



# Blackboard Quick Reference Guide 8.0

## Self and Peer Assessment



In Self and Peer Assessment, an instructor poses a question (or multiple questions) for students to answer. Questions can be related to essays and papers, case studies, journals and presentations. After students submit their work and the submission date has expired, they can evaluate their own work and the work of their classmates (within an established evaluation timeline) against grading criteria the instructor has provided. Grading criteria can include word count, points addressed, citations included, definitions included, arguments supported, proper grammar and spelling, etc. (similar to using a grading rubric). Self and Peer Assessment items can include multiple criterion as well as model responses. Self-evaluation is optional, and evaluations can also be set up anonymously (students will not know whose work they are evaluating, but the instructor will).

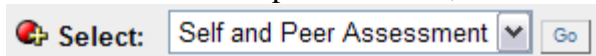
Once students self- and peer-evaluate, the students' scores are averaged and points are awarded for each student based on the point value assigned to each criteria. That data can be included in Grade Center calculations. Since the instructor can view the evaluations provided by one student to another student, the instructor can address any areas of weakness in the evaluations per student. Instructors can use this type of assessment to help students learn how to critique their own and others' work, giving students opportunities to hone their critical thinking skills. Students can learn from the constructive feedback provided by their peers. Peer assessment can be used for student presentations, problem solving, reports and essays, works cited and bibliographies, and practical/lab work.

Self and Peer Assessment is a multi-phased process. In Phase One, an instructor creates a new assessment. In Phase Two, an instructor adds assessment questions. In Phase Three, an instructor adds the evaluation criteria for each question that the students will answer. In Phase Four, the assessment is open to students and they submit their responses. In Phase Five, the students will evaluate their own and others' work. In Phase Six, an instructor can view overall results and choose to transfer the data to the Grade Center.

### Phase One: Create a New Assessment

**Step 1:** From the *Control Panel*, click on the course content area where you want to add the new self and peer assessment.

**Step 2:** From the **Select:** drop-down menu, select **Self and Peer Assessment** and click **Go**.



**Step 3:** Under the *Create New or Import* area, select whether you are creating a new assessment or importing a previously exported assessment.

- Once an assessment item is created, it can be exported to other classes or duplicated (and modified) for the same course to be used at a later date.

**Step 4:** Under the *Assessment Information* area, set the following options:

- Provide an assessment name (this will be the name of the column that is automatically created in the Grade Center).
- Enter assessment instructions. Attach any necessary files, links or resources using the buttons within the text editor.
- Set the submission start and end dates. Use the drop-down menus to select dates from the *Start Date* and *End Dates* options. NOTE: Submission dates must be prior to evaluation dates. You cannot modify the start and dates after the submission period has ended.

**Step 5:** Under the *Self and Peer Evaluation Options* area, set the following options:

- Set the dates the students have to evaluate submissions. Use the drop-down menus to select dates from the *Start Date* and *End Dates* options.
- Set if this is an anonymous evaluation. When enabled, the names of the submitters and evaluators are hidden from one another.
- Set if you want to allow self-evaluation. Self-evaluation is a great opportunity to incorporate critical thinking skills into the assignment.
- Set if you want the submitter to see evaluation results including feedback and points (if evaluations are anonymous, names will not be tied to the results). Specify the number of submissions each evaluator should evaluate. Specify 0 submissions if this is self-evaluation only.
- The above options cannot be modified after the submission period has ended.

**Step 6:** Under the *Options* area, set the following:

- Set item availability.
- Select whether to track the item and include it in course statistics.
- Set the item date restrictions (exclusive of the submission and evaluation processes). Select the checkboxes and use the drop-down menus to select dates from the *Display After* and *Display Until* options. This sets when the students can view the assessment item.

**Step 7:** Click the **Submit** button to create the assessment.

- The receipt page displays the item was successfully added. You can modify the assessment to add questions and evaluation criteria.

**Step 8:** Click **OK**.

- The content area in which the item was added displays with the new item added at the bottom.

