# Creating a Self and Peer Assessment

Introduction
Follow the steps below to create a Self and Peer Assessment. This tool allows students to submit work, then have it evaluated by their peers.
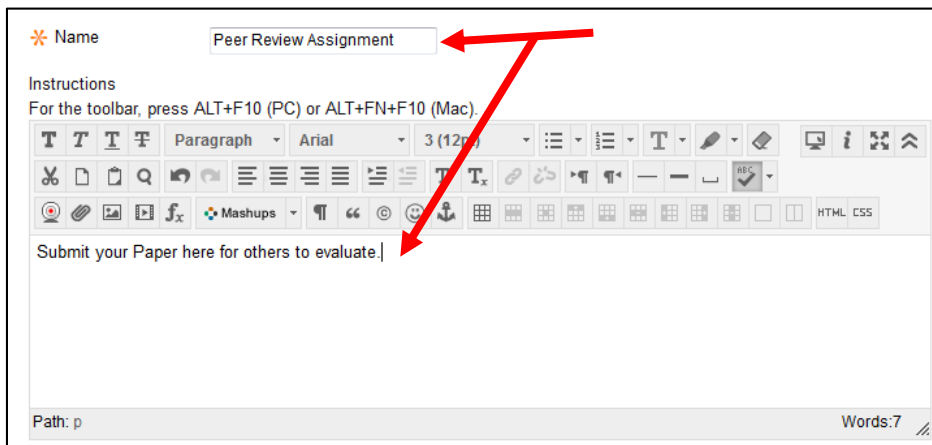
Step 1:
In the content area of a course site you would like to add the self and peer assessment to, click on the "Assessments" button at the top of the page, then choose "Self and Peer Assessment."
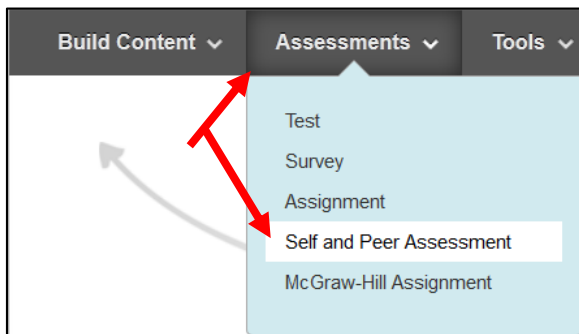
Step 2:
Enter a name for the assignment in the "Name" text box, then enter instructions for what students should submit in the "Instructions" text box.

Step 3:

You will need to enter a date range during which you would like students to submit their work, and a separate date range during which you would like students to evaluate each other.

Submission Dates: Students submit during this time.
Evaluation Date: Students evaluate each other during this time.

Note: No submissions can be accepted after the submission end date has passed. This means that students cannot submit work late under any circumstance.

Submission Dates	Start Date	05/11/2015	08:00 AM
	End Date	05/24/2015	11:59 PM

SELF AND PEER EVALUATION OPTIONS

Evaluation Dates	Start Date	05/25/2015	08:00 AM
	End Date	05/31/2015	11:59 PM

Step 4:

Choose your assessment settings:

Allow Anonymous Evaluation ● Yes ○ No — If "Yes" no record is kept as to who evaluates who.

Allow Self Evaluation ● Yes ○ No — If "Yes" students can evaluate their own submission.

Show Evaluation Results to Submitter ● Yes ○ No — If "Yes" students can see the evaluations of their work.

✳ Number of Submissions to Evaluate [2] — Determines how many submissions each student will be randomly assigned.

**Step 5:**

Choose your availability options:

Make the assessment available ● Yes ○ No — If "No" students won't see this assessment.

Track number of views ● Yes ○ No — If "Yes" enables click tracking of assessment.

Choose date restrictions
☐ Display After 05/13/2015 04:53 PM
☐ Display Until 05/14/2015 05:53 PM
— Date the assessment appears to students, then the date it disappears.

