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<h1><i>Peer Evaluation Tool User Guide</i></h1> <hr/> <h2>Faculty</h2>		
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## 1. Introduction

The Peer Evaluation Tool allows instructors to:

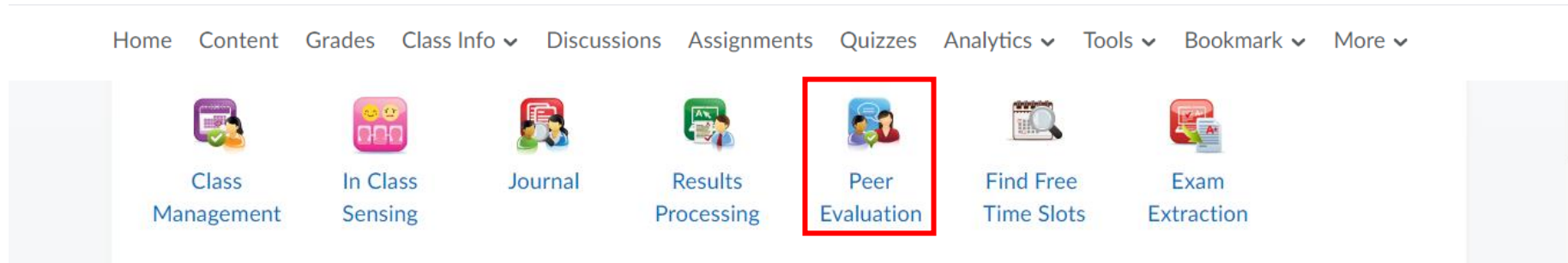
- a. Create 7 types of evaluations:
  - Students evaluate one another
  - Students evaluate own group members
  - Students evaluate groups
  - Students self-evaluate **\*Coming Soon\***
  - Students evaluate TAs **\*Coming Soon\***
  - Instructors evaluate students **\*Coming Soon\***
  - Instructors evaluate groups **\*Coming Soon\***
- b. Release marks/comments to students
- c. Copy evaluations
- d. View evaluation progress
- e. Clear responses **\*Coming Soon\***
- f. Export results to Grade Book or Excel

The table below shows an overview of the types of evaluation:

Evaluation	Description
Students evaluate one another	This allows students to evaluate one another. The students may self-evaluate if self-evaluation option is enabled.
Students evaluate own group members	This allows students to evaluate their own group members. The students can evaluate themselves if self-evaluation option is enabled.
Students evaluate groups	This allows students to evaluate groups. Members of the group receive the same scores and comments. The students can evaluate their own group if self-evaluation option is enabled.
Students self-evaluate <b>*Coming Soon*</b>	This allows students to self-evaluate. Only instructors can view the students' self-evaluations.
Students evaluate TAs <b>*Coming Soon*</b>	This allows students to evaluate teaching assistants (TAs). TAs are not able to access this type of evaluations.
Instructors evaluate students <b>*Coming Soon*</b>	This allows instructors to evaluate students.
Instructors evaluate groups <b>*Coming Soon*</b>	This allows instructors to evaluate groups of students. Members of the groups receive the same scores and comments.

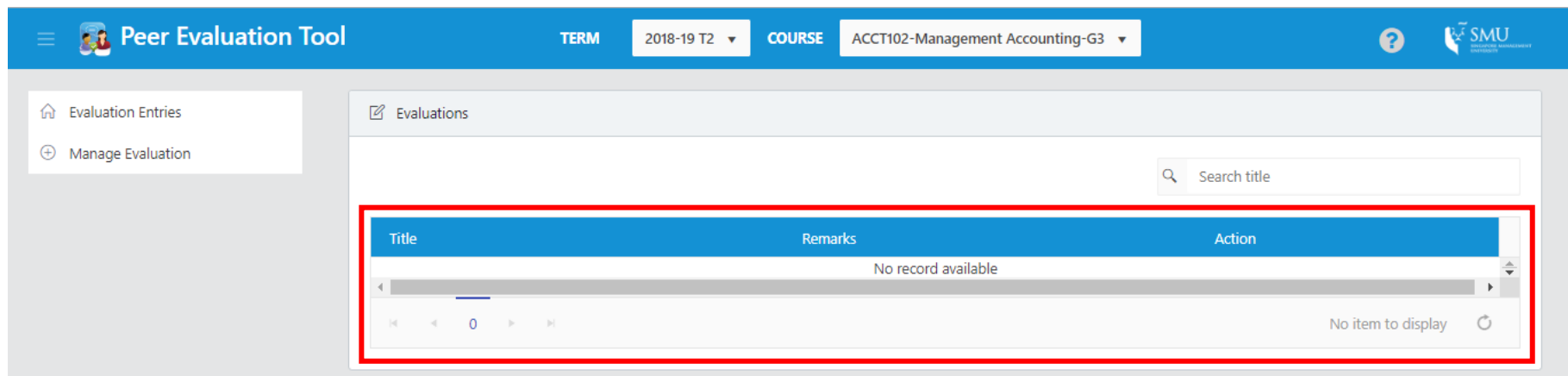
## 2. Accessing the Peer Evaluation Tool

