

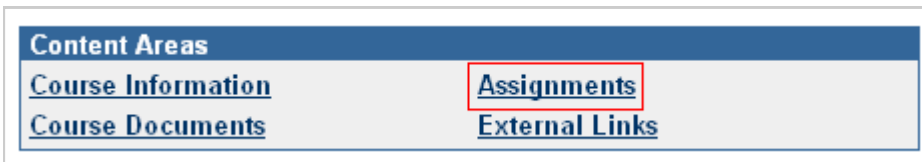
Step 1: Creating a Self and Peer Assessment

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.

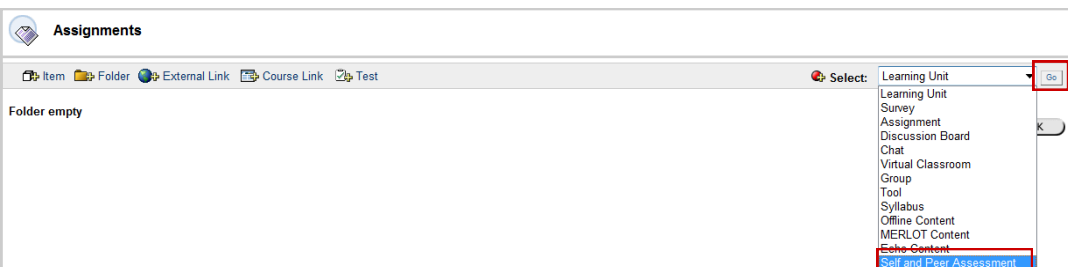
1. Click the Control Panel button (on the left side of the screen) in your Blackboard course site.



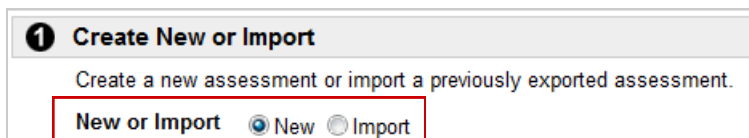
2. Click on the Content Area where you would like the Self and Peer Assessment to appear. In this case, Assignments is selected as an example only.



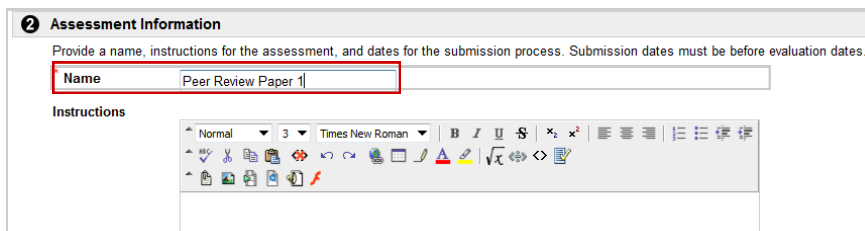
3. Choose Self and Peer Assessment from the drop-down menu on the right side of the page and then click the Go button.



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 28 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.

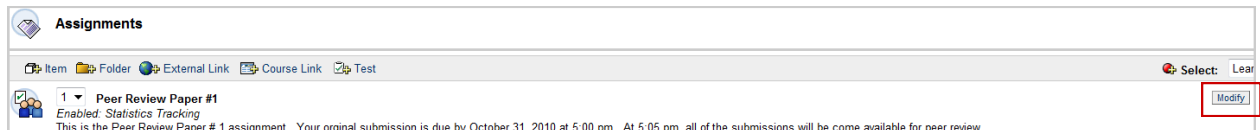
* Required Field

Cancel Submit

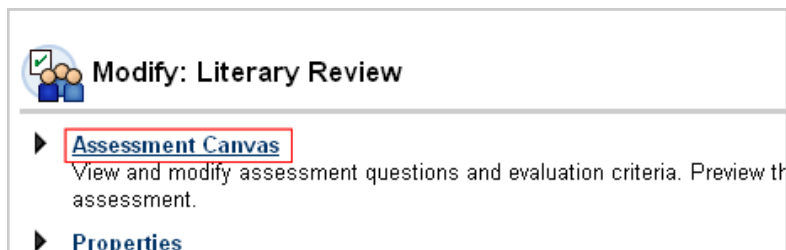
Step 2: Adding Questions to a Self and Peer Assessment (required step allows for student submissions)

Once the Self and Peer Assessment has been created, the next step is to add questions to the assessment. This step is mandatory. At least one question is needed so that students can submit their original work. This handout assumes that you have created a Self and Peer Assessment.

