

PeerAssessment.com

Getting Started with PeerAssessment.com

Instructions for the First Time User

Welcome to PeerAssessment! These instructions are intended to get you started. You can then explore the numerous ways you can customize it to meet your specific needs.

Before you get going you need the following:

- **Coupon Code***
- **Class:** Name and details of the class for which assessments are to be done
- **Team Members:** List of team members (in a spreadsheet). Columns: FIRSTNAME, LASTNAME, EMAILID, TEAMID, *STUDENTID (optional)*.
- **Assessment schedule:** Schedule of assessments to be run

*** WHAT'S A COUPON CODE?**

You need a COUPON CODE to set up and run assessments. A COUPON CODE permits you to...

- CREATE A CLASS SECTION
- DURING A SINGLE TERM/SEMESTER
- WITH AN UNLIMITED NUMBER OF STUDENTS
- AND UNLIMITED NUMBER OF ASSESSMENTS

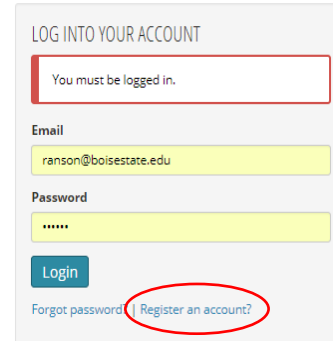
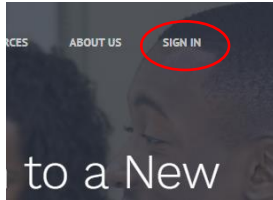
*** 3 WAYS TO GET A COUPON CODE**

- Ask for a free trial from ContactUs@PeerAssessment.Com (first time users only!)
- Request a code from your organization, if it purchased a code for instructor use. Codes are frequently purchased by departments or colleges.
- Purchase a COUPON CODE yourself. Register an account, log in and go to "Create New Class". You can purchase a coupon code from there.

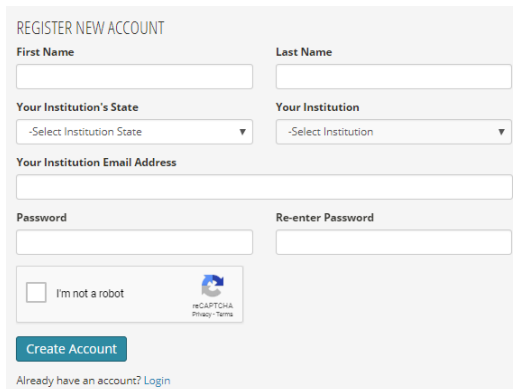
READY?

REGISTER YOUR ACCOUNT

- Go to PeerAssessment.com
- In the top right hand corner of the site, click on SIGN IN



- Click the REGISTER AN ACCOUNT link

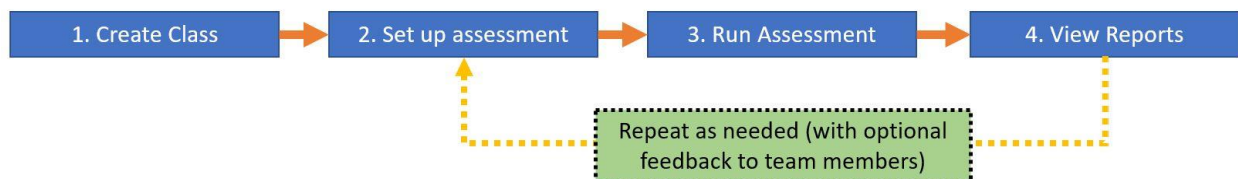


- Follow the instructions to register your new account
 - (Your password must include Uppercase and lowercase letters, a number, and a special character)
- You need to register only once

HOW PEERASSESSMENT WORKS

Running a PA assessment consists of four simple phases

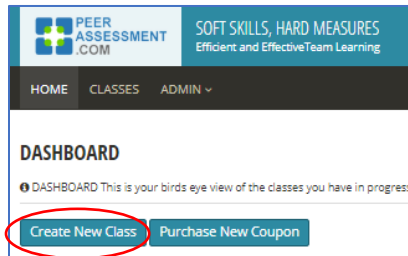
1. Create class
2. Set Up Assessment
3. Run Assessment
4. View Reports



We will step you through the phases.