- 1) Under **Home**, click the **Peer Evaluation** icon to launch the Peer Evaluation Tool



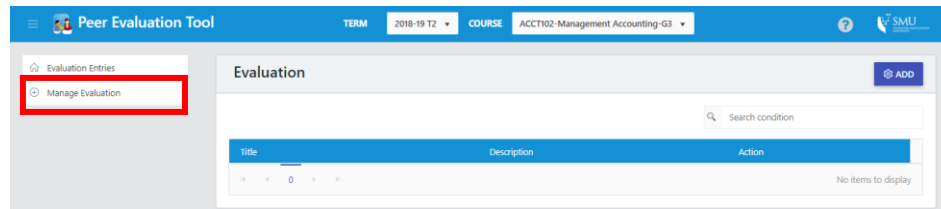
- 2) This will bring you to the landing page of **Peer Evaluation Tool** – where the progress

**Note:** If you have not created any Peer Evaluation for the course, the **Evaluation Entries** will show “No record available”, else previous **Evaluation Entries** will be displayed

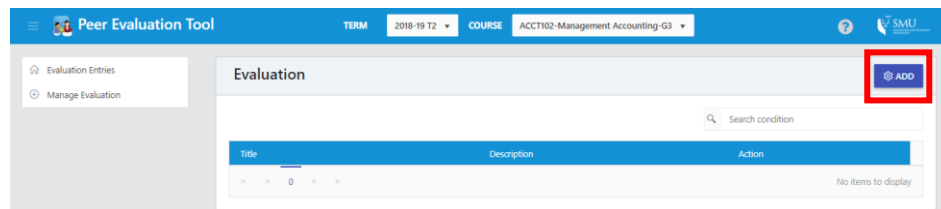


### 3. Creating an evaluation entry

- 1) To create a new evaluation entry, click **'Manage Evaluation'** on the left toolbar



- 2) Select **'Add'**



- 3) You will see the following page:

 This screenshot shows the 'evaluation entry creation form'. At the top, there is a progress bar with five steps: 1 Properties (active), 2 Questions, 3 Evaluators & Targets, 4 Sessions, and 5 Release Settings. Below the progress bar are navigation buttons: 'Previous', 'Next', 'FINISH', and 'CANCEL'. The form has the following sections:
 

- TITLE**: A text input field containing 'Student Presentation'.
- DESCRIPTION**: A text area with the placeholder text 'Please rate your fellow classmates according to their presentation skills, ideas, and contents.'
- TYPE**: A dropdown menu currently set to 'Students evaluate one another'.
- ALLOW SELF-EVALUATION**: A checkbox that is currently unchecked.
- INSTRUCTOR(S) ARE EVALUATORS**: A checkbox that is currently unchecked.
- OVERALL MARKS CALCULATION - HOW WOULD YOU LIKE TO CALCULATE THE OVERALL MARKS OF QUESTIONS AND SESSIONS?**: A section with two dropdown menus:
  - QUESTIONS**: Set to 'Average'.
  - SESSIONS**: Set to 'Average'.

 At the bottom right, there are navigation buttons: 'Previous', 'Next', 'FINISH', and 'CANCEL'.

### 3.1. Properties

Under the **Properties** tab, You can select one of the following 7 evaluation types [\(refer to the table above\)](#)

TYPE	Students evaluate one another
OVERALL MARKS CALCULATION - HOW WOULD YOU LIKE TO CALCULATE THE OVERALL MARKS	Students evaluate one another
QUESTIONS	This allows students to evaluate one another. The students may self-evaluate if self-evaluation option is enabled.
SESSIONS	Students evaluate own group members This allows students to evaluate their own group members. The students can evaluate themselves if self-evaluation option is enabled

### 3.2. Self-evaluation \*Currently Not Available\*

To allow/disallow student's self-evaluation feature, slide the slider to **'YES'** on the **Allow Self-Evaluation** option.

**Note:** By default, the **Allow Self-Evaluation** option is set as **'NO'**.

ALLOW SELF-EVALUATION



### 3.3. Instructor as evaluator \*Currently Not Available\*

Instructors can participate in **ALL** types of evaluation **EXCEPT 'Students self-evaluate'**.

To specify the weight of the instructor's evaluation:

- 1) Select **'YES'** on the **Instructor(s) are Evaluators**
- 2) Select the relevant weight you would like to indicate  
**Note:** If 50.00 is selected as the weight of the instructor's evaluation, the weight of the student's evaluation automatically becomes 50%

INSTRUCTOR(S) ARE EVALUATORS

WEIGHT OF INSTRUCTOR'S EVALUATION:

**Note:** If you want to see the evaluation input screen but do not want to contribute to the evaluation results, you can select **'YES'** for the **Instructors are Evaluators**, and select **'0%'** for **Weight of Instructor's Evaluation**.

