

HOW TO CREATE A PEER ASSESSMENT

Wanting to create a peer assignment where students submit a paper, and their peers review the paper and make comments on it? Follow the directions below:

1. Within a Content Area (such as Lessons) go to “**Assessments**” and select “**Self and Peer Assessment**.”
2. Enter a **Name** and any desired **Instructions** for your students.
3. Enter the “**Submission Dates**” in which the student will have access to submit their paper for review.

Submission Dates	Start Date	07/01/2018		09:26 AM	
	End Date	07/03/2018		10:00 AM	

4. Set the “**Evaluation dates**” for when students will peer review each other’s papers.

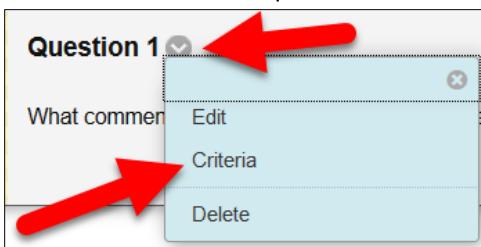
SELF AND PEER EVALUATION OPTIONS					
Evaluation Dates	Start Date	07/03/2018		10:00 AM	
	End Date	07/03/2018		10:30 AM	

5. Set evaluation parameters/settings

Allow Anonymous Evaluation	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow Self Evaluation	<input type="radio"/> Yes <input checked="" 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="1"/>

- a. **Allow Anonymous Evaluations** – Will original submitters know the names of the students evaluating their papers?
 - b. **Allow Self Evaluation** – Will original submitter be allowed to do a Self Evaluation on their paper?
 - c. **Show Evaluation Results to Submitter** – Will the original submitter see the peer review, or is this only for your grading purposes?
 - d. **Number of Submissions to Evaluate** – How many submissions from other students will each original submitter evaluate?
6. Choose other options if desired (availability)

7. Click “**Submit**.”
8. Select “**Create Question**.”
9. If you are wanting students to make comments on the student’s paper only, enter the question as “Submit/Attach Your Paper Here.”
10. Create criteria for the question. Click the dropdown menu for the question, and select Criteria.



11. Click on “**Create Criteria**.”
12. Enter desired criteria.
An example criteria would be “What comments do you have on this paper? Please include page number, example sentences, etc. to help this student locate where your comments are referring.”
13. Provide the “**Possible Points**” for this criteria item.
14. Select to make it “**All or Nothing**” or “**Partial Credit**.”
 - a. **All or Nothing** – reviewers can only assign all possible points for this question, or none of the possible points.
 - b. **Partial Credit** – reviewers can assign any desired possible points within the range of points you have set.

Please note: Peer evaluations must be made as text within the system, and cannot be made directly on the paper. This is why information such as page number, example sentence, etc. will be helpful for the original submitter to locate relevant information within their paper.

Other things to note:

- **Once Submission or Evaluation Dates have ended students cannot participate** in submitting their own paper to be peer reviewed, or peer reviewing other students papers (as appropriate).
- **Dates CANNOT be changed after a date has passed.** Please ensure that dates are setup correctly before the assignment becomes available to students.

STUDENT VIEWS:

SUBMITTING INITIAL PAPER:

1. Students will click on the “View/Complete Assessment” link, or the title of the Peer Assessment



Peer Evaluations - First Paper

Submission dates: July 03, 2018 11:14:00 AM to July 10, 2018 11:14:00 AM
Evaluation dates: July 10, 2018 11:14:00 AM to July 17, 2018 11:14:00 AM

[>>View/Complete Assessment](#)

2. Click on “Question 1”

Take Assessment: Peer Evaluations - First Paper

Assessment Name	Peer Evaluations - First Paper
Instructions	
Evaluations to Complete	Peer evaluations: 1
Submission	July 3, 2018 11:14:00 AM until July 10, 2018 11:14:00 AM
Evaluation	July 10, 2018 11:14:00 AM until July 17, 2018 11:14:00 AM

Question 1 

Submit/Attach Your paper Here.

Status: Not Completed

3. Type or copy/paste paper into textbox, or select the Browse my Computer button to attach a document.

QUESTION

Submit/Attach Your paper Here.

