

## Instructions for Managing Students and Teams

After loading students from a file, you can manage both team assignments and individual student participation from the Manage Teams page. There is a [Manage Teams](#) link on the Class and Assessments pages.

There are a couple very important points to remember about setting up your teams in PA.com.

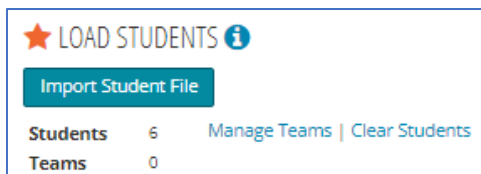
1. Student-Team Assignments are specific to each assessment. You may change them.
2. A student may be “Unassigned” for a particular assessment. “Unassigned” simply means the student will not be included in that assessment. Make sure this is what you intend to do.
3. If a student is no longer in your course, you may just leave them as “Unassigned”, or you may remove them from the class. (In Manage Teams, click on the student name to remove.)
4. When you create a new assessment, the student-team assignments are carried forward from the last assessment. (Use Manage Teams to change the assignments in the new assessment.)

### B. INITIALLY LOADING THE STUDENT FILE

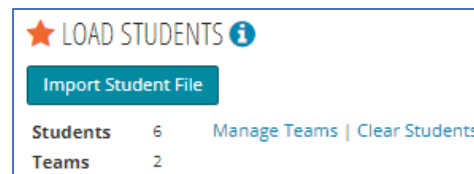
You will initially load your students from a file imported on the Class Details page. The file import function allows you to import your students with or without their team assignments.

In this example, we have just loaded a file with 6 students. We can see in (a) that there were no team assignments in the file, or in (b) the students were assigned to 2 teams.

(a) After loading with no teams

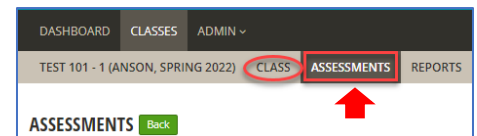


(b) After loading with 2 teams



### B. AFTER INITIALLY LOADING THE STUDENT FILE

After loading your students, you can access [Manage Teams](#) from either the Class or the Assessments page. We recommend that you always use Manage Teams from the Assessments page to avoid any confusion.



You may open [Manage Teams](#) any time you need to add or remove students, edit student information, or change teams or team assignments.

On the Assessments page, the examples below show two possible distributions for Assessment #1. In (a) none of the students are assigned to teams—all are “Unassigned”; in (b) 4 students are assigned to the two teams, and two other students are Unassigned. If Assessment #1 were to start right now—under either scenario--all unassigned students will be excluded from the assessment.

(a) No students have been assigned to teams

TEAMS FOR ASSESSMENT #1	
Manage Teams	View Team Roster
Team: Unassigned	
Stazz1 Anson	
Stazz2 Anson	
Stazz3 Anson	
Stazz4 Anson	
Stazz5 Anson	
Stazz6 Anson	

(a) Teams One & Two have 2 students, plus 2 students are unassigned

TEAMS FOR ASSESSMENT #1	
Manage Teams	View Team Roster
Team: Unassigned	
Stazz5 Anson	
Stazz6 Anson	
Team: Team One	
Stazz1 Anson	
Stazz4 Anson	
Team: Team Two	
Stazz2 Anson	
Stazz3 Anson	

**C. USING THE MANAGE TEAMS PAGE**

When you open **Manage Teams**, you will see what team each student is assigned to, or that they are not assigned to any team. There are a number of actions you can (each is described in the next section) by clicking on the buttons, dropdown box, or the team or student links.

The screenshot shows the 'MANAGE TEAMS' interface with the following callouts:

- A. Change Assessment:** Points to the 'Assessment: 2' dropdown menu.
- B. Reassign Teams:** Points to the 'Copy Student-Team Assignments' button.
- C. Create New Teams:** Points to the '1. Create Teams' button.
- D. Edit Team Info.:** Points to the 'Click on Team Name to Edit/Delete Team' text.
- E. Add New Student:** Points to the 'Add New Student To Class' button.
- F. Edit Student Info.:** Points to the 'Click on Student Name to Edit/Delete Student' text.
- G. Download Team Roster:** Points to the 'Download Team Roster' button.
- H. Send Email to Student:** Points to the email address 'stazz1anson@boisestate.edu' in the table.
- I. Reapply Student-Team Assignments:** Points to the 'Copy Student-Team Assignments' button.

