

# Academic Technologies: Blackboard 9.1

## Getting Started with Self and Peer Assessments

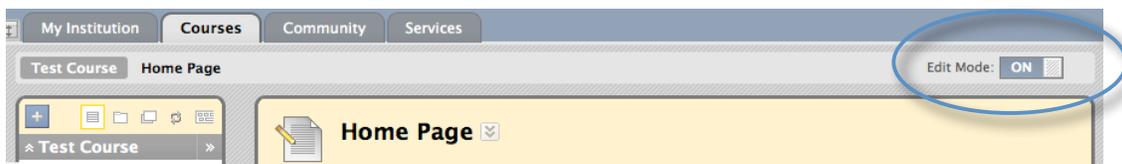
In Blackboard 9.1, the self and peer assessments tool is still available. Through this tool, faculty can set up questions to which students respond and criteria for judging these responses. Once submitted, these responses are then assessed (according to the criteria) by the student who made the initial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

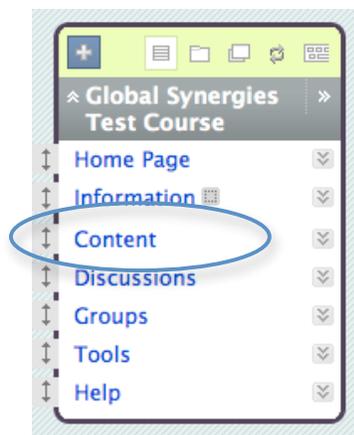
### Creating a Self and Peer Assessment

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

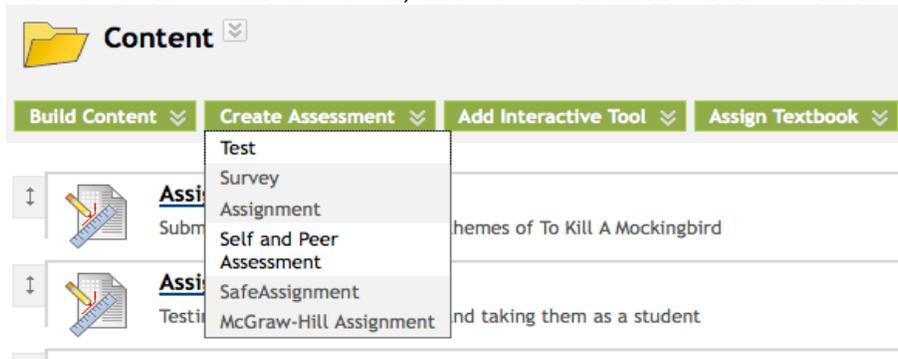
1. Login to Blackboard 9.1.
2. In the “My Course” module, click the link for the course within which you wish to work.
3. Toward the upper, right-hand side of the screen, make sure the “Edit Mode” switch is “On.” If it is “Off,” click “Edit Mode” once to turn it “On.”



4. On the Menu Area, click the content area you wish to place the self assessment:



- Next, click the **Create Assessment** button, and select **Self and Peer Assessment**:



- 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.
- 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.
- Scroll down and click **Submit**.
- 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.
- 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.
- In section 4 enter a due date if desired.

**3 SELF AND PEER EVALUATION OPTIONS**

Evaluation dates must be after submission dates. 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. Specify the number of submissions each evaluator should evaluate. Submissions will be distributed among evaluators based on this number. Specify 0 submissions to evaluate if this assessment is only for self evaluation.

Evaluation Dates

Start Date

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

End Date

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

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**4 DUE DATE**

Submissions are accepted after this date, but are marked Late.

Due Date

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

- 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.

**5 OPTIONS**

Date restrictions and availability apply to the content item. They are not tied to the dates for the submission and evaluation processes.

