

# iPeer User Manual for Instructors



Hong Kong University of Science and Technology

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# 1. Getting started

iPeer is a student peer evaluation system. It was adapted from an open source system and HKUST customized it to suit our own needs. The system aims to provide a platform for teaching staff to conduct peer evaluation of student group projects in a more efficient and effective way.

## 1.1. Applying for an iPeer course

To start using iPeer, you need to first apply for an iPeer course. There are two ways to apply for an iPeer Course. You can either fill in the online application form or use the iPeer Setup tool inside Canvas.

### To apply with online application form

Go to the CEI website at <http://cei.ust.hk> (click "Sign up for iPeer" under the Faculty Toolbox). Fill in the required information in the form and the process will take about one working day.

The screenshot shows the CEI website interface. At the top right, there is a 'Log out' link and a search box. The navigation bar includes 'Faculty and Teaching Staff', 'Research Postgraduates', 'Students', and 'About CEI'. Below the navigation bar, there is a 'View' menu with options: 'View', 'Edit', 'Outline', 'Revisions', 'Track', 'Access control', and 'Devel'. The main content area features a large banner titled 'What is Blended Learning?' with a play button and a 'Click to know more' link. Below the banner, there are three columns of links:

- Upcoming Events and Latest News:**
  - Professional Development On Demand: Online Seminars
  - Shutting down of LMES 2016-12-01 (All day)
  - Things you DIDN'T KNOW about Blended Learning 2017-02-16 16:11
  - In-situ Inquiry: Engaging students through
- Faculty Toolbox:**
  - Canvas | Sign up for Canvas | Canvas Login
  - FAQs by: Instructors/TAs | Students
  - iPeer **Sign up for iPeer** | Peer Login
  - PRS | Sign up for PRS
  - Turnitin | Turnitin Login
- Useful Links:**
  - Blended Learning & MOOC
  - Cooperative & Collaborative Learning
  - Online Seminars
  - Quality Assurance at HKUST
  - Student Feedback Questionnaires (SFQ) (Teaching Staff / Students)

## To create iPeer course using iPeer Setup tool in Canvas

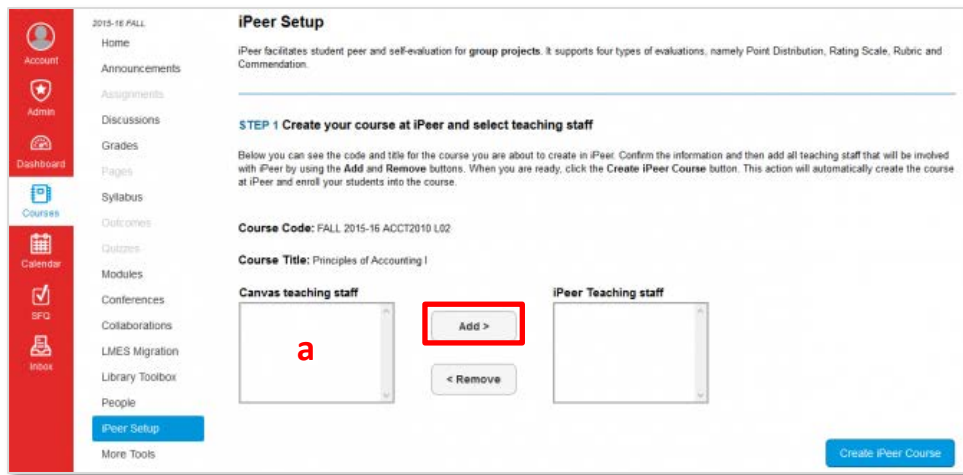
The iPeer Setup tool in Canvas facilitate instructors to create course in iPeer real time and also helps export the Canvas group list for iPeer. By default, the tool is disable from the left navigation menu.

1. Click **iPeer Setup** from the left navigation menu.

If you can not locate the iPeer Setup To enable it, you can go to Course **Settings** > **Navigation** tab. Drag the item “iPeer Setup” from the lower list to the upper one to Enable the tool.

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

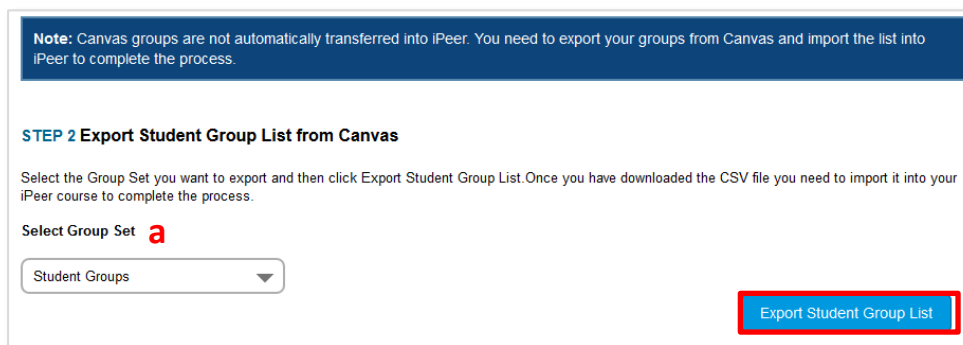
2. Select the people from the list (a) that required access to the iPeer course from the **Canvas teaching staff** list and click **Add**.



3. Click **Create iPeer Course**. The course will be created immediately in iPeer.



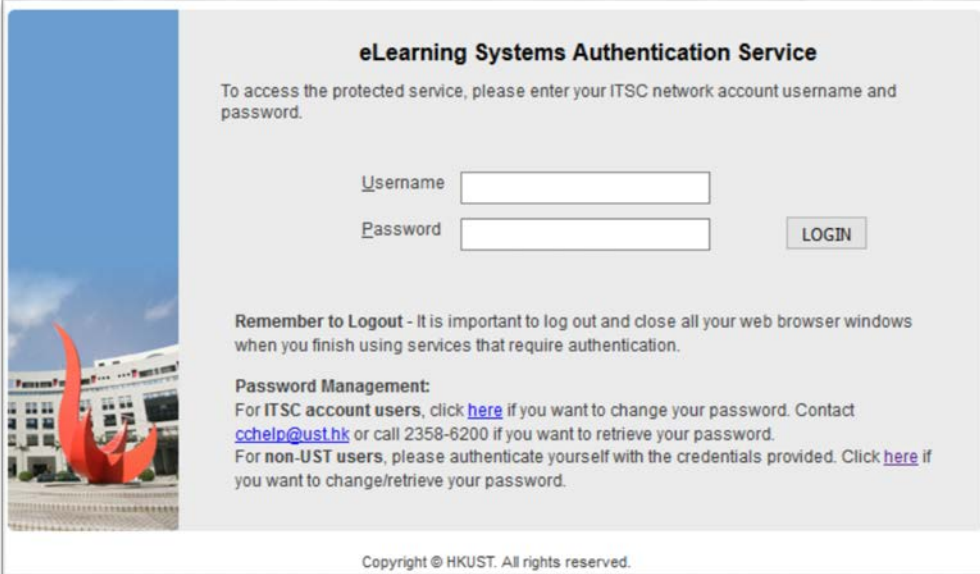
4. If you have Group Set(s) created in Canvas, select the Group Set from the list (a) and click **Export Student Group List** button to obtain a .csv file with the group information.



## 1.2. Logging into iPeer

### To log into iPeer

5. Once your course site has been created in iPeer, you can log into iPeer through this URL <http://ipeer.ust.hk>.



**eLearning Systems Authentication Service**

To access the protected service, please enter your ITSC network account username and password.

Username

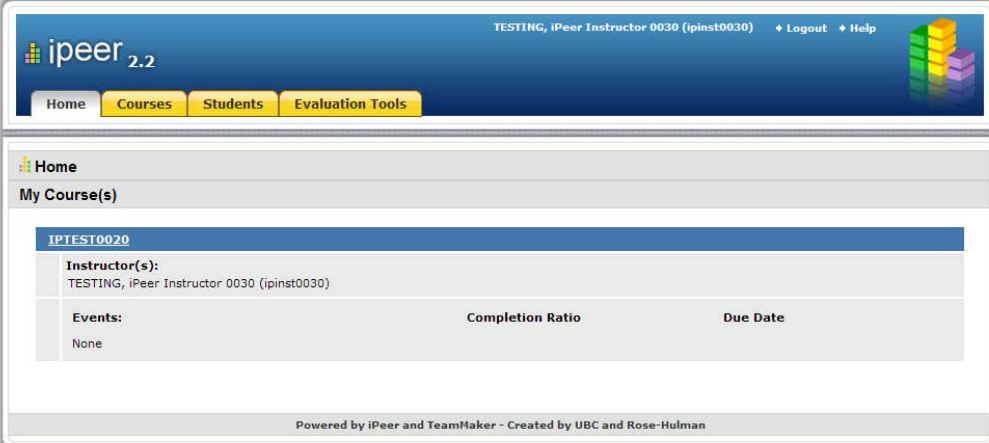
Password

**Remember to Logout** - It is important to log out and close all your web browser windows when you finish using services that require authentication.

**Password Management:**  
 For ITSC account users, click [here](#) if you want to change your password. Contact [cchelp@ust.hk](mailto:cchelp@ust.hk) or call 2358-6200 if you want to retrieve your password.  
 For non-UST users, please authenticate yourself with the credentials provided. Click [here](#) if you want to change/retrieve your password.

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6. Log in with your **ITSC username** (i.e. front part of the email account) and **password**.
7. Click on the **LOGIN** button and you will see a screen similar to the one below.



ipeer 2.2 TESTING, iPeer Instructor 0030 (ipinst0030) + Logout + Help

Home Courses Students Evaluation Tools

Home

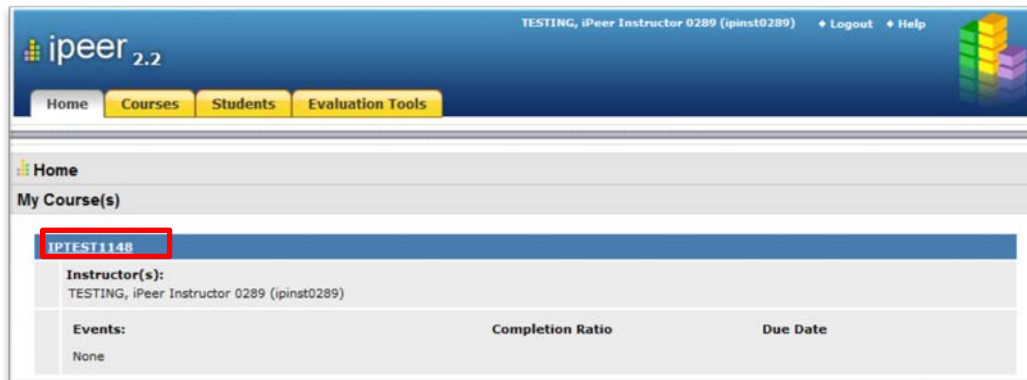
My Course(s)

IPTEST0020			
Instructor(s):	TESTING, iPeer Instructor 0030 (ipinst0030)		
Events:	Completion Ratio	Due Date	
None			

