Self and Peer Assessment Building Block

Overview

One of the key skills that educational institutions want their students to develop is the ability to assess their own work and that of their colleagues. To aid this development, a comprehensive and flexible tool for the assessment of text, images and digital-based resources has been incorporated within the Blackboard Learning System. The Self and Peer Assessment Building Block allows an Instructor to create an exercise, composed of one or more questions, each with one or more criteria to be presented to the students for completion and assessment. These questions and criteria can be stored for later use.

Features and Functions

The Self and Peer Assessment Building Block is a tool designed to enhance the reflective learning skills of students. Reviewing the work of colleagues through criterion-based reference evaluation promotes constructive feedback. The constructive feedback that students receive from their peers can provide valuable insights into their own efforts.

Large classes can benefit from the Self and Peer Assessment Building Block by distributing the administrative workload; quality feedback can be provided from several different individuals, instead of relying upon a single Instructor.

Assessments can be precisely scheduled to allow the proper time for the submission and evaluation process to be completed; including the time to access any content items associated with the assessment.

Instructors have the option of using Self and Anonymous evaluations. These options may provide a comfort level that can result in more candid assessments and evaluations. They may also impact the integrity of the assessment process; care must be exercised in their use.

Enable the Self and Peer Assessment Building Block

The Self and Peer building block is included in the Blackboard Learning System. By default, it is turned on and available for use immediately.

See also

These topics outline the features and functions of the Self and Peer Assessment Building Block:

Creating a New Assessment
Importing an Assessment
Exporting an Assessment
Adding a Question to an Assessment
Adding Criteria to a Question
Adding a Question from the Library
Previewing the Assessment
Completing an Assessment
Evaluating an Assessment
Viewing the Results

Creating a New Assessment

Overview

The Self and Peer Assessment process begins by creating a new Assessment. Assessments can be created from any of the content areas within a Course.

Note	**Note**: Use the **Instructions** field to provide clear instructions and other information that may be helpful in completing the Assessment.

Date Ranges

There are three date ranges that are necessary to the successful creation and deployment of an Assessment: Display After/Until, Submission Start/End and Evaluation Start/End. They are described in the following table.

Date Range	Description
Display After/Until	The date range which the Assessment is available to Students.
Submission Start/End	The date range which Students can submit answers to an Assessment.
Evaluation Start/End	The date range which Students can submit evaluations of their peers' work on the Assessment as well as their own (if Self Evaluations are enabled).

Follow these steps

To create a new Assessment, follow these steps:

1. Click Control Panel within a Course.
2. Click any of the links within the Content Areas section.
3. Select Self and Peer from the **Select** drop-down menu.
4. Click Go.
5. Enter a name for the Assessment in the **Name** field.

Note	**Note**: At this point, a new column in the Grade Center is with the same name.

6. Enter instructions for the Assessment in the **Instructions** Visual Text Box Editor (VTBE).

> **Note**: Beneath the VTBE there is an option to save these Instructions as a **Reusable Object**. If selected, these Instructions will be available to Content System Users. The Content System must be installed as a requirement for this option. For more information on Reusable Objects, see the Content System User's Guide.

7. Use the VTBE to reference any Content System files. Optional.
8. Set the **Submission Start Date** and **Submission End Date** by using the date and time fields.
9. Set the **Start Date** and **End Date** for the peer evaluations by using the date and time fields.
10. Allow Anonymous Evaluations by clicking the **Yes** radio button. Click **No** to disallow.
11. Allow Self Evaluations by clicking the **Yes** radio button. Click **No** to disallow.
12. Allow Submitters to view their own Evaluation Results by clicking the **Yes** radio button next to **Show Evaluation Results to Submitter**. Click **No** to disallow.
13. Define how many of their peers' Assessments each student is expected to evaluate in the Number of Submissions to Evaluate field.

> **Note**: The number entered in the **Number of Submissions to Evaluate** field does not include the creator of the Assessment. Enter zero (0) in this field if Self Evaluations are the only kind desired for an Assessment.

14. Make the Assessment available by clicking the Yes radio button. Click No to make it unavailable.
15. Track the number of views by clicking the **Yes** radio button. Click **No** to disable tracking.
16. Click the **Display After** and/or **Display Until** check boxes to control when the content is available.
17. Set the date and time restrictions for the attached content by using the date and time fields under **Display After** or **Display Until**.
18. Click **Submit**.

Importing an Assessment

Overview

Assessments can be saved outside of the Blackboard Learning System by exporting them. These Assessments can then be imported for later use. Assessments can be imported from a variety of locations: Course Documents, the Content System, or from a local hard drive.

Note	**Note**: If the Start Date of the imported Assessment is in the past then the system resets it to 24 hours from the time it is imported. All other dates are adjusted forward in time while maintaining the same relationships that were established in the original Assessment.