## Phase Two: Add Assessment Questions

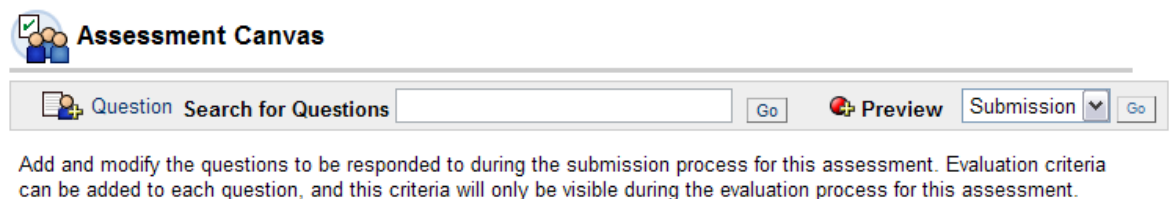
Once the assessment has been created, questions must be added to it. These are the questions the students will respond to. Each assessment can have multiple questions, but each question is text-based only (it does not support multiple choice, matching, etc.). Once added, these questions can be used as the basis for future assessments. Examples of assessment questions can include prompts for essay or papers, directions for assignments that will be peer reviewed, presentations, or short answer questions.

**Step 1:** Click the **Modify** button next to the item to view additional information about the assessment item.

- The following modification options will display.
  - ▶ [Assessment Canvas](#)  
View and modify assessment questions and evaluation criteria. Preview the submission page or the evaluation page for the assessment.
  - ▶ [Properties](#)  
Modify the properties, instructions, availability, and evaluation options.
  - ▶ [Export Assessment](#)  
Export this assessment as a file that can be reused and shared.
- Add assessment questions using the Assessment Canvas.
- Modify the existing properties (including name, instructions, availability and evaluation options) using the Properties option. NOTE: if the submission deadline has ended, you will not be able to change the submission dates.
- Export this assessment as a file to use later or share.

**Step 2:** Select **Assessment Canvas** to add new questions to the assessment.

- The Assessment Canvas will display, showing the options to add a new question, search for existing questions or preview submissions and evaluations.



**Assessment Canvas**

Question Search for Questions  Go Preview Submission

Add and modify the questions to be responded to during the submission process for this assessment. Evaluation criteria can be added to each question, and this criteria will only be visible during the evaluation process for this assessment.

**Step 3:** Click the **Add Question** button on the toolbar and set the following options:

- Enter the question text in the *Question Information* area. Attach any necessary files, links or resources using the buttons within the text editor. For example, if the students are learning about rainbow formation, the instructor could pose one of the following questions “Explain the process of rainbow formation” or “What conditions must exist for a rainbow to form?”

- Enter a “model response” in the *Model Response* area. This is optional. This allows evaluators to compare the responses in the submissions to an exemplary response. 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. Attach any necessary files, links or resources using the buttons within the text editor.
- Set the model response as available or unavailable.

**Step 4:** Click the **Submit** button to create the new question.

- The receipt page displays the question was successfully added. You will add evaluation criteria to the question using the Criteria option in the questions list.

**Step 5:** Click **OK**.

- The assessment canvas will display, with the new question added to the question list.

**Step 6:** Repeat steps 3 through 5 to add additional evaluation questions to the assessment.

**NOTE:** Questions created at an earlier time can be searched and added to the assessment using the question library. Search terms can be added to the “search for questions” box. This means once questions have been created, they can be reused! The library is pre-populated with questions as well. You can see these questions leaving the search field blank and clicking the **Go** button.

**NOTE:** Questions cannot be added or deleted from the assessment once the submission date has expired. Questions cannot be deleted once the submission date has begun.

### Phase Three: Add Evaluation Criteria

Once the questions have been added, evaluation criteria must be established. For example, if students are responding to an essay question and they must include a definition, at least one paragraph with 5 sentences, and a citation of reference materials, you would create 3 separate criteria for the question. Once created, evaluation criteria can be reused in future assessment questions.

#### *To Add Criteria*

**Step 1:** From the *Assessment Canvas*, click the **Criteria** button next to the question.

- The *Add/Modify Criteria* page will display (note the toolbar across the top).

