

PEAR Instructions for Group Assessment

We will be using an online application called PEAR (Peer Evaluation, Assessment and Review) developed at University of Guelph for group assessment:

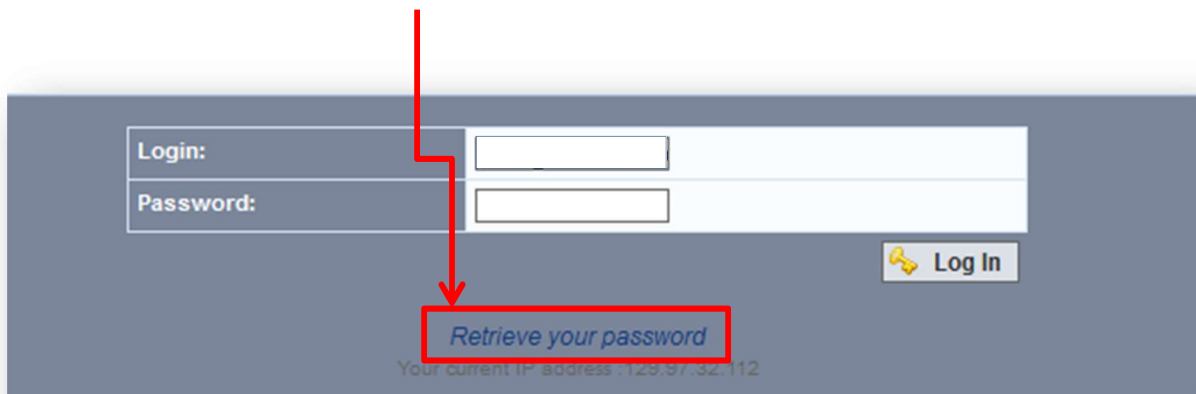
Instructions below include:

1. **How to log into PEAR**
2. **How to change your password**
3. **How to complete the “Group Assessment” of your teammates and yourself**

1. How to log into PEAR

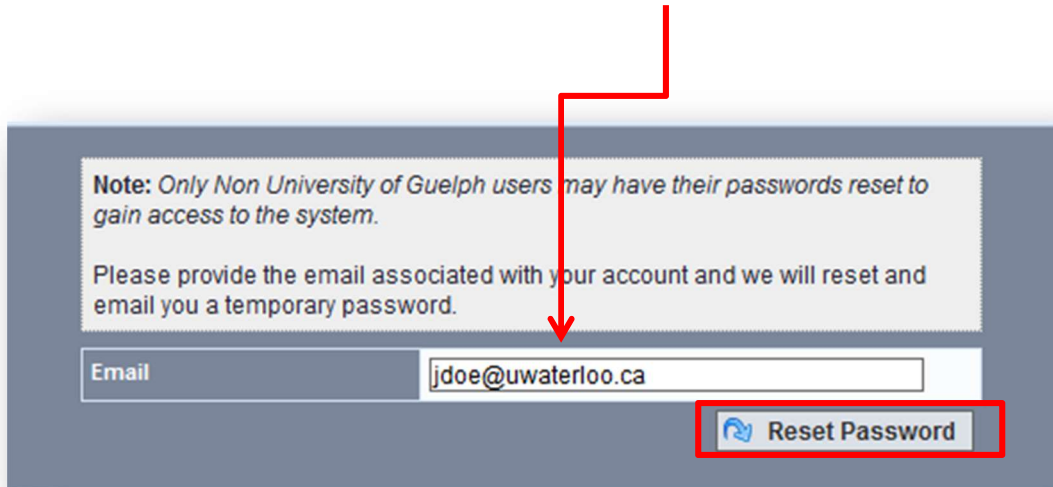
In order to access PEAR, you will first be required to get an automated password.

