

Peer Assessment – Professor Instructions

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Peer Assessment – Professor Instructions

This document will guide you through the process of setting up your course in the Peer Assessment system.

Logging In

In your Web browser, go to the following website: <https://pes.concordia.ca>, and login using your MyConcordia netname and password.



Peer Assessment

Concordia University
John Molson
School of Business

Introduction FAQ Login Resources

Netname :

Password :

Login

Trouble logging in?
Your username and password are the same as those for [MyConcordia](#).
Instructions on setting/re-setting your [MyConcordia](#) password can be found [here](#).

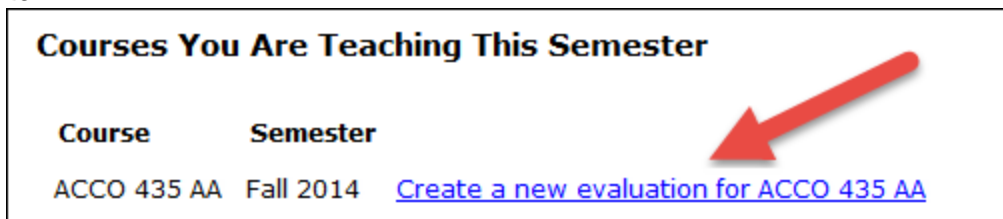
NOTE: Before you login, you will see 4 buttons that provide additional information about the Peer Assessment System.

- Introduction: This section gives professors and students an overview of the Peer Assessment process.
- FAQ: The Frequently Asked Questions page gives answers to common questions about the process.
- Login: The login button returns to the page shown above.
- Resources: Additional links to research articles about peer assessment, as well as the instructional documents created for professors and students.

Setting Up the Evaluation for Your Class

After you have logged in, you will see a list of courses you are teaching this semester under the section **Courses You Are Teaching This Semester**. Choose the course that you wish to create the evaluation for, and click on the corresponding “Create a new evaluation...” link.

NOTE: Courses listed at the top of the screen under **Peer Assessment for Your Courses** are courses from previous semesters or the current semester that you have already created an evaluation for.



Courses You Are Teaching This Semester

Course	Semester
ACCO 435 AA	Fall 2014

[Create a new evaluation for ACCO 435 AA](#)

Choose a start and end date for the evaluation period. You can also assign your evaluation a name. By default, the assigned name is: "Class Group Work Evaluation". When the students view the evaluation they will see both the full course code and section as well as the evaluation name, so you do not need to include the course name in the evaluation name. NOTE: You can modify these dates at a later time by clicking on the date link next to each field.

Define a New Evaluation for ACCO 435AA

Start Date

End Date

Evaluation Name

Start Date

End Date

Evaluation Name

Next, you will need to provide a listing of all the group names for the student groups formed in your class. Click on the "0" next to **Number of Groups**.

Semester:	Fall 2014
Start Date:	2014-09-15
End Date:	2014-09-19
Number of Groups:	0
Number of Students:	0
Completed Evaluations:	0

You are now able to enter the group names. You can either type them into the box directly, making sure you type one name per line. Or if your groups are consecutive numbers (i.e. 1, 2, 3, 4, etc.), you can automatically generate group names by selecting the number of groups from the drop down menu and clicking **Generate names**. Once you are finished, click **Submit**.

NOTE: If you are typing in unique names, make sure there are NO apostrophes in the names. This will cause errors in the system.

Please enter the group names in the box below, one group name per line.

Team 1

Team 2

Team 3

OR

Automatically generate group names (eg. Group 1, Group 2, etc):

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After clicking **Submit**, you will be told that the groups were created successfully. If you are ready to assign students to groups, click **Assign Students to Groups**. If you prefer to wait until another time, click **Return to the Evaluation Details**.

Creating: Group 1
 Creating: Group 2
 Creating: Group 3
 Creating: Group 4
 Creating: Group 5

5 groups successfully created.

