

QUESTION: *In the second half of the term, my groups will be presenting every other class period (2 groups at a time). Is there any way to stagger assessments to coincide with when each group actually presents?*

Peerassessment.com has two unique features that will allow us to do this.

1. You may change student assignments to teams from one assessment to the next.
2. If you Unassign students from a team for an assessment, they will be excluded from the assessment.

NOTE: There is a limit of 12 assessments for a given class. If you need more assessments than that to accommodate the separate teams, you will need to create a second class, load your students into it, then create the additional assessments.

SCENARIO: Assume you have 8 students enrolled in the class, with two 4-person teams. Everyone should fill out the first assessment in the middle of the final project. But the final project presentations will involve Team Blue presenting in Week 13, and Team Red in Week 14. Each team should fill out their assessment immediately after they present.

BRIEF SOLUTION: In other words, you will create the following 3 assessments:

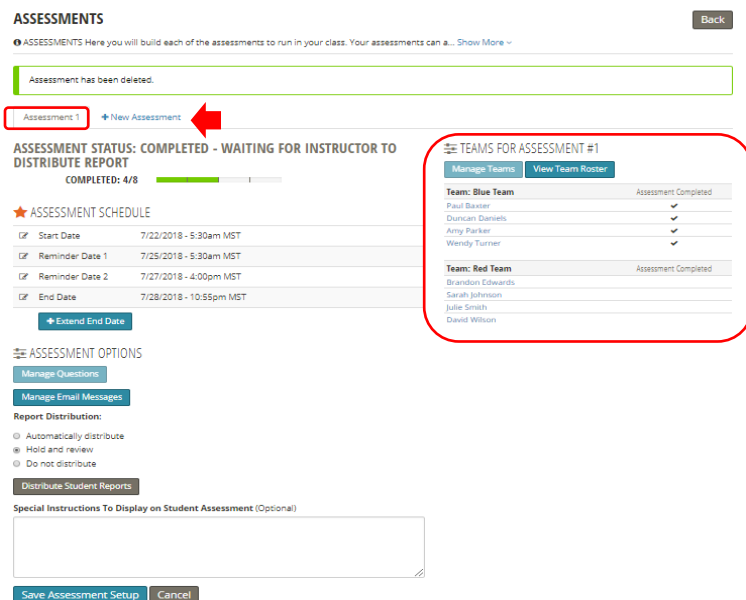
- Assessment 1 – All students assigned to their teams. Create Assessments #2 & #3
- Assessment 2 – Assign students to Team Blue; “Unassign” the Team Red students
- Assessment 3 – Assign students to Team Red; “Unassign” the Team Blue students

ILLUSTRATED SOLUTION: Here is how to do it. It saves some work if you do it in order I show below. Basically, create the first assessment with all students assigned to their teams. Then create the other assessments-- subsequent assessment carries forward the teams from the prior assessment. Then Unassign students from teams in the assessments in which they do not present.

(A) Assessment #1 Page – All students are assigned; Create 2 more assessments

Assessment #1 has 2 teams—Blue and Red--with 4 members each. The screen shot shows that students from the first team have taken Assessment #1 already.

For their separate presentations, you will need to create two more assessments, one for the Blue Team and one for the Red Team. Click on “+ New Assessment” twice.



The screenshot shows the 'ASSESSMENTS' management page. At the top, there's a 'Back' button and a message: 'ASSESSMENTS Here you will build each of the assessments to run in your class. Your assessments can a... Show More'. Below this is a notification: 'Assessment has been deleted.' A red box highlights the '+ New Assessment' button. The main content area shows 'ASSESSMENT STATUS: COMPLETED - WAITING FOR INSTRUCTOR TO DISTRIBUTE REPORT' with a progress bar 'COMPLETED: 4/8'. Below that is the 'ASSESSMENT SCHEDULE' section with a table:

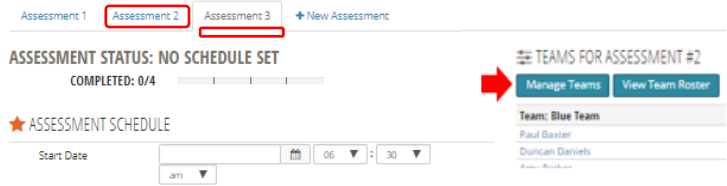
Start Date	Reminder Date 1	Reminder Date 2	End Date
7/22/2018 - 5:30am MST	7/25/2018 - 5:30am MST	7/27/2018 - 4:00pm MST	7/28/2018 - 10:55pm MST

