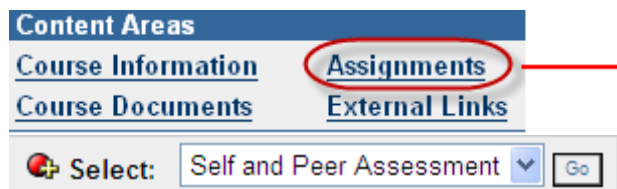


## Self & Peer Assessment

### Creating a Self or Self and Peer Assessment Assignment

Log into Blackboard, and go into the desired course. Once in the student view, click on the Control Panel Icon at the bottom of your course menu. In the control panel for your course, click on the content area you want to add the self assessment assignment too. In this example, we will use the Assignments content area.

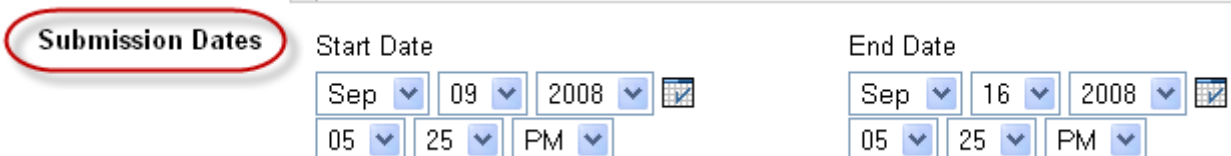
In the Assignments content area, locate the Select drop-down menu on the right-hand side of your screen and choose the Self and Peer Assessment Option from this list and click Go.



#### Section 1: Create New or Import

This asks you to decide whether you would like to create a new assessment or import a previously exported assessment. Should you choose to Import an assessment you can choose to rename it or use it's existing name. In this example you are going to choose New.

#### Section 2: Assessment Information



The screenshot shows the 'Submission Dates' section. The 'Start Date' is set to Sep 09 2008 05 25 PM. The 'End Date' is set to Sep 16 2008 05 25 PM. Both dates are displayed in a grid format with dropdown menus for each component.

This allows you to input the Assignment Instructions, namely name, instructions, submission dates, etc.

### Section 3: Self and Peer Evaluation Options

#### 1 Evaluation Dates

Start Date

Sep 16 2008  
05 25 PM

End Date

Sep 23 2008  
05 25 PM

#### 2 Allow Anonymous Evaluation

Yes  No

#### 3 Allow Self Evaluation

Yes  No

#### 4 Show Evaluation Results to Submitter

Yes  No

#### 5 \* Number of Submissions to Evaluate

(Excluding Self Evaluation)

1. **Evaluation Dates:** The evaluation dates must be after the submission dates.
2. **Allow Anonymous Evaluation:** Anonymous evaluation hides the names of the submitters and the evaluators. Evaluation results can optionally be shown to the user who submitted the assessment, but if the evaluation is anonymous, submitters will not see evaluators' names.
3. **Allow Self Evaluation:** Allow student to evaluate their own work.
4. **Show Evaluation Results to Submitter:** Allow submitter to view the evaluation portion of the assignment.
5. **Number of Submissions to Evaluate:** Specify the number of submissions each evaluator should evaluate. Submissions will be distributed among evaluators based on this number. Insert 0 if this assessment is only for self assessment purposes.

### Section 4: Options

This allows you to set the availability options and date restrictions (i.e. Display After and Display Until) as with other assignments.

Section 5: Submit Finally, section 5 allows you to click Submit to save their changes.

## Adding the Evaluation Criteria/Rubric to the Assignment

Once you submit your assignment, you now have to add the evaluation criteria / rubric section to same. To the right of the assignment in the content area you will see 4 buttons:



1 **First Self & Peer Assessment**

*Enabled: Statistics Tracking*  
student instructions here



Submission dates: September 8, 2008 9:45:00 PM to September 15, 2008 9:45:00 PM

Evaluation dates: September 15, 2008 9:45:00 PM to September 22, 2008 9:45:00 PM

[>>View/Complete Assessment](#)

- **Modify:** allows you to add evaluation questions and possible responses to the assignment. We will look at this capability next.
- **Manage:** allows you to set Adaptive Release rules or Review Status rules for this piece of content
- **Copy:** allows you to copy the assignment to another content area either within the same course or into a second course site which you are teaching.
- **Remove:** allows you to remove the assignment from the content area.

