



**T.E.A.**  
*Tools for Evidence-based Action*

# GORP: User Manual

Version 1

Tools for Evidence-based Action  
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## Purpose

GORP stands for General Observation and Reflection Platform. GORP is a tool to collect, to analyze, and to report observation data – aimed at classroom instruction. GORP is hosted via Amazon Web Services with each institution's admins in control of setting user-permissions (roles) for their institution.

If you do not see menu items shown in the screenshots in this manual, chances are that you are lacking one or more user roles. Please contact your institution's admin if you need additional permissions to meet the functionality you desire.

## Creating an Account

1. Go to <http://gorp.ucdavis.edu> and select "Sign Up"
2. Enter the fields as shown in Figure 1
  - a. If your Institution is not in the drop down menu, please email [tea@ucdavis.edu](mailto:tea@ucdavis.edu) with a link to a directory page for your institution that states your affiliation with the institution. As the first person at your institution to create an account, you will become an institutional-admin. We want to make sure that we do not make students the sole admin for their institution.
3. Confirm your email account (Figure 2, below)
4. Get approval from Institutional-Admins
  - a. If you are the first user from your institution, the TEA Team will approve your account and make you an institutional-admin (as long as we can verify that you are not a student).
  - b. If you are unsure who the admins for your institution are, please contact [tea@ucdavis.edu](mailto:tea@ucdavis.edu) for assistance.

FIGURE 1. GORP SIGN-UP

5. Login to your account via <http://gorp.ucdavis.edu>
6. The first page you will see when navigating GORP is the homepage. This page will display announcement from the developers and (eventually) from your institution admins. It will also prompt admins to take care of common administrative tasks, and it provides several "quick links" in the form of big buttons that take you to commonly used pages.

**Hi,**

Thanks for requesting access to GORP!

Before you can get started, you will need to confirm that you really requested access, and an admin will need to approve you.

You can confirm your account email through the link below:

[Confirm my account](#)

An admin has been notified of your request. Upon approval you will be sent a notification email.

If you recieved this email and did not request an account, please contact [tea@ucdavis.edu](mailto:tea@ucdavis.edu) and we'll stop bothering you.

FIGURE 2. CONFIRM YOUR EMAIL ACCOUNT

## Managing Users

At this time, there is no way to invite users to GORP. To add a new user, have them visit [gorp.ucdavis.edu](http://gorp.ucdavis.edu) and sign-up. Make sure they select your institution at the time they sign-up.

### Approving Users

GORP is increasing in popularity! Institution-admins, and users with appropriate other roles, control the roles (permissions) for users affiliated with their institution. When a user creates a new account for an institution, an email is automatically sent to the admins for that institution, and anyone with the “user-approve” role. Admins can click the link in the email, or edit the user from the GORP tool (See Viewing and Editing Users).

### Removing Users

If you get a user sign up from a name or email that you do not recognize – don’t approve them! It could be a Spambot! It’s a good idea to ask your new users to sign-up with their full real name and to have them use your university email domain and/or an email you can verify in a campus contact directory. Admins and users with “User-destroy” roles can remove unwanted users from the user list.

### Viewing and Editing Users

1. In the upper-left hand corner, click the site navigation button (three horizontal white lines). Select “Users” as shown in Figure 3. Viewing the User List

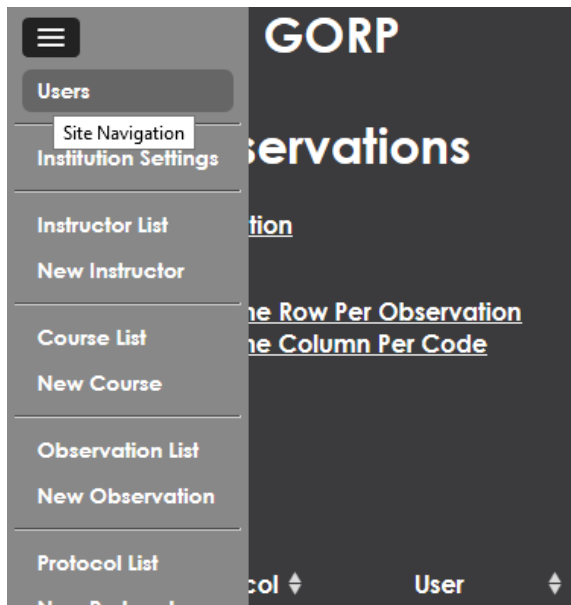


FIGURE 3. VIEWING THE USER LIST

- Users with **blue names** are admins. Users with **red names** are waiting for approval.
- To approve or edit a user, select "Edit" next to a person's name.



