

Smeal Peer Assessment Tool (PAT)

eLearning Design and Innovation Group



Research Instruction & Information Technology (RIIT) Group

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Purpose

The Smeal Peer Assessment Tool (PAT) is an online tool designed to assist you in creating, administrating, and evaluating peer assessments. PAT is available to you if you want students to evaluate themselves and others on a group activity.

While not part of Canvas, PAT can pull in Canvas rosters and course groups when you create a peer assessment, saving you time.

Options

- You can create a peer assessment with or without a self evaluation.
- You can use both quantitative (Likert scale) questions and qualitative (open-ended text) questions.
- PAT has default question templates you can use, or you can add your own questions.
- You can import groups directly from your Canvas course, or you can export your Canvas (or other) course roster as a comma-separated value (CSV) file and after some minor changes, import it into PAT.
- You can export evaluation reports in both CSV and Excel formats.

Accessing PAT

Go to <https://php.smeal.psu.edu/smeal/pat/> .

Creating Peer Assessments

Home Screen

When you (or your students) access PAT, you will arrive on a home screen similar to this:

Course / Term	Assessment	Open Date	Due Date
✓ Fall 2019	Test Assessment	Aug 15, 04:07 PM	Aug 17, 04:05 PM
✓ Fall 2019	TEST Albion Basin Post-Mortem Survey	Aug 20, 09:00 AM	Aug 22, 05:00 PM
Spring 2020	SP20_Test_EKB	Jan 24, 09:00 AM	Jan 31, 11:59 PM
Spring 2020	eLDIG PAT Demo	Mar 03, 09:00 AM	Apr 30, 09:00 AM
✓ Fall 2020	Test Version	Sep 07, 11:59 PM	Oct 01, 11:59 PM

Reports

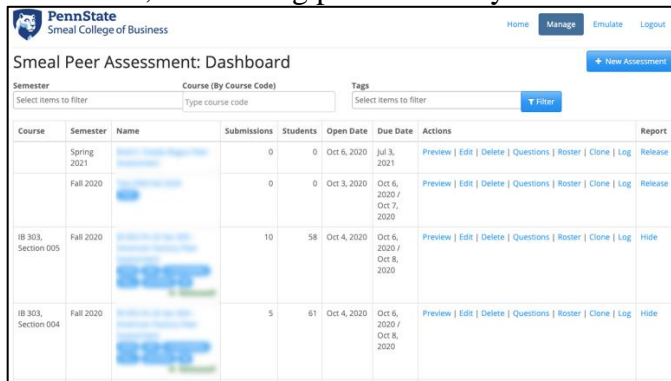
- [Test Version](#)

Figure 1: Smeal Peer Assessment Tool Home Screen

The peer assessments and reports of those assessments in which you took part as a student will appear here.

Creating and Editing a Peer Assessment

1. Click the **Manage** link in the top right of the home screen. This takes you to your assessment's Dashboard, a launching point for many of PAT's features.



Course	Semester	Name	Submissions	Students	Open Date	Due Date	Actions	Report
	Spring 2021		0	0	Oct 6, 2020	Jul 3, 2021	Preview Edit Delete Questions Roster Clone Log Release	
	Fall 2020		0	0	Oct 3, 2020	Oct 6, 2020 / Oct 7, 2020	Preview Edit Delete Questions Roster Clone Log Release	
IB 303, Section 005	Fall 2020		10	58	Oct 4, 2020	Oct 6, 2020 / Oct 8, 2020	Preview Edit Delete Questions Roster Clone Log Hide	
IB 303, Section 004	Fall 2020		5	61	Oct 4, 2020	Oct 6, 2020 / Oct 8, 2020	Preview Edit Delete Questions Roster Clone Log Hide	

