

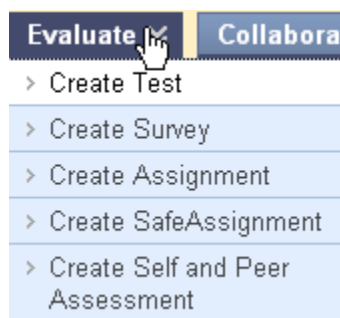
In Self and Peer Assessment, an instructor poses a question (or multiple questions) for students to answer. Questions can be related to essays and papers, case studies, journals and presentations. After students submit their work and the submission date has expired, they can evaluate their own work and the work of their classmates (within an established evaluation timeline) against grading criteria the instructor has provided. Grading criteria can include word count, points addressed, citations included, definitions included, arguments supported, proper grammar and spelling, etc. (similar to using a grading rubric). Self and Peer Assessment items can include multiple criterion as well as model responses. Self-evaluation is optional, and evaluations can also be set up anonymously (students will not know whose work they are evaluating, but the instructor will).

Once students self- and peer-evaluate, the students' scores are averaged and points are awarded for each student based on the point value assigned to each criteria. That data can be included in Grade Center calculations. Since the instructor can view the evaluations provided by one student to another student, the instructor can address any areas of weakness in the evaluations per student. Instructors can use this type of assessment to help students learn how to critique their own and others' work, giving students opportunities to hone their critical thinking skills. Students can learn from the constructive feedback provided by their peers. Peer assessment can be used for student presentations, problem solving, reports and essays, works cited and bibliographies, and practical/lab work.

Self and Peer Assessment is a multi-phased process. In Phase One, an instructor creates a new assessment. In Phase Two, an instructor adds assessment questions. In Phase Three, an instructor adds the evaluation criteria for each question that the students will answer. In Phase Four, the assessment is open to students and they submit their responses. In Phase Five, the students will evaluate their own and others' work. In Phase Six, an instructor can view overall results and choose to transfer the data to the Grade Center.

PHASE ONE: Create a New Assessment

1. From the course menu, select the course content area where you want to add the new self and peer assessment.
2. From the **Evaluate** double chevron drop-down menu, select **Self and Peer Assessment**.



3. Under the *Create New or Import* area, select whether you are creating a new assessment or importing a previously exported assessment.
 - Once an assessment item is created, it can be exported to other classes or duplicated (and modified) for the same course to be used at a later date.

4. Under the *Assessment Information* area, set the following options:

- Provide an assessment name (this will be the name of the column that is automatically created in the Grade Center).
- Enter assessment instructions. Attach any necessary files, links or resources using the buttons within the text editor.
- Set the submission start and end dates. Use the calendar icons to select dates from the *Start Date* and *End Dates* options. NOTE: Submission dates must be prior to evaluation dates. You cannot modify the start and dates after the submission period has ended.

5. Under the *Self and Peer Evaluation Options* area, set the following options:

- Set the dates the students have to evaluate submissions. Use the calendar icons to select dates from the *Start Date* and *End Dates* options.
- Set if this is an anonymous evaluation. When enabled, the names of the submitters and evaluators are hidden from one another.
- Set if you want to allow self-evaluation. Self-evaluation is a great opportunity to incorporate critical thinking skills into the assignment.
- Set if you want the submitter to see evaluation results including feedback and points (if evaluations are anonymous, names will not be tied to the results).
- Specify the number of submissions each evaluator should evaluate. Specify 0 submissions if this is self-evaluation only.
- The above options cannot be modified after the submission period has ended.

6. Under the *Options* area, set the following:

- Set item availability.
- Select whether to track the item and include it in course statistics.
- Set the item date restrictions (exclusive of the submission and evaluation processes). Select the checkboxes and use the calendar icons to select dates from the *Display After* and *Display Until* options. This sets when the students can view the assessment item.