**Step 2:** Click the **Add Criteria** button on the toolbar and set the following options:

- Enter the criteria in the text editor. Criteria can include: length specifications (2-3 paragraphs), citations provided and properly formatted, answer includes proper grammar and spelling, correct definitions, etc. Criteria are similar to items that an instructor would include on a grading rubric.

- Enter the number of points possible for the criteria. If you wish to use the self and peer assessment for feedback only without assigning points, enter 0 points.
- Assign points as all or nothing OR partial credit.
- Select whether the student can view feedback.

**Step 3:** Click the **Submit** button to create the new criteria.

- The receipt page displays the question was successfully added.

**Step 4:** Repeat steps 2 and 3 to add additional evaluation criteria to the question (i.e. if you have created a definition criteria, add one more for paragraph length and one more for citation of resources).

**NOTE:** Criteria created at an earlier time can be searched and added to the questions using the criteria library. Search terms can be added to the “search for criteria” box. This means once criteria have been created, they can be reused! The library is pre-populated with criteria as well. You can see these leaving the search field blank and clicking the **Go** button.

**NOTE:** If you add criteria after the evaluation period has begun, you will receive a warning that users who have already completed the criteria might not see the criteria changes.

#### *To Add Word Count Criteria*

**Step 1:** From the *Add/Modify Criteria* page, click the **Add Word Count Criteria** button.

**Step 2:** On the *Add Criteria* page, set the following options:

- Enter the criteria question in the text editor (you can accept or change the default question “Does the submission meet the word count recommendation?”).
- Enter the number of points possible for the criteria (this is a required field).
- Enter the recommended word count for the submission (this is a required field).
- Enter the allowed variation (e.g. plus or minus 25 words) for the submission (this is a required field).

**Step 3:** Click the **Submit** button to create the word count criteria.

- The receipt page displays the question was successfully added.

**Step 4:** Click **OK**.

**Step 5:** When you have finished adding all criteria to the question, click the **OK** button.

**NOTE:** Criteria cannot be added or modified once the evaluation date has expired.

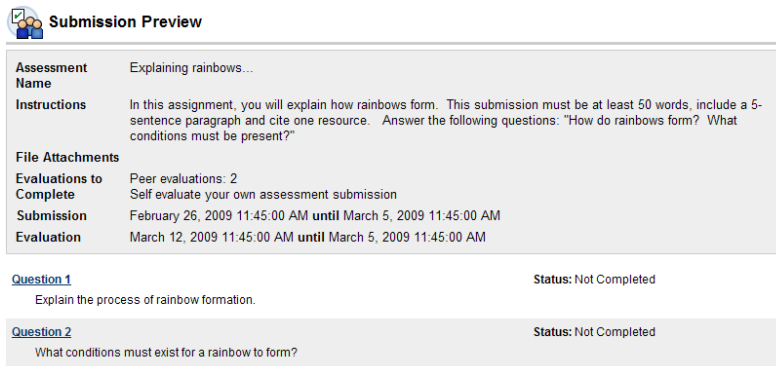
## Preview Submissions and Evaluations

Once the questions and the evaluation criteria have been established, you can preview how they will look to students.

### *To Preview a Submission*

**Step 1:** From the Assessment Canvas, click **Submission** from the *Preview* drop-down menu and click **Go**.

- The Submission Preview page will display with the listing of the assessment name, instructions, attachments, number of evaluations to complete, submission start and end dates, and evaluation start and end dates.
- Click the question links to preview each question included in the assessment.



The screenshot shows the 'Submission Preview' interface. At the top, there is a header with a small icon and the text 'Submission Preview'. Below this is a table with the following information:

<b>Assessment Name</b>	Explaining rainbows...
<b>Instructions</b>	In this assignment, you will explain how rainbows form. This submission must be at least 50 words, include a 5-sentence paragraph and cite one resource. Answer the following questions: "How do rainbows form? What conditions must be present?"
<b>File Attachments</b>	
<b>Evaluations to Complete</b>	Peer evaluations: 2 Self evaluate your own assessment submission
<b>Submission</b>	February 26, 2009 11:45:00 AM until March 5, 2009 11:45:00 AM
<b>Evaluation</b>	March 12, 2009 11:45:00 AM until March 5, 2009 11:45:00 AM

Below the table, there are two question preview cards. Each card has a question number and a status indicator.

