Effective Date: **20-August-2019**	No. of Revisions: **1**

Document Catalog No: **SMU/IITS/LMS/User Guide/2019/PET-S01**

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Last Date of Revision**: 20-August-2019**

Last Revision Done by: **Laurel Lee**

SMU
SINGAPORE MANAGEMENT UNIVERSITY

Peer Evaluation Tool User Guide

Student

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1. Introduction

The Peer Evaluation Tool allows students to:

a. Participate in 5 types of evaluations:

- Students evaluate one another
- Students evaluate groups
- Students evaluate own group members
- Students self-evaluate ***Coming Soon***
- Students evaluate TAs ***Coming Soon***

b. View results and comments from others

2. Accessing the Peer Evaluation Tool

Under **Home**, click the **Peer Evaluation** icon to launch the Peer Evaluation tool.
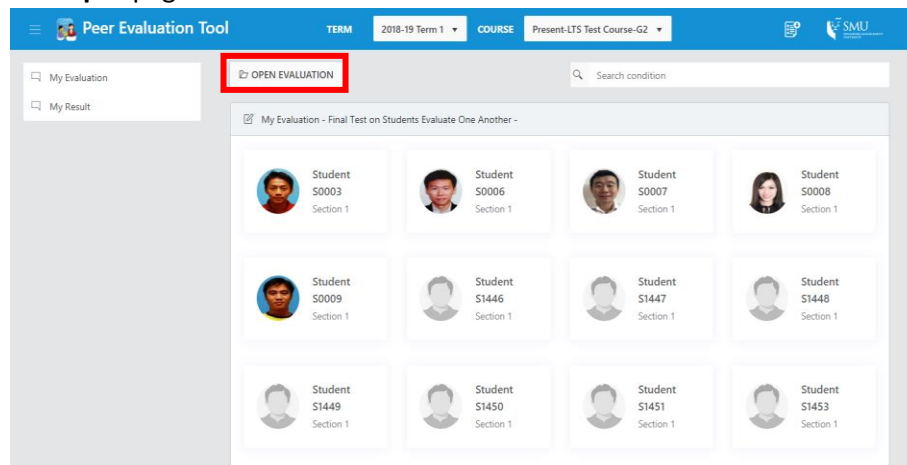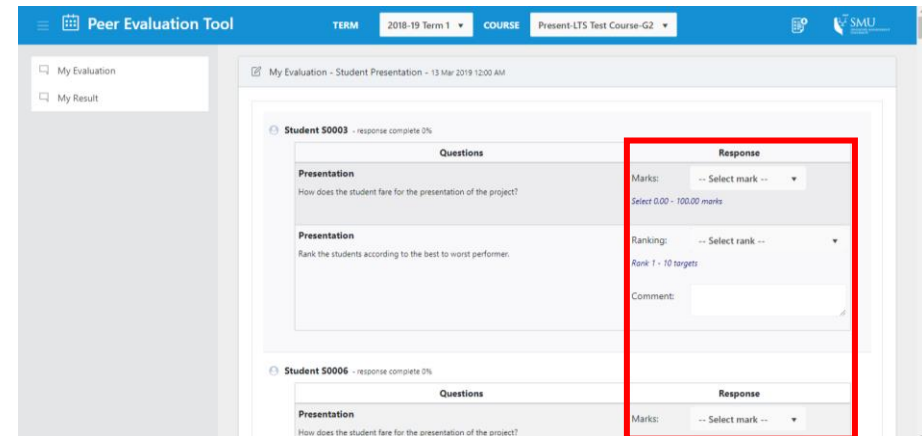
3. Evaluating

1) Under **Open Sessions**, click on an **active evaluation sessions** to start evaluating. This will bring you to the landing page of **Evaluation Summary**

2) Click the **'Open Evaluation'** button that will bring you to the **Evaluation Input** page

3) In the evaluation input screen, you can select **'Marks'** and enter **Comments** if your instructor has enabled comments (*refer to the example below*)

4) Click **'Save'** located at the bottom of the screen

4. Results

Note:

You can view the results of an evaluation only after the evaluation is closed, and if your instructor has enabled it.

To view your results:

1) Click the '***My Results'*** button in the left toolbar. This will bring you to the **Results Summary** page
2) Click on the **Evaluation Header** of the evaluation which contains the results you wish to check

3) You will see the drop-down tab that displays the **detailed breakdown of your results** for that particular evaluation. You may also check your **overall evaluation score** displayed on the left side of the evaluation header

5. Feedback

If you have any suggestions/ feedback about this tool, please email us at elearn@smu.edu.sg.