



# **iPeer User Manual for Instructors**

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## 1. Getting started

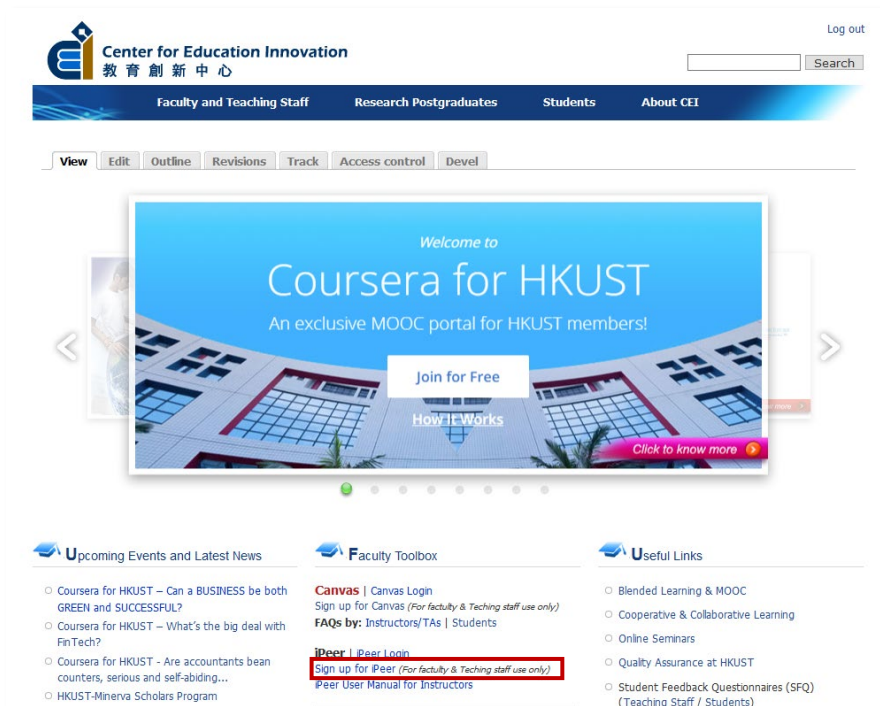
iPeer is a student peer evaluation system. It was adapted from an open-source and HKUST customized it to suit our own needs. It supports four types of evaluations, namely Point Distribution, Rating Scale, Rubric and Commendation. The system aims to provide a platform for teaching staff to conduct student peer evaluations on group projects more efficiently and effectively.

### 1.1 Applying for an iPeer course

To start using iPeer, you need to first apply for an iPeer course. There are two ways for applying for an iPeer Course. You can either **1) fill in the online application form** (that will take about 1 working day to process) or **2) use the iPeer Setup tool inside Canvas** (set up instantly).

#### a) Applying through the online application form

1. Go to the CEI website at <https://cei.hkust.edu.hk>.
2. Under the **Faculty Toolbox** section, click **Sign up for iPeer**. Fill in the required information in the form and the process will take **about one working day**.



#### b) Creating with the iPeer Setup in Canvas

The **iPeer Setup** in Canvas facilitates instructors to create the iPeer course **instantly** and allows them to export the Canvas group list for setting up the iPeer groups.

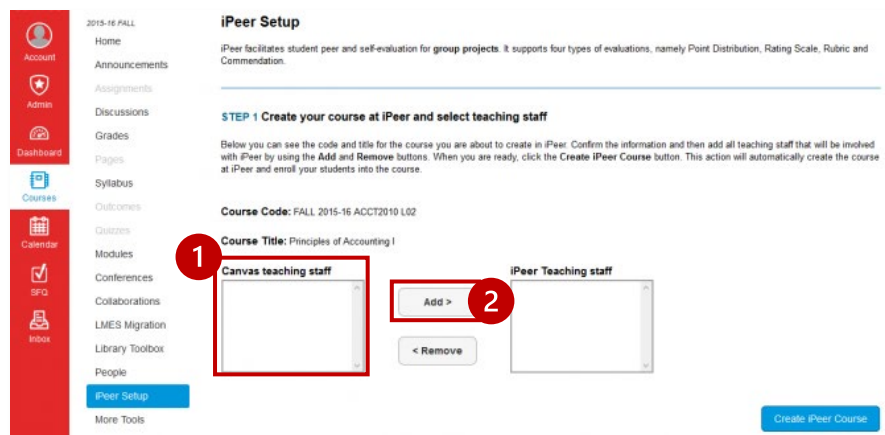
**Notes:** By default, the iPeer Setup is disabled from the left navigation menu.

1. Enter the Canvas course site, and go to Canvas **Course Settings** > **Navigation** tab to enable the **iPeer Setup** to the Canvas course navigation.
2. Locate the item **iPeer Setup** from the lower list and enable it by either 1) drag and drop to the upper list or 2) clicking the options icon and selecting **Enable**.

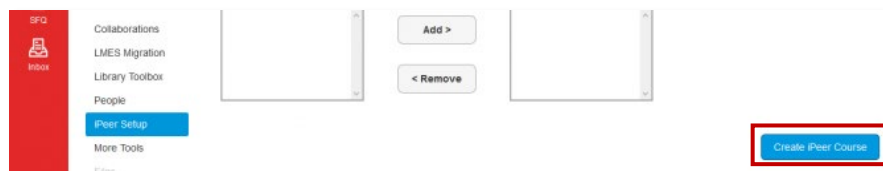
**Note:** The iPeer Setup tool is **only visible to Instructors / Course Admins / TAs**.

3. After the tool is enabled, click **iPeer Setup** from the left navigation menu.

- Select the people from the **Canvas teaching staff list** that required instructor role access to the iPeer course and click **Add >**.

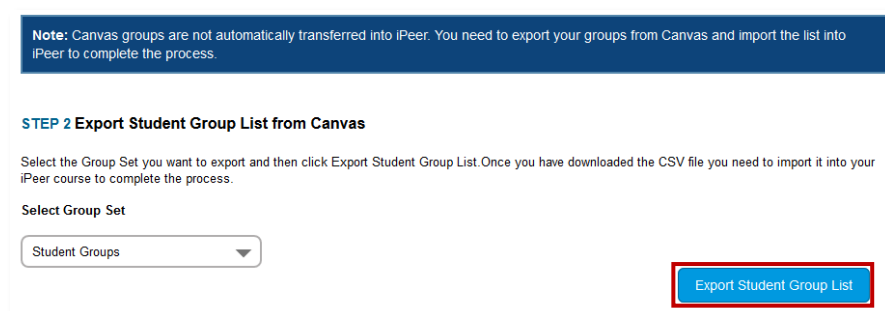


- Click **Create iPeer Course** when done. This action will instantly create the course in iPeer and enroll the list of students from Canvas to the iPeer course.



**Notes:** As student enrollment is a one-off process when you create the iPeer course and will not be auto-updated after. We highly recommend **creating the iPeer course after the add/drop period** when student enrollment is settled, or else will require a manual update in iPeer after.

- After the iPeer course site is created, if you have **Group Set(s)** created in Canvas, select the Group Set you want to export from the **Select Group Set** drop-down menu and then click **Export Student Group List** to obtain a .csv file with the group information.

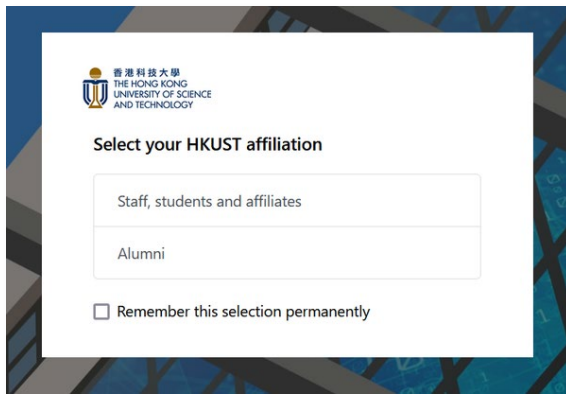


**Notes:** If you have already logged in to iPeer before creating the iPeer course site, please make sure you log out from iPeer and log in again to show the updates.

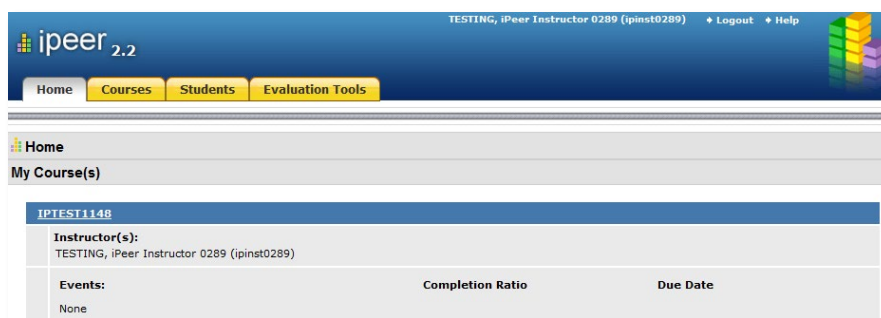
## 1.2 Accessing iPeer

### a) Logging into iPeer

1. Once your iPeer course site has been created, you can log into iPeer at <https://ipeer.ust.hk>.
2. Select the correct account type and log in with your full primary email address as the username (i.e. either xxx@ust.hk or xxx@connect.ust.hk) and password.