- 1) To access PEAR, please go to <https://www.uoguelph.ca/peartool/user> (Link is also provided in the LEARN course site content area.)
- 2) Click on “Retrieve your password”



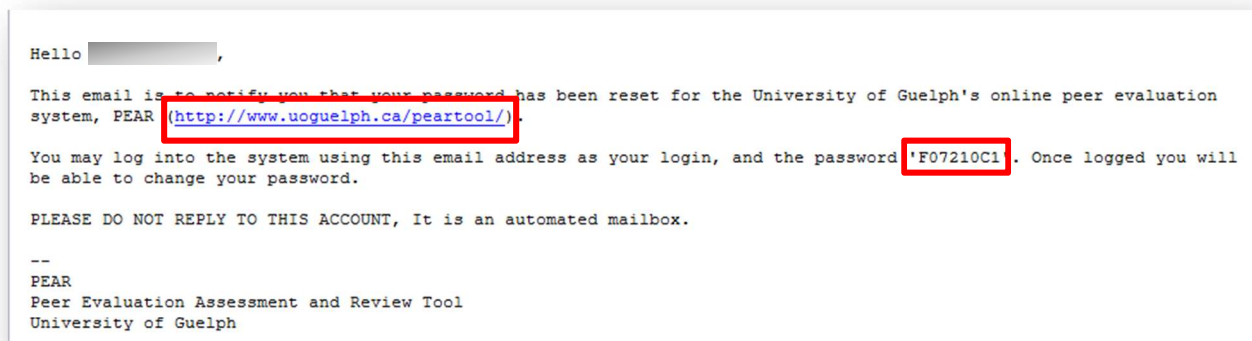
The screenshot shows a login form with two input fields labeled 'Login:' and 'Password:'. To the right of these fields is a 'Log In' button with a key icon. Below the 'Password:' field, the text 'Retrieve your password' is highlighted with a red rectangular box. A red arrow points from the top of the page down to this box. At the bottom of the form, the text 'Your current IP address: 129.97.32.112' is visible.

On the next screen, enter your uWaterloo email address. Your email must be of the form **WatiAMusername@uwaterloo.ca**. Your WatiAM username is what you use to login to LEARN and Quest. For instance, Prof Doe's username is *jdoe* so the email address required for him is *jdoe@uwaterloo.ca*. Enter your UW email address in the Email space and click on the "Reset Password" button **ONCE**. (Please do NOT click the button more than once)



The screenshot shows a password reset interface. At the top, a note states: "Note: Only Non University of Guelph users may have their passwords reset to gain access to the system." Below this, a message says: "Please provide the email associated with your account and we will reset and email you a temporary password." There is an "Email" label next to a text input field containing "jdoe@uwaterloo.ca". A red arrow points from above to this input field. To the right of the input field is a button labeled "Reset Password" with a circular arrow icon, which is highlighted by a red rectangular box.

An email will be sent to your WatiAMusername@uwaterloo.ca email address with a password. It may take up to 30 mins to arrive, so be patient. If you do not see it, check your Junk or Spam folders first. The email will look something like the following:



The screenshot shows an email with the following content:

Hello [redacted],

This email is to notify you that your password has been reset for the University of Guelph's online peer evaluation system, PEAR (<http://www.uoguelph.ca/peartool/>).

You may log into the system using this email address as your login, and the password 'F07210C1'. Once logged you will be able to change your password.

PLEASE DO NOT REPLY TO THIS ACCOUNT, It is an automated mailbox.

--
PEAR
Peer Evaluation Assessment and Review Tool
University of Guelph

In the email, the URL <http://www.uoguelph.ca/peartool/> and the password 'F07210C1' are highlighted with red boxes.

Click on the link to the pear tool within the email (<http://www.uoguelph.ca/peartool/user/>). Enter your WatiAMusername@uwaterloo.ca, copy and paste the password provided in the email and click the “Log In” button.