FIGURE 4. EDITING A USER

- Select all the "Roles" you want that user to have. Roles are essentially user permissions. Give users multiple roles if you want them to be able to do multiple things. Institutional-admins have all roles. See "Understanding User Roles" for descriptions of each role.
- For new users, check the "approved" box to approve the user (Figure 5). This will generate an email to that person letting them know their account was approved.

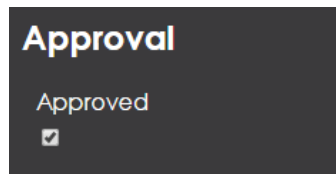


FIGURE 5. APPROVING A USER'S ACCOUNT.

- Save your changes!

### Understanding User Roles

Roles are essentially user permissions Table 1. Institution-admins can see and do everything. Some roles depend on other roles. If a role with a dependency is assigned to a user, the program will automatically add the dependencies. If these roles do not meet all the requirements for your institution, please contact [tea@ucdavis.edu](mailto:tea@ucdavis.edu).

TABLE 1: LIST OF INSTITUTIONAL ROLES IN GORP.

Role	Description
<b>Institution-admin</b>	This role is equivalent to having all roles. An admin can see and do everything for his/her institution.
<b>Observation-view-all</b>	This role grants a user the ability to view all observations at his/her institution. Without this permission, a user will only be able to see his/her observations
<b>Observation-create</b>	This role grants a user the ability to start a new observation.
<b>Observation-destroy</b>	This role grants a user the ability to delete an observation.
<b>Protocol-create</b>	This role grants a user the ability to create new observation protocols.
<b>User-create</b>	(This role is under development. This role will allow users to create accounts for new users and invite them to GORP.)
<b>User-view</b>	This role grants a user access to the list of users at his/her institution and the user-show page with more information about the user.
<b>User-destroy</b>	This role requires "User-view" role. This role grants a user the ability to delete other users from his/her institution.
<b>User-update</b>	This role requires "User-view" role. This role grants a user the ability to edit an existing user (name, email).
<b>User-set-roles</b>	This role requires "User-update" role. This role grants a user the ability to grant roles (that they possess) to other users.

<b>User-approve</b>	This role requires "User-update" role. This role grants a user the ability to approve new users from his/her institution.
<b>Course-create</b>	This role requires "Course-view" role This role grants a user the ability to create a new course.
<b>Course-view-all</b>	This role grants a user the ability to view all courses at their institution.
<b>Course-view</b>	This role grants a user the ability to view courses they have created.
<b>Course-destroy</b>	This role requires "Course-view" role This role grants a user the ability to delete a course.
<b>Course-update</b>	This role allows a user to edit existing courses.
<b>Instructor-create</b>	This role grants a user the ability to create a new instructor listing. This role requires "Instructor-view".
<b>Instructor-view</b>	This role grants a user the ability to view a list of instructors that they created.
<b>Instructor-view-all</b>	This role grants a user the ability to see all instructors at their institution.
<b>Instructor-destroy</b>	This role grants a user the ability to delete an instructor listing. This role requires "Instructor-view".
<b>Instructor-update</b>	This role grants a user the ability to edit an existing instructor listing. This role requires "Instructor-view".

## Managing Instructors

Each course created needs to be associated with at least one instructor and observation protocol. To be able to create a new course, you will need to ensure the course's instructor appears in the instructor list.