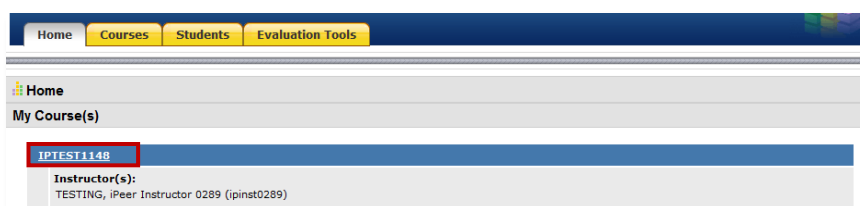


3. Click on the **Sign in** button and will lead you to the Home page of iPeer.

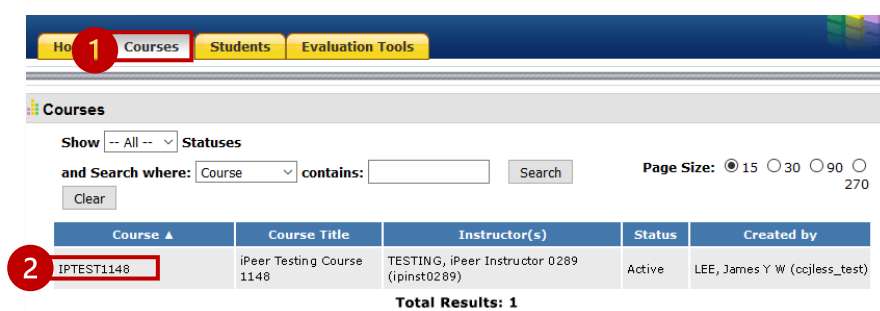


### b) Accessing the Course page

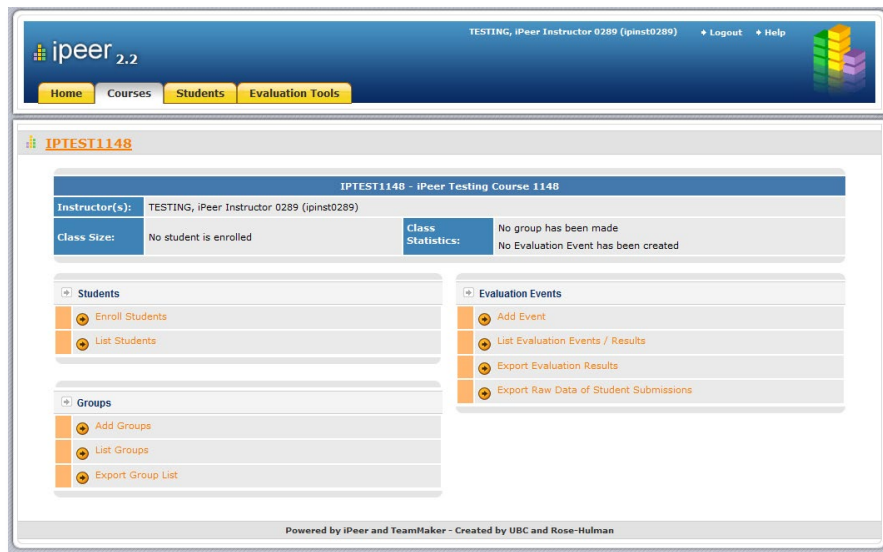
1. To enter a course, either
  - a) click the **Course Title** on the **Home** page to access the course, OR



- b) Click the **Courses** tab and click on the **Course Title** to access the course.



- After entering a course page, will have a page view as follow.

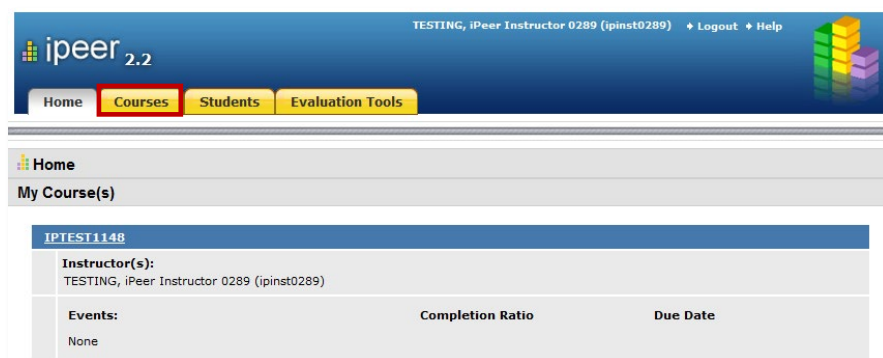


### 1.3 Sharing an iPeer course with other instructors or supporting staff

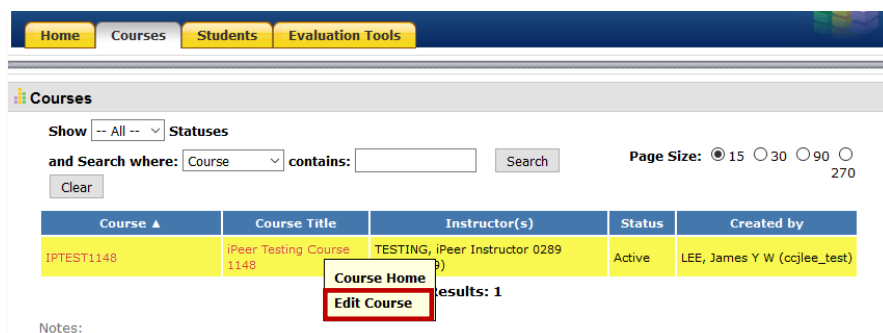
You can share your iPeer course with other instructors or supporting staff who will be collaborating on the iPeer course with you. After they have been granted access to the shared iPeer course, they will have the same permission to create evaluation events, view student evaluation results, and give comments to students.

#### a) Adding other instructors to the iPeer course

- Click on the **Courses** Tab.



- Right-click on the course and select **Edit Course**.



3. Type the **ITSC username** of an instructor (i.e. front part of the email) into the **Instructor(s)** textbox and click **Add**.

4. Click **Save** when done.

## b) Removing an instructor from a course

1. Click on the **Courses** Tab and right-click on the course and select **Edit Course**.
2. Click **Remove** next to the instructor's name to be removed from the course site.

3. Click **Save** when done.

## 2. Managing student enrollment and grouping in a course

### 2.1 Managing student enrollment in a course

#### a) Enrolling a single student

1. After entering the course page, under the **Students** section, click **Enroll Students**.

2. Enter the **ITSC username of the student** in the **Username:** box and click **Enroll**.

3. If the student is successfully enrolled, the student's information will be listed.

## b) Enrolling students with a student list

1. Prepare a student list by entering the **ITSC username** of each student in a separate line.
2. Save the file in **.txt, .csv, .xls** or **.xlsx** format.
3. After entering the iPeer course page, under the **Students** section, click **Enroll Students**
4. At the section **Enroll Students from a .txt or .csv or .xls or .xlsx File** section, click on [\[click here to start\]](#).

5. Under the **Enroll Student from a File** section:

- 1) Click **Browse...** and select the student list file from your local computer.
- 2) Select the course you want to add the students to. It usually displays the current course by default.

**Notes:** If the list does not show the course you just recently created, try logging out iPeer and logging in again.

- 3) Select **Add New only** or **Completely Replace**.



**TIP!**

- a) By selecting **Add New only**, the system will first compare your new student list with the existing enrollment list of the course. Then, it will only add the **new** ones to the list.
- b) By selecting **Completely Replace**, the system will replace the existing enrollment list, if there is any, with your new student list. Please be cautious when using the option **Completely Replace** because that action will not only replace the student list but **also remove all submitted results for previously enrolled students**.



- 4) Click on **Enroll Students** and you will see a screen similar to below.

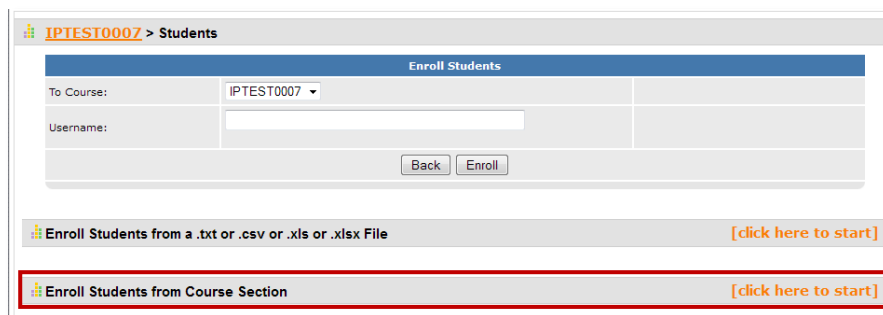


The screenshot shows a web interface with a navigation bar containing 'Home', 'Courses', 'Students', and 'Evaluation Tools'. Below the navigation bar is a section titled 'Users'. Underneath, it says 'Student(s) enrolled successfully:' followed by a table with three columns: 'Username', 'First Name', and 'Last Name'. The table lists 10 students with usernames from ipstu0001 to ipstu0010, all with 'iPeer Student' as the first name and 'TESTING' as the last name. At the bottom of the table, there are three links: 'Back to Enroll Students', 'Back to List Students', and 'Back to Course Home'. A footer note reads 'Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman'.

Username	First Name	Last Name
ipstu0001	iPeer Student 0001	TESTING
ipstu0002	iPeer Student 0002	TESTING
ipstu0003	iPeer Student 0003	TESTING
ipstu0004	iPeer Student 0004	TESTING
ipstu0005	iPeer Student 0005	TESTING
ipstu0006	iPeer Student 0006	TESTING
ipstu0007	iPeer Student 0007	TESTING
ipstu0008	iPeer Student 0008	TESTING
ipstu0009	iPeer Student 0009	TESTING
ipstu0010	iPeer Student 0010	TESTING

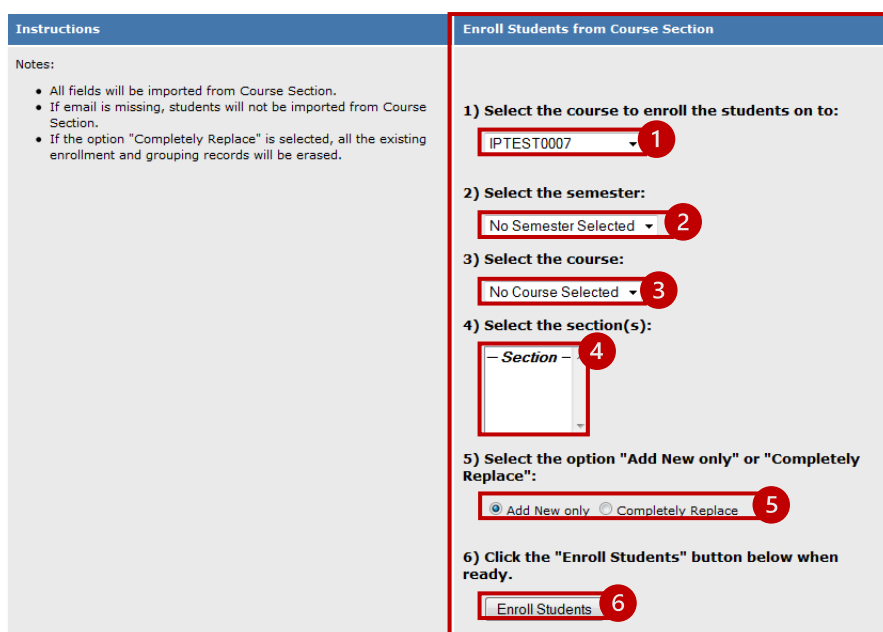
### c) Enrolling students from a course section

1. After entering the course page, click **Enroll Students**.
2. Under the section **Enroll Students from Course Section**, click on [\[click here to start\]](#).



The screenshot shows a web interface for enrolling students. At the top, it says 'IPTEST0007 > Students'. Below this is a section titled 'Enroll Students' with a form containing 'To Course:' (set to 'IPTEST0007') and 'Username:' (empty). There are 'Back' and 'Enroll' buttons. Below the form are two options: 'Enroll Students from a .txt or .csv or .xls or .xlsx File' and 'Enroll Students from Course Section'. The 'Enroll Students from Course Section' option is highlighted with a red box and has a '[click here to start]' link next to it.

