iPeer
User Manual
for Instructors

Center for Education Innovation
教 育 創 新 中 心

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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.

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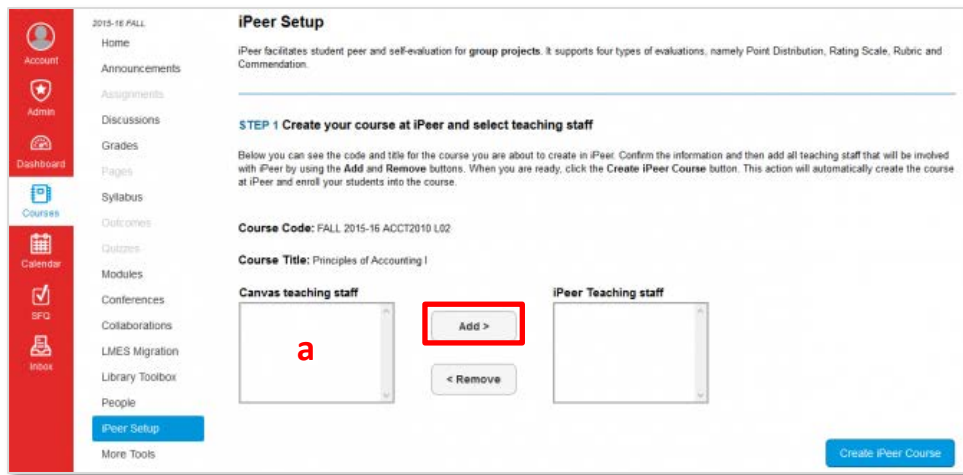
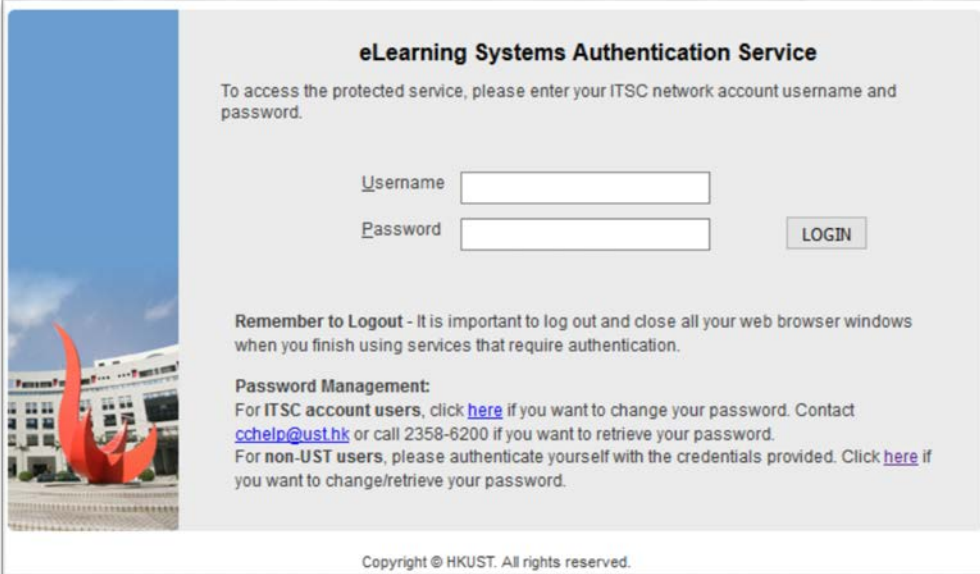3. Click **Create iPeer Course**. The course will be created immediately in iPeer.

