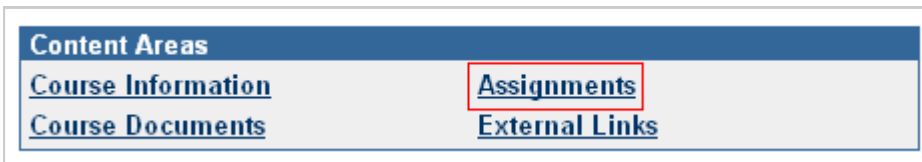


Using the Self and Peer Assessment tool in Blackboard 8 is a multi-step process. The first step is to create a Self and Peer Assessment item in a Content Area. Other steps, including adding criteria, viewing results and sending results to the Grade Center will be covered in subsequent handouts.

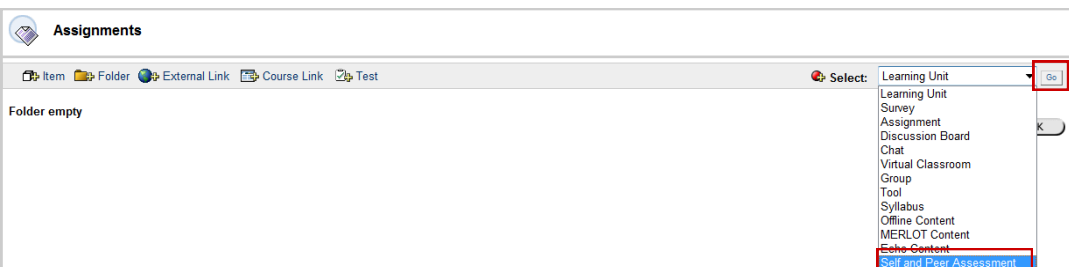
1. Click the Control Panel button (on the left side of the screen) in your Blackboard course site.



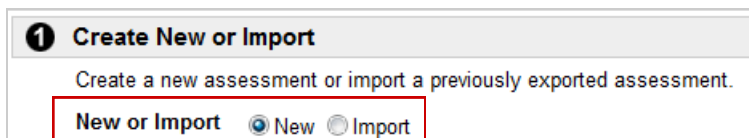
2. Click on the Content Area where you would like the Self and Peer Assessment to appear. In this case, Assignments is selected as an example only.



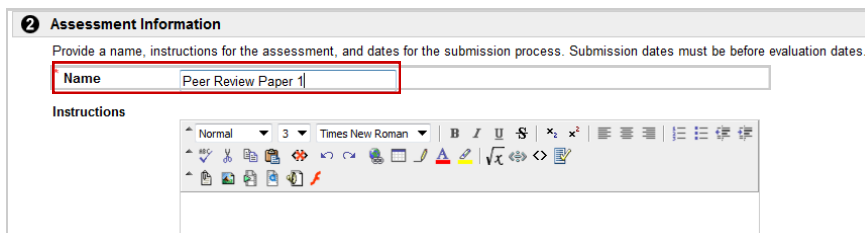
3. Choose Self and Peer Assessment from the drop-down menu on the right side of the page and then click the Go button.



4. Under Area #1, choose to create a New Self and Peer Assessment.



5. Under Area #2, enter a name for the Self and Peer Assessment in the Name field.



6. Enter instructions for the students to follow.

Instructions

This is the Peer Review Paper #1 assignment.

Your original submission is due by October 31, 2010 by 5:00 pm.

At 5:05 pm, all the submissions will be available for peer review.

7. Set the submission start and end dates/times.

Submission Dates

Start Date: Oct 28 2010 08 20 AM

End Date: Oct 30 2010 08 30 AM

8. Under Area #3, set the evaluation dates/times and options for the evaluations. Evaluation dates/times must be set for after the original submission dates/times.

Note: Setting "Allow Anonymous Evaluations" to Yes means that students will not know who they are evaluating nor who has evaluated them. However, the instructor will know how evaluators and submissions were paired. Also, setting "Show Evaluation Results to Submitter" to No means that students will not be able to view the comments or scores assigned to their submissions.

3 Self and Peer Evaluation Options

Evaluation dates must be after submission dates. Anonymous evaluation hides the names of the submitters and the evaluators. Evaluate assessment, but if the evaluation is anonymous, submitters will not see evaluators' names. Specify the number of submissions each evaluator based on this number. Specify 0 submissions to evaluate if this assessment is only for self evaluation.

Evaluation Dates

Start Date: Oct 31 2010 05 05 PM

End Date: Nov 05 2010 05 00 PM

Allow Anonymous Evaluation: Yes No

Allow Self Evaluation: Yes No

Show Evaluation Results to Submitter: Yes No

* Number of Submissions to Evaluate: 2 (Excluding Self Evaluation)

9. Under Area #4, set availability and date restrictions. Note: Assessment must be available for students to submit or evaluate, but they will only be able to do so during the submission and evaluation periods set above.

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: Yes No

Track number of views: Yes No

Choose date restrictions

Display After: Oct 26 2010 04 00 PM

Display Until: Oct 26 2010 04 00 PM

10. Under Area #5, click Submit.

5 Submit

Click Submit to finish. Click Cancel to quit.

* Required Field

Cancel Submit