3. Under the **Enroll Students from Course Section** section:



The screenshot shows the 'Enroll Students from Course Section' form. On the left, there are 'Instructions' and 'Notes'. The 'Notes' section contains three bullet points: 'All fields will be imported from Course Section.', 'If email is missing, students will not be imported from Course Section.', and 'If the option "Completely Replace" is selected, all the existing enrollment and grouping records will be erased.' The main form area has six numbered instructions: 1) Select the course to enroll the students on to: (dropdown menu showing 'IPTEST0007'); 2) Select the semester: (dropdown menu showing 'No Semester Selected'); 3) Select the course: (dropdown menu showing 'No Course Selected'); 4) Select the section(s): (dropdown menu showing '- Section -'); 5) Select the option "Add New only" or "Completely Replace": (radio buttons for 'Add New only' and 'Completely Replace'); 6) Click the "Enroll Students" button below when ready. (button labeled 'Enroll Students').

- 1) Select the **iPeer course** you want to add the students in to. It should display the current course by default.
- 2) Select the **semester** from the pull-down menu.

- 3) Select the **course code** from the pull-down menu.
- 4) Select the **course section(s)**. You can select multiple sections by holding the CTRL key on the keyboard while clicking.
- 5) Select **Add New only** or **Completely Replace** that is appropriate.

**TIP!**

- a) By selecting **Add New only**, the system will first compare your new student list with the existing enrollment list of the course. Then, it will only add the **new** ones to the list.
  - b) By selecting **Completely Replace**, the system will replace the existing enrollment list, if there is any, with your new student list. Please be cautious when using the option Completely Replace because that action will not only replace the student list but **also remove all submitted results for previously enrolled students**.
- 6) Click **Enroll Students** to complete the enrollment.

#### d) Viewing the enrolled students

1. After entering the course page, under **Students**, click **List Students**.

The screenshot shows the iPeer interface for course IPTEST1148. The navigation bar includes Home, Courses, Students, and Evaluation Tools. The course title is IPTEST1148 - iPeer Testing Course 1148. The instructor is TESTING, iPeer Instructor 0289 (ipinst0289). The class size is 'No student is enrolled'. The class statistics show 'No group has been made' and 'No Evaluation Event has been created'. Under the 'Students' section, the 'List Students' button is highlighted with a red box. Under the 'Evaluation Events' section, there are buttons for 'Add Event', 'List Evaluation Events / Results', and 'Export Evaluation Results'.

2. You will see a list of all enrolled students in the course as follow.

The screenshot shows the iPeer interface for course IPTEST0007. The 'Students' tab is selected. The search criteria are 'Show Students for Course: IPTEST0007' and 'and Search where: Username contains'. The page size is set to 15. The table displays the following data:

Role	Username	Last Name ▲	First Name	Student ID	Email
Student	ipstu0005	TESTING	iPeer Student 0005	20120005	ipstu0005@ust.hk
Student	ipstu0001	TESTING	iPeer Student 0001	20120001	ipstu0001@ust.hk
Student	ipstu0006	TESTING	iPeer Student 0006	20120006	ipstu0006@ust.hk
Student	ipstu0011	TESTING	iPeer Student 0011	20120011	ipstu0011@ust.hk
Student	ipstu0007	TESTING	iPeer Student 0007	20120007	ipstu0007@ust.hk
Student	ipstu0002	TESTING	iPeer Student 0002	20120002	ipstu0002@ust.hk
Student	ipstu0008	TESTING	iPeer Student 0008	20120008	ipstu0008@ust.hk
Student	ipstu0003	TESTING	iPeer Student 0003	20120003	ipstu0003@ust.hk
Student	ipstu0009	TESTING	iPeer Student 0009	20120009	ipstu0009@ust.hk
Student	ipstu0004	TESTING	iPeer Student 0004	20120004	ipstu0004@ust.hk
Student	ipstu0010	TESTING	iPeer Student 0010	20120010	ipstu0010@ust.hk

Total Results: 11

## e) Unenroll student from a course

1. After entering the course page, under **Students**, click **List Students**.
2. Right-click on the student to be removed.

Home Courses Students Evaluation Tools

Students Enroll Students

Show Students for Course: IPTEST0007

and Search where: Username contains:  Search Clear

Page Size: 15 30 90 270

Notes:  
Left or right-clicking on a student name to remove the student from the course.

Role	Username	Last Name ▲	First Name	Student ID	Email
Student	ipstu0006	TESTING	Un-enroll Student	20120006	ipstu0006@ust.hk
Student	ipstu0001	TESTING	Student 0001	20120001	ipstu0001@ust.hk
Student	ipstu0007	TESTING	iPeer Student 0007	20120007	ipstu0007@ust.hk
Student	ipstu0011	TESTING	iPeer Student 0011	20120011	ipstu0011@ust.hk
Student	ipstu0008	TESTING	iPeer Student 0008	20120008	ipstu0008@ust.hk
Student	ipstu0003	TESTING	iPeer Student 0003	20120003	ipstu0003@ust.hk
Student	ipstu0004	TESTING	iPeer Student 0004	20120004	ipstu0004@ust.hk
Student	ipstu0005	TESTING	iPeer Student 0005	20120005	ipstu0005@ust.hk
Student	ipstu0010	TESTING	iPeer Student 0010	20120010	ipstu0010@ust.hk

Total Results: 9

3. Click **Un-enroll Student** and a confirmation prompt will pop up.

This student will be removed from the course,  
all the related data including evaluation responses will also be removed.  
Are you sure you want to do this?

OK Cancel

4. Click **OK** to confirm to remove the student from the course.

## 2.2 Managing student groups

### a) Creating a student group

1. After entering the course page, under **Groups**, click **Add Groups**.

IPTEST1148

IPTEST1148 - iPeer Testing Course 1148

Instructor(s): TESTING, iPeer Instructor 0289 (ipinst0289)

Class Size: No student is enrolled

Class Statistics: No group has been made  
No Evaluation Event has been created

Students

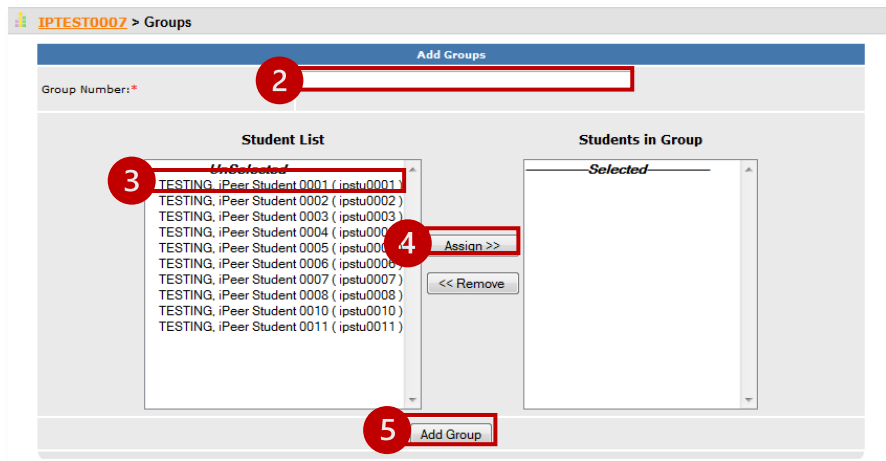
- Enroll Students
- List Students

Groups

- Add Groups
- List Groups
- Export Group List

Evaluation Events

- Add Event
- List Evaluation Events / Results
- Export Evaluation Results
- Export Raw Data of Student Submissions



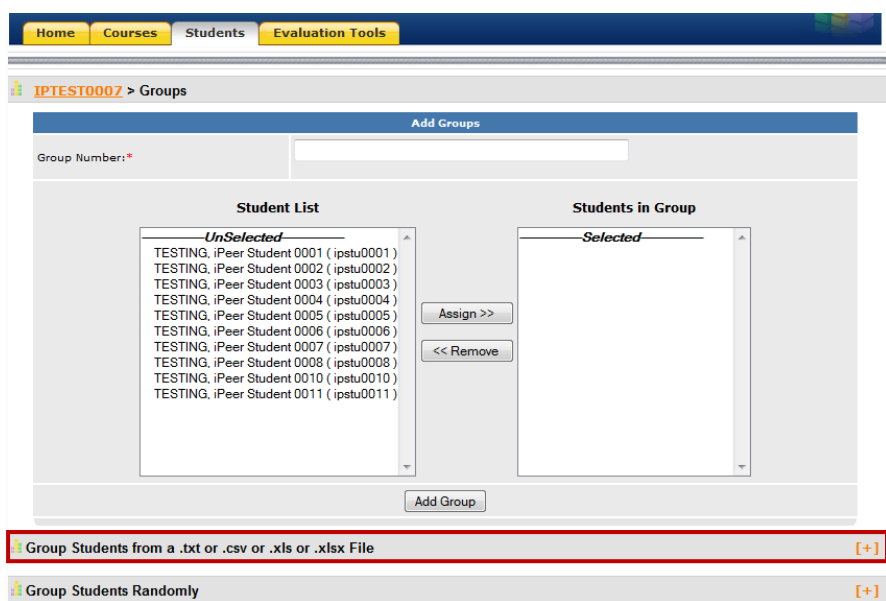
2. Name the group with a number in the **Group Number** box.

**Notes:** *Only integer number is supported for the group number. Alphabetic names are not supported. Fields with red asterisk \* are mandatory.*

3. Click on the student name to select from the **Student List**. You can select multiple students by holding the **Ctrl** key + **clicking** on the student's name.
4. Click **Assign >>** to add the selected student(s) to the group.
5. Click **Add Group** when the student selection is done.

## b) Creating multiple student groups with a student list

1. After entering the course page, under **Groups**, click **Add Groups**.
2. Click the **[+]** icon at the **Group Students from a .txt or .csv or .xls or .xlsx File** section.



3. In the **Group Students from a file** section:

**Group Students from a .txt or .csv or .xls or .xlsx File**

**Instructions**

Sample CSV file:

```
Peter Chan, acpeterchan, 1234567, 1
Mary Wong, acmarywong, 2456654, 1
Karen Lee, ackarenlee, 6546548, 2
Patrick Wu, acpatrickwu, 5648612, 2
```

Sample Excel file:

Peter Chan	acpeterchan	1234567	1
Mary Wong	acpeterchan	2456654	1
Karen Lee	ackarenlee	6546548	2
Patrick Wu	acpatrickwu	5648612	2

Notes:

- First, follow step 1 on the left to download a student list from the system.
- Then, refer to the samples above to edit the downloaded student list, i.e. to add a group number for each student.
- Lastly, follow steps 2 to 4 to upload the edited student list. The system shall group the students according to your list.
- Please note that for step 2:
  - the student list file must have 4 columns as the samples indicated above. Username (the second column) is the key identifier for grouping students.
  - make sure there is no comma in the student name (the first column).
  - do not include any headers in the file.