7. Click the **Submit** button to create the assessment.

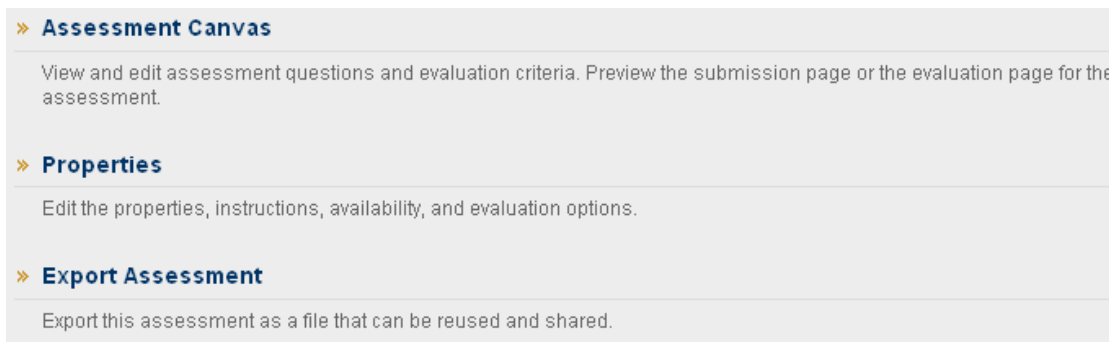
- The banner will appear at the top of the screen indicating the item was successfully added. You can modify the assessment to add questions and evaluation criteria.
- The content area in which the item was added displays with the new item added at the bottom.

PHASE TWO: Add Assessment Questions

Once the assessment has been created, questions must be added to it. These are the questions the students will respond to. Each assessment can have multiple questions, but each question is text-based only (it does not support multiple choice, matching, etc.). Once added, these questions can be used as the basis for future assessments. Examples of assessment questions can include prompts for essay or papers, directions for assignments that will be peer reviewed, presentations, or short answer questions.

1. Select **Edit** from the double chevron drop-down menu next to the item to view additional information about the assessment.

- The following modification options will display.



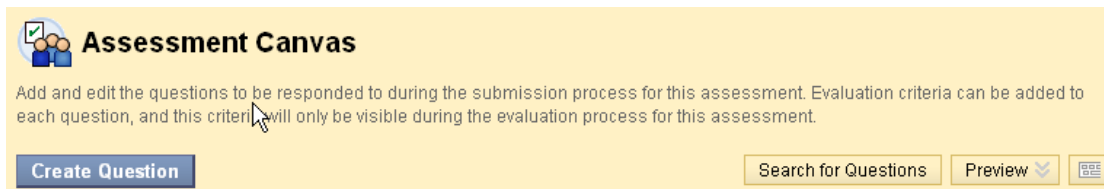
A screenshot of a user interface showing three modification options for an assessment, each with a blue chevron icon to its left:

- Assessment Canvas**: View and edit assessment questions and evaluation criteria. Preview the submission page or the evaluation page for the assessment.
- Properties**: Edit the properties, instructions, availability, and evaluation options.
- Export Assessment**: Export this assessment as a file that can be reused and shared.

- Add assessment questions using the Assessment Canvas.
- Modify the existing properties (including name, instructions, availability and evaluation options) using the Properties option. NOTE: if the submission deadline has ended, you will not be able to change the submission dates.
- Export this assessment as a file to use later or share.

2. Select **Assessment Canvas** to add new questions to the assessment.

- The Assessment Canvas will display, showing the options to add a new question, search for existing questions or preview submissions and evaluations.



A screenshot of the Assessment Canvas toolbar. It features a yellow background and a toolbar with the following elements:

- An icon of three people.
- The title **Assessment Canvas**.
- Text: "Add and edit the questions to be responded to during the submission process for this assessment. Evaluation criteria can be added to each question, and this criteria will only be visible during the evaluation process for this assessment."
- A blue button labeled **Create Question**.
- A button labeled **Search for Questions**.
- A button labeled **Preview** with a downward arrow.
- A small icon of a document with a checkmark.

3. Click the **Create Question** button on the toolbar and set the following options:

- Enter the question text in the *Question Information* area. Attach any necessary files, links or resources using the buttons within the text editor. For example, if the students are learning about rainbow formation, the instructor could pose one of the following questions "Explain the process of rainbow formation" or "What conditions must exist for a rainbow to form?"
- Enter a "model response" in the *Model Response* area. This is optional. This allows evaluators to compare the responses in the submissions to an exemplary response. The model response can be made available at any time, but it will only be visible during the evaluation process, after the submission process has ended. Attach any necessary files, links or resources using the buttons within the text editor.
- Set the model response as available or unavailable.

4. Click the **Submit** button to create the new question.

- A banner will display at the top of the screen indicating the question was successfully added. You will add evaluation criteria to the question using the Criteria option in the questions list.