Team	Student Name	Email
Unassigned	Stazz5 Anson	stazz5anson@boisestate.edu
Unassigned	Stazz6 Anson	stazz6anson@boisestate.edu
Team One	Stazz1 Anson	stazz1anson@boisestate.edu
Team One	Stazz4 Anson	stazz4anson@boisestate.edu
Team Two	Stazz2 Anson	stazz2anson@boisestate.edu
Team Two	Stazz3 Anson	stazz3anson@boisestate.edu

**A. Change Assessment**

Make sure to select the correct Assessment before making changes to this page. Your changes will affect only the selected assessment. However, if this is the highest number (e.g. Assessment #3 of three assessments so far created), then adding a new assessment will copy the student & team set up from this assessment.

**B. Reassign Teams**

Opening “Reassign Teams” will allow you to change the team assignments of students. A dropdown menu is provided to select the team for each student. Select the team for each student then press **Save Team Assignments**.

Assessment: 1

Team	Student	Email
Unassigned	Stazz5 Anson	stazz5ansc
Unassigned	Stazz6 Anson	stazz6ansc
Team One	Stazz1 Anson	stazz1ansc
Team One	Stazz4 Anson	stazz4ansc
Team Two	Stazz2 Anson	stazz2ansc

Note: If a student is “Unassigned” when the assessment starts, then they will NOT receive an email for the assessment.

**See I. if you want to re-apply the team assignments from some other assessment in this class.**

**C. Create New Teams**

You can click on the button to create new teams. Enter the Team Name, then click Save. Continue adding teams until you are done, then press Cancel or X. The Notes field is optional.

ADD TEAM

Team Name

Notes

Save Cancel

After creating teams, you will see the team names in the Reassign Teams dropdown box. Teams with no members are listed below but they are available for assignments using Reassign Teams.

**D. Edit Team Information**

To edit a team name or its notes, click on that team’s name listed in the Team column, or under Teams with No Students (at the bottom of the listing). Edit the Team Name and or notes, then press Save.

Displaying 1-6 of 6

Team	Student
Unassigned	Stazz1 Anson
Unassigned	Stazz2 Anson
Team One	Stazz3 Anson
Team One	Stazz4 Anson
Team Two	Stazz5 Anson
Team Two	Stazz6 Anson

TEAM INFORMATION

Team Name

Notes

Save Remove Team

You may also choose to delete the team name by pressing the Remove Team button.

If you have any teams with no students assigned, those teams will be located at the bottom of the list. You may click on “Team With No Students” to change its name or remove the team.

Team One	Stazz4 Anson	stazz4anson@u.boisestate.edu
Team Two	Stazz2 Anson	stazz2anson@u.boisestate.edu
Team Two	Stazz3 Anson	stazz3anson@u.boisestate.edu

View 35 per page

**TEAMS WITH NO STUDENTS**

- Team Three

**E. Add New Student**

Click the Add New Student button to add a student to your class. Start by entering their email address. If they were previously loaded into the system, for any class, it will find and display that student. Select to display their information; you may update their information if you have a correction. Finally, press Save to add student to your class.

If the student was not found in the system, then enter the student's information and press Save.

**F. Edit/Delete Student Information**

To edit or delete a student in your class, click on the student's name in the list. Their information will be displayed.

Team One	Stazz4 Anson	stazz4anson@boisest
Team Two	Stazz2 Anson	stazz2anson@boisest
Team Two	Stazz3 Anson	stazz3anson@boisest

If you have a correction, update their information and press Save. To remove them from your class, press Remove From Class.

**STUDENT INFORMATION** ✕

**Add Student to Class:** Enter information in all fields for this student. Press 'Save'.

**Edit Student:** Click on Student Name in the list, and make changes. Press 'Save'.

**Remove Student From Class:** Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

**Email**

**First Name**

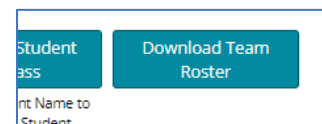
**Last Name**

**Student ID (optional)**

**Notes**

**G. Download Team Roster**

Press this button to download a spreadsheet with all the teams and member assignments.



**H. Send Email to Student**

Click on the email address of a student to compose and send an email message to them. This is only a message; it does not include a link and an invitation, or a link to the report. To do that, please

**I. Copy Student-Team Assignments**

Creating a new assessment will bring forward, to the new assessment, all of the team assignments (plus questions, emails and other information) from the latest prior assessment. For example, if you have 4 assessments created, and add #5, it will carry forward the team assignments from #4. However, you may instead want to replicate some other set of teams, for example from assessment #2.

To do this, add assessment #5 as usual. Then, in Manage Teams, press the "Copy Student-Team Assignments" button. This will let you select a different assessment from this class from which to copy the team assignments. From that point, you may make any further changes you wish for this assessment.

**Advanced Team Assignments Over Multiple Assessments**

PA.com is designed to support multiple peer assessments in a class, with flexibility and efficiency. There are many different ways that student teams may be formed and applied in a class. We would like to review some of these different scenarios—why to use them and how to set them up.

