Academic Technologies: Blackboard 9.1

# Getting Started with Self and Peer Assessments

In Blackboard 9.1, the self and peer assessments tool is still available. Through this tool, faculty can set up questions to which students respond and criteria for judging these responses. Once submitted, these responses are then assessed (according to the criteria) by the student who made the initial response and his or her peers.

This document will discuss how you can get started with this new tool by creating a self-assessment and then viewing responses to it. Self-assessments can be particularly useful in helping students learn what you expect from essay exam answers or short essay assignments. We will use an essay exam scenario as an example throughout this document. Note that the same principles apply to peer assessments as well.
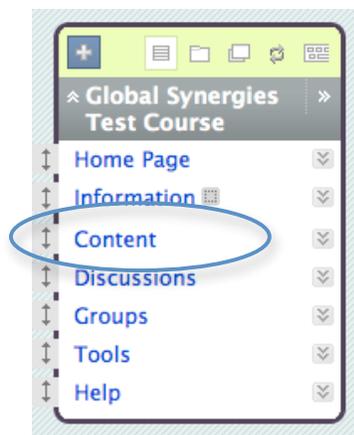
Creating a Self and Peer Assessment

To create an assessment, you will need to go to a content area in your course:

1. Login to Blackboard 9.1.
2. In the "My Course" module, click the link for the course within which you wish to work.
3. Toward the upper, right-hand side of the screen, make sure the "Edit Mode" switch is "On." If it is "Off," click "Edit Mode" once to turn it "On."
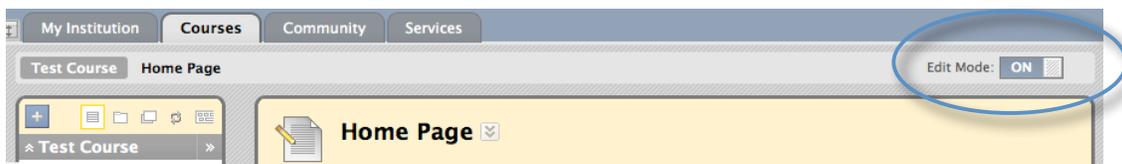
4. On the Menu Area, click the content area you wish to place the self assessment:

5. Next, click the **Create Assessment** button, and select **Self and Peer Assessment**:
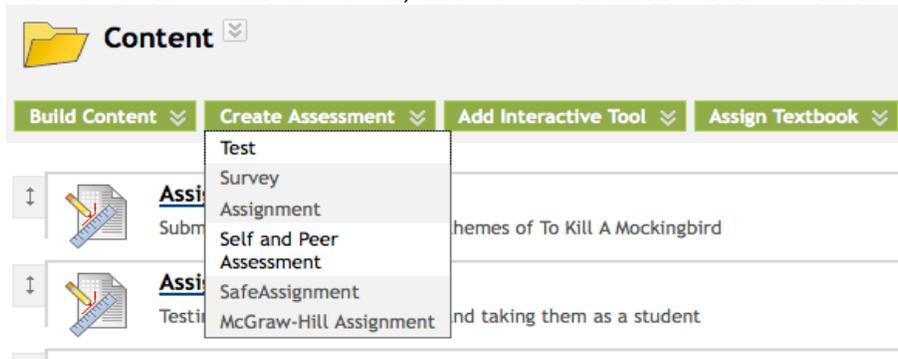
6. The "Self and Peer Assessment" creation screen will appear. In section 1, click **New** or **Import**:
   - Choosing "New" allows you to create an assessment from scratch. If you click **New**, go to step 9.
   - Choosing "Import" allows you to import a Blackboard assessment file that you previously downloaded from this or another course. If you click **Import**, continue with steps 7 and 8.

7. In section 2, browse for and select your assessment import file, in section 3, name your self-assessment, and in section 4, assign a due date for the assessment if desired.

8. Scroll down and click **Submit**.

9. For a New assessment, you can enter a name and instructions, as well as set the Submission Dates (when users will be able to take the assessment) in section 2.

10. Continue with setting the properties for your self-assessment in section 3 by entering the Evaluation Dates (when users can evaluate their own or others' submissions). Also consider other evaluation properties, such as Anonymous Evaluation, Self Evaluation, Show Results to Submitter, and the number of submissions each user should evaluate.