5. Repeat steps 3 and 4 to add additional evaluation questions to the assessment.

NOTE: Questions created at an earlier time can be searched and added to the assessment using the question library. Search terms can be added to the "Search for Questions" feature. This means once questions have been created, they can be reused! The library is pre-populated with questions as well. You can see these questions by clicking the "Search for Questions" button, leaving the search field blank and clicking the **Go** button.

NOTE: Questions cannot be added or deleted from the assessment once the submission date has expired. Questions cannot be deleted once the submission date has begun.

PHASE THREE: Add Evaluation Criteria

Once the questions have been added, evaluation criteria must be established. For example, if students are responding to an essay question and they must include a definition, at least one paragraph with 5 sentences, and a citation of reference materials, you would create 3 separate criteria for the question. Once created, evaluation criteria can be reused in future assessment questions.

To Add Criteria

1. From the *Assessment Canvas*, click the **Criteria** link from the question's double chevron menu.
 - The *Add/Modify Criteria* page will display (note the options across the top).
2. Click the **Create Criteria** button and set the following options:
 - Enter the criteria in the text editor. Criteria can include: length specifications (2-3 paragraphs), citations provided and properly formatted, answer includes proper grammar and spelling, correct definitions, etc. Criteria are similar to items that an instructor would include on a grading rubric.
 - Enter the number of points possible for the criteria. If you wish to use the self and peer assessment for feedback only without assigning points, enter 0 points.
 - Assign points as all or nothing OR partial credit.
 - Select whether the student can view feedback.
3. Click the **Submit** button to create the new criteria.
 - The banner will display at the top of the page indicating the criteria was successfully added.
4. Repeat steps 2 and 3 to add additional evaluation criteria to the question (i.e. if you have created a definition criteria, add one more for paragraph length and one more for citation of resources).

NOTE: Criteria created at an earlier time can be searched and added to the questions using the criteria library. Search terms can be added to the "Search for Criteria" box. This means once criteria have been created, they can be reused! The library is pre-populated with criteria as well. You can see these by clicking the "Search for Criteria" button, leaving the search field blank and clicking the **Go** button.

NOTE: If you add criteria after the evaluation period has begun, you will receive a warning that users who have already completed the criteria might not see the criteria changes.

To Add Word Count Criteria

1. From the *Add/Modify Criteria* page, click the **Word Count Criteria** button.
2. On the *Add Criteria* page, set the following options:
 - Enter the criteria question in the text editor (you can accept or change the default question "Does the submission meet the word count recommendation?").
 - Enter the number of points possible for the criteria (this is a required field).
 - Enter the recommended word count for the submission (this is a required field).
 - Enter the allowed variation (e.g. plus or minus 25 words) for the submission (this is a required field).
3. Click the **Submit** button to create the word count criteria.
 - The banner will appear at the top of the screen indicating the criteria was successfully added.
4. When you have finished adding all criteria to the question, click the **OK** button.

NOTE: Criteria cannot be added or modified once the evaluation date has expired.

Preview Submissions and Evaluations

Once the questions and the evaluation criteria have been established, you can preview how they will look to students.

To Preview a Submission

1. From the Assessment Canvas, click **Submission** from the *Preview* double chevron menu.
 - The Submission Preview page will display with the listing of the assessment name, instructions, attachments, number of evaluations to complete, submission start and end dates, and evaluation start and end dates.
 - Click the question links to preview each question included in the assessment.

Assessment Name	Narrative Essay
Instructions	In this assignment, you will write a 5-paragraph narrative essay, as we have been learning about this week in class.
Evaluations to Complete	Peer evaluations: 2 Self evaluate your own assessment submission
Submission	March 15, 2010 11:00:00 AM until March 16, 2010 3:24:00 PM
Evaluation	March 16, 2010 3:54:00 PM until March 17, 2010 11:19:00 PM

Question 1

You have been asked to select an item to place in a time capsule. What object would you choose? The item must exemplify the culture of the early part of the 21st century. Explain the item's use and significance, and justify why your item should be included in the time capsule.

See this [reference sheet](#) for more information about writing a narrative essay.

See this [editing checklist](#) to see how you will be grading your peers and how they will be grading you!


Status: Not Completed

2. Click **OK**.

NOTE: Submission preview will not work until the start date of the submission process. It will work during and after the submission process.

To Preview an Evaluation

1. From the Assessment Canvas, click **Evaluation** from the *Preview* double chevron menu.
 - The Evaluation Overview page will display the assessment name, the number of questions, instructions, evaluations to complete, and the evaluation end date.
 - Click the example name to view how question submission and feedback will display.

