

## Self and Peer Assessment

Make sure that this tool is available, before trying to add it to your course. See 'Tool Availability' on the Faculty Resources Page for more information.

1. Go to 'Assignments'
2. Choose the week where you want to place an assessment
3. Click on 'Assessments'
4. Choose 'Self and Peer Assessment ' from the drop-down
5. Leave the default option on #1, New
6. Enter Name and any instructions
7. Choose the proper Submission Dates to correlate with your class
8. Choose the proper Evaluation Dates
9. Do NOT allow anonymous evaluation
10. Do NOT allow self evaluation
11. Enter number of submissions to evaluate.
12. Do not change anything under 'Due Date' or 'Options'
13. Click Submit
14. Now you should be at the Assessment Canvas
15. Click 'Create Question' or 'Search for Questions'
  - A question is the assignment you have chosen for the student to do. For example, "What are the advantages and disadvantages of our economic system?" You can add multiple questions if you wish.
  - You can only search for questions that were created once before.
16. Click OK after you have added or selected a question
17. Mouse over the question, and click on the drop-down arrow to the right of the title
18. Choose 'Criteria' from the drop-down
19. Click 'Create Criteria' or 'Search for Criteria.'
  - Criteria refers to how the assignment is to be assessed. What things should the evaluator look for when they are reading their peer's work? For example, "Is the response well organized and clearly laid out?" You can add as much criteria as you want.
  - Choose the number of points possible
  - Choose whether you want the points to be 'All or Nothing' or 'Partial Credit'
  - Click 'Submit.'
  - You may also add 'Word Count Criteria.'
20. Click 'OK' in the bottom, right-hand corner of your screen, to get back to the Assessment Canvas, where you can see your question
21. To preview your assessment, click 'Preview' in the upper, right-hand corner
22. Choose 'Submission' from the drop-down
23. In the same drop down menu, you could also click 'Evaluation'
  - This will show you the evaluation menu where students will critique their peer's work.
24. If you want to edit your criteria, click the drop-down arrow next to the assessment title (on the Assessment Canvas)
25. Choose 'Edit' from the drop-down

## Grading Instructions for Self and Peer Assessment

1. Under the Control Panel, click on 'Course Tools'
2. Click on 'Self and Peer Assessment'
3. Mouse over the assessment you wish to grade, and click on the drop-down arrow to the right of the title
4. There will be three options:
  - View Submissions → Status of who has and has not completed the assignment.
  - View Evaluation → The points a peer gave another peer. As an instructor, you will see the results.
    - To view feedback, click View.
  - View Results → You can choose to have the evaluation as an overall critique of the assignment and point values not sent to the gradebook. Or points could be assigned which can be factored into the students; grade at the end of the class.