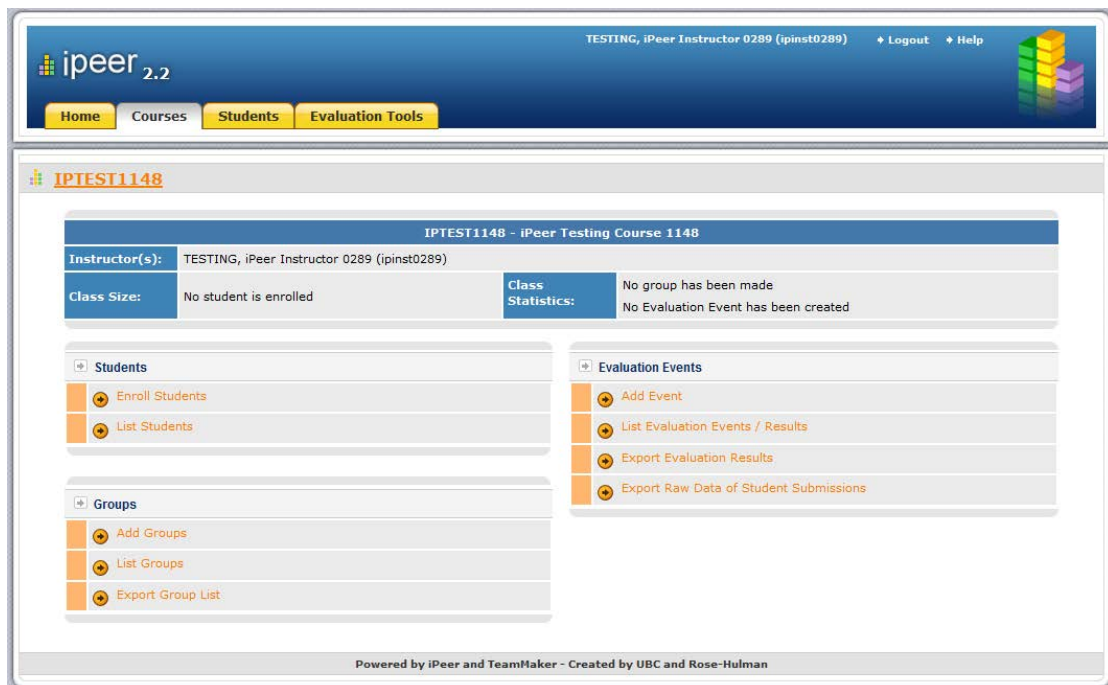
Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman

## To access the Course Home page

1. Click the **Course Code** to start working on that course.



2. This is the screen of the course home page.

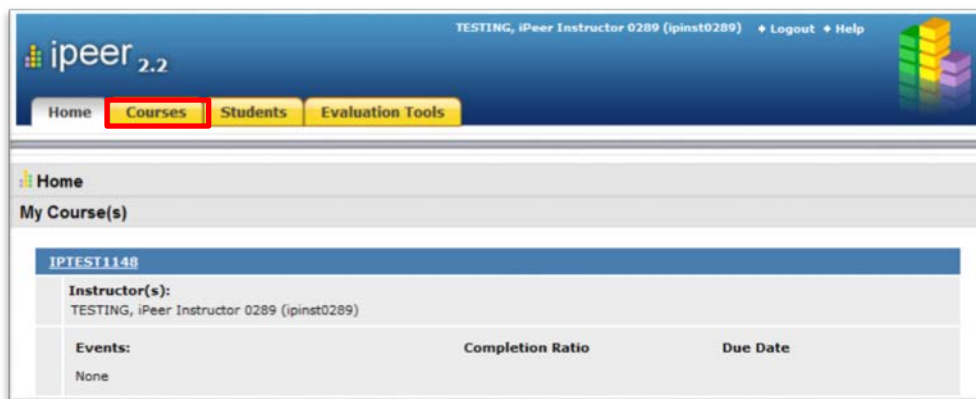


### 1.3. Sharing an iPeer course with other instructors

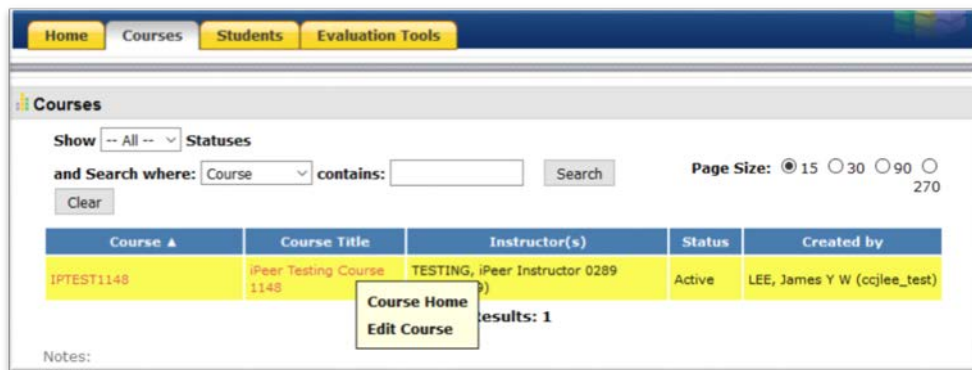
You can share your iPeer course with other instructors who are collaborating with you on the course. After that, all the corresponding instructors can create evaluation events, view student evaluation results, and give comments to students in the shared course.

#### To share a course with another instructor

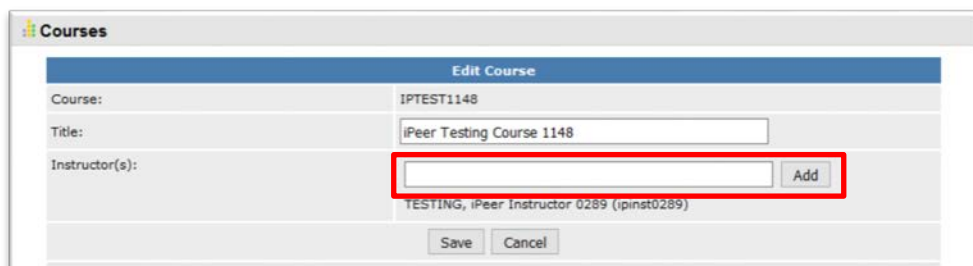
1. Click on the **Courses** Tab.



2. Right click on the **Course Title**, then 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 finished.

**Courses**

**Edit Course**

Course: IPTEST1148

Title: iPeer Testing Course 1148

Instructor(s):

Testing, iPeer Instructor 0007 (ipinst0007) Remove

Testing, iPeer Instructor 0017 (ipinst0017) Remove

Add

Save Cancel

### To remove an instructor from a course

1. Click **Remove** next to the instructor's name to remove that particular instructor.

**Courses**

**Edit Course**

Course: IPTEST1148

Title: iPeer Testing Course 1148

Instructor(s):

Testing, iPeer Instructor 0007 (ipinst0007) Remove

Testing, iPeer Instructor 0017 (ipinst0017) Remove

Add

Save Cancel

2. Click **Save** when finished.

**Courses**

The instructor was removed from the course.

**Edit Course**

Course: IPTEST1148

Title: iPeer Testing Course 1148

Instructor(s):

Testing, iPeer Instructor 0007 (ipinst0007)

Add

Save Cancel

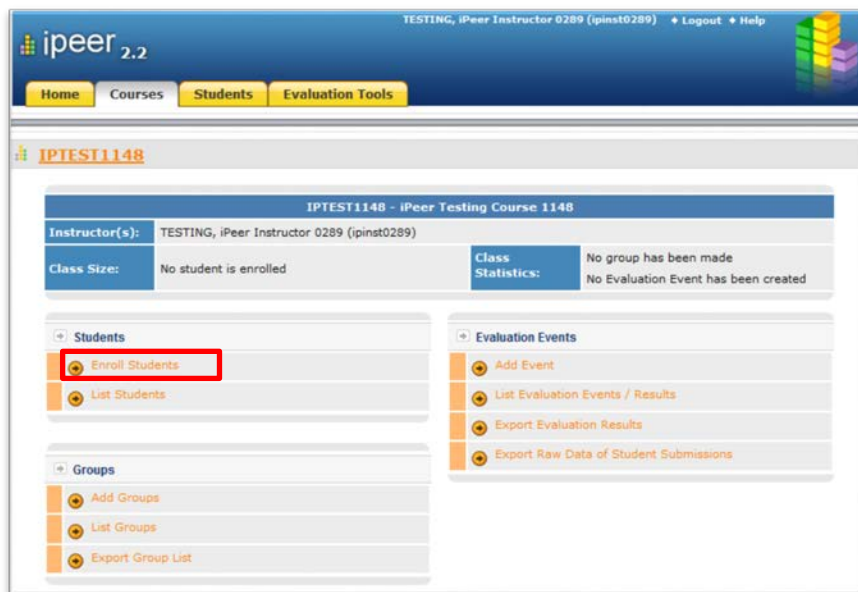


## 2. Managing students in a course

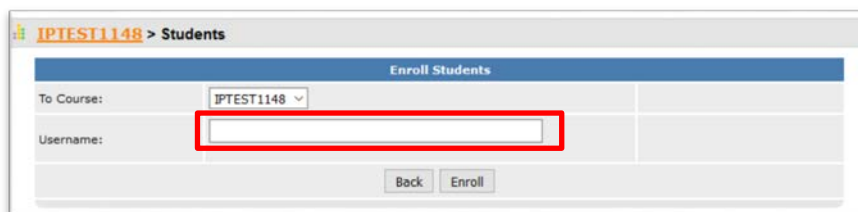
### 2.1. Enrolling students to your course

#### To enroll a student

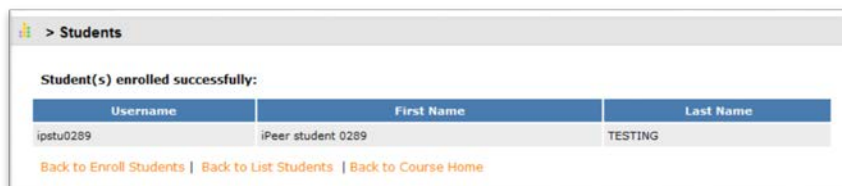
1. After entering the **Course Home** page, click **Enroll Students**.



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

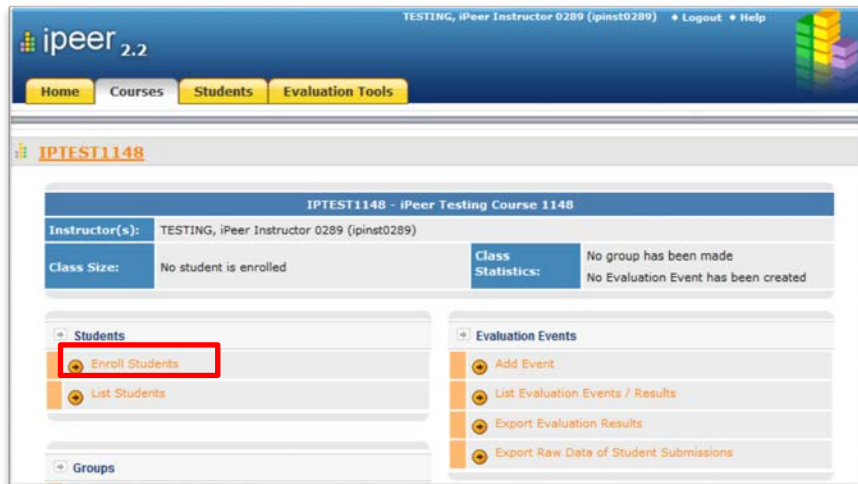


3. After clicking **Enroll**, you will see a screen similar to the one below.

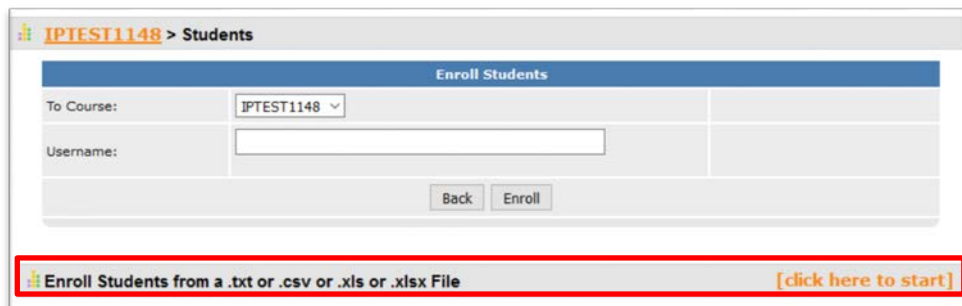


## To enroll multiple students with a student list

1. Prepare a student list by entering ITSC username of each student in a separate line.
2. Save the file in **.txt**, **.csv**, **.xls** or **.xlsx** format using MS Excel on your local computer.
3. After entering the **Course Home** page, click **Enroll Students**.



4. In the section **Enroll Students from a .txt or .csv or .xls or .xlsx File** section, click on **[click here to start]**.



**Instructions**

Sample file:

```
acpeterchan
acmazywong
ackazenlee
acpatrickvu
```

Notes:

- Username is required for enrolling students into a course.
- Enter username of each student into a separate line.
- Do not include any headers in the file.
- If the option "Completely Replace" is selected, all the existing enrollment and grouping records will be erased.

