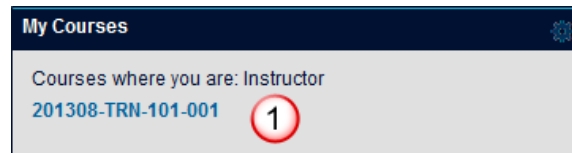


**Instructors Only**

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## Creating a Self and Peer Assessment

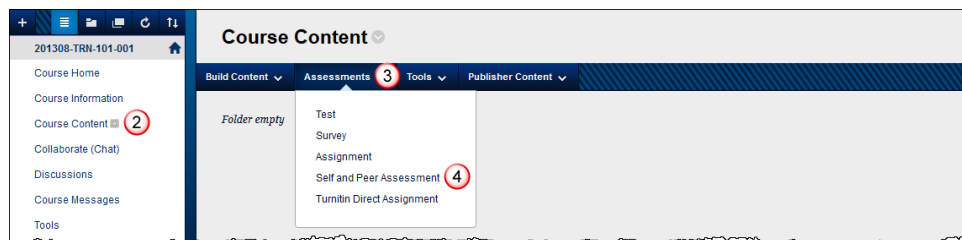
1. Enter a **Course**.



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

3. Select **Assessments**.

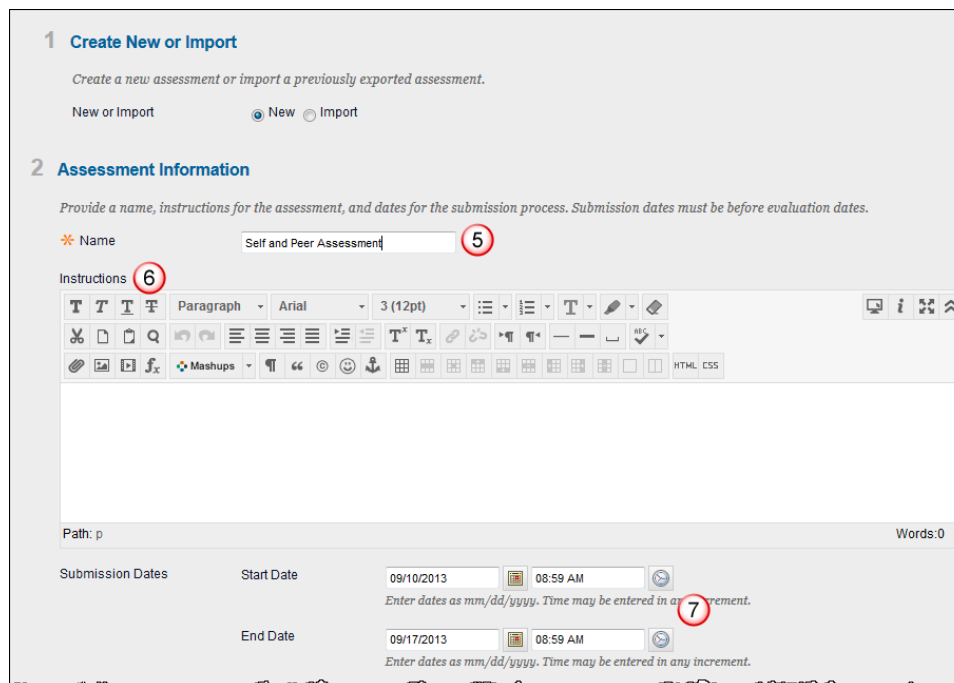
4. Select **Self and Peer Assessment**.



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**.

**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: 09/17/2013 08:59 AM **8**

End Date: 09/24/2013 08:59 AM

Allow Anonymous Evaluation:  Yes  No

Allow Self Evaluation:  Yes  No **9**

Show Evaluation Results to Submitter:  Yes  No

\* Number of Submissions to Evaluate: 2

**4 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: 09/10/2013 **10**

Display Until: 09/11/2013

**5 Submit**

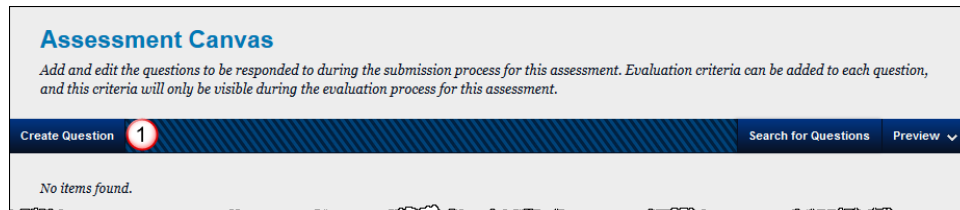
*Click Submit to proceed. Click Cancel to quit.*

