Grading a Self and Peer Assessment

- **Step-by-step**
  - After students have completed the “Self and Peer Assessment”, the results will need to be forwarded to the **Grade Center**.
  - To get started, **locate and click** on the **Course Tools** link in the grey, “Course Management menu”. Now, **click** the “Self and Peer Assessment” link.
  - **The Self and Peer Assessment** page appears. This page will display all the self and peer assessments that have been created for the course. **Locate and hover** over the Self and Peer Assessment you want to see the options for- for this tutorial it is Self and Peer Assessment 1. The grey, option button will appear next to the text, **click** on it, and a menu will drop down.
  
  ![Options Menu: Name](image)

  - Three options appear, the first is “View Submissions” which will allow the individual student submissions to be viewed. The second option, “View Evaluations”, will allow the evaluations from the students to be viewed. Lastly, the third option, “View Results”, allows the scores received by students to be viewed. **Click** on the **View Results** link.

  ![View Results](image)

  - The **View Results** page appears. The results will of each student will be displayed, including the columns, Average Percentage, Average Scores, Results Sent, Evaluated Self, and Evaluators of each student’s work.
  - **Locate and click** the **Send Results to Grade Center** tab.
A confirmation message will be displayed confirming that the grades have been submitted. Make sure to go to the Full Grade Center page to verify that the grades have been sent. To do this, locate and click on Grade Center link, and then click on the Full Grade Center link.

The Full Grade Center page will appear and the Self and Peer Assessment 1 column will show the grade for each student.