 **Evaluation Overview: Narrative Essay**

Assessment Name	Narrative Essay
Questions	1
Instructions	In this assignment, you will write a 5-paragraph narrative essay, as we have been learning about this week in class.
Evaluations to Complete	Peer evaluations: 2 Self evaluate your own assessment submission
Evaluation End Date	March 17, 2010 11:19:40 PM

Evaluations

Click on a name below to begin an evaluation. The names may be anonymous. Evaluations can be modified or reviewed until the end date for evaluation.

Name	Status	Points Allocated
Example Name This is only an example.	Not Started	0/40
User 1 This is only an example.	Not Started	0/40
User 2 This is only an example.	Not Started	0/40

2. Click **OK**.

PHASE FOUR: Students Submit Responses

Once the assessment has been made available to students, they may complete it during the submission open and end dates. Students can make modifications to their work during the submission dates, but cannot change their work after the end date.

From the content area where the assessment has been added, students will click the **View/Complete Assessment** link.



Narrative Essay

In this assignment, you will write a 5-paragraph narrative essay, as we have been learning about this week in class.

Submission dates: March 15, 2010 11:00:00 AM to March 16, 2010 3:24:00 PM

Evaluation dates: March 16, 2010 3:54:00 PM to March 17, 2010 11:19:00 PM

[>>View/Complete Assessment](#)

If an assessment submission date has not yet begun, students will receive a message "assessment not available." If the submission date has begun, they will see the *Take Assessment* page, with the listing of questions to answer and their completion status.

Students will click the question link to begin their assessment submission. Students have access to the text editor, so files, images, video, and links can be included in the response. Once submitted, the status will change from "Not Completed" to "Completed."



Take Assessment: Narrative Essay

????

Assessment Name	Narrative Essay
Instructions	In this assignment, you will write a 5-paragraph narrative essay, as we have been learning about this week in class.
Evaluations to Complete	Peer evaluations: 2 Self evaluate your own assessment submission
Submission	March 15, 2010 11:00:00 AM until March 16, 2010 3:24:00 PM
Evaluation	March 16, 2010 3:54:00 PM until March 17, 2010 11:19:00 PM

Question 1

You have been asked to select an item to place in a time capsule. What object would you choose? The item must exemplify the culture of the early part of the 21st century. Explain the item's use and significance, and justify why your item should be included in the time capsule.

See this [reference sheet](#) for more information about writing a narrative essay.

See this [editing checklist](#) to see how you will be grading your peers and how they will be grading you!

Status: Not Completed

PHASE FIVE: Students Evaluate Other Responses

Once the assessment has been submitted by students and the evaluation period has begun, they will return to the assessment item to view and evaluate their classmates' submissions.

Students will see their own submission (if self-evaluation was enabled) as well as the number of other submissions they are required to review. If evaluations have been set up as anonymous, they will see "User 1" and "User 2" instead of student names.

The submissions that are given to each student to evaluate are randomly assigned by Blackboard, and are not dependent upon the assessment being completed. This means a student can receive a "blank" or no response submission to evaluate if his classmate did not complete the work. Students may end up evaluating only 1 or 2 submissions even if they were to evaluate 3, and may only have their work evaluated by 1 or 2 students even if it was supposed to be evaluated by 3. There is the possibility for students to be shortchanged!

Students will **click the name of the user** to view the submission, enter feedback and provide points per criterion. Evaluations can be modified and reviewed until the evaluation end date.



Evaluation Overview: Narrative Essay

Assessment Name	Narrative Essay
Questions	1
Instructions	In this assignment, you will write a 5-paragraph narrative essay, as we have been learning about this week in class.
Evaluations to Complete	Peer evaluations: 2 Self evaluate your own assessment submission
Evaluation End Date	March 17, 2010 11:00:00 PM

Evaluations

Click on a name below to begin an evaluation. The names may be anonymous. Evaluations can be modified or reviewed until the end date for evaluation.

Name	Status	Points Allocated
Student01_PC	Not Started	0/40
User 1	Not Started	0/40
User 2	Not Started	0/40

Students will review the student submission for each question, the model response (if available), and provide feedback and give a score for each criteria.

There is a **"Save and Next Criteria"** button for each question. If partial scoring has been allowed for criteria, students will enter points to give the submission. If all or nothing scoring has been selected, students have an option of allocating the full points to the student. If a word count criteria has been setup, Blackboard will provide the actual word count. Students will then enter points for the word count criteria.

