Overview: Peer Assessment

Before Assessing Your Peers, You Should Know:

→ The directions for providing and receiving a peer assessment.

→ Grading requirements, including criteria for evaluation. (If your instructor provided any additional resources, make sure you refer to them.)

→ The process for conducting peer assessment, including important dates (see the stages below).

The Peer Assessment feature in Sakai provides the opportunity for you to engage in meaningful feedback with your classmates.

For any Sakai assignment, your instructor may require you to complete a peer assessment of at least one other student’s submission.

This Guide provides step-by-step instructions for completing a peer assessment assignment in Sakai. However, before assessing your peers, make sure you understand the items in the “Before Assessing Your Peers” list on the left side of this page.

Consult with your instructor if you need additional information or examples of constructive feedback.

NOTE: There are several stages involved in peer assessment in Sakai that require attention to due dates. Pay careful attention to these dates because one stage cannot begin until the previous one has ended. The assignment and peer assessment Open and Due dates are discussed later in this Guide.

Stage 1
You complete the original assignment.
This stage begins on the assignment’s Open date.

Stage 2
You conduct peer assessment, which involves reviewing at least one other student’s work on the original assignment, providing comments to that student, and assigning a grade for that work.
This stage begins after the assignment has been submitted AND the peer assessment’s Open date and time have passed.
It ends when the evaluation period finishes, on the peer assessment’s Due date.

Stage 3
Your instructor reviews student assignments and peer assessments (including both comments and grades), makes any necessary comments or adjustments, and releases the grades (either as they are or modified).
This stage begins at the peer assessment’s Due date and time. After your instructor releases the peer assessment grades, you will be able to see your grade and any peer or instructor comments.
Peer Assessment - Student Guide

This Guide provides step-by-step instructions for using Sakai’s Peer Assessment tool to assess a peer’s assignment submission and to look at a peer’s review of your own assignment 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:

- Access Assignments and the Peer Assessment Tool
- Peer Assessment Open Date and Due Date
- Peer Assessment Status
- Assess a Peer’s Assignment
- View Peer Assessment

Access Assignments and the Peer Assessment Tool

Your instructor may assign a peer assessment to accompany any assignment. You must open the assignment to access the peer assessment.

1. To access the Assignment List and peer assessments, click Assignments on the left navigation menu, or click Assignments near the top of the page to return to the main Assignments page.

2. If a peer assessment is required, it will display directly below the assignment in the Assignments List area indicated by the words Peer Assessment - Students assess each other.

Tip 1

Whenever you wish to go back to the top level of the Assignments area, click Assignments near the top of the page between the left navigation menu and the course title, as seen on the top of the image on the right side of this page.
Peer Assessment Open Date and Due Date

In the Assignment List, for each peer assessment, there are Status, Open, and Due columns. The information in these columns will help you complete the peer assessment in a timely manner.

**NOTE:** The Status column is discussed in the Peer Assessment Status section of this Guide.

1. To access the Assignment List and peer assessments, click Assignments on the left navigation menu, or click Assignments near the top of the page to return to the main Assignments page.

2. To identify the Open and Due dates for a peer assessment, refer to the Open and Due columns for that peer assessment in the Assignments List.
   
   a. Open column: Tells you when the assignment or peer assessment is available for completion.
   
   b. Due column: Tells you the date and time by which you must complete the assignment or peer assessment.

**NOTE:** The assignment Due date and peer review Open date are typically the same but they do not have to be. Files for peer assessment will not become available (or Open) until the beginning of the evaluation period, which is the Open date for the peer assessment.

💡 Tip 2

If a peer assessment has not become available to you and the Due date for the original assignment has passed, check with your instructor.
Peer Assessment Status

The peer assessment Status column provides important information about the status of the peer assessment. You can refer to this column to determine if a peer assessment: is open, has been submitted, or has been started but not completed.

1. To access the Assignment List and peer assessments, click Assignments on the left navigation menu, or click Assignments near the top of the page to return to the main Assignments page.

2. In the Assignment List, to the right of the Assignment Title column, refer to the Status column to determine the status of the peer assessment. The following may appear in the Status column for peer assessment:
   a. Assignment submission required: The evaluation period has not started and you have not yet submitted an assignment for another student to review.
   b. Not open: You have submitted an assignment for another student to review but the evaluation period has not opened OR the evaluation period is over and you never submitted an assignment for another student to review.

