

## Self and Peer Assessment for Blackboard NG (Instructor Documentation)

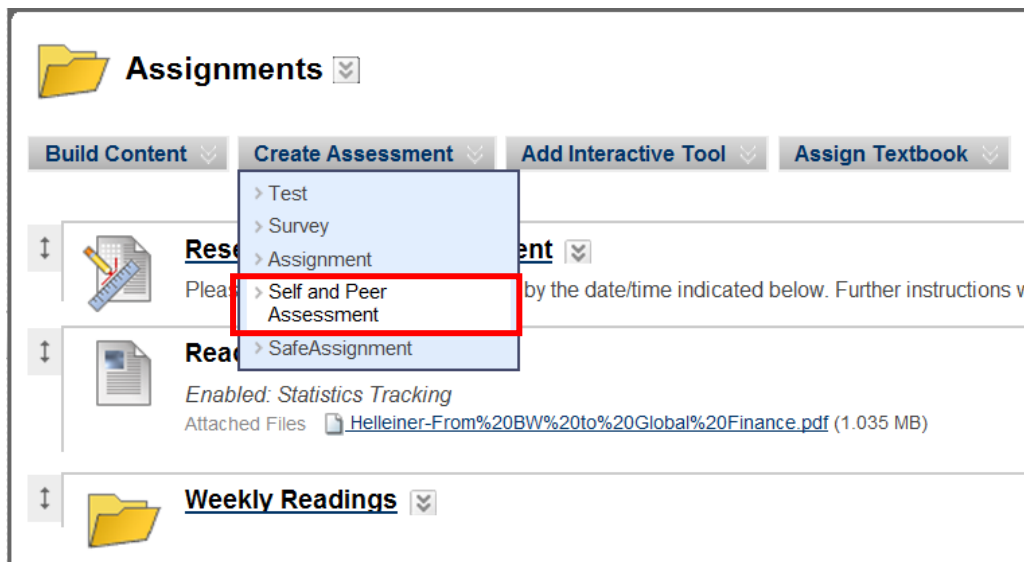
### What is a “Self and Peer Assessment”?

It is a way for users to answer questions provided by the instructor, and then have others in the class (peers) and/or themselves evaluate their answers, guided by a variety of grading criteria also provided by the instructor, and each worth a specified number of points.

### How do I set up a Self and Peer Assessment?

*Note: This process will automatically create a column in the Grade Center for this Assessment.*

1. Insert a **“Self or Peer Assessment”** into any content area via the drop-down menu under **Create Assessment**.




### 2. New or Import

If you haven't yet created this Self/Peer Assessment, make sure the “New” option is Selected. If you have previously created a Self/Peer Assessment, select “Import”. You will then have an option to upload the existing Self/Peer Assessment.

### 3. Assessment Information

- a) Provide a name for this assessment in the “Name” field
- b) Enter any specific Instructions for this activity for the students in the “Instructions” field
- c) In the “Submission Dates” area, set the time/date window you want for your students to be able **to submit their individual work that will be the basis for the self/peer review**

Note: Once the evaluation period has started you cannot modify the submission window.

 **Create Self and Peer Assessment**

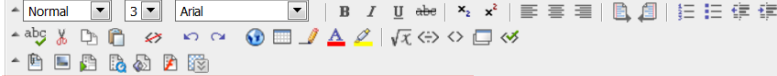
\* Indicates a required field. Cancel **Submit**

**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

Instructions Visual Editor is:  ON



Submission Dates

Start Date	<input type="text" value="12/13/2010"/> 	<input type="text" value="02:11 PM"/> 
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
End Date	<input type="text" value="12/20/2010"/> 	<input type="text" value="02:11 PM"/> 
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.	

#### 4. Self & Peer Evaluation Options

- a) In the "Evaluation Dates" area set the day/time window you want to have for students to evaluate their own and their peers' works submitted work – Note: this window should be after the submission dates you specified in #2 above. *Note: Once the evaluation period has started you cannot modify the submission window.*
- b) Set "Allow Anonymous Evaluation" to desired setting. Note: If you set this to "Yes", names of evaluators aren't shown, but names of submitters are!),
- c) Set "Allow Self Evaluation" to desired setting.
- d) Set "Show Evaluation Results to Submitter" to Yes if you want each student to be able to see their peers' evaluations of their work or No if you do not want them to be able to view this.
- e) If you want to only use Self-Evaluation, Set "Number of Submissions to Evaluate" to 0. Otherwise, specify the number of peer works you want each student to review.