**Enroll Student from a File**

- 1) Select a **.txt** or **.csv** or **.xls** or **.xlsx** file.  
  **a**
- 2) Select the course to enroll the students on to:  
IPTEST0007 **b**
- 3) Select the option "Add New only" or "Completely Replace":  
 Add New only  Completely Replace **c**
- 4) Click the "Enroll Students" button below when ready.  
 **d**

5. In **Enroll Student from a file** section:
  - a. Click **Browse...** and select the student list file from your local computer.

- b. Select the course you want to add the students to (refer to snapshot above). It will usually display the current course by default.
- c. Select **Add New only** or **Completely Replace** (refer to snapshot above).



*Tips: 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. 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**.

- d. Click on **Enroll Students** (snapshot above) and you will see a screen similar to the one below.

The screenshot shows the iPeer 2.2 interface. At the top, there are navigation tabs: Home, Courses, Students, and Evaluation Tools. The 'Users' section is active, displaying a message: 'Student(s) enrolled successfully:'. Below this is a table with the following data:

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

Below the table are links: [Back to Enroll Students](#) | [Back to List Students](#) | [Back to Course Home](#). At the bottom, it says 'Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman'.

## To enroll multiple students from a Canvas course section

1. After entering the **Course Home** page, click **Enroll Students**.
2. In the section **Enroll Students from Course Section**, click on **[click here to start]**.

The screenshot shows the 'Enroll Students' form. At the top, it says 'IPIEST0007 > Students'. The form has a title 'Enroll Students' and a dropdown menu for 'To Course:' set to 'IPIEST0007'. There is a text input field for 'Username:'. Below the input field are 'Back' and 'Enroll' buttons. At the bottom, there are two options: 'Enroll Students from a .txt or .csv or .xls or .xlsx File' with a '[click here to start]' link, and 'Enroll Students from Course Section' with a '[click here to start]' link. The second option is highlighted with a red border.

Instructions	Enroll Students from Course Section
<p>Notes:</p> <ul style="list-style-type: none"> <li>All fields will be imported from Course Section.</li> <li>If email is missing, students will not be imported from Course Section.</li> <li>If the option "Completely Replace" is selected, all the existing enrollment and grouping records will be erased.</li> </ul>	<p><b>1) Select the course to enroll the students on to:</b>            IPTEST0007 <b>a</b></p> <p><b>2) Select the semester:</b>            No Semester Selected <b>b</b></p> <p><b>3) Select the course:</b>            No Course Selected <b>c</b></p> <p><b>4) Select the section(s):</b>            - Section - <b>d</b></p> <p><b>5) Select the option "Add New only" or "Completely Replace":</b>  <input checked="" type="radio"/> Add New only <input type="radio"/> Completely Replace <b>e</b></p> <p><b>6) Click the "Enroll Students" button below when ready.</b>  <input type="button" value="Enroll Students"/> <b>f</b></p>

3. In the “**Enroll Students from Course Section**” section:
- Select the course in iPeer that you want to add the students to.  
It will display the current course by default.
  - Select the **semester** of the CANVAS course from the pull down menu.
  - Select the **course code** of the CANVAS course from the pull down menu.
  - Select the **course section(s)**. You can select multiple sections by holding the CTRL key on the keyboard.
  - Select **Add New only** or **Completely Replace**.



*Tips: 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. 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**.*

- Click **Enroll Students** to complete the enrollment.

## To view the list of enrolled students

1. After entering the **Course Home** page, click **List Students**.

The screenshot shows the iPeer 2.2 interface for the course IPTEST1148. The top navigation bar includes 'Home', 'Courses', 'Students', and 'Evaluation Tools'. The course title 'IPTEST1148' is displayed. Below the title, there is a summary section with the following information:

- 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

There are two main sections: 'Students' and 'Evaluation Events'. The 'Students' section contains two buttons: 'Enroll Students' and 'List Students'. The 'List Students' button is highlighted with a red box. The 'Evaluation Events' section contains four buttons: 'Add Event', 'List Evaluation Events / Results', 'Export Evaluation Results', and 'Export Raw Data of Student Submissions'.

2. You will see a list of all enrolled students for this course.

The screenshot shows the iPeer 2.2 interface for the course IPTEST0007. The top navigation bar includes 'Home', 'Courses', 'Students', and 'Evaluation Tools'. The course title 'IPTEST0007' is displayed. Below the title, there is a search section with the following information:

- Show Students for Course:** IPTEST0007
- and Search where:** Username contains: [input field]
- Page Size:** 15, 30, 90, 270

Below the search section is a table of enrolled students. The table has the following columns: Role, Username, Last Name, First Name, Student ID, and Email.

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**

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## To remove a student from a course

1. After entering the **Course Home** page, click **List Students**.
2. Right click on the student whom you want to remove.

The screenshot shows the iPeer 2.2 interface. The top navigation bar includes 'Home', 'Courses', 'Students', and 'Evaluation Tools'. The main content area is titled 'Students' and shows a list of students for course IPTEST0007. The table below is a representation of the data shown in the screenshot:

Role	Username	Last Name ▲	First Name	Student ID	Email
Student	ipstu0006	TESTING	ent 0006	20120006	ipstu0006@ust.hk
Student	ipstu0001	TESTING	ent 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 you will see a pop-up message similar to the one below.

The screenshot shows the same student list as above, but with a confirmation dialog box overlaid. The dialog box contains the following text:

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?

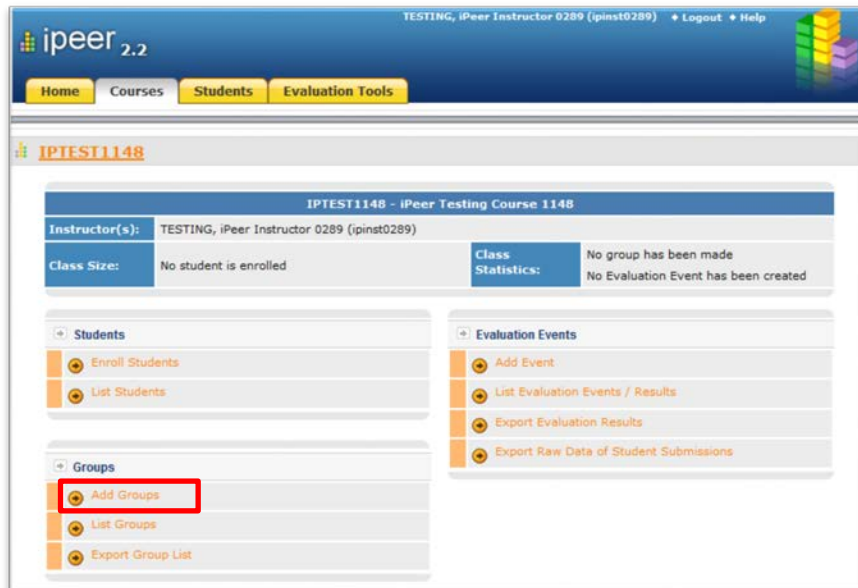
Buttons: **OK** (highlighted with a red box), **Cancel**

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

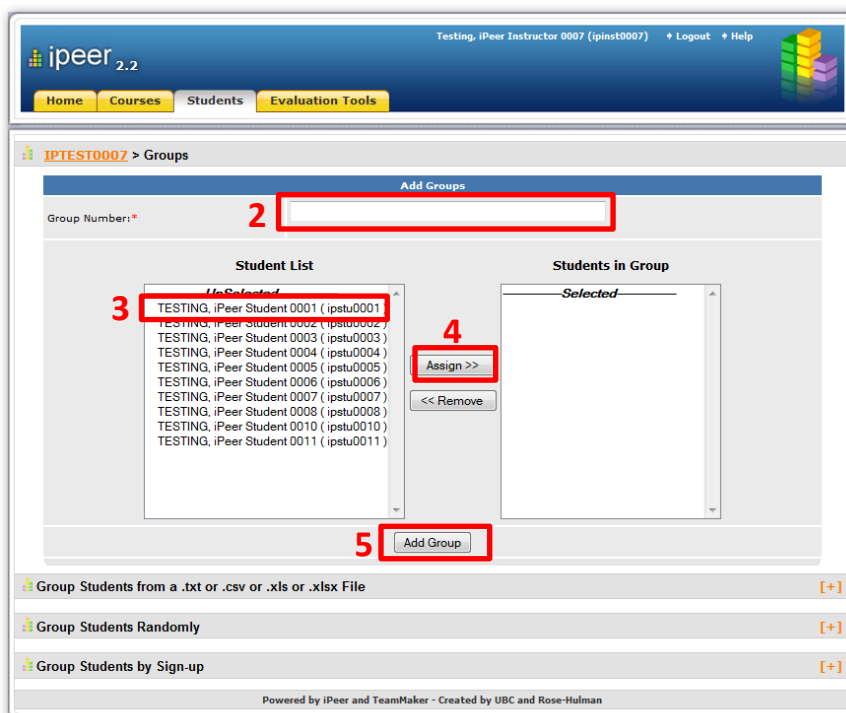
## 2.2. Forming student groups

### To add a student group

1. After entering the **Course Home** page, click **Add Groups**.



2. Name the group with a number and type the group number in the **Group Number** box. Only integer number is supported. Alphabetic names are not supported. Fields with red asterisk \* are mandatory.



- Click to select students from the **Student List**. You can select multiple students by holding the **Ctrl** key and click on the student name one by one.
- Click **Assign >>** to add the selected student(s) to the group.
- Click **Add Group** when the grouping is finished and you will see a screen similar to the one below.

ipeer 2.2

Testing, iPeer Instructor 0007 (ipinst0007) Logout

Home Courses **Students** Evaluation Tools

**Groups**

The groups were added successfully.

for Course: IPTEST0007 Page Size: 15 30 90 270 Add Groups

Course	Group # ▲	Total Number of Members	Creator	Date
IPTEST0007	1	5 members	Testing, iPeer Instructor 0007 (ipinst0007)	Wed, Feb 20, 2013 9:49 pm

Total Results: 1

Notes:

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...

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## To add multiple student groups from a student list

- After entering the **Course Home** page, click **Add Groups**.
- Click the **[+]** icon at the **Group Students from a .txt or .csv or .xls or .xlsx File** section.

ipeer 2.2

Testing, iPeer Instructor 0007 (ipinst0007) Logout Help

Home Courses **Students** Evaluation Tools

**IPTEST0007 > Groups**

Add Groups

Group Number:\*

**Student List**

UnSelected

TESTING, iPeer Student 0001 (ipstu0001)  
TESTING, iPeer Student 0002 (ipstu0002)  
TESTING, iPeer Student 0003 (ipstu0003)  
TESTING, iPeer Student 0004 (ipstu0004)  
TESTING, iPeer Student 0005 (ipstu0005)  
TESTING, iPeer Student 0006 (ipstu0006)  
TESTING, iPeer Student 0007 (ipstu0007)  
TESTING, iPeer Student 0008 (ipstu0008)  
TESTING, iPeer Student 0010 (ipstu0010)  
TESTING, iPeer Student 0011 (ipstu0011)

Assign >>

<< Remove

**Students in Group**

Selected

Add Group

Group Students from a .txt or .csv or .xls or .xlsx File [+]

Group Students Randomly [+]

Group Students by Sign-up [+]

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**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.

**a**

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

No file selected. **b**

3) Select the course which requires grouping of students:

IPTEST0007 ▾ **c**

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

**d**

3. In the Group Students from a file section:

- a. Click **Export Student List** to first export a student list in Microsoft Excel format. Then you can assign students to groups using the exported student list file in your local computer. If you already have the list ready, you can skip this and jump to b below.

In the exported student list file, **student's name**, **ITSC username** and **student number** are displayed in **Column A**, **B** and **C**. **Group number** is 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 in 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	20120005	2	



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

- b. Click **Browse...** to upload the revised student list file.
- c. Select the course that you want the groups to be applied to.

- d. Click **Group Students** and a summary page similar to the one below will be displayed.

