

Getting Started with PeerAssessment.com

Instructions

Welcome to PeerAssessment.Com, also called PA.com! These instructions will help you create and run your first class and assessment. Then you can explore the numerous ways to customize it around your specific needs. Look for links to extra help information on PA.com features.

There is a separate document with teaching tips, called **Teaching with PeerAssessment.Com**. Plus the Instructor Resources Library on our website has many more ideas on integrating PA.com into your teaching practices and even into your research.



For tips on teaching with PA.com, see [Teaching with PeerAssessment.Com](#)

If you need further assistance, please contact me:

Dr. Rob Anson

Hot Rocks Consulting L.L.C.

Boise, Idaho USA (MST or UTC -7)

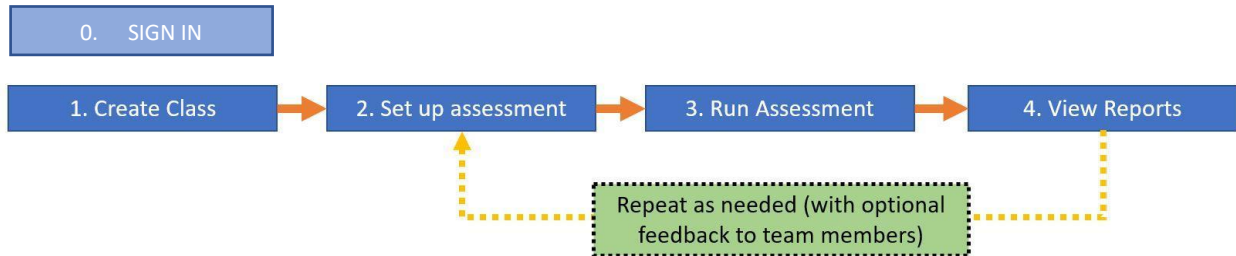
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Find us on WhatsApp: Peerassessment.com

HOW PEERASSESSMENT WORKS

Running a PA.com assessment consists of four simple phases



In this Getting Started document, we will start with a step 0, Sign In to PA.com, before we dive into these phases.

0. SIGN IN TO PEERASSESSMENT.COM

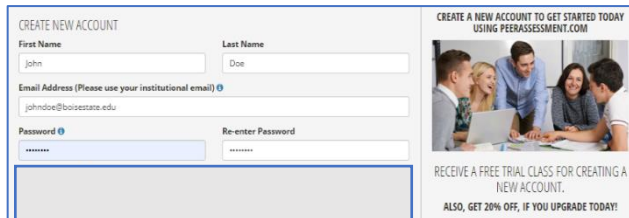


Enter PA.com from our website at <https://PeerAssessment.com>

Choose **SIGN IN** on the menu, then enter your email address (You must use your institutional email address!) If it is your very first time, you will be asked to create an account. Once you’ve logged in, you will see your Dashboard.

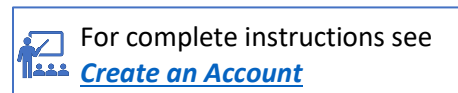
.... CREATE ACCOUNT

If you don’t have an account yet, you will be asked to create one. It usually will recognize which institution you are with from your email address. If so, simply enter your name and password.



If your institution has a Site License, your account is automatically created.

If PA.com does not recognize your institution, it will ask for your institution’s country and name. We will make sure your school is correctly configured in the system and ready for use within 2 business days.



DASHBOARD

After logging in, your DASHBOARD appears. It is easy to track your classes, create new ones, and purchase new class credits if needed. There are three special items to note:

- Note the blue links to directly access the set-up information for both class and assessments, as well as to open the reports.
- Change Term if you wish to access past or future classes.
- PA.com also warns you, in red, if some students are not assigned to teams. The assessment can go ahead. However, the unassigned students will be excluded from that particular assessment.