Follow these steps

To import an Assessment, follow these steps:

1. Click Control Panel within a Course.
2. Click any of the links within the Content Areas section.
3. Select Self and Peer from the **Select** drop-down menu.
4. Click Go.
5. Click the **Import** radio button.
6. Click **Go**.
7. Click **Browse…** to locate the **Assessment File**.
8. Enter a **Name** for the imported Assessment. If this field is left blank, the imported Assessment name is used.
9. Click **Submit**.

Exporting an Assessment

Overview

Assessments can be exported to a network or local drive so they can be imported at a later time. The Assessment file is packaged in a ZIP file so it can be easily accessed by the Blackboard Learning System. Only the Assessment (with its Questions and Criteria) is exported, none of the Submissions are.

Follow these steps

To export an Assessment, follow these steps:

1. Click **Modify** next to the appropriate Assessment.
2. Click **Export Assessment**.
3. Click **Save**.
4. Click **OK**.

Adding a Question to an Assessment

Overview

Questions are the basic component of any Assessment. Questions provide both the structure and content of the Assessment. Questions can be simple or complex:

- What year did Queen Elizabeth I die?
- What is the square root of 144?
- Explain why Napoleon's armies were defeated at the battle of Waterloo.

There are two important options that must be considered when creating Questions:

- Content System items can be added by using their Permanent URLs.
- A Model Response, an example of a correct response to a Question, can be provided. The Model Response allows Evaluators to compare submitted answers to an example. It is not displayed to students taking the Assessment, only to the Evaluators after the Assessment has been submitted.

Note: Beneath the **Question** and **Model Response** VTBEs there is an option to save this Question or Model Response as a **Reusable Object**. If selected, the question or answer will be available to Content System Users. The Content System must be installed to use this option. For more information on Reusable Objects, see the Content System User's Guide.

Follow these steps

To add a question to an Assessment, follow these steps:

1. Click **Modify** next to the appropriate Assessment.
2. Click **Assessment Canvas**.
3. Click **Add Question**.
4. Enter the question in the **Question** Text Visual Text Box Editor.
5. Enter a **Model Response** in the Visual Text Box Editor.
6. Click **Yes** to make the Model Response **Available**.
7. Click **Submit**.

Adding Criteria to a Question

Overview

The Criteria that accompany each Question provide the means to evaluate the responses to those Questions. The number or Criteria can also range from one ("Did the answer =4") to many:

- Does the response place the issue within the broader context of the subject?
- Is the response well organized and clearly laid out?
- Was the response proofread carefully? Was it free of significant grammatical, spelling, or typographical errors?

In general, essay questions may require many criteria per question while shorter questions may only require one or two criteria.

Follow these steps

To add criteria to a question, follow these steps:

1. Click **Modify** next to the appropriate Assessment.
2. Click **Assessment Canvas**.
3. Click **Criteria** next to the appropriate question.
4. Click **Add Criteria**.
5. Enter criteria text in the **Criteria** Visual Text Box Editor.

> Note
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> **Note**: Beneath the VTBE there is an option to save this criterion as a Reusable Object. If selected the criterion will be available to Content System Users. The Content System must be installed to use this option. For more information on Reusable Objects, see the Content System User's Guide.

6. Enter the number of points possible for this question in the **Points Possible** field.
7. Click **All or Nothing** or **Partial Credit** to decide how to **Assign Points**.
8. Click **Yes** or **No** to decide whether or not to **Allow Feedback to User**.
9. Click **Submit**.

Adding Word Count Criteria

If an Instructor wants to evaluate the length of an answer, it is possible to add a Word Count Criteria to a question. An Instructor may specify that an answer should be around 200 words. The Word Count Criteria enables points to be awarded based on the length of an answer (for example, points awarded if the answer is within 20 words of the 200 word maximum).

To add a Word Count Criteria, follow these steps:

1. Select **Modify** next to the created Self and Peer Assessment.
2. Click **Assessment Canvas**.
3. Click **Criteria** next to the desired Question.
4. Click **Add Word Count Criteria**.

5. Enter the number of **Points Possible**.
6. Enter the **Maximum Word Count**.
7. Enter the **Allowed Variation**.
8. Click **Submit**.

Adding a Question from the Library

Overview

Questions and Criteria can be stored and reused in other assessments. Adding Questions from the Library is a quick and easy way to construct an effective assessment. Reusing Questions and Criteria also insures consistency across courses and departments. Once an assessment has been created, Questions and Criteria can be added from a central location.

Follow these steps

To add a Question from the library:

1. Click **Modify** next to the appropriate assessment.
2. Click **Assessment Canvas**.
3. Enter search text in the **Search for Question** field and click **Go**. This field can be left blank to display a list of all stored Questions.
4. Click **Expand** next to the appropriate Question to view all the details.
5. Click the checkbox next to the Question to add.
6. Click **OK**.

