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## 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.

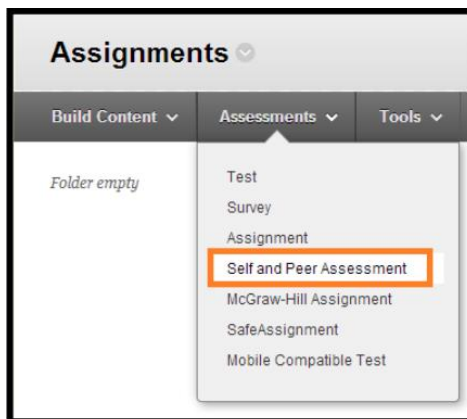
### Features and Functions

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. 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 Anonymous evaluations. These options may provide a comfort level that can result in more candid 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



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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

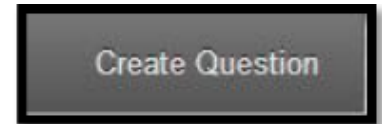
12. Click Submit



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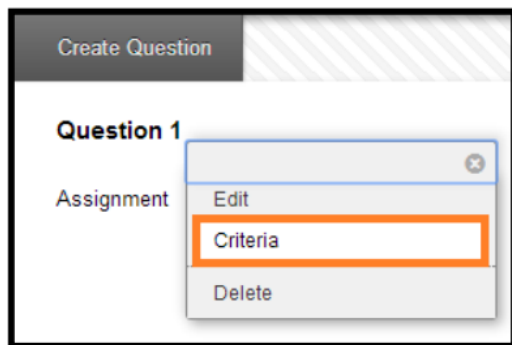
### Create a Question

Once you have created the assessment, you will be directed to a new page with the option to at the top of the screen. Type your question in the Question Text box. You can also add a photo, file attachment, mashups, or audio/video files. Providing a Model Response is an optional feature that 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 accompanying each assessment question provide the means to evaluate the responses to those questions. To add criteria, click the double drop down arrows next to the question you want to create criteria for, and select Criteria



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 or 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.

**Add Criteria**

\* Indicates a required field. Cancel Submit

1. **Criteria Information**

\* Criteria

3= Introduction is Well developed  
2= Introduction is Sufficiently Developed  
1= Introduction is Insufficiently Developed  
0= Introduction was Not included

Path: p Words: 20

\* Points Possible

Assign Points  All or Nothing  Partial Credit

Allow Feedback to User  Yes  No

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



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### Adding Word Count Criteria

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

Next to the Create Criteria option, click on the link.

Word Count Criteria

Enter instructions to the peer reviewers in the **Criteria** text field

Enter the number of points possible in the **Points Possible** field

Enter the question word count in the **Recommended Word** Count field.

Enter how many words in that the submission can vary by and still receive the full point value in the

**Allowed Variation** field

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:

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. Click on the Assessment Canvas link. 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 Submission

Question 1

The submission page offers a complete view of them assessment.

**Submission Preview**

Assessment Name	Assessment One
Instructions	
Evaluations to Complete	Peer evaluations: 2 Self evaluate your own assessment submission
Submission	April 29, 2014 8:30:00 AM until May 6, 2014 8:30:00 AM
Evaluation	May 6, 2014 8:30:00 AM until May 13, 2014 8:30:00 AM

**Question 1**

Assignment

Status: Not Completed

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email [bbsupport@fhsu.edu](mailto:bbsupport@fhsu.edu).



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The page contains the following features:

Assessment Name – displays the name of the assessment

Instructions – displays the Instructions for this assessment

Evaluations to complete – displays the number of evaluations that need to be completed

Submission – displays the date range for which submissions will be accepted

Evaluation – denotes how many evaluations each student must complete

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

### Evaluation Overview: Question 1

Assessment Name	Question 1
Questions	1
Instructions	
Evaluations to Complete	Peer evaluations: 2 Self evaluate your own assessment submission
Evaluation End Date	August 6, 2012 9:38:00 AM

#### Evaluations

*Click on a name below to begin an evaluation. The names may be anonymous. Evaluations can be modified or reviewed un...*

Name	Status	Points Allocated
User 0 This is only an example.	Not Started	0/3
User 1 This is only an example.	Not Started	0/3
User 2 This is only an example.	Not Started	0/3

**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

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### 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.

Click Course Tools in the Control Panel menu. Click on the Self and Peer Assessment link. A list of all course assessments will be displayed. Select the assessment you would like to view. 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 been 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:

Click Course Tools in the Control Panel menu to expand the menu item. Next, click on the Self and Peer Assessment link. A list of all course assessments will be displayed. Then click the name of the assessment you would like to monitor

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.