- A list of instructors can be viewed by selecting "Instructor List" from the menu. The list can

FIGURE 6. LIST OF ALL INSTRUCTORS. INSTRUCTORS CAN BE VIEWED (SHOW), EDITED, AND DESTROYED (DELETED) VIA THE INSTRUCTOR LIST PAGE

Listing Instructors			
Go To <a href="#">New Instructor</a>			
Show	Search: <input type="text"/>		
100			
entries			
Name	Affiliation		
Smith, Jane	TEA User Manual	<a href="#">Show</a>	<a href="#">Edit</a> <a href="#">Destroy</a>
Smith, Jane	Education	<a href="#">Show</a>	<a href="#">Edit</a> <a href="#">Destroy</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

be sorted by clicking the table headers.

- Figure 7. Creating a new instructor listing. Although not a required field, specifying an instructor's affiliation can help distinguish between instructors with similar names (Figure 7).

FIGURE 7. CREATING A NEW INSTRUCTOR LISTING.

**New instructor**

Name  
Smith, Jane

Affiliation  
TEA User Manual

Save

## Managing Protocols

Each course created needs to be associated with at least one instructor and observation protocol. When the observation data for a course is exported, the data will specify what observation protocol was used. By default, everyone has access to COPUS – classroom observation protocol for undergraduate STEM (Smith, 2013). If you do not have access to COPUS, please email [tea@ucdavis.edu](mailto:tea@ucdavis.edu).

Much like instructor list, protocols can be created, viewed, and destroyed from the protocol list page (Figure 8). The default COPUS cannot be destroyed or edited. In this default protocol, observation codes will be logged in 2-minute intervals.

**Listing protocols**

Go To [New Protocol](#)

Show:  Search:

entries

Name	Description
COPUS	Classroom Observation Protocol for Undergraduate STEM -

Showing 1 to 1 of 1 entries

Previous **1** Next

FIGURE 8. OBSERVATION PROTOCOL LIST.

## Managing Courses

### Creating a New Course

1. Select "New Course" from either the navigation menu, or the course list page (Figure 9).

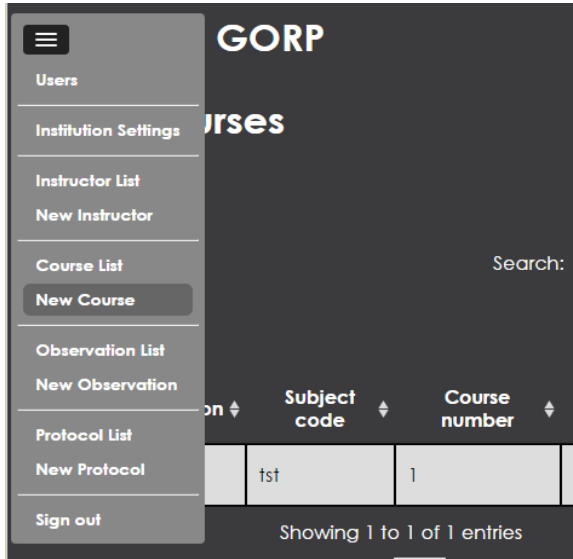


FIGURE 9. CREATING A NEW COURSE LISTING

Smith, M. K. (2013). The Classroom Observation Protocol for Undergraduate STEM (COPUS): A New Instrument to Characterize University STEM Classroom Practices. *CBE Life Sciences Education*, 12(4), 618-627.

	and when creating a new observation	
<b>Description</b>	This is an essay box for you to type a longer description of the course	OBS101: How to observe courses using GORP. This course is taught by Prof. Smith from 8-8:50am, MWF in Lecture Hall 2.
<b>Subject Code</b>	This field is to specify the subject of the course (Chemistry, Biology, etc).	OBS
<b>Course Number</b>	This field is to specify the course number.	101
<b>Location</b>	Building and room number.	Lecture Hall 2
<b>Time</b>	The app will not allow observation data to be collected until this time. You may opt to set this ~5-10 minutes prior to scheduled class time.	7:55am
<b>Length in Minutes</b>	The app will stop any observations after the class duration has expired. You may want to account for extra time before and after to the scheduled class time.	60
<b>Days</b>	The app will only allow this observation to occur on the day(s) specified.	Monday Wednesday Friday
<b>Protocols</b>	Observers can only collect	COPUS



Field	Description	Example Usage
	observation data for the course using protocols specified here. See "Managing Protocols" if you need to add/remove protocols from this list.	
<b>Instructors</b>	Each course should have one (or more) instructor associated with it. See "Managing Instructors" if you need to add/remove instructors from this list.	Smith, Jane

## Bulk Course Creation

You can now create many courses at once by visiting the "Bulk Course Import" by clicking the link the navigation menu or in the course list.