*Note: Blackboard randomly assigns each user the specified number of submissions to evaluate, there is no way to control who gets to evaluate whom.*

### 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	Start Date	<input type="text" value="12/20/2010"/> <input type="text" value="02:11 PM"/>
		<small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small>
	End Date	<input type="text" value="12/27/2010"/> <input type="text" value="02:11 PM"/>
		<small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small>
Allow Anonymous Evaluation	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Allow Self Evaluation	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Show Evaluation Results to Submitter	<input checked="" type="radio"/> Yes <input type="radio"/> No	
★ Number of Submissions to Evaluate	<input type="text" value="2"/>	

## 5. Options

- Set availability and tracking to desired settings.
- If desired, set specific date restrictions for this content item to be visible to students. If you do not enter any specific restrictions, the item will be visible to students whenever and for how long you make it available. *Note: these dates are not mechanically tied to the submission or evaluation windows you specified earlier, but should ensure this item is visible to students during that timeframe.*
- Click the "Submit" button

### 4 Options

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	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track number of views	<input checked="" type="radio"/> Yes <input type="radio"/> No
Choose date restrictions	<input type="checkbox"/> Display After <input type="text" value="12/13/2010"/>
	<small>Enter dates as mm/dd/yyyy</small>
	<input type="checkbox"/> Display Until <input type="text" value="12/14/2010"/>
	<small>Enter dates as mm/dd/yyyy</small>

### 5 Submit

Cancel

**Adding a Question to an Assessment** To add a question to an Assessment, follow these steps:

- Click **Modify** next to the appropriate Assessment.
- Click **Assessment Canvas**.
- Click **Add Question**.
- Enter the question in the **Question** Text Visual Text Box Editor.
- Enter a **Model Response** in the Visual Text Box Editor.
- Click **Yes** to make the Model Response **Available**.
- Click **Submit**.

## 2. Question Information

★ Question Text Visual Editor: ON

Explain why Napoleon's armies were defeated at the battle of Waterloo.

## 3. Model Response

Providing a model response is optional. It allows evaluators to compare the responses i available at any time, but it will only be visible during the evaluation process, after the sut

Model Response Visual Editor: ON

Napoleon suffered defeat because of arrogance, bad weather and poor planning. In a fatal blunder, Napoleon waited until mid-day to give the command to attack in order to let the ground dry. The delay in fighting gave Blucher's troops, who had eluded their pursuers, time to march to Waterloo and join the battle by the late afternoon. In repeated attacks, Napoleon failed to break the center of the allied center.


## Adding Criteria to your Question

To add criteria to a question, follow these steps:

1. Click **on the drop down arrow** next to the question and select **Criteria**.

To add criteria to a question, follow these steps:

1. Click **on the drop down arrow** next to the question and select **Criteria**.

 **Assessment Canvas**

Add and edit the questions to be responded to during the submission process for this assessment. E visible during the evaluation process for this assessment.

[Create Question](#)

---

↑ **Question 1** ⌵

Explain why Na... the battle of Waterloo.

- > Edit
- > Criteria
- > Delete

2. Enter criteria text in the **Criteria** Visual Text Box Editor.
3. Enter the number of points possible for this question in the **Points Possible** field.
4. Click **All or Nothing** or **Partial Credit** to decide how to **Assign Points**.
5. Click **Yes** or **No** to decide whether or not to **Allow Feedback to User**.

## Add Criteria

★ Indicates a required field.

### 1. Criteria Information

#### ★ Criteria

Napoleon suffered defeat because of arrogance, bad weather and poor planning. In a fatal blunder, Napoleon waited until mid-day to give the command to attack in order to let the ground dry. The delay in fighting gave Blucher's troops, who had eluded their pursuers, time to march to Waterloo and join the battle by the late afternoon. In repeated attacks, Napoleon failed to break the center of the allied center.

#### ★ Points Possible

#### Assign Points

All or Nothing  
 Partial Credit

#### Allow Feedback to User

Explain the points allocated for this criteria when evaluating a submission.

Yes  
 No

6. Click **Submit**.

## Adding Word Count Criteria

If an Instructor wants to evaluate the length of an answer, it is possible to add a Word Count Criteria to a question. An Instructor may specify that an answer should be around 200 words. The Word Count Criteria enables points to be awarded based on the length of an answer (for example, points awarded if the answer is within 20 words of the 200 word maximum).

