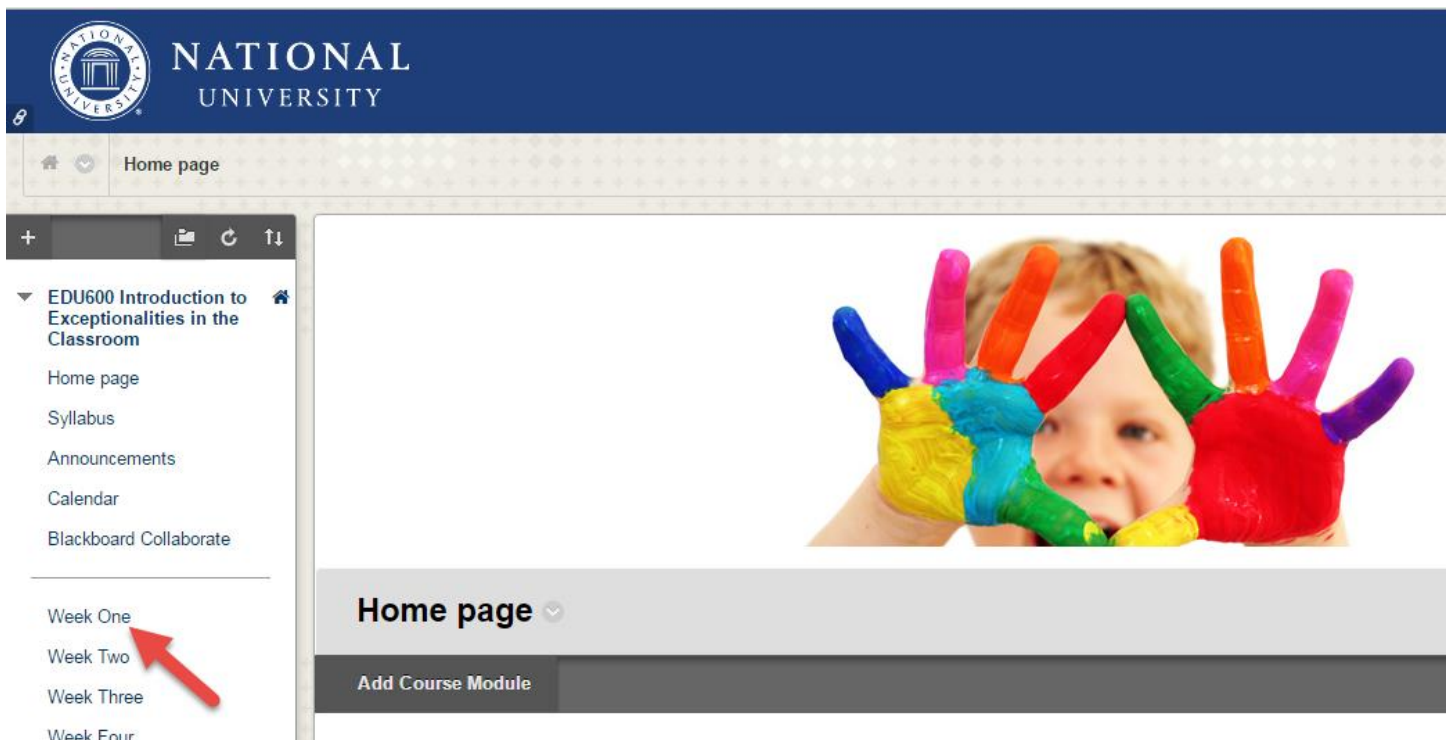


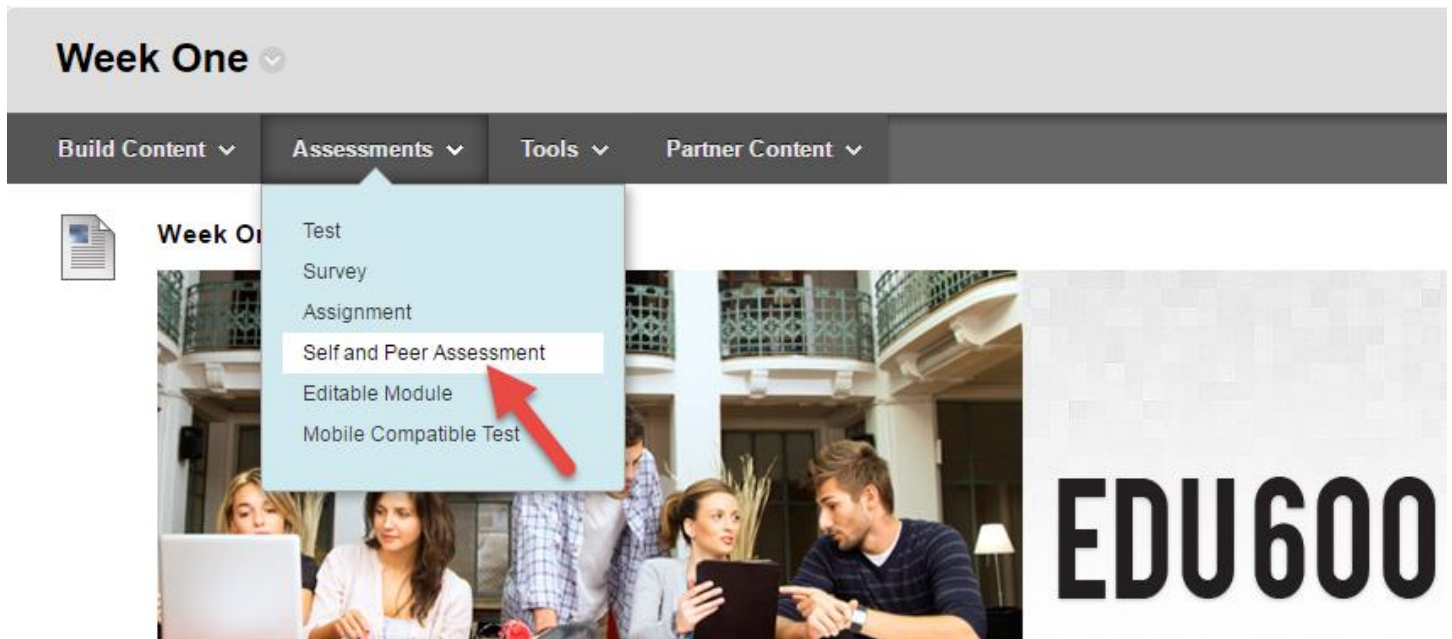


Job Aid Objective: Provide you with the steps associated with creating a self and peer assessment in Blackboard. A Self and Peer Assessment is a way for students to answer questions provided by the instructor, and then have others in the class (peers) and/or themselves evaluate their own answers, guided by a variety of grading criteria also provided by the instructor, and each worth a specified number of points. *Note: This process will automatically create a column in the Grade Center for this Assessment.*

Step 1: On your course home page, go to your weekly content area. In this case, we will click on **Week One**.



Step 2: Hover your mouse over Assessments. Then click Self and Peer Assessment.



Step 3: Give your Assessment a name and provide instructions.

Create Self and Peer Assessment

* Indicates a required field.

CREATE NEW OR IMPORT

Create a new assessment or import a previously exported assessment.

New or Import New Import

ASSESSMENT INFORMATION

Provide a name, instructions for the assessment, and dates for the submission process. Submission dates must be before evaluation dates.

* Name



Instructions

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, undo, redo, and a spell checker. It also has a 'Mashups' dropdown and 'HTML' and 'CSS' buttons.

Instructions go here

Step 4:

- a.) 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.
- b.) 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 above.
