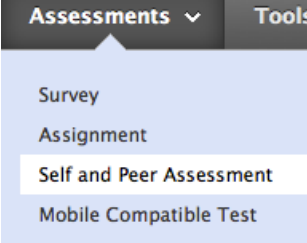Self and Peer Assessment is a way for users to answer questions provided by the instructor, and then have others in the class (peers) and/or themselves evaluate their answers, guided by a variety of grading criteria also provided by the instructor, and each worth a specified number of points.

Large classes can benefit from the Self and Peer Assessment building block by distributing the administrative workload; quality feedback is provided from several different individuals, instead of relying upon a single instructor.

You have the option of using both self and anonymous evaluations. These options may provide a comfort level that can result in more candid tests and evaluations. However, they can also impact the integrity of the assessment process, and so it is recommended care be exercised in their use.

Creating a Self/Peer Assessment

1. In a course content area, select Self and Peer Assessment from the Assessment drop-down menu.

2. If you haven't yet created this Self/Peer Assessment, make sure the "**New**" option is selected. If you have previously created a Self/Peer Assessment, select "**Import**". You will then have an option to upload the existing Self/Peer Assessment.

3. Type a name for the assessment.
    Note: At this point, a new column in the Grade Center is created with the same name.

4. Type instructions for the assessment in the Instructions Text Editor.

5. Set the Submission Start Date and Submission End Date by using the date and time fields.

6. Set the Start Date and End Date for the peer evaluations by using the date and time fields.

7. Allow Anonymous Evaluations by clicking the Yes radio button. Click No to disallow.

8. Allow Self Evaluations by clicking the Yes radio button. Click No to disallow.

9. 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.

10. In the Number of Submissions to Evaluate field, define how many of their peers's tests each student is expected to evaluate Blackboard randomly assigns each user the specified number of submissions to evaluate, there is no way to control who gets to evaluate whom.
    Note: The number entered in the Number of Submissions to Evaluate field does not include the creator of the assessment. Type zero (0) in this field if self evaluations are the only kind desired for an assessment.

11. Make the assessment available by selecting Yes. Select No to make it unavailable.

12. Track the number of views by selecting Yes. Select No to disable tracking.

13. Select Display After and/or Display Until to control when the content is available.

14. Set the date and time restrictions for the attached content by using the date and time fields under Display After or Display Until.

15. Click Submit.

Adding Questions

Questions are the basic component of any assessment. Questions provide both the structure and content of the assessment. Questions are 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 ways to add a question: Create Question or Search for Questions.

How To Create a Question:

1. Click Edit next to the appropriate assessment.

2. Click Assessment Canvas.

3. Click Create Question.

4. Type the question in the Question Text Editor.

5. Type a Model Response in the Text Editor. 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.

6. Click Yes to make the Model Response Available.

7. Click Submit.

How to add a Default Question:

1. Click Edit next to the appropriate assessment.

2. Click Assessment Canvas.

3. Type search text in the Search for Question field and click Go. Or leave the field blank and click Go to display a list of all default questions.

4. Click Expand next to the appropriate question to view all the details.

5. Click the check box next to the questions to add.**

6. Click OK.

**After adding a questions, select Edit from the drop-down menu beside the question to add a Model Response.

Adding Criteria to a Question

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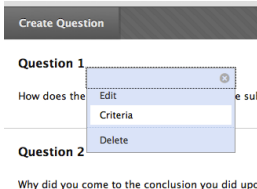
In general, essay questions may require many criteria per question while shorter questions may only require one or two criteria.

There are three ways to add criteria: Create Criteria, Word Count Criteria, and Search for Criteria (default).

To Create Criteria:

1. Click Edit next to the appropriate assessment.

2. Click Assessment Canvas.

3. Click Criteria under the drop-down menu next to the appropriate question.

4. Click Create Criteria.

5. Type criteria text in the Criteria Text Editor.

6. Type 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.

To add a Word Count Criteria:

If you want to evaluate the length of an answer, it is possible to add a word count criteria to a question. You 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).