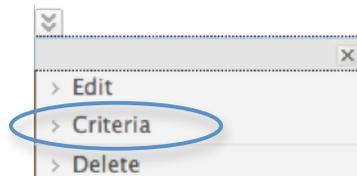
Make the assessment available  Yes  No

Track number of views  Yes  No

Choose date restrictions  Display After    
Enter dates as mm/dd/yyyy

Display Until    
Enter dates as mm/dd/yyyy

- After all the settings, scroll down and click **Submit**.
- You will now see the “Assessment Canvas” where you will build your questions and evaluation criteria. Click **Create Question** to begin.
- In section 2, “Question Text,” enter the first question to which students will respond.
- 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.
- Scroll down and click **Submit**.
- 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:”



- The “Add/Edit Criteria” screen will appear.
- 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:

**1. Criteria Information**

★ Criteria Visual Editor: ON

As you review your response, it should include one of the following three reasons the United States entered World War II and should include a detailed explanation of how important you thought this reason was as compared to others.

- Give one point for the identification of one of the three reasons.
- Give one point for a detailed explanation.

Explain how well you think you did in answering this question and why you assigned the points as you did.

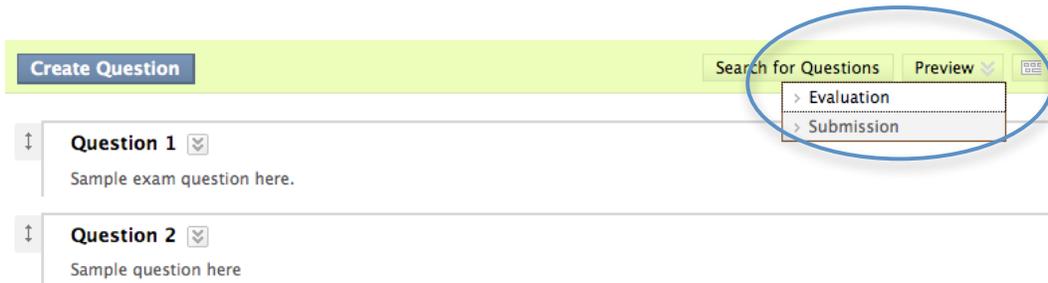
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★ Points Possible

Assign Points  All or Nothing  Partial Credit

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

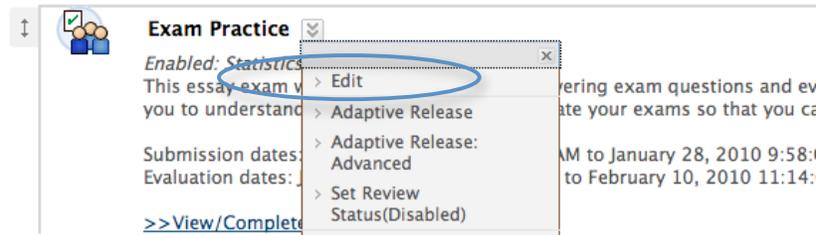
21. In either criteria area, when you finish setting the options, scroll down and click **Submit**.
22. From the Assessment Canvas, scroll down and click **OK**.
23. Follow steps 14 through 21 for each of your questions.
24. Once you have created all the questions and evaluation criteria, you will see 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:



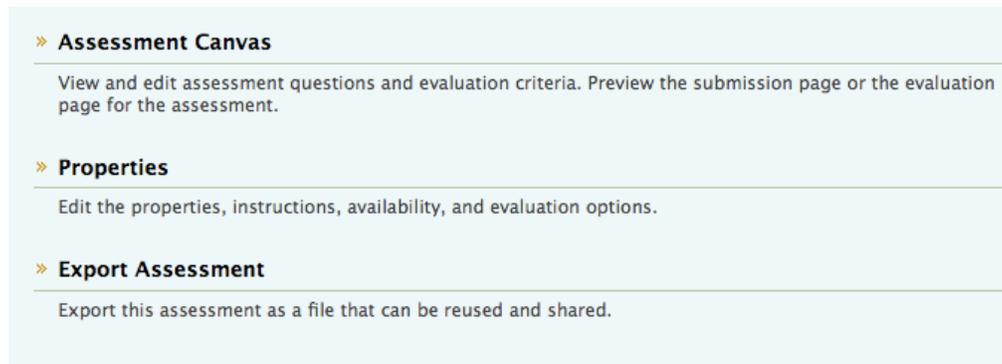
## Modifying an Assessment

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:

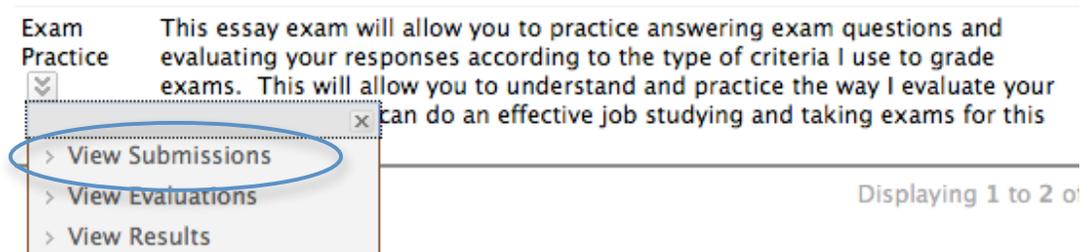


4. Select the **Edit option** that includes the item you wish to modify.
5. Make your changes, scroll down, and click **Submit**.

## 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.

- 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.
- To download all submissions, click the **Download All** button.

**Submissions**

**Download All** To download all submissions

Assessment	Exam Practice		
Submission Dates	January 27, 2010 11:14:00 AM until January 28, 2010 9:58:00 AM		
Evaluation Dates	January 28, 2010 9:59:00 AM until February 10, 2010 11:14:00 AM		

Completed	Name	Username	Question Responses
✗ Not Started	Morris, Candi	cc534892	0 of 2
✓ Completed	Simons, Becky	rs659695	2 of 2

> View Submission  
> Download Submission

To view or download an individual submission

**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:

- Go to the "Control Panel" and click **Course Tools**.
- Click "Self and Peer Assessments."
- 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."

Exam Practice This essay exam will allow you to practice answering exam questions and evaluating your responses according to the type of criteria I use to grade exams. This will allow you to understand and practice the way I evaluate your can do an effective job studying and taking exams for this

> View Submissions  
 > **View Evaluations**  
 > View Results

Displaying 1 to 2 of

- You will see a list of students. Click the **double-v icon** next to the student's name whose evaluations you wish to view.
- 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.
- 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.

**Evaluations**

[Download All](#)

To download all evaluations

Assessment Exam Practice

Submission Dates January 27, 2010 11:14:00 AM until January 28, 2010 9:58:00 AM

Evaluation Dates January 28, 2010 9:59:00 AM until February 10, 2010 11:14:00 AM

Completed	Evaluator	Evaluator Username	Submissions Evaluated	Percentages	Points	Average	Evaluated Self
✗ Not Started	Morris, Candi	cc534892	Candi Morris	-	-	-	✗ Not Started
✓ Completed	Simons, Becky	rs659695	Becky Simons	100%	2/2	100%	✓ Completed

To view or download an individual's evaluations

- > View Evaluation
- > Download Evaluation

Edit Paging...

### 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**.

Exam Practice This essay exam will allow you to practice answering exam questions and evaluating your responses according to the type of criteria I use to grade exams. This will allow you to understand and practice the way I evaluate your can do an effective job studying and taking exams for this

> View Submissions

> View Evaluations

> View Results

Displaying 1 to 2 of

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

**Results**

**Send Results to Grade Center** **Download All**

Assessment: Exam Practice  
 Submission Dates: January 27, 2010 11:14:00 AM until January 28, 2010 9:58:00 AM  
 Evaluation Dates: January 28, 2010 9:59:00 AM until February 10, 2010 11:14:00 AM

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

Evaluated	Name	Username	Average Percentage	Average Score	Results Sent	Evaluated Self	Evaluators
✗ Not Started	Morris, Candi	cc534892	-	-	Yes	✗ Not Started	0 of 0
✗ Not Started	Simons, Becky	rs659695	100%	2/2	Yes	✓ Completed	0 of 0

- 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:

Exam Practice

0.00

2.00

- 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:

Exam Practice

0.00

2.00

- 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.