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.

Self and Peer Assessment Criteria in Blackboard Learn

☐ Step-by-step

✓ Once a “Self and Peer Assessment” is created, the next step is to assign criteria for any of the questions inside the assessment.
✓ To get started, locate and hover over the Self and Peer Assessment 1 link, which was created in “A05- Creating Self and Peer Assessments in Blackboard Learn”. Then, click on the grey, option button that appears and click the Edit link.

![Self and Peer Assessment 1](image)

The Edit: Self and Peer Assessment 1 page appears. Click the Assessment Canvas link.
✓ The Assessment Canvas page appears. The questions created in the previous tutorial are displayed. To begin adding criteria, hover over the Question 1 link and click the grey, option button that appears and click the Criteria link.
The Add/Edit Criteria page appears. First, locate and click the Word Count Criteria tab.

The Add Criteria page appears. For section 1, “Criteria Information”, clicking the Criteria text area already contains a statement asking the evaluator if the submissions meet the word count recommendation- this field can be edited if needed.

Optionally, click the Points Possible field to set the number of points a student receives for meeting the criteria, the default is 2- for this tutorial type in 10. Next, click the Recommended Word Count option to set the number of words a submission needs to meet, for this tutorial type in 250. Lastly, the “Allowed Variation” option allows for a certain number of words over/under the recommended word count- for this tutorial, type 5.

Once finished, click the Submit button.

The Add/Edit Criteria page appears again. Now, locate and click the Create Criteria tab.

The Add Criteria page appears. First, click the Criteria text field to provide the criteria information- for this tutorial type “Was APA style correctly used in submission?”.  

1. Criteria Information

   * Criteria

   Was APA style correctly used in submission?
✓ **Click the Points Possible** to change the number of points the criteria is worth for this tutorial type 15.

![Points Possible](#)

✓ For the **Assign Points** option, the *All or Nothing* setting only allows the points to be awarded if it is absolutely met or anything else is zero points. For the *Partial Credit* setting the evaluator can enter the number of points between 0 and 15 that they feel the submission earned.

![Assign Points](#)

✓ Lastly, for the **Allow Feedback to User** option, **clicking Yes** allows the evaluators to provide commentary on why a certain number of points were awarded. **Click No** does not.

![Allow Feedback to User](#)

✓ Once finished, **click the Submit button**.
✓ To add additional criteria to the question, repeat the process.