPA for other projects. To

undertake a search select from the drop-down lists and/or add details to the text boxes and click  Perform Find. To search for all of the existing PPA leave the drop-down lists and text boxes blank. To search a range of dates enter ... between a start and end date in the Date text box. For example: 1/1/08...6/6/08.

You can scroll up and down the list of PPA by clicking  .

Click  to view a Participant's PPA.



Find

A Facilitator can search for projects using this function.






Projects List

Return to the list of projects by clicking this icon.

20 Find Notes

You can use this screen to search for information within Notes for your own and other projects. Click on the icon next to the type of Note you want to search. When the Note appears enter your search criteria where

relevant and click  Perform Find. A list of Notes will then appear for you to view. To search for all of the existing Notes of the type you have chosen leave the drop-down list and text boxes blank.

You can scroll up and down the list of Notes by clicking  .

Click  to view a Note.



Find



A Facilitator can search for projects using this function.



Projects List

Return to the list of projects by clicking this icon.

21 Exiting the Evaluation Database

You can exit the Evaluation Database at anytime by clicking  and then . An Individual can do the same.