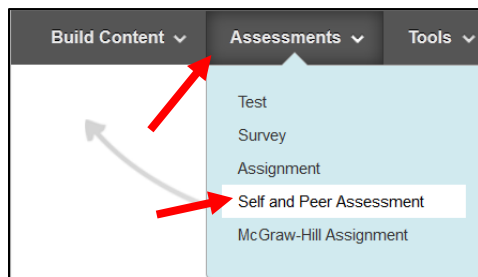


## Creating a Self and Peer Assessment

Follow the steps below to create a Self and Peer Assessment. This tool allows students to submit work, and then have it evaluated by their peers.

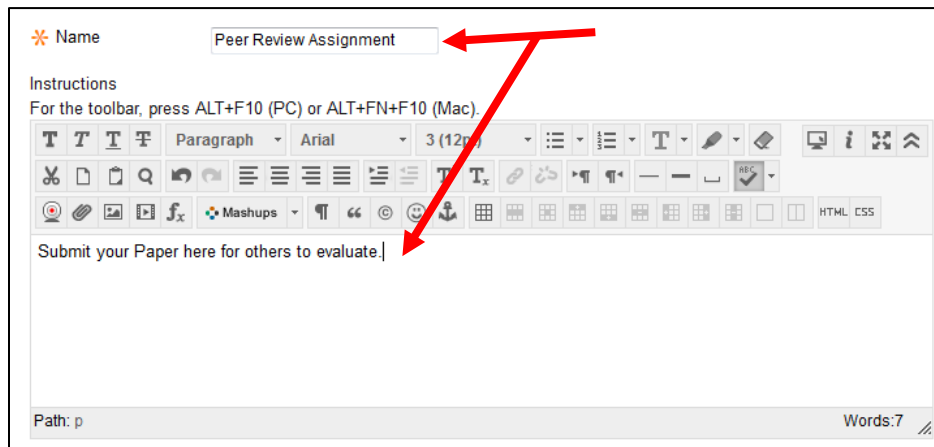
### Step 1:

Place your mouse arrow over the **“Assessments”** button at the top a content area, and then choose **“Self and Peer Assessment.”**



### Step 2:

Enter a name for the assignment in the **“Name”** text box, and then enter instructions for this activity in the **“Instructions”** text box.



### Step 3:

You need to enter a date range during which students will submit their work and a separate date range during which students will be able to evaluate each other's work.

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

**Submission Dates:** Students submit during this time.

**Evaluation Date:** Students evaluate each other during this time.

Submission Dates	Start Date	05/11/2015	08:00 AM
	End Date	05/24/2015	11:59 PM
<b>SELF AND PEER EVALUATION OPTIONS</b>			
Evaluation Dates	Start Date	05/25/2015	08:00 AM
	End Date	05/31/2015	11:59 PM

### Step 4:

Configure some options that determine how the tool will work for students:

- **Allow Anonymous Evaluation** - Keeps evaluations anonymous - you will not be able to see who conducted each evaluation.
- **Allow Self Evaluation** - Allows students to evaluate their own submissions.
- **Show Evaluation Results to Submitter** - Allow students to see how they were evaluated.
- **Number of Submissions to Evaluate** - Enter a number of submissions each student should evaluate. Submissions are assigned randomly.

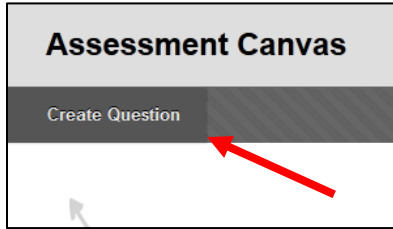
Allow Anonymous Evaluation	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow Self Evaluation	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Evaluation Results to Submitter	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Number of Submissions to Evaluate	<input type="text" value="2"/>

### Step 5:

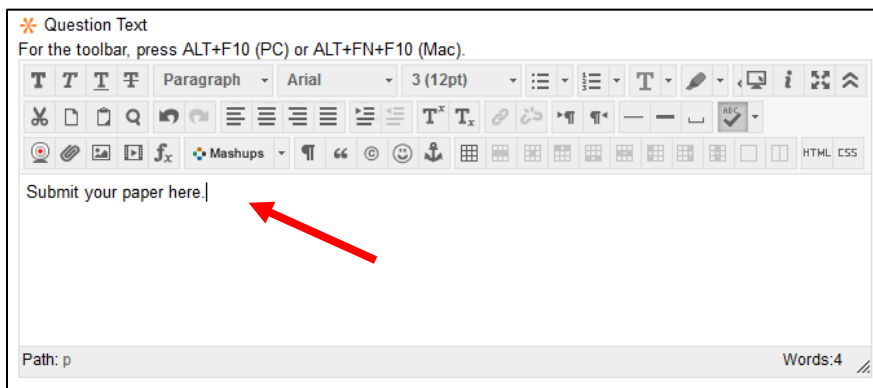
Choose if you would like to make this visible to students after is uploaded (by default it will be) OR set an availability date to have the file automatically appear and/or disappear at a certain date/time. Click the "**Submit**" button to move on.