**When creating your course file please make sure it uses EXACTLY the following format:**

title,description,subject\_code,course\_number,location,time,days,length,instructors,protocols

Test Course Title,Testing,TST,101,Test

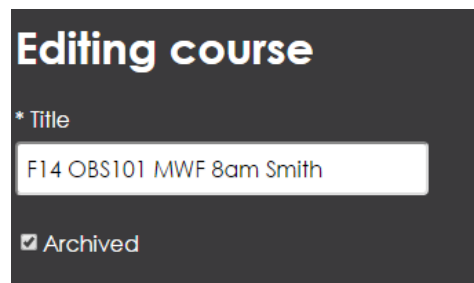
Location,14:00,"Monday,Tuesday,Wednesday,Thursday,Friday,Saturday,Sunday",90,"["Test Instructor 1", "Test Instructor 2"]","COPUS,LOPUS"

### Note about Excel saving CSV files:

Excel saves CSV files in a non-standard character encoding that the ribbon tool currently has a hard time dealing with. If you encounter a "Sorry something went wrong" message when uploading a course file, try converting it to UTF-8 encoding. One method for doing this is to download a Sublime Text (<https://www.sublimetext.com/>) a really great, simple text editor for programming. Open your CSV file with Sublime Text and choose File > Save with Encoding > UTF-8. Some characters in your file may be replaced with '?'. These were the characters that were misbehaving.

## Archiving a Course

Once a course term is over, you may desire to archive courses so that they no longer appear in the course list and observation data can no longer be collected for that course.



To archive a course, select "Edit" next to a course from the course list page. Under the course title, check the box that says "Archived" (Figure 10), then save changes.

FIGURE 10. ARCHIVING A COURSE

## Searching Lists (Instructors, Courses, Users)

GORP's interface displays lists for all users, courses, instructors, and protocols. If you have “view-all” permissions for any of these, finding what you need can be difficult. Fortunately, there are ways of sorting and searching!

The screenshot shows a web interface titled "Listing Courses". At the top left, there is a link "Go To **New Course**". Below it, the section is labeled "Archived Courses". On the left, there is a "Show" dropdown menu set to "100" and the text "entries". On the right, there is a search box containing "Smith" with a clear button (X). Below the search box is a table with the following columns: Title, Description, Subject code, Course number, Location, and Time. The table contains one entry: a green plus icon, "F14 OBS101 MWF 8am Smith", "OBS101: How to observe courses using GORP. This course is taught by Prof. Smith from 8-8:50am, MWF in Lecture Hall 2.", "OBS", "101", "Lecture Hall 2", and "7:55 AM EST". At the bottom, it says "Showing 1 to 1 of 1 entries (filtered from 2 total entries)" and has "Previous", "1", and "Next" navigation buttons.

Title ▲	Description	Subject code	Course number	Location	Time
+ F14 OBS101 MWF 8am Smith	OBS101: How to observe courses using GORP. This course is taught by Prof. Smith from 8-8:50am, MWF in Lecture Hall 2.	OBS	101	Lecture Hall 2	7:55 AM EST

Showing 1 to 1 of 1 entries (filtered from 2 total entries)      Previous    1    Next

FIGURE 11. DYNAMIC SEARCH RESULTS.

- Each list can be sorted by clicking the headers.
- The search box, on the right hand side of the screen, is a dynamic search box. As you type, it will filter the list results to those that match (Figure 11).

## Starting a New Observation

1. From the menu, or observation list page, select "New Observation".
2. Select the course to observe from the course list. If a long list of courses is displayed, type to search. If more than one protocol has been associated with the course, select the appropriate protocol you want to use (Figure 12).