   **NOTE:** In addition to the appropriate dates passing, the peer assessment will not open until you have completed the assignment AND a peer has completed the assignment.

   c. Submitted: You have completed and submitted an assessment of another student’s work.

   **NOTE:** Even after you complete a review you cannot see the review of your own work until the instructor makes it available.

   d. Not Started: The evaluation period has opened and assignments are available for peer assessment but you have not started reviewing them yet. When peer assessments are open (i.e., available for completion), a clickable link will appear in the Assignment List. (This is covered in the Assess a Peer’s Assignment section of this Guide.)

   e. Incomplete: You have started and saved a peer assessment but have not submitted it (not shown).
Assess a Peer's Assignment

If a peer assessment is required, the title of the assignment followed by the words *Peer Assessment-Students assess each other* will display directly below the assignment title in the Assignment List area.

Your peers' submissions will not be available for you to review until the evaluation period begins, as indicated by the *Open* date for the *Peer Assessment* assignment (see picture on page 3). At that time, assignment submissions that you need to review will be listed below the *Peer Assessment* assignment in the Assignment List. (Students’ names will not appear. Instead you will see clickable links to “Student 1,” “Student 2,” etc.)

**NOTE:** Under *Peer Assessment*, you will see the exact number of submissions for which the instructor has required you to provide a peer assessment. For example, if only one peer assessment is required, only one submission will appear below *Peer Assessment* in your Assignment List. Likewise, if the instructor has assigned three peer assessments, you will see three submissions listed. The exact student(s) for whom you will provide a peer assessment is assigned randomly by Sakai.

1. To access the Assignment List and peer assessments, click **Assignments** on the left navigation menu, or click **Assignments** near the top of the page to return to the main Assignments page (not shown).
2. In the Assignment List, click the link to a peer’s submission to review it.
3. The Assignment Instructions window opens. Review the Assignment Instructions provided by the instructor.
4. Review the Assignment Submission provided by the student.

**NOTE:** The assignment may appear in-line and/or as an attachment.
Assess a Peer's Assignment (cont.)

5. In the Grade entry box, enter the numeric grade for the assignment.  
   NOTE: The maximum grade point is indicated below the grade entry box.

6. In the Reviewer Comments box, enter additional summary comments about your peer's assignment submission.  
   NOTE: If the peer assessment is anonymous, a note will appear above the Review Comments box indicating that you should not post your name in the reviewer comments section.

7. Click Submit to submit your peer assessment.

8. Once you have submitted a peer assessment, the status for that Peer Assessment item will change to Submitted.
   a. In addition, a green check mark 🔄 will appear in the Assignment Title column next to the submission and you will no longer be able to view that submission (the name will no longer be a clickable link).  
   NOTE: After the evaluation period closes, the name will disappear completely.

💡 Tip 3  
Be sure to budget your time to conduct peer assessments:

- When you open a peer's assignment, or multiple peers' assignments if you must complete more than one, consider its size in relation to the length of the evaluation period.
- Prioritize your work by reviewing the most critical areas first (refer to instructor's guidance and/or rubrics if any exist).

💡 Tip 4  
Be sure to follow any guidance your instructor has given for peer assessment.
View Peer Assessment

You will only be able to view your peer’s assessment for your own assignment submission after both of the following have occurred:

- The evaluation period has ended (this is the peer assessment’s Due date)
- The instructor has released the grade (which is not possible until the peer assessment’s Due date has passed).

**NOTE:** Your instructor has the option to NOT make peer assessments available for student viewing. If this is the case, you will not be able to view the peer assessment.

1. In the Assignment List, click the assignment title.
   
   **NOTE:** The status for the assignment must be Returned in order for you to open it and view the grade.

2. The Returned Assignment window opens, and you can review:
   a. The assignment title, student name, submission date, and grade
      
      **NOTE:** By default, the grade is a weighted value that includes instructor and peer assessment grades. However, instructors can override grades.
   b. The original assignment instructions
   c. The original assignment submission text and the instructor’s comments inserted, if applicable
   d. Peer Reviews, including score, comments and attachments, if applicable.