**Question 1** Explain the process of rainbow formation. Status: Not Completed

**Question 2** What conditions must exist for a rainbow to form? Status: Not Completed


**Step 2:** Click **OK**.

**NOTE:** Submission preview will not work until the start date of the submission process. It will work during and after the submission process.

### *To Preview an Evaluation*

**Step 1:** From the Assessment Canvas, click **Evaluation** from the *Preview* drop-down menu and click **Go**.

- The Evaluation Overview page will display the assessment name, the number of questions, instructions, evaluations to complete, and the evaluation end date.
- Click the sample user to view how question submission and feedback will display.

 **Evaluation Overview: Explaining rainbows...**


---

**Assessment Name** Explaining rainbows...  
**Questions** 3  
**Instructions** In this assignment, you will explain how rainbows form. This submission must be at least 50 words, include a 5-sentence paragraph and cite one resource. Answer the following questions: "How do rainbows form? What conditions must be present?"  
**Evaluations to Complete** Peer evaluations: 2  
 Self evaluate your own assessment submission  
**Evaluation End Date** March 12, 2009 11:45:00 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.


	<a href="#">Example Name</a> This is only an example.	Status: Not Started	Points Allocated: 0 / 16
	<a href="#">User 1</a> This is only an example.	Status: Not Started	Points Allocated: 0 / 16
	<a href="#">User 2</a> This is only an example.	Status: Not Started	Points Allocated: 0 / 16

**Step 2:** Click **OK**.

## Phase Four: Students Submit Responses

Once the assessment has been made available to students, they may complete it during the submission open and end dates. Students can make modifications to their work during the submission dates, but cannot change their work after the end date.

From the content area where the assessment has been added, students will click the **View/Complete Assessment** link.

 **Explaining rainbows...**

In this assignment, you will explain how rainbows form. This submission must be at least 50 words, include a 5-sentence paragraph and cite one resource. Answer the following questions: "How do rainbows form? What conditions must be present?"

Submission dates: February 26, 2009 11:45:00 AM to March 5, 2009 11:45:00 AM  
 Evaluation dates: March 5, 2009 11:45:00 AM to March 12, 2009 11:45:00 AM

[>>View/Complete Assessment](#)

If an assessment submission date has not yet begun, students will receive a message “assessment not available.” If the submission date has begun, they will see the *Take Assessment* page, with the listing of questions to answer and their completion status.

Students will click the question link to begin their assessment submission. Students have access to the text editor, so files, images, video, and links can be included in the response. Once submitted, the status will change from “Not Completed” to “Completed.”



## Take Assessment: Explaining rainbows...

**Assessment Name** Explaining rainbows...

**Instructions** In this assignment, you will explain how rainbows form. This submission must be at least 50 words, include a 5-sentence paragraph and cite one resource. Answer the following questions: "How do rainbows form? What conditions must be present?"

**File**

**Attachments**

**Evaluations** Peer evaluations: 2

**to Complete** Self evaluate your own assessment submission

**Submission** February 26, 2009 11:45:00 AM **until** March 5, 2009 11:45:00 AM

**Evaluation** March 12, 2009 11:45:00 AM **until** March 5, 2009 11:45:00 AM

### Question 1

**Status:** Not Completed

Explain the process of rainbow formation.

### Question 2

**Status:** Not Completed

What conditions must exist for a rainbow to form?

## Phase Five: Students Evaluate Other Responses

Once the assessment has been submitted by students and the evaluation period has begun, they will return to the assessment item to view and evaluate their classmates' submissions. Students will see their own submission (if self-evaluation was enabled) as well as the number of other submissions they are required to review. If evaluations have been set up as anonymous, they will see "User 1" and "User 2" instead of student names.