**Group Students from a file**

1) Click on the "Export Student List" button below if you need a student list for grouping purpose.

Export Student List

2) Select a .txt or .csv or .xls or .xlsx file.

Browse No file selected

3) Select the course which requires grouping of students:

IPTEST007

4) Click the "Group Students" button below when ready.

Group Students

- 1) Click **Export Student List** to first export a student list in MS Excel format. Then assign students to groups using the exported student list file on your local computer.

If you already have the list ready, you can skip this and jump to step **2)** below.

In the exported student list file, the student's name, ITSC username and student number will be displayed in Columns A, B and C respectively. The group number will be displayed in Column D.

Assign the group number for each student by typing the group number in Column D. Save the revised student list file on your local computer.

	A	B	C	D	E
1	Chan Tai Man	ctaiman	20120682	1	
2	Wong Siu Ming	wongsm	20120842	1	
3	Yu Ming Chin	yumc	20120753	2	
4	Wong Tai Ming	wongtm	20120774	2	
5	Lee Man Yee	leemany	20120885	2	

**Tips:** The system is flexible and it allows a student to be a member of multiple groups. So pay attention to duplicated student names if you **DO NOT** want this to happen in your grouping.

- 2) Click **Browse...** to upload the revised student list file.
- 3) Select the course that you want the groups to be applied to.
- 4) Click **Group Students** and a summary page similar to the one below will be displayed.

**Groups**

The group CSV / Text / Excel file was processed.

Click OK to return to the list of groups, or look below for the results of the import.

OK

**Group Import Results**

**Group Creation**

Groups Created: 1 Groups Skipped: 1 Errors in Groups: 0

- ✓ 1 : The group already exists. Students will be added to it.
- ✓ 2 : This is a new group; it was created successfully.

**User->Group Assignment**

Users Added To Groups: 5 Entries Skipped: 5 Errors in Entries: 0

- User : 20120001 TESTING iPeer Student 0001
  - ✓ Entry : 1
  - Result: User ipstu0001 is already in group 1
- User : 20120002 TESTING iPeer Student 0002
  - ✓ Entry : 2
  - Result: User instu0002 is already in group 1

4. Check the summary and click **OK** to confirm.

**Tips:** Using the **Group Students from a.txt or .csv or .xls or .xlsx File** function **will not remove students from a group**. To change students from one group to another, you must delete that group and add the group again with an updated group number. Alternatively, you may use the **Edit Group** function in the **List Groups**.

### c) Creating multiple groups with students randomly assigned

1. After entering the course page, under **Groups**, click **Add Groups**.
2. Click the **[+]** icon at the **Group Students Randomly** section.

3. Fill in the information as follow:

- 1) Type in either 1) the **Maximum number of students per group** or 2) the **Total number of groups to be formed**.
- 2) Specify the starting number at the **Start the Group Number at**. This is the first group number among the groups to be formed.
- 3) Check the item **Email to notify the students of the group they belong to** if you want to send an email notification to notify the students about the group information they have been assigned.
- 4) Click **Add Group** to complete the group setup.

## d) Creating student groups by self sign-up

1. After entering the course page, under **Groups** click **Add Groups**.
2. Click the **[+]** icon at the **Group Students by Sign-up** section and you will see the following:

The screenshot shows the 'Add Groups' form with the following fields and callouts:

- 1**: A text input field for 'Maximum number of students per group: or Total number of groups to be formed:'.
- 2**: A text input field for 'Start the Group Number at:' containing the value '10'.
- 3**: Two date input fields for 'Sign-up start date:' and 'Sign-up end date:', each with a calendar icon.
- 4**: A checkbox for 'when sign up is available' and a dropdown menu for '3 days before due date'.
- 5**: An 'Add Group' button at the bottom.

- 1) Type in either the **Maximum number of students per group** or **Total number of groups to be formed**.
  - 2) Specify the starting number at the **Start the Group Number at**. This is the first group number among the groups to be formed.
  - 3) Specify the start and end date and time for the sign-up process at the **Sign-up start date:** and **Sign-up end date:** by clicking the mini calendar to pick the date.
  - 4) If you want to send an email notification to students when:
    - a) sign-up is available, check the item **when sign-up is available**.
    - b) due date approaching, check the option and assign how many days before the due date at the drop-down menu.
  - 5) Click **Add Group** to finish the setup.
3. A confirmation pop-up will show up, click **OK** to confirm. Students will be able to start signing up after the start date.

The screenshot shows the 'Add Groups' form with a confirmation pop-up dialog. The dialog contains the text: 'Are you sure you want to create these sign-up groups?'. Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box. The background form is dimmed, showing the 'Sign-up end date:' field with the value '2013-07-21 11:51'.

## e) Editing or reviewing the sign-up groups in progress

1. After entering the course page, under **Groups**, click **Sign-up Groups in Progress**.

The screenshot shows the course page for IPTEST0007. The 'Groups' section is expanded, and the 'Sign-up Groups in Progress' option is highlighted with a red box. Other options in the 'Groups' section include 'Add Groups', 'List Groups', and 'Export Group List'. The 'Students' section includes 'Enroll Students' and 'List Students'. The 'Evaluation Events' section includes 'Add Event', 'List Evaluation Events / Results', and 'Export Evaluation Results'.

2. Click the number under the **Signed Up** column to launch the **Edit Sign-up Groups** and view the group sign-up in progress.

Course	Group #	Signed Up	Creator	Start Date	End Date
IPTEST0007	10 to 12	3/12	Testing, iPeer Instructor 0007 (ipinst0007)	Mon, Jul 15, 2013 11:51 am	Sun, Jul 21, 2013 11:51 am

3. In the **Edit Sign-up Groups** page, you can extend the end date or end the sign-up process.

The screenshot shows the 'Edit Sign-up Groups' page. The 'Extend Sign-up End Date' section is highlighted with a red box. The 'Students yet to sign up' section is also highlighted. The 'Signed Up' column in the table below is highlighted, and the 'End Sign-up and Create These Groups' button is highlighted.

Course	Group	Signed Up	Creator	Date
IPTEST0007	10	4/4	Testing, iPeer Instructor 0007 (ipinst0007)	Sun, Jul 21, 2013 11:51 am
IPTEST0007	11	4/4	Testing, iPeer Instructor 0007 (ipinst0007)	Sun, Jul 21, 2013 11:51 am
IPTEST0007	12	0/4	Testing, iPeer Instructor 0007 (ipinst0007)	Sun, Jul 21, 2013 11:51 am

- 1) Update the end date at **Sign-up end date** and click **Save** when done.
- 2) Any unassigned students will list under **Students yet to sign up**.
- 3) Check the students in each group by clicking on the number under the **Signed Up** column.
- 4) Check the corresponding option 1) if you want to **randomly distribute the unassigned students** to a group, and/or 2) want to **notify the students of the group information** they have been assigned to.
- 5) Click **End Sign-up and Create These Groups** to save the changes and end the sign-up process.



## f) Viewing the group list

1. After entering the course page, under **Groups**, click **List Groups**.

The screenshot shows the course page for IPTEST0007. The 'Groups' section is highlighted with a red box around the 'List Groups' button. The page includes a header for the course, instructor information, class size, and class statistics. There are also sections for Students and Evaluation Events with various action buttons.

2. The lists of available groups will be displayed.

The screenshot shows the 'Groups' page for IPTEST0007. A table displays two groups with their respective details. The table has columns for Course, Group #, Total Number of Members, Creator, and Date. The 'Total Results: 2' is displayed at the bottom of the table.

Course	Group #	Total Number of Members	Creator	Date
IPTEST0007	1	6 members	Testing, iPeer Instructor 0007 (ipinst0007)	Wed, Feb 20, 2013 9:49 pm
IPTEST0007	2	6 members	Testing, iPeer Instructor 0007 (ipinst0007)	Wed, Feb 20, 2013 10:04 pm

## g) Editing a group

1. After entering the course page, under **Groups**, click **List Groups**.

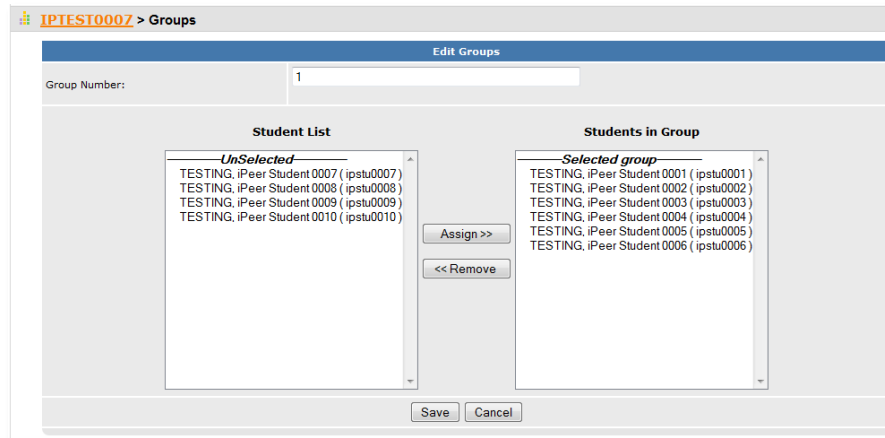
The screenshot shows the course page for IPTEST0007. The 'List Groups' button in the 'Groups' section is highlighted with a red box. The page includes a header for the course, instructor information, class size, and class statistics. There are also sections for Students and Evaluation Events with various action buttons.

2. Right-click on a group and click **Edit Group**.

The screenshot shows the 'Groups' page for IPTEST0007. A context menu is open over the first group, with 'Edit Group' highlighted. The table from the previous screenshot is visible, and the context menu options are 'View Group', 'Edit Group', and 'Delete Group'.

Course	Group #	Total Number of Members	Creator	Date
IPTEST0007	1	6 members	Testing, iPeer Instructor 0007 (ipinst0007)	Wed, Feb 20, 2013 9:49 pm
IPTEST0007	2	6 members	Testing, iPeer Instructor 0007 (ipinst0007)	Wed, Feb 20, 2013 10:04 pm

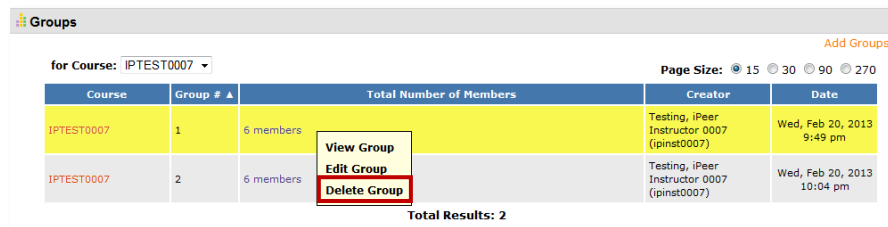
3. Under the Edit Group page, you can:
  - 1) Type in a new **Group Number** to rename.
  - 2) Select student(s) from **Student List** and click **Assign >>** to add them to the group, or select student(s) from **Student in Group** and click **<< Remove** to remove them from the group.