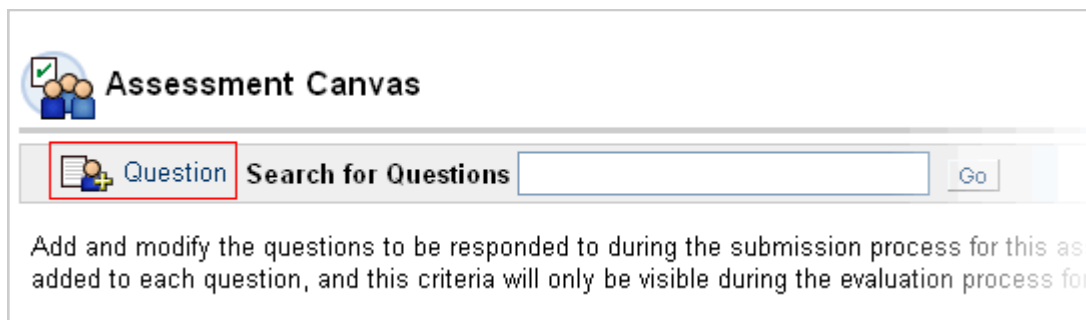
1. Click the Modify button for the Self and Peer Assessment you added in Step 1: Creating a Self and Peer Assessment.



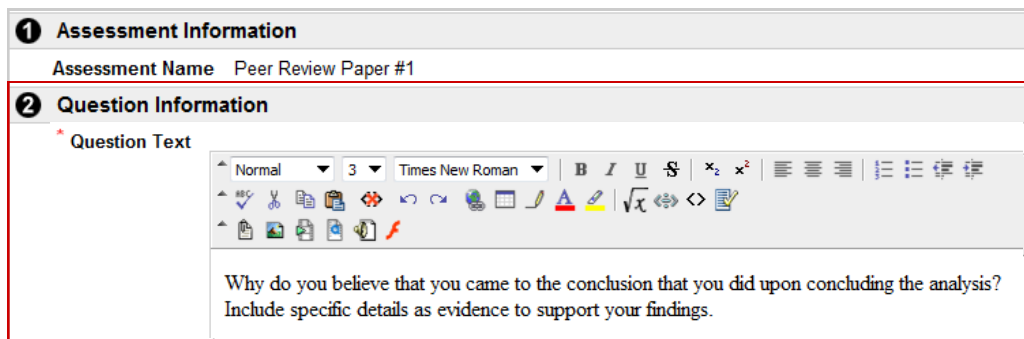
2. Click Assessment Canvas link.



3. Click the Question button to add a new question. Note: To review a list of built-in assessment questions, click the Go button next to the Search for Questions box.



4. In Area #2, type the question into the Question Text box.



5. In Area #3, if desired, type a sample response in the Model Response text box. Note: The model response is only visible during the evaluation period. The model response serves as an exemplar to compare to the submissions being evaluated.

3 Model Response

Providing a model response is optional. It allows evaluators to compare the responses 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.

Model Response

Normal 3 Times New Roman

B *I* U ~~S~~ \times_2

6. In Area #4, click the Submit button.

5 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel
Submit

7. Upon submitting this question, you will see the following message. It indicates that the next step is to add the grading criteria to the question. This will be covered in the next handout, Step 3: Adding Criteria.

Question Added Successfully

The question has been successfully added.

Add evaluation criteria to this question by clicking **Criteria** in the questions list.

For students, they :

1. Enter the Assignment area.
2. Click the View/Complete Assignment link.
3. Click the Question link.
4. Type the response to the question or upload an attachment.

Take Assessment: Peer Review Paper 1

Assessment Name	Peer Review Paper 1
Instructions	This is the Peer Review Paper #1 assign
File Attachments	
Evaluations to Complete	Peer evaluations: 2
Submission	Self e... Response: Question 1
Evaluation	October... November...

Question 1 3

Why do you believe that you

Response

Response

4

Attach local file Browse...

Name of Link to File Browse...