The image shows a login form for the PEAR tool. It has two input fields: "Login:" and "Password:". The "Login:" field contains the text "jdoe@uwaterloo.". The "Password:" field contains a series of dots. To the right of the password field is a "Log In" button with a key icon. Below the login fields, there is a link "Retrieve your password" and a message "Your current IP address :129.97.32.112". Three red arrows point to the "Login:" field, the "Password:" field, and the "Log In" button.

Note: Please record your PEAR-assigned password and/or save the password email you just received. You will need it *every time* you sign into PEAR, unless you choose to change your password (see item #2 below) to something more memorable.

2. How to change your password

- Login to PEAR using the password provided in the email (as mentioned above)
- Click the “My Profile” tab



The image shows the PEAR user interface. At the top, there is a header with the PEAR logo and the text "Peer Evaluation, Assessment and Review". Below the header, there is a navigation bar with links: Home, Projects, Help, and Log Out. The user's name "scottTest anderson" is displayed. Below the name, there are three tabs: "My Submissions", "My Reviews", and "My Profile". The "My Profile" tab is highlighted with a red box, and a red arrow points to it with the text "Click to change password". Below the tabs, there is a section titled "My Submissions" which contains a table with columns: Project, Submitting as, Status, and Options. The table has one row with the following data: Project: Assignment 1 (Course: Testing (Waterloo)), Submitting as: Author 04, Status: Submission Required (Due: Jun 06, 2014 - 11:59 PM), and Options: Details. At the bottom of the page, there is a footer with the text "© Copyright University of Guelph | Created by Teaching Support Services".

Project	Submitting as	Status	Options
Assignment 1 Course: Testing (Waterloo)	Author 04	Submission Required Due: Jun 06, 2014 - 11:59 PM	Details

- c) Click the “Change Password” button



PEAR BETA
Peer Evaluation, Assessment and Review

Home Projects Help Log Out

scottTest anderson

My Submissions My Reviews **My Profile**

My Profile

Name:	anderson, scottTest
Login:	sjanders@uwaterloo.ca
Email:	sjanders@uwaterloo.ca

[Change Password](#) [Edit](#)

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3. How to complete the “Group/Self Evaluation” of your teammates

- Under the **My Submissions** tab in PEAR, you will see a project listed indicating the title of the project (as indicated by your instructor) and the Course name below the project title.
- To the right of the project, select the “Details” button:



PEAR BETA
Peer Evaluation, Assessment and Review

Home Projects Help Log Out

scottTest anderson

My Submissions My Reviews My Profile

My Submissions

Project	Submitting as	Status	Options
Group Evaluation - TESTING Course: Testing (Waterloo)	Group 1	Submitted 0 of 4 Group Assessments Due: Jul 11, 2014 - 11:59 PM	Details

1 project(s)

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- c) Select the member of your group you wish to assess first and click on the “Required” button under his/her name:

PEAR BETA

Peer Evaluation, Assessment and Review

Home

Projects

Help

Log Out

scottTest anderson

My Submissions

My Reviews

My Profile

Submission Details

Project Title:

Group Evaluation - TESTING

Course:

Testing (Waterloo)

Group Name:

Group 1

Group Members:

anderson, 1scottTest

anderson, 2scottTest

anderson, 3scottTest

anderson, scottTest

Click button under each group member's name to evaluate them, including evaluation of yourself.

Group Assessment

Assessor	Assessee			
	anderson, 1scottTest	anderson, 2scottTest	anderson, 3scottTest	anderson, scottTest
anderson, scottTest	<div>Required</div> <div></div>	<div>Required</div> <div></div>	<div>Required</div> <div></div>	<div>Required</div> <div></div>

Click to delete and re-submit (up to the "Due Date")

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- d) Depending on the specific set up of the Grading Form used by your instructor, complete the form as appropriate. (for example, choose a numeric rating via the dropdown menu for each criterion and/or type your written comments to support your evaluation in the text box (or cut and paste if you have written it offline). When you're done, click the "Submit" button at the bottom right of the page. You can delete an evaluation and re-submit up until the Due Date (click the recycle bin under the name of the appropriate team member - see screenshot on the previous page).