**View/Complete Assessment:** allows students to first submit their assignment during the submission dates and then subsequently self or self and peer evaluate during the evaluation period. We will look at the student view of these types of assignments in Part 3 in the coming pages.

**Modify:** Clicking on the modify button provides 3 additional options:

- **Assessment Canvas** - view or modify assessment questions and evaluation criteria. You can also preview (i.e. see how a student will see same) the submission page or the evaluation page for the assessment.
- **Properties** - modify the properties, instructions, availability etc
- **Export Assessment** - export the assessment for reuse. This would be the initial step needed to allow for the Import option mentioned at the start of Part 1.




**Modify: Self Assessment 1**

- ▶ **Assessment Canvas**  
View and modify assessment questions
- ▶ **Properties**  
Modify the properties, instructions, availability
- ▶ **Export Assessment**  
Export this assessment as a file that can be imported

## The Assessment Canvas:

Here you can add the questions to be answered by students and add evaluation criteria to each specific question.

To add a question click on the  icon in the top left hand corner of your screen. Section 2 allows you to type in the Question Information while Section 3 allows you to provide an optional Model Response which allows evaluators to see a possible model response for evaluation purposes. 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. Finally, click Submit in Section 4 to save your changes.

Now that you have created your question, you must add Criteria to same. To do so click on the Criteria button to the right of the question when in the Assessment Canvas view.



When adding a new criteria, you must specify the points that an evaluator can allow for this question and whether you will allow the evaluator to allow partial credit or not. You can also choose whether or not you wish the submitter to view the evaluator's feedback

\* **Points Possible**

**Assign Points**      All or Nothing    
                              Partial Credit

Explain the points allocated for this criteria when evaluating a submission.

**Allow Feedback to User**    Yes  No

This option allows you to set the criteria for "Does the submission meet the word count recommendation?" As with all criteria created you must also specify the points possible. However, when creating a Word Count Criteria you must also specify the

\* **Points Possible**

\* **Recommended Word Count**

\* **Allowed Variation**  +/-

Recommended Word Count as well as an Allowed Variation of plus or minus a specified number.

**Tip:** Although evaluators can grade submissions it is important to note that the final grade can be amended by the instructor if desired.

You must repeat these steps (i.e. creating a question and then adding criteria to a question) for each aspect of your evaluation criteria / rubric you want the evaluating students to use. At any stage during this process you can Preview either the

Submission or Evaluation view by using the  icon in the top right hand corner of the Assessment Canvas screen.

## Student view of a Self and Peer Assessment Assignment



1 **First Self & Peer Assessment**

Enabled: Statistics Tracking  
student instructions here

Submission dates: September 8, 2008 9:  
Evaluation dates: September 15, 2008 9:

[>>View/Complete Assessment](#)

As with other available assignments, students will see a View/Complete Assessment link in the content area where the Self and Peer Assessment Assignment was deployed.

**Question 1**

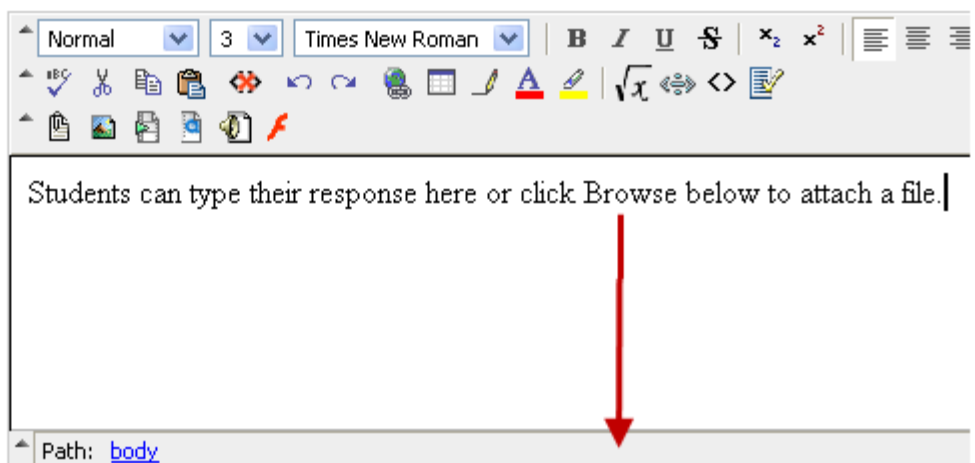
Status: Not Completed

Question text for students to respond to.

