

Your instructor may make use of the self and peer assessment feature of Blackboard. This tool allows you to submit work (papers, essays, reports, presentations, etc.) within a given timeline and then evaluate your own and your classmates work (also within a given timeline) using evaluation criteria your instructor provides. Self and peer assessment encourages careful review of work and critical thinking.

Submit Responses for an Assessment (Submission Phase)

You will complete an assessment during the submission open and end dates. The submission open dates are viewable when the item is made available. You can work on the assessment and make modifications to your work at any time during the submission dates, but you cannot access or change your work after the end date.

1. From the content area where the assessment has been added, 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, you will receive a message "assessment not available."

2. Click the **question** link to begin the assessment submission.



Take Assessment: Narrative Essay

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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


3. Use the response area to post your assessment response. You have access to a text editor, so files, images, video, links, and websites can be included in your response.
4. Click **Submit**.
5. Click **OK** at the receipt page.
 - Once submitted, the question status will change from "Not Completed" to "Completed."
6. Repeat steps 2-5 for each additional assessment question.

Evaluate Responses for an Assessment (Evaluation Phase)

Once you have submitted your work, and the submission dates have expired, you will evaluate your own and/or your classmates' work. Your instructor may be using the tool for self evaluation only (meaning you will only review your own work) or for peer evaluation (meaning you will review your classmates' work). You may evaluate and make changes to your evaluation during the evaluation dates. You cannot change your evaluation or submit an evaluation after the evaluation end date has expired.

NOTE: If your instructor has made the evaluation worth points, it is very important that you enter points and give feedback to your classmates! The evaluation may count toward your and their grades!

1. From the content area where the assessment has been added, click the **View/Complete Assessment** link.
2. Click the name of the user (e.g. your own name or User 1, User 2) to begin the evaluation.



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

3. Carefully review the question, the model response to the question (if the instructor provided one), and the student response. Use the criteria area to view the criteria, enter feedback for yourself or your classmate, and enter the number of points you assign to the criteria (if points are in use).
4. Click the **Save** and **Next Criteria** button or the **Save** and **Next Question** button.

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5. Continue entering feedback and points for each criteria (the number of criteria you view and evaluate against may vary by assessment).
 6. Once you have reached the end of each question and its corresponding criteria, click the **Save** and Next Criteria button. The assessment evaluation will be submitted.

NOTE: it is very important that you submit your evaluation and that the status of the review change from "not started" to "in progress" to "completed" so that your classmates will receive full points for your evaluation.

Review Results

Once the evaluation period has ended, you will return to the assessment item to view your results (self evaluation as well as peer evaluation). You will see your average percent and score along with the feedback your peer reviewers provided for each question. You will also be able to view the model response your instructor provided.

1. From the content area where the assessment has been added, click the **View/Complete Assessment** link.
2. You will be taken to the results page, with a listing of each question, your submission and the corresponding feedback and points allocated during the review.