My Submissions
My Reviews
My Profile

Group Assessment

Project Title:	Group Evaluation
Course:	PHYS 224 (F16 - Waterloo)
Group Name:	Group 1
Start Accepting:	Friday, December 02, 2016 @ 9:00 AM
Due Date:	Friday, December 09, 2016 @ 11:59 PM
Assessing:	<div>anderson, scottTest</div> <div>Name of the group member you're evaluating.</div>

Grading Form

Evaluate the members of your group and yourself.
Justify the Numerical value you give.

- Concentrate on one factor at a time.
- Call to mind instances that are typical of your colleague's work and behavior.
- Note that the criteria are not weighted equally.
- Use the comment to support the numerical values you give.

Select numeric ratings for each criterion.

01. Preparation Did you feel your teammate prepared adequately for the group activities, reflect on the group quizzes, group assignments and the group discussions and presentations you have done throughout the term. A value of 1 indicates that you do not think your teammate was prepared at all. A value of 10 indicated that you could not have reasonably hoped for anything better.	<input type="text" value="--"/>
02. Contribution Rank the contribution of your teammate to the work your group has done throughout the term. Reflect on the quizzes, assignments and the group discussions and presentations. A value of 1 indicates you do not think they contributed well at all. A value of 20 indicated your felt their contribution could not have reasonably been any better.	<input type="text" value="--"/>
03. Engagement Evaluate your teammates engagement in the discussions and presentations you have done throughout the term. Reflect on the quizzes, assignments and the group discussions and presentations. A value of 1 indicates that you do not think there was a good level of meaningful engagement at all. A value of 10 indicated that you appreciate their level of engagement to the point that you could not have reasonably hoped for higher level of engagement.	<input type="text" value="--"/>
04. Quality of work Evaluate your teammates Quality of work. 1 being the lowest, 10 being the highest and indicates you could not have reasonably expected a higher quality.	<input type="text" value="--"/>
05. Team play Evaluate your teammates attitude, level of cooperation, ability to listen and open mindedness. Reflect on the quizzes, assignments and the group discussions and presentations. A value of 1 is the lowest, a value of 50 is the highest.	<input type="text" value="--"/>
06. Please provide a supporting explanation for the value you have chosen. <div> Enter written comments to support your evaluation. </div>	

Running Total
0 / 100

Session Status:
Active

Click Submit when finished.

Submit

- e) Repeat the process for other team members, including yourself, if your instructor requires self-assessment.

4. How to complete the “Distribution of Group Effort” of your teammates

- Under the **My Submissions** tab in PEAR, you will see a project listed indicating the title of the project (as indicated by your instructor) and the Course name below the project title.
- To the right of the project, select the “*Details*” button:



- From the Distribution of Group Effort area, click on the “*Required*” button under the “Options” header:

Distribution of Group Effort

Assessor	Assessee				Options
Thompson, Jason	--	--	--	--	

- You will be presented with “sliders” for each group member. All members will be assigned a set number of equal points, representing an even distribution of 100% contribution.

As you assign members different values (slide left or right) you will notice that the “Points to Distribute” will change. In the example below, sliding the scale for the first person to 120 (because they contributed more the 100% to complete the group task) results in -20 “Points to Distribute”

Points to Distribute			
	-20		120 ▼
			100 ▼
			100 ▼
			100 ▼

- e) You must allocate the -20 “Points to Distribute” to the remaining members how you see fit given their individual contributions to the team/group work. In the example below, -10 for two members results in 90 for each of them...and the other person will remain at 100. NOTE: The “Points to Distribute” MUST be 0 before you can Submit the form.

Points to Distribute			
	0		120 ▼
			90 ▼
			100 ▼
			90 ▼