Now you are ready to assign your groups. Either you have clicked the **Assign Students to Groups** button from the previous step or from the “Evaluation Summary” page, click the **Assign Students to Groups** button or click on the “0” next to **Number of Students**. Note that you cannot delete an evaluation once you have assigned students to groups. If you wish to do so after assignment has taken place, please send an email to peerassessment.jmsb@concordia.ca

Semester: Fall 2014

Start Date: [2014-09-22](#)

End Date: [2014-09-29](#)

Number of Groups: 5

Number of Students: 0

Completed Evaluations: 0

You will now see the list of students in your course. Next to each name is a drop down menu. Select the group for each student. If a student has dropped the course, select “NO GROUP: student dropped course”. **Please be careful when entering the groups. If there are any errors in the group membership that need to be corrected after the evaluation begins, all completed evaluations from the affected groups will need to be deleted and redone by the students.**

Student ID	Last Name	First Name	Group
6111016	Ayuda	Natasha	NO GROUP: student dropped course
6261710	Bagelley	Alexander	Group 1
5666600	Barna	Delia	---- select a group ----
9779752	Baskaran	Rajendra	Group 1
6289290	Buzello	Alexander	Group 2
5971817	Chen	Mingy	Group 3
5974887	Delgado	Clarita	Group 4
5974887	Delgado	Clarita	Group 5
5974887	Delgado	Clarita	NO GROUP: student dropped course
6294189	Call	Larry	---- select a group ----
1951246	Cham	Kevin	---- select a group ----

When you are finished assigning your groups, click **Submit**. If you had any groups of either 1 or 2 students, you will be notified on the next page. You will also be notified if you selected “No group”. If these assignments were intentional, click “Click here to return to the Evaluation Details”. If you made a mistake, click “Click here to review or edit the groups again”.

Your groups have been successfully created.

The evaluation will begin on (YYYY-MM-DD): 2014-09-22.

WARNING: The following group(s) have only 2 students in them: Group 1 Group 5.
This removes the anonymity of the results.
If this was intentional, please ignore this message.

WARNING: You listed the following student(s) as having dropped the course: 6333036
The student(s) will not be able to participate in the evaluation.
If this was intentional, please ignore this message.


[Click here to review or edit the groups again.](#)

[Click here to return to the Evaluation Details.](#)

Once you have completed the group assignment, your evaluation setup is complete. As soon as students are assigned to a group they will see the evaluation listed the next time they log in. However, they will only be able to begin evaluating their peers once the start date has been reached. Students will receive an email the day that the evaluation opens, as well as a reminder the day before the evaluation closes. If you modify the start or end date, they will get another email with this new information.

During the Evaluation and Explanation of Results

Throughout the evaluation period, you can keep track of how many evaluations have been completed by clicking on the link to your course, which is now listed in the first section under **Peer Assessments for Your Courses**.



Peer Assessments for Your Courses

Course:	Project Description:	Starts:	Ends:	Results Released:
ACCO350AA Fall 2014	Class Group Work Evaluation	2014-09-22	2014-09-29	No, deadline hasn't passed.

As students complete their entire evaluations, the number next to **Completed Evaluations** will change.

DETAILS FOR ACCO 350AA: CLASS GROUP WORK EVALUATION

Semester: Fall 2014

Start Date: [2014-09-17](#)

End Date: [2014-09-29](#)

Number of Groups: 5

Number of Students: 14

Completed Evaluations: 6

You will also see three links underneath this section: **Summary of Results**, **Detailed Results** and **Listing of Student Submissions**.

[Summary of Results](#) | [Detailed Results](#) | [Listing of Student Submissions](#)

[Return to Main Menu](#)

Summary of Results shows the average scores that the student has received on each dimension as well as an overall average. These scores represent how that student has been rated by his/her peers. For example, Claudio Armando was rated, on average, 3.5 out of 7 by his peers in the “Cooperation” dimension. The 3.75 out of 7 in the “Average” column represents the average of his average dimension scores (i.e. $3.5+4.5+4.5+2.5$)/4 = 3.75). The column “Peers who Responded” shows the number of team members who completed the evaluation, thus representing the scores. As you can see, some members did not complete their evaluations so for Group 2, some members only have ratings based on 1 person.