Figure 2: Smeal Peer Assessment Tool - Dashboard

2. Click the blue **+New Assessment** button in the top right.
3. Enter an **Assessment Name**. It is suggested you enter the Name & number of the course, the semester and year, and the name of the group activity, e.g., BA 888 FA20 – The Red Spreadsheet Conundrum Group Assignment.
4. Add the **PSU IDs** of any additional administrators (other instructors, TAs, Instructional Designers, etc.), separated by a comma, e.g., xyz123, abc456.
5. Select a **semester** from the dropdown menu.
6. Select your **course** from the dropdown menu if you are using Canvas and wish to automatically import an existing course group.
7. Add **tags** (a single word each) followed by a space to help you locate this assessment in the future. Common tags include the course name, the course number, the semester, the assignment, the first and last name of the instructor, e.g., BA 888 FA20 Ima Instructor.
8. Complete the **Date and Time** fields.
9. Choose if you will allow **post due date submissions** (Yes by default).
10. Choose if there will be **quantitative questions** (No by default).
11. If you choose to have quantitative questions:
 - a. Add the max value of the Likert scale (5 by default).
 - b. Choose if students will assess themselves (No by default).
 - c. Choose if you want to use a provided Peer Evaluation question template or create your own questions (Create your own questions is the default). See the **Creating Questions** section below for more information.
12. Click the blue **Submit** button in the lower left when finished.

Here is an example of a completed new assessment prior to clicking the Submit button:

PennState
Smeal College of Business

Home Manage Emulate Logout

Smeal Peer Assessment: New Assessment

Assessment Name *
BA 888 FA20 - The Red Spreadsheet Conundrum Group Assignment

Additional Assessment Administrators
akb5823
Enter Access IDs comma separated

Semester * Fall 2020 **Course** BA 888 FA 20

Tags x BA x 888 x FA20 x lma x Instructor

Opens After (Date)* 10/15/2020
Format of mm/dd/yyyy

Opens After (Time)* 4:59 PM
Format of hh:mm AM/PM

Due Before (Date)* 10/22/2020
Format of mm/dd/yyyy

Due Before (Time)* 11:59 PM
Format of hh:mm AM/PM

Are post due date submissions permitted? *
 Yes
 No

Closes At (Date)* 10/24/2020
Format of mm/dd/yyyy

Closes At (Time)* 10:59 PM
Format of hh:mm AM/PM

Will there be quantitative questions? *
 Yes
 No

What is the maximum value? * 5

Will students assess themselves? *
 Yes
 No

Do you want to use one of the following templates? *
 No
 Peer Eval Template

Submit

Figure 3: Smeal Peer Assessment Tool - New Assessment Screen

Here is an example of a successfully created assessment:

PennState
Smeal College of Business

Home Manage Emulate Logout

Smeal Peer Assessment: Dashboard

+ New Assessment

The record was successfully created.

Semester Select items to filter **Course (By Course Code)** Type course code **Tags** Select items to filter Filter

Course	Semester	Name	Submissions	Students	Open Date	Due Date	Actions	Report
Section Merge: BA 888 FA 20	Fall 2020	[Blurred]	0	0	Oct 15, 2020	Oct 22, 2020 / Oct 24, 2020	Preview Edit Delete Questions Roster Clone Log	Release

Figure 4: Smeal Peer Assessment Tool - Successfully Created Assessment Screen

Editing an Existing Assessment

To edit an existing assessment's settings, click the **Edit** link in the Actions column of the row in which the assessment is located. This will return you to the New Assessment screen (see Figure 2). Make the desired changes and click the green **Update** button in the lower left.

Note: Assessment questions are edited in a different area.

Creating Questions

You can use a default Peer Evaluation question template or create your own.

Default Peer Evaluation Template

The default Peer Evaluation Template consists of both quantitative likert-scale questions and qualitative open-ended text responses.

Likert-Scale Questions

Students rank their peers and (optionally) themselves on a 1-5 scale on Leadership, Cooperation, Communication, Work Ethic, and Quality of Work.

Open-ended Responses

The following questions are provided. Students type a response to these questions.