The submissions that are given to each student to evaluate are randomly assigned by Blackboard, and are not dependent upon the assessment being completed. This means a student can receive a "blank" or no response submission to evaluate if his classmate did not complete the work. Students may end up evaluating only 1 or 2 submissions even if they were to evaluate 3, and may only have their work evaluated by 1 or 2 students even if it was supposed to be evaluated by 3. There is the possibility for students to be shortchanged!

Students will **click the name of the user** to view the submission, enter feedback and provide points per criterion. Evaluations can be modified and reviewed until the evaluation end date.



### Evaluation Overview: Explaining rainbows...

**Assessment Name** Explaining rainbows...

**Questions** 3

**Instructions** In this assignment, you will explain how rainbows form. This submission must be at least 50 words, include a 5-sentence paragraph and cite one resource. Answer the following questions: "How do rainbows form? What conditions must be present?"

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

**Evaluation End Date** March 2, 2009 11:45:00 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.

	<a href="#">Julie Magadan</a>	<b>Status:</b> Not Started	<b>Points Allocated:</b> 0 / 16
	<a href="#">User 1</a>	<b>Status:</b> Not Started	<b>Points Allocated:</b> 0 / 16
	<a href="#">User 2</a>	<b>Status:</b> Not Started	<b>Points Allocated:</b> 0 / 16

Students will review the student submission for each question, the model response (if available), and provide feedback and give a score for each criteria.

There is a "**Save and Next Criteria**" button for each question. If partial scoring has been allowed for criteria, students will enter points to give the submission. If all or nothing scoring has been selected, students have an option of allocating the full points to the student. If a word count criteria has been setup, Blackboard will provide the actual word count. Students will then enter points for the word count criteria.

After reaching the final criteria for a question, students will be presented with a "*Save and Next Question*" button to proceed to the next question. Once an evaluation has begun, the status will change from "Not Started" to "In Progress." Once the evaluation has been submitted, the status will change to "Completed" and the points allocated will display.

Once the evaluation period has ended, students will return to the assessment item to view their results. Students will see their average percent and score along with the feedback their peer reviewers provided for each question. Students will also be able to view the model response.



### Evaluation: User 2

<b>Assessment Name</b>	Explaining rainbows...
<b>Submitter Name</b>	User 2
<b>Assessment Points</b>	0/16 points

Allocate points and optionally feedback for each criteria in the question.  
There will be a different submission response to evaluate for each question. Review the submission response for each of the questions according to all of the criteria for each question.

#### Question 1 of 3

1 2 3

<b>Question</b>	Explain the process of rainbow formation.
<b>Model Response</b>	<a href="#">Model Response</a>
<b>Question Points</b>	0/8 points
<b>Submission</b>	<p>Rainbows are caused by dispersion of sunlight as it is refracted by (approximately spherical) raindrops. The light is first refracted as it enters the surface of the raindrop, reflects off the back of the drop, and is again refracted as it leaves the drop. The overall effect is that the incoming light is reflected back over a wide range of angles, with the most intense light at an angle of about 42°-44°, regardless of the size of the drop. Since the water of the raindrops is dispersive, the amount that the sunlight is bent depends upon the wavelength (color) of the light's constituent parts. Blue light is refracted at a greater angle than red light, but because the area of the back of the droplet has a focal point inside the droplet, the spectra crosses itself, and thus the red light appears higher in the sky, and forms the outer color of the rainbow.</p>
<b>Criteria</b>	<p><b>Criteria Completion Status</b></p> <p>1 2 3 4</p> <p><b>Criteria 4</b></p> <p>Does the submission meet the word count recommendation?</p> <p>Word Count worth 0 to 2 points.</p> <p>Recommended Word Count: 50 Actual Word Count: 154 Allowed Variation: +/- 5</p> <p><b>Points possible: 2</b> 0</p> <p><a href="#">Previous Criteria</a> <a href="#">Save and Next Question</a></p>

## Phase Six: View Results


You can view all student work (complete and incomplete) using the Self and Peer Assessment link on the Control Panel. From this area of the course, you can also transfer results to the Grade Center.