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




*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 updated group number. Alternatively, you may use the **Edit Group** function in the **List Groups**.*

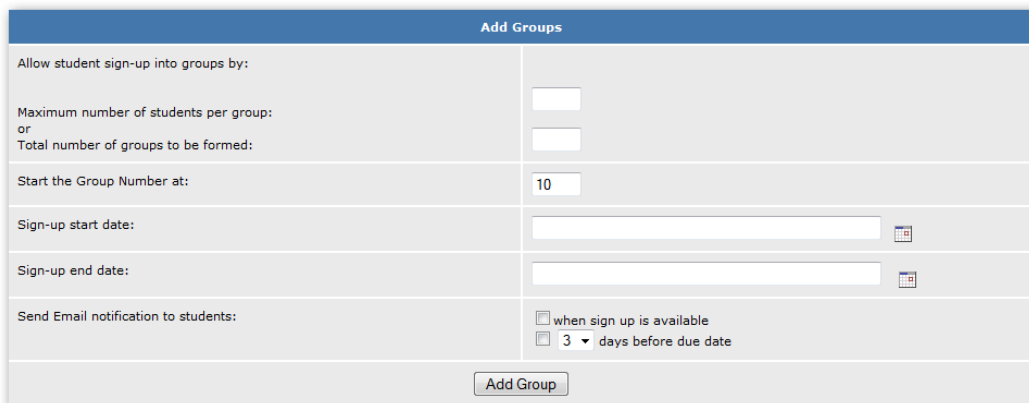
## To add multiple groups with randomly assigned students

1. After entering the **Course Home** page, click **Add Groups**.
2. Click the **[+]** icon at the **Group Students Randomly** section and you will see the following:

3. Type in either the **Maximum number of students per group** or **Total number of groups to be formed**.
4. Specify the starting number at the **Start the Group Number at**. This is the group number of the first group among the groups to be form.
5. if you want to send an email notification to students, check the item **Email to notify the students the group they belong to**.
6. Click **Add Group** to complete the grouping.

### To create multiple student groups for student to sign-up

1. After entering the **Course Home** page, click **Add Groups**.
2. Click the  icon at the **Group Students by Sign-up** and you will see the following:



3. Type in either the **Maximum number of students per group** or **Total number of groups to be formed**.
4. Specify the starting number at the **Start the Group Number at**. This is the group number of the first group among the groups to be form.
5. Specify the date and time in both **Sign-up start date** and **Sign-up end date**.
6. If you want to send an email notification to students when sign up is available, check the item **when sign up is available**.
7. If you want to send an email reminder to students as specified, check the item **number of days before due date** and specify the corresponding number of days.
8. Click **Add Group** to finish the setup.

- Click **OK** to confirm. Students will be able to sign-up after the **Start** date.

## To review and create the group after sign-up has been set up

- After entering the **Course Home** page, click **Sign-up Groups in Progress**.

- Click the number under **Signed Up** to review the sign-up progress.

Course	Group #	Signed Up	Creator	Start Date	End Date
IPTEST0007	10 to 12	8/12	Testing, iPeer Instructor 0007 (ipinst0007)	Mon, Jul 15, 2013 11:51 am	Sun, Jul 21, 2013 11:51 am

- Click the number under **Signed Up** to review the members signed into each group.

**Extend Sign-up End Date**

Sign-up end date: 2013-07-21 11:51:00

**Students yet to sign up**

TESTING,iPeer Student 0010 (pstu0010)  
TESTING,iPeer Student 0011 (pstu0011)

Course	Group	Signed Up	Creator	Date
IPTEST0007	10	4/4	Testing, iPeer Instructor 0007 (jinst0007)	Sun, Jul 21, 2013 11:51 am
IPTEST0007	11	4/4	Testing, iPeer Instructor 0007 (jinst0007)	Sun, Jul 21, 2013 11:51 am
IPTEST0007	12	0/4	Testing, iPeer Instructor 0007 (jinst0007)	Sun, Jul 21, 2013 11:51 am

Randomly distribute students yet to sign up to the available groups  
 Email to notify the students the group they belong to

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- If there are students who have not signed up into any groups yet, you can check the item **Randomly distribute students yet to sign up to the available groups** to assign the students into an available group automatically.
- If you want to send email notifications to students, check the item **Email to notify the students the group they belong to**.
- Click **End Sign-up and Create These Groups** to end the sign-up process and create the groups.

## To view a list of groups

1. After entering the **Course Home** page, click **List Groups**.

The screenshot shows the iPeer 2.2 interface for the course IPTEST0007. The top navigation bar includes 'Home', 'Courses', 'Students', and 'Evaluation Tools'. The course details section shows 'IPTEST0007 - iPeer Testing Course 0007' with instructor information and class statistics (10 students, 4 groups, 3 evaluation events). Below this, there are three main sections: 'Students', 'Groups', and 'Evaluation Events'. The 'Groups' section contains three buttons: 'Add Groups', 'List Groups' (highlighted with a red box), and 'Export Group List'. The 'Evaluation Events' section contains four buttons: 'Add Event', 'List Evaluation Events / Results', 'Export Evaluation Results', and 'Export Raw Data of Student Submissions'.

2. The lists of groups will be displayed.

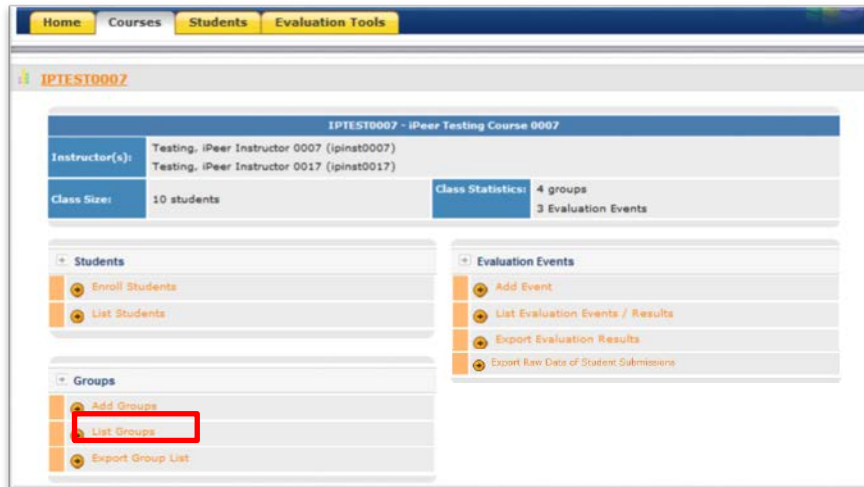
The screenshot shows the 'Groups' page for the course IPTEST0007. The page includes a table with the following data:

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

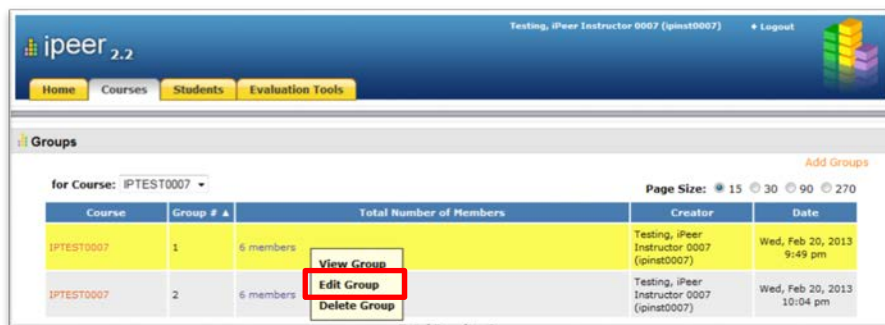
Below the table, it shows 'Total Results: 2'. There are also 'Notes' and a 'Page Size' selector (15, 30, 90, 270). The page footer indicates it is powered by iPeer and TeamMaker, created by UBC and Rose-Hulman.

## To edit a group

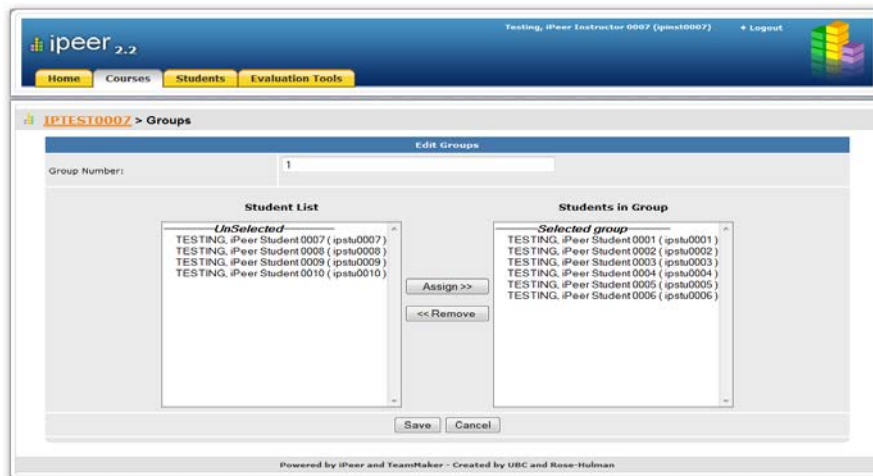
1. After entering the **Course Home** page, click **List Groups**.



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



3. Select student(s) from **Student List** and click **Assign>>** to add them into the group; or select student(s) from **Student in Group** and click **<<Remove** to remove them from the group.



4. Click **Save** when the editing is finished.

## To delete a group

1. After entering the **Course Home** page, click **List Groups**.
2. Right click on a group and click **Delete Group**.

The screenshot shows the iPeer 2.2 interface. At the top, there's a navigation bar with 'Home', 'Courses', 'Students', and 'Evaluation Tools'. Below that, the 'Groups' section is displayed for course 'IPTEST0007'. A table lists two groups, both with 6 members. A context menu is open over the second group, with 'Delete Group' highlighted in red. The table data is as follows:

Course	Group #	Total Number of Members	Creator	Date
IPTEST0007	1	6 members	Testing, iPeer Instructor 0007 (pinst0007)	Wed, Feb 20, 2013 9:49 pm
IPTEST0007	2	6 members	Testing, iPeer Instructor 0007 (pinst0007)	Wed, Feb 20, 2013 10:04 pm

Below the table, there are 'Notes' and a footer: 'Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman'.

3. You will see a pop-up message similar to the one below. Click **OK** to confirm the deletion of the group.

The screenshot shows the iPeer 2.2 interface. At the top, there's a navigation bar with 'Home', 'Courses', 'Students', and 'Evaluation Tools'. Below that, the 'Groups' section is displayed for course 'IPTEST0007'. A table lists two groups, both with 5 members. A warning dialog box is displayed in the foreground, asking for confirmation to delete the group. The table data is as follows:

Course	Group #	Total Number of Members	Creator	Date
IPTEST0007	1	5 members	Testing, iPeer Instructor 0007 (pinst0007)	Wed, Feb 20, 2013 9:49 pm
IPTEST0007	2	5 members	Testing, iPeer	Wed, Feb 20, 2013 10:04 pm

The dialog box contains the following text: 'WARNING: Evaluation result submitted by the students in this group (if any) will be completely removed. Are you sure you want to delete this group?' with 'OK' and 'Cancel' buttons.



### 3. Creating an evaluation item

Evaluation items is 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 with multiple courses. iPeer provides you with four types of evaluation items:

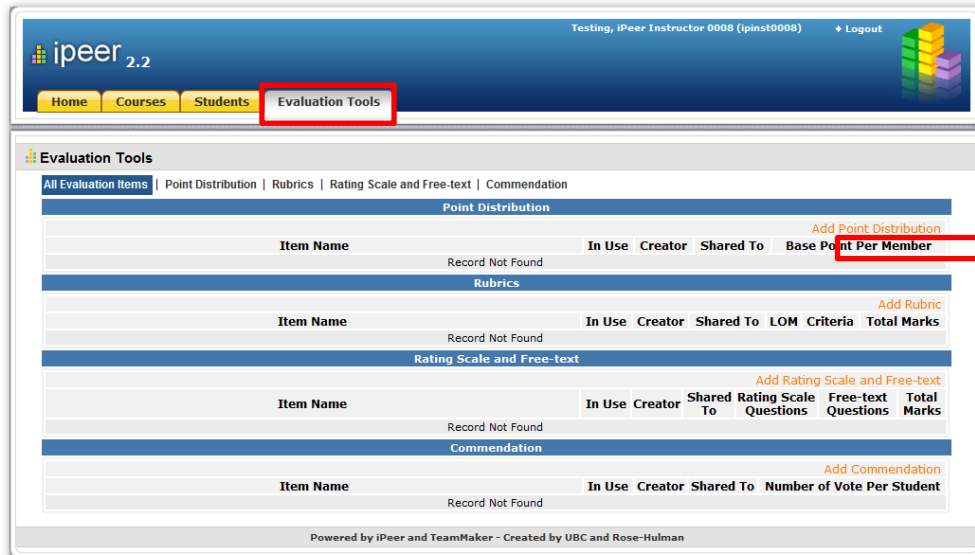
- Point Distribution: it requires the student to distribute a fixed amount of points among the group members.
- Rubrics: it requires the student to evaluate the level of the group members in different criteria by a set of definitions.
- Rating Scale and Free-text: it consists of two parts. Rating Scale require the student to rate the group members in a fixed scale of points. Free-text require student to evaluate the group members by answering the open-ended question(s).
- Commendation: require 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. Each evaluation item can have only one type of evaluation but each course can have multiple evaluation events that include different types of evaluation items.

