Workflow #Bsp

Section 1: Set up

The following document is intended to be used by administrative staff, however, it may also be useful for markers who set up their own assignments.

For further information on marking and administering marking online:
- Health and safety (display screen equipment) – bris.ac.uk/safety/guidance/#workplace
- Bristol Education Administration Manual (BEAM) – bris.ac.uk/beam
- Regulations and Code of Practice for Taught Programmes, Conduct of Assessment – bris.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/conduct/

It is important to note that after certain points in the workflow, some settings will no longer be editable.

<table>
<thead>
<tr>
<th>Workflow period</th>
<th>Settings which become unavailable at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before any participant has submitted work, even after the submission start date</td>
<td>You can change any element with no restrictions or warnings.</td>
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</tbody>
</table>
| After the submission start date and work has been submitted, and before the submission end date | • Delete or reorder questions  
• Edit submission start date |
| After the submission end date, but before the evaluation start date | • Add or edit questions |
| After the evaluation start date and before the evaluation end date | • Edit number of peers  
• Anonymise evaluation  
• Delete or reorder criteria  
• Edit criteria points  
• Edit possible points and assigned points  
• Edit evaluation start date  
• Select self-evaluation  
• Edit submission end date |
| After the evaluation end date | • Add criteria  
• Select allow feedback  
• Edit criteria  
• Edit criteria text  
• Edit model response |
**Make the tool available**

Before adding a self- or peer-review exercise, you may need to adjust your course settings:
1. Log in to Blackboard and click on your course. In the Control Panel expand **Customisation** and then click on **Tool availability**.
2. Tools are listed in alphabetical order. Scroll down to Self and Peer assessment and ensure all boxes are ticked. Then scroll down and click **Submit**.

**Add a self- or peer-assessment activity**

It is possible to import and re-use previous assessments, but the following instructions show you how to create a new one.

1. Ensure that **Edit Mode** is **On**. Then click on a **content area** in your course menu and under the **Assessments** menu select **Self and Peer Assessment**.
2. Enter a **name** for the assessment and any **instructions** for students.
3. Fill in the **submission** dates.
4. Fill in **evaluation** dates and edit the other **self and peer evaluation options** as required.

Once the evaluation period has begun, you cannot extend the submission period (eg to allow more students to submit). Therefore, in order to check and chase up any non-submissions (and have the option to extend the submission period) leave a gap of **at least 24 hours** between the end of the submission period and the start of the evaluation in the first instance. You can bring these dates/times forward later if required.

5. Ensure that the assessment is **available** (if appropriate), then click on **Submit**.
6. You will see a confirmation: **Assessment added successfully** and will come to the **Assessment Canvas** screen.

**Add questions**

Your task can involve one or more questions which should be directed at students submitting their work for review. For example, you could have a question which requires students to submit a document, which other students then evaluate against specified criteria. It is important to make this clear to students in the body of a question if this is what you want them to submit.

1. Click on the **Create Question** button in the top left.
2. Enter question text in the **Question Information**. Often this is a set of instructions for the students about how to complete the evaluation.
3. Enter a **Model Response** if required.
4. Click on **Submit**. You should see the assessment canvas with your Question.

**Add criteria**

You will need to add criteria for each question created.
1. Click on the dropdown arrow next to the question to open the contextual menu, then click on **Criteria**.
2. If required, click on the **Word Count criteria** button to add word count criteria.
3. Enter your Recommended word count, then click on **Submit**. You will see a confirmation message: *The criteria have been successfully added.*

4. To enter additional criteria, click the **Create Criteria** button.

An example of a criterion could be:
Quantitative – *Rate the level of analysis in this submission on a scale of 1-5.*
Qualitative – *List the two best aspects of the submission and the two areas which could be improved upon.*

5. Enter specific criteria for the question in the **Criteria Information Box**.

6. Assign the maximum number of marks for this criterion in the **Points Possible** box, choosing whether you want to allow students to be able to give either all or nothing or partial credit.

7. Choose whether to allow students to provide feedback, for example, if you are asking for qualitative responses, then click **Submit**.

8. Repeat these steps for any additional criteria you want to add.

9. When finished, click **OK**.

You can preview what students will see at both the Submission and Evaluation stages by using the **Preview** option in the Assessment canvas (top right).

**Checking the Grade Centre column is hidden from students**

1. Go to the **Control Panel** and select **Full Grade Centre**.
2. Find the column for the self-/peer-assessment.
3. Check for a grey circle with a red line through it in front of the assignment name, this means students cannot see marks and feedback for this assignment.
4. If there is no grey circle, click on the down arrow next to the name of the assignment.
5. Select **Hide from Students (on/off)**.
6. The grey circle with a line will now appear.