### To View Submissions

- Step 1:** From the *Control Panel*, select **Self and Peer Assessment**.
- Step 2:** On the *Self and Peer Assessment* page, **click the link** of the assessment you wish to view completion data for. The Results Options page will display.
- Step 3:** Click the Submissions link to view and/or download student submissions. Downloaded submissions will be saved as zip folders, which can be opened or saved. Submissions will be saved in .html format for easy viewing and printing.

## Submissions

**Assessment** Explaining rainbows...  
**Submission Dates** February 26, 2009 11:45:00 AM until February 26, 2009 12:00:00 PM  
**Evaluation Dates** February 26, 2009 1:00:00 PM until February 26, 2009 1:05:00 PM

 Download All

Filter By: Status

Completed	Name	Username	Question Responses	Submission	Submission
✗	Choke, Artesia	sccstudent5	0 of 3	<input type="button" value="View"/>	<input type="button" value="Download"/>
✓	Choke, Artie	sccstudent1	3 of 3	<input type="button" value="View"/>	<input type="button" value="Download"/>
✗	Choke, II, Artie	sccstudent4	0 of 3	<input type="button" value="View"/>	<input type="button" value="Download"/>
✓	Choke, Jr., Artie	sccstudent3	3 of 3	<input type="button" value="View"/>	<input type="button" value="Download"/>
✓	Choke, Sr., Artie	sccstudent2	3 of 3	<input type="button" value="View"/>	<input type="button" value="Download"/>
✓	Magadan, Julie	juliestudent	3 of 3	<input type="button" value="View"/>	<input type="button" value="Download"/>
✗	Student, PC	pcstudent	0 of 3	<input type="button" value="View"/>	<input type="button" value="Download"/>

**Step 4:** Click **OK** at the Submission page to return to the *Self and Peer Assessment* page.


### *To View Evaluations*

**Step 1:** From the *Control Panel*, select **Self and Peer Assessment**.

**Step 2:** On the *Self and Peer Assessment* page, click the link of the assessment you wish to view completion data for. The *Results Options* page will display.

**Step 3:** Click the **Evaluations** link to view and/or download evaluation data.


- The Evaluation Overview page will display the assessment name, the number of questions, instructions, evaluations to complete, and the evaluation end date.
- Each student evaluator will display, along with the names of the students they evaluated.
- The individual percentages and points they were awarded by their peers (as well as their self-evaluation percent and points) will display.
- The average percent will display (average of all peer and self evaluations).
- Downloaded evaluations will open in a new window in .html format for easy viewing and printing.

 **Evaluations**

**Assessment** Explaining rainbows...

**Submission Dates** February 26, 2009 11:45:00 AM until February 26, 2009 12:00:00 PM

**Evaluation Dates** February 26, 2009 1:00:00 PM until February 26, 2009 1:05:00 PM

 Download All

Filter By: Status

Completed	Evaluator	Evaluator Username	Submissions Evaluated	Percentages	Points	Average	Evaluated Self	Evaluation	Evaluation
✗	Choke, Artesia	sccstudent5	Artesia Choke PC Student Artie Choke	- - -	- - -	-	✗	<input type="button" value="View"/>	<input type="button" value="Download"/>
✓	Choke, Artie	sccstudent1	Artie Choke PC Student Julie Magadan	0% - 0%	0/16 - 0/16	0%	✓	<input type="button" value="View"/>	<input type="button" value="Download"/>
✗	Choke, II, Artie	sccstudent4	Artie Choke, II Artie Choke, Sr. Artie Choke, Jr.	- - -	- - -	-	✗	<input type="button" value="View"/>	<input type="button" value="Download"/>
✓	Choke, Jr., Artie	sccstudent3	Artie Choke, Jr. Artie Choke, Sr. Julie Magadan	0% 0% 0%	0/16 0/16 0/16	0%	✓	<input type="button" value="View"/>	<input type="button" value="Download"/>
✗	Choke, Sr., Artie	sccstudent2	Artie Choke, Sr. Artesia Choke Artie Choke, II	- - -	- - -	-	✗	<input type="button" value="View"/>	<input type="button" value="Download"/>
✓	Magadan, Julie	juliestudent	Julie Magadan Artie Choke, II Artie Choke, Jr.	25% - 18%	4/16 - 3/16	21%	✓	<input type="button" value="View"/>	<input type="button" value="Download"/>
✗	Student, PC	pcstudent	PC Student Artesia Choke Artie Choke	- - -	- - -	-	✗	<input type="button" value="View"/>	<input type="button" value="Download"/>