Permit Users to View this Content	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track Number of Views	<input type="radio"/> Yes <input checked="" type="radio"/> No
Select Date and Time Restrictions	<input checked="" type="checkbox"/> Display After 05/07/2018 11:59 PM
	<input type="checkbox"/> Display Until

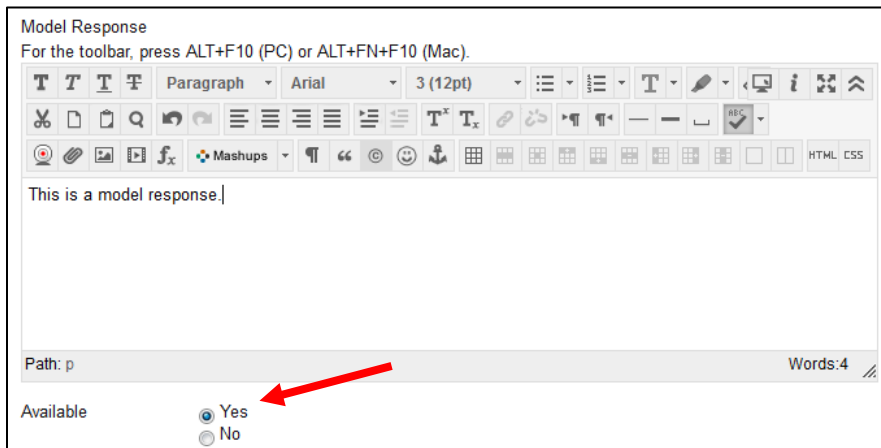
**Step 6:**  
Click “Create Question.”



**Step 7:**  
Enter the directions for what students should submit in the “Question” text box.

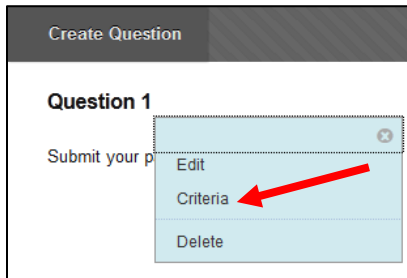


**Step 8:**  
Optionally, enter a model response that students will see next to the submission of their peer during an evaluation. This can be used for students to compare their peer’s work to. Underneath the model response you can choose whether you would like it to be visible or not.



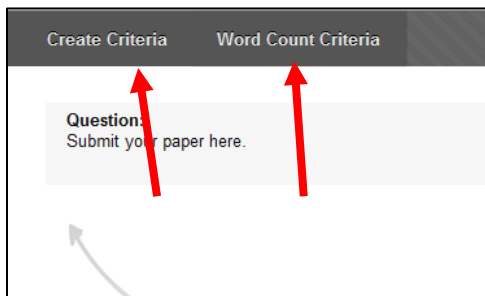
**Step 9:**

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



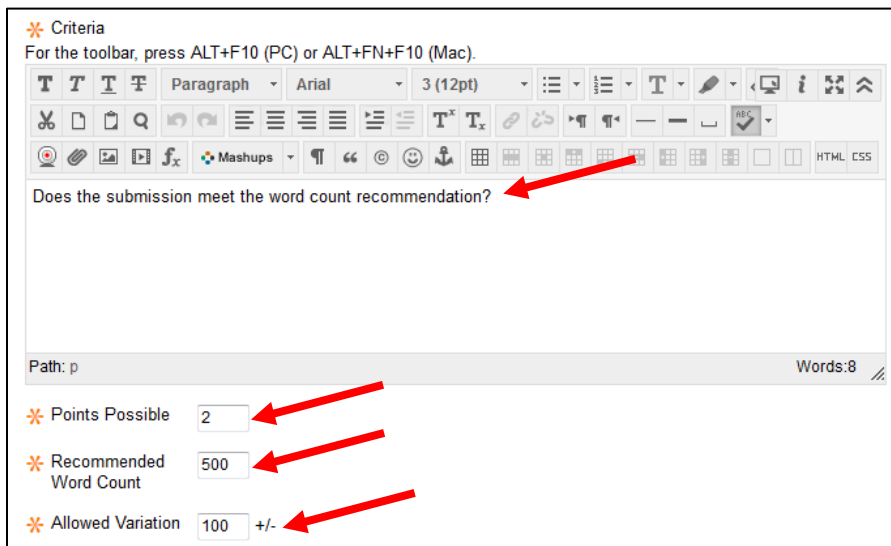
**Step 10:**

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



Adding **Word Count Criteria** allows you to enter a word count value that students can evaluate their peer against. When evaluating a submission, students will see the word count you have entered as well as the word count the submitter reached.

- **Points Possible** - how many points can a student earn for adhering to the word count?
- **Recommended Word Count** - Enter the amount of words you would like in this box.
- **Allowed Variation** - How many words above or below the word count you deem acceptable?



Click **“Submit”** to finish adding the word criteria to the question.

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

- **Criteria** - Enter the text of the criteria in this box.
- **Points Possible** - Enter the amount of points a student can earn for meeting this criteria.
- **Assign Points** - Allow students to enter a number of points or whether they have to award all of the points or none.
- **Allow Feedback to Learner** - Gives evaluators a text box to type feedback to the person they are evaluating.

\* Criteria  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Did this student make proper use of APA citation?

Path: p Words:9

\* Points Possible 2

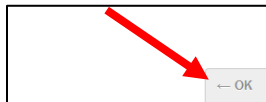
Assign Points  All or Nothing  Partial Credit

Allow Feedback to Learner  Yes  No

Press **“Submit”** to finish adding this criteria to the question.

### Step 11:

After adding all of your criteria, press **“OK”** in the bottom-right corner of the page.



### Step 12:

You will have to click the **“OK”** button on two more pages until your assessment is fully saved. 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](#)