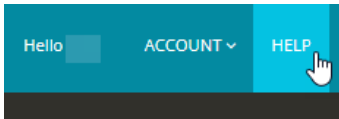
DASHBOARD
 DASHBOARD This is a birds eye view of your classes. Links will take you directly to the class deta... Show More ▾

[Create New Class](#)
[Purchase Plan](#)

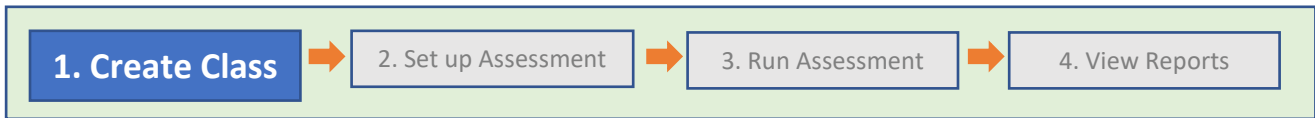
Change Term:
 Fall 2018 ▾

CURRENT CLASSES: FALL 2018

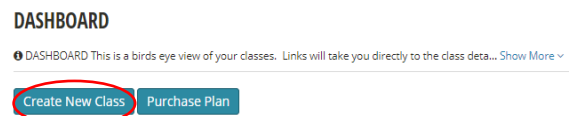
CLASS	ASSESSMENTS
ART 100 - 002 INSTRUCTOR: ROB ANSON Total Students: 8 Teams: 2	1 7/22/2018 - 7/29/2018 Waiting (3 of 8) 2 8/12/2019 - 8/20/2019 Scheduled (0 of 8)
ICESKATE 102 - 003 INSTRUCTOR: TEST TEACHER ANSON Total Students: 6 Teams: 2	1 11/27/2018 - 12/03/2018 Unassigned: 3/6 Completed (0 of 3) Reports 2 7/18/2019 - 7/26/2019 Unassigned: 2/6 Completed (0 of 4) Reports



Remember — Find HELP in the top right corner. There are a number of pieces of information to help you get the best possible results from PA.com.



Press **CREATE NEW CLASS** on the Dashboard to get started.

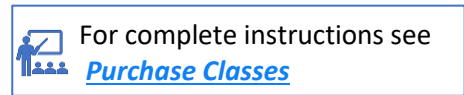


Creating a new class will involve four steps:

1. Select Plan Option for the Class
2. Enter Class Information
3. Load Student Information
4. Assign Students to Teams

If your institution has a Site License, you will skip step 1. Select Plan Option for the Class.

1. Select Plan Option for the Class



This first screen asks how you wish to obtain the class. You will see at most four options in case you teach in different areas with plans for you to use:

1. **FREE TRIAL** – When creating an account, you receive one free class.
2. **PURCHASE A PLAN**
 - a. **INDIVIDUAL INSTRUCTOR PLAN** – You may purchase one or more classes for your individual use. Check how many are available, and press [Create New Class](#) to use one.
 - b. **PROGRAM PLAN** – These purchased classes are shared among faculty in an academic program, such as your department or college. You will need the 6 digit Program Code to enter the first time you use the plan. You can get the code from your administrator, or ask our help.

You may have multiple plans available as options if you teach in different programs with Plans. The choices you have available will show up on the Class Options page.

- a. Choose the appropriate **CLASS OPTION**
- b. Press [Create New Class](#) button for that option.

Finally, you may also elect to buy a new plan using the **Purchase Program Plan** button. ([Instructions](#))

CREATE NEW CLASS - OPTIONS

Below are your plan options for creating new classes. Please note whether the plan size is Regular or Seminar. A 2nd class unit is charged for Regular Classes over 100 students, or Seminar Classes over 18 students.

★ FREE TRIAL ⓘ

You are eligible to create a new class for free. The class may include up to 100 students and 12 assessments.

Available Free Classes: 1

[Create Free Class](#)

★ INDIVIDUAL INSTRUCTOR PLAN

Individual Plans are for exclusive use by an individual instructor to create classes.

SEMINAR SIZE CLASSES

Available Classes (max size 18): 3

[Create New Class](#)

★ PROGRAM PLAN ⓘ

Shared Plans can be used by multiple instructors to create classes. Select the program from those you have previously used, or type in the 6 digit program code to use a new program.

Select Appropriate Program to Create Class:

Other Program - Enter Program Code:

[Create New Class](#)

[Purchase Program Plan](#) [Cancel](#)

2. Enter Class Information

Next create your class. which will contain the students and one or more instructors. A “class” in PA.com is equivalent to one “section”, taught over a given time period, with a set of enrolled students, and one or more co-instructors.