### 3.4. Overall marks calculation

There are 4 different methods (**Average**, **Summation**, **Weighted \*Coming Soon\*** and **Normalized \*Coming Soon\***) for the system to calculate the overall marks of each target. You can specify the method for the calculation of overall marks for both questions and sessions.

QUESTIONS

SESSIONS

**Note:** Each method uses a different formula to calculate the overall marks for the target

## 4. Questions

An example on how the formulas for the 4 different methods are tabulated is as shown below:

	Question 1 (max. 120)	Question 2 (max. 120)
Weight ( $w_i$ )	60%	40%
Marks ( $m_i$ )	80	60

Method	Formula	Example
Average	$m_{average} = \frac{\sum_{i=1}^n m_i}{n}$	$\frac{80+60}{2}=70$
Summation	$m_{sum} = \sum_{i=1}^n m_i$	$80 + 60 = 140$
Weighted	$m_{weighted} = \sum_{i=1}^n m_i \times w_i$	$80 \times 60\% + 60 \times 40\% = 72$
Normalized	$m_{normalized} = \frac{\sum_{i=1}^n \frac{m_i}{m_{max}} \times 100}{n}$	$\frac{\frac{80}{120} \times 100 + \frac{60}{120} \times 100}{2} = 58.34$

There are 5 types of questions you can create:


- Select marks
- Input marks
- Rank targets **\*Coming Soon\***
- Select targets **\*Coming Soon\***
- Comments only

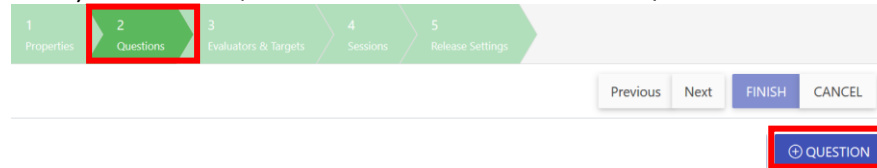
A description of each entry type is listed below:

Entry Type	Description
Select Marks	Evaluators must select marks from the dropdown list with values within the specified range.
Input Marks	Evaluators can input marks freely within the specified range.
Rank Targets <b>*Coming Soon*</b>	Evaluators must rank the targets in the order of their preference. Targets with higher-ranking score higher (1 is the highest ranking).
Select Targets <b>*Coming Soon*</b>	Evaluators must select a number of targets of their preference. All selected/non-selected targets score the same.
Comments Only	Evaluators can only enter comments.

## 4.1. Creating evaluation questions

To create evaluation questions:

- 1) Click the **'Question'**  icon on the **Questions** tab



- 2) A side panel will slide out from the right side of the screen, key in necessary details and click **'Save'**

**Question**

**TITLE**

Student Class Presentation

**QUESTION**

How did the presenter fare for the presentation of the project?

HTML Editor

**ALLOW COMMENTS** ☐ NO

**TYPE**

Select Marks

**MIN:** 0.00

**MAX:** 0.00

**INTERVAL:** 1

**MARK LABEL:**

## 4.2. Editing evaluation questions

To edit an evaluation question:

- 1) Click the **'Edit'**  icon located on the top right of the question

- 2) A side panel will slide out from the right side of the screen, edit the necessary details and click **'Save'**

**MIN:** 0.00

**MAX:** 100.00


**INTERVAL:** 10

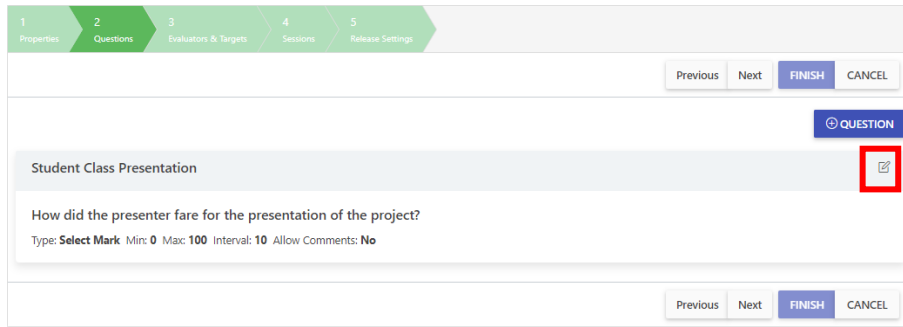
**MARK LABEL:**



### 4.3. Deleting evaluation questions

To delete an evaluation question:

- 1) Click the **'Edit'**  icon located on the top right of the question



1 Properties 2 Questions 3 Evaluators & Targets 4 Sessions 5 Release Settings

Previous Next FINISH CANCEL

QUESTION

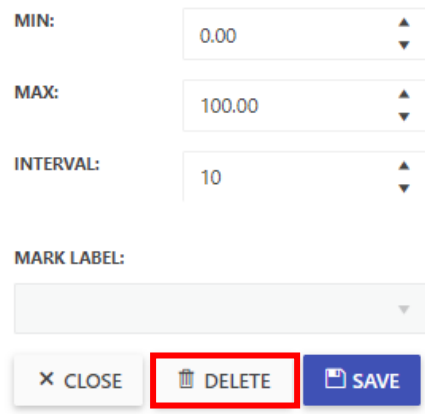
Student Class Presentation

How did the presenter fare for the presentation of the project?