- What is working well in the group?
- What is not working well in the group?
- Describe external challenges faced by the group.
- Other Comments

The screenshot shows the 'Group Assessment' interface. At the top, there are navigation tabs: 'Assessment', 'Questions', 'Results', 'Reports', and 'Settings'. Below this, the 'Peer Assessment' section is visible, featuring a table with five columns: Leadership, Cooperation, Communication, Work Ethic, and Quality of Work. Each column contains a horizontal slider with a blue dot and the number '1' at the right end. Below the table are three text input fields with labels: 'What is working well in the group?', 'What is not working well in the group?', and 'Describe external challenges faced by the group.'. At the bottom, there is a section labeled 'Other Comments' with a text input field.

Figure 5: Smeal Peer Assessment Tool - Default Peer Assessment Questions

Custom Questions

To create custom questions:

1. Click the Questions link in the Actions column, to the right of the Assessment name.

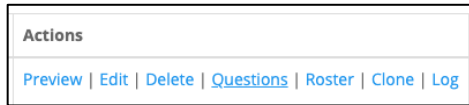


Figure 6: Smeal Peer Assessment Tool - Editing Questions

2. Click the New Questions/Element button. This is a dropdown menu.

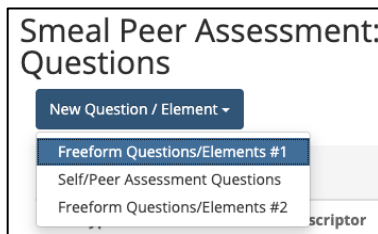


Figure 7: Smeal Peer Assessment Tool - Adding Questions

Freeform Questions/Elements #1 are explanatory text or open-ended questions (qualitative) that appears at the top of the assessment. You must choose which type to apply. This is often used to explain the purpose of the assessment.

Self/Peer Assessment Questions may be quantitative or qualitative. You must choose which type to apply, and if the question is required (must be answered).

Note: The likert scale by default is a five-point scale. If you wish to change the likert scale, you must edit the assessment from the dashboard.

Freeform Questions/Elements #2 are explanatory text or open-ended questions (qualitative) that appears at the bottom of the assessment. You must choose which type to apply.

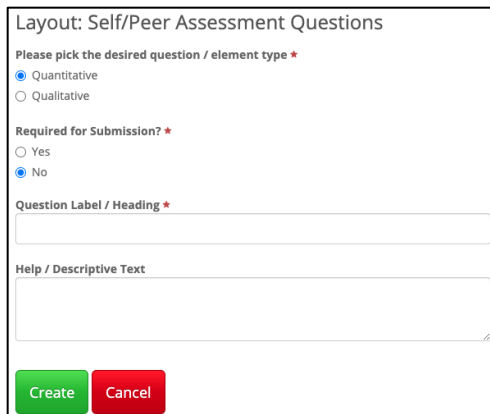
A screenshot of a web form titled 'Layout: Self/Peer Assessment Questions'. The form has a light blue header with the text 'Please pick the desired question / element type *'. Below the header, there are two radio buttons: 'Quantitative' (selected) and 'Qualitative'. Below the radio buttons, there is a section titled 'Required for Submission? *' with two radio buttons: 'Yes' and 'No' (selected). Below the 'Required for Submission?' section, there is a text input field labeled 'Question Label / Heading *'. Below the text input field, there is a text input field labeled 'Help / Descriptive Text'. At the bottom of the form, there are two buttons: 'Create' (green) and 'Cancel' (red).

Figure 8: Smeal Peer Assessment Tool - Editing a Quantitative Question Example

3. Repeat the above process to add additional questions.

Adding Students and Student Groups to an Assessment

Importing Students and Student Groups from Canvas

1. Click the **Roster** link in the Actions column of the row in which the assessment is located.
2. To import a specific team, select the **Teams** radio button. You must then choose each group you wish to add.
3. Click the blue **Import/Update from Canvas** button.
4. A list of students from the course will appear:

Select All	Name	Group	Actions
<input type="checkbox"/>	American Factory Team	American Factory Activity 8	Edit Delete
<input type="checkbox"/>	American Factory Subgroup	American Factory Activity 1	Edit Delete
<input type="checkbox"/>	American Factory Group	American Factory Activity 10	Edit Delete
<input type="checkbox"/>	American Factory Group	American Factory Activity 1	Edit Delete
<input type="checkbox"/>	American Factory Group	American Factory Activity 7	Edit Delete