Cancel Submit **11**

## 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**.



**Assessment Canvas**  
*Add and edit the questions to be responded to during the submission process for this assessment. Evaluation criteria can be added to each question, and this criteria will only be visible during the evaluation process for this assessment.*

Create Question **1** Search for Questions Preview ▾

No items found.

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**.

The screenshot displays a three-step process for creating an assessment question:

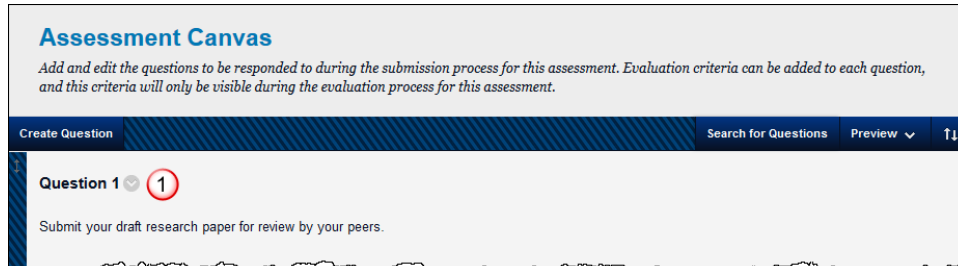
- 2. Question Information**: This section includes a text input field for the question text, a rich text editor toolbar with options like Paragraph, Arial, 3 (12pt), and various formatting tools. A red circle with the number 2 is placed over the question text input field.
- 3. Model Response**: This section provides a text input field for a model response, a rich text editor toolbar, and a "Path: p" field. Below the editor, there are radio buttons for "Available" with options "Yes" (selected) and "No". A red circle with the number 3 is placed over the "Model Response" heading.
- 4. Submit**: This section contains the instruction "Click Submit to proceed. Click Cancel to quit." and two buttons: "Cancel" and "Submit". A red circle with the number 4 is placed over the "Submit" button.

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

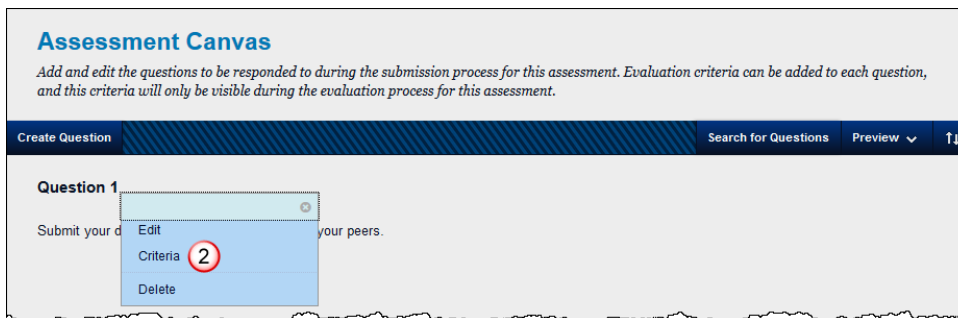
## Add Criteria

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 questions. Criteria will have to be added to each question individually.

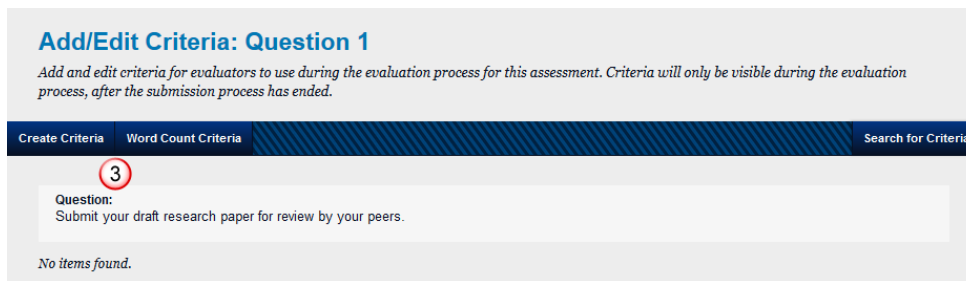
1. Scroll over the question criteria needs to be added to then select the drop down arrow.