Type: Select Mark Min: 0 Max: 100 Interval: 10 Allow Comments: No

Previous Next FINISH CANCEL

- 2) A side panel will slide out from the right side of the screen, click **'Delete'**



MIN: 0.00

MAX: 100.00

INTERVAL: 10

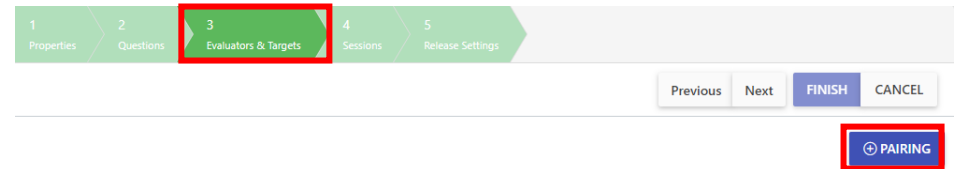
MARK LABEL:

X CLOSE DELETE SAVE

### 5. Evaluators & Targets

To view or select evaluators and targets:

- 1) Click the **'Pairing'**  icon on the **Evaluators & Targets** tab

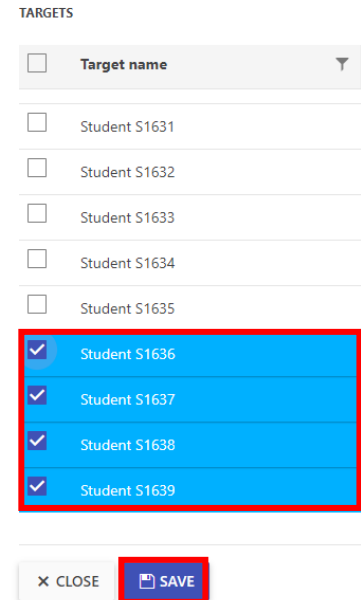


1 Properties 2 Questions 3 Evaluators & Targets 4 Sessions 5 Release Settings

Previous Next FINISH CANCEL

PAIRING

- 2) A side panel will slide out from the right side of the screen, select the desired **evaluators and targets**, then click **'Save'**



TARGETS

☐ Target name

☐ Student S1631

☐ Student S1632

☐ Student S1633

☐ Student S1634

☐ Student S1635

☒ Student S1636

☒ Student S1637

☒ Student S1638

☒ Student S1639

X CLOSE SAVE

**Note:**

You can select evaluators or targets by filtering. On the top right corner, click on the **'Funnel'** icon. Alternatively, you can also select all evaluators or targets on the list by clicking on the **'master checkbox'** besides the header title. Selected evaluators will be highlighted in **blue**.

## Evaluators & Targets

### EVALUATORS

## 6. Sessions

To create new sessions for the pairings you have selected:

- 1) Click the **'Edit'** icon on the **Sessions** tab

- 2) A side panel will slide out from the right side of the screen, click **'Add New Sessions'**



- 3) Key in the **Label**, **Start** and **End** time of the new session you wish to create, then click '**Save**'

LABEL

Friday Class



START


14 Jun 2019 12:30 PM


 

END



14 Jun 2019 02:30 PM



 CANCEL

 SAVE


- 4) After you have created all the sessions, select **the session(s) you wish to assign** to the particular evaluators-targets pairing that you have set up in the previous **Evaluators & Targets** tab, then click '**Assign**'

