SELF AND PEER ASSESSMENTS

You can use Self and Peer Assessments to facilitate the objective, analytical, and learning comprehension skills of students. Students can review the work of fellow students through criteria-based reference evaluation. They can give and receive constructive feedback that enhances their comprehension of the subject material.

Self and Peer Assessments can help distribute the workload and ensure that students receive feedback from several individuals. Students also benefit from the analytical experience of evaluating submissions against defined criteria.

Assessments are precisely scheduled to allow the proper time for the submission and evaluation process to be completed. You also schedule the time to access any content items associated with an assessment.

You have the option of to use both self and anonymous evaluations. These options may provide a comfort level that can result in more candid tests and evaluations. However, they can also impact the integrity of the assessment process.

You can export these tests, along with their questions and criteria, and then import them for later use.

QUESTION AND CRITERIA EXAMPLE

Questions provide structure and content to the assessment. They are simple ("What is 2 plus 2?") or complex ("Describe the main reason for the fall of the Roman Empire.").

The criteria that accompany each question provide the means to evaluate the responses to the questions. The number or criteria can also range from one ("Did the answer = 4?") to many:

- Does the response place the issue within the broader context of the subject?
- Is the response well-organized and clearly laid out?
- Was the response proofread carefully? Was it free of significant grammatical, spelling, or typographical errors?

THE ASSESSMENT TIMELINE

Create and deploy: Before any participant has submitted work, even after the submission start date

Submit: After the submission start date and work has been submitted, and before the submission end date

Complete: After the submission end date, but before the evaluation start date

Evaluate: After the evaluation start date and before the evaluation end date

Results: After the evaluation end date

SPECIFY ASSESSMENT DATE RANGES

Three date ranges are necessary to the successful creation and deployment of an assessment:

- **Display After/Until**: The date range when the assessment is available to students
- **Submission Start/End**: The date range when students can submit answers to an assessment
- **Evaluation Start/End**: The date range when students can submit evaluations of their peers' work on the assessment as well as their own, if self evaluations are enabled

CREATE A SELF AND PEER ASSESSMENT

You can create Self and Peer Assessments in content areas, learning modules, lesson plans, and folders.

1. From the **Assessments** menu, select **Self and Peer Assessment**.

2. On the **Create Self and Peer Assessment** page, type a **name** and **instructions**.

3. Optionally, use **Insert File** in the editor to add files.

4. Set the **Submission Start Date** and **Submission End Date**.

5. Set the **Start Date** and **End Date** for the peer evaluations.

6. To **Allow Anonymous Evaluations**, select **Yes**.

7. To **Allow Self Evaluations**, select **Yes**.

8. Select **Yes** for **Show Evaluation Results to Submitter** to allow submitters to view their own evaluation results.

9. For **Number of Submissions to Evaluate**, define how many tests each student is expected to evaluate. The number does not include the creator of the assessment. If self evaluations are the only kind you want, type (0).

10. Make the assessment available and optionally, track number of views.

11. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Display restrictions do not affect availability, only when it appears.

12. Select **Submit**.
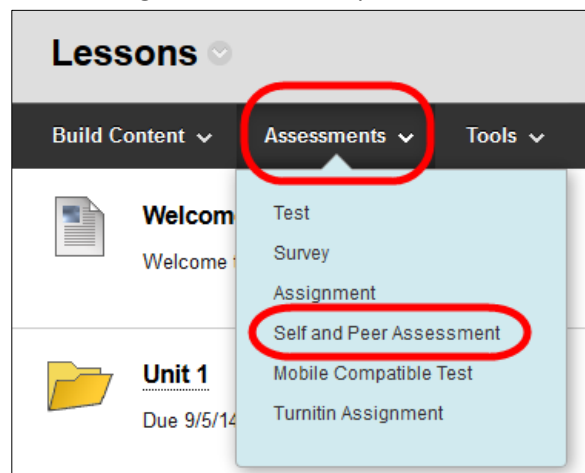
ASSESSMENT EDITING RULES

After you create an assessment, you can edit it in a number of ways. However, you cannot edit specific items in specific time periods.

These rules are presented to help prevent problems such as setting the dates incorrectly and rendering the assessment unusable. An assessment is unusable when you save it with the **Submission End Date** in

the past or the **Submission Start** and **Submission End** dates matching each other. In this case, the only remedy is to export the assessment, import it, fix the dates, and then delete the original assessment. All submissions for the original are lost in this process.

This table defines the rules that govern the modification of assessment elements. These changes are made without system warnings.

