The Sakai 11 Assignments tool provides an optional Peer Assessment feature. This feature allows students to review each other's work in order to give feedback and assign grades. This Guide provides step-by-step instructions for setting up an assignment that incorporates peer assessment in Sakai. A list of topics covered in this Guide appears below; note that if you are viewing this Guide online, clicking on an item in this list will take you to that section of the Guide:

- Getting started with the Peer Assessment feature
- Accessing the Peer Assessment feature
- Configuring required Assignments settings for peer assessments
- Setting up peer assessment
- Viewing peer assessment submissions
- Removing peer assessments
- Adjusting scores and entering instructor comments
- Assigning a grade to students without a grade
- Releasing peer assessment grades and comments to students.

**Getting Started with the Peer Assessment Feature**

Before assigning peer assessment to your students, you should make sure that they are prepared to give and receive meaningful feedback. Some things you can do to help them prepare are:

- Ensure that students know how and why they are being assessed.
- Provide examples of thoughtful, respectful, and constructive feedback.
- Create clear criteria for evaluation (consider developing rubrics for peer assessment).
- Explain your rationale for using peer assessment, including an explanation of its benefits.

On the Education & Technology Innovation (ETI) website, visit the Resources page (https://www.usuhs.edu/eti/resources) and open the Peer Assessment Resources document to find additional best practices for incorporating peer assessment into your teaching, including links to resources to help you create and use assessment rubrics.

Since peer assessments are part of the Assignments tool in Sakai, if you have not already used that tool, you may want to begin by following the instructions How do I add an Assignment? in Sakai's official Help documentation to set up an assignment. Then follow the instructions in this Guide to edit the assignment and make it a peer assessment activity.

There are several stages in online peer assessment that require setting due dates in the Assignments tool. As you set up peer assessment, pay attention to these dates. One stage cannot begin until the previous stage has ended.

- **Stage 1**: Students complete the original assignment. This stage begins on the Open date and time you set for the assignment and ends on the Accept Until date and time you set for the assignment, which is visible when you click the name of the assignment in the Assignment List.

- **Stage 2**: Students conduct peer assessment, which involves having each student review another student's work on the original assignment and provide comments and a grade. This stage begins on the Accept Until date and time you set for the original assignment and ends on the Evaluation Period Finishes date and time you set for the peer assessment.

- **Stage 3**: You review the students' assignments and peer assessments (comments and grades), make any necessary comments or adjustments, and release the grades (either as they are or modified). This stage begins on the Evaluation Period Finishes date and time you set. After you release the peer assessment grades, the students can see their grades and the peer assessment comments.

You can see the Open date and the Due date for each assignment and peer assessment if you view the Assignments page as a student. For information about how to do that, see page 4 of this Guide.
Accessing the **Peer Assessment** Feature in the **Assignments** Tool

In the left navigation menu, click **Assignments** to access the tool.

To set up peer assessment, you must first add a new assignment or edit an existing assignment.
- To add a new assignment, click the **Add** button in the **Assignments Options** bar along the top of the page (shown below).
- To edit an existing assignment, click the **Edit** link below the assignment’s name (shown below).

For instructions on adding or editing an assignment, refer to [How do I add an Assignment?](#) in Sakai’s official Help documentation.
Configuring Required Assignments Settings

To enable the Peer Assessment feature, the following assignment settings are required:

- Grade scale must be set to Points.
- Group assignments may not be used.

It is also strongly recommended that you set the same date for the Due Date and the Accept Until date, since peer assessment cannot begin until after the Accept Until date.

1. To set the dates, click the Calendar icons next to Open Date, Due Date, and Accept Until date. (Refer to recommendation above regarding the dates.)

2. To set the grade scale to points:
   a. In the Grade Scale drop-down menu, select Points.
   b. In the box next to For points, enter maximum possible, enter a point value.

3. To ensure that groups are not used, scroll down to the Access area and click the radio button next to Display to site.

Setting Up Peer Assessment

After adding the assignment and ensuring that the appropriate settings are in place, scroll down in the Assignments window until you see the Additional Assignment Options area.

1. Click the radio button next to Use peer assessment. The Additional Assignment Options area expands to show Peer Assessment settings.

2. To set the peer assessment due date, click the Calendar icon next to Evaluation Period Finishes.

Tip

When setting the Evaluation Period Finishes date, make sure you allow adequate time for peer assessment after the assignment due date/accept until date. Remember that the Accept Until date serves as the “open” date for the evaluation period (as described in the Configuring Required Assignments Settings area of this Guide); peer assessment will not be available to any student until the assignment’s Accept Until date has passed.
Sakai 11 Peer Assessment

Setting Up Peer Assessment (cont.)

3. Anonymous evaluation is on by default. If you want students to be able to see who reviewed their work, click the box next to Anonymous evaluation so that no check appears there. Refer to the Peer Assessment Resources document on the Resources page of the ETI website (https://www.usuhs.edu/eti/resources) for best practices on anonymous evaluations.

4. By default students are able to see the reviews and not just their grades. If you do not want them to be able to do this, click the box next to Allow students to see reviews of their submissions so that no check appears there.

   **NOTE:** If you allow students to see reviews of their submissions, they will be able to see them only after:
   - The review period ends (this is the Evaluation Period Finishes date).
   - You release the grade (which is not possible until the Evaluation Period Finishes date has passed).

5. In the box next to Number of submissions students must review, enter the desired number of assignments you want students to review.

   **NOTE:** Sakai randomly assigns reviewers, as many as are entered in this box, for assignments submitted for peer assessment.