**Friday Class**  
**Start:** 14 Jun 2019 12:30 PM  
**Close:** 14 Jun 2019 02:30 PM


**Monday Class**  
**Start:** 03 Jun 2019 11:00 AM  
**Close:** 03 Jun 2019 12:30 PM

 ASSIGN

**Note:**

- 1) You may create multiple sessions to one set of pairing

Sessions

 Edit

Session 1

Start Date: 29 Jul 2019 12:00 AM

End Date: 30 Aug 2019 12:00 AM

Session 2

Start Date: 29 Jul 2019 12:00 AM

End Date: 30 Aug 2019 12:00 AM

Evaluators

Draper Hull \_

Elizer Meek \_

Erika Sowers \_

Hero Ward \_

Targets

Draper Hull \_


Elizer Meek \_

Erika Sowers \_

Hero Ward \_

- 2) You may create one same session that ties to different pairings

Sessions

 Edit

Session 2

Start Date: 29 Jul 2019 12:00 AM

End Date: 30 Aug 2019 12:00 AM

Evaluators

Aaleah Novotny \_

Alia Minnick \_

Alissa Rhodes \_

Annie Burger \_

Asma Renner \_

Berkay Avery \_

Brooklyn Gale \_

Nadiyah Alexander \_

Sella Barlow \_

Shandi Briggs \_

Shervin McGee \_

Whitley Rosen \_

Targets

Lanaila Dunn \_

Leanna Barbosa \_

Lillian Horvath \_

Lita Everett \_

Lola Rosado \_

Madison Mcracken \_

Mahika Richardson \_

Mariangel Landgraf \_

Mariam Sorla \_

Mavin Lap

Myley Leroy \_

Nadiyah Alexander \_

Raeleigh Britton \_


Rosio Sherwood \_

Samia Bryan \_

Sandra Houston \_

Savaya Sasi \_

Sessions

 Edit

Session 2

Start Date: 29 Jul 2019 12:00 AM

End Date: 30 Aug 2019 12:00 AM

Evaluators

Draper Hull \_

Elizer Meek \_

Erika Sowers \_

Hero Ward \_

- 3) However, the evaluators or targets must not exist repeatedly in the different pairings that are tying to the same session, you may hit warning message

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These evaluator(s) (Nasirah Alexander \_) appear in the same session of different pairings. Please consider grouping all the targets of the evaluator(s) into 1 pairing. The session(s) assignment is not allowed

OK

- 4) If evaluators or targets have to exist repeatedly, create a new session(s) that have the same start and end date and assign them separately

Sessions [Edit](#)

Session 1  
Start Date: 29 Jul 2019 12:00 AM  
End Date: 30 Aug 2019 12:00 AM

Evaluators

Nasirah Alexander \_

Targets

Samia Bryan \_ Sandra Houston \_ Savaya Sass \_ Seila Barlow \_ Shandi Briggs \_ Shayle Schwartz \_ Sherwin McGee \_

Sessions [Edit](#)

Session 2  
Start Date: 29 Jul 2019 12:00 AM  
End Date: 30 Aug 2019 12:00 AM

Evaluators

Aaleah Novotny \_ Alia Minnick \_ Alissa Rhodes \_ Annie Burger \_ Asma Renner \_ Berkay Avery \_ Brooklyn Gale \_ Nasirah Alexander \_ Seila Barlow \_  
Shandi Briggs \_ Shayle Schwartz \_ Sherwin McGee \_ Whitney Rosen \_

## 7. Release settings

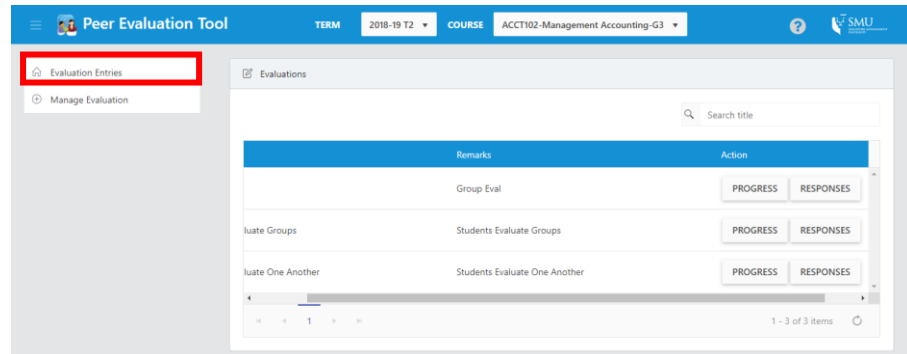
When creating an evaluation entry, setting the **Release Settings** is optional. You may choose to click on the **'Finish'** button and set this release settings when you want to release the mark or comments to students.

To set the release settings, simply **select the questions** you want to release, the **date and time** you want the **marks or comments** to be released to the students, the click **'Finish'**.

The screenshot shows the 'Release Settings' step in the evaluation tool. The interface includes a progress bar at the top with steps 1 to 5, where step 5 is highlighted. Below the progress bar, there are buttons for 'Previous', 'Next', 'FINISH', and 'CANCEL'. The main content area displays 'Session 1 (29 Jul 2019 12:00 AM - 30 Aug 2019 12:00 AM)'. A list of questions (Q1 to Q5) is shown, each with a checkbox for 'Mark' and 'Comments'. Red boxes highlight the 'Mark' and 'Comments' checkboxes for Q1, Q2, Q3, Q4, and Q5. The 'Finish' button is visible at the top right.

## 8. Viewing evaluation progress

- 1) To view evaluation progress, click '**Evaluation Entries**' on the left toolbar



