Self and Peer Assessment

The **Self** and **Peer Assessment** Building Block allows an Instructor to create an exercise composed of one or more Questions, each with one or more Criteria, to be presented to their Students for completion and evaluation. The constructive feedback that students give to and receive from their **peers** can enhance their comprehension of the subject material and provide valuable insights into their own efforts.

Features and Functions

The **Self** and **Peer Assessment** Building Block is a tool designed to enhance the reflective learning skills of students. Reviewing the work of colleagues through criterion-based reference evaluation promotes constructive feedback. The constructive feedback that students receive from their **peers** can provide valuable insights into their own efforts.

Large classes can benefit from the **Self** and **Peer Assessment** Building Block by distributing the administrative workload; quality feedback is provided from several different individuals, instead of relying upon a single Instructor.

Instructors have the option of using **Self** and Anonymous evaluations. These options may provide a comfort level that can result in more candid Tests and evaluations. They may also affect the integrity of the **assessment** process; care must be exercised in their use.

Creating a New Assessment

1. Select the desired content area to deploy the **Self** and **Peer Assessment.**
2. Click **Assessments**
3. Select **Self** and **Peer Assessment**
4. Name the Assessment
5. Use the Instructions field to provide clear instructions and other information that may be helpful in completing the **Assessment**.
6. Set the Submission Start Date and Submission End Date by using the date and time fields.
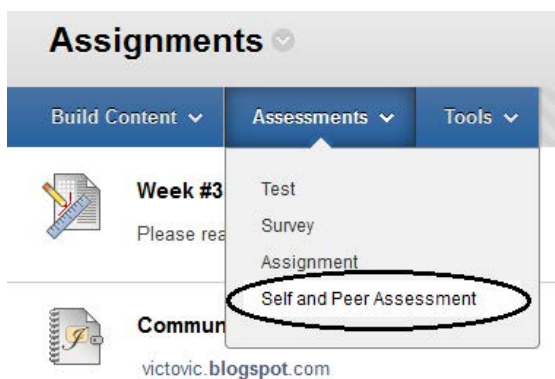
Create Self and Peer Assessment

✱ Indicates a required field.

Cancel   **Submit**

1 Create New or Import

Create a new assessment or import a previously exported assessment.

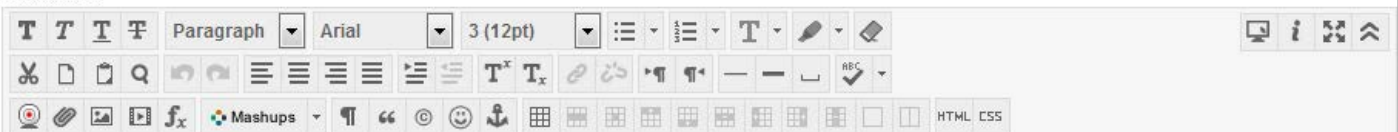New or Import   ⦿ New   ○ Import

2 Assessment Information

Provide a name, instructions for the assessment, and dates for the submission process. Submission dates must be before evaluation dates.

✱ Name   **(4.)** [   ]

Instructions

T T T T   Paragraph ▾   Arial ▾   3 (12pt) ▾   ⋮≡ ▾ ⋮≡ ▾ T ▾ ✎ ▾ ◇

✂ ▯ ▢ Q ↺ ↻ ≡ ≡ ≡ ≡ ⋮≡ ⋮≡ Tˣ Tₓ ⧉ ⌫ ¶ᐊ ¶ᐊ — ▬ ⌴ ✓ ▾

⦿ ⦿ 🖼 ▶ fₓ ✦ Mashups ▾ ¶ 66 © ☺ ⚓ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ □ ⊟ HTML CSS   🖵 i ⤢ ⌃

(5.)

7. Set the Start Date and End Date for the **peer** evaluations by using the date and time fields.
8. Allow Anonymous Evaluations by clicking the Yes radio button. Click No to disallow.
9. Allow **Self** Evaluations by clicking the Yes radio button. Click No to disallow.
10. Allow Submitters to view their own Evaluation Results by clicking the Yes radio button next to Show Evaluation Results to Submitter. Click No to disallow.
11. The last set of Date options restrict when the responses may be viewed. Setting dates is not required
12. Click Submit

Submission Dates **6**   Start Date   07/19/2012 📅 02:17 PM 🕐
                                        Enter dates as mm/dd/yyyy. Time may be entered in any increment.