- a. Enter the required **CLASS INFORMATION**.
- b. Select the course using the dropdown. Or, if it is a brand new course, click on “+ Add New Course” to make a new number and title.
- c. Select the **Term/Year** and mode of instruction.
- d. If you have any co-instructors or teaching assistants, you may enter them. (If they have not already created an account, no problem. Add them later.)
- e. Click the **CREATE CLASS** button

That’s it! Your class has been created in PA.com.

CREATE NEW CLASS

CREATE NEW CLASS This page simply lets you create and define the class. You must co

★ CLASS INFORMATION

Institution
Test University

Course Number (ex. MATH 237)
MATH 101 [+ Add New Course](#)

Course Title (ex. Indescreet Integers)
Introduction to Math

Class Section
001

Term/Year
Summer 2019

Instruction Mode ⓘ
In-Person

★ INSTRUCTORS ⓘ

✕ Rob Anson
[+ Add Person](#)

★ CLASS OPTION ⓘ

FREE TRIAL

[Change Class Option](#)
(If you click “Change Class Option”, any information entered above will be lost.)

[Create Class](#) [Cancel](#)

3. Load Student Information

NOTE: You may set up assessments before loading this student information. However, you must load your student file and have students assigned to teams, before the first assessment begins.

Next is to load a CSV file with basic information about each of your students—name and email, and optionally their team and student ID. You can create this file in a spreadsheet by hand, but it is far easier and quicker to export it from your Learning Management System (LMS).

We have Quick-Load procedures for the following LMS systems. See links for detailed instructions.



Open People and select Participants or Groups (if you placed students in teams). Click Download.

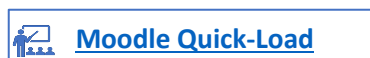


There are two ways to do this.

- i. Open **Grade Center**. Select 'Work Offline', and 'Download'. Set parameters to 'User Information Only' and 'Comma' delimiter type, and 'No' regarding hidden information.
- ii. Open **Groups**. Select 'Groups and group members' also 'Include header row', then select the file that ends in '..._groupmembers.csv'



Open Gradebook and press Export.



Select the group assignment. Under Grading Action select 'Download grading worksheet'.

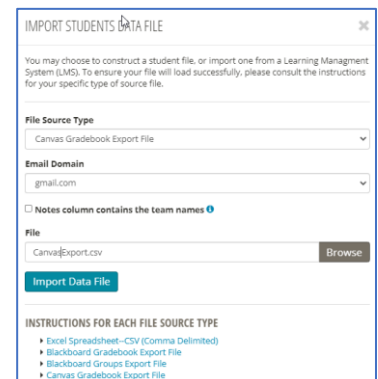


If you do not have access to the above learning management systems, use these instructions to build the **Standard CSV File**.

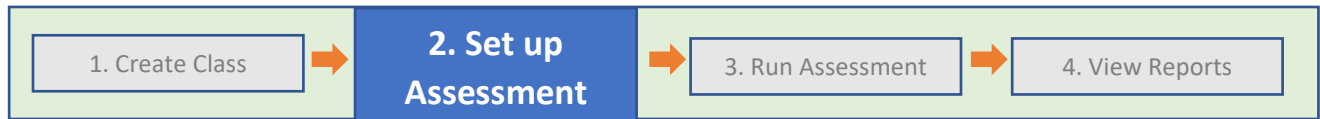
(Also, please let me know if you have a different learning management system we might add!)

There are 3 steps to load the students file.

- a. Export file from your Learning Management System (or Create the CSV file)
 - The file will be exported to your local drive.
 - Please do not open or change the file in any way!
- b. In PA.com, open your class and press **Import Student File**
- c. Import students
 - Make sure that you select the source of your file from the **File Source Type** dropdown
 - Fill in other information requested and press **Import Data File**
 - PA.com displays a sample of your data. Make sure the First and Last names show correctly, and the email addresses look correct. Teams and Student ID are optional
 - Press Confirm.



At this point you have your PA.com class created, and students in the class. You may also have students assigned to teams, depending on whether you exported team information from your Learning Management System. If the team information was not brought in, we will show you how to assign students to teams in the next section on setting up an assessment.



