

The “Self and Peer Assessment” tool in Blackboard is helpful for diagnosing many issues. Since this course places significant emphasis on our ability to be metacognitive and articulate our reasoning, we will use this tool to aid the development of those skills.

When presented with an assignment for self and/or peer assessment, you will always see the general instruction page first. This will show the title of the assignment and the basic instructions and rationale, which typically has a link to this document for more specific help. At the very bottom, it will also show the period during which you can make your submission and the period during which submissions are not permitted because the evaluations are taking place.

Click on “View/Complete Assessment” to complete the assignment.

Click the appropriate link below based on what information you need.

[IT IS DURING THE TIME PERIOD FOR SUBMISSIONS](#)

[IT IS DURING THE TIME PERIOD FOR EVALUATIONS](#)

[THE EVALUATION PERIOD IS COMPLETE](#)

If it is during the time period for submissions...

...you will see all of that same information and, below that, the text “Question 1” and its information as well as a status indicator that tells you whether you have submitted anything for that question. If there are additional questions you will see them listed underneath the first one and labeled “Question 2”, “Question 3”, etc.

To submit something to one of the questions, click its label, e.g. “Question 1” is a clickable link – you can tell by mousing over it. You will be taken to the page where you can submit whatever is requested for that question, e.g. if the question says to copy and paste one of your DB posts, then find that DB post (make sure it’s the correct one!), copy it, paste it into the “Response” box for that question, then click “Submit” to save it.

You will then be returned to the previous page where you can see that the status of that question should now read “Completed.” If you would like to change and/or update your submission you may do so at any time prior to the submission due date and time by following the same instructions as when you made the original submission.

Repeat this procedure to make sure you have submitted what is requested for all of the questions in the assignment.

If it is during the time period for evaluations...

...you will see all of that same information and, below that, the text “Evaluations” and a list of people that you are required to evaluate. If you are required to self-evaluate your own submission, you will be listed there. Since peer assessments are anonymous, you will see “User 1”, “User 2”, etc. for any classmates that you are required to evaluate. You will also see a

“Status” indicating whether you have completed that person’s assessment and the person’s score, as assigned by you.

To evaluate a submission, click on the name of the user. You will be taken to the page for that user’s “Question 1” information. You can see the question itself, a button to get a “Model Response” (if available), the number of points you have awarded for that question thus far, and that user’s submission for that question.

Below this are the Criteria. You will see a list of numbered criteria (there will be at least one). “Criteria 1” is displayed first and the box will show you what those criteria are and what scores are possible. There is also a box to include “Feedback to Learner” and though optional, you might want to let the user know why you gave them the points they did, especially if it’s less than full credit for that criteria.

If partial credit for that criteria is not permitted, you will see a checkbox next to “Allocate Points” and the number of points that are possible. To award those points, click the checkbox. If the user did not earn the points for that criteria, leave the checkbox blank. The “Feedback to Learner” is optional and is most useful if awarding partial credit, no credit, and/or explaining why you made the decision you did.

If partial credit for that criteria is permitted, you will see “Points Possible” with the maximum value and a box to enter the appropriate amount. Enter the correct amount based on what the user earned. The “Feedback to Learner” is optional and is most useful if awarding partial credit, no credit, and/or explaining why you made the decision you did.

Once you have finished with Criteria 1, click the box to save it. If there are additional criteria, the box will show “Save and Next Criteria.” If it’s the only criteria used to evaluate it will show “Save and Submit.”

Proceed through all the criteria and click the blue “Submit” button when finished. You will then be returned to the original page where you can see the list of users to evaluate. The user you just completed should show “Completed” (or “In Progress” if you didn’t enter a value for every criteria). If you would like to change and/or update your evaluations you may do so at any time prior to the evaluation due date and time by following the same instructions as when you made the original evaluations.

Repeat this procedure to make sure you have evaluated everyone that you were assigned (all users must show “Completed” for their status). You cannot receive full credit if you do not complete all of the evaluations listed before the due date/time.

If it is after the time period for evaluations...

...you will see the “Results” page for your own submission. You will see your average percentage and score based on the users who evaluated your submission.

You will see the first question shown with your submission and the evaluation criteria. If there are multiple criteria, you can click on the number to show what that criteria is and how each user evaluated that particular aspect. If there are multiple questions, you can click on each question number to see its criteria.

This average percentage and score do not directly contribute to your overall course grade. Remember, you are graded on (1) whether you followed the instructions and made your submission on time and (2) whether you accurately graded the submissions assigned to you (including any required self-evaluation). However, *you should take this opportunity to reflect upon whether your submission met the criteria, based on the opinions of your classmates.*

If you scored low, this should be a clue that your work isn't quite where it needs to be based on the course expectations. Try to give yourself more time to complete the assignments and make sure you are carefully considering and including everything required based on the grading rubric.

Whether you scored high or low, keep practicing! This is the most important part. The more you practice, the more it becomes second nature and nearly automatic (in everything you do!).

If you need help, ask!