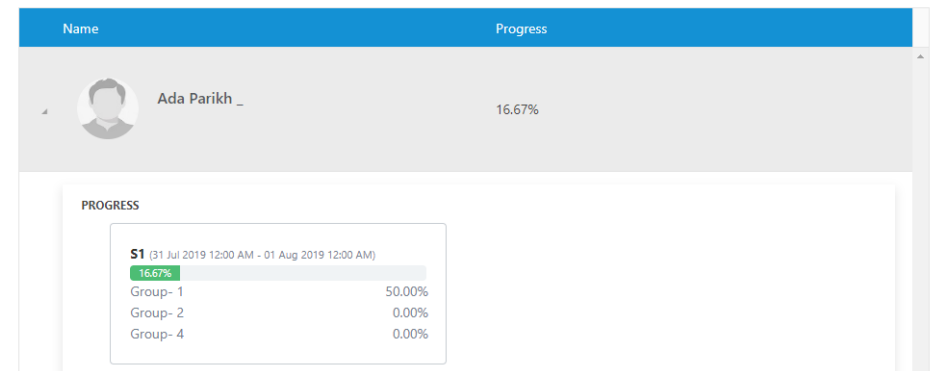
- 2) Click on the '**Progress**' button

Title	Remarks	Action	
Student Presentation	Please rate your fellow classmates according to their presentation skills, ideas, and contents.	PROGRESS	RESPONSES
Student Evaluate Own Group Members [Jian Qiang 1]	Please rate your experiences working with your group members	PROGRESS	RESPONSES
Final Test on Students Evaluate One Another	Final Test on Students Evaluate One Another	PROGRESS	RESPONSES
Students Evaluate Own Group Members Final Test	Students Evaluate Own Group Members Final Test	PROGRESS	RESPONSES

- 3) Under the **Progress** page, you can view the **Overall Progress** as well as **Individual Progress** that indicates the percentage of the evaluation done by the particular evaluator. Clicking the percentage will bring you to the page with detailed breakdowns by targets.

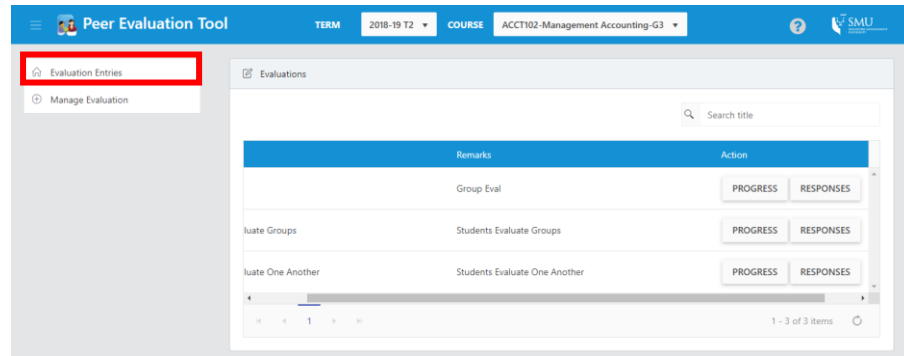
EXPAND ALL    COLLAPSE ALL

Overall Progress: 8.33% done



## 9. Viewing evaluation responses

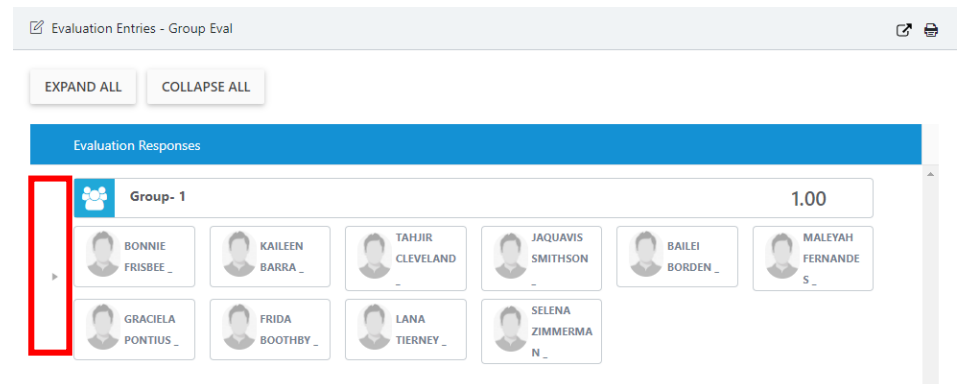
- 1) To view evaluation responses, click **'Evaluation Entries'** on the left toolbar



- 2) Click on the **'Responses'** button

Title	Remarks	Action	
Student Presentation	Please rate your fellow classmates according to their presentation skills, ideas, and contents.	PROGRESS	RESPONSES
Student Evaluate Own Group Members [Jian Qiang 1]	Please rate your experiences working with your group members	PROGRESS	RESPONSES
Final Test on Students Evaluate One Another	Final Test on Students Evaluate One Another	PROGRESS	RESPONSES
Students Evaluate Own Group Members Final Test	Students Evaluate Own Group Members Final Test	PROGRESS	RESPONSES

- 3) Under the **Responses** page, you can view the responses that each evaluator had given for each question