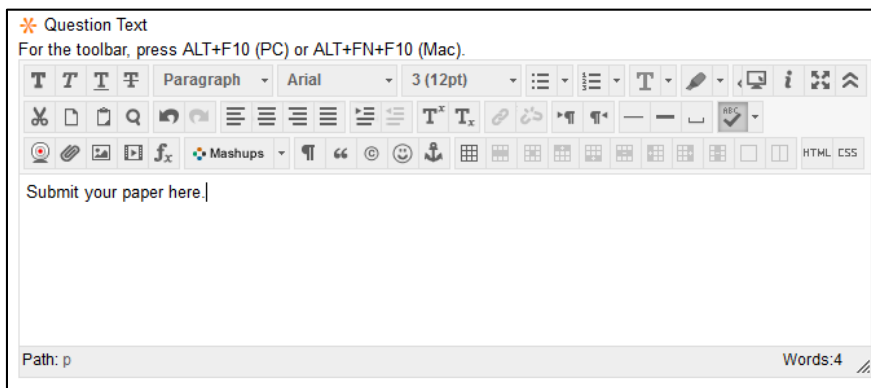**Step 6:**

Press "Submit."

Step 7:

Click "Create Question."
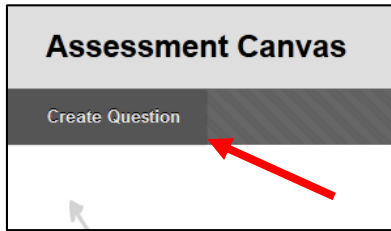
Step 8:

Enter the directions for what students should submit in the "Question" text box.

Step 9:

Optionally, enter a model response that students will see next to the submission of their peer during an evaluation. This can be used for students to compare their peer's work to. Underneath the model response, select whether you would like it to be visible or not.
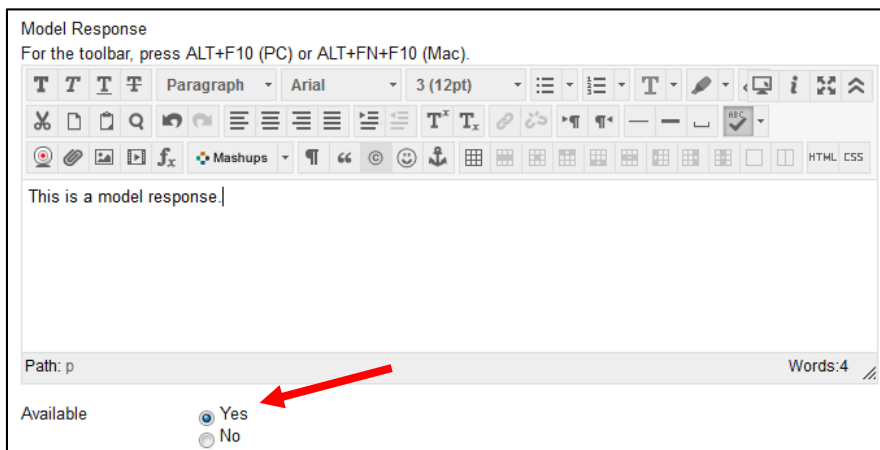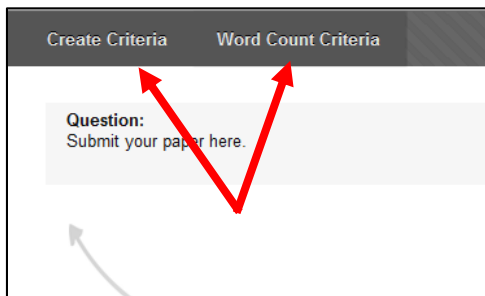
Step 10:

On the Assessment Canvas page, place your mouse cursor over the "Question 1" question, then click the down arrow button. Choose "Criteria."
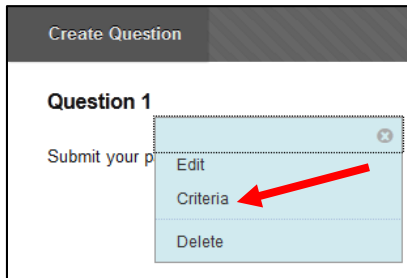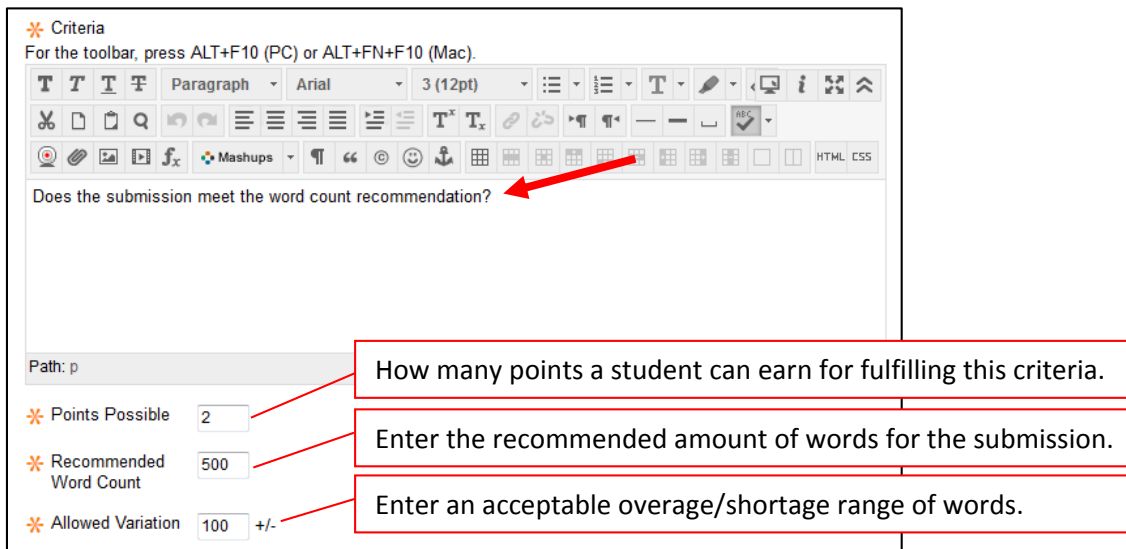

Step 11:

On this page you can create two types of criteria for students to evaluate their peers against.

Clicking **Word Count Criteria** allows you to enter a word count value that students can evaluate their peer against. Under the submission each student evaluates they will see the word count you have entered, and the word count the student that submitted reached.

Click "Submit" to add this word criteria to the question.

Clicking **Create Criteria** allows you to create a custom criteria for students to evaluate each other against. If students are evaluating each other on several different criteria, you would make several of this type of criteria.


How many points a student can earn for fulfilling this criteria.

When evaluating is the grading all or nothing, or can students assign point's in-between zero and the max points?

If yes, students can enter text comments as well as assign points.

Press "Submit" to add this criteria to the question.

Step 12:
After adding all of your criteria, press "OK" in the bottom-right corner of the page. You will have to click the "OK" button on two more pages until you return to the content area you started at.
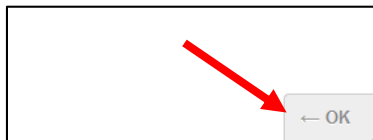
That's it! You're done. The Self and Peer Assessment is now created. Remember, students CANNOT submit their work late in this tool. Make sure they know this!

Peer Review Assignment
Enabled: Statistics Tracking
Submit your Paper here for others to evaluate.

Submission dates: May 11, 2015 08:00:00 AM to May 24, 2015 11:59:00 PM
Evaluation dates: May 25, 2015 08:00:00 AM to May 31, 2015 11:59:00 PM

>>View/Complete Assessment

Conclusion
We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.