### 3.1. Creating an Evaluation with Point Distribution

#### To create an evaluation item

1. Click on the **Evaluation Tools** tab. Then click **Add Point Distribution** on the right under the **Point Distribution** section.



2. Type in the **Evaluation Name**.

3. Type in the **Description** (if any). This field will only be seen by instructor. It will help you to identify the purpose of this evaluation.
4. Type in 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).
5. If you want to share this evaluation with other instructors, you can type in their ITSC username in the **Share To** textbox.
6. Click **Save** when setup is finished and you will see a screen similar to the one below.

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	X		10	Testing, iPeer Instructor 0008 (ipinst0008)	Wed, Feb 20, 2013 10:50 pm

Total Results: 1

Notes:  
 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...

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## 3.2. Creating an Evaluation with Rubrics

### To create the evaluation item

1. Click on the **Evaluation Tools** tab, then click **Add Rubric** on the right under the **Rubrics** section.

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

Point Distribution

Item Name In Use Creator Shared To Base Point per Member Add Point Distribution

Record Not Found

Rubrics

Item Name In Use Creator Shared To LOM Criteria Total Marks Add Rubric

Record Not Found

Rating Scale and Free-text

Item Name In Use Creator Shared To Rating Scale Questions Free-text Questions Total Marks Add Rating Scale and Free-text

Record Not Found

Commendation

Item Name In Use Creator Shared To Number of Vote Per Student Add Commendation

Record Not Found

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- Type in the title for this evaluation item in **Rubric Name**.

The screenshot shows the 'Add Rubric' form in the iPeer 2.2 interface. The form is titled 'Add Rubric' and contains the following fields and options:

- Rubric Name:** A text input field.
- Level of Mastery:** A dropdown menu set to '5'. A note indicates 'aka LOM, Evaluation Range (Max 10)'.
- Number of Criteria:** A dropdown menu set to '3'. A note indicates 'Number of Evaluation Aspects (Max 25)'.
- Share To:** A text input field for sharing with other instructors. A note explains: '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. acmarychen; acpatrickwong. Leave this field blank if you do not want to share the item with anyone.'
- Zero Mark:** A checkbox that is currently unchecked. A note states: 'No marks will be given to the lowest Level of Mastery'.

Buttons for 'Cancel' and 'Next' are located at the bottom of the form. The footer of the interface reads 'Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman'.

- Specify the **Level of Mastery** you want the Rubric to have.
- Specify the **Number of Criteria** you want the Rubric to have.
- If you want to share this evaluation with other instructors, you can type in their ITSC username in the **Share To** textbox.
- Check the item **Zero Mark** if you do not want to give any points to students who achieve the lowest level of mastery.
- Click **Next** when setup is finished and you will see the Rubric Preview section similar to the one below appended to the screen.

The screenshot shows the 'Rubric Preview' section of the iPeer interface. It includes a note: '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	LOM 2 General Descriptor	LOM 3 General Descriptor	Criteria Weight
Sample - Participated in Team Meetings	Sample - Poor	Sample - Below Average	Sample - Average	1
Criteria 1	Specific Descriptor	Specific Descriptor	Specific Descriptor	
	Mark: 0.33	Mark: 0.67	Mark: 1	
Criteria 2	Specific Descriptor	Specific Descriptor	Specific Descriptor	
	Mark: 0.33	Mark: 0.67	Mark: 1	
Criteria 3	Specific Descriptor	Specific Descriptor	Specific Descriptor	
	Mark: 0.33	Mark: 0.67	Mark: 1	
<b>Total Marks:</b>				<b>3</b>

8. In the **Rubric Preview** section, type over the sample description in each **Criterion** and **Level of Mastery(LOM)** box with your own description.
9. Type in the guidelines for how a student should be considered to have achieved a certain level of mastery for each criterion in the corresponding **Specific Descriptor** box.
10. For each criterion, select the weight in the **Criterion Weight** pull down menu.
11. Click **Save** when the rubrics are set up.



*Tips: Marks for each of the Level of Mastery will be automatically distributed after the Criteria Weight is set for each criterion.*

### 3.3. Creating an Evaluation with Rating Scale and Free-text

#### To create an evaluation item

1. Click on the **Evaluation Tools** tab, then click **Add Rating Scale and Free-text** on the right under the **Rating Scale and Free-text** section.

The screenshot shows the iPeer 2.2 interface. The top navigation bar includes 'Home', 'Courses', 'Students', and 'Evaluation Tools' (highlighted with a red box). The main content area is titled 'Evaluation Tools' and contains several sections: 'Point Distribution', 'Rubrics', 'Rating Scale and Free-text', and 'Commendation'. Each section has a table with columns for 'Item Name', 'In Use', 'Creator', 'Shared To', and 'Total Marks'. The 'Rating Scale and Free-text' section has additional columns for 'Rating Scale Questions' and 'Free-text Questions'. The 'Add Rating Scale and Free-text' button is highlighted with a red box.

2. Type the title of the evaluation in **Item Name**.

The screenshot shows the 'Add Rating Scale and Free-text' form in the iPeer 2.2 interface. The form is titled 'Rating Scale and Free-text' and has a sub-header 'Add Rating Scale and Free-text'. It contains the following fields and options:

- Item Name:** A text input field with an asterisk indicating it is required.
- Number of Rating Scale Question:** A dropdown menu set to '3'. To its right, **Level of Scale (LOS):** is a dropdown menu set to '5'. A note states: 'Max 25 questions. Max 10 LOS.'
- Number of Free-text Question:** A dropdown menu set to '3'. A note states: 'Max 10 questions'.
- Share To:** A text input field for entering instructor usernames. A note states: '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.'
- Zero Mark:** A checkbox. A note states: 'No marks will be given to the lowest Level of Scale'.

At the bottom of the form are 'Cancel' and 'Next' buttons. The footer of the interface reads: 'Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman'.

3. Specify the **Number of Rating Scale Question** and the **Level of Scale**.
4. Specify the **Number of Free-text Question**.
5. If you want to share this evaluation with other instructors, you can type in their ITSC username in the **Share To** textbox.
6. Select **Zero Mark** if you do not want to give any points to students who achieve the lowest level of scale.
7. Click **Next** when setup is finished and you will see the Preview section similar to the one below.

The screenshot shows the 'Rating Scale and Free-text Preview' section. It includes a note: 'Note: Marks for each LOS will be automatically distributed after the Scale Weight is set.' The preview is divided into two sections:

- Section One: Rating Scales**
  - Question 1:** A text input field for the question prompt.
  - Descriptors:** Four text input fields for descriptors, each with a 'Mark' value below it: 0.25, 0.5, 0.75, and 1.
  - Scale Weight:** A dropdown menu set to '1'.
  - Total Marks:** A text input field set to '1'.
- Section Two: Free-text (No weight on this section)**
  - Question 2:** A text input field for the question prompt.
  - Mandatory?:** Radio buttons for 'Yes' (selected) and 'No'.
  - Instructions: (optional)** A text input field.
  - Response Type:** Radio buttons for 'Single line of text input box' (selected) and 'Multiple lines of text input box (Maximum 65535 characters)'.

8. In the **Rating Scale and Free-text Preview** section, type in the question text for the **Rating Scales** questions.

9. Type in the description for each **Level of Scale (LOS)** in the corresponding Specific Descriptor box.
10. For each question, select the weight in the **Scale Weight** pull down menu.
11. Type in the question text for the **Free-text** questions.
12. Under each question, you can select **No** in the item **Mandatory?** if the question is optional for students. The default value is **Yes** which means that the question is mandatory.
13. Type in the guidelines or description for each question at the **Instructions** box, if any.
14. For each question, select the type of student inputting box with either single line or multiple lines in the item **Response Type**. It depends on the expected length of answer to the question.
15. Click **Save** when the questions are set up.

### 3.4. Creating an Evaluation for Commendation

#### To create the evaluation item

1. Click on the **Evaluation Tools** tab, then click **Add Commendation** on the right under the Commendation section.

The screenshot shows the iPeer 2.2 interface. The top navigation bar includes 'Home', 'Courses', 'Students', and 'Evaluation Tools' (highlighted with a red box). Below the navigation bar, the 'Evaluation Tools' section is active, showing a breadcrumb trail: 'All Evaluation Items | Point Distribution | Rubrics | Rating Scale and Free-text | Commendation'. There are four main sections, each with a table:

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

Each table contains a 'Record Not Found' message. The footer of the interface reads: 'Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman'.

2. Type in the **Evaluation Name**.

The screenshot shows the 'Add Commendation' form in the iPeer 2.2 interface. The form is titled 'Add Commendation' and is part of the 'Commendation' section. It contains several input fields: 'Evaluation Name' (required), 'Description', 'Number of Vote Per Student' (set to 1), 'Allow "No recommendation"' (checkbox), and 'Share To' (textbox). A 'Save' button is at the bottom right. The footer indicates it is powered by iPeer and TeamMaker, created by UBC and Rose-Hulman.

3. Type in the **Description** if any. This field will only be seen by instructor. It will help you to identify the purpose of this evaluation.
4. Specify the total number of vote each student can give in **Number of Vote Per Student**.
5. Check the **Allow "No recommendation"** box so that the student who does not want to recommend any group members is allowed to do so.
6. If you want to share this evaluation with other instructors, you can type in their ITSC username in the **Share To** Textbox.
7. Click **Save** when the setup is finished.



## 4. Launching an evaluation event

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

#### To create an evaluation event

1. After entering the **Course Home** page, click **Add Event**.

The screenshot displays the iPeer 2.2 interface for the course IPTEST0007. The top navigation bar includes 'Home', 'Courses', 'Students', and 'Evaluation Tools'. The course details section shows the instructor(s) as 'Testing, iPeer Instructor 0007 (ipinst0007)' and 'Testing, iPeer Instructor 0017 (ipinst0017)', with a class size of 10 students and 4 groups. The 'Evaluation Events' section is expanded, showing three options: 'Add Event' (highlighted with a red box), 'List Evaluation Events / Results', and 'Export Evaluation Results'. The 'Students' and 'Groups' sections are also visible, each with their respective management options.



The screenshot shows the 'Add Evaluation Event' form in the iPeer 2.2 interface. The form is titled 'DEMO 001 > Events' and 'Add Evaluation Event'. It contains the following sections:



- Event Title:** A text input field.
- Description:** A rich text editor with a toolbar (Font, Size, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Source) and an 'Add Attachment' button.
- Evaluation Format:** A dropdown menu set to 'Point Distribution' with a 'Preview this item' link.
- Allow Self-Evaluation:** Radio buttons for 'Enable' and 'Disable' (selected). Help text: 'You may enable/disable the student to evaluate his/her own performance using this option.'
- Mandatory Student Comments:** Radio buttons for 'Yes' and 'No' (selected). Help text: 'This feature does not apply to Rating Scale and Free-text.'
- Allow Instructor Comments:** Radio buttons for 'Yes' and 'No' (selected). Help text: 'Set to Yes will allow the instructor to input an overall comment for each student after reviewing other students' rating/comments on him/her.'
- Event Release:** A date field with a calendar icon. Help text: 'The event will show up on the student interface starting from'.

