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Creating a Self and Peer Assessment

1. Enter a Course.

2. Select the Content Page to place the Self and Peer Assessment. In this example Course Content is used.

3. Select Assessments.

4. Select Self and Peer Assessment.

5. Type a Name for the Self and Peer Assessment.

6. Provide instructions to students on completing the assessment correctly and also about the peer review process.

7. Select Start and End Dates and Times for submission dates. The period in between the dates and times will be the only time students will be able to submit the assessment. The end date cannot be changed once the peer evaluation start time has passed.
8. Select **Start and End Dates and Times** for the evaluation dates. The start date and time cannot start until after the submission end date and time.

9. Select **Yes or No** for:
   - Allow Anonymous Evaluation
   - Allow Self Evaluation
   - Show Evaluation Results to Submitter

Then input a **Value** for Number of Submissions to Evaluate.

10. Select Yes or No for:
    - Make the assessment available
    - Track number of views.

Select the Date and Time for date restrictions. The date restrictions will determine when the self and peer assessment will appear to students.

11. Select **Submit**.
Add Questions

Questions will need to be added to the self and peer assessment. Steps 1 through 4 will need to be completed for each question to be added.

1. Select **Create Question**.
2. Input the **Question Text**.

3. Input **Model Response**. Model response is optional and does not have to be provided. The model response will not be available until the submission process has ended.

4. Select **Submit**.

5. Repeat Steps 1 through 4 for additional questions to be added.
Add Criteria

Criteria will have to be added to all questions in order for students to complete the self and peer review. Follow step 1 through 4 to add criteria. Multiple criteria can be added to a question. Criteria will have to be added to each question individually.

1. Scroll over the question criteria needs to be added to then select the drop down arrow.

2. Select Criteria.

3. Add Criteria by choosing Create Criteria or Word Count Criteria. See below for instructions.

4. Repeat steps 1 through 3 to add additional criteria to a question.
Create Criteria

1. Input **Criteria Description**.
2. Input **Points Possible**.
3. Select **All or Nothing** or **Partial Credit** for Assign Points.
4. Select **Yes** or **No** to Allow Feedback to User.
Word Count Criteria

1. Input **Criteria Description**.
2. Input **Points Possible**.
3. Input **Recommended Word Count**.
4. Input **Allowed Variation**.
5. Select **Submit**.
Review Submissions, Evaluations and Results

Instructors can view the submissions, evaluations, and results by entering the self and peer assessment area.

1. Enter a Course.

2. Select Course Tools.

3. Select Self and Peer Assessment.

4. Scroll over the assessment then select the Drop Down Arrow.

5. Select View Submissions, View Evaluations or View Results. See below the details available in each option.
View Submissions

The submissions main page provides an overview for each user in one area. A user can download all of the submissions at once by selecting **Download All (a)**. A user also has the option to view the submission (by selecting **View Submission (b)**) or download individual submissions (by selecting **Download Submissions (c)**) in eCampus.
View Evaluations

The evaluations main page provides a brief overview of each evaluator’s activity. A user can download all of the evaluations at once by selecting Download All (a). A user also has the option to view the submission (by selecting View Evaluation (b)) or download individual evaluations (by selecting Download Evaluation (c)) in eCampus.
View Results

The results main page provides a brief overview of the results for each user. A user can **Send the Results to Grade Center (a)**, download all of the results at once by selecting **Download All (b)**, view the results (by selecting **View Results (c)**) or download individual results (by selecting **Download Results (d)**) in eCampus.