ID	NAME	GROUP	COOPERATION	CONCEPTUAL CONTRIBUTIONS	PRACTICAL CONTRIBUTIONS	WORK ETHIC	AVERAGE	PEERS WHO RESPONDED
5974887	Armando, Claudio	Group 1	3.5	4.5	4.5	2.5	3.75	2
6963730	Fisher, Alex	Group 1	5.5	6	6	5.5	5.75	2
5706068	Locker, Jake	Group 1	4.5	5.5	6.5	5	5.38	2
1951505	Gabbert, Xavier	Group 2	6.5	6.5	6.5	6.5	6.5	2
5666600	Hasselhoff, Debra	Group 2	7	6	5	5	5.75	1
6220428	Peters, Simon	Group 2	5	6	4	6	5.25	1

Detailed Results shows the numerical averages as well as the written comments for each student. These results are organized by group. For example, here is a member of group 1. Next to the comment is the name of the student who wrote that comment. Only you will see this information, the students do not. You will be able to delete any offensive comments before releasing results. This will be explained later in the document.

Group 1

Group Size: 3

Completed Evaluations: 3

Private comments for the professor:

- (Written by: Alex Fisher)
- (Written by: Claudio Armando)
- (Written by: Jake Locker)

Evaluation of Alex Fisher (6963730):

Evaluator	Cooperation	Conceptual Contributions	Practical Contributions	Work Ethic	Average Across All
Claudio Armando	5	5	6	6	5.5
Jake Locker	6	7	6	5	6
Average	5.5	6	6	5.5	5.75

- Strongly contributed through active participation in meetings and gave meaningful feedback (*Written by: Claudio Armando*)
- You were an excellent team members. You were always on time for meetings and had great suggestions. It was a pleasure working with you. (*Written by: Jake Locker*)

Listing of Student Submissions shows how each student rated their peers. So instead of seeing Peter’s personal evaluation, you will see how Peter rated his team members. This is also where you will see any private comments that were made just for you.

Group 4

Responses from Peter Poll:

Private Comments for the Professor: Victoria really did not contribute very much to the project. Me and Luc did the majority of the work.

Team member	1. Cooperation	2. Conceptual Contributions	3. Practical Contributions	4. Work Ethic
Luc Robitaille	5	6	5	6
Victoria Simons	2	3	3	2

Team member	Comments
Luc Robitaille	Very helpful. Good teammate.
Victoria Simons	You were not focused and very hard to track down. Did not contribute very much to the project.

Post-Evaluation

Before the students can have access to their assessments, you have to review the written comments. You will have the possibility to delete any comments judged offensive or hurtful. Please Note: When reviewing student comments, it is recommended that that the comment either be completely removed or left completely intact, instead of modifying only a portion of it. Once you have reviewed the comments, you can release the assessments.

When the deadline has passed, under the **Results Released** section, you will see “NO, please click here”.



Peer Assessments for Your Courses

Course:	Project Description:	Starts:	Ends:	Results Released:
ACCO350AA Fall 2014	Class Group Work Evaluation	2014-09-16	2014-09-17	NO , please click here

Once you click “here”, you will be taken to the summary of evaluations, which looks the same as described above in **Listing of Student Submissions**. This shows how each student rated their team members. However, now in the comment box, you are able to delete any text that is offensive or hurtful. Once you have finished editing, click **Submit** at the bottom of the page.


Responses from Winona Chan:

Private Comments for the Professor:

Team member	1. Cooperation	2. Conceptual Contributions	3. Practical Contributions	4. Work Ethic
Kevin Marks	6	6	6	7
Mary Trestman	3	3	4	2

Team member	Comments
Kevin Marks	Very cooperative; pleasure to work with.
Mary Trestman	Mary is smart and capable. However, I think that she could improve on her work ethic. For instance, she should try to submit her work in a timely manner and participate more constructively in group meetings.

After clicking **Submit**, you will be told that the results are now available to the students. You can click “here” to return to the main page. Now, under **Results Released**, it will say “Yes, on: [date released]”.



Peer Assessment

Peer Assessments for Your Courses

Course:	Project Description:	Starts:	Ends:	Results Released:
ACCO350AA Fall 2014	Class Group Work Evaluation	2014-09-16	2014-09-17	Yes, on: 2014-09-18

Repeat these steps for any future evaluations. Should you have any questions, send an email to peerassessment.jmsb@concordia.ca