Clicking on this link brings the student into the Submission view of the assignment. Here they will see the instructions provided by the instructors as well as a link to each question created in the Assessment Canvas and the status of same.

### 2 Response

Response



Students can type their response here or click Browse below to attach a file.

Attach local file

Name of Link to File

Clicking on the Question 1 link brings the student to the following screen:

Once a student submits a response to a specific question, the Status of that question changes to Completed.

Once all questions are completed, the student clicks **OK**.



### Evaluation Overview: First Self & Peer Assessment

**Assessment Name** First Self & Peer Assessment

**Questions** 1


**Instructions** student instructions here

**Evaluations to Complete** Peer evaluations: 2  
Self evaluate your own assessment submission

**Evaluation End Date** September 22, 2008 9:45:00 PM

### 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.

 <a href="#">Tilda Tester</a>	<b>Status:</b> Not Started	<b>Points Allocated:</b> 0 / 2
 <a href="#">User 1</a>	<b>Status:</b> Not Started	<b>Points Allocated:</b> 0 / 2
 <a href="#">User 2</a>	<b>Status:</b> Not Started	<b>Points Allocated:</b> 0 / 2

**Tip:** Students can complete one or multiple questions at any given time during the submission period – they do not have to complete all questions at the same time. Instructors can monitor which students have answered which questions via the Self and Peer Assessment Tool in the Control Panel at any stage during the Submission and/or Evaluation Period.

Once the submission period has ended, the student goes back into the content area and clicks on View/Complete Assessment again to view the evaluation portion of the assessment. As seen below if the assessment is set up to have a self evaluation aspect then the student will see their own name in listed, as well as the list of other students they are to evaluate.

**Tip:** To ensure that the evaluator does not know which student they are evaluating (i.e. submitters show up as User 1, User 2 etc) make sure to set Allow Anonymous Evaluation to Yes when creating the assessment. If you set it to No then the student submitter names will appear instead of User 1, User 2 etc so the evaluator knows exactly who's work they are evaluating.

**Question 1 of 1** 1


---

**Question** Question text for students to respond to.

**Model Response** Model Response

**Question Points** 0/2 points

**Submission** Students can type their response here or click Browse below to attach a file.

 Mandatory\_Training.doc **File Size** 926208 bytes | **File Type** application/msword

**Criteria**

**Criteria Completion Status**

1

**Criteria 1**

Enter Specific Criteria for the question here.

Criteria worth 0 or 2 points.

**Feedback**

**Allocate points: 2**

Save and Submit

Evaluators can see the Model Response (if provided), the students submissions via text or attached file and the evaluation criteria set for each question. Evaluators can then provide their feedback and allocate points for this question.

# Reviewing the status of a Self and Peer Assessment Assignment

We have just seen how a student reviews their individual self and peer assessment. Let's now look at how an instructor can monitor the classes' progress on an assessment via the Self and Peer Assessment tool link in the course tools area of your control panel.

**Course Tools**

- [Announcements](#)
- [Course Calendar](#)
- [Staff Information](#)
- [Tasks](#)
- [Send Email](#)
- [Discussion Board](#)
- [Collaboration](#)
- [Blackboard Scholar®](#)
- Self and Peer Assessment**
- [Advanced Group Management](#)
- [Add Users by Role](#)
- [List All Users](#)

- ▶ [Submissions](#)  
View and download completed submissions
- ▶ [Evaluations](#)  
View and download completed evaluations
- ▶ [Results](#)  
View and download results

Using this tool you can monitor any of the previously created assessments. For each assessment you can view the following:

- **Submissions:** allows you to see which students have submitted or not.
- **Evaluations:** allows you to see the status of evaluations.
- **Results:** allows you to view the grades that the students have awarded to themselves during the self evaluation process and transfer these grades to the Grade Center. As previously mentioned, although evaluators can grade submissions it is important to note that the final grade can be amended by the instructor if desired.