Timeline Period	Cannot Edit
Create and deploy	You can change any element with no restrictions or warnings.
Submit	• Delete questions • Order of questions • Submission start date
Complete	• Add, edit, delete, or reorder questions • Submission start date
Evaluate	• Number of peers • Add, edit, delete, or reorder questions • Anonymous evaluation • Delete or reorder criteria • Edit criteria points • Possible points and assigned points • Evaluation start date • Self evaluation • Submission end date • Submission start date
Results	• Number of peers • Add criteria • Allow feedback • Anonymous evaluation • Delete or reorder criteria • Edit criteria • Edit criteria points • Possible points and assigned points • Edit criteria text • Edit model response • Evaluation start date • Add, edit, delete, or reorder questions • Self evaluation • Submission end date • Submission start date

EDIT AN ASSESSMENT

1. Access an assessment's menu and select **Edit**.

2. On the **Edit** page, select **Assessment Canvas**.

3. To reorder questions, use the drag-and-drop function or the keyboard accessible reordering tool.

4. To reorder a question's criteria, access the question's menu and select **Criteria**. Reorder the same as in step 3.

EDIT ASSESSMENT PROPERTIES

1. Access an assessment's menu and select **Edit**.

2. On the **Edit** page, select **Properties** and make your changes.

3. Select **Submit**.

ADD QUESTIONS TO SELF AND PEER ASSESSMENTS

Questions are the basic component of any assessment. You must add at least one criterion to each question for students to use when they evaluate responses. Questions provide both the structure and content of the assessment. Questions are simple or complex:

- What year did Queen Elizabeth I die?
- What is the square root of 144?
- Explain why Napoleon's armies were defeated at the battle of Waterloo.

When you create questions, you must add the permanent URLs for Content Collection items. You can add a model response-an example of a correct response to a question. The model response allows evaluators to compare submitted answers to the example. Students who take the assessment do not see the model.

ADD A QUESTION TO AN ASSESSMENT

1. Access an assessment's menu and select **Edit**.

2. On the **Edit** page, select **Assessment Canvas**.

3. On the **Assessment Canvas** page, select **Create Question**.

4. On the **Add Question** page, provide the question information and a model response.

5. Make the question available.

6. Select **Submit**.

ADD A DEFAULT OR PREVIOUSLY USED QUESTION

You can add a default question for a quick way to construct an effective assessment. A default set of questions exists that you can use to build your assessments. You can also find questions you have created in other assessments.

1. Access an assessment's menu and select **Edit**.

2. On the **Assessment Canvas** page, select Search for **Question**.

3. Type search text and select **Go**. Or, select **Go** to display a list of all default questions.

4. On the **Search Results** page, some questions may include details. Select a question's **Expand** icon to view those details.

5. Select the check boxes next to the questions to add.

6. Select **Submit**.

Use criteria to evaluate the responses to questions. The number of criteria can also range from one to many:

- Does the response place the issue within the broader context of the subject?
- Is the response well-organized and clearly laid out?
- Was the response proofread carefully? Was it free of significant grammatical, spelling, or typographical errors?

In general, essay questions may require many criteria per question. Shorter questions may require only one or two criteria.

ADD CRITERIA TO A QUESTION

You must add at least one criterion to each question for students to use when they evaluate responses. You must assign a point value for each criterion.

1. Access an assessment's menu and select **Edit**.

2. On the **Edit** page, select Assessment Canvas.

3. On the **Assessment Canvas** page, access a question's menu and select **Criteria**.

4. On the **Add/Edit Criteria** page, select **Create Criteria**.

5. On the **Add Criteria** page, type criteria and points possible.

6. Select **All or Nothing** or **Partial Credit** and optionally, allow feedback.

7. Select **Submit**.

ADD WORD COUNT CRITERIA

If you want to evaluate the length of an answer, you can add a word count criterion to a question. You may specify that an answer should be around 200 words. The word count criterion enables points to be awarded based on the length of an answer. For example, award points if the answer is within 20 words of the 200-word maximum.

1. Access an assessment's menu and select **Edit**.

2. On the **Edit** page, select **Assessment Canvas**.

3. On the **Assessment Canvas** page, access a question's menu and select **Criteria**.

4. On the **Add/Edit Criteria** page, select **Word Count Criteria**.

5. On the **Add Criteria** page, type the **Points Possible**, the **Recommended Word Count**, and the **Allowed Variation**.

6. Select **Submit**.

ADD DEFAULT CRITERIA

You can add default criteria for a quick way to construct an effective assessment. A default set of criteria exists that you can use to build your assessments.

1. Access an assessment's menu and select **Edit**.

2. On the **Edit** page, select **Assessment Canvas**.

3. On the **Assessment Canvas** page, access a question's menu and select **Criteria**.

4. On the **Add/Edit Criteria** page, select **Search for Criteria**.

5. Type a keyword and select **Go**.

6. On the **Search Results** page, some criteria may include details. Select a criterion's **Expand** icon to view those details.

