



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

SPARK^{PLUS} Guide

for UWA Students



Business School

www.business.uwa.edu.au

SPARK^{PLUS} Guide for UWA Students

Introduction

What is SPARK^{PLUS}?

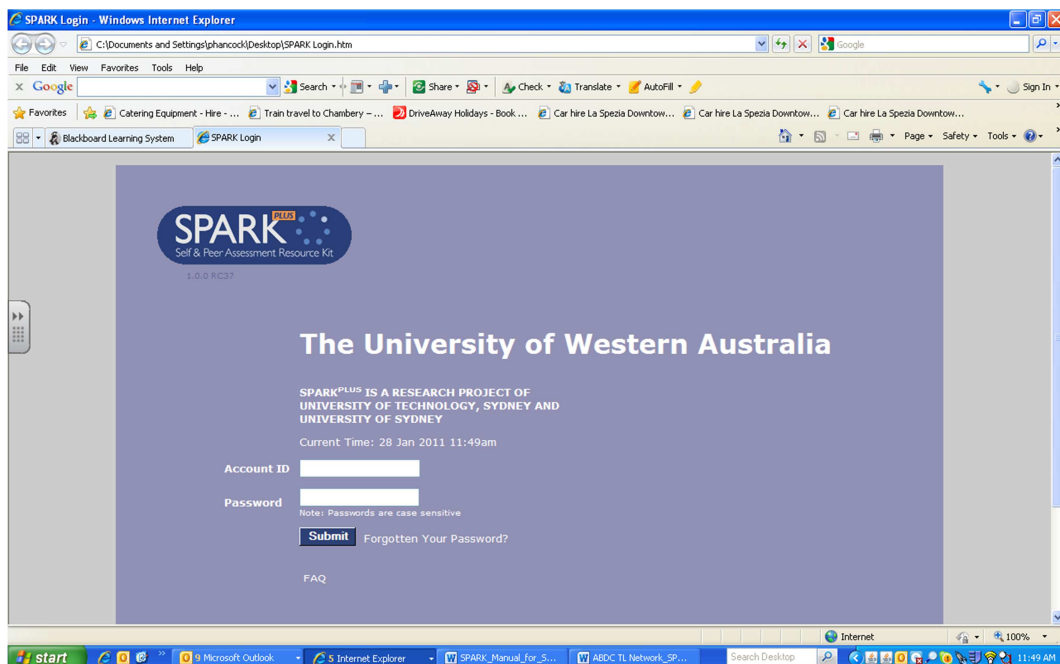
SPARK^{PLUS} is an online tool designed to aid the development of team-skills and enhance the team experience. SPARK^{PLUS} has been developed with the purpose to improve learning from team assessment tasks and make the assessments fairer for students. It is used to help students to understand the properties of quality work. By operating from a set framework of criteria, a full understanding of the attributes of your own and others work can be achieved.

What will the assessment involve?

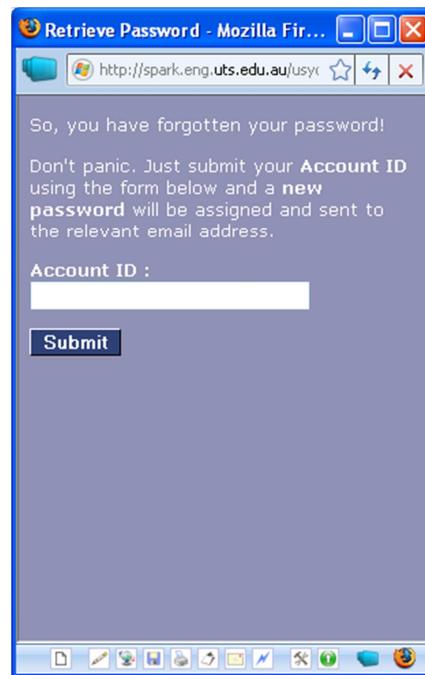
There are two parts for you to complete: self and peer assessments. The program will require you to logon, complete your own self-assessment followed by evaluation of your peers. You can amend your ratings during the period specified by the instructor.