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.
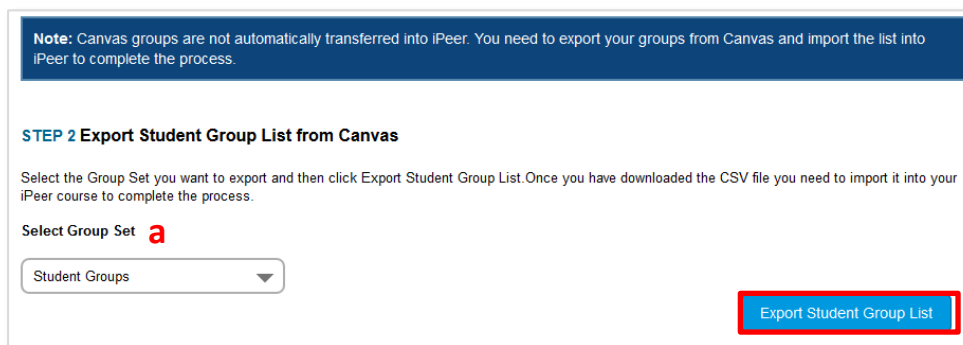
1.2. Logging into iPeer

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**.

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.

To access the Course Home page

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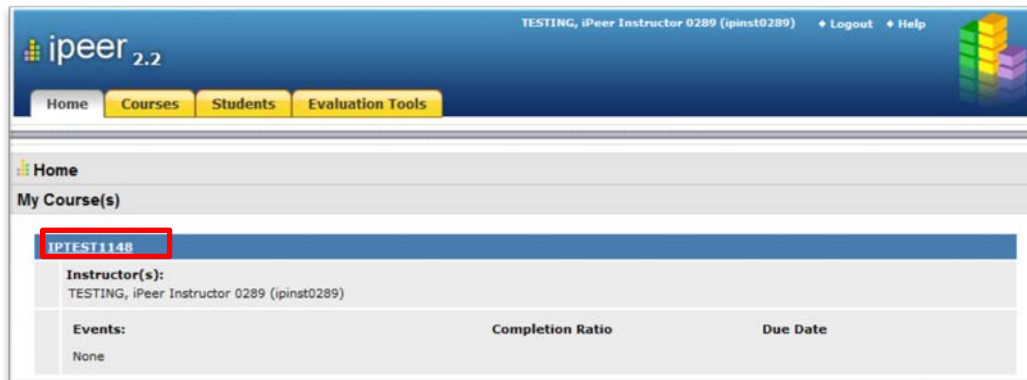

2. This is the screen of the course home page.
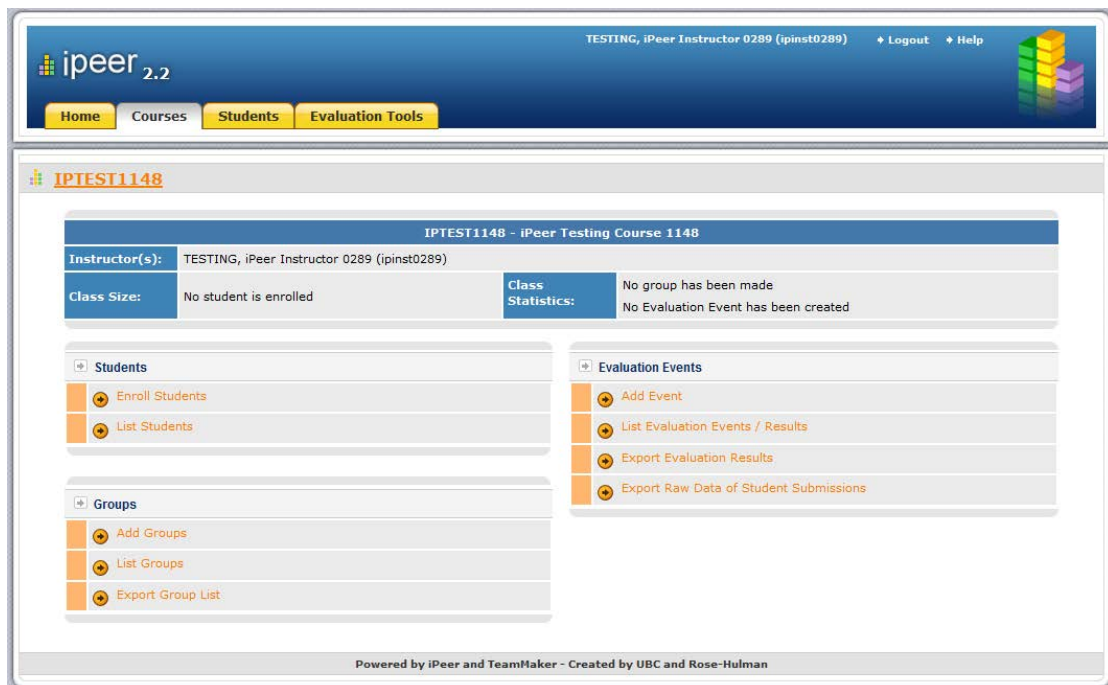
## 1.3. Sharing an iPeer course with other instructors