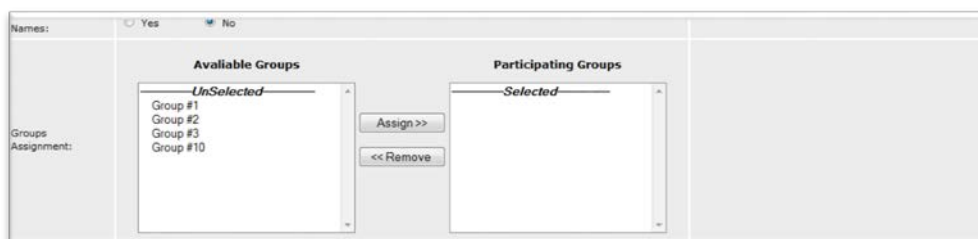
2. Type in the **Event Title**.
3. Type in the **Description**. This description will be visible to the student. It can serve as your instruction to the students of how to perform the evaluation.
4. Click **Add Attachment** to attach file as supporting information for the description.
5. In **Evaluation Format**, first specify the type of evaluation at the upper drop-down menu. Then specify the evaluation item you created for this event at the lower drop-down menu.
6. Select **Enable** in the item **Allow Self-Evaluation** if you want students to be able to evaluate their own performance in this event. The default value is **Disable**.
7. Select **Yes** in the item **Mandatory Student Comments** if students must give comment to each of their group members. The default value is **No** which means comments is optional.
8. Select **Yes** in the item **Allow Instructor Comments** if you allow instructor to give an overall comment to each of the students.

The screenshot shows the 'Event Release From' and 'Due Date for Submission' sections of the form. It includes the following fields and options:

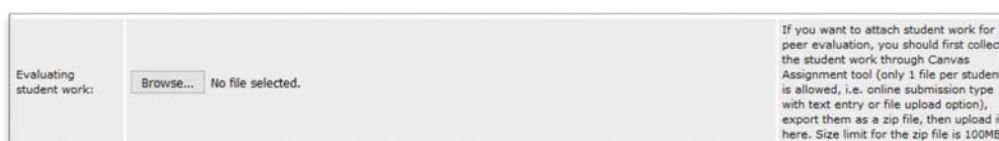
- Event Release From:** A date field with a calendar icon. Help text: 'The event will show up on the student interface starting from this date.'
- Due Date for Submission:** A date field with a calendar icon. A checkbox 'Allow submissions after the due date' is present.
- Grade/Comment Release Date:** A date field with a calendar icon. Help text: 'Grade and Comment will be released to students automatically on this date.'
- Event Show Till:** A date field with a calendar icon. Help text: 'The event will not show up on the student interface after this date.'
- Send Email Notification to Students:** Checkboxes for 'when the evaluation event is available', '3 days before due date', and 'when grades and comments are automatically released'.
- Show Evaluators' Names:** Radio buttons for 'Yes' and 'No' (selected).
- Available Groups:** A dropdown menu with 'UnSelected' and 'Group #1'.
- Participating Groups:** A dropdown menu with 'Selected'.

9. Click the mini calendar icon  in **Event Release From**, to specify the start date to release the evaluation exercise to the students.
10. Click the mini calendar icon  in **Due Date for Submission**, to specify the end date to submit the evaluation exercise.

11. Check **Allow submissions after the due date** if late submission is allowed.
12. Click the mini calendar icon  in **Grade/Comment Release Date** to specify the release date for grades and comments to students. The system will then release the results automatically to the students as specified. Do not specify any dates if you do not want the system to release the results automatically to the students.
13. Click the mini calendar icon  in **Event Show Till**, to specify the date to remove the event from student interface. The event will not show up on the student interface after the date specified.
14. 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 before the **Due Date for Submission** as specified in the drop-down menu.
  - **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.
15. To show the name of each group member name next to their corresponding comment select **Yes** in the item **Show Evaluators' Names**. The default value is **No** which means comments will be seen in an anonymous mode.



16. Under **Groups Assignment**, specify the groups to participate in this evaluation event using the buttons **Assign>>** or **<<Remove**.
17. Individual student work can be display in the evaluation event. Details instructions can be found in 4.2 Importing student work from Canvas.



18. Click **Save** when the event is set and you will see a screen similar to the one below.

Testing, iPeer Instructor 0007 (ipinst0007) Logout

ipeer 2.2

Home Courses Students Evaluation Tools

Events Add 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

Total Results: 1

Notes:

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...

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## To view evaluation events in a course

1. After entering the **Course Home** page, click on the **List Evaluation Events / Results** and you will see a screen similar to the one below.

Testing, iPeer Instructor 0007 (ipinst0007) Logout Help

ipeer 2.2

Home Courses Students Evaluation Tools

Events Add 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	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

Notes:

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...

Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman

## To edit an evaluation event

1. After entering the **Course Home** page, click on the **List Evaluation Events / Results**.
2. Right click on an evaluation event, then click **Edit Event**.

The screenshot shows the iPeer 2.2 interface. At the top, there's a navigation bar with 'Home', 'Courses', 'Students', and 'Evaluation Tools'. Below that, the 'Events' section is visible. It includes filters for 'Show', 'Event Types, and', 'Self Eval, and', and 'Comments for Course: IPTEST0007'. A search bar is also present. The main part of the page is a table with the following data:

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

Below the table, it says 'Total Results: 3'. There are also 'Notes' and a footer: 'Powered by iPeer and TeamMaker - Created by UBC and Rose-Hulman'.

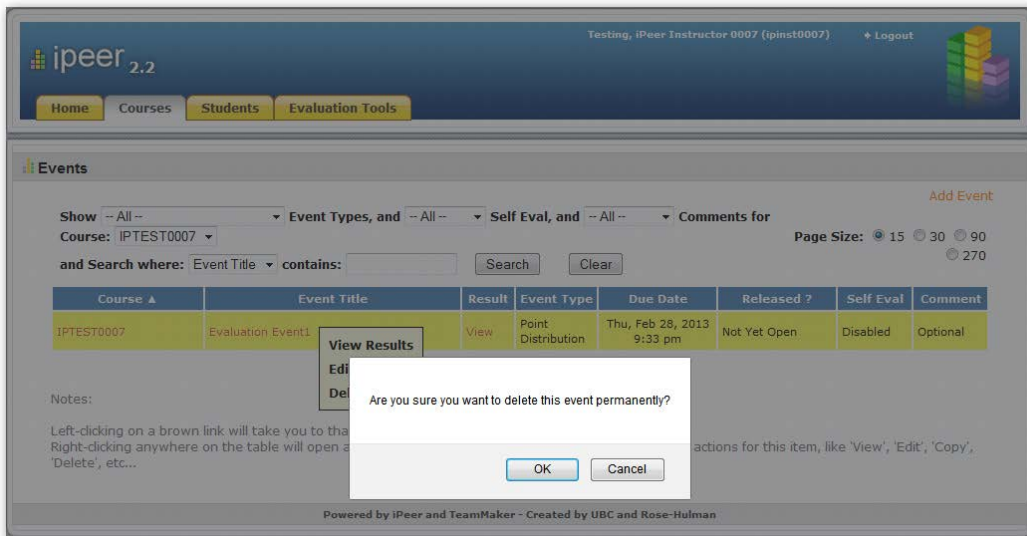
3. Edit the setting on the page.
4. Click **Save** when the editing is finished.

## To delete an evaluation event

1. After entering the **Course Home** page, click on the **List Evaluation Events / Results**.
2. Right click on an evaluation event.

This screenshot is identical to the one above, showing the iPeer 2.2 interface with the 'Events' table. In this instance, the right-click context menu is open over the 'demo1' event, and the 'Delete Event' option is highlighted in red.

- Click **Delete Event** and you will see a pop-up message similar to the one below.



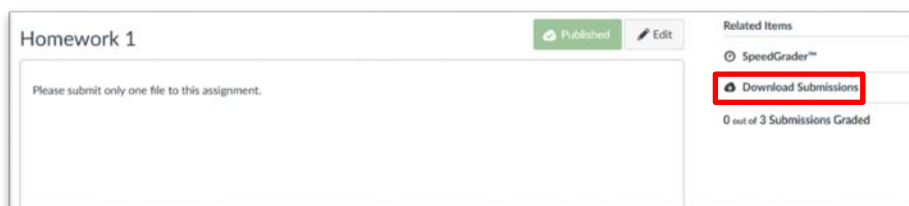
- Click **OK** to confirm the deletion of the event.

## 4.2. Importing student work from Canvas

You can use iPeer as a tool for peer review of assignments. Student can rate or comment on the assignment of their groupmate. In order to do it, you need to first connect student assignment in Canvas. Then, import the assignment into an iPeer evaluation event.

### To collect student assignment in Canvas for iPeer

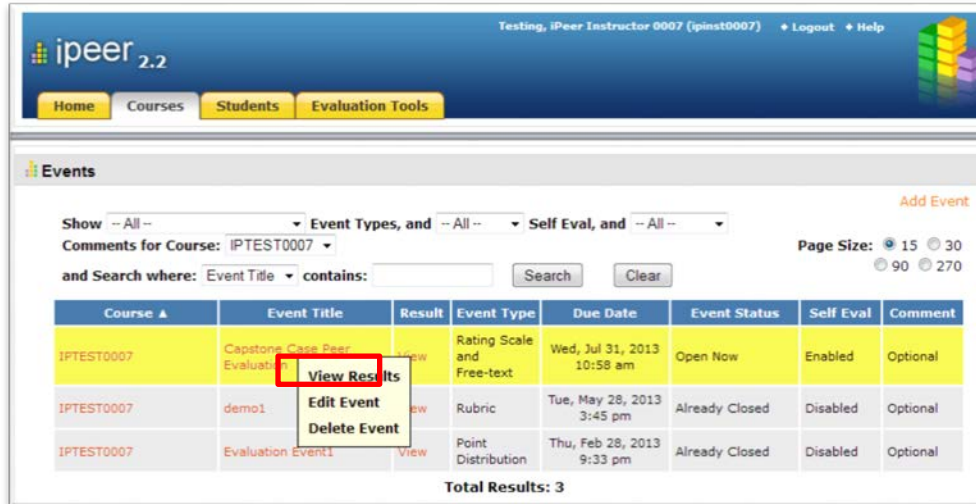
- In the course site of Canvas, create a new assignment. You can refer to Canvas help "[3.7 How do I create an online assignment to students?](#)"
- Only one file is allowed to attached with each individual student. In the assignment setting, select **Text Entry** or **File Uploads** for Submission Type. The other settings are not critical for iPeer. You can set it depends on your needs.
- After all the student submitted their assignment, at the Assignment landing page, click **Download Submissions** on the side pane.



- The submissions will be zipped and prompt for download. Select **Save File** and and click **OK**. Browse for a location in your computer to save the file.

## To import the student assignment into iPeer

1. After entering the **Course Home** page, click on the **List Evaluation Events / Results**.
2. Right click on an evaluation event, then click **Edit Event**.



Testing, iPeer Instructor 0007 (jinst0007) + Logout + Help

Home Courses **Students** Evaluation Tools

Events

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	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

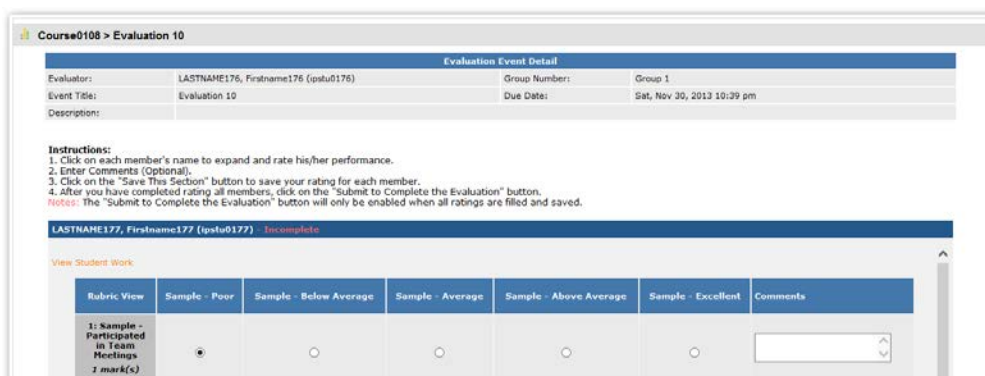
3. Click **Browse** in the **Evaluation student work section** of the edit screen and pick the zip file downloaded from Canvas.