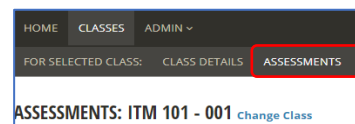
An Assessment is basically a questionnaire emailed to all students of a class who are members of a team. You will determine when students can complete the questionnaire, and when or if reports will be sent to students. Thus, setting up an Assessment has various elements to address.

1. Assessment schedule
2. Questions to include *(defaults included)*
3. Email messages to send *(defaults included)*
4. When/if to distribute reports *(defaults included)*
5. Special instructions for questionnaire *(optional)*
6. Assignment of students to teams

Two important principles help to simplify the set up.

- First, there are many defaults built in. The default questions provide a solid, well tested starting place. And the email messages are quite complete, so are rarely customized except for special circumstances.
- Second is a best practice. To create multiple similar assessments, start by completely setting-up the 1st—prepare the questions, emails, teams, plus set report distribution and special instructions. Then you can Add the next assessment. PA.com will copy over the previous assessment’s questions, emails and teams. If you follow this practice, you can create up a dozen assessments in minutes, to the extent that most will repeat. The differences can be customized as needed.

To get started, click on the menu to open the ASSESSMENTS page.

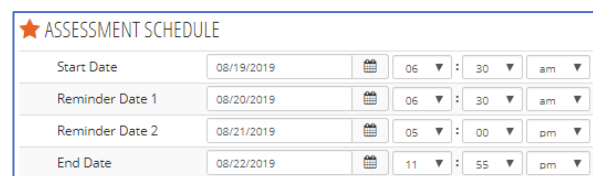


1. Set Up Assessment Schedule

PA.com communicates with students via emailed links. There are 4 dates/times that tell PA.com when to automatically send off each email to enter their feedback or retrieve a personalized report.

a. 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*

b. Press **SAVE ASSESSMENT SETUP**.


To change a date or time, click on the edit icon.


★ ASSESSMENT SCHEDULE	
<input checked="" type="checkbox"/> Start Date	9/26/2021 - 6:30am MDT
<input checked="" type="checkbox"/> Reminder Date 1	9/27/2021 - 6:30am MDT
<input checked="" type="checkbox"/> Reminder Date 2	9/28/2021 - 5:00pm MDT
<input checked="" type="checkbox"/> End Date	9/29/2021 - 11:55pm MDT

2 thru 5. Adjust Assessment Options

Defaults are set for all of the Assessment Options. The main options for customizing a given assessment include:

2. **Manage Questions** allows you to select sets of questions you wish to include and edit individual questions if needed.

 For instructions to set up questions, see [Manage Questions](#)

 For complete question set descriptions, see [Question Library](#)

ASSESSMENT OPTIONS

[Manage Questions](#)

[Manage Email Messages](#)

Report Distribution:

Automatically distribute

Hold and review

Do not distribute

Special Instructions To Display on Student Assessment (Optional)

[Save Assessment Setup](#) [Cancel](#)


[Deactivate Assessment](#)

3. **Manage Email Messages** allows you to customize the default email messages.
4. **Report Distribution** determines when the student reports will be distributed:
 - **Automatically distribute** -- Sends report link out in the assessment End Date email
 - **Hold and review** -- Lets you press a button to distribute the students reports when you are ready, after reviewing or even editing student responses if you need to.
 - **Do not distribute** -- Tells the system to not distribute results to students.
5. **Special Instructions** are displayed at the top of the assessment when the student opens it.

Make sure to press SAVE ASSESSMENT SETUP before you move off this page!

6. Assign Students to Teams


NOTE: We recommend reviewing the more detailed Manage Students and Teams directions because there are a number of important functions covered in this module. In this section, we will simply focus on team assignments.

 For complete instructions to set up and assign teams or add/remove students, see [Manage Students and Teams](#)

If the team information was not brought in from your Learning Management System, then everyone is shown as “Unassigned”. In this case you will need to assign students to teams before your first assessment. The MANAGE TEAMS feature is also used to re-assign students between teams, if there are changes required, as well as adding or removing individual students from the class.

Here are the steps to initially place students into teams.