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.
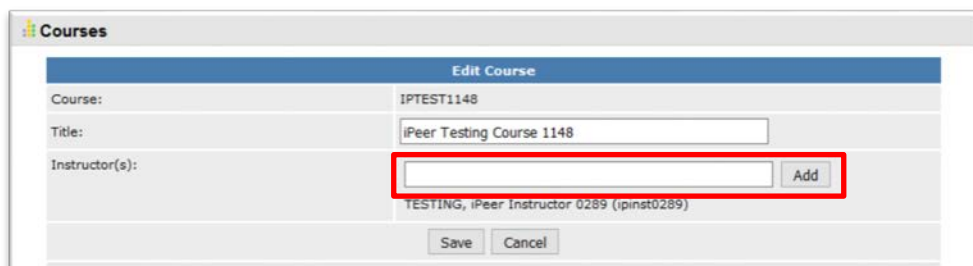
To share a course with another instructor

1. Click on the **Courses** Tab.
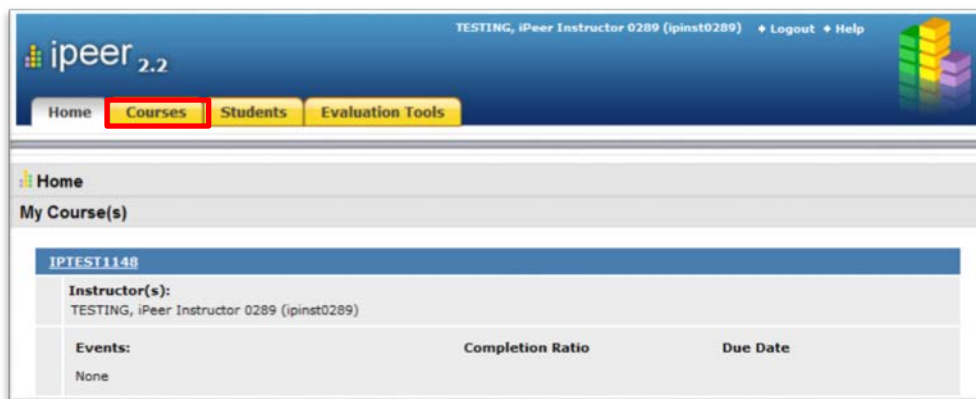
2. Right click on the **Course Title**, then select **Edit Course.**
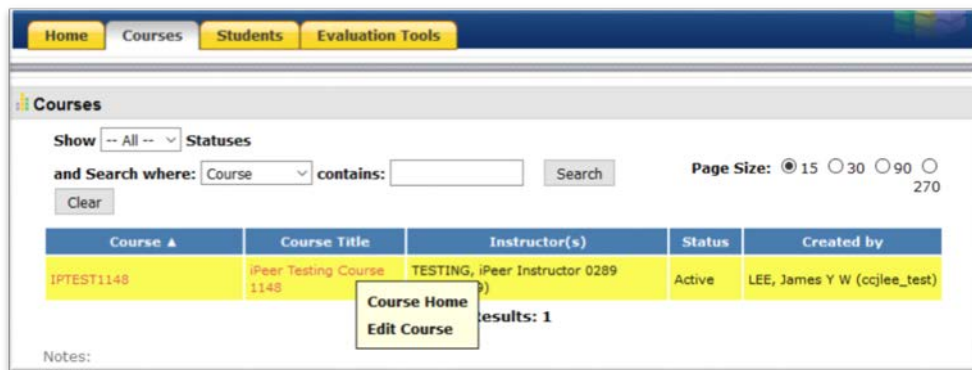
3. Type the ITSC username of an instructor (i.e. front part of the email) into the **Instructor(s)** textbox and click **Add**.