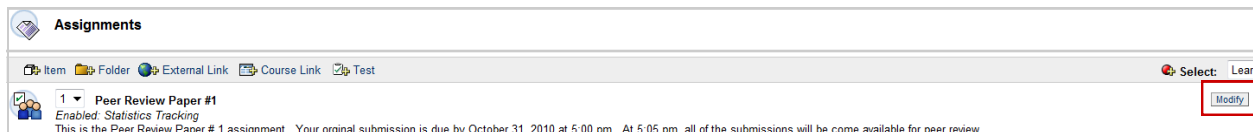
Submit

Click **Submit** to finish. Click **Cancel** to quit.

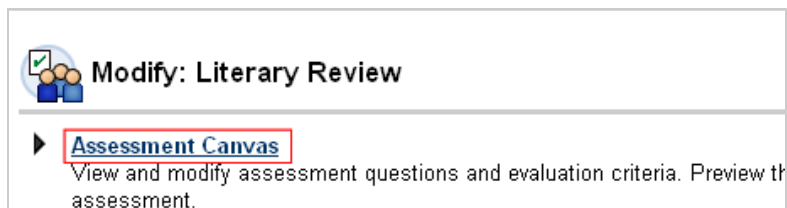
Step 3: Adding Criteria to a Self and Peer Assessment Question (required step for peer scoring and feedback)

Once the Self and Peer Assessment has been created and at least one question has been added, the next step is to add a criterion for each question. Criteria are required for students in order for the students complete the evaluation. A question cannot be evaluated if it does not have at least one criterion. Each criterion is composed of a description and a number of points. Students determine the number of points the submission earns for each criterion, and can leave comments, if that option is enabled.

1. Click the Modify button for the Self and Peer Assessment you added in Step 1: Creating a Self and Peer Assessment.



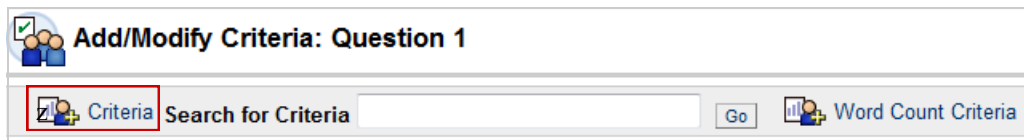
2. Click Assessment Canvas link.



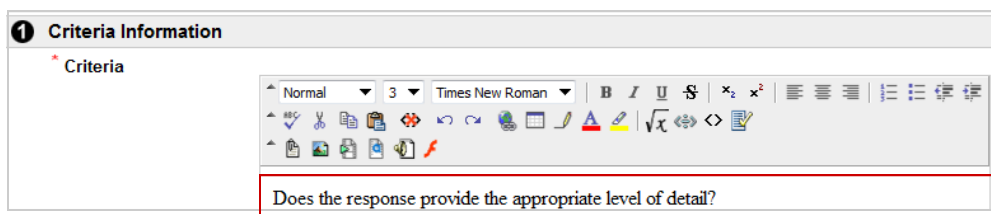
3. Click the Criteria button next to the question.



4. Click the Criteria button. Note: Clicking the Go button next to the Search for Criteria box will bring up a list of example criteria that may be selected.



5. In Area #1, type the criterion text into the Criteria box.



6. Enter the number of points possible for this criterion and set the other options as desired. Note: Setting Allow Feedback to User to No will prohibit students from adding comments when they evaluate submissions. They will only be able to indicate the number of points given.

* Points Possible	<input type="text" value="2"/>
Assign Points	All or Nothing <input checked="" type="radio"/> Partial Credit <input type="radio"/>
Explain the points allocated for this criteria when evaluating a submission.	
Allow Feedback to User	Yes <input checked="" type="radio"/> No <input type="radio"/>

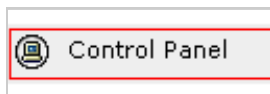
7. In Area #2, click the Submit button.

2 Submit
Click Submit to finish. Click Cancel to quit.
* Required Field
<input type="button" value="Cancel"/> <input checked="" type="button" value="Submit"/>

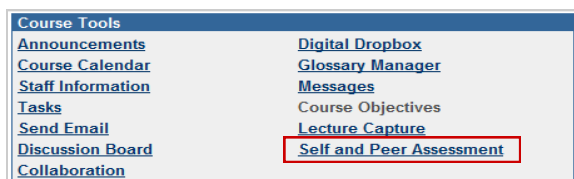
Step 4: Viewing Results of a Self and Peer Assessment

Creating the Self and Peer Assessment automatically creates a column in the Grade Center. However, the submissions are not available through the Grade Center. Instead, submissions are available through the Control Panel > Self and Peer Assessment.