- From the Assessment window, open **MANAGE TEAMS**.
- Create teams by pressing the **Create Teams** button. Enter a team name then press Save. Close the window when you have added all the teams.
- Place students in teams by pressing **Assign Students to Teams**. Team assignments become dropdowns in order to select the team each student will enter. Press Save Team Assignments when complete.

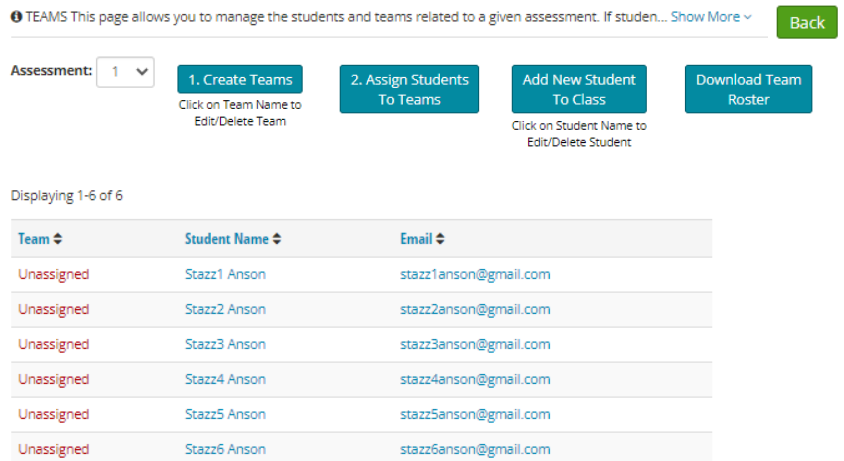


Team
Unassigned
Stazz1 Anson
Stazz2 Anson
Stazz3 Anson
Stazz4 Anson
Stazz5 Anson
Stazz6 Anson

You may leave some students as “Unassigned”. This represents both a caution and a feature.

- CAUTION: “Unassigned” students will be excluded from this assessment, so it is important that students be placed in their proper teams.
- FEATURE: Sometimes, you might only want this assessment to run for certain teams. Or perhaps certain students are not in teams for some reason in this assessment. Just change their status to “Unassigned” for that assessment.

MANAGE TEAMS



TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... Show More Back

Assessment: 1

1. Create Teams
Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Add New Student To Class
Click on Student Name to Edit/Delete Student

Download Team Roster

Displaying 1-6 of 6

Team	Student Name	Email
Unassigned	Stazz1 Anson	stazz1anson@gmail.com
Unassigned	Stazz2 Anson	stazz2anson@gmail.com
Unassigned	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Unassigned	Stazz5 Anson	stazz5anson@gmail.com
Unassigned	Stazz6 Anson	stazz6anson@gmail.com

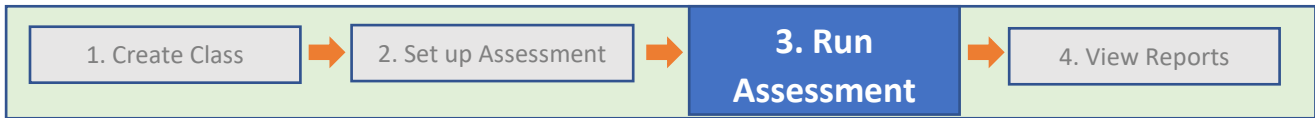
 For complete instructions, see [Use Manage Teams to Assess Some Groups but not Others](#)

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

Tip for Iterative Assessments

It’s easy to create multiple iterative assessments to check-in on teams periodically during a project. These check-ins usually involve the same questions, emails, and teams. The way PA works is, when you create a new assessment, it copies over the questions, emails and teams from the previous assessment.

To create iterative assessments, start by setting-up the first assessment completely—prepare the questions, emails, and teams, plus set report distribution and special instructions. Then click ‘+ **New Assessment**’ for as many more assessments as you will need—each is identical to the prior one. Finally, fill in the dates/times for each and you are done!



In this phase, the system will automatically send emails to students for filling out questionnaires. There is not much for you to do outside of three things:

- **Monitor response** to ensure students are completing the assessment.
- **Extend the end date** if it is drawing to a close and you want more students to respond.
- **Troubleshoot issues** if students report difficulties.