4. Click **Save** when finished.

To remove an instructor from a course

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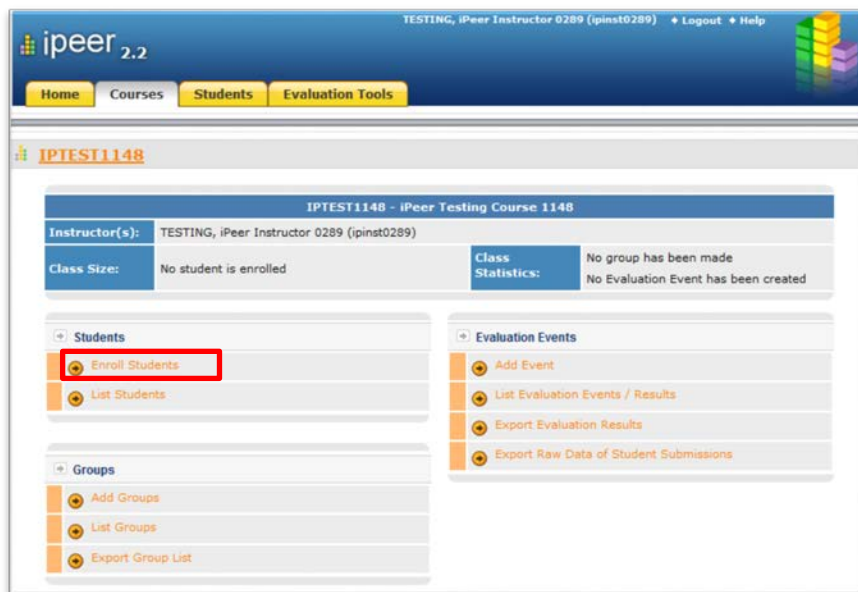

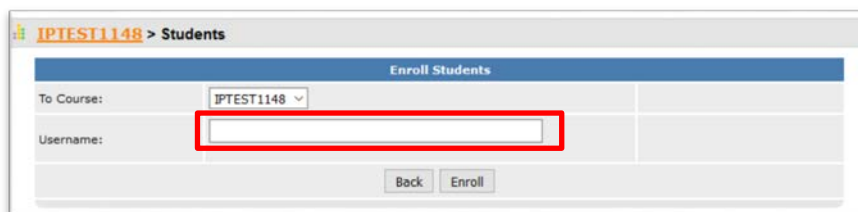2. Click **Save** when finished.

2. Managing students in a course

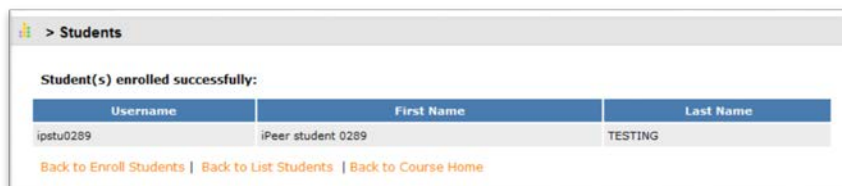## 2.1. Enrolling students to your course

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**.
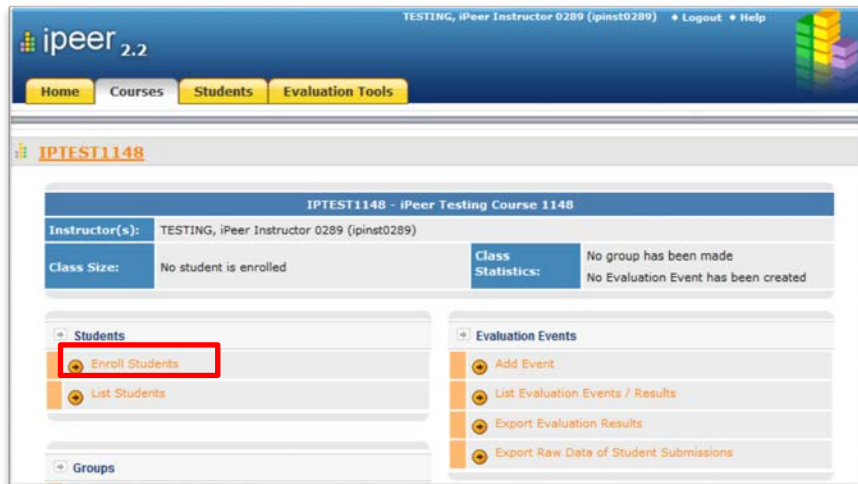

