Self and peer assessment in Blackboard

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Self and peer assessment practice

"Self assessment means the process of having the learners critically reflect upon, record the progress of and perhaps suggest grades for, their own learning."

"The term peer assessment refers to the process of having the learners critically reflect upon, and perhaps suggest grades for, the learning of their peers."

(Roberts, T. *Self, peer, and group assessment in e-learning*, Information Science, 2006)

Why use it?

Self assessment

- Encourage reflection
- Help lecturers focus their feedback (e.g. not telling students what they are already aware of)
- An important skill in itself – helping students become more autonomous learners

Peer assessment

- Students practice softer skills e.g. constructive criticism
- Help students learn from each other and place their own work
- Students naturally compare themselves with their peers
- Encourage engagement with marking criteria
- Promote deep learning e.g. evaluation
- More efficient & timely feedback for large groups


Planning to use self or peer assessment

The planning process is likely to involve the following stages:

1. Rationale
2. Design
3. Setup
4. Implementation
5. Evaluation

More detailed advice on planning the use of self or peer assessment in your teaching is available on the Technology Enhanced Learning website at:

http://www.bristol.ac.uk/esu/e-learning/support/support/tools/Self-and-peer-assessment/
Self and peer assessment using Blackboard
There are a range of methods of carrying out self and peer assessment (SAP) in Blackboard. These include the use of file exchanges, discussion boards and other group tools. One option is the dedicated SAP tool. This manages the process of student self and peer assessment of work, which is outlined in the flow chart below. This guide covers how to set up a SAP, monitor submissions and evaluations and make results and feedback available to students.

How to make the self & peer assessment tool available
Before adding a SAP exercise you may need to enable the functionality in your course.

- Log in to Blackboard and click on your course. In the Control Panel expand Customization and then click on Tool availability
- Tools are listed in alphabetical order, scroll down to Self and Peer assessment and ensure all boxes are ticked
- Scroll down and click Submit
How to add a peer assessment activity

1. Ensure that **Edit Mode** is **On**. Then click on a content area in your course menu and under the **Assessments** menu select **Self and Peer Assessment**

2. It is possible to import and re-use previous assessments, but the following instructions show you how to create a new one

3. Enter a **name** for the assessment and any **instructions** for students

4. Fill in the **submission** dates

5. Edit the other **self and peer evaluation options** as required. For **evaluation dates** it is recommended that you leave a gap between the end of the submission period and the start of the evaluation. This is necessary in order to check and chase up any non-submissions

6. Specify the **number of submissions** for each student to evaluate

7. Fill in the remaining **options**, ensuring that the assessment is **available** (if appropriate), enter due date if required, then click on **Submit**

8. You should see a confirmation: **Assessment added successfully**, and will come to the **Assessment Canvas** screen

Adding questions

1. Click on the **Create Question button** in the top left

2. Enter question text in the **Question Information** (*Often this is a set of instructions for the students about how to complete the evaluation, for example write comment or provide a score from 0 to 5 for each criterion*).

3. **Important**: **Do not ask students to submit attached files**. There can be problems downloading these in the SAP. If they want to type their submissions in Word, ask students to save their work in Word, then paste the text from Word into Notepad and then into the SAP box.

4. Enter a **Model Response** if required

5. Click on **Submit**. You should see the assessment canvas with your Question
Adding criteria

You will need to add criteria for each question created.

1. Click on the dropdown arrow next to the question to open the contextual menu
2. Click on Criteria
3. If required, to add word count criteria click on the Word Count criteria button
4. Enter your “Recommended word count”
5. Click on Submit. You should see confirmation that “The criteria have been successfully added.”
6. To enter additional criteria click the Create Criteria button
7. Enter Specific Criteria for the question in the “Criteria Information” Box
8. Assign the maximum number of marks for this specific criteria in the “Points Possible” box, choosing whether you want to allow students to be able to give either all or nothing or partial credit. Click Submit

Repeat these steps for any additional criteria you want to add. When finished click OK. Your assessment is now ready. You can preview what students will see at both the Submission and Evaluation stages by using the Preview option in the Assessment canvas (top right).

Student submission
When the submission period has started, students should find the SAP activity in the relevant course and click on View/Complete Assessment

Then they should click on each question, and enter their response, then click Submit.

If students try to make a submission AFTER the submission period has ended they will see a message saying Assessment not available. Instructors can extend the submission period if required for late submissions, but do NOT make this overlap with the Assessment period.
Tracking submissions
An Instructor can track submissions. If a student doesn’t submit then this will result in one of their peers having a blank submission to evaluate, so it is important that students submit before the deadline. To track submissions:

1. In the Control Panel click on Course tools
2. Click on Self and peer assessment
3. Next to the name of your SAP click on the drop down arrow and choose View Submissions
4. You can drill down into individual submissions by clicking on the drop down arrow next to each student’s name and choosing View Submission

Student evaluation
Once the evaluation period has started, students should find the SAP activity in the relevant course and click on View/Complete Assessment again. Now they will see the Evaluation screen.
They should click on each assigned user and complete the evaluation, giving marks and feedback for each criterion, as required. Evaluations can be modified or reviewed until the end date for evaluation.

![Image of evaluation interface]

**Viewing evaluations**

Once students have started evaluating their peers, Instructors can also track the evaluations.

1. In the **Control Panel** click on **Course tools**, then **Self and peer assessment**

2. Next to the name of your SAP click on the drop down arrow and choose **View Evaluations**

3. You can drill down into individual submissions by clicking on the drop down arrows next to each student's name and choosing **View Evaluation**

![Image of evaluation table]

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Making results and feedback available to students

Students can immediately see their marks and feedback once the Evaluation period has ended by finding the SAP activity and clicking on View/Complete Assessment again.

If you wish to keep results hidden from students, you should make the SAP activity unavailable until ready. To do this find the SAP activity, ensure edit mode is on and click Edit in the dropdown menu next to the title.

Then click on Properties, and in Section 3 for “Make the assessment available” select No, then click Submit.

To include marks in Grade Centre calculations or for students to be able to see their marks in “My Grades”, Instructors can send results to the Grade Centre as follows:

1. Click on Control Panel, Course tools, then Self and peer assessment
2. Next to the name of your SAP click on the drop down arrow and choose View Results. You will see a table of results, and can drill down into individual students by clicking on the arrow next to their name. You can also download results.
3. Click on Send results to Grade Centre. You should see confirmation that “Results have been sent to the Grade Centre.”
4. Students can then view their grades/feedback by logging in to Blackboard and clicking on My Grades, then choosing the relevant course.