After reaching the final criteria for a question, students will be presented with a *"Save and Next Question"* button to proceed to the next question. Once an evaluation has begun, the status will change from "Not Started" to "In Progress." Once the evaluation has been submitted, the status will change to "Completed" and the points allocated will display.

Once the evaluation period has ended, students will return to the assessment item to view their results. Students will see their average percent and score along with the feedback their peer reviewers provided for each question. Students will also be able to view the model response.



Evaluation: Student01 PC

Assessment Name Narrative Essay

Submitter Name Student01 PC

Assessment Points 0/40 points

Allocate points and optionally feedback for each criteria in the question.

There will be a different submission response to evaluate for each question. Review the submission response for each of the questions according to all of the criteria for each question.

Question 1 of 1

1

Question

You have been asked to select an item to place in a time capsule. What object would you choose? The item must exemplify the culture of the early part of the 21st century. Explain the item's use and significance, and justify why your item should be included in the time capsule.

See this [reference sheet](#) for more information about writing a narrative essay.

See this [editing checklist](#) to see how you will be grading your peers and how they will be grading you!

Question Points

0/40 points

Submission

I am not sure what I would include - an iPod maybe or something to do with the Internet since it is changing our lives so much.

Criteria

Criteria Completion Status

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Criteria 1

The main idea is clearly stated in the introduction.

Criteria worth 0 to 5 points.

Feedback

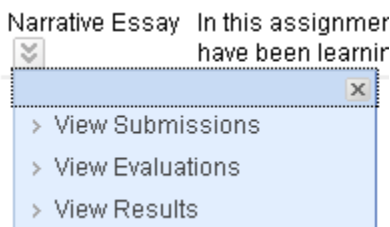
Points possible: 5

PHASE SIX: View Results

You can view all student work (complete and incomplete) using the Self and Peer Assessment link on the Control Panel. From this area of the course, you can also transfer results to the Grade Center.

To View Submissions

1. From the expanded *Control Panel*, under Course Tools, select **Self and Peer Assessment**.
2. On the *Self and Peer Assessment* page, select **View Submissions** from the double chevron menu of the assessment you wish to view completion data for.



3. Select the View Submission or Download Submission link from the student whose work you wish to view.
 - Downloaded submissions will be saved as zip folders, which can be opened or saved. Submissions will be saved in .html format for easy viewing and printing. Use the buttons at the top of the screen (all, completed and not started) to filter which submissions you are viewing. Alternatively, submissions can be downloaded all at once using the download all button.

All **Completed** Not Started

Submissions

Download All

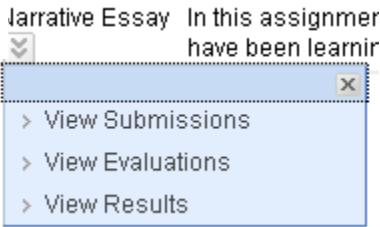
Assessment	Narrative Essay
Submission Dates	March 15, 2010 11:00:00 AM until March 15, 2010 12:05:00 PM
Evaluation Dates	March 15, 2010 12:06:00 PM until March 17, 2010 11:00:00 PM

Completed	Name	Username	Question Responses
<input checked="" type="checkbox"/> Completed	PC, Student01	student01	1 of 1

4. Click **OK** at the Submissions page to return to the *Self and Peer Assessment* page.

To View Evaluations

1. From the expanded *Control Panel*, under Course Tools, select **Self and Peer Assessment**.
2. On the *Self and Peer Assessment* page, select **View Evaluations** from the double chevron menu of the assessment you wish to view completion data for.



3. Use the Evaluations page to see the following:

- The assessment name, submission and evaluation dates.
- Each student evaluator, along with the names of the students they were randomly assigned to evaluate.
- The individual percentages and points they were awarded by their peers (as well as their self-evaluation percent and points).
- The average percent (average of all peer and self evaluations).