RESPONSE

Response

Paragraph Arial 3 (12pt) 

Path: p Words: 0 

Attach File  

4. Click "Submit."

STUDENT VIEW: SUBMITTING PEER REVIEW

1. Students will click on the "View/Complete Assessment" link, or the title of the Peer Assessment



Peer Evaluations - First Paper

Submission dates: July 03, 2018 11:14:00 AM to July 10, 2018 11:14:00 AM
Evaluation dates: July 10, 2018 11:14:00 AM to July 17, 2018 11:14:00 AM

[>>View/Complete Assessment](#)

2. Evaluations will appear, click on the "User X" to begin peer assessment.

Evaluation Overview: Peer Evaluations - Paper 2

Assessment Name	Peer Evaluations - Paper 2	
Questions	1	
Instructions		
Evaluations to Complete	Peer evaluations: 1	
Evaluation End Date	July 18, 2018 11:22:00 AM	

Evaluations

Click on a name below to begin an evaluation. The names may be anonymous. Evaluations can be modified or reviewed until the end date for evaluation.

Name	Status	Points Allocated
User 1	Not Started	0/100

3. Review Submission text, or open the attached document to review fellow student's paper.

Question 1 of 1 1

Question	Submit/Attach Your paper Here.	
Question Points	0/100 points	
Submission		
		
	Assignment.pdf	File Size 92849 bytes
		File Type application/pdf

4. Enter comments in the **Feedback to Learner** area.

Please note: students cannot make comments directly on the students paper and upload them into the Feedback area. They must make all comments within the text box.



Criteria

Criteria Completion Status
1

Criteria 1

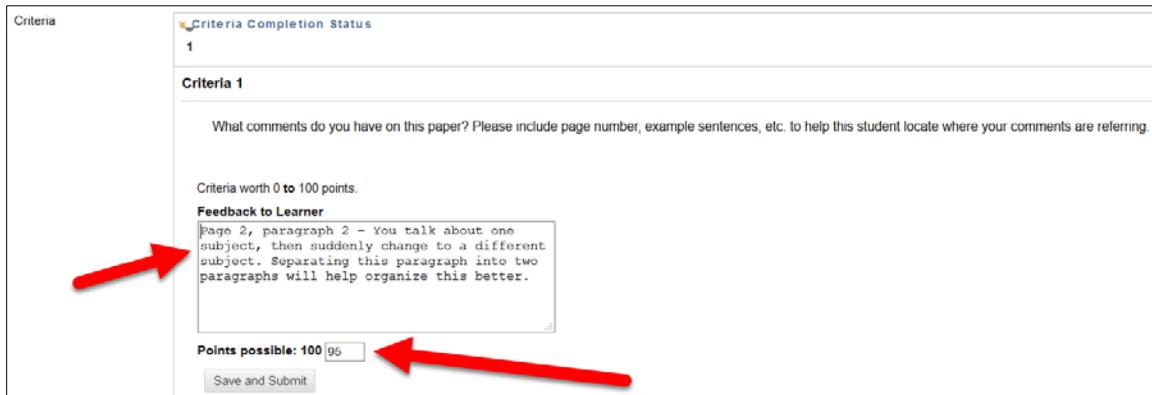
What comments do you have on this paper? Please include page number, example sentences, etc. to help this student locate where your comments are referring.

Criteria worth 0 to 100 points.

Feedback to Learner

Points possible: 100

5. Provide a score/value for the Peer Review in the **Points** box.



Criteria

Criteria Completion Status
1

Criteria 1

What comments do you have on this paper? Please include page number, example sentences, etc. to help this student locate where your comments are referring.

Criteria worth 0 to 100 points.

Feedback to Learner

Page 2, paragraph 2 - You talk about one subject, then suddenly change to a different subject. Separating this paragraph into two paragraphs will help organize this better.

Points possible: 100

6. Click **Save and Submit**.

Evaluation Overview: Peer Evaluations - Paper 2

Assessment Name	Peer Evaluations - Paper 2	
Questions	1	
Instructions		
Evaluations to Complete	Peer evaluations: 1	
Evaluation End Date	July 18, 2018 11:22:00 AM	
Evaluations		
Click on a name below to begin an evaluation. The names may be anonymous. Evaluations can be modified or reviewed until the end date for evaluation.		
Name	Status	Points Allocated
User 1	Completed	95/100

7. Peer reviewers can click on the User name again to make edits until the Evaluation dates period has ended.