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.

**1. Criteria Information**

\* Criteria **1**

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Embed, Table, Table of Contents, Print, HTML, CSS.

Path: p Words: 0

\* Points Possible **2** **2**

Assign Points  All or Nothing **3**  
 Partial Credit

Allow Feedback to User *Explain the points allocated for this criteria when evaluating a submission.*  
 Yes **4**  
 No

**2. Submit**

*Click Submit to proceed. Click Cancel to quit.*

Cancel Submit **5**

## Word Count Criteria

1. Input **Criteria Description**.
2. Input **Points Possible**.
3. Input **Recommended Word Count**.
4. Input **Allowed Variation**.
5. Select **Submit**.

**1. Criteria Information**

\* Criteria **1**

Does the submission meet the word count recommendation?

Path: p Words: 8

\* Points Possible  **2**

\* Recommended Word Count  **3**

\* Allowed Variation  +/- **4**

**2. Submit**

*Click Submit to proceed. Click Cancel to quit.*

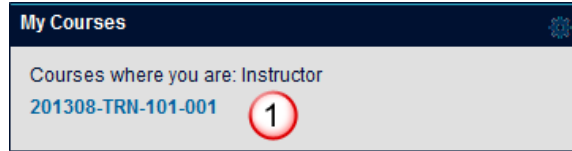
Cancel Submit **5**



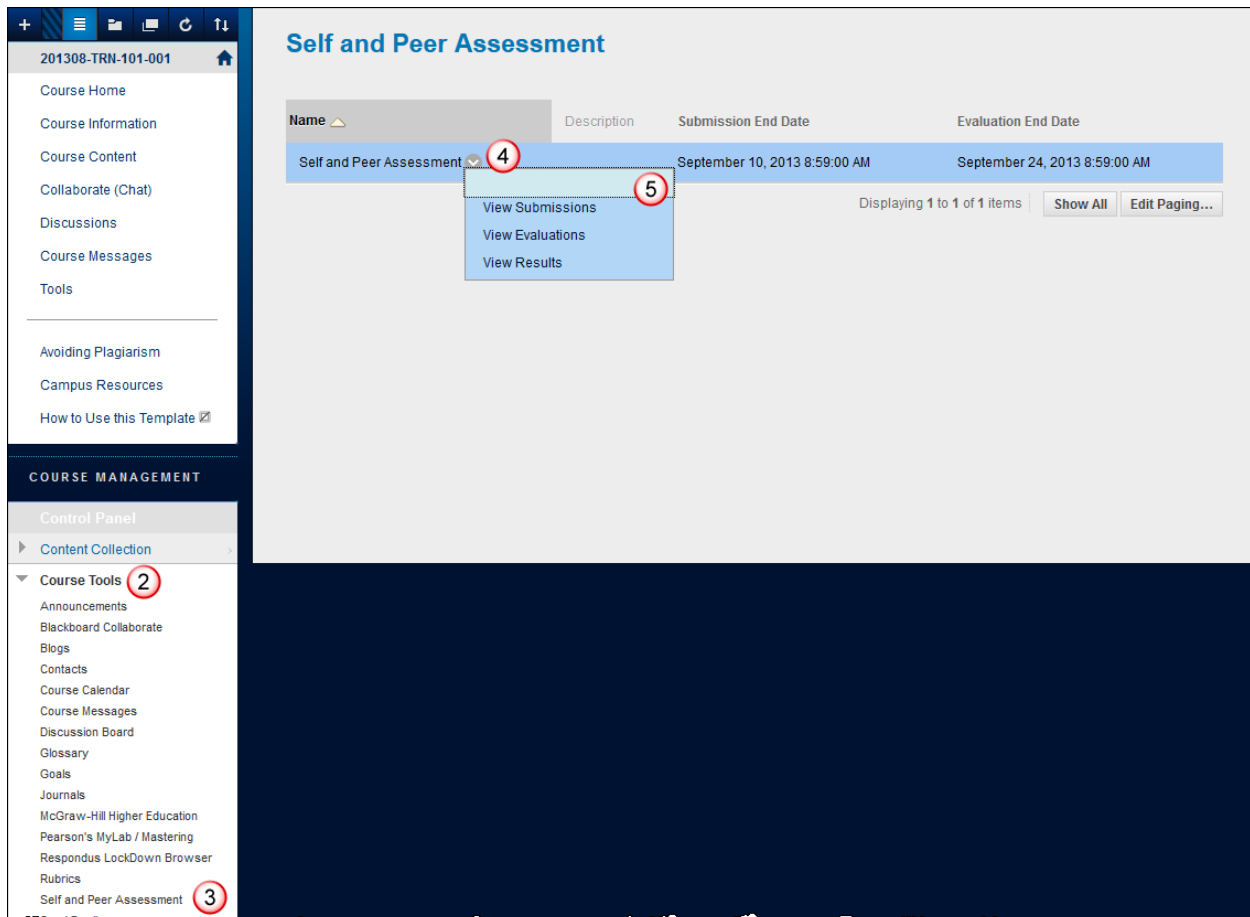
## Review Submissions, Evaluations and Results