3. After clicking **Enroll,** you will see a screen similar to the one below.
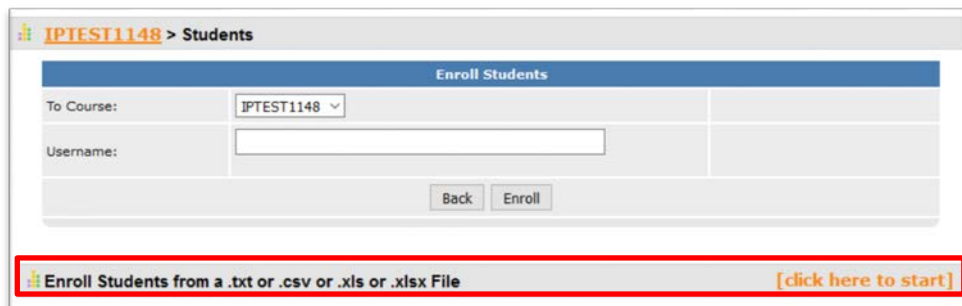
To enroll multiple students with a student list

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]** .

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.

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]**.

3. In the "**Enroll Students from Course Section**" section:

   a. Select the course in iPeer that you want to add the students to.

   It will display the current course by default.

   b. Select the **semester** of the CANVAS course from the pull down menu.

   c. Select the **course code** of the CANVAS course from the pull down menu.

   d. Select the **course section(s)**. You can select multiple sections by holding the CTRL key on the keyboard.

   e. 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.*

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

To view the list of enrolled students

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

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

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.

3. Click **Un-enroll Student** and you will see a pop-up message similar to the one below.

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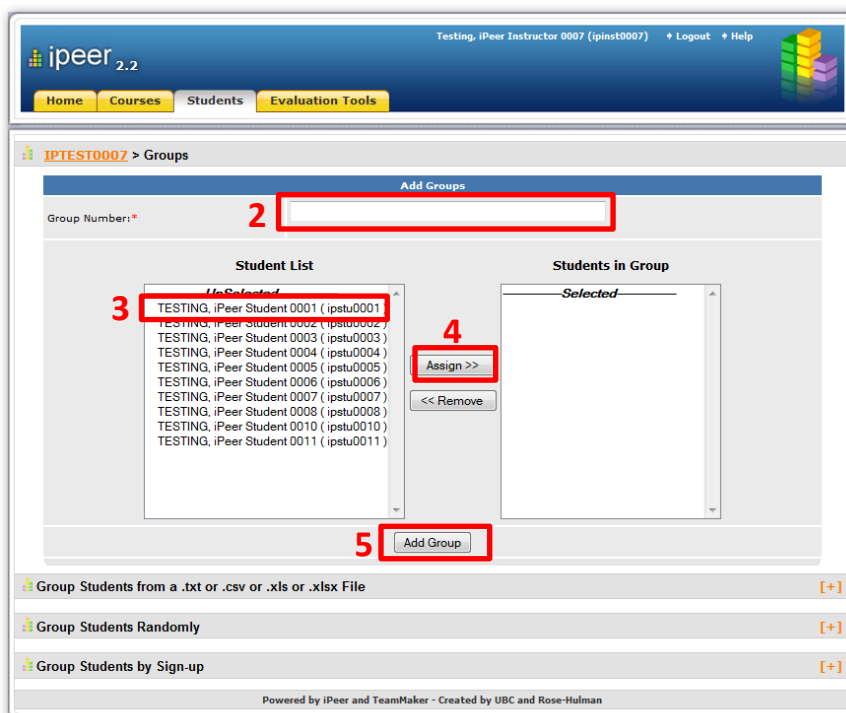
2.2. Forming student groups

To add a student group

1. After entering the **Course Home** page, click **Add Groups**.
