



Purpose: The **Assignments** tool allows students to submit work electronically which can then be marked by tutors or other markers.

The **Peer Assessment** option can be activated when creating a new assignment. This allows students to comment on and mark each other's work; for example student A reviews student B, and student B reviews student C. Tutors can then review the marks assigned by peers and revise the final mark, if required.

Alternatives:

Tutors could also consider using the **Student pages** option in the **Lessons** tool. This feature allows a student to share their ideas on pages created by their peers. It is less sophisticated than the "peer assessment" option in **Assignments**, but allows students to see the reviews immediately they have been submitted.

Forums may also be useful for encouraging student interaction after they have read each other's postings or attachments.

The *Turnitin* software allows a peer review option called 'PeerMark'; although it allows students to comment on each other's work, they are not able to assign marks to the work of their peers. [At the time of writing, 'PeerMark' is not available on the new version of *Turnitin* called 'Feedback Studio'.]

Other useful step-by-step guides to read in conjunction with this one:

- Assignments
- Lessons
- Attaching files in *WebLearn*
- Using the WYSIWYG HTML editor

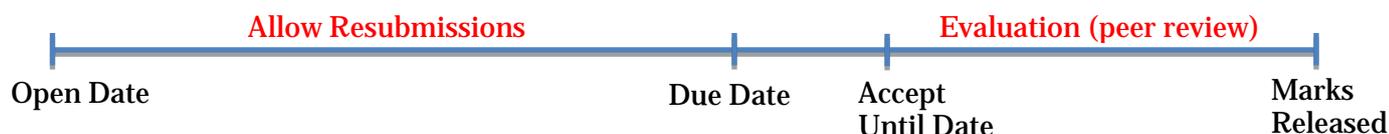
All step-by-step guides are available from weblearn.ox.ac.uk/info

Things to remember

- Students cannot start the peer assessment process until the **Accept until date** has passed (see diagram on next page).
- The **Peer assessment** option requires a **points** grading scale when creating the assignment.
- Evaluations are anonymous by default, and students can see reviews of their submissions. Uncheck these items if necessary when creating the assignment.
- Tutors cannot mark any assignments until after the **Evaluation period** (for peer assessment) has passed.
- Students cannot read the peer reviews of their own assignments until the marks have been moderated and released by the tutor.

How does it work?

WebLearn manages the assignment submission process in stages.
Different information is displayed to staff and students depending on the stage.



How to enable the peer assessment option

1. Add the **Assignments** tool to the site.
2. Add a new assignment.
3. Tick the option **Use peer assessment**.
4. Configure the tool by choosing the appropriate options.

Additional Assignment Options

No additional assignment options

Use peer assessment

Peer assessment requires a points grading scale and do not allow group assignments.

Evaluation Period Finishes: 21/07/2016 17:10

Anonymous evaluation

Allow students to see reviews of their submissions

* 1 Number of submissions students must review

Assignment opens

Students are able to submit their work, either as attachments or inline text.

The screenshot on the right shows the student view when submitting an assignment.

Assignment - In progress

Once submitted, this assignment will be part of an anonymous peer review.
Make sure not to include your name in any submission text, files or file names.

Title Environmental policy

Due (UK time) 07-Dec-2015 10:45

Status Not Started

Marking System Points (max 10.0)

Instructions
Please submit your work by 7 December at 1045.

Submission

Attachment
No attachment yet

Choose File:
Choose File No file chosen

"Due Date" and "Accept Until" date

The assignment closes when the **Due Date** is reached. Tutors can choose to set an **Accept Until** date a few hours or days after the official due date, to allow for students who have problems submitting (the default is 24 hours later).

Note: Students do not see the **Accept Until** date, although they may notice a short delay before the **Evaluation** period begins. Also, before this period begins, there won't be any links on the review page to enable students to conduct a review.

Evaluation period

When the **Accept Until** date has passed, WebLearn allows students to start peer assessment – links will appear to assignments ready to be peer assessed.

The screenshot shows the student view: in this case the student may assess two peer assignments.

The tutor can decide how many reviews the student should submit (see **Number of submissions students must review** in the **Assignment setup**).

Assignment List

Select an assignment to view details, start working or edit your previous work.

Assignment title	Status
Environmental policy	Submitted 07-Dec-2015 10:39
Peer Assessment	Not started
Student 1	Not started
Student 2	Not started

Students can assign a mark and add comments in a text editor box.

Note the reminder about anonymity, if this option was selected when the assignment was created.

Submitted Attachments

[Environmental policy-Jo-Lee.doc](#) (12 KB; 07-Dec-2015 10:41)

Mark: (max 10.0)

Reviewer Comments

Use the box below to enter additional summary comments about this submission.

Grading for this peer review is anonymous, so do not post your name in the reviewer comments section.

The student writes their allocated reviews and must be sure to **Save** them.

The green check marks indicate this student has successfully submitted two peer assessments.

Assignments

Assignment List

Select an assignment to view details, start working or edit your previous work.

Assignment title	Status
Environmental policy	Submitted 07-Dec-2015 10:39
Peer Assessment	Submitted
Student 1 ✓	Submitted
Student 2 ✓	Submitted

Final marking by the tutor

The screenshot on the right shows the tutor view. Once the **Evaluation period** has finished, WebLearn will display a **Mark** link below the assignment title.

Click on this link to produce a list of submissions (see next screenshot).

Assignment title	For	Status
Environmental policy	Entire Site	Closed
Edit Duplicate Mark		

[Download All](#) | [Upload All](#) | [Release Marks](#)

Assign this mark to all participants without submissions:

Viewing 1 - 2 of 2 items

< < Show 200 items... > >

▶ Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Mark	Release
<input type="checkbox"/>	Jackson, Chris (cjackson@student.com)	07-Dec-2015 10:41	Marked	Lee, Jo	7.0	8.0	
<input type="checkbox"/>	Lee, Jo (jo.lee@student.com)	07-Dec-2015 10:39	Not marked	Jackson, Chris			

The tutor can add final comments and revise the mark if necessary.

Submitted Attachment

[Environmental policy-Jo-Lee.doc](#) (12 KB; 07-Dec-2015 10:41)

Mark: (max 10.0)

Tutor Comments
Use the box below to enter additional summary comments about this submission.

Well done, a good critical analysis of the assignment.

Finally, the tutor releases the marks to the students.

[Download All](#) | [Upload All](#) | [Release Marks](#)

Viewing 1 - 2 of 2 items

< < Show 200 items... > >