You are now at your DASHBOARD. It displays the set of classes you have created for assessment purposes and their status.



CREATE NEW CLASS

- a) Click on CREATE NEW CLASS button
- b) Enter the required CLASS INFORMATION. Since yours is a new class, click on the + BUTTON under COURSE NUMBER to add it
- c) Enter the six digit COUPON CODE (you have the option to purchase one on the spot)
- d) Click on CREATE CLASS button

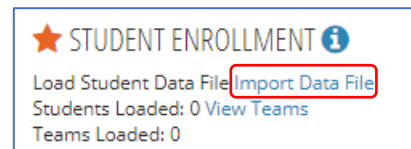
That's it! Your class has been created.

SET UP STUDENT DATA

PeerAssessment.Com will take care of communicating (via email) with your students to complete the assessment and access their personalized reports. But to do so, you will need to load a spreadsheet with student information including name, email, and team.

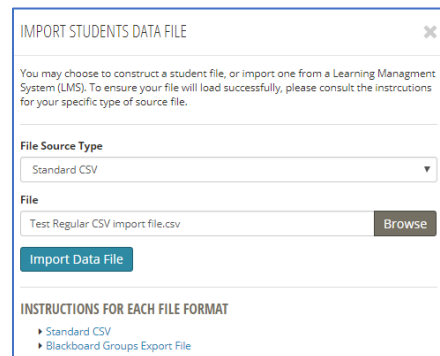
You have three options for the Student File import. If you use Canvas or Blackboard, there are “Quick-Load” functions that take care of the process with a few quick clicks! Otherwise, you can prepare a student file easily in Excel using any electronic class list of your students. Under HELP, select the appropriate loading instructions: Standard CSV File, Canvas Gradebook Export, or Blackboard Groups Export.

When the file is ready, on the Class Details page please click **IMPORT DATA FILE**.



This takes you to the following window:

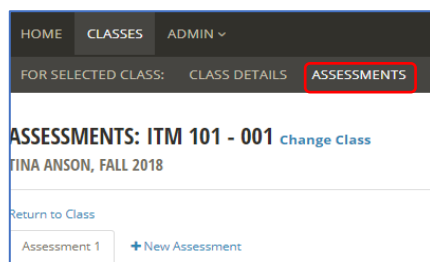
- Click on **BROWSE** and select the **EXCEL** file (in CSV format) on your drive containing the list of students in the class. (Microsoft EXCEL lets you save a spreadsheet in the CSV format)
- Once you import the file, inspect the data displayed to insure they are correct.
- Click on **CONFIRM AND IMPORT**.



Your class is now created and you may proceed to the Assessments page. You may construct as many assessments as you need for this class.



Click on the **ASSESSMENT** menu. This takes you to the **ASSESSMENTS** page.



SET UP ASSESSMENT SCHEDULE

You will need to specify four dates and times. Click on EDIT ALL DATES to set the default dates and times to suit your needs.

- Assessment Start Date
- Reminder Date 1
- Reminder Date 2
- Assessment End Date

★ ASSESSMENT SCHEDULE

Edit All Dates

☑ Start Date	8/08/2018 - 6:30am MDT
☑ Reminder Date 1	8/10/2018 - 6:30am MDT
☑ Reminder Date 2	8/12/2018 - 5:00pm MDT
☑ End Date	8/13/2018 - 11:55pm MDT

+ Extend End Date

Click on SAVE.

Congratulations! You have set up your first assessment. PeerAssessment.Com will send out emails and links using the dates and times you have entered.

There are various options for customizing a given assessment. Under the HELP menu, you can find more detailed information about these: Customizing Questions, Customizing Emails, Managing Teams and Students.

