

Student Assessment Status Page

On the Assessments Page, under teams, each team member is a link shown in blue. Click on a student link, for example Wendy Turner, to open the **Student - Assessment Status** (or simply **Status**) page below. (The troubleshooting guide is included on the next page.)

TEAMS FOR ASSESSMENT #1

Manage Teams View Team Roster

Team: Blue Team	Assessment Completed
Paul Baxter	✓
Duncan Daniels	✓
Amy Parker	✓
Wendy Turner	✓

Team: Red Team Assessment Completed

Brandon Edwards

STUDENT - ASSESSMENT STATUS

WENDY TURNER (BLUE TEAM) WendyTurner@gmail.com E Back

ASSESSMENT 1

Start Date 7/22/2018 - 5:30am MST

Deadline 7/28/2018 - 10:55pm MST

ASSESSMENT STATUS AND LINK

A **Status** Completed Reopen Assessment

B **Link** <https://system.peerassessment.com/a/eaceb8>

ASSESSMENT EMAILS ⓘ

SENT TO WENDY TURNER

Assessment Sent to WendyTurner@gmail.com on 7/22/2018 - 8:10pm MST C Resend Email Now

Reminder Sent to WendyTurner@gmail.com on 7/27/2018 - 4:00pm MST D Resend Email Now

Confirmation Sent to WendyTurner@gmail.com on 7/23/2018 - 8:32pm MST Resend Email Now

Report No email has been sent yet. Send Email Now

VIEW/EDIT PEER WENDY TURNER'S RESPONSES TO 'BLUE TEAM' MEMBERS ⓘ

- ▶ Paul Baxter
- ▶ Duncan Daniels
- ▶ Amy Parker
- ▶ Wendy Turner
- ▶ Team: Blue Team
- ▶ Other Answers

TROUBLESHOOTING GUIDE

Problem	Explanation	Instructor Action

There is a lot on the **Status** page. See the troubleshooting guide below for its use.

- A. **Status** – Once a student has finished their assessment, their status becomes “Completed”. They cannot reenter and change their “Completed” assessment feedback unless you reset it to “In Progress”. To reopen a “Completed” assessment, press the button “Reopen Assessment”.
- 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 their received it. Or, if you click the link yourself, it will open up the student’s assessment so you can test that it works.
- C. **Resend Email Now** – If a student claimed they did not receive an email, you can resend the email from this link at any time. The student’s Assessment Link (Item B) will be included in the email.
- D. **View/Edit Student’s Responses To** – If you find offensive comments that need to be changed, open this page for the team member who authored the offensive remarks and click on the person to whom the remarks were written. You can edit the remarks here.
- E. **Email > Send Message** – To simply send a message to the student, click on the email address and enter your message. If you want them to re-enter their assessment, you may copy and paste the Link (B) into the message.

TROUBLESHOOTING GUIDE		
<i>(The Student Assessment Status page is referred to simply as the Status page.)</i>		
Problem	Explanation	Instructor Action
Student needs to modify their responses after being completed.	Once student has completed their responses, the system does not allow them to reopen the assessment for revision.	Open the student's Status page. Press button under Status, Reopen Assessment To notify student, click their email (E) to send a message. You may copy the student Link and paste it into the message.
Student received email but is unable to successfully login.	Students login by entering their first name 1st initial and full last name. Sometimes names can be confusing however. It is important to enter the names as loaded into the system.	Open the Status page for the student. Test their login by clicking Link (B). Try entering the 1 st initial of their first name, and the full last name as given in the system. If you successfully login, notify the student by clicking their email (E) to send a message. Please tell the student specifically what you entered. You may copy the student Link and paste it into an email message. If there is still a problem, notify technicalsupport@peerassessment.com
Student did not receive email from the system.	Occasionally emails can end up in the student's email spam folder, or the student may be confused over the email account used.	Open the Status page for the student to check that an email was sent to them. Also check that their email address is correct. If an email was sent to the correct email, then recommend that the student search their email spam folder for the message. I recommend that you copy the student Link , and paste it into an email message (E) from your instructor account. This will overcome any factors that may have caused the system-sent email to divert to spam.
One student gives another offensive feedback. Instructor wishes to modify the feedback.	Our experience is that this occurs very rarely if the instructor sets guidelines for writing feedback. However, when necessary, instructor can directly edit the comments or ratings given by one student to another.	Open the Status page for the student who created the feedback that needs to be modified. Click View/Edit Peer Responses link for the student who received the feedback. Make necessary changes.
Student dropped the class.	When a student drops your class, this action will inactivate their participation in your class.	Open the Manage Teams page. Click on the student's name who dropped to open the student information. Click to un-check the Active? checkbox.



Keep on assessing!