- c.) Set "Allow Anonymous Evaluation" to desired setting. Note: If you said "Yes", names of evaluators aren't shown, but names of submitters are.
- d.) Set "Allow Self Evaluation" if you want students to evaluate themselves.
- e.) 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.
- f.) 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.*

Submission Dates

Start Date

07/05/2016 [calendar icon] 01:13 PM [clock icon]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date

07/12/2016 [calendar icon] 01:13 PM [clock icon]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

SELF AND PEER EVALUATION OPTIONS

Evaluation dates must be after submission dates. Anonymous evaluation hides the names of the submitters and the evaluators. Evaluator not see evaluators' names. Specify the number of submissions each evaluator should evaluate. Submissions will be distributed among

Evaluation Dates

Start Date

07/12/2016 [calendar icon] 01:13 PM [clock icon]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date

07/19/2016 [calendar icon] 01:13 PM [clock icon]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Allow Anonymous Evaluation Yes No

Allow Self Evaluation Yes No

Show Evaluation Results to Submitter Yes No

* Number of Submissions to Evaluate

Step 5:

- 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 window you specified earlier, but should ensure that this item is visible to students during that time frame.*

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

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

*Click **Submit** to proceed. Click **Cancel** to go back.*

Step 6: When you're done, click **Submit**.