ASSESSMENT OPTIONS

View/Customize Questions

View/Customize Email Messages

Report Distribution:

Hold to review before distribute

Special Instructions To Display on Student Assessment

TEAMS FOR ASSESSMENT #1

Manage Teams View Team Roster

Team: 1	Assessment Completed
Thomas	
Kyle	✓
Austin	✓
Makenna	✓
Noah	✓
Team: 2	Assessment Completed
Chase	✓
Garret	



During the assessment period, the system is managing emails and students are filling out questionnaires. It is a good idea to **monitor** to ensure students are responding. Perhaps you might decide to **extend the end date**. Also, you may have questions from students.

Monitor Responses

Log in to the Home Dashboard to monitor students' response. The example below displays two classes.

HLTHST 400 - 4001	ASSESSMENTS
INSTRUCTOR: JAIME SAND	1 7/28/2018 - 8/05/2018 Completed (24 of 26) Reports
Total Students: 26	
Teams: 5	
BUSMBA550 - 1	ASSESSMENTS
INSTRUCTOR: REGIS TERPEND	1 8/07/2018 - 8/13/2018 In Progress (25 of 45)
Total Students: 59	
Teams: 9	STUDENT WARNINGS
	Unassigned: 14/59

The first is complete, with 24 of 26 students having filled out their questionnaires. The second is still “In Progress” with 25 of 45 completions. (This was checked on the second day, 8/08/2018--pretty good progress with 4 more days in the assessment period.)

Extend End Date *OPTIONAL*

If students are slow to complete, you may decide to **extend the End Date**.

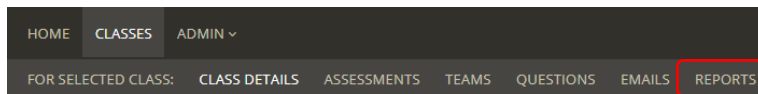
★ ASSESSMENT SCHEDULE	
Start Date	7/27/2018 - 2:10pm MDT
Reminder Date 1	7/27/2018 - 4:45pm MDT
Reminder Date 2	7/27/2018 - 5:00pm MDT
End Date	8/03/2018 - 11:55pm MDT
+ Extend End Date	

- Go to the ASSESSMENTS page
- Click on EXTEND END DATE
- Enter new extended date and time
- Click on SAVE EXTENSION

PA will send an **extend reminder** email to students who have yet to submit their assessments.



Click on the REPORTS menu. This takes you to the REPORTS page for the current class.



There are three main reports that can be generated for the assessment results: Instructor, Student and Grade. They may be run for all teams at once or for a single team.

REPORTS: TEST 101 - 001 [Change Class](#) [Create New](#)

ROBERT ANSON, SUMMER 2018

★ CLASS AND ASSESSMENT REPORTS

Report	All	Assessment 1
Instructor Report (PDF)	All Teams	View
Student Report (PDF)	The A Team	View
"Other" Questions (PDF)	All Teams	View
Grade Report (Excel)	View	View
Student Roster (Excel)	View	View
Assessment Data Download (Excel)	View	View
Assessment Management Report (Excel)	View	View

Instructor and Student Reports

The Instructor and Student Reports are similar but formatted for different purposes.

- The student receives feedback about themselves in the ‘Peer Questions’ section, and about their team overall in the ‘Team Questions’ section.
- In your Instructor Report, you will also receive responses to any ‘Other Questions’ asked.

1 - No Participation; 5 - Some Participation; 9 - Above and Beyond

Peer	W.	D.	P.	A.	Question
Average	Turner	Daniels	Baxter	Parker	
6.67	7	7	6	7	Please rate this team member's overall participation, effort and contribution, not his/her academic ability.

Please comment on specific areas he/she can improve and make your comments constructive, helpful, and specific.

Wendy Turner: I already have a lot going on in my life being a single mom and trying to have a work and life balance.

Duncan Daniels: Wendy was a pretty decent team member. She did a good assignment.

Paul Baxter: Wendy was an average team member. She did not seem to have any pretty easy tasks to complete.

Amy Parker: Wendy was an okay teammate. She did submit a first draft rather than with nothing.