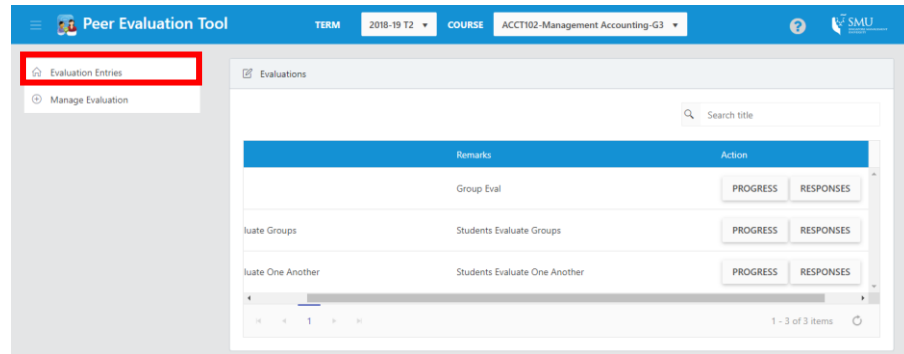


**Note:** You may also view the results in 2 modes: **'Expand All'** mode or **'Collapse All'** mode.



## 10. Exporting evaluation responses

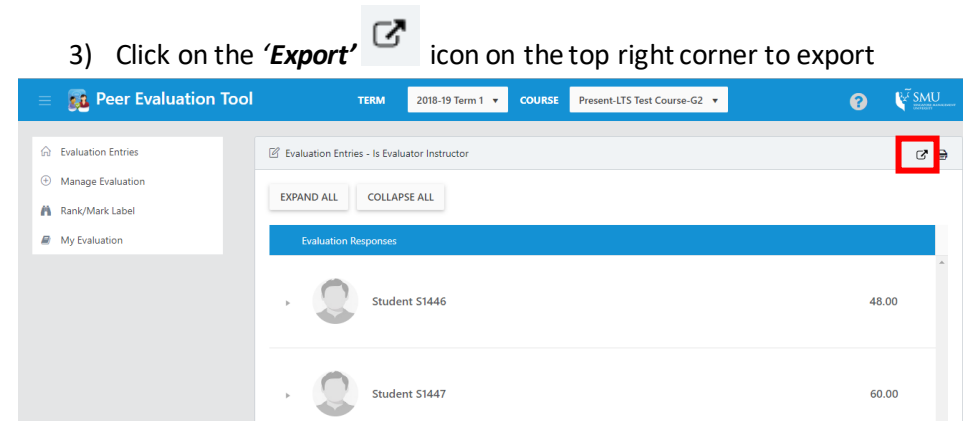
- 1) To export evaluation responses, click '**Evaluation Entries**' on the left toolbar



- 2) Click the '**Responses**' button

Title	Remarks	Action
Final Test on Students Evaluate One Another	Final Test on Students Evaluate One Another	PROGRESS RESPONSES
Student Presentation	Please rate your fellow classmates according to their presentation skills, ideas, and contents.	PROGRESS RESPONSES
Student Evaluate Own Group Members [Jian Qiang 1]	Please rate your experiences working with your group members	PROGRESS <b>RESPONSES</b>

- 3) Click on the '**Export**' icon on the top right corner to export



- 4) Select the export options according to your preference and then click '**Save**'

### Export

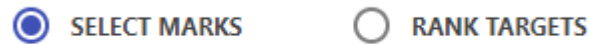
- ☒ TO EXCEL (GROUP BY TARGET)  
☐ TO EXCEL (GROUP BY EVALUATOR)  
☐ TO GRADE BOOK

#### DATA TO EXPORT

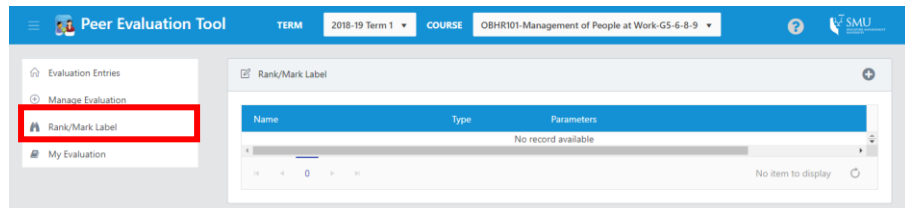
- ☐ MARKS AND COMMENTS  
☒ MARKS ONLY  
☐ COMMENTS ONLY

## 11. Creating new mark label scheme

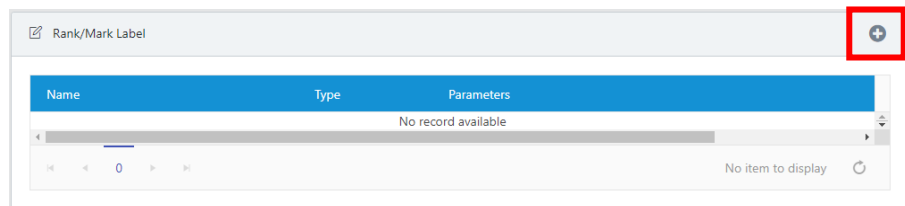
**Note:** There are two types of label scheme, **Select Marks** or **Rank Targets**.



- 1) To create a new **mark label scheme**, click '**Rank/Mark Label**' on the left toolbar



- 2) At the **Rank/Mark Label** page, click on the '**Add**' icon to create a new **mark label scheme**



- 3) A side panel will slide out from the right side of the screen, select '**Select Marks**' radio button and key in necessary details and click '**Generate Labels**'

### Create Mark/Rank Label Scheme



NAME

Please enter not more than 200 characters for name.

