This handout contains the exact same information as the corresponding Blackboard Learn Grade Center videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

Creating Self and Peer Assessments in Blackboard Learn

- **Step-by-step**
  - “Self and Peer Assessments” in Blackboard Learn allow students to submit assignments and have fellow students view and grade those assignments.
  - To get started, enter a content area page, such as the Course Content page, then locate and hover over the Assessments tab. A menu will drop down, then click on the Self and Peer Assessment link.

![Course Content](image)

- The Self and Peer Assessment page will appear. For section 1, Create New or Import, keep New checked.

1. **Create New or Import**

   ![Create a new assessment or import a previously exported assessment.](image)

   - For section 2, “Assessment Information”, click the Name field and provide a name. For this tutorial, use the name “Self and Peer Assessment 1”. Optionally, additional information can be provided in the “Instructions” field. Lastly, for the “Submission Dates”, set the period in which students can submit their work- by default the settings are set to be a week long.
2 Assessment Information

Provide a name, instructions for the assessment, and dates for the submission process. Submission dates must be before evaluation.

- Name
- Instructions

- Normal
- Scale
- Text

For section 3, “Self and Peer Evaluation Options”, the Evaluation Dates options are also set to be a week long.

Note: The Start Date/Time option for the Evaluation Dates cannot be set before the Submissions Dates’ End Date/Time.

3 Self and Peer Evaluation Options

Optionally, you can click Yes on the Allow Anonymous Evaluation option, in order to hide the identity of students who review other students’ work. In addition, you can optionally click Yes on the Allow Self Evaluation option, meaning students can grade their own work. Also, you can optionally click Yes on the Show Evaluation Results to Submitter option, which enables students to see the details of their graded work. Lastly, the “Number of Submissions to Evaluate” option can be set to the number of submissions each students is allowed to evaluate. For this tutorial, the 2 is changed to 3.

Note: Students do not get to choose who they evaluate, as the submissions are delivered randomly for review.
For section 4, **Due Date**, the *Due Date* option can be enabled, which sets a time/date that submissions are considered on-time, otherwise they will be marked as late on the **Needs Grading** page.

4. **Due Date**

Submissions are accepted after this date, but are marked Late.

![Due Date](image)

5. **Options**

Date restrictions and availability apply to the content item. They are not tied.

- Make the assessment available: Yes / No
- Track number of views: Yes / No
- Choose date restrictions:
  - Display After: 01/27/2013
  - Display Until: 01/28/2013

6. Once finished, click the **Submit** button.
7. The **Assessment Canvas** page appears. To get started, click the **Create Question** tab.

**Assessment Canvas**

Add and edit the questions to be responded to in the assessment.

![Assessment Canvas](image)

8. Now, the **Add Question** page appears. For section 2, “**Question Information**”, click in the “Question Text” field to provide information that the evaluators will need to use to match what they view with students’ work to a model answer. For this tutorial, the question text used was “What type of habitat do penguins live in?”.
✓ For section 3, “Model Response”, a model response can be provided, though it is not required, which could aid evaluators in what a good answer would be for the students’ work. Lastly, to make sure this question appears to evaluators, **click Yes** for the **Available** option.

3. **Model Response**

*Providing a model response is optional. It allows evaluators to comp evaluation process, after the submission process has ended.*

✓ Once finished, **click** the **Submit** button.
✓ If you wish to add additional questions, repeat the process.
✓ In the next video/handout, the criteria options for questions and how to send the grades that students have received to the “Full Grade Center”.

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