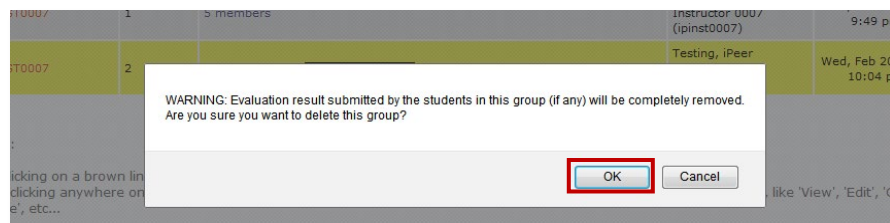
4. Click **Save** when done and save the changes.

#### h) Deleting a group

1. After entering the course page, under **Groups**, click **List Groups**.
2. Right-click on a group to be removed and click **Delete Group**.



3. A confirmation pop-up will show up, click **OK** to confirm.



### 3. Managing evaluation items

Evaluation items are associated with your account. It exists outside a specific course. Different type of Evaluation item includes different setting, e.g. name, description, criteria, mark, and other settings. The same evaluation item can be used in multiple events in a course or user over multiple courses. iPeer provides you with four types of evaluation items:

- **Point Distribution:** it requires the student to distribute a fixed amount of points among the group members.
- **Rubrics:** it requires the student to evaluate the level of the group members in different criteria by a set of definitions.
- **Rating Scale and Free-text:** it consists of two parts. Rating Scale requires the student to rate the group members on a fixed scale of points. Free-text requires the student to evaluate the group members by answering the open-ended question(s).
- **Commendation:** require the student to recommend student(s) in the group.

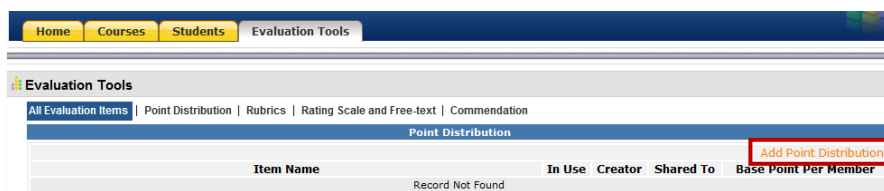
You need to create an evaluation item **before** you can associate the item with an evaluation event in a specific course. Each evaluation item can only associate with one type of evaluation but each course can have multiple evaluation events that include different types of evaluation items.

#### 3.1 Creating an Evaluation

##### a) Evaluation with Point Distribution

1. Click on the **Evaluation Tools** tab, either

1) Under **Point Distribution** section, click **Add Point Distribution**, or



2) Click the link **Point Distribution** at the top and click **Add Point Distribution**.



## 2. Fill in the following information:

**Point Distribution**

**Add Point Distribution**

Evaluation Name:\*  1

Description:  2

Base Point Per Member:\*  3

Share To:  4

Type in the username of the instructor who you want to share the item with. You may enter more than one instructor's username by using a semi-colon to separate them, e.g. achmarychar; acpatrickwong. Leave this field blank if you do not want to share the item with anyone.

5

- 1) Type the title of this evaluation at the **Evaluation Name**.
- 2) Type the **Description** (if any).
 

*Notes: This field will only be seen by the instructor for easy identification.*
- 3) Type the **Base Point Per Member**. The total number of points a student can distribute among group members will be the Base Point Per Member x Total number of members (in the group).
- 4) Type the **ITSC username** of the instructor(s) to be shared with at the **Share To**. Separate multiple entries with semi-colons.
- 5) Click **Save** when the setup is finished and you will see a screen similar to the one below.

**Point Distribution**

The point distribution is updated successfully.

All Evaluation Items | **Point Distribution** | Rubrics | Rating Scale and Free-text | Commendation

Evaluations to show: -- All --

Search where: Item Name contains:  Search Clear Page Size: (15) 30 90 270

Item Name	Description	In Use	Share To	Base Point per Member	Creator	Creation Date
Evaluation1	demo	✘		10	Testing, iPeer Instructor 0008 (pinet0008)	Wed, Feb 20, 2013 10:50 pm

Total Results: 1

## b) Evaluation with Rubrics

1. Click on the **Evaluation Tools** tab, either
  - 1) Under **Rubrics** section, click **Add Rubric**; or

**Rubrics**

Item Name	In Use	Creator	Shared To	LOM	Criteria	Total Marks
Record Not Found						

**Rating Scale and Free-text**

Item Name	In Use	Creator	Shared To	Rating Scale Questions	Free-text Questions	Total Marks
Record Not Found						

**Commendation**

- 2) Click the **Rubrics** link at the top and click **Add Rubric**.

**Rubrics**

All Evaluation Items | Point Distribution | **Rubrics** | Rating Scale and Free-text | Commendation

Evaluations to show: -- All --

Search where: Item Name contains:  Search Clear Page Size: 15 30 90 270

Item Name	In Use	Share To	LOM	Criteria	Total Marks	Creator	Creation Date
Record Not Found							

## 2. Fill in the following information:

**Rubrics**

**Add Rubric**

Rubric Name:\*

Level of Mastery: 5

Number of Criteria: 3

Share To:

Zero Mark:

aka LOM, Evaluation Range (Max 10)

Number of Evaluation Aspects (Max 25)

Type in the username of the instructor who you want to share the item with. You may enter more than one instructor's username by using a semi-colon to separate them, e.g. acmarychan; acpatrickwong. Leave this field blank if you do not want to share the item with anyone.

No marks will be given to the lowest Level of Mastery

Cancel Next

- 1) Type the title for this evaluation item at **Rubric Name**.
- 2) Specify the number of the level required for both the **Level of Mastery (LOM)** and **Criteria** from the drop-down menu.
- 3) Type the ITSC username of the instructor(s) to be shared with at the **Share To**. Separate multiple entries with semi-colons.
- 4) Check the option **Zero Mark** if you want to set the mark as zero to the lowest level of mastery.
- 5) Click **Next** when the setup is finished and a preview will appear at the bottom as shown below.

**Notes:** You can always edit the options of the Rubric evaluation and click **Preview Changes** to apply it in the preview.

**Rubrics**

**Add Rubric**

Rubric Name: Evaluation 3

Level of Mastery: 3

Number of Criteria: 3

Share To:

Zero Mark:

aka LOM, Evaluation Range (Max 10)

Number of Evaluation Aspects (Max 25)

Type in the username of the instructor who you want to share the item with. You may enter more than one instructor's username by using a semi-colon to separate them, e.g. acmarychan; acpatrickwong. Leave this field blank if you do not want to share the item with anyone.

No marks will be given to the lowest Level of Mastery

Cancel Preview Changes Save

**Rubric Preview**

Note: Please overwrite the sample description in each Criteria/LOM box with your own description.  
Marks for each LOM will be automatically distributed after the Criteria Weight is set.

Rubric Preview	LOM 1 General Descriptor Sample - Poor	LOM 2 General Descriptor Sample - Below Average	LOM 3 General Descriptor Sample - Average	Criteria Weight
Criteria 1 Sample - Participated in Team Meetings	Specific Descriptor Mark: 0.33	Specific Descriptor Mark: 0.67	Specific Descriptor Mark: 1	1
Criteria 2 Sample - Was Helpful and Co-operative	Specific Descriptor Mark: 0.33	Specific Descriptor Mark: 0.67	Specific Descriptor Mark: 1	1
Criteria 3 Sample - Submitted Work on Time	Specific Descriptor Mark: 0.33	Specific Descriptor Mark: 0.67	Specific Descriptor Mark: 1	1
Total Marks:				3

- 6) Under the **Rubric Preview** section, type over the sample descriptions in each criterion or LOM box with your descriptions.
- 7) Type the guidelines for how should be considered to have achieved a certain level of mastery for each criterion in the corresponding **Specific Descriptor** textbox.

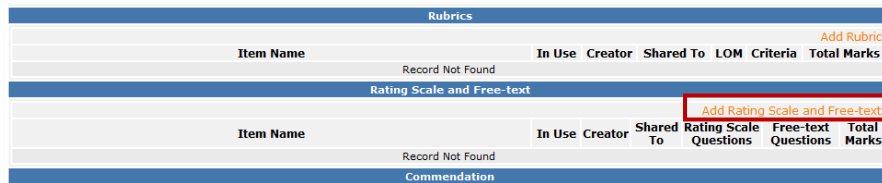
- 8) For each criterion, select the weight from the **Criterion Weight** pull-down menu.

*Tips: Marks for each LOM will be automatically distributed after the Criteria Weight is set for each criterion, and will not be visible to students.*

- 9) Click **Save** when the rubrics are set.

### c) Evaluation with Rating Scale and Free-text

- Click on the **Evaluation Tools** tab, either
  - Under **Rating Scale and Free-text** section, click **Add Rating Scale and Free-text**; or



- Click the **Rating Scale and Free-text** link at the top and click **Add Rating Scale and Free-text**.



- Fill in the following information:

The screenshot shows the 'Add Rating Scale and Free-text' form with five numbered callouts:
 

- 1: Item Name field
- 2: Number of Rating Scale Question and Level of Scale (LOS) dropdowns
- 3: Share To field
- 4: Zero Mark checkbox
- 5: Next button

- Type the title for this evaluation item at **Item Name**.
- Specify the number of questions to be created for the rating scale and free-text from the drop-down menus and assign the **Level of Scale** to be assigned .
- Type the ITSC username of the instructor(s) to be shared with at the **Share To**. Separate multiple entries with semi-colons.
- Check the option **Zero Mark** if you want to set the mark as zero to the lowest level of mastery.
- Click **Next** when the setup is finished and a preview will appear at the bottom as shown below.

**Notes:** You can always edit the options of the Rubric evaluation and click **Preview Changes** to apply it in the preview.

**Rating Scale and Free-text**

Add Rating Scale and Free-text

Item Name: \* evaluation1

Number of Rating Scale Question: 1 Level of Scale (LOS): 4 Max 25 questions. Max 10 LOS.

Number of Free-text Question: 1 Max 10 questions

Share To:

Zero Mark:  No marks will be given to the lowest Level of Scale

Cancel Preview Changes Save 8

---

**Rating Scale and Free-text Preview**

Note: Marks for each LOS will be automatically distributed after the Scale Weight is set.

