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InterviewStream Prep: Professor Role Overview

Professor Dashboard

1. **Assignments Tab**
   - Click here to create and manage assignments.

2. **Interviews Tab**
   - Click here to watch and review completed assignments.

3. **Invitations Tab**
   - Here you can manage and track sent invitations.

4. **Assessments Tab**
   - Click here to manage and create assessments.

5. **My Profile Tab**
   - Edit your profile information and change your password here.

6. **Conduct an Interview**
   - Click here to take an interview created for you or create a custom personal interview.

7. **Watch My Interview**
   - Here you can view and assess personal interviews.

8. **Mobile Interview Tab**
   - Click here to view instructions for taking an interview on a mobile device.

9. **Assignment Self-Registration Field**
   - Type in a registration code to register to take an assignment.

10. **Overview Stats**
    - View statistics about usage from your campus.

11. **Message Center**
    - View notifications about your current interviews here.

12. **Resource Center**
    - View documents uploaded by your account admins.
Creating a New Assignment

1. From the Professor Dashboard select the Assignments Tab at the top of the screen.
2. To create a new assignment, click ‘Create New Assignment’.
3. Type in the assignment information and click ‘Next’.
4. Select questions by clicking a category and selecting the plus button next to the questions you would like to add.
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5. Choose the number of retries and the time limit students will have on each question and click 'Next'.

6. Type in a message students will see when they enter the assignment, and type in the email addresses of students you would like to take the assignment.

7. Select whether or not you want students to be able to register with an assignment code, and if you want to receive a notification email when students complete the assignment.

8. Click 'Create' to save the assignment. The platform will send an invitation email to all valid email addresses in the recipient email address field.
Managing Assignments

From the Assignments Tab you can view all of your previously created assignments as well as track and edit the assignment.

1. From the Assignments Tab you can view all of your previously created assignments as well as track and edit the assignment.

2. Use the icons to the right to edit the assignment.

- NA - Shows the number of users that have no activity on their assignment invitation link.
- ST - Shows the number of users that have started, but not completed the assignment.
- CO - Shows the number of users that have completed the assignment.

- Click here to resend invitations to previously invited users.
- Click here to archive an assignment.
- Click here to delete an assignment.

*Note: if the assignment has been started by a user you will not be able to edit the questions in an interview.
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Reviewing Assignments

1. From the dashboard, select the ‘Interviews’ tab at the top of the screen.

2. From the Interviews Menu, select a user’s name to view their interview.

3. Click on the questions to the right of the video player to view the student’s response. Post comments by typing in the comment box and clicking ‘Post’. You can also count up filler words using the filler word counter below the video player.

4. Fill out the assessment at the bottom of the screen and click ‘Save My Assessment’.

Have a Question?
Contact your InterviewStream representative or email us at support@interviewstream.com
Managing Assignment Invitations

1. Select the ‘Invitations’ tab at the top of the screen, to further manage assignment invitations.

2. The pie chart at the top of the screen is broken into three sections: Link Not Clicked, Started, and Completed. Click on a section of the pie chart to view a list of students that fit into the category.

3. Use the icons to the right of each student assignment to manage invitations.

- Click this icon to edit the expiration date for an individual student’s assignment.
- Click here to resend an invitation to an individual student.
- Click here to delete a student’s assignment invitation.
Managing and Creating Assessments

1. From the dashboard select the ‘Assessments’ tab at the top of the screen.

2. Here you can view, create and manage assessments.

3. Use the icons to the right of assessments to manage them.

Click this icon to edit the previously created assessment.

The Copy icon allows you to create an editable copy of an assessment.

Click this icon to preview an assessment.

The Delete icon allows you to delete a previously created assessment.
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4. Click ‘Create New Assessment’ to create a new assessment.

5. Add a name and choose a location for the assessment.

6. Click the ‘Add Category’ and ‘Add Criteria’ to add new fields into the template.

7. Click ‘Rating Scale’ to customize the rating scale for your assessment.
To edit the rating scale, type to change the default text and click ‘Add New Rating’ to import new rating field into the template.

Click ‘Next’ to add helper text to the rating scale.

Type in helper text for each rating scale. This text will appear whenever a user is hovering over the rating scale.

Click ‘Create’ to save the assessment. You can now add your newly created assessment to any interview or assignment.