## Submissions

Completed	Name	Username	Question Responses	Submission	Submission
✗	DeLeon, Eduardo	deleon	0 of 1	<a href="#">View</a>	<a href="#">Download</a>
✗	Georgieva, Maya	georgieva	0 of 1	<a href="#">View</a>	<a href="#">Download</a>
✓	Tester, Tilda	tst141	1 of 1	<a href="#">View</a>	<a href="#">Download</a>

- **Filter:** allows you to 'show all', 'completed' or 'not started'.
- **View:** allows you to view the submission, in text or attachment.
- **Download:** allows you to download a zip file to your computer which contains an html file with the students comment and name of attached file if any, as well as the actual attached file.



## Evaluations

Completed	Evaluator	Evaluator Username	Submissions Evaluated	Percentages	Points	Average	Evaluated Set
✗	DeLeon, Eduardo	deleon	Eduardo DeLeon Maya Georgieva Tilda Tester	- - -	- - -	-	✗
✗	Georgieva, Maya	georgieva	Maya Georgieva Eduardo DeLeon Tilda Tester	- - -	- - -	-	✗
✓	Tester, Tilda	tst141	Tilda Tester Maya Georgieva Eduardo DeLeon	100% - -	2/2 - -	100%	✓

The evaluation view allows you to see the percentages, points and average evaluation results per student.

## Results View

Update the points possible for the column in the Grade Center when sending results

Send Results to Grade Center Download All

Evaluated	Name	Username	Average Percentage	Average Score	Results Sent	Evaluated Set
✗	DeLeon, Eduardo	deleon	-	-	No	✗
✗	Georgieva, Maya	georgieva	-	-	No	✗
✓	Tester, Tilda	tst141	100%	2/2	No	✓

Send Results to Grade Center: allows you to push results from this view into the Grade Center (where a column has already been automatically added when the assessment was deployed).

Assessment	
<a href="#">Test Manager</a>	<a href="#">Grade Center</a>
<a href="#">Survey Manager</a>	<a href="#">Performance Dashboard</a>
<a href="#">Pool Manager</a>	<a href="#">Early Warning System</a>
<a href="#">Course Statistics</a>	

Add Grade Column  Add Calculated Column  Manage  Email  Reports							
Current View: Full Grade Center		Set as Default		Sort Columns By: Layout Position			
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input checked="" type="checkbox"/> Username	<input checked="" type="checkbox"/> Availability	<input checked="" type="checkbox"/> Weighted Total	<input checked="" type="checkbox"/> Total	<input checked="" type="checkbox"/> Final Grade	<input checked="" type="checkbox"/> Points
<input type="checkbox"/> Tester	Tilda	tst141	Available	-	62.00	2.00	0.00
<input type="checkbox"/> DeLeon	Eduardo	deleon	Available	-	75.00	0.00	0.00
<input type="checkbox"/> Georgieva	Maya	georgieva	Available	-	90.00	0.00	0.00

**Tip:** Grades sent to the Grade Center from the Self Assessment Tool are associated with that assignment but the final grade for this assignment is at the discretion of the instructor.

**Evaluator Name: Tilda Tester (tst141)**

**View:** allows you to view the points allocated and feedback to user from each evaluator.

	Points Allocated	Feedback to User
Question 1 Criteria 1	2/ 2	here is the feedback from the evaluator

**Evaluator Name: Eduardo DeLeon (deleon)**

**Download:** allows you to download an html version of the information contained in the View page.

	Points Allocated	Feedback to User
Question 1 Criteria 1	0/ 2	None

**Evaluator Name: Maya Georgieva (georgieva)**

	Points Allocated	Feedback to User
Question 1 Criteria 1	0/ 2	None