- 1) **Same Teams, Multiple Assessments** – The most common situation is when you create teams to work together for a number of weeks or months, as in a longer project. It is common to set up iterative Peer Assessments every 2 weeks or so. This allows you to monitor the internal state of the teams and gives students regular feedback on their teamwork. To set this up...
  - a. Assign all students to their teams in the first assessment. Then add as many other assessments as you will need. The team assignments are copied to each succeeding assessment.
  - b. If you need to change team assignments down the road you may do so in Manage Teams. Just make sure apply the assignment changes to all relevant future assessments.
- 2) **Different Teams for Each Assessment** – An opposite approach is sometimes used. That is, the instructor instead may create a variety of different teams. For example, there may be a new team assignment each week, made up of a new mix of team members. This provides experience in working with different strengths and weaknesses, and emphasizes rapidly forming and performing as a team. This greater randomization also improves validity of a pattern of peer assessments. To set this up...
  - a. If you are randomly mixing the teams, then I suggest that you create all the assessments needed before you assign students to the teams they will be in for the first round. This will reduce the chance of non-random reassignments.
  - b. If you plan to make smaller incremental changes to teams, from one assessment to the next, then I recommend the following:
    - i. Assign students to teams in the first assessment.
    - ii. Create the second assessment. (This will carry over the first set of teams.)
    - iii. Reassign students who will change teams for this assessment. (e.g. move the last student from team 1 to team 2, etc.)
    - iv. When you are done, start back on ii. With the next assessment.
- 3) **Hybrid: Mix of Same and Different Teams for a Class** – If you plan to have some intact peer assessments for a longer project, and some short assessments with different mixes of team members, you can use a combination of the prior approaches. There are a couple of points to keep in mind, however.
  - a. I recommend grouping together the assessments for your intact teams, separately from the grouping of mixed team assessments. Either group can go first or second; it is not necessary to align the assessments in chronological order.
  - b. For example, say you want to have 3 mixed group assessments and 5 intact team assessments.
    - i. First make 3 assessments—with no teams and no dates. You can fill out teams and dates when you are ready to do so.
    - ii. Then create only the first of the intact teams assessment. Once you assign all the students to the correct teams, you can copy that first intact teams assessment four more times.

- 4) **Assessment Some Teams Now, Others Later** – You may have a situation where a subset of your teams need to take an assessment at one time, while other teams will take it at another time. For example, of my 8 teams, 5 will take the assessment tomorrow, and 3 will take it next week.
- a. If the latest assessment has students correctly assigned to all 8 teams, then add two new assessments.
    - i. For the first new assessment, use Manage Teams > Assign Students to Teams to change students in the 3 teams not taking the assessment to “Unassigned”.
    - ii. For the second new assessment, do the same for students in the 5 teams that are not involved in this assessment.
  - b. If the latest assessment does not have the correct student assignments, but these are in some prior assessment, then add one new assessment.
    - i. In the new assessment, use Manage Teams > “Copy Student-Team Assignments”. Select the assessment that has students assigned correctly to all 8 teams. That will copy those team assignments into this assessment.
    - ii. Use Manage Teams > Assign Students to Teams to change students in the 3 teams not taking the assessment to “Unassigned”.
    - iii. Add a second new assessment, and repeat the two prior steps unassigning the 5 teams.
- 5) **Assess Some Team Members Now, Others Later** –There may be times when certain team members are not able to work with their teams. For example, if working in a team is optional for an assignment, then you may wish to create an assessment then “Unassign” students working individually from their teams. Use Manage Teams > Assign Students to Teams to unassign these students. PA.com will not include them in the assessment.

#### Table for scenarios and methods

To add efficiency, a “Copy Student-Team Assignments” button was added. When pressed in a given assessment, the instructor can select a different assessment from which to copy the team assignments. In just a couple key presses, an alternative set of teams would be applied.

#### Retain Team Members Across Assessments

The instructor assigns all students to their teams in assessment 1, then should create the subsequent assessments. In that case, all the assignments would simply carry over.

#### J. Copy Student-Team Assignments

##### **TIP – Team Assignments Copy Forward When Creating a New Assessment**

After assigning students to teams for Assessment #1, adding Assessment #2 will copy forward the team assignments to #2, and so on. In fact, the highest numbered Assessment will copy forward the Students, Teams, Questions and Messages. This assumes you usually want to keep teams (and other items) intact from one assessment to the next—no changes are needed. However, after adding a new Assessment, you may reassign students among teams (and/or change questions and messages). Simply open the new Assessment, enter Manage Teams and make the changes to teams and students as needed.