MINIMUM VALUE

MAXIMUM VALUE

INTERVAL

GENERATE LABELS

X CANCEL

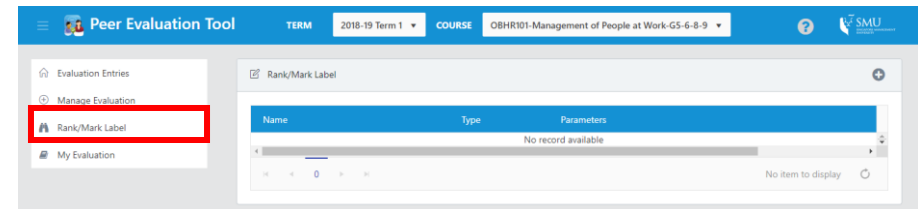
SAVE


- 4) Upon clicking the '**Generate Labels**' button, the label table will appear according to the min, max and interval values you had set earlier. Insert the label name for each interval and then click '**Save**'

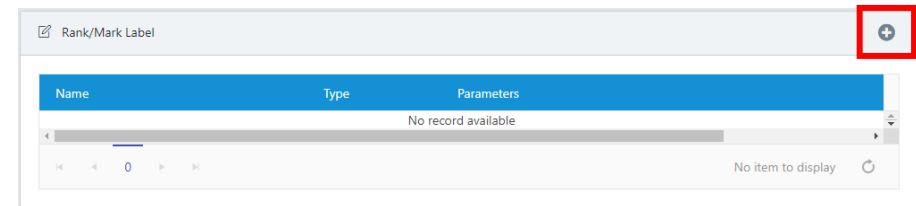


## 12. Creating new rank label scheme

- 1) To create a new **rank label scheme**, click '**Rank/Mark Label**' on the left toolbar



- 2) At the **Rank/Mark Label** page, click on the '**Add**'  icon to create a new **rank label scheme**



- 3) A side panel will slide out from the right side of the screen, select '**Rank Targets**' radio button and key in necessary details and click '**Generate Labels**'

GENERATE LABELS

Mark	Label (max. 20 characters)
0	Try again!
20	Need more effort!
40	Getting There...
60	Not bad!
80	Good job!
100	You nailed it!

### Create Mark/Rank Label Scheme

☐ SELECT MARKS
 ☒ RANK TARGETS

NAME

Rank Targets Label

Please enter not more than 200 characters for name.

MINIMUM VALUE

0.00

MAXIMUM VALUE

60.00

NO. OF TARGETS TO RANK

MIN

1

MAX

10

GENERATE LABELS

1 5

GENERATE LABELS

Rank	Label (max. 20 characters)
1	Highest (1st)
2	2nd Place
3	3rd Place
4	4th Place
5	Last

- 4) Upon clicking the '**Generate Labels**' button, the label table will appear according to the min and max values, as well as the number of targets you had set earlier. Insert the label name for each target and then click '**Save**'

### 13. Inputting evaluation marks and comments

**Note:** As an instructor, you can participate in **ALL** types of evaluation **EXCEPT 'Students self-evaluate'** by setting the **Instructor(s) are evaluators** option to **'YES'**.

**INSTRUCTOR(S) ARE EVALUATORS** ☒

**WEIGHT OF INSTRUCTOR'S EVALUATION:**

- 1) To evaluate students as an instructor, click **'My Evaluation'** on the left toolbar

The screenshot shows the Peer Evaluation Tool interface. The left sidebar contains a menu with 'My Evaluation' highlighted. The main area displays 'Open Sessions' and 'Closed Sessions' with various evaluation options and dates.

- 2) Select the session you want to evaluate under **Open Sessions**

The screenshot shows the 'Open Sessions' section with three available sessions:

- Student Presentation** (Classes 2): Start Date: 13 Mar 2019 12:00 AM, End Date: 10 Oct 2019 12:00 AM
- Instructors are evaluators feature test** (Default): Start Date: 27 May 2019 12:00 AM, End Date: 01 Jan 2020 12:00 AM
- Student Presentation** (Classes): Start Date: 27 Jun 2019 12:00 AM, End Date: 05 Sep 2019 12:00 AM

- 3) The list of students under the chosen evaluation session will display

#### Student S0003

Questions	Response
<b>Presentation</b> How does the student fare for the presentation of the project?	Marks: -- Select mark -- <small>Select 0.00 - 100.00 marks</small>
<b>Presentation</b> Rank the students according to the best to worst performer.	Ranking: -- Select rank -- <small>Rank 0 - 10 targets</small>
	Comment: <small>Please enter not more than 10,000 characters for comment.</small>

#### Student S0006

Questions	Response
<b>Presentation</b> How does the student fare for the presentation of the project?	Marks: -- Select mark -- <small>Select 0.00 - 100.00 marks</small>

## 14. Feedback

If you have any suggestions/ feedback about this tool, please email us at: [ellearn@smu.edu.sg](mailto:ellearn@smu.edu.sg).