                          End Date   07/26/2012 📅 02:17 PM 🕐
                                        Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Credit: Educational Technologies, JPGM 2010

3 Self and Peer Evaluation Options

Evaluation dates must be after submission dates. Anonymous evaluation hides the names of the submitters and the evaluators. Evaluation results can optionally be shown to the user who submitted the assessment, but if the evaluation is anonymous, submitters will not see evaluators' names. Specify the number of submissions each evaluator should evaluate. Submissions will be distributed among evaluators based on this number. Specify 0 submissions to evaluate if this assessment is only for self evaluation.

Evaluation Dates **(7)**   Start Date   07/26/2012   📅   02:17 PM   🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date   08/02/2012   📅   02:17 PM   🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Allow Anonymous Evaluation   ⦿ Yes ⚬ No   **(8-10)**

Allow Self Evaluation   ⦿ Yes ⚬ No

Show Evaluation Results to Submitter   ⦿ Yes ⚬ No

✱ Number of Submissions to Evaluate   [2]

4 Due Date

*Submissions are accepted after this date, but are marked **Late**.*

Due Date   ☐ [   ] 📅 [   ] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5 Options **(11)**

Date restrictions and availability apply to the content item. They are not tied to the dates for the submission and evaluation processes.

Make the assessment available   ⦿ Yes ⚬ No

Track number of views   ⦿ Yes ⚬ No

Choose date restrictions   ☐ Display After 07/19/2012 📅
Enter dates as mm/dd/yyyy

☐ Display Until 07/20/2012 📅
Enter dates as mm/dd/yyyy

(12)   [Cancel]   [Submit]

Create a Question

Once you have created the assessment, you will be directed to a new page with the option to **Create Question** at the top of the screen. Type your question in the **Question Information** box-along with a text question; you could add a photo, file attachment, mashups, or audio/video files.

Providing a **Model Response** is an optional feature 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.

Once you have created the question to your liking, click **Submit.**

Adding Criteria

Once you have created your questions, you must specify specific criteria for each question.

The criteria accompany each assessment question provide the means to evaluate the responses to those question.
To add criteria, click the double drop down arrows next to the question you want to create criteria for, and select **Criteria**
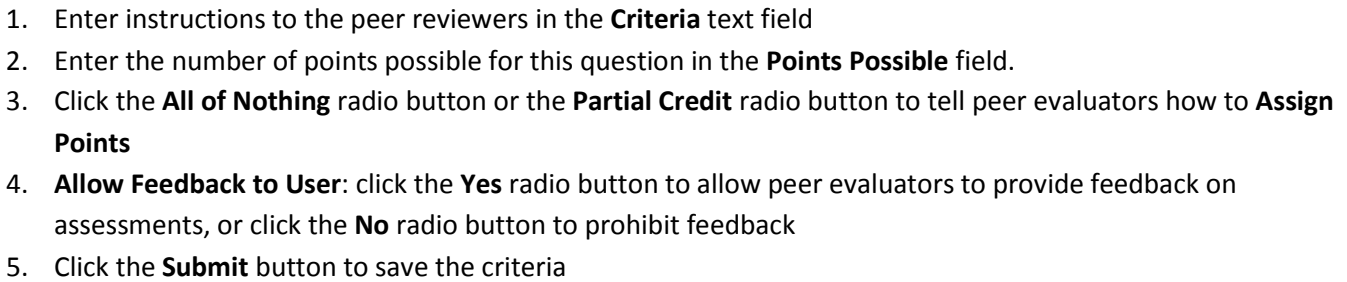
Credit: Educational Technologies, JPGM 2010

1. Enter instructions to the peer reviewers in the **Criteria** text field
2. Enter the number of points possible for this question in the **Points Possible** field.
3. Click the **All of Nothing** radio button or the **Partial Credit** radio button to tell peer evaluators how to **Assign Points**
4. **Allow Feedback to User**: click the **Yes** radio button to allow peer evaluators to provide feedback on assessments, or click the **No** radio button to prohibit feedback
5. Click the **Submit** button to save the criteria

Adding Word Count Criteria

It is also possible to evaluate the length of an answer by adding **Word Count Criteria** to a question.