FIGURE 12. STARTING A NEW OBSERVATION.

3. GORP is designed to re-size the protocol's user-interface to the size of the browser window (Figure 13). If the interface is not displaying properly, try resizing your window, or using another web browser such as Google Chrome. GORP is ideal for touch-screen mobile devices that have Internet access.

FIGURE 13. DEFAULT COPUS USER INTERFACE WITH "L" (LISTENING) AND "LEC" (LECTURING) SELECTED.

- Click and hold the mouse button down (or long press on touch screen) to display a long description of each icon (Figure 14).

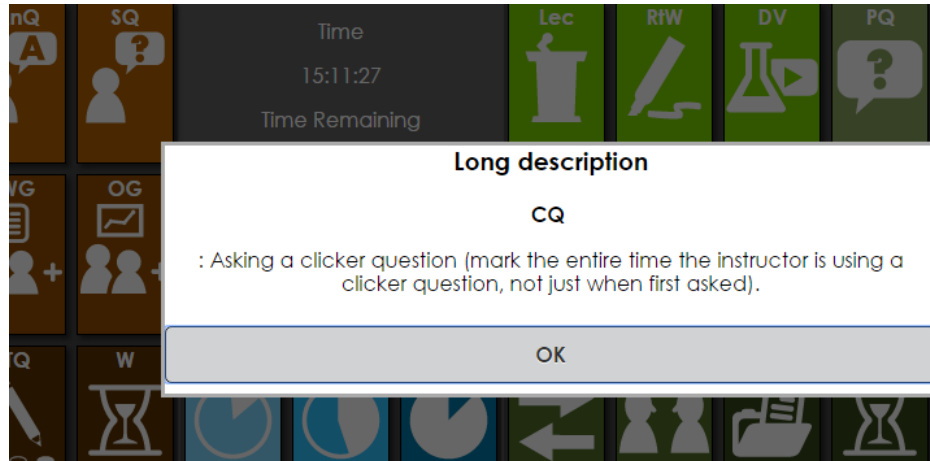


FIGURE 14. LONG DESCRIPTION OF OBSERVATION CODE

- Your observation data will be saved automatically every 2-minutes. For additional saving, click the “Save Observation” button. If the Internet connecting in your classroom is spotty, your observations will be saved in your browser’s local storage so that the next time you have an Internet connection you can visit any page in GORP and the saved observations will be synced with the server.

### Resuming an Observation

If for some reason you exit the browser window, or get disconnected from the Internet, you can resume an observation in-progress. You can do this in one of two ways:

- From the observation list, select “Resume” (Figure 15)
- Go back to “New Observation” and select the same course

Course	Protocol	User	Date	Observation data	Resume	Show	Download	Delete
F14 OBS101 MWF 8am Smith -	COPUS	Dr. UserManual	2015-11-04	<a href="#">Toggle Data</a>	<a href="#">Resume</a>	<a href="#">Show</a>	<a href="#">Download As One Row Per Observation</a> <a href="#">Download As One Column Per Code</a>	<a href="#">Destroy</a>

FIGURE 15. RESUMING AN OBSERVATION

## Managing Observations

### Viewing Observation Data

- From the Observation List, select “Show”.
- Observation Data can be viewed in several ways:
  - “Observation Summary” is a log of all the observation codes with time stamps

- o "Timeline" shows a chart of when each code was selected over time. (Figure 16)
- o "Bar Chart" shows a histogram of each code's usage (Figure 16)