Evaluating student work: **Browse...** No file selected.

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

4. Click **Save** to upload the student work.
5. After the upload, there will be a link under the student name. Students can click to view their groupmate's work and evaluating it.



Course0108 > Evaluation 10

Evaluation Event Detail

Evaluator:	LASTNAME176, Firstname176 (psu0176)	Group Number:	Group 1
Event Title:	Evaluation 10	Due Date:	Sat, Nov 30, 2013 10:39 pm
Description:			

**Instructions:**

1. Click on each member's name to expand and rate his/her performance.
2. Enter Comments (Optional).
3. Click on the "Save This Section" button to save your rating for each member.
4. After you have completed rating all members, click on the "Submit to Complete the Evaluation" button.

**Notes:** The "Submit to Complete the Evaluation" button will only be enabled when all ratings are filled and saved.

LASTNAME177, Firstname177 (psu0177) *Incomplete*

View Student Work

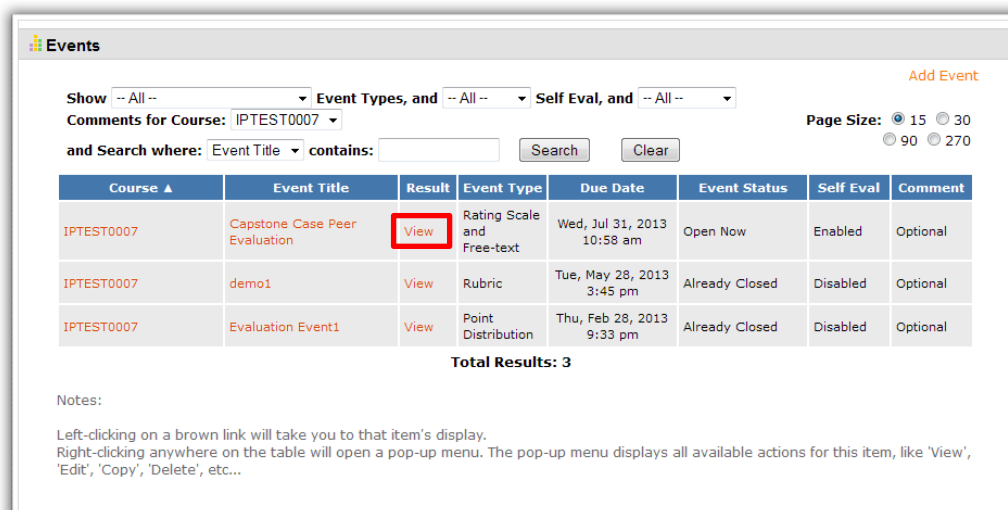
Rubric View	Sample - Poor	Sample - Below Average	Sample - Average	Sample - Above Average	Sample - Excellent	Comments
1: Sample - Participated in Team Meetings 1 mark(s)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

## 5. Viewing results

### 5.1. Viewing the evaluation results online

#### To view results of an evaluation event

1. After entering the **Course Home** page, click on the **List Evaluation Events / Results**.
2. Click **View** under the **Result** column.



**Events**

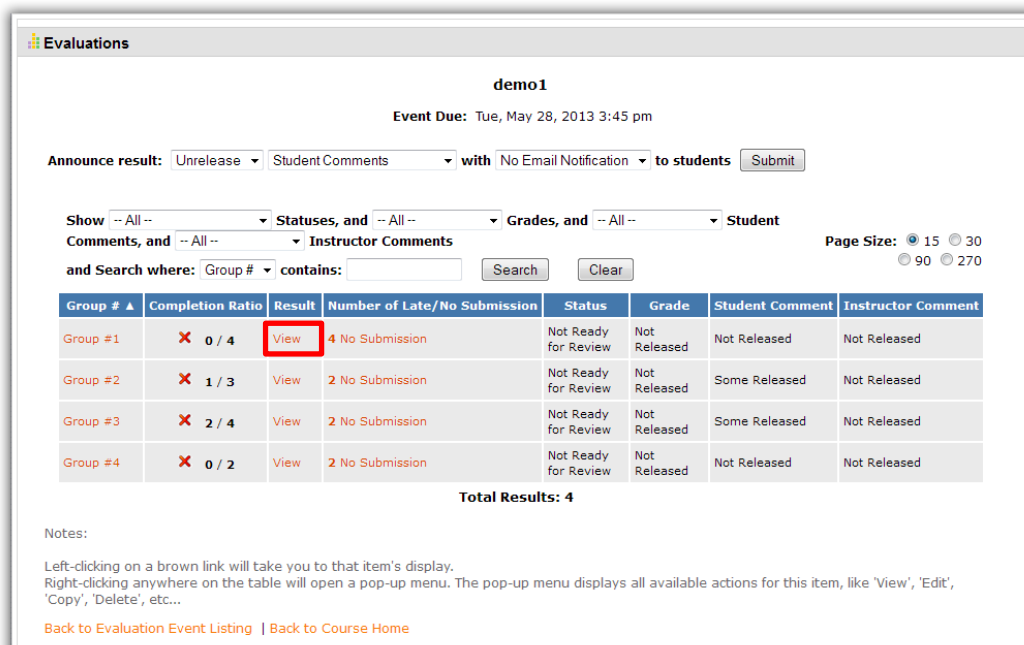
Show -- All -- Event Types, and -- All -- Self Eval, and -- All --  
 Comments for Course: IPTEST0007 Page Size: 15 30 90 270  
 and Search where: Event Title contains: Search Clear

Course ▲	Event Title	Result	Event Type	Due Date	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**

Notes:  
 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. You will see a complete list of the groups participated in this event. To view the result of a 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**

Notes:  
 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...

[Back to Evaluation Event Listing](#) | [Back to Course Home](#)



4. You will see a pop-up screen similar to the one below. You can view the grades and comments in it. The interface will be different for different types of evaluations.



**IPTEST0001 > 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"/>

5. For **Rubrics** and **Rating Scale**, on the lower part of the screen, you can click the summary **Detail** to show the details of each the student comments. Click on the student name to switch among each 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	<b>Points:</b> ●●○ <b>Grade:</b> 0.67 / 1 <b>Comment:</b> test1 <b>General Comment:</b>	<b>Points:</b> ●○○ <b>Grade:</b> 0.33 / 1 <b>Comment:</b> test2 <b>General Comment:</b>	<b>Points:</b> ●●● <b>Grade:</b> 1.00 / 1 <b>Comment:</b> test3 <b>General Comment:</b>
TESTING, iPeer Student 0008 ipstu0008 20120008	<b>Points:</b> ●●● <b>Grade:</b> 1.00 / 1 <b>Comment:</b> <b>General Comment:</b>	<b>Points:</b> ●○○ <b>Grade:</b> 0.33 / 1 <b>Comment:</b> <b>General Comment:</b>	<b>Points:</b> ●●● <b>Grade:</b> 1.00 / 1 <b>Comment:</b> <b>General Comment:</b>

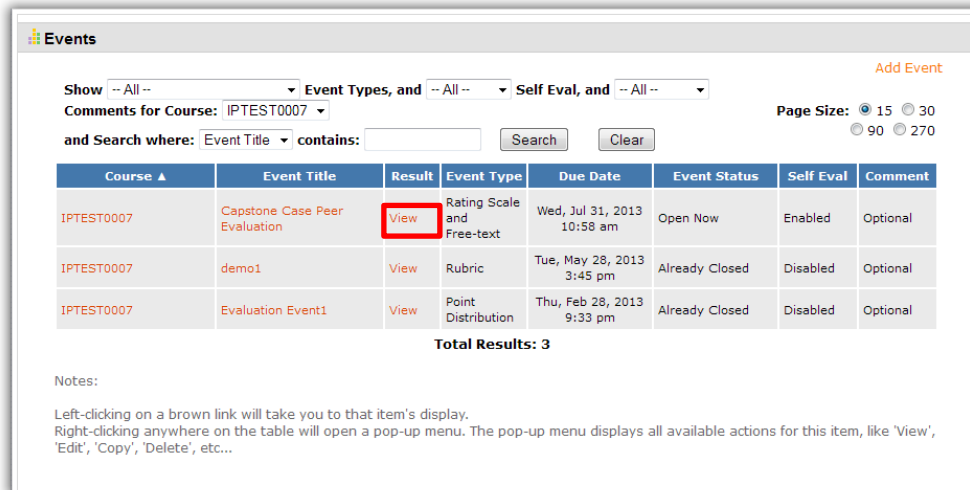
---

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

## 5.2. Leave comments to students as an instructor

### To give an overall comment to student

1. After entering the **Course Home** page, click on the **List Evaluation Events / Results**.
2. Then click **View** under the **Result** column for the evaluation even you want to comment on.



**Events** Add 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

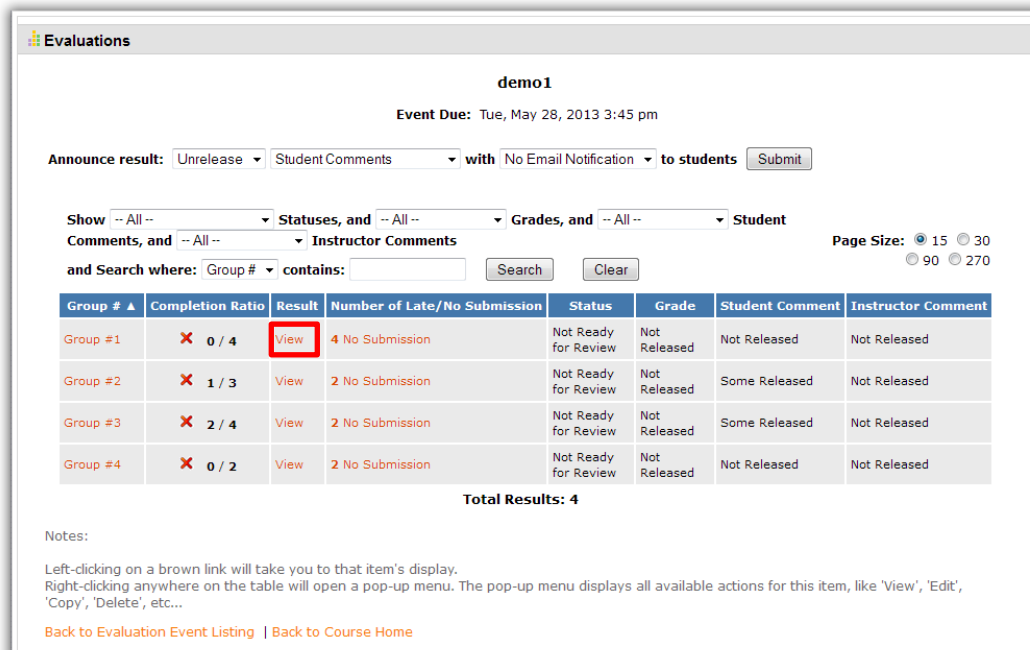
Course ▲	Event Title	Result	Event Type	Due Date	Event Status	Self Eval	Comment
IPTEST0007	Capstone Case Peer Evaluation	<a href="#">View</a>	Rating Scale and Free-text	Wed, Jul 31, 2013 10:58 am	Open Now	Enabled	Optional
IPTEST0007	demo1	<a href="#">View</a>	Rubric	Tue, May 28, 2013 3:45 pm	Already Closed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

Notes:

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. You will see a complete list of groups participated in this event. To view the result of a group, click **View** under the **Result** column of the group you are interested in.



**Evaluations**

**demo1**

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

Announce result:  Student Comments  to students

Show --All-- Statures, 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**

Notes:

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...

[Back to Evaluation Event Listing](#) | [Back to Course Home](#)

4. You will see a pop-up screen showing the grades and comments of the student(s). The interface will be different for different types of evaluations. However, there is an **Instructor Comments** row for each student.

5. Type in your overall comments to student(s) in the textbox.  
6. Click **Save Instructor Comments** when you finish.



*Tips:*

- **Instructor comments** is only available when you enable it. The option is in the **create/edit evaluation event** page. You can refer to **Section 4.1**.
- The **instructor comments** will not release to student automatically after saving. You can refer to **Section 5.3** to release the instructor comments.