.... Monitor Response Rate

To monitor student response rate

1. *Log in to PA.com. This opens the Dashboard page which shows the completion for each assessment.*
2. *Or open the Assessment page to view which individual students have/have not responded.*

.... Extend End Date *OPTIONAL*

If students are slow to respond, you may need to **extend the End Date**. (This will even work if the assessment has closed!) PA.com will send an **extend reminder** email to students who have yet to submit their assessments.

To extend the End Date....

1. *Go to the ASSESSMENTS page*
2. *Click "Extend End Date"*
3. *Enter new extended date and time*
4. *Optionally, you may edit the reminder email that goes out to all students who have not yet completed the assessment.*
5. *Click on SAVE EXTENSION*

To reopen an assessment for just one or a few individual students, see [Reopen or Extend Deadline](#)

.... Troubleshoot Issues with a Student's Assessment (Student-Assessment Page)

The Assessments page lists students in their teams. Each is checked off when their assessment is submitted. The student names are links that will take you to a page with information that describes a student's interaction with that assessment.

For complete instructions to troubleshoot issues with a student's assessment, see [Troubleshooting Issues with a Student's Assessment](#)

Functions on this page will allow you to:

- Reopen a completed assessment so a student can make further changes
- See if/when each email was actually sent to the student, and resend the email if needed
- Open the student's actual link to the assessment, so you can determine if it is working correctly
- Edit a student's responses to a specific peer team member, or to the team or other questions.

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 Back

WENDY TURNER (BLUE TEAM) WendyTurner@gmail.com

ASSESSMENT 1

Start Date 7/22/2018 - 6:30am MDT

Deadline 7/28/2018 - 11:55pm MDT

ASSESSMENT STATUS AND LINK

Status Completed

[Reopen Assessment](#)

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

ASSESSMENT EMAILS

SENT TO WENDY TURNER

Assessment Sent to WendyTurner@gmail.com on 7/22/2018 - 9:10pm MDT
[Resend Email Now](#)

Reminder Sent to WendyTurner@gmail.com on 7/27/2018 - 5:00pm MDT
[Resend Email Now](#)

Confirmation Sent to WendyTurner@gmail.com on 7/23/2018 - 9:32pm MDT
[Resend Email Now](#)

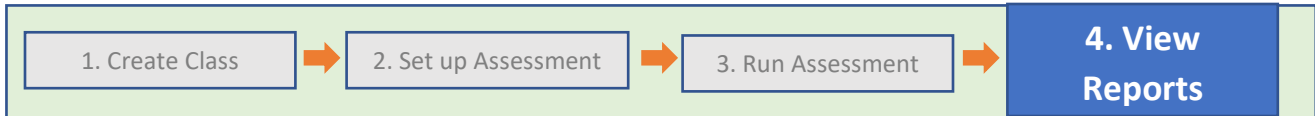
Report No email has been sent yet.
[Send Email Now](#)

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
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.	Press status button "Reopen Assessment"
Student received email but is unable to successfully log in.	Students log in 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.	Test the log in by clicking the student Link, and entering the first name 1st initial and full last name as loaded in the system. If it successful, please notify the student. 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.	Recommend instructing student to search for the email in their spam folder. Also, you may copy the student link and paste it into a email message that you send directly to the student. This will overcome any factors that may have caused it to divert to spam.
Feedback given by one student to another is offensive. 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 Student-Assessment 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.



We strongly encourage you to review the [Sample Reports](#) document, which includes descriptions and examples of each report.