Previewing the Assessment

Overview

There are two ways to preview the Assessment once it has been created, by Submission and Evaluation. These options provide the Instructor a chance to see the Assessments as their Students will. Instructors can use these preview options to fine tune the Assessment.

The **Preview** option is available from the Assessment Canvas for the appropriate Assessment. Select either **Submission** or **Evaluation** from the drop-down list and click **Go**.

Submission Preview page

This page offers a complete view of the Assessment. Each question can be previewed in turn by clicking its name. These pages are read only.

Evaluation Preview page

This page offers a view of all of the evaluations, regardless of their status. The features of this page are described in the following table:

Function	Description
Evaluator links	Click the Evaluator user name to display their Evaluation page. Each question is displayed in a grouping of tabs. Navigate through the tabs to display the submitted response for that question. Click **Model Response** to display the Model Response for that question in a separate window. This is only available if the Question contains a Model Response and was made available.
Status	Displays the status of the evaluation. In Preview Mode the status is always **Not Started**.
Points Allocated	Displays the number of points given out of how many points are possible. In Preview Mode it is displayed as **0 / xxx**.

Completing an Assessment

Overview

Completing an Assessment allows the Student to interact with their Instructor by providing answers to a series of Questions. These answers are evaluated by their fellow Students; their feedback can assist in their overall comprehension of the material.

Students who have an Assessment assigned to them can access them in appropriate Course Content area. The **Submission** and **Evaluation** date ranges are visible under the Assessment listing. In addition to submitting answers directly on the question page, Students can also submit a local file or copy an item from the Content Collection to support their answer.

Follow these steps

To complete an Assessment:

1. Click the **>>View/Complete Assessment** link to begin the Assessment.
2. Click a question link.
3. Enter a response in the **Response** VTBE.

> **Note**: Beneath the VTBE there is an option to save this response as a **Reusable Object**. If selected, the response will be available to Content System Users. The Content System must be installed to use this option. For more information on Reusable Objects, see the Content System User's Guide.

4. Click **Browse…** to **Attach local file**. OR

   Click **Browse…** to **Copy file from Content Collection**.

> **Note**: Only one file can be attached to an Assessment. If a second file is attached the first one is removed. To attach multiple files, use the VBTE.

5. Enter a **Name of Link to File** to give a name to the attachment link.
6. Click **Submit**.
7. Click **Next**.
8. Repeat the preceding steps as necessary until all of the questions have been answered.
9. Click **OK** when the Assessment is complete.

Evaluating an Assessment

Overview

Evaluating an Assessment allows Students to provide their peers valuable feedback on the answers they have submitted. This feedback can provide improved comprehension of the material.

Users can access the Assessment using the same link they used to complete it and begin the evaluation. The Evaluation Overview page lists the number of submissions the Student needs to evaluate (including their own), with the Evaluators own name at the top of the list.

If Anonymous evaluations are enabled, the evaluator does not see the name of the Student whose Assessment they are evaluating.

Warning	**Warning: Do not enroll or un-enroll Students after the evaluation Start Date.**

Note	**Note**: Assessments can only be evaluated during the evaluation period designated during the Assessment creation.

Follow these steps

To evaluate an Assessment, follow these steps:

1. Click the **>>View/Complete Assessment** link to begin the evaluation.
2. Click the appropriate **Evaluator name** link.
3. Review the text in the **Submission** field.
4. Enter the number of points to award that submission in the **Points possible** field.
5. Enter text in the **Feedback** field (if requested).
6. Click the **Allocate Points** checkbox.
7. Click **Save and Next** to move to the next criteria.
8. Click **OK**.

Viewing the Results

Overview

Assessment Results can be monitored and reviewed once the submission phase has ended. Results can be downloaded as a collection or on an individual basis.

Follow these steps

To monitor the results for an assessment:

1. Click the **Control Panel** menu item within the course.
2. Click the **Self and Peer Assessment** link under **Course Tools**.
3. Click the name of the appropriate assessment.
4. Click **Results**.

Features and Functions

The Results page contains the following features and functions.

Feature	Description
Assessment	Displays the name of the assessment.
Submission End Date	Displays the submission end date.
Evaluation End Date	Displays the evaluation end date.
Download	Click to download all evaluations as a tab-delimited file (.CSV).
Update column total in Grade Center when updating grades	Check this box to update the Grade Center with the results from this assessment.
Send to Grade Center	Click to send the Results to the Grade Center.
Evaluated	Displays an icon showing whether or not a user has completed an evaluation.
Name	Displays the name of the Student.
Username	Displays the username of the Student.
Average Percentage	Displays the average of all points the Evaluators of this student gave for the student's submission as a percentage of total points possible.
Average Score	Displays the average of all points the Evaluators of this student gave for the student's submission.
Results Sent	Indicates whether or not the results for this Student have been sent to the Grade Center.
Evaluated Self	Displays an icon showing whether or not a self-evaluation has been submitted.
Peer Markers	Displays how many peers have completed the evaluation of this Student.