Evaluations

[Download All](#)

Assessment	Narrative Essay
Submission Dates	March 15, 2010 11:00:00 AM until March 15, 2010 12:05:00 PM
Evaluation Dates	March 15, 2010 12:06:00 PM until March 17, 2010 11:00:00 PM

<< < Page **1** of 2 > >>

Completed	Evaluator	Evaluator Username	Submissions Evaluated	Percentages	Points	Average	Evaluated Self
✓ In Progress	PC, Student01	student01	Student01 PC Student11 PC Student08 PC	12% - -	5/40 - -	12%	✓ Completed
✗ Not Started	PC, Student02	student02	Student02 PC Student04 PC Student18 PC	- - -	- - -	-	✗ Not Started

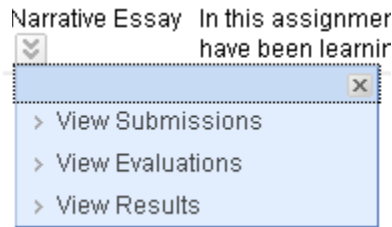
4. Click the **View Evaluations** or **Download Evaluation** link from the double chevron menu for the student whose work you wish to view. Alternatively, submissions can be downloaded all at once using the download all button from the Evaluations page.

- For each individual evaluator submission, the number of questions, instructions, evaluations to complete, and the evaluation end date will display.
- View the feedback and points provided for both the self and peer evaluations.
- Downloaded evaluations will open in a new window in .html format for easy viewing and printing.

5. Click **OK** at the Evaluations page to return to the *Self and Peer Assessment* page.

Transferring Data to the Grade Center

1. From the expanded *Control Panel*, under Course Tools, select **Self and Peer Assessment**.
2. On the *Self and Peer Assessment* page, select **View Results** from the double chevron menu of the assessment you wish to view completion data for.

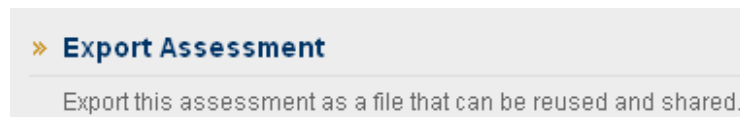


3. Use the **Results** page to view and/or download evaluation data as well as transfer grades to the Grade Center.
 - Ensure the "Update the points possible for the column in the Grade Center when sending results" is selected since the column will initially be created for zero points.
 - The average score (across all reviews) will be sent to the Grade Center.
 - It is best to wait until the submission and evaluation times have expired before transferring to the Grade Center to assure the most recent and accurate data is transferred.
4. Click the **Send Results to the Grade Center** button.
 - You will receive a confirmation page that the results have been sent to the Grade Center.
5. Click **OK** to return to the *Results* page.

NOTE: Grades can be manually overridden once transferred to the Grade Center.


Reusing an Assessment

1. From the course menu, select the **content area** the Self and Peer Assessment item has been added to.
2. Select **Edit** from the double chevron menu next to the item you wish to export.
3. Click the **Export Assessment** link.
 - The assessment will save in zip format to the browsers' default saving location OR you will be prompted to save the file to your desired location.



4. Create a new assessment item in the desired content area.
5. Under the *Create New or Import* area, select the **Import** button.
6. Under the *Import Assessment* area, **browse** for the saved zip file.

- Under the *Assessment Information* area, provide a name for the new assessment (all information can be modified once the assessment is created).
- Click **Submit**.



Create Self and Peer Assessment

* Indicates a required field.

Cancel Submit

- Create New or Import**
Create a new assessment or import a previously exported assessment.
New or Import New Import
- Import Assessment**
Browse to select a previously exported assessment file.
Assessment File Browse...
- Assessment Information**
Provide a name for the newly imported assessment. If a name is not provided, the name of the assessment that is in the imported file will be used. Other assessment information can be modified after the assessment is imported.
Name
- Submit**

Cancel Submit

Things to Think About

Before deciding to use self- and/or peer-assessment, an instructor must think about how the assessment and its results will be used. Is the assessment being used to help students learn the material and think critically (formative) or as a final evaluation of work (summative)? Will the peer evaluations count toward the students' final grade? Will the students get points for assessing their own or their classmates work? Will the points they receive be based on participation or quality of feedback provided? How will the instructor measure the quality of the assessment provided by the peers and will the peer reviewers get any feedback from the instructor?

Students must be taught how to assess their own and others' work. Provide examples of exemplary student submissions as well as ones that need improvement. Conduct a practice assessment with the students so they understand how to use the evaluation criteria to mark a submission. An instructor might want to think about developing a rubric for students on how to critique their own and others work. It is also a good idea to explain to the students why they are doing peer evaluation, and to give them guidelines on what to expect and what is expected of them.

Consider using the self- and peer-assessment as a pre-submission activity, in which students are given opportunities to improve their work based upon the feedback provided by their classmates and their own self-reflection of their work based on the provided criteria.

(Modified from http://www.otago.ac.nz/blackboard/self_peer.html)