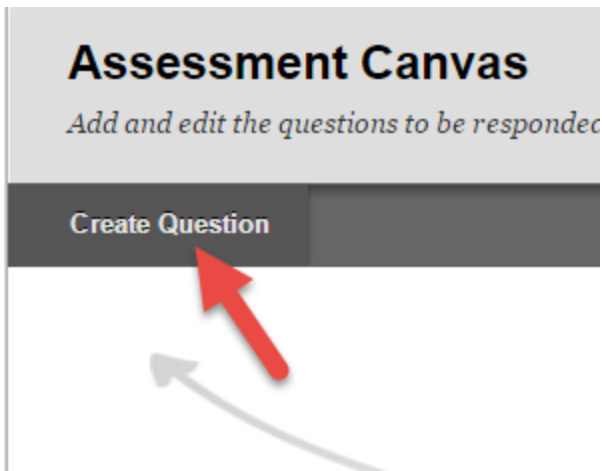
Step 7: Questions are the basic component of any Assessment. Questions provide both the structure and content of the Assessment. Questions can be simple or complex:

- 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 creating Questions, a Model Response (i.e., an example of a correct response to a Question) can be provided. The Model Response allows Evaluators to compare submitted answers to an

example. It is not displayed to students taking the Assessment, only to the Evaluators after the Assessment has been submitted. Questions are added on the Assessment Canvas.

Click Create Question.



Step 8: Type in the question in the Question Text box.



* Indicates a required field.

ASSESSMENT INFORMATION

Assessment Name

Case Study Peer Review

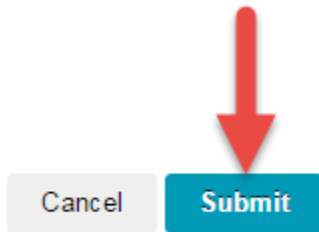
QUESTION INFORMATION

* Question Text

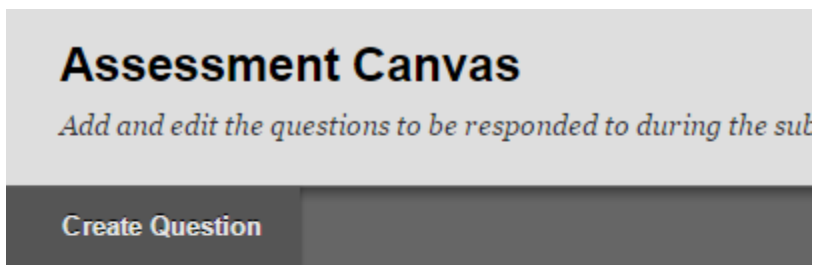
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Please identify the main issues of this case?

Step 9: You can also choose to provide a Model Response. When you are done, click **Submit**.

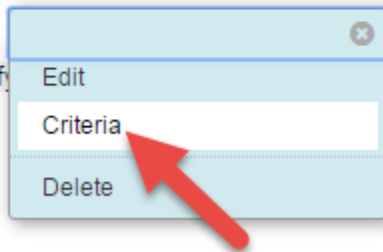


Step 10: To add criteria to your question, click on the drop down arrow next to the question and select Criteria.



Question 1

Please identify



Step 11: Click on Create Criteria.

Add/Edit Criteria: Question 1

Add and edit criteria for evaluators to use during the evaluation process

Create Criteria Word Count Criteria

Question:
Does the opening paragraph 'grab' you? How else could it be improved?

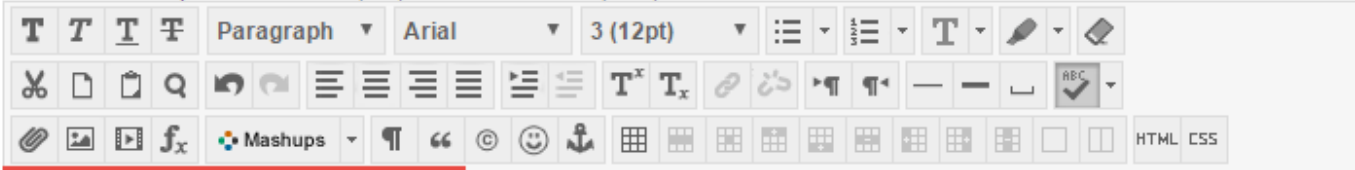
Step 12: Enter criteria text into the Visual Text Box Editor.

Add Criteria

* Indicates a required field.

CRITERIA INFORMATION

* Criteria
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Identifies the main issues of the case.

Step 13: Enter the number of points possible in the **Points Possible** field. Click **All or Nothing** or **Partial Credit** to decide how to **Assign Points**. Click **Yes** or **No** to decide whether or not to **Assign Feedback to Learner**.

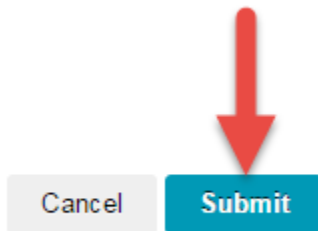
*** Points Possible**

Assign Points All or Nothing
 Partial Credit

Allow Feedback to Learner *Explain the points allocated for this criteria when evaluating a submission.*
 Yes
 No

Click **Submit** to proceed. Click **Cancel** to go back.

Step 14: Then click **Submit**.



Step 15: To preview the assessment, click on **Preview** and then select **Submission** or **Evaluation** to preview the two assessment areas.