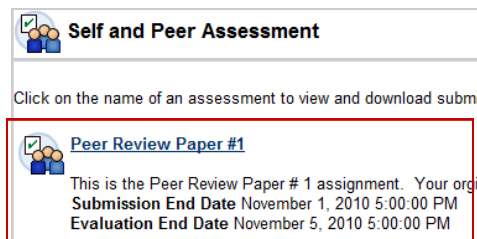
1. Click the Control Panel button (on the left side of the screen) in your Blackboard course site.



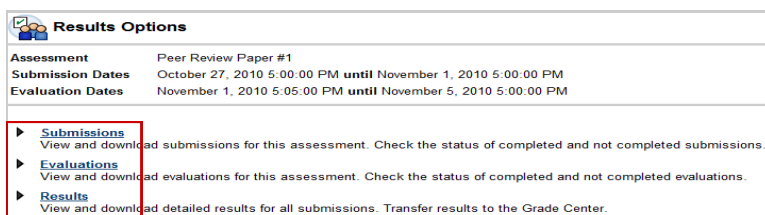
2. Click the Self and Peer Assessment link under Course Tools.



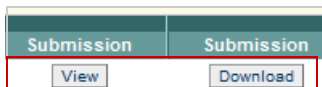
3. Click on the name of the Self and Peer Assessment you want to view.



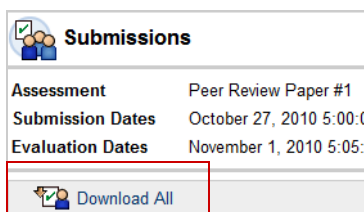
4. Three options exist for viewing/downloading results: Submissions, Evaluations and Results.



Each of the three viewing options allow for individual submissions to be viewed or downloaded:



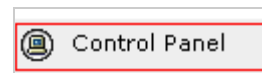
In addition, three viewing options allow for all submissions to be downloaded at once into a .Zip file.



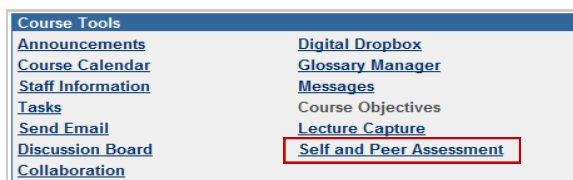
Step 5: Sending Self and Peer Assessment Results to the Grade Center

Self and Peer Assessment scores (assigned by the students in your course) are not automatically sent to the Grade Center. The scores must be sent to the Grade Center in a separate step. Scores may be overridden after being sent to the Grade Center. The handout assumes that you have created a Self and Peer Assessment.

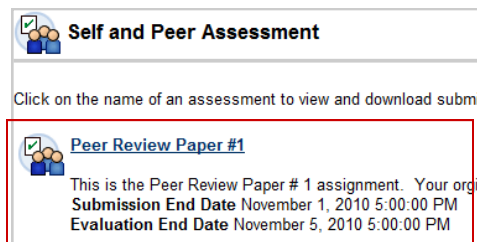
1. Click the Control Panel button (on the left side of the screen) in your Blackboard course site.



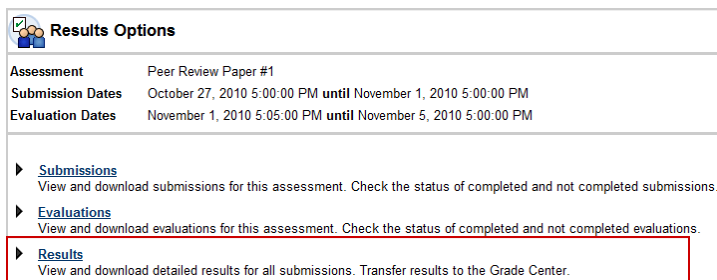
2. Click the Self and Peer Assessment link under Course Tools.



3. Click on the name of the Self and Peer Assessment that you would like to send the scores for to the Grade Center.



4. Click the Results link.



5. Click the Send Results to Grade Center button.



6. A message will appear stating that the scores have been sent to the Grade Center. To see the scores in the Grade Center, return to the main level of the Control Panel and click the Grade Center link.