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.

The screenshot shows the 'Submissions' page in eCampus. At the top right, there are filter buttons: 'All', 'Completed', and 'Not Started'. Below the title 'Submissions', there is a 'Download All' button with a callout 'a'. The main content area displays assessment details and a table of submissions.

Completed	Name ▲	Username	Question Responses
✓ Completed	Diditt, Betty	betty.diditt	1 of 1
✓ Completed	Gaspar, Ma	die.gascar	1 of 1
✓ Completed	Rhodes, Du	y.rhodes	1 of 1
✗ Not Started	User, Demo	bb_demo_674	0 of 1

At the bottom of the table, there is a callout menu with 'View Submission' (callout 'b') and 'Download Submission' (callout 'c'). Below the table, it says 'Displaying 1 to 4 of 4 items' with 'Show All' and 'Edit Paging...' buttons.

## 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.

All In Progress Not Started

### Evaluations

Download All a

Assessment: Self and Peer Assessment

Submission Dates: September 10, 2013 8:59:00 AM until September 10, 2013 8:59:00 AM

Evaluation Dates: September 10, 2013 8:59:00 AM until September 24, 2013 8:59:00 AM

Completed	Evaluator	Evaluator Username	Submissions Evaluated	Percentages	Points	Average	Evaluated Self
✓ In Progress	Diditt, Betty	betty.diditt	Betty Diditt Demo User Dusty Rhodes	50% - 0%	1/2 - 0/2	25%	✓ Completed
✗ Not Started	Gascar, Ma		Maddie Gascar Betty Diditt Dusty Rhodes	- - -	- - -	-	✗ Not Started
✓ In Progress	Rhodes, Dusty	dusty.rhodes	Dusty Rhodes Maddie Gascar Demo User	100% - -	2/2 - -	100%	✓ Completed
✗ Not Started	User, Demo	bb_demo_674	Demo User Maddie Gascar Betty Diditt	- - -	- - -	-	✗ Not Started

Displaying 1 to 4 of 4 items Show All Edit Paging...

## 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.

### Results

Send Results to Grade Center a
Download All b

Assessment	Self and Peer Assessment
Submission Dates	September 10, 2013 8:59:00 AM until September 10, 2013 8:59:00 AM
Evaluation Dates	September 10, 2013 8:59:00 AM until September 24, 2013 8:59:00 AM

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

Evaluated	Name <span style="font-size: small;">▲</span>	Username	Average Percentage	Average Score	Results Sent	Evaluated Self	Evaluators
✓ In Progress	Diditt, Betty	betty.diditt	50%	1/2	No	✓ Completed	0 of 2
✗ Not Started	Gascar, Ma			-	No	✗ Not Started	0 of 2
✓ In Progress	Rhodes, Du		%	1/2	No	✓ Completed	1 of 2
✗ Not Started	User, Demo	bb_demo_674	-	-	No	✗ Not Started	0 of 2

Displaying 1 to 4 of 4 items
[Show All](#)
[Edit Paging...](#)