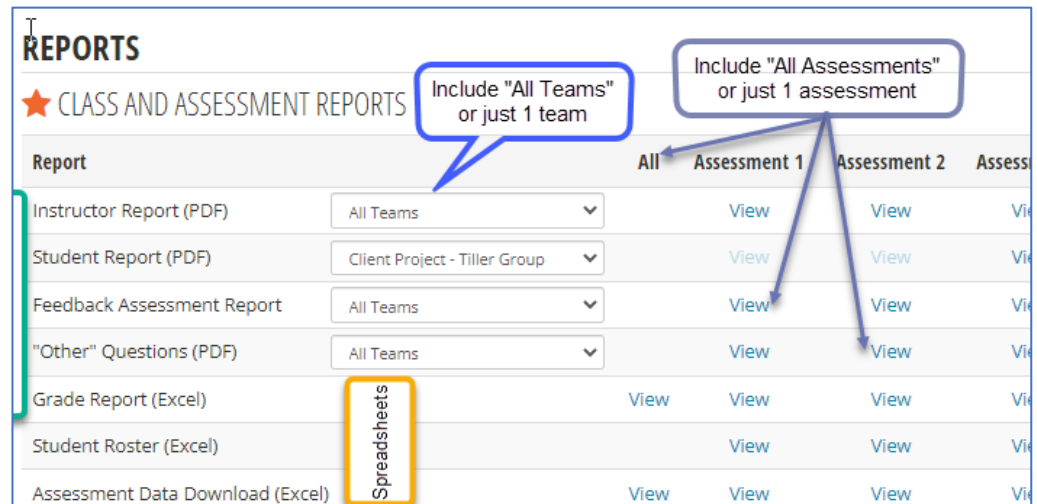
For complete descriptions and examples of reports, see [Sample Reports](#)

It also includes information about potential grade calculation approaches.

For suggestions, see [Calculating Individualized Grades from Peer Assessment Scores](#)

You can reach the Reports page for a given class either from the Reports link on the Dashboard, or from the Class Menu > REPORTS. There is a collection of PDF and Excel reports. You can access all assessment reports for this class from this page.

Click 'View' to retrieve a report for a given assessment. The PDF reports can be filtered to include only a single team.



Report	All	Assessment 1	Assessment 2	Assess
Instructor Report (PDF)	All Teams	View	View	View
Student Report (PDF)	Client Project - Tiller Group	View	View	View
Feedback Assessment Report	All Teams	View	View	View
"Other" Questions (PDF)	All Teams	View	View	View
Grade Report (Excel)		View	View	View
Student Roster (Excel)		View	View	View
Assessment Data Download (Excel)		View	View	View

.... Brief Report Descriptions

Student Report – PA.com can email this report to each student with their own personalized feedback. It displays their responses as ‘Self’, while teammates’ responses are anonymized as ‘Peer’. All Peer Assessment and Team Assessment questions are included. (The 3rd category, “Other” questions, are not shared with students.) The instructor can download all student reports in a single PDF for records.

Instructor Report – This is like the Student Report except that all response authors are identified. This allows the instructor to spot patterns of potential concern. For example, if one student rates one teammate much lower than their peers there may be relationship issues. Or if one student provides only abbreviated, low quality text feedback to others, they may need a reminder to improve the constructiveness of their feedback. Furthermore, if inappropriate remarks are included, the instructor can alter the text to protect the student receiving the information.

Feedback Assessment Report – This report displays, on a single page, all open-ended responses written by one student about their team members and themselves. (All Peer and Team text questions are included.) This PDF report makes it easy to evaluate the quality of feedback given by each student. It can be used to teach students how to provide higher quality feedback to their team members—a critical career skill as well as a factor in immediate team success.

Other Questions Report – This report displays responses to the “Other Questions”, an optional category of questions that the instructor may use. While Peer and Team question categories are intended to be shared with the student, “Other Questions” are for the instructor only. They are generally for confidential team feedback or for other types of feedback related to the project, class or instructor.

Grade Report -- The grade report compiles the quantitative responses into a spreadsheet with which the instructor can easily calculate grades. Even if grades are not calculated, this report give you a convenient comparison of how students are perceived by their peers, within and between groups.

Each quantitative question asked in the Peer section is summarized in terms of peer assigned point average and percent of possible points. Please consult the [Sample Reports](#) document for details, plus a discussion of three possible ways to calculate grades based on this information.

Assessment Data Download – This spreadsheet includes slightly summarized data prepared for further data analysis and visualization, if desired to support your instruction or research. The data includes columns with averaged peer and self- scores for all Peer and Team questions you included, with each student on a separate row.

If you are interested in pursuing research using larger, anonymized datasets, spanning multiple courses or institutions, please let me know at RobAnson@peerassessment.com

ASSESSMENT COMPLETED!