First Time Using SPARK^{PLUS}

1. Open an internet browser, e.g. Internet Explore, Mozilla, Safari.
2. Go to this link: <https://uwa.sparkplus.com.au/login.php>
3. The SPARK log-in browser window looks like this:



4. For your first login you must click on the “Forgotten Your Password” button (next to the “Submit” button). This will launch a pop-up window as below.



5. Where it has “Account ID” type in your UWA student number. Then click the “Submit” button. This will email a password to your UWA student email account.

6. Next, open another browser and go to the UWA student email website and login to your UWA student email account. It is likely that the password has not yet arrived. If this is the case click on the “refresh” button on the browser a few times until the automatically generated email from SPARK appears.

7. Once the email from SPARK^{PLUS} has arrived open it and copy the password.

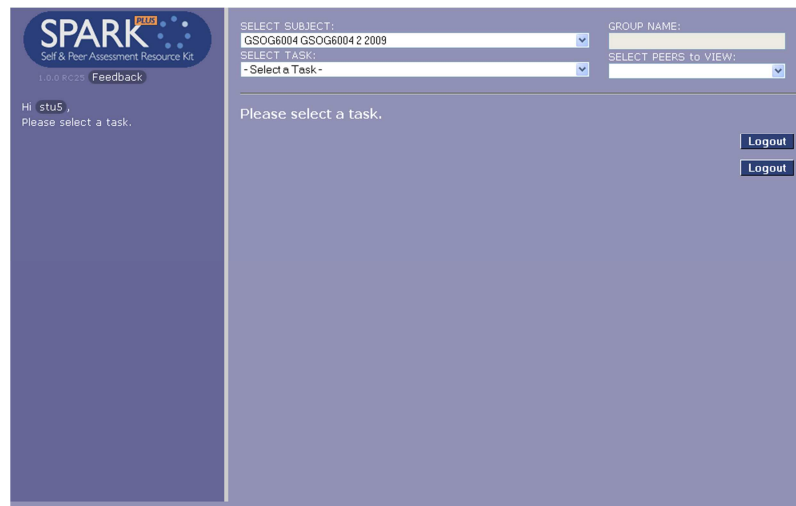
8. Go back to the main SPARK^{PLUS} login page (which should still be open or use the link noted in Step 2). First, type in your student number as the “Account ID” and then second, paste in the password that was sent to your UWA email address. Click on the “Submit” button to login.

Subsequent Visits to SPARK^{PLUS}

If you are return visitor to SPARK^{PLUS} there is no need to repeat the steps 1 to 8 above process. You can simply login to SPARK^{PLUS} using the password emailed to you previously. You are welcome to change your password within SPARK^{PLUS}. This can be performed by clicking on your name within the SPARK^{PLUS} on the first page. This will open a pop-up box in which you can change your details including name and password. Once you have created a new password and made any other adjustments you would like to your profile click “Save”. If you change your password you can use this new password for subsequent logins.

Steps to follow to complete a task within SPARK^{PLUS}

Once you have logged-in to SPARK^{PLUS} you will see a screen similar to the one below:



The screenshot shows the SPARK PLUS interface. On the left, there is a sidebar with the SPARK PLUS logo, version 1.0.0 RC25, and a 'Feedback' button. Below this, it says 'Hi stu5', 'Please select a task.', and '1.0.0 RC25 Feedback'. The main area contains three dropdown menus: 'SELECT SUBJECT:' with 'GSO6004 GSO6004 2 2009' selected, 'GROUP NAME:' with 'A-002' selected, and 'SELECT TASK:' with '- Select a Task -' selected. Below these is the text 'Please select a task.' and two 'Logout' buttons.

1. Click on the drop-down list arrow for “Select Subject”. Choose the unit that you are interested in completing a SPARK^{PLUS} task. Note if you have a few units using SPARK^{PLUS} there will be multiple units listed here.
2. Once you have selected the desired Subject you must now choose from the second drop-down list the particular “Task” that you would like to complete.
3. Now that you have selected the Task SPARK^{PLUS} will now automatically load your Team Name and Team mates names. Check these appear correct. Any problems get in touch with your unit’s teaching team.
4. Your first task within SPARK^{PLUS} is to rate yourself based on the criteria set by the teaching staff of your unit. The criteria used for rating is explained in the left-hand panel. The screen you will see will look similar to the one below:

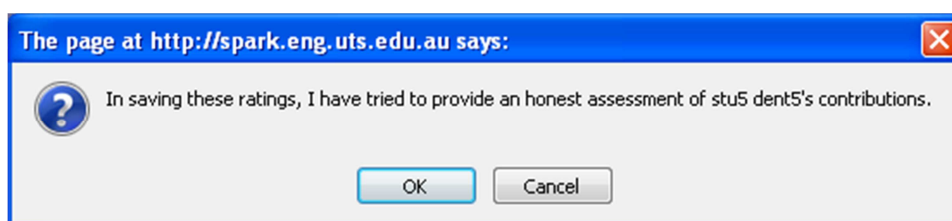


The screenshot shows the SPARK PLUS interface with the rating criteria and task details. The left sidebar contains the SPARK PLUS logo, version 1.0.0 RC25, and a 'Feedback' button. Below this, it says 'Hi stu5', 'Due date: 7 Aug 2009 12:00am', 'Instructor: Joanne Kelly', and 'Period: Assessment'. The main area contains three dropdown menus: 'SELECT SUBJECT:' with 'GSO6004 GSO6004 2 2009' selected, 'GROUP NAME:' with 'A-002' selected, and 'SELECT TASK:' with 'Task 2' selected. Below these is the text 'Please select a task.' and two 'Logout' buttons. The main area also contains a 'Save' button and a 'Logout' button. Below this is the text 'COMMUNICATION AND CO-OPERATION SKILLS' and '1. Communication and co-operation skills'. Below this is a rating scale with buttons 'E', 'D', 'C', 'B', 'A'. Below this is the text 'Your ratings for you' and 'Please note that your ratings will not be taken into the calculation until you have assessed all your peers.' Below this is a 'Save' button and a 'Logout' button. A red circle highlights the 'Key for rating:' section in the left sidebar.

Key for rating:
E = Antagonistic, discourteous, sarcastic, not listen
D = Put little forward, required prodding
C = Prepared, communicated clearly but dominate
B = Well prepared, communicated position clearly
A = Encourage group to develop deeper understanding

- In order to start rating yourself the first step is to click on the grid area next to the criteria. This will activate the orange slider bar. Once activated you can slide this bar as desired. The scale is continuous so the positioning of the bar within each grid square will affect the rating given.
- Below is an example of a completed SPARK^{PLUS} self-assessment.

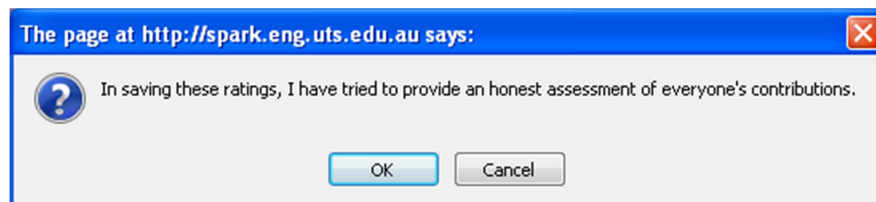
- Once you have completed the self-assessment click on the “Save” button.
- A similar pop-up message will now appear.



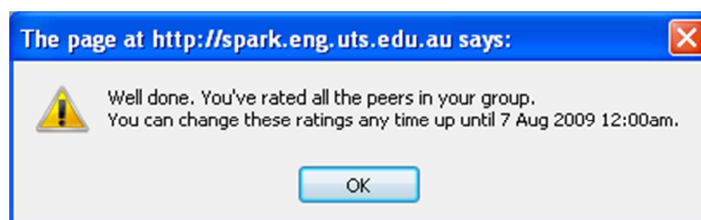
- Click “Ok” to agree to the statement indicated.
- The next task is to rate your peers on the same criteria. A screen will appear with your team members’ names and the same criteria you used to rate yourself on the prior page. Note: Remember these ratings are relative to the other members of your group – a group of Nobel Prize winners may be performing at a different level to a group of first year students but if they were using SPARK^{PLUS} their ratings would still be relative to the other Nobel Prize winners in their group. You are assessing the contribution to the team not the academic ability of you or your peers. The peer rating screen will appear similar to the one below.



11. On this page your first task is to rate your team members. Click in the grid boxes next to the team member's name to activate the slider bar and then select the desired position.
12. Once you have completed the slider scales there are comment boxes for you to provide your team members with constructive feedback. This feedback is anonymous. Consider when providing comments any aspects that each team member could improve on. If you have given a team member a particularly low or high rating for one or more of the criteria this could be something worthy of providing written feedback about.
13. After completing the slider scale and comments for your team members click on the "Save" button. A pop-up box similar to the following one will appear:



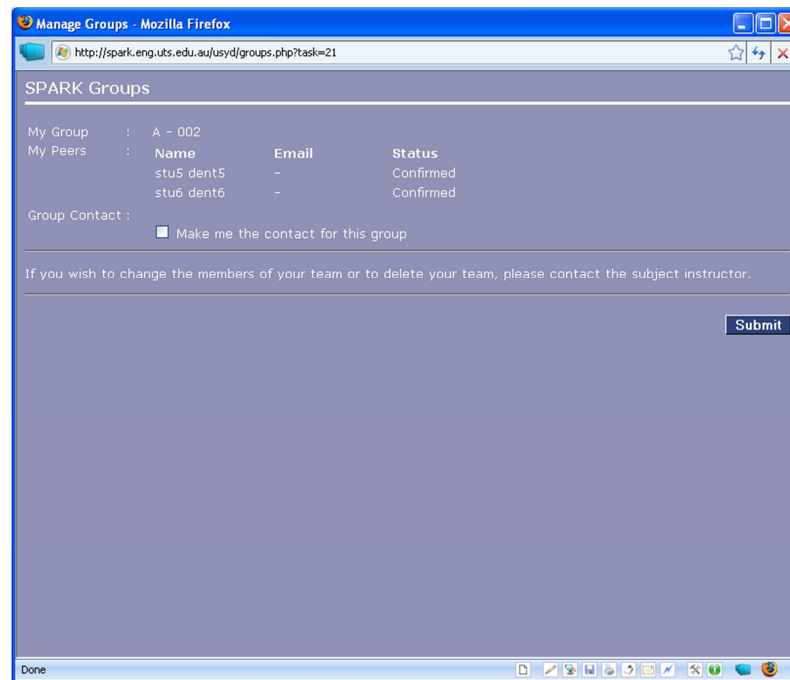
14. Click "Ok" to agree to the statement indicated.
15. If you have completed SPARK^{PLUS} with time to spare for changes you will see a pop-up box similar to the one below.



16. Click "Ok" on this pop-up window and then on the main page of SPARK^{PLUS} click "log-out".

Functions within SPARK^{PLUS} of note

1. If you would like to view the team members in your team this can be performed by clicking on the “Group Name” in the top right-hand corner of the main page. A pop-up box will appear as follows:

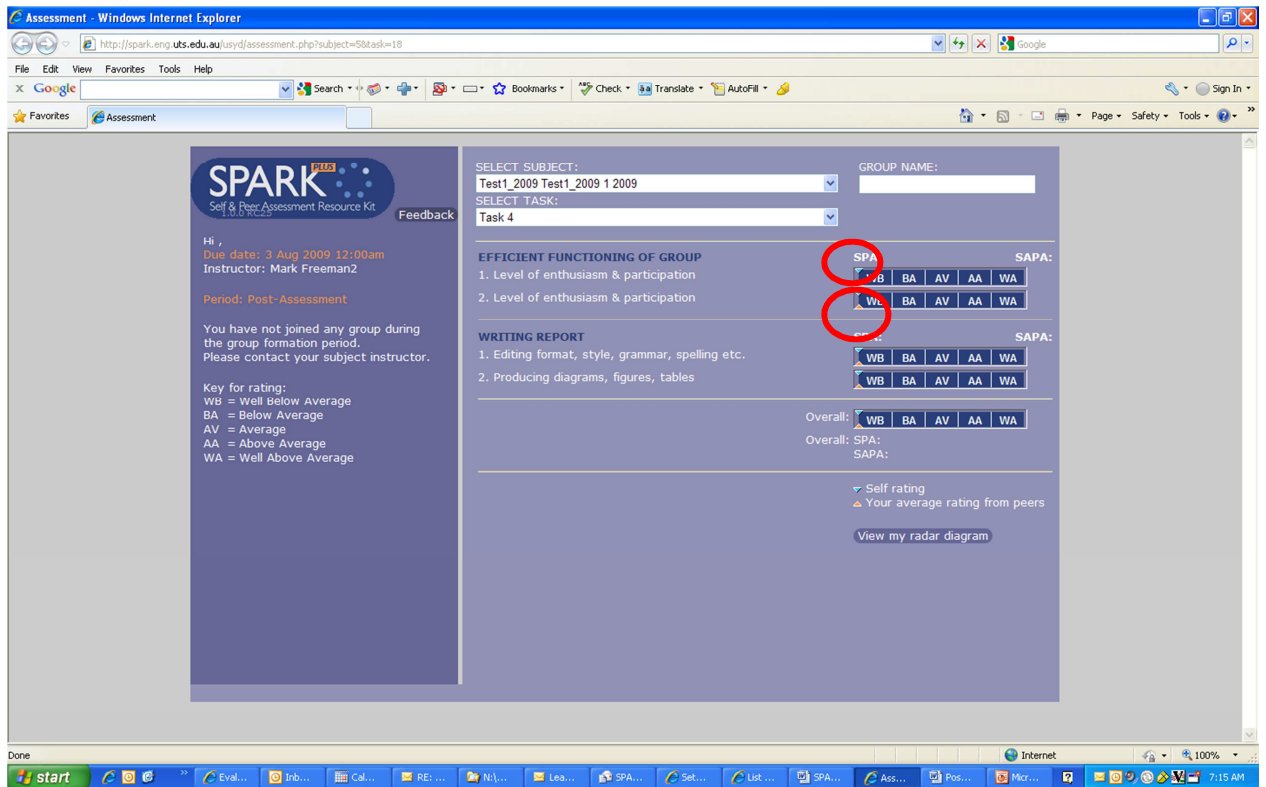


2. If you would like to change your password this can be performed by clicking on your Name on the main page of SPARK^{PLUS}. A pop-up box will appear in which you can change your preferred name and password. Once the desired changes have been performed click “Save” at the bottom of the page. Then close this pop-up box to return to the main page.

Once the SPARK^{PLUS} results for your unit have been published

Now that your unit’s teaching team has notified you that the SPARK results have been published you can access the results of SPARK^{PLUS}.

1. Login to SPARK^{PLUS} using the password emailed to you (or the new password you created if you performed this step).
2. Select the Subject and Task to see the results. The results are a combination of both those entered by your fellow team members’ ratings and your own ratings. Your self-assessment ratings are shown by the light blue pointer above each slider for each assessment criterion. The light orange pointer below each slide represents the average of what your peers rated you on that specific criterion. What you will see is similar to the view below. Note: the view below has both pointers on zero as this student did not perform SPARK^{PLUS} and was not rated by his peers.



3. If your fellow team members provided you with written feedback these will be available to view. The comments are anonymous.
4. You should reflect on the results and consider any ways in which you may be able to improve your team work skills based on the feedback from your peers. If you feel you have been unfairly assessed by your peers please make an appointment to discuss this with your unit's teaching team.