Credit: Educational Technologies, JPGM 2010

Next to the **Create Criteria** option, click on the **Word Count Criteria** link.

1. Enter instructions to the peer reviewers in the **Criteria** text field
2. Enter the number of points possible in the **Points Possible** field
3. Enter the question word count in the **Recommended Word Count** field.
4. Enter how many words in that the submission can vary by and still receive the full point value in the **Allowed Variation** field
5. Click the **Submit** button to save the criteria

Previewing the Assessment

There are two ways to preview the assessment once it has been created, by **Submission** and **Evaluation.** These options provide the instructor a chance to see the assessment as their students will. Instructors can use these preview options to adjust the assessment.

To preview an assessment:

1. Click on the chevron to the right of the assessment and then click on **Edit** in the dropdown menu. The edit screen will be displayed.
2. Click on the **Assessment Canvas** link
3. Click on the **Preview** button. A dropdown menu will be displayed. Next click on either **Submission** or **Evaluation**

Assessment Canvas

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.

Create Question		Search for Questions	Preview ⌄	↑↓
			Evaluation	
Question 1			Submission	
Test Question				

- The **submission page** offers a complete view of the assessment

Submission Preview

Assessment Name	Question 1
Instructions	
Evaluations to Complete	Peer evaluations: 2 Self evaluate your own assessment submission
Submission	July 23, 2012 9:38:00 AM **until** July 30, 2012 9:38:00 AM
Evaluation	July 30, 2012 9:38:00 AM **until** August 6, 2012 9:38:00 AM

Question 1

Test Question

Status: Not Completed

- The page contains the following features:
    i. **Assessment Name** – displays the name of the assessment
    ii. **Instructions** – displays the Instructions for this assessment
    iii. **Evaluations to compete** – displays the number of evaluations that need to be completed

Credit: Educational Technologies, JPGM 2010

iv. **Submission** – displays the date range for which submissions will be accepted
v. **Evaluation** – denotes how many evaluations each student must complete
vi. **Questions** – displays the question text. Each question can be previewed in turn by clicking its name. **Note:** these pages are read only.

- The **Evaluation** page offers a view of all of the evaluations, regardless of their status.

- The features of this page are as follows:
  - Click the Evaluator user name (is the assessments are set as anonymous, students will be listed as User 1, User 2, User 3, etc.) to display their evaluation page. Each question is displayed in a grouping of tabs. Navigate through the tabs to display the submitted response for that question.
  - The **Status** field displays the status of the evaluation. In **Preview Mode** the status is always **Not Started**
  - The **Points Allocated** field displays the number of points given out of how many points are possible. In preview mode, it is displayed as 0

Monitoring Submissions

The assessment submissions can be monitored and reviewed during the time that students are completing them. Submissions can be downloaded as a collection or on an individual basis so they can be reviewed later.

1. Click **Course Tools** in the **Control Panel** menu
2. Click on the **Self and Peer Assessment link.** A list of all course assessments will be displayed
3. Select the assessment you would like to view
4. Click on **View Submissions.** The submissions page will be displayed with the following features and functions:
   - **Download All:** click to download all submissions as a .zip file
   - **Submission dates:** displays the submission date range
   - **Evaluation dates:** displays the evaluation date range
   - **Completed:** displays an icon showing whether or not a submission is complete
   - **Question Responses:** displays the number of question responses that have recorded so far and the total number of questions

Monitoring Evaluations

Assessment evaluations can be monitored and reviewed during the assessment process similar to the submissions monitoring process:

1. Click **Course Tools** in the **Control Panel** menu to expand the menu item.
2. Next, click on the **Self and Peer Assessment** link. A list of all course assessments will be displayed.
3. Then click the name of the assessment you would like to monitor
4. Click on **View Evaluations.** The evaluations page will be displayed with the following features and functions:
   - **Download All:** click to download all submissions as a .zip file
   - **Submission dates:** displays the submission date range
   - **Evaluation dates:** displays the evaluation date range
   - **Completed:** displays an icon showing whether or not a submission is complete
   - **Evaluator:** displays the name of the evaluator
   - **Submissions evaluated:** displays the names of students whose submissions have been assigned to this evaluator.