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.
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.*
5. **Options**
   a) Set availability and tracking to desired settings.
   b) 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.*
   c) Click the “Submit” button

**Adding a Question to an Assessment** To add a question to an Assessment, follow these steps:
1. Click **Modify** next to the appropriate Assessment.
2. Click **Assessment Canvas**.
3. Click **Add Question**.
4. Enter the question in the **Question** Text Visual Text Box Editor.
5. Enter a **Model Response** in the Visual Text Box Editor.
6. Click **Yes** to make the Model Response **Available**.
7. Click **Submit**.
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.

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.
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.
3. Enter the number of Points Possible.
4. Enter the Maximum Word Count.
5. Enter the Allowed Variation.
6. Click Submit.
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:

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluator links</td>
<td>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 Model Response 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.</td>
</tr>
<tr>
<td>Status</td>
<td>Displays the status of the evaluation. In Preview Mode the status is always Not Started.</td>
</tr>
<tr>
<td>Points Allocated</td>
<td>Displays the number of points given out of how many points are possible. In Preview Mode it is displayed as 0 / xxx.</td>
</tr>
</tbody>
</table>

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.

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