Instructor Report

1 - No Participation; 5 - Some Participation; 9 - Above and Beyond

Peer	Self	Question
Average		
6.67	7	Please rate this team member's overall participation, effort and contribution, not his/her academic ability.

Please comment on specific areas he/she can improve and areas they are doing very well. Please make your comments constructive, helpful, and specific.

Self: I already have a lot going on in my life being a single mom and going to school. I try to give what I can while trying to have a work and life balance.

Peer: Wendy was an okay teammate. She did submit a first draft that needed some revision. But it was a good place to start rather than with nothing.

Peer: Wendy was a pretty decent team member. She did just what she needed to do in order to accomplish the assignment.

Peer: Wendy was an average team member. She did come to a few team meetings. Seemed to end up with some pretty easy tasks to complete.

Student Report

- Both reports calculate a Peer Average score for each quantitative question.
- The Student Report compiles the Peer responses anonymously, and displays the student’s own “Self” responses for comparison.
- The Instructor Report identifies the author of each response. This information can provide insights into, for example, whether a contentious relationship among specific students impacted scoring.

Grade Report

The grade report compiles the quantitative responses into a spreadsheet to assist grading. Two types of grades can be determined.

	A	B	C	E	F	G	H
1	Class	#	Student Name	Team	Completed	Peer Overall	Percent
2	ART 100 - 002	1	Wendy Turner	Blue Team	1	6.67	74.07%
3	ART 100 - 002	1	Duncan Daniels	Blue Team	1	4.33	48.15%
4	ART 100 - 002	1	Paul Baxter	Blue Team	1	8.33	92.59%
5	ART 100 - 002	1	Amy Parker	Blue Team	1	9	100.00%

1. “Completed” (Col F) –
 - Equals ‘1’ if student completed Questionnaire, ‘0’ if they did not.
 - Example: To assign 5 points simply for completing the questionnaire, then multiply column F by 5 for the score.

2. “Peer Overall” & “Percent” (Col G-H) represent the ‘Peer Overall’ quantitative measure included to assess peer participation and contributions.
 - The first column is the Peer Average score, and the second divides the score by the total possible (9 in this example).
 - Thus “Wendy Turner” received a 6.67 average score from her peers, or 74.07% of the possible score.
 - This percentage can be multiplied by a pool of participation points—say 25 points—or by the student’s team (“Blue Team”) project score.

ASSESSMENT COMPLETED!

So that’s a quick run through the entire PA System. In the next section, we introduce you to advanced options.

ADVANCED OPTIONS

You will find other links and buttons on the CLASS and ASSESSMENTS pages customize different areas.

CREATE CLASS Page

a. Additional instructors

- Your name is automatically added as an instructor
- You may add other co-instructors or assistants
- An Assistant can manage all aspects of a course
- An Assistant’s name is not displayed to students

b. BLACKBOARD File Import

If you use BLACKBOARD, and place students in GROUPS, you can save time by importing student data from BLACKBOARD

- In BLACKBOARD, open the GROUPS section
- Click EXPORT and choose GROUPS AND MEMBERS
- Export the file
- In PeerAssessment.Com, on the CLASS DETAILS page, select FILE SOURCE TYPE as BLACKBOARD GROUPS EXPORT FILE.

c. Copy Assessment Settings

This can save a lot of time if you are creating a new class that will be similar to a previous class. This feature will copy ALL of the assessment question and email customized settings from a previous class to the current class. For example, if there were four assessments in the previous class, it would set up all four assessments in the current class, with the same questions and email messages. You can then set up the new assessment schedules and make any other adjustments you wish.