6. In the Instructions for Reviewers text box, enter any special instructions.

7. At the bottom of the Add Assignment window, click Post (not shown).

   **NOTE:** Once you have set up and posted the assignment, you can review the sequence of events from a student perspective by viewing the Assignments page as a student. To do this, click View Site As at the top of the left navigation menu (shown in the image on the right) and select Student, and then enter the Assignments area. You will then see a list of assignments that includes Open dates and Due dates for both the original assignment and the peer assessment. To return to the Faculty View of the course, click Exit Student View at the top left of the navigation menu (where it replaces View Site As when you are in the Student View).

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**Tip**

As you plan your peer assessment activity, remember to allow enough time for students to conduct peer assessment:

- Ensure that the assignments being assessed are of a manageable size.
- Factor the time required for peer assessment into the timeline for the assignment.
- Communicate peer assessment time expectations to students.
### Viewing Peer Assessment Submissions

Once students have submitted their peer assessments, you can open and view them in the Assignment List.

1. Click **Assignment List** in the **Assignment Options** bar near the top of the page. The Assignment List displays.

2. In the **Assignment List**, under the **In/New** column, click the **Grade** link or the number for the assignment you wish to view (e.g., in the image on this page, if you wanted to view submissions for Activity 6, you would click 4/2.)

3. The **Submission** window displays. If a peer assessment has been submitted:
   a. In the **Reviewed By** column, the reviewer’s name appears with a green check mark icon next to it.

   **NOTE:** If the word **Draft** appears next to the reviewer’s name, that means the reviewer has started to review the work and has saved his/her review but has not submitted it.

   b. In the **Reviewer Grade** column, the score assigned by the reviewer appears.

   c. To view the reviewer’s comments, click his/her name in the **Reviewed By** column.

4. The **Peer Assessment** window displays with the Reviewing and Reviewer students’ names at the top.
   a. In the **Grade** box, the grade that the Reviewer assigned appears.
   b. In the **Reviewer Comments** box, the Reviewer’s comments appear.

   **NOTE:** When setting up an assignment using the **Assignments** tool, you can choose to have notifications emailed to you when student submissions are made. This will include peer assessment submissions, if applicable to the assignment. Refer to How do I add an Assignment? in Sakai’s official Help documentation for more information about this feature.

Tip

Remember that you can view the peer assessments before the peer assessment due date, but you cannot grade them until the **Evaluation Period Finishes** date passes.
Removing Peer Assessments

1. Click **Assignment List** in the **Assignments Options** bar near the top of the page. The Assignment List displays (shown on page 5 of this Guide).

2. In the **Assignment List**, under the **Assignment Title** column, click **Grade** below the assignment title (shown on page 5 of this Guide).

3. The **Submissions** window displays and shows the scores provided by peer reviewers. In the **Reviewed By** column, click the name of the student whose review you wish to remove.
   
   **NOTE**: If a student’s work is reviewed by multiple reviewers, the student’s final grade is an average of the student review grades.

4. The **Individual Reviewer Feedback** displays. Click **Remove Review**.
   
   **NOTE**: In the **Submissions** list, the review will appear with a line through it in the **Reviewed By** column (not shown).
Adjusting Scores and Entering Instructor Comments

After the Evaluation Period Finishes date and time have passed, you can modify the results of the peer assessment by adjusting scores and entering comments, or by removing reviews. Before grades can become final, instructors must review, approve and release them.

1. Click Assignment List in the Assignments Options bar near the top of the page. The Assignment List displays (shown on page 5 of this Guide).

2. In the Assignment List, under the Assignment Title column, click Grade below the assignment title (shown on page 5 of this Guide).

3. The Submissions window displays. In the Reviewed By column, click the name of the reviewer whose score you will adjust.

4. The Re-grading page displays. In the box next to Grade, adjust the score.

5. In the Instructor Summary Comments text box, enter comments (optional).

6. Click Add Attachments, to add attachments (optional).

7. Click Save and Release to Student or Save and Don’t Release to Student.
Assigning a Grade to Students Without a Grade

Sakai provides a way for you to assign grades automatically to all students who did not receive one, so that you do not have to do that for students individually. You can do this by using the Override Grades process.

1. Click Assignment List in the Assignments Options bar near the top of the page (shown on page 5 of this Guide).

2. The Assignment List displays. In the Assignment List, under the Assignment Title column, click Grade below the assignment title (shown on page 5 of this Guide).

3. The Submissions window displays. Under the section “Found [X] participants. Assign this grade to the participants without a grade” (located just above the student list), enter a point value in the box.

4. Click Apply.
Releasing Peer Assessment Grades and Comments to Students

Students will not be able to view the peer assessment until you have released it, and you will not be able to release it until the Evaluation Period Finishes date and time have passed. You can release peer assessment grades to all students at once or to individual students.

1. Click Assignment List in the Assignments Options bar near the top of the page. The Assignment List displays (shown on page 5 of this Guide).

2. In the Assignment List, click Grade or, under the In/New column, click the number for the assignment you wish to release (shown on page 5 of this Guide).

3. The Submissions window displays (shown below). Click the checkboxes to the left of the names of students to whom you wish to release grades, or, if you wish to release grades to all students, click the checkbox at the top of the column of checkboxes.

   **NOTE:** More than one student’s name can be selected at a time.

4. In the upper left corner directly above the Assignment List, click Release Grades.

5. The Release column is empty until grades are released. Once the grades have been released, a checkmark will appear in the Release column in the Assignment window.

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