Figure 9: Example List of Students Imported from Canvas

5. Beneath the list of students, the student groups will appear:

Select All	Name	Membership	Actions
<input type="checkbox"/>	American Factory Activity 1	American Factory Subgroup American Factory Group American Factory Group American Factory Group American Factory Group	Delete
<input type="checkbox"/>	American Factory Activity 10	American Factory Group American Factory Group American Factory Group American Factory Group American Factory Group	Delete

Figure 10: Example Students Groups Imported from Canvas

Note: All chosen student groups will be imported. If you did NOT select a specific team AND have multiple student group assignments in your course, you will have to delete the assignment groups you do not want for this peer assessment.

Note: Inactive (in Canvas) students in a group will also be imported. You will need to delete them from the PAT roster.

Importing Students and Student Groups From a Comma-separated Value (CSV) File

1. Create the CSV file in the following format. You must have the first row as a header row as shown here. You can use Excel to create this.

Account Access ID (abc123) or Email Address (abc123@psu.edu)	Group Name
auk100	The Collective
jxr123@psu.edu	The Collective

Figure 11: Sample Table for a CSV File

2. Click the **Roster** link in the Actions column of the row in which the assessment is located.
3. Under the Import Roster From CSV heading, click the **Choose File** button.
4. Locate the CSV file and open it.
5. Click the blue **Upload** button to the right of the Choose File button.

Your roster will be imported, and the student groups will be created.

Deleting Students and Student Groups

Deleting Students

Click the **Delete** button to the right of the student name to delete the student.

Deleting Student Groups

The group must be empty (no students) before you can delete it. Delete all students in the group first, then click the **Delete** button to the right of a group name containing no students to delete the group.

Opening an Assessment for Students

The date and time you enter in the **Open After** fields determine when the peer assessment will be available to be accessed by anyone on the roster. Participants should be instructed to visit <https://php.smeal.psu.edu/smeal/pat/>. Any open/available assessments to which they have been added to the roster will appear there, accessible by a hyperlinked assessment name.

E-mail Confirmation of Submission

Any student who completes an assessment will receive a confirmation e-mail sent to their PSU ID e-mail (e.g., xyz123@psu.edu).

Accessing Reports

Summary Reports for Students

If you want students to view the report of an assessment, click the **Release** link to the right of the assessment name in the dashboard. Students will receive an email that the report of their scores for the assessment is available, including a link to open it.

Note: When you release a report to students, they can see ALL their peer's comments. Thus you may not want to use this feature.

If you click the Release link prior to the actual opening of the assessment as shown in the Open Date to the right of the assessment name in the dashboard, students will be able to visit the PAT site and see the link to the assessment but will not be able to open that link.

Links to summary reports for students appear at the bottom of the home screen. A summary report contains the questions asked, the peer average for quantitative questions, the self-assessment score (if included in the assessment), and the answers to qualitative questions. This report is completely anonymous – no student identifiers are available.

Students that access this report prior to its completion will see an incomplete report:

Smeal Peer Assessment			
IB 303 FA 20 Sec 005 - American Factory Peer Assessment			
Question	Peer Average	Self Assessment	Class Average
Was dependable and attended team meetings. 4: Strongly Agree 3: Agree 2: Disagree 1: Strongly Disagree	n/a		n/a
Responded promptly to email communications. 4: Strongly Agree 3: Agree 2: Disagree 1: Strongly Disagree	n/a		n/a
Contributed positively to team discussions. 4: Strongly Agree 3: Agree 2: Disagree 1: Strongly Disagree	n/a		n/a
Completed work on time, accurately and completely. 4: Strongly Agree 3: Agree 2: Disagree 1: Strongly Disagree	n/a		n/a
Demonstrated leadership. 4: Strongly Agree 3: Agree 2: Disagree 1: Strongly Disagree	n/a		n/a
Worked well with other team members. 4: Strongly Agree 3: Agree 2: Disagree 1: Strongly Disagree	n/a		n/a
Overall, was a valuable member of the team.	n/a		n/a
Comments			