**6** Section One: Rating Scales

Question 1:	Descriptor	Descriptor	Descriptor	Descriptor	Scale Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Mark: 0.25	Mark: 0.5	Mark: 0.75	Mark: 1		Total Marks: 1

**7** Section Two: Free-text (No weight on this section)

Question 2: Question prompt:

Mandatory?:  Yes  No

Instructions: (optional)

Response Type:  Single line of text input box  Multiple lines of text input box (Maximum 65535 characters)

- 6) In the **Preview** section, under the **Section One Rating Scales**:
  - a) Type the question text for each rating scale question.
  - b) Type the **description for each Level of Scale (LOS)** in the corresponding **Descriptor** box.
  - c) Assign the weight to each question with the pull-down menu under **Scale Weight**. The marks for each LOS will be automatically evenly distributed.
- 7) Under the **Section Two Free-text**:
  - a) Type the question text for each free-text question.
  - b) Under each question, select **Yes** or **No** to specify if each question is mandatory or optional to answer. The default value is Yes which means that the question is mandatory.
  - c) Type the guidelines or description for each question in the **Instructions** textbox, if any.
  - d) For each question, select the type of textbox with either a single or multiple lines at the **Response Type**. It depends on the expected length of the answer to be submitted.
- 8) Click **Save** when the questions are set up.

## d) Evaluation for Commendation

- Click on the **Evaluation Tools** tab, either
  - Under **Commendation** section, click **Add Commendation**; or

The screenshot shows the 'Evaluation Tools' interface with four sub-sections: Point Distribution, Rubrics, Rating Scale and Free-text, and Commendation. The 'Commendation' section is highlighted, and the 'Add Commendation' link is circled in red.

- Click the **Commendation** link at the top and click **Add Commendation**.

The screenshot shows the 'Commendation' page with a search bar and a table of evaluation items. The 'Add Commendation' link is circled in red.

- Fill in the following information:

The screenshot shows the 'Add Commendation' form with the following fields and callouts:

- 1: Evaluation Name (text input)
- 2: Description (text input)
- 3: Number of Vote Per Student (dropdown menu)
- 4: Allow "No recommendation" (checkbox)
- 5: Share To (text input)
- 6: Save button

Additional text in the form: "Type in the username of the instructor who you want to share the item with. You may enter more than one instructor's username by using a semi-colon to separate them, e.g. acmarychan; acpatrickwong. Leave this field blank if you do not want to share the item with anyone."

- Type the title for this evaluation item at **Evaluation Name**.
- Type the **Description** (if any).
 

*Notes: This field will only be seen by the instructor for easy identification.*
- Specify the total number of votes that each student can give.
- Check the option **Allow "No recommendation"** if allows students not to recommend anyone.
- Type the ITSC username of the instructor(s) to be shared with at the **Share To**. Separate multiple entries with semi-colons.
- Click **Save** when the setup is finished.



## 3.2 Editing an Evaluation

1. Click on the **Evaluation Tools** tab, and click on the question type title on the top that holds the evaluation required to be edited.

The screenshot shows the 'Evaluation Tools' interface. At the top, there are navigation tabs: 'All Evaluation Items', 'Point Distribution', 'Rubrics', 'Rating Scale and Free-text', and 'Commendation'. The 'Rubrics' tab is highlighted with a red box. Below the tabs, there are four sections, each with a table of evaluation items:

- Point Distribution:** Table with columns: Item Name, In Use, Creator, Shared To, Base Point Per Member. A red box highlights the 'Rubrics' tab above this section.
- Rubrics:** Table with columns: Item Name, In Use, Creator, Shared To, LOM, Criteria, Total Marks.
- Rating Scale and Free-text:** Table with columns: Item Name, In Use, Creator, Shared To, Rating Scale Questions, Free-text Questions, Total Marks.
- Commendation:** Table with columns: Item Name, In Use, Creator, Shared To, Number of Vote Per Student.

2. Right-click on the item that requires edit and clicks **Edit [Evaluation type]**, e.g. **Edit Rubric** as shown in the example below.

The screenshot shows the 'Rubrics' interface. At the top, there are navigation tabs: 'All Evaluation Items', 'Point Distribution', 'Rubrics', 'Rating Scale and Free-text', and 'Commendation'. The 'Rubrics' tab is highlighted. Below the tabs, there are search and filter options, and a table of rubrics:

Item Name A	In Use	Share To	LOM	Criteria	Total Marks	Creator	Creation Date
OBE Rubric 2	✓		5	6	30	Testing, iPeer Instructor 0007 (ipinst0007)	2015-04-23 13:54:00
Rubric for assignment 2	✗		4	3	3	Testing, iPeer Instructor 0007 (ipinst0007)	2022-02-21 12:52:00

A context menu is open over the 'Rubric for assignment 2' row, with the 'Edit Rubric' option highlighted by a red box. The menu options are: View Rubric, Edit Rubric, Copy Rubric, and Delete Rubric. Below the table, there are 'Notes' and a disclaimer: 'Left-clicking on a brown link will take you to that item's display. Right-clicking anywhere on the table will open a pop-up menu. The pop-up menu displays all available actions for this item, like 'View', 'Edit', 'Copy', 'Delete', etc...'

**Notes:** Only evaluation items that are not linked to any events will allow edit.

3. Do the updates or changes and click **Save** when done.

## 3.3 Duplicating an Evaluation

1. Click on the **Evaluation Tools** tab, and click on the question type title on the top that holds the evaluation required to be duplicated.
2. Right-click on the item that requires duplicate and clicks **Copy [Evaluation type]**, e.g. **Copy Rubric** as shown in the example below.

The screenshot shows the 'Rubrics' interface, identical to the previous one. The 'Rubrics' tab is highlighted. The table of rubrics is the same. A context menu is open over the 'Rubric for assignment 2' row, with the 'Copy Rubric' option highlighted by a red box. The menu options are: View Rubric, Edit Rubric, Copy Rubric, and Delete Rubric. Below the table, there are 'Notes' and a disclaimer: 'Left-clicking on a brown link will take you to that item's display. Right-clicking anywhere on the table will open a pop-up menu. The pop-up menu displays all available actions for this item, like 'View', 'Edit', 'Copy', 'Delete', etc...'

3. Type in the name for the new evaluation and update any contents if necessary, and click **Save** when done.

### 3.4 Deleting an Evaluation

1. Click on the **Evaluation Tools** tab, and click on the question type title on the top that holds the evaluation required to be deleted.
2. Right-click on the item that requires to be deleted and clicks **Delete [Evaluation type]**, e.g. **Delete Rubric** as shown in the example below.

The screenshot shows the 'Rubrics' management page. At the top, there are navigation tabs: 'All Evaluation Items', 'Point Distribution', 'Rubrics', 'Rating Scale and Free-text', and 'Commendation'. Below the tabs, there are filters for 'Evaluations to show' (set to '-- All --') and a search bar. A table lists two rubrics:

Item Name	In Use	Share To	LOM	Criteria	Total Marks	Creator	Creation Date
OBE Rubric 2	✓		5	6	30	Testing, iPeer Instructor 0007 (ipinst0007)	2015-04-23 13:54:00
Rubric for assignment 2	✗		4	3	3	Testing, iPeer Instructor 0007 (ipinst0007)	2022-02-21 12:52:00

A context menu is open over the 'Rubric for assignment 2' row, showing options: 'View Rubric', 'Edit Rubric', 'Copy Rubric', and 'Delete Rubric'. The 'Delete Rubric' option is highlighted with a red box. Below the table, there are 'Notes' and instructions on how to interact with the table.

## 4. Managing evaluation events

After an evaluation item is created, you will need to create an evaluation event to schedule student groups to take the evaluation.

### 4.1 Creating an Evaluation Event

1. After entering the course page, under **Evaluation Events**, click **Add Event**.

The screenshot shows the course page for 'IPTEST0007 - iPeer Testing Course 0007'. The page displays instructor information (Testing, iPeer Instructor 0007 and 0017), class size (10 students), and class statistics (4 groups, 3 Evaluation Events). There are two main sections: 'Students' and 'Evaluation Events'. The 'Evaluation Events' section has a red box around the 'Add Event' button.

2. At the Add Evaluation Event page, fill the information as follow:

The screenshot shows the 'Add Evaluation Event' form with the following fields and options highlighted by numbered callouts:

- 1**: Event Title field.
- 2**: Description text area with a rich text editor toolbar.
- 3**: Evaluation Format dropdown menu.
- 4**: Allow Self-Evaluation radio buttons (Enable/Disable).
- 5**: Mandatory Student Comments radio buttons (Yes/No).
- 6**: Allow Instructor Comments radio buttons (Yes/No).

- 1) Type the title for this event at **Event Title**.
- 2) Type the description. This description will be visible to the students. It can serve as instruction on how to complete the evaluation. Click **Add Attachment** to attach a file as supporting information if any.
- 3) At the **Evaluation Format**, specify the type of evaluation from the upper drop-down menu. Then specify the evaluation item you created for this event from the lower drop-down menu.
- 4) At the **Allow Self-Evaluation**, select **Enable** or **Disable** for students required to evaluate on their own performance or not.
- 5) At the **Mandatory Student Comments**, select **Yes** or **No** for students required to comment on each group member or not. The default value is **No** which means comments are optional.
- 6) At the **Allow Instructor Comments**, select **Yes** or **No** to allow the instructor to give overall comments to each student or not.

The screenshot shows the lower portion of the 'Add Evaluation Event' form with the following fields and options highlighted by numbered callouts:

- 7**: Event Release From date field.
- 8**: Due Date for Submission date field.
- 9**: Grade/Comment Release Date date field.
- 10**: Event Show Till date field.
- 11**: Send Email Notification to Students checkbox and dropdown menu.
- 12**: Show Evaluators' Names radio buttons (Yes/No).

- 7) At the **Event Release From**, click the mini calendar icon to specify the date to release the evaluation exercise to the students and start accepting submission.
- 8) At the **Due Date for Submission**, click the mini calendar icon to specify the last date allow evaluation submission. Check **Allow submissions after the due date** if late submission is allowed.
- 9) At the **Grade/Comment Release Date**, click the mini calendar icon to specify a date to release grades and comments to students. Do not specify any dates if you do not want the system to release the results automatically to students.

- 10) At the **Event Show Till**, click the mini calendar icon to specify the date to hide the event from student interface. The event item will no longer visible to students after the date specified.
- 11) Under **Send Email notification to students**, check the appropriate box if you want the system to send an email notification automatically to each student in the following occasions:
- when the evaluation event is available** – if checked, the system will send an email on the **Event Release From date** notifying each student that the evaluation is open.
  - ? days before due date** – if checked, the system will send an email notification to each student to remind them to complete the evaluation; the remainder will be sent as how many days as specify before the **Due Date for Submission**.
  - when grades and comments are automatically released** – if checked, the system will send an email notification to each student on the **Grade/Comment Release Date**. If date is not specified in the Grade/Comment Release Date, no email notification will be sent even when this item is checked.
- 12) At the **Show Evaluators' Names**, select **Yes or No** to specify if the name of each group member will be specified next to their corresponding comment at each item. The default value is No which means comments will be seen as anonymous mode.
- 13) Under **Groups Assignment**, select the groups requires to participate in this evaluation event by clicking on the group to select and using the buttons **Assign >>** to add the groups to the list or **<< Remove** to remove. You can select multiple groups by holding the CTRL key while clicking.