7. Select the check box next to the criteria to add.

8. Select **Submit**.

PREVIEW AND EVALUATE SELF AND PEER ASSESSMENTS

You can see the student perspective and how they complete an assessment and evaluate their peers.

You can preview an assessment in two ways from the **Assessment Canvas** page:

- Choose **Submission** to view what students see when they initially access the assessment. To preview a question, select its name.
- Choose **Evaluation** to view what students see when they evaluate their peers' assessments or their own.

Preview pages are read-only. You cannot make edits.

EVALUATION PREVIEW PAGE

On the **Evaluation Preview** page, select the evaluator username to display the appropriate **Evaluation** page. Each question appears in a grouping of tabs. Navigate through the tabs to display the submitted response for that question. In preview mode, the status is always **Not Started**.

If it exists, select **Model Response** to open the example for that question.

You can view the number of points given out of how many points are possible. In preview mode, points appear as **0 / xxx**.

COMPLETE AN ASSESSMENT

Students access assessments from a course area. The **Submission** and **Evaluation** date ranges appear with the link. Students can submit answers directly on the question page and upload files to support their answers.

1. In the course area, select the **View/Complete Assessment** link to begin an assessment.

2. On the **Take Assessment** page, select a question link and type a response.

3. Optionally, attach one or more files and type a **Link Title** as needed.

4. Select **Next**.

5. Repeat the steps until all of the questions are answered.

6. Select **Submit**.

EVALUATE AN ASSESSMENT

You can allow your students to evaluate their peers' assessments and provide valuable feedback. This feedback can improve comprehension of the material for both the assessed peer and the student who provides the evaluation.

Students can access an assessment with the same link they used to complete it and begin the evaluation. The **Evaluation Overview** page lists the number of submissions the student need to evaluate, with the evaluator's name at the top of the list.

If you enable anonymous evaluation, an evaluator does not see the name of any student during evaluation. Students can evaluate assessments only during the evaluation period designated by you.

1. In the course area, select the assessment's **View/Complete Assessment** link to begin the evaluation.

2. On the **Evaluation Overview** page, select the appropriate name.

3. On the **Evaluation** page, review the text in the **Submission** box. Expand the **Criteria** for review. Review attached files. Select **Model Response** to compare.

4. Type the number of points for each criterion and provide feedback, if requested.

5. Select the **Allocate Points** check box.

6. Select **Save and Next Criteria** to move to the next criteria or **Save and Next Question**.

7. Select **Submit**.

VIEW SELF AND PEER ASSESSMENT SUBMISSIONS, EVALUATIONS, AND RESULTS

At points in the assessment process, you may need to view student submissions, evaluations, or the overall results. On the Control Panel, expand the **Course Tools** section and select **Self and Peer Assessment**.

On the **Self and Peer Assessment** page, from the menu of the assessment, select **View Submissions**, **View Evaluations**, or **View Results**. Although they contain unique information, each page includes a list of student names. Next to each name, you can select **View** or **Download**.

You also have the option to **Download All** on each page:

- **View Submissions**: A zipped file is created that contains separate HTML files for each submission, along with any files included with the submissions.
- **View Evaluations**: A zipped file is created that contains several CSV files summarizing evaluation results.
- **View Results**: A single CSV file is created that contains the average percentage and score for each student submission.

SEND GRADES TO THE GRADE CENTER

From the **Results** page, you can also transfer the average score to the Grade Center. All evaluation scores, including self evaluations, are included when the assignment score is calculated. If necessary, you can adjust grades in the Grade Center.

EXPORT AND IMPORT SELF AND PEER ASSESSMENTS

You can export Self and Peer Assessments to save them outside of WTClass. You can import them as needed.

You can import assessments from Course Files, the Content Collection, or your computer.

IMPORT AN ASSESSMENT

1. Access a content area. From the **Assessments** menu, select **Self and Peer Assessment**.
2. On the **Create Self and Peer Assessment** page, select **Import**.
3. **Browse** to locate the assessment file.
4. Type a name for the imported assessment. If you do not type a name, the imported assessment name is used.
5. Select **Submit**.

If the start date of the imported assessment is in the past, the system resets it to 24 hours from the time it is imported. All other dates are adjusted forward in time and maintain the same relationships that

were established in the original assessment. For example, if you import an assessment with a due date four weeks after the start date, the new default start date would be tomorrow. The due date would be four weeks plus one day.

EXPORT AN ASSESSMENT

The assessment file is packaged in a compressed ZIP file. Only the assessment-with its questions and criteria-is exported. Previous submissions for the assessment are not exported.

1. Access the content area that contains the Self and Peer Assessment you want to export.

2. Access the Self and Peer Assessment's menu and select **Edit**.

3. On the **Edit** page, select **Export Assessment**.

4. The download to your computer begins.