**Step 4:** Click **OK** at the Evaluations page to return to the *Self and Peer Assessment* page.

## Transferring Data to the Grade Center

**Step 1:** From the *Control Panel*, select **Self and Peer Assessment**.

**Step 2:** On the *Self and Peer Assessment* page, **click the link** of the assessment you wish to view completion data for. The *Results Options* page displays.

**Step 3:** Click the **Results** link to view and/or download evaluation data as well as transfer grades to the Grade Center.

- Ensure the “Update the points possible for the column in the Grade Center when sending results” is selected since the column will initially be created for zero points.
- The average score (across all reviews) will be sent to the Grade Center.
- It is best to wait until the submission and evaluation times have expired before transferring to the Grade Center to assure the most recent and accurate data is transferred.

**Step 4:** Click the **Send Results to the Grade Center** button.

- You will receive a confirmation page that the results have been sent to the Grade Center.

**Step 5:** Click **OK** to return to the *Results* page.

**NOTE:** Grades can be manually overridden once transferred to the Grade Center.

## Reusing an Assessment

**Step 1:** From the *Control Panel*, select the **content area** the Self and Peer Assessment item has been added to.

**Step 2:** From the content area, click the **Modify** button next to the assessment you wish to export.

**Step 3:** Click the **Export Assessment** link.

- The assessment will save in zip format to the browsers' default saving location.

▶ **Export Assessment**


Export this assessment as a file that can be reused and shared.

**Step 4:** Create a new assessment item in the desired content area.

**Step 5:** Under the *Create New or Import* area, select the **Import** button.

**Step 6:** Under the *Import Assessment* area, browse for the saved zip file.

**Step 7:** Under the *Assessment Information* area, provide a name for the new assessment (all information can be modified once the assessment is created).

 **Add Self and Peer Assessment**

---

**1 Create New or Import**

Create a new assessment or import a previously exported assessment.

**New or Import**  New  Import

---

**2 Import Assessment**

Browse to select a previously exported assessment file.

**Assessment File**

---

**3 Assessment Information**

Provide a name for the newly imported assessment. If a name is not provided, the name of the assessment that is in the imported file will be used. Other assessment information can be modified after the assessment is imported.

**Name**

---

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

## Things to Think About

Before deciding to use self- and/or peer-assessment, an instructor must think about how the assessment and its results will be used. Is the assessment being used to help students learn the material and think critically (formative) or as a final evaluation of work (summative)? Will the peer evaluations count toward the students' final grade? Will the students get points for assessing their own or their classmates work? Will the points they receive be based on participation or quality of feedback provided? How will the instructor measure the quality of the assessment provided by the peers and will the peer reviewers get any feedback from the instructor?

Students must be taught how to assess their own and others' work. Provide examples of exemplary student submissions as well as ones that need improvement. Conduct a practice assessment with the students so they understand how to use the evaluation criteria to mark a submission. An instructor might want to think about developing a rubric for students on how to critique their own and others work. It is also a good idea to explain to the students why they are doing peer evaluation, and to give them guidelines on what to expect and what is expected of them.

Consider using the self- and peer-assessment as a pre-submission activity, in which students are given opportunities to improve their work based upon the feedback provided by their classmates and their own self-reflection of their work based on the provided criteria.

(Modified from [http://www.otago.ac.nz/blackboard/self\\_peer.html](http://www.otago.ac.nz/blackboard/self_peer.html))