If you want to attach student work for peer evaluation, you should first collect the student work through Canvas Assignment tool (only 1 file per student is allowed, i.e. online submission type with text entry or file upload option), export them as a zip file, then upload it here. Size limit for the zip file is 100MB

- 14) Individual student work can be displayed in the evaluation event. Details instructions can be found in [4.2 Importing student work from Canvas](#).
- 15) Click **Save** when the event is set.

Course	Event Title	Result	Event Type	Due Date	Released ?	Self Eval	Comment
IPTEST0007	Evaluation Event1	View	Point Distribution	Thu, Feb 28, 2013 9:33 pm	Not Yet Open	Disabled	Optional

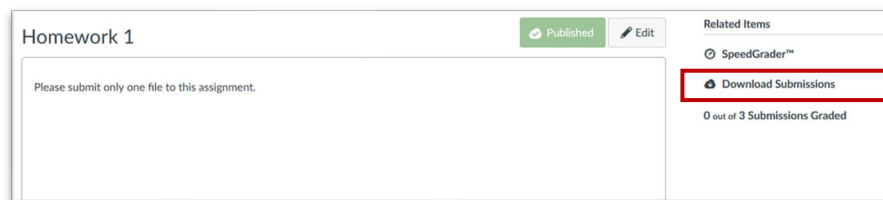
Total Results: 1

## 4.2 Importing student work from Canvas

You can use iPeer as a tool for peer review of assignments. Students can rate or comment on the assignment of their groupmate. To do it, you need to first collect student assignments from Canvas and import the submissions into an iPeer evaluation event.

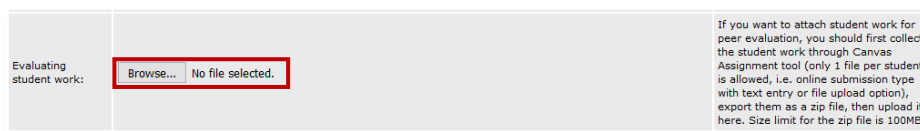
### a) Collecting student assignment submissions from Canvas

1. In the Canvas course site, create a new assignment. You can refer to Canvas Help on "[How do I create an online assignment for students?](#)"
2. In the Canvas assignment setting, select **Text Entry** or **File Uploads** as **Submission Type**. As iPeer only accepts one file to be attached for each student, please remind students to submit only a single file if the File Upload type is selected. The other assignment settings are not critical for iPeer, you can set them depending on your needs.
3. After all the students have submitted, at the Assignment landing page, click **Download Submissions** on the side pane. The submissions will be zipped and prompt for download. Save the zip file to your local computer.



### b) Importing the student submissions into iPeer

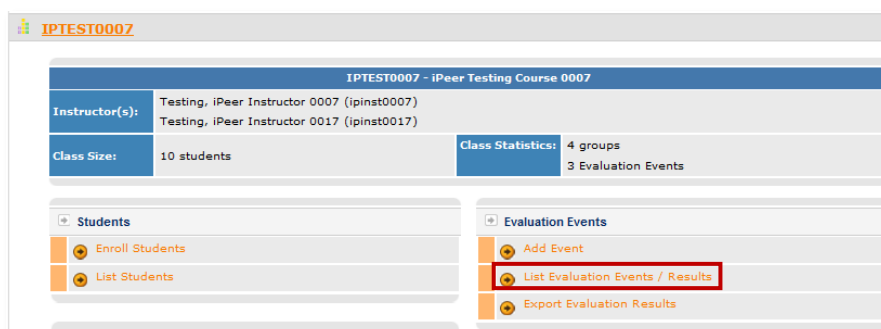
1. At the **Edit Event** page, click **Browse** in the **Evaluation student work** section of the edit screen and pick the zip file downloaded from Canvas.



2. Click **Save** to upload the student's work.
3. After the upload, there will be a link appeared under the student's name. Students can click to view their groupmates' work and evaluate on it.

## 4.3 Viewing evaluation events

1. After entering the course page, under **Evaluation Events**, click **List Evaluation Events / Results**.



- The page will show the list of available events in the course.

**Events**

Show: -- All -- Event Types, and: -- All -- Self Eval, and: -- All -- Add Event

Comments for Course: IPTEST0007 Page Size: 15 30 90 270

and Search where: Event Title contains: Search Clear

Course ▲	Event Title	Result	Event Type	Due Date	Event Status	Self Eval	Comment
IPTEST0007	Capstone Case Peer Evaluation	View	Rating Scale and Free-text	Wed, Jul 31, 2013 10:58 am	Open Now	Enabled	Optional
IPTEST0007	demo1	View	Rubric	Tue, May 28, 2013 3:45 pm	Already Closed	Disabled	Optional
IPTEST0007	Evaluation Event1	View	Point Distribution	Thu, Feb 28, 2013 9:33 pm	Already Closed	Disabled	Optional

Total Results: 3

#### 4.4 Editing an evaluation events

- After entering the course page, under **Evaluation Events**, click on the **List Evaluation Events / Results**.
- Right-click** on an evaluation event, then click **Edit Event**.

**Events**

Show: -- All -- Event Types, and: -- All -- Self Eval, and: -- All -- Add Event

Comments for Course: IPTEST0007 Page Size: 15 30 90 270

and Search where: Event Title contains: Search Clear

Course ▲	Event Title	Result	Event Type	Due Date	Event Status	Self Eval	Comment
IPTEST0007	Capstone Case Peer Evaluation	View	Rating Scale and Free-text	Wed, Jul 31, 2013 10:58 am	Open Now	Enabled	Optional
IPTEST0007	demo1	View	Rubric	Tue, May 28, 2013 3:45 pm	Already Closed	Disabled	Optional
IPTEST0007	Evaluation Event1	View	Point Distribution	Thu, Feb 28, 2013 9:33 pm	Already Closed	Disabled	Optional

Total Results: 3

- Edit the settings on the page. Click **Save** when the editing is finished.

#### 4.5 Deleting an evaluation event

- After entering the course page, click on the **List Evaluation Events / Results**.
- Right-click** on an evaluation event and click **Delete Event**.

**Events**

Show: -- All -- Event Types, and: -- All -- Self Eval, and: -- All -- Add Event

Comments for Course: IPTEST0007 Page Size: 15 30 90 270

and Search where: Event Title contains: Search Clear

Course ▲	Event Title	Result	Event Type	Due Date	Event Status	Self Eval	Comment
IPTEST0007	Capstone Case Peer Evaluation	View	Rating Scale and Free-text	Wed, Jul 31, 2013 10:58 am	Open Now	Enabled	Optional
IPTEST0007	demo1	View	Rubric	Tue, May 28, 2013 3:45 pm	Already Closed	Disabled	Optional
IPTEST0007	Evaluation Event1	View	Point Distribution	Thu, Feb 28, 2013 9:33 pm	Already Closed	Disabled	Optional

Total Results: 3

- A confirmation pop-up message will be shown as follow. Click **OK** to confirm the deletion of the event.

Show --All--    Event Types, and --All--    Self Eval, and --All--    Comments for

Course: IPTEST0007    Page Size: 15 30 90 270

and Search where: Event Title    contains:    Search    Clear

Course ▲	Event Title	Result	Event Type	Due Date	Released ?	Self Eval	Comment
IPTEST0007	Evaluation Event1	<a href="#">View</a>	Point Distribution	Thu, Feb 28, 2013 9:33 pm	Not Yet Open	Disabled	Optional

Notes:

Left-clicking on a brown link will take you to the event page.  
Right-clicking anywhere on the table will open a context menu with actions for this item, like 'View', 'Edit', 'Copy', 'Delete', etc...

Are you sure you want to delete this event permanently?

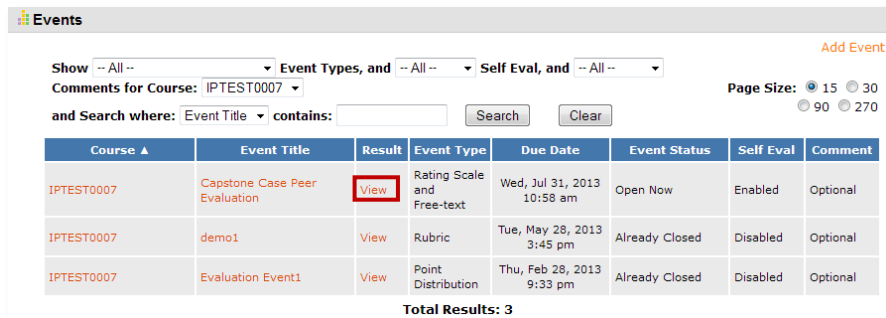
OK    Cancel

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## 5. Managing Evaluation Results

### 5.1 Viewing the evaluation results

1. After entering the course page, click on the **List Evaluation Events / Results**.
2. Click **View** of the evaluation event under the **Result** column to view the results.



**Events**

Show -- All -- Event Types, and -- All -- Self Eval, and -- All -- Add Event

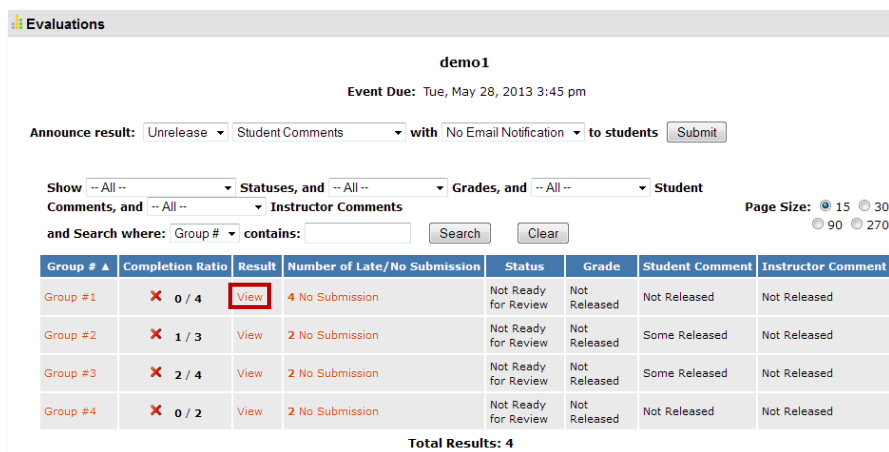
Comments for Course: IPTEST0007 Page Size: 15 30 90 270

and Search where: Event Title contains: Search Clear

Course ▲	Event Title	Result	Event Type	Due Date	Event Status	Self Eval	Comment
IPTEST0007	Capstone Case Peer Evaluation	<a href="#">View</a>	Rating Scale and Free-text	Wed, Jul 31, 2013 10:58 am	Open Now	Enabled	Optional
IPTEST0007	demo1	<a href="#">View</a>	Rubric	Tue, May 28, 2013 3:45 pm	Already Closed	Disabled	Optional
IPTEST0007	Evaluation Event1	<a href="#">View</a>	Point Distribution	Thu, Feb 28, 2013 9:33 pm	Already Closed	Disabled	Optional

Total Results: 3

3. The page will show a complete list of all the groups that participated in the event. To view the result of a particular group, click **View** under the **Result** column of the group.