To add a Word Count Criteria, follow these steps:

1. Click **on the drop down arrow** next to the question and select **Word Count Criteria**
2. Type a recommended **Word Count number**.
5. Enter the number of **Points Possible**.
6. Enter the **Maximum Word Count**.
7. Enter the **Allowed Variation**.
8. Click **Submit**.

## Add Criteria

★ Indicates a required field.

### 1. Criteria Information

#### ★ Criteria

Does the submission meet the word count recomm

#### ★ Points Possible

#### ★ Recommended Word Count

#### ★ Allowed Variation

 +/-

**Add Criteria**

\* Indicates a required field.

**1. Criteria Information**

\* Criteria

\* Points Possible

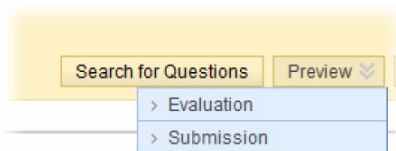
\* Recommended Word Count

\* Allowed Variation  +/-

## Previewing the Assessment

### Overview

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 Assessments as their Students will. Instructors can use these preview options to fine tune the Assessment. The **Preview** option is available from the Assessment Canvas for the appropriate Assessment. Select either **Submission** or **Evaluation** from the drop-down list.



### Submission Preview page

This page offers a complete view of the Assessment. Each question can be previewed in turn by clicking its name. These pages are read only.

### Evaluation Preview page

This page offers a view of all of the evaluations, regardless of their status. The features of this page are described in the following table:

Function	Description
<b>Evaluator links</b>	Click the Evaluator user name 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. Click <b>Model Response</b> to display the Model Response for that question in a separate window. This is only available if the Question contains a Model Response and was made available.
<b>Status</b>	Displays the status of the evaluation. In Preview Mode the status is always <b>Not Started</b> .
<b>Points Allocated</b>	Displays the number of points given out of how many points are possible. In Preview Mode it is displayed as <b>0 / xxx</b> .

## Viewing the Results

Assessment Results can be monitored and reviewed once the submission phase has ended. Results can be downloaded as a collection or on an individual basis.

## Follow these steps

To monitor the results for an assessment:

1. Click the **Control Panel** menu item within the course.
2. Click the **Self and Peer Assessment** link under **Course Tools**.

3. Click the name of the appropriate assessment.
4. Click **View Results**.

Evaluated	Name	Username	Average Percentage	Average Score	Results Sent	Evaluated Self	Evaluators
✗ Not Started	kenward, kim	kim.student	-	-	No	✗ Not Started	0 of 2
✗ Not Started	Student, Katie	clarkati.student	-	-	No	✗ Not Started	0 of 2
✗ Not Started	Student, John	john.student	-	-	No	✗ Not Started	0 of 2
✗ Not Started	Student, Katie	katie.student	-	-	No	✗ Not Started	0 of 2
✓ In Progress	Student, Sally	sally.student	50%	1/2	No	✓ Completed	0 of 2

## Features and Functions

The Results page contains the following features and functions.

<b>Feature</b>	<b>Description</b>
<b>Assessment</b>	Displays the name of the assessment.
<b>Submission End Date</b>	Displays the submission end date.
<b>Evaluation End Date</b>	Displays the evaluation end date.
<b>Download</b>	Click to download all evaluations as a tab-delimited file (.CSV).
<b>Update column total in Grade Center when updating grades</b>	Check this box to update the Grade Center with the results from this assessment.
<b>Send to Grade Center</b>	Click to send the Results to the Grade Center.
<b>Evaluated</b>	Displays an icon showing whether or not a user has completed an evaluation.
<b>Name</b>	Displays the name of the Student.
<b>Username</b>	Displays the username of the Student.
<b>Average Percentage</b>	Displays the average of all points the Evaluators of this student gave for the student's submission as a percentage of total points possible.
<b>Average Score</b>	Displays the average of all points the Evaluators of this student gave for the student's submission.
<b>Results Sent</b>	Indicates whether or not the results for this Student have been sent to the Grade Center.
<b>Evaluated Self</b>	Displays an icon showing whether or not a self-evaluation has been submitted.
<b>Peer Markers</b>	Displays how many peers have completed the evaluation of this Student.