SET UP ASSESSMENT Page

Link/Button	Purpose
+ Extend End Date	If you need to add extra time for students to complete the assessment. This will also send an extra reminder email immediately when it is run.
View/Customize Questions	Customize the questions asked of the students. You can select which sets of questions to ask and edit the question wording.
View/Customize Email Messages	Modify the default email messages sent to students.
Report Distribution	Usually you will automatically distribute the student report via a personalized link in the 'End Date' email. Or you may choose to hold to review the report before distributing it, or to not distribute it at all.
Special Instructions	You may enter special instructions for students to read when they start the questionnaire.
Manage Teams (and students)	You have full control over the teams and students, including the ability to change team assignments from one assessment to the next. You may also add or remove students from the class, create new team names, reassign team members, as well as to "Unassign" students from any teams at all. Unassigned students do not participate in the assessment.
View Team Roster	Download a spreadsheet of your students, teams, and status of having completed the questionnaire.
Inactivate Assessment	Place an entire assessment on hold. You may reactivate the assessment when ready, or delete it entirely.

Student Assessment Status Page

Review the Teams list on the Assessments Page. Each team member is a link, shown in blue.

TEAMS FOR ASSESSMENT #1

[Manage Teams](#) | [View Team Roster](#)

Team: Diabetes	Assessment Completed
Shea Eickmeyer	
Riyad Korane	✓
Gavin Mackey	✓
Hailey Montgomery	✓
Amber Short	

When you click on a student link, you see the Student Assessment Status page below.

ASSESSMENTS: HLTHST 356 - 1 [Change Class](#)

LILLIAN SMITH, SUMMER 2018

[Create New Class](#)

[Return to Class](#)

Assessment 1 [+ New Assessment](#)

[Return to Assessment](#)

PEER INFORMATION FOR GAVIN MACKEY

Class HLTHST 356 - 1
Teacher Lillian Smith
Start Date 8/02/2018 - 12:00am MDT
Deadline 8/07/2018 - 8:00pm MDT
Team Diabetes

ASSESSMENT STATUS AND LINK [?](#)

A **Status** Completed
[Change to 'In Progress'](#)

B **Link** <http://peerassessment.info/a/0f0eF9>

C **VIEW/EDIT PEER GAVIN MACKEY'S RESPONSES TO**

- [Shea Eickmeyer](#)
- [Riyad Korane](#)
- [Gavin Mackey](#)
- [Hailey Montgomery](#)
- [Amber Short](#)
- [Team: Diabetes](#)
- [Other Answers](#)

TROUBLESHOOTING GUIDE

This screen is generally used for troubleshooting. The main issues include:

Problem	Link	Comment
Student needs to modify completed responses	Change to 'In Progress'	Click
Student is unable to log in	Assessment link	Copy link and email to student
Student did not receive emails from the system	Resend Email	Click. Also consider using "Assessment Link"
Need to test a future scheduled email	Send Email Now	Assessment link
Need to modify feedback from a student	View/Edit Peer Answers	Assessment link
Student can not log in or receive emails	Edit Student Information	Assessment link

ASSESSMENT EMAILS [?](#)

D **Assessment** Sent to gavinmackey@u.boisestate.edu on 8/02/2018 - 12:00am MDT
[Resend Email Now](#)

Reminder Sent to gavinmackey@u.boisestate.edu on 8/04/2018 - 12:00pm MDT
[Resend Email Now](#)

Confirmation Sent to gavinmackey@u.boisestate.edu on 8/03/2018 - 7:07pm MDT
[Resend Email Now](#)

Report Sent to gavinmackey@u.boisestate.edu on 8/07/2018 - 8:40pm MDT
[Resend Email Now](#) - [View Report](#)

There is a lot on this page, and a guide to use it for troubleshooting student issues with an assessment.

- A. **Status** – If the student status is “Completed” for this assessment, then a link “Change to ‘In Progress’” will be included. Once the student completes an assessment, they cannot return to change their feedback unless you change their status back to ‘In Progress’.
- B. **Link** – This is the student’s link to their questionnaire that is emailed to them. If they claim the emails are not reaching them, then you can copy this link and paste it into a regular email to send to them and be certain they received it.
- C. **Edit Responses To** – If you find offensive comments that need to be changed, open this page for the team member who wrote the offensive remarks and click on the person to whom the remarks were written. You can edit the remarks here.
- D. **Resend Email Now** – If a student claimed they did not receive their email, you can resend the email from this link at any time.



Keep on assessing!