1. Select Edit next to the created Self and Peer Assessment.

2. Click Assessment Canvas.

3. Click Criteria under the drop-down menu next to the the desired question.

4. Click Add Word Count Criteria.

5. Type the number of Points Possible.

6. Type the Maximum Word Count.

7. Type the Allowed Variation.

8. Click Submit.

To Search for Criteria:

Adding default criteria is a quick and easy way to construct an effective assessment. The Self and Peer Assessment Building Block comes with a set of default criteria you can use to build your tests.
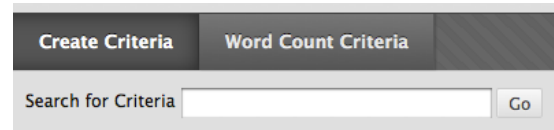
1. Click Edit next to the appropriate assessment.

2. Click Assessment Canvas.

3. Click Criteria under the drop-down menu next to the appropriate question.

4. Type search text in the Search for Criteria field and click Go. This field is left blank to display a list of all stored criteria.

5. Click Expand next to the appropriate criteria

to view all the details.

6. Click the check box next to the criteria to add.

7. Click OK.

Completing an Assessment

Completing an assessment allows the student to interact with you 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 to support their answer. *(See the student tutorial for detailed instructions for completing an assessment.)*

Evaluating an Assessment

Allowing your students to evaluate their peers' assessments allows them to provide valuable feedback on submitted answers. This feedback can provide improved comprehension of the material for both the assessed peer and the student providing the evaluation.

Students 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.

Notes:
- Do not enroll or un-enroll students after the evaluation state date, because doing so can negatively affect the results already gathered.

- Tests can only be evaluated during the evaluation period designated during the assessment creation.

(See the student tutorial for detailed instructions on how to evaluate an assessment.)

Monitoring Assessment Submissions

Assessment submissions are monitored and reviewed during the assessment process. Submissions are downloaded as a collection or on an individual basis so they can be reviewed later. The submissions are bundled in a .zip file that contains an HTML file for each submission. The submissions can be opened and read in any web browser.

1. On the Control Panel within the course, under Course Tools, click the Self and Peer Assessment link.
2. Click the name of the appropriate Assessment.
3. Click Submissions.
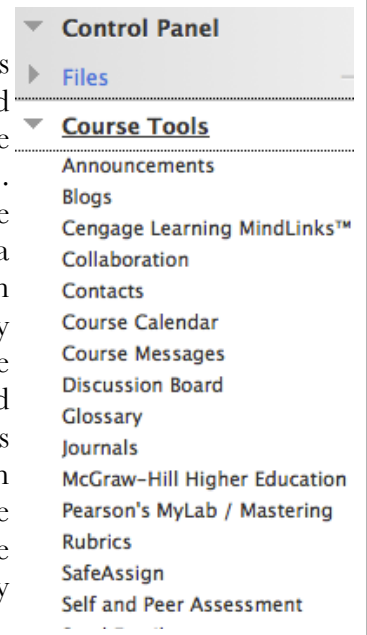
Monitoring the Evaluations

Assessment evaluations are monitored and reviewed during the assessment process. Evaluations are downloaded as a collection or on an individual basis so they can be reviewed later. The evaluations are bundled in a .zip file that contains an HTML file for each evaluation. The evaluations can be opened and read in any web browser.

1. On the Control Panel within the course, under Course Tools, click the Self and Peer Assessment link.
2. Click the name of the appropriate assessment.
3. Click Evaluations.

Viewing the Assessment Results

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

1. On the Control Panel within the course, under Course Tools, click the Self and Peer Assessment link.
2. Click the name of the appropriate assessment.
3. Click Results.

Using the Results Page

The following table describes the Results page.

Feature	Description
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.
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.
View	Click to view a specific submission.
Download	Click to download a specific submission as a ZIP file.