**Evaluations**

demo1

Event Due: Tue, May 28, 2013 3:45 pm

Announce result: Unrelease Student Comments with No Email Notification to students Submit

Show -- All -- Statuses, and -- All -- Grades, and -- All -- Student Comments, and -- All -- Instructor Comments Page Size: 15 30 90 270

and Search where: Group # contains: Search Clear

Group # ▲	Completion Ratio	Result	Number of Late/No Submission	Status	Grade	Student Comment	Instructor Comment
Group #1	✘ 0 / 4	<a href="#">View</a>	4 No Submission	Not Ready for Review	Not Released	Not Released	Not Released
Group #2	✘ 1 / 3	<a href="#">View</a>	2 No Submission	Not Ready for Review	Not Released	Some Released	Not Released
Group #3	✘ 2 / 4	<a href="#">View</a>	2 No Submission	Not Ready for Review	Not Released	Some Released	Not Released
Group #4	✘ 0 / 2	<a href="#">View</a>	2 No Submission	Not Ready for Review	Not Released	Not Released	Not Released

Total Results: 4

4. A pop-up will appear showing the grades and comments of each student in it. The interface will be different for different types of evaluations.



**IPEST0001 > Evaluation Event 1 > Results** [X] Close Window

Evaluation Event Detail			
Group:	Group 20	Self-Evaluation:	No
Event Title:	Evaluation Event 1	Due Date:	Thu, Feb 7, 2013 9:15 am
Event Description:	demo		
Base Point Per Member:	10		

Evaluation Results:			
Evaluator	Members Evaluated		
	L106, F106 ctrambo	TESTING, iPeer Student 0001 ipstu0001 20120001	TESTING, iPeer Student 0002 ipstu0002 20120002
L106, F106 ctrambo	-	7.00	13.00
TESTING, iPeer Student 0001 ipstu0001 20120001	11.00	-	9.00
TESTING, iPeer Student 0002 ipstu0002 20120002	6.00	14.00	-
<b>Average Score (Show after all group members have score):</b>	<b>8.50</b>	<b>10.50</b>	<b>11.00</b>
<b>Grade Released</b>	<input type="button" value="Unrelease"/>	<input type="button" value="Unrelease"/>	<input type="button" value="Unrelease"/>

For the Rubrics and Rating Scale, on the lower part of the screen, you can click the **Summary Detail** to show the details of each student's comments. Click on the student's name to switch among other students.

**Summary:** ( [Basic](#) | [Detail](#) )

These student(s) have yet to submit their evaluations:  
 - TESTING, iPeer Student 0006 ( ipstu0006 )  
 - TESTING, iPeer Student 0011 ( ipstu0011 )

Student Name:	1. (1)	2. (1)	3. (1)	Total: ( 3.00 )
TESTING, iPeer Student 0006 ipstu0006 20120006	0.84	0.33	1.00	2.17 (72%)
TESTING, iPeer Student 0007 ipstu0007 20120007	0.33	0.67	1.00	2.00 (67%)
TESTING, iPeer Student 0008 ipstu0008 20120008	0.33	0.67	1.00	2.00 (67%)
TESTING, iPeer Student 0011 ipstu0011 20120011	0.67	1.00	0.33	2.00 (67%)
<b>Group Average:</b>	<b>0.54</b>	<b>0.67</b>	<b>0.83</b>	<b>2.04 (68%)</b>

Evaluatee: TESTING, iPeer Student 0006 ( ipstu0006 )			
Total: 2.17(72%) << Above Group Average >>			
Evaluator	1. Involvement	2. Respect	3. Communications
TESTING, iPeer Student 0007 ipstu0007 20120007	Points: ●●○ Grade: 0.67 / 1 Comment: test1	Points: ●○○ Grade: 0.33 / 1 Comment: test2	Points: ●●● Grade: 1.00 / 1 Comment: test3
<b>General Comment:</b>			
TESTING, iPeer Student 0008 ipstu0008 20120008	Points: ●●● Grade: 1.00 / 1 Comment:	Points: ●○○ Grade: 0.33 / 1 Comment:	Points: ●●● Grade: 1.00 / 1 Comment:
<b>General Comment:</b>			

Evaluatee: TESTING, iPeer Student 0007 ( ipstu0007 )  
 Evaluatee: TESTING, iPeer Student 0008 ( ipstu0008 )  
 Evaluatee: TESTING, iPeer Student 0011 ( ipstu0011 )

## 5.2 Leaving comments to students as an instructor

1. After entering the course page, click on the **List Evaluation Events / Results**.
2. Click **View** under the **Result** column for the evaluation event.

3. Click **View** again on the group you want to give comments to.
4. If you have allowed **Instructor Comments** in the evaluation event, type your comments in the text box under **Instructor Comments** for each student. Depending on the Evaluation type, the interface of the comment box will be different.



The screenshot displays a user interface for entering instructor comments. On the left, there is a vertical green bar with the text "Instructor Comments". To the right of this bar are five empty rectangular text input fields arranged horizontally. Below each of these text boxes is a small, light-colored button labeled "Release". At the bottom center of the interface is a larger button labeled "Save Instructor Comments".

5. Click **Save Instructor Comments** when done.

### 5.3 Releasing grades and/or comments to students

1. After entering the course page, under **Evaluation Events**, click **List Evaluation Events / Results**.
2. Click **View** under **Result** at the event you want to release the grades/comments.

The screenshot shows the 'Evaluations' page for 'demo1'. The 'Announce result' section is highlighted with a red box and numbered callouts. Callout 3 points to the 'Announce result' dropdown menu, callout 4 points to the 'Student Comments' dropdown menu, and callout 5 points to the 'Submit' button. The table below shows the evaluation results for four groups.

Group #	Completion Ratio	Result	Number of Late/No Submission	Status	Grade	Student Comment	Instructor Comment
Group #1	✘ 0 / 4	View	4 No Submission	Not Ready for Review	Not Released	Not Released	Not Released
Group #2	✘ 1 / 3	View	2 No Submission	Not Ready for Review	Not Released	Some Released	Not Released
Group #3	✘ 2 / 4	View	2 No Submission	Not Ready for Review	Not Released	Some Released	Not Released
Group #4	✘ 0 / 2	View	2 No Submission	Not Ready for Review	Not Released	Not Released	Not Released

Total Results: 4

3. At the **Announce result**: section on the top, select **Release** at the first drop-down and pick the item to be released from the second drop-down, e.g. **All Comments and/or Grades**.
4. Select **Email Notification** from the third drop-down if you want to send email notifications to the students.
5. Click **Submit** to release the comments and grades.
6. Click **OK** to confirm.

The screenshot shows a confirmation dialog box over the 'Evaluations' page. The dialog box asks: "Are you sure you want to release the Grades/Comments to all the student groups who have assigned with this evaluation event?". The dialog box has "OK" and "Cancel" buttons. The background shows the 'Announce result' section with the 'Release' option selected.

## 5.4 Exporting evaluation results

Exporting evaluation results allows you to view student results of the whole class in a Microsoft Excel file. You can also use this file for archive.

### a) Export the evaluation result

1. After entering the course page, under **Evaluation Events**, click **Export Evaluation Results**.
2. A prompt will pop-up for opening a .xls file. Choose **Open** or **Save** the file and launch it in Microsoft Excel after download. Please note that it may take some time for the system to generate this file.



The export file will contain all the evaluation events in the course with each event in a separate worksheet.

### b) Exporting the raw data of student submissions

1. After entering the course page, under **Evaluation Events**, click **Export Raw Data of Student Submissions**.
2. A pop-up will show to prompt you for opening a .xls file. Choose **Open** or **Save** the file and launch it in Microsoft Excel after download. Please note that it may take some time for the system to generate this file.

## 5.5 Deleting student submissions and allowing resubmission

1. After entering the course page, under **Evaluation Events**, click on the **List Evaluation Events / Results**. Click **View** under the **Result** column.
2. To delete a student submission in a particular group right-click on the group and click **View Submission**.

The screenshot shows the 'Evaluations' page for 'demo1'. The event due date is 'Tue, May 28, 2013 3:45 pm'. There are filters for 'Announce result', 'Student Comments', and 'with No Email Notification to students'. Below the filters is a table with columns: Group #, Completion Ratio, Result, Number of Late/No Submission, Status, Grade, Student Comment, and Instructor Comment. A context menu is open over the 'View Submission' link for Group #2.

Group #	Completion Ratio	Result	Number of Late/No Submission	Status	Grade	Student Comment	Instructor Comment
Group #1	0 / 4	View	4 No Submission	Not Ready for Review	Not Released	Not Released	Not Released
Group #2	1 / 3	View	2 No Submission	Not Ready for Review	Some Released	Some Released	Not Released
Group #3	2 / 4	View	2 No Submission	Some Released	Some Released	Some Released	Not Released
Group #4	0 / 2	View	2 No Submission	Not Released	Not Released	Not Released	Not Released

Total Results: 4

3. Check the box(es) of the student(s) whose submissions need to be removed under the **Set to Resubmission** column.

**Submission Details**

**Group Details**

Group Number: 2

Group Member	Date Submitted	Late By	Set to Resubmission
TESTING, iPeer Student 0001 (ipstu0001)	Fri, Feb 22, 2013 3:52 pm	(on time)	<input checked="" type="checkbox"/>
TESTING, iPeer Student 0003 (ipstu0003)	(not submitted)	---	<input type="checkbox"/>
TESTING, iPeer Student 0005 (ipstu0005)	(not submitted)	---	<input type="checkbox"/>

Set to Resubmission

- Click **Set to Resubmission** and a pop-up of confirmation will be prompted.

**Group Details**

Group Number: 2

WARNING: Evaluation result submitted by the selected student(s) will be completely removed.  
Are you sure you want the selected student(s) to resubmit their evaluation?

OK Cancel

Set to Resubmission

- Click **OK** to confirm. This will delete the selected student(s) submission and allow that student(s) to resubmit.

## 6. Enquires

For any enquiries on iPeer, please email us at [ipeer@ust.hk](mailto:ipeer@ust.hk) or call our enquiry hotline at 2358-8036 during office hours.