11. In section 4 enter a due date if desired.

12. In section 5, select your evaluation options. This is where you will make the assessment available, set restriction dates, and decide whether to track its number of views.

13. After all the settings, scroll down and click **Submit**.
14. You will now see the "Assessment Canvas" where you will build your questions and evaluation criteria. Click **Create Question** to begin.
15. In section 2, "Question Text," enter the first question to which students will respond.
16. In section 3, "Model Response," you have the option of entering a model question response with which the self or peer evaluators can compare the given response as they review assessments.
17. Scroll down and click **Submit**.
18. You will see your first question. At this point, you may want to add criteria the evaluators will use to judge the response. Click the double-v icon next to the question name and click "Criteria:"
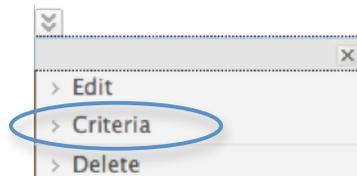
19. The "Add/Edit Criteria" screen will appear.
20. Select **Word Count Criteria** to enter criteria text as well as Points Possible, Recommended Word Count, and Allowed Variation (i.e. +/- word grace). Select **Create Criteria** to enter only criteria text for the question. These are the criteria the student will use to assess responses to each question. Here you also add points possible, determine partial credit, and decide on feedback options:

21. In either criteria area, when you finish setting the options, scroll down and click **Submit**.
22. From the Assessment Canvas, scroll down and click **OK**.
23. Follow steps 14 through 21 for each of your questions.
24. Once you have created all the questions and evaluation criteria, you will see your list of your questions and you will have the opportunity to click **Preview** and see an example "Submission" and an example "Evaluation" of a submission:
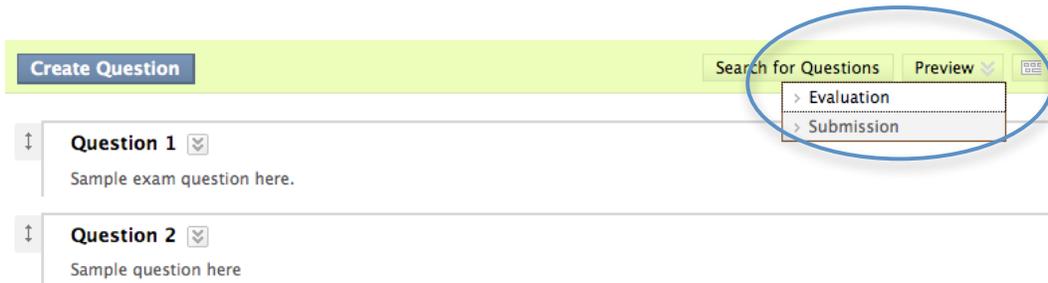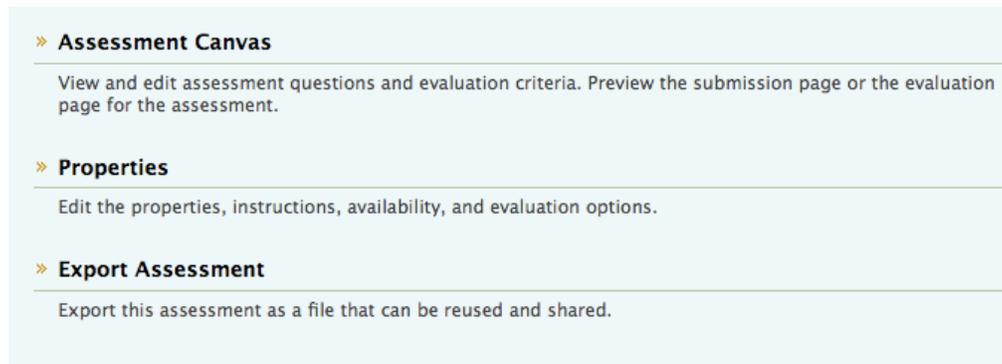
Modifying an Assessment

Once you've created your assessment, you may find the need to modify the properties, questions, or criteria. To modify your assessment:

1. Go to the content area that holds your assessment.
2. Click on the double-v icon next to the assessment name and click "Edit."
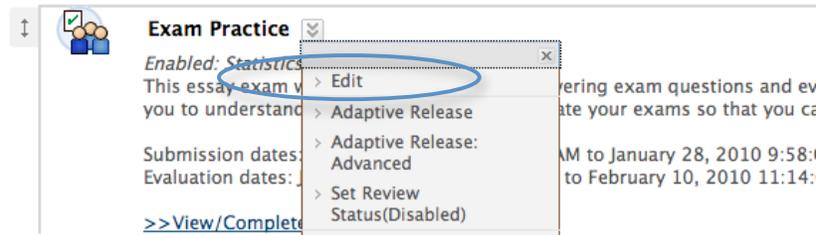
3. The following Edit options will appear:

4. Select the **Edit option** that includes the item you wish to modify.
5. Make your changes, scroll down, and click **Submit**.

Viewing Submissions

Once your students submit their initial responses to your questions, you can view individual submissions or download all submissions. To view submissions or download:
1. Go to the "Control Panel," and click **Course Tools**.
2. Select **Self and Peer Assessment**.
3. You will see a list of your self and peer assessments. Click the **double-v icon** next to the assessment you wish to view, and select **View Submissions** from the drop-down menu.
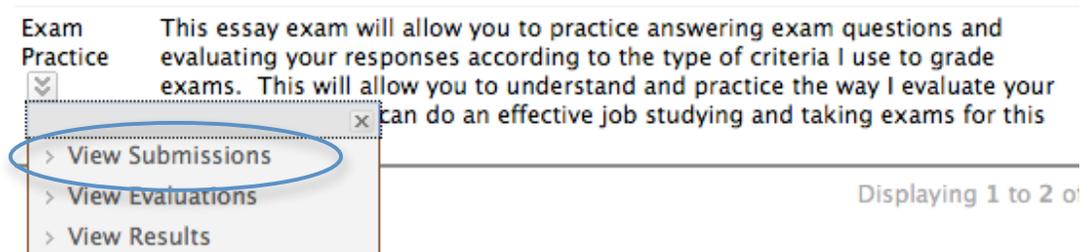
4. You will see a list of students and the status of their submissions.

5. To view or download an individual's submission, click the **double-down icon** next to a student's name, and click **View Submission** or **Download Submission** from the menu.
6. To download all submissions, click the **Download All** button.

Note: If you download all submissions, the download will be in a .zip file format. You will open that .zip file package and then open the index.html within it. This index file will allow you to navigate to each submission.

Viewing Evaluations of Submissions

After students have begun evaluating their own or each other's submissions, you can also view or download those evaluations. Note that, in this area, you can only view or download evaluations—related submissions will not be downloaded. To view or download evaluations:

1. Go to the "Control Panel" and click **Course Tools**.
2. Click "Self and Peer Assessments."
3. You will see a list of your self and peer assessments. Click the double-arrow icon next to the assessment you wish to view and click "View Evaluations."

4. You will see a list of students. Click the **double-v icon** next to the student's name whose evaluations you wish to view.
5. Click either **View Evaluation** or **Download Evaluation**. These actions will allow you to view the scores and comments this student has given to his or her own work or to that of others.
6. To download all evaluations, click **Download All**. The download will be in the format of a comma-delimited or tab-delimited file that you can open with Excel.
Note: See the next page for a screenshot showing how to view and download evaluations.

Sending Results to the Grade Center

The results of the self or peer assessments can be sent to the grade center. The number of points assigned by evaluators will be placed in a grade column as a score, and the comments and evaluators' scores are available via the View Grade Details option for the student's score.

1. To view the self or peer evaluations completed in response to the submission, go to the "Control Panel" and click **Course Tools**.
2. Click **Self and Peer Assessment**.
3. You will see a list of your assessments. Click the **double-arrow icon** next to the assessment you wish to view and click **View Results**.

4. You will see a list of students and results. Click the **Send Results to Grade Center** button:

5. Navigate to the Grade Center by clicking on **Grade Center** in the "Control Panel," then selecting **Full Grade Center**. In the grading grid, you will now see a column titled with the name of your assessment. This column holds the average of the evaluation scores:

6. To see more information on an individual score, including comments and evaluators' individual scores, click **on a cell** and then click the **double-v icon** to reveal a drop-down menu:

7. Select **View Grade Details** from the menu. This area will have all the information on the student's assessment results. Repeat this process for each student as needed.