Below the schedule is the 'ASSESSMENT OPTIONS' section with buttons for 'Manage Questions' and 'Manage Email Messages'. Under 'Report Distribution', there are radio buttons for 'Automatically distribute', 'Hold and review', and 'Do not distribute'. There's also a 'Distribute Student Reports' button and a text area for 'Special Instructions To Display on Student Assessment (Optional)'. At the bottom are 'Save Assessment Setup' and 'Cancel' buttons. On the right side, a red box highlights the 'TEAMS FOR ASSESSMENT #1' section, which has 'Manage Teams' and 'View Team Roster' buttons. It lists two teams:

- Team: Blue Team** (Assessment Completed): Paul Bauer, Duncan Daniels, Amy Parker, Wendy Turner.
- Team: Red Team** (Assessment Completed): Brandon Edwards, Sarah Johnson, Julie Smith, David Wilson.

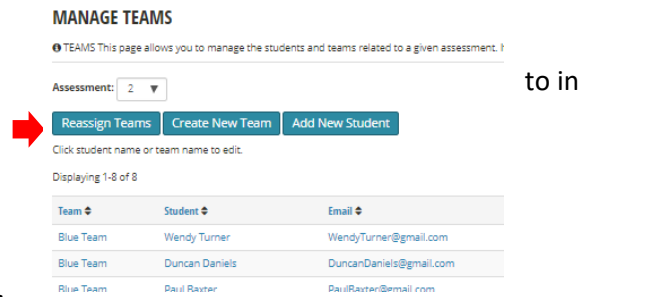
(B) Assessments Page – Open Assessment #2 and Manage Teams

Creating Assessment #2 and #3 copies all the teams, questions and emails from Assessment #1. First select Assessment #2 to prepare it for the Blue Team assessment, then click on Manage Teams.



(C) Assessment #2 Page – Reassign Teams

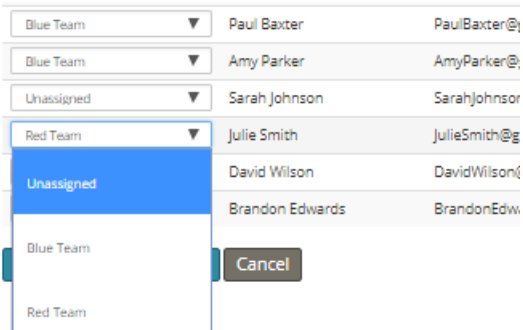
Within Manage Teams, click on "Reassign Teams" order to un-assign students from the Red Team.



to in

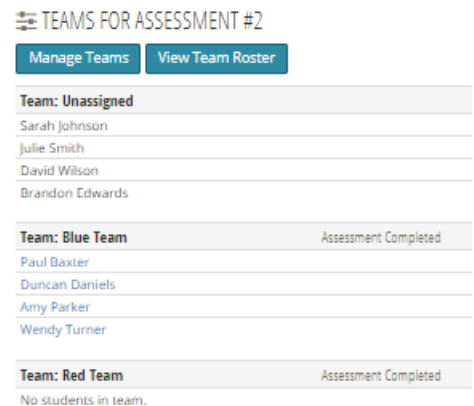
(D) Assessment #2 Page – Unassign Red Team Students

Use the dropdown box to change each Red Team member to "Unassigned". Then "Save" and go "Back" to the Assessment page.



(E) Assessment #2 Page – Red Team members are all Unassigned

Looking at the roster for Assessment #2, you can see that only the Blue Team members are assigned to their team, so they will be the only ones to receive an invitation to do the assessment. The other students are Unassigned. You can now complete the schedule for Assessment #2 in Week 13



(F) Repeat for Red Team in Assessment #3

For the Red Team, select Assessment #3 and repeat the process. Un-assign all of the Blue Team members and complete the schedule for Assessment #3 in Week 14.