Figure 12: Blank Student Report

Accessing Instructor Reports

Summary Reports for Instructors

1. Click the **Manage** link in the top right of the home screen.
2. Click the title of the assessment in the **Name** column.
3. The following summary report will appear:

Smeal Peer Assessment: MBADDM 571 SU 20: Report			
Average Class Total: 4.6			
Roster			
Person	Group Identifier	Self Assessment Total	Average Peer Total
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 4	0	5
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 1	5	4.9
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 5	5	4.9
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 7	5	4.9
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 5	5	5
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 1	5	3.3
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 1	0	4.3
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 1	4.4	4.7
<input checked="" type="checkbox"/> Mikaela Wang (Student)	MBADDM 571 SU 20: Team 7	5	5

Figure 13: Student Summary Report (Instructor View)

4. Click the **EXPORT** button in the upper right to export this report to either a CSV or Excel file. You can open this file with Excel.
5. A green check to the left of a student name indicates the student completed the assessment.
6. To access complete information about a student, click the student's name.

Smeal Peer Assessment: MBADDM 571 SU 20: Report								
Report for Mikaela Wang (Student)								
Assessment								
Item	Self Assessment	Peer 1	Peer 2	Peer 3	Peer 4	Peer 5	Peer 6	Average Peer Total
Leadership	4	5	3	5	5	2	5	4.2
Cooperation	5	5	5	5	5	2	5	4.5
Communication	4	5	5	5	5	2	5	4.5
Work Ethic	5	5	4	5	5	2	5	4.3
Quality of Work	5	5	5	5	5	5	5	5
TOTAL	23	25	22	25	25	13	25	22.5
What is working well in the group?								
Self Assessment								
NA								

Figure 14: Individual Student Report

You will see the quantitative questions at the top of the page, followed by responses to the quantitative questions from the self-assessment (if included) and all peers. This same information is available in the exported file. Each student's information is listed in its own tab.

Suggested Information to Provide to Students

If you are using Canvas, you can copy and add this to the assignment text in Canvas or send it as a Canvas announcement.

Assignment: Peer Assessment

When students perform in teams, it is generally agreed that a team member who did not significantly contribute to the group effort should be given a lower grade than other team members. The problem is to determine who contributed and how much. This assessment cannot be done by the instructor because of the nature of teamwork happening out of the instructor's sight. A commonly accepted procedure is to require each team to engage in a peer assessment process to help the instructor quantify each team member's effort in a fair way. The purpose of the peer assessment is for you to provide feedback on your teammates' work during this team assignment.

Peer Assessment Instructions:

- Complete the Peer Assessment using the link below.
- The Peer Assessment will only be accessible during the running dates provided on the course schedule.
- If you see a link to the Peer Assessment but cannot open it, the assessment is not yet available to you.
- Once you have completed the online Peer Assessment assignment you will receive a confirmation email to your PSU email account (this is not your Canvas Inbox). *(If you do not receive a confirmation email to your PSU email account, then your results were not properly submitted. Don't forget to check your Spam folder!)*

[Take the Peer Assessment](#)

Adding Peer Assessment Grades to Canvas

You can manually input the grades in the Canvas Gradebook, or follow this process to add the Peer Assessment grades to Canvas:

1. Follow the instructions listed under **Accessing Instructor Reports - Summary Report** in this document to download a CSV file.
2. Modify/change the grades as desired.
3. Follow the instructions at <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-grades-in-the-Gradebook/ta-p/807> to modify the CSV file as indicated, then upload the file.

Additional Features

Clone

You can create a clone (copy) of the chosen assessment from the dashboard. The clone will contain all your questions. You must choose a new name and semester and course (if pulling a roster from Canvas).

Log

You can open a log of the chosen assessment from the dashboard. The log will inform you when a student accessed and completed the assessment.