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

### To release all the grades and/or comments to students

1. After entering the **Course Home** page, click **List Evaluation Events / Results**.

The screenshot shows the iPeer 2.2 interface for the course IPIEST1148. The top navigation bar includes 'Home', 'Courses', 'Students', and 'Evaluation Tools'. The course details section shows the instructor as TESTING, iPeer Instructor 0289 (ipinst0289) and a class size of 1 student. The 'Evaluation Events' section is expanded, showing options like 'Add Event', 'List Evaluation Events / Results' (highlighted with a red box), 'Export Evaluation Results', and 'Export Raw Data of Student Submissions'. The 'Students' section includes 'Enroll Students' and 'List Students', and the 'Groups' section includes 'Add Groups', 'List Groups', and 'Export Group List'.

- Then you will see a screen like the one below. Click **View** under the **Result** column.

**Events**

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	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**

Notes:  
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...

- You will see a complete list of the groups participated in this event. At the **Announce result** pull down menus, select **Release** and **All Comments and/or Grades**.

**Evaluations**

demo1

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

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

Show --All-- Student Comments  
Comments, and --All-- All Comments  
All Grades  
All Comments and Grades

and Search where: Group # contains: Search Clear

Page Size: 15 30 90 270

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**

Notes:  
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...

[Back to Evaluation Event Listing](#) | [Back to Course Home](#)

- Select **Email Notification** if you want to send email notifications to the students.
- Click **Submit** to release the comments and grades.
- Click **OK** to confirm.

ipeer 2.2

Testing: iPeer Instructor 0007 (ipinst0007) Logout Help

Home Courses Students Evaluation Tools

Evaluations

Are you sure you want to release the Grades/Comments to all the student groups who have assigned with this evaluation event?

Announce result: Release OK Cancel

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

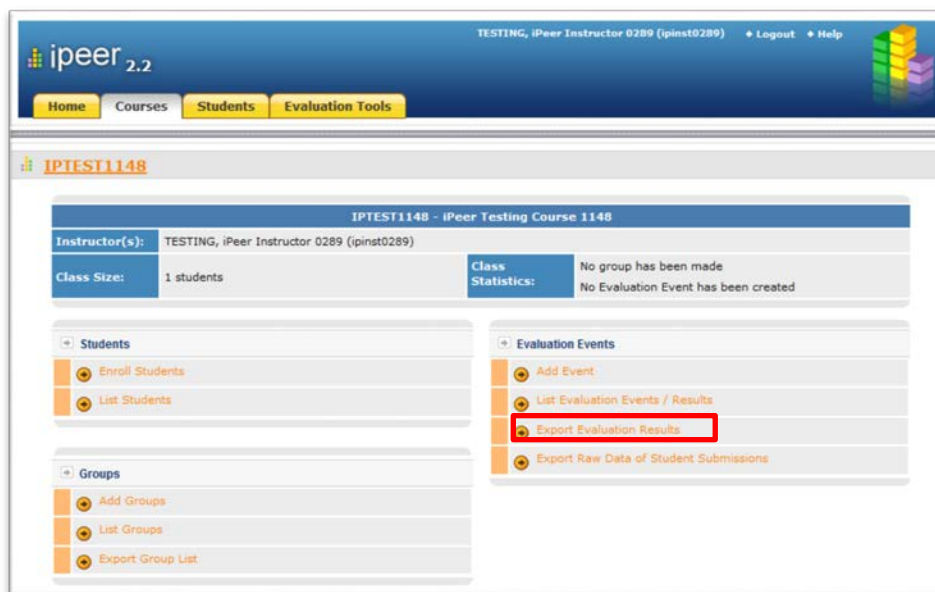
Group # ▲	Completion Ratio	Result	Number of Late/No Submission	Status	Grade	Student Comment	Instructor Comment
Group #1	✗ 0 / 4	<a href="#">View</a>	4 No Submission	Not Ready for Review	Not Released	Not Released	Not Released

## 5.4. Exporting evaluation results

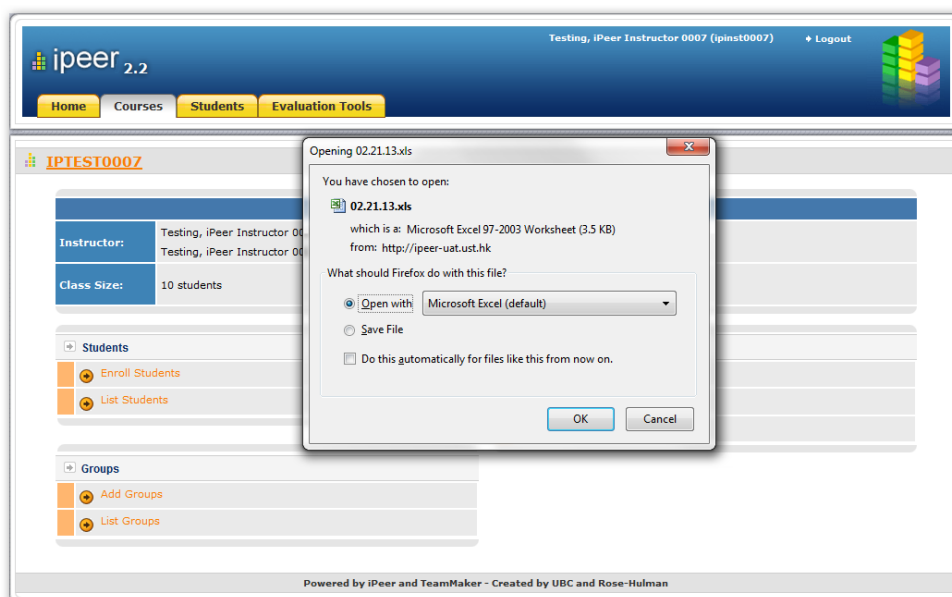
Exporting evaluation results allows you to view student results of the whole class in a Microsoft Excel file. You can also use this file for archive.

### To export the evaluation result

1. After entering the **Course Home** page, click on the **Export Evaluation Results**.



2. A screen similar to the one below will pop up. Save the file and open it in Microsoft Excel on your local computer. Please note that it may take some time for the system to generate this file.





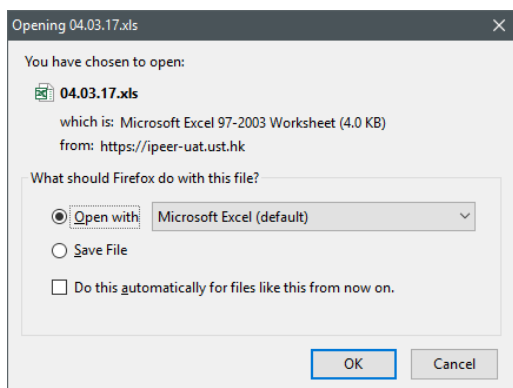
*Tips: Results for all the evaluation events in a course will be captured in the Microsoft Excel file. However, they will be captured in separated worksheets in this file.*

## To export the raw data of student submissions

1. After entering the **Course Home** page, click on the **Export Raw Data of Student Submissions**.

The screenshot shows the iPeer 2.2 interface for a course titled 'IPEST1148 - iPeer Testing Course 1148'. The instructor is 'TESTING, iPeer Instructor 0289 (ipinst0289)'. The class size is 1 student. The interface includes sections for 'Students' (Enroll Students, List Students), 'Groups' (Add Groups, List Groups, Export Group List), and 'Evaluation Events' (Add Event, List Evaluation Events / Results, Export Evaluation Results, Export Raw Data of Student Submissions). The 'Export Raw Data of Student Submissions' option is highlighted with a red box.

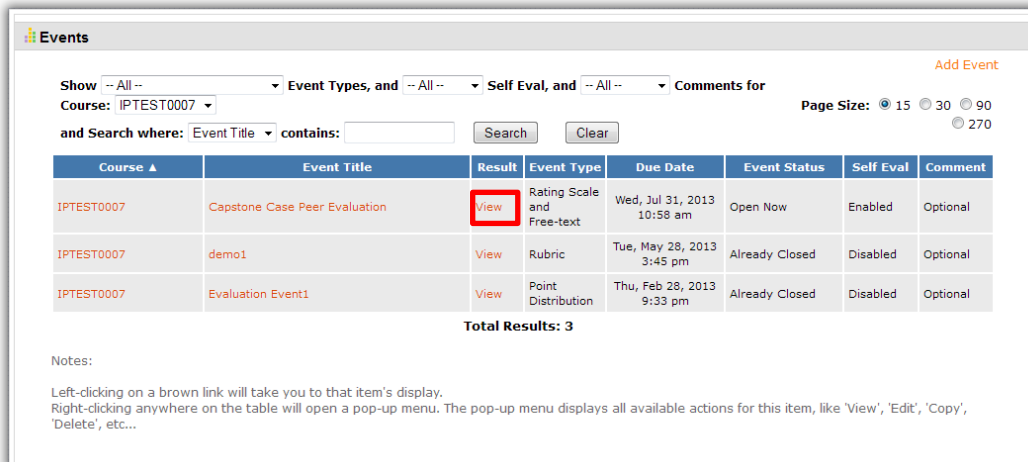
2. A screen similar to the one below will pop up. Save the file and open it in Microsoft Excel on your local computer. Please note that it may take some time for the system to generate this file.



## 5.5. Deleting student submission and allowing resubmission

### To delete student submission and allow resubmission

- After entering the **Course Home** page, click on the **List Evaluation Events / Results**. Then you will see a screen similar to the one below. Click **View** under the **Result** column.



**Events**

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

Course: IPTEST0007 Page Size: 15 30 90 270

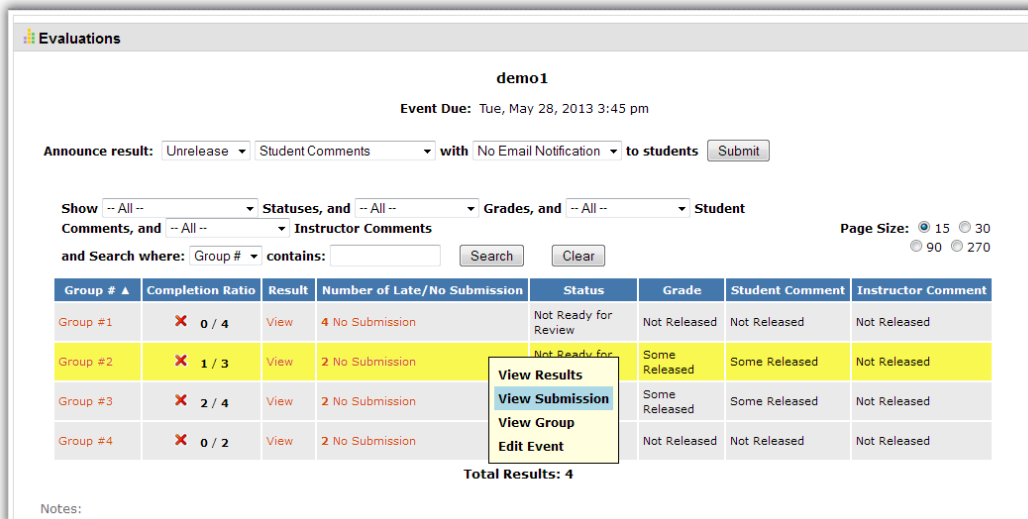
and Search where: Event Title contains: Search Clear

Course ▲	Event Title	Result	Event Type	Due Date	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**

Notes:  
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...

- You will see a complete list of the groups participated in this event.
- To delete the result of a student in a particular group, right click on that group and click **View Submission**.



**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	Some Released	Some Released	Not Released
Group #3	✘ 2 / 4	<a href="#">View</a>	2 No Submission	Some Released	Some Released	Some Released	Not Released
Group #4	✘ 0 / 2	<a href="#">View</a>	2 No Submission	Not Released	Not Released	Not Released	Not Released

**Total Results: 4**

Notes:

- Check the box under **Set to Resubmission** for the student(s) whose submissions should be removed.



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

6. Click on the **Set to Resubmission** button and you will see the pop-up message similar to the one below.

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

7. Click **OK** to confirm. This will delete the student's submission and allow that student to resubmit.

## 6. Enquires

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