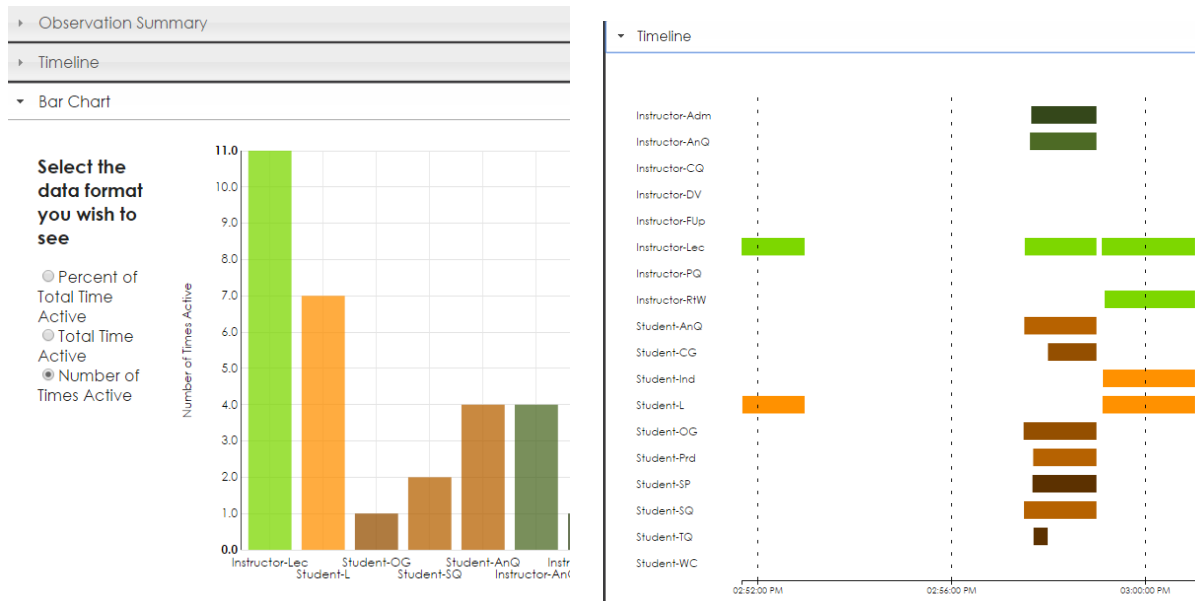


FIGURE 16. BAR CHART (LEFT) AND TIMELINE VIEW (RIGHT) FOR OBSERVATION DATA.

### Downloading Observation Data

There are currently two file formats available for exporting, each producing a comma separated values file (CSV). Many other programs, including Microsoft Excel, can read csv files. "Download as One Row per Observation" is the newer file-format.

### Destroying an Observation

If for any reason, you want to destroy an observation, you can do so by selecting "Destroy" next to the observation on the observation list page.

## Creating a New Protocol

Many users are interested in creating their own custom layout of an existing protocol, or creating an entirely new protocol for research purposes. The Protocol Editor tool was added to GORP in August 2015. The below section is not a complete guide to the Protocol Editor, but it should help clarify some features.

### Interface Item Naming

Only letters, numbers, spaces and underscores are allowed in the names of items such as buttons, groups, and note fields placed in the protocol interface grid and in the names of interface tabs.

## Button Behavior Types

**Instant** - You click the button and it records a single timestamp - useful for counting events but not event duration.

**Toggle** - You click the button and it records a timestamp when it is clicked down and another when it is clicked up (like a pen) - useful for recording the duration of events.

**Toggle Exclusive** - Turning on one button turns off all other buttons - useful for events that cannot occur simultaneously.

**Toggle Group Exclusive** - Turning on one button turns off any other buttons in the same group.

## Fixing Mistakes in an Observation

Right now there is no way to cancel a button press that has been saved. However, if your interface includes a log it is possible to delete items which were mistakes.

## COPUS Icons

All the wonderful icons created by our wonderful graphic designer Pearl Skelton are available [here](#) for you to use when making your own protocol.

## Bug Reporting

GORP is constantly under development. The lead programmer for GORP works with a team of talented UC Davis undergraduates to add new features and make functionality modifications. Occasionally, you will encounter a bug, or something that does not quite work as you anticipated.

If you are encountering an error in the interface (that doesn't result in a page saying "we're sorry but something went wrong . . .") then, in Chrome or Firefox, you can find information that will be very helpful for our developers by right clicking anywhere on the page and selecting "inspect element" then click the "console" tab in the window that appears. Please copy and paste or include a screenshot **of any red error messages** in any emails you send to us ([tea@ucdavis.edu](mailto:tea@ucdavis.edu)).