Performance Evaluation Observations

Participant ID\_\_\_\_\_\_\_\_\_\_

Record the time taken to complete the given tasks. Note if the participant was successful, and if the participant has difficulty, unusual behavior occurs, or when a cause of error becomes obvious.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Time (s)** | **Success?** | **Notes** |
| Log In as Publisher |  |  |  |
| Create Publication |  |  |  |
| Create Issue |  |  |  |
| Create Pages |  |  |  |
| Create new media |  |  |  |
| Create image media & center |  |  |  |
| Create Link media w/ description & link |  |  |  |
| Edit media |  |  |  |
| Rearrange media |  |  |  |
| Edit sidebar media |  |  |  |
| Delete media element |  |  |  |
| Delete Page |  |  |  |
| Delete Issue |  |  |  |
| Change password |  |  |  |
| Log out |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Time (s)** | **Success?** | **Notes** |
| Log in as Administrator |  |  |  |
| Create user |  |  |  |
| Create Publisher |  |  |  |
| Edit user |  |  |  |
| Delete user |  |  |  |
| Log out |  |  |  |

Record the number of times of the following actions, and which task it occurred in (use hash marks):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Log In** | **Create Publication** | **Create Publication Issue** | **Provide Recognition Images** | **Provide Media** | **Create User** |
| Positive Statement |  |  |  |  |  |  |
| Negative Statement |  |  |  |  |  |  |
| Error |  |  |  |  |  |  |
| Critical Error |  |  |  |  |  |  |
| Frustration |  |  |  |  |  |  |
| Asks for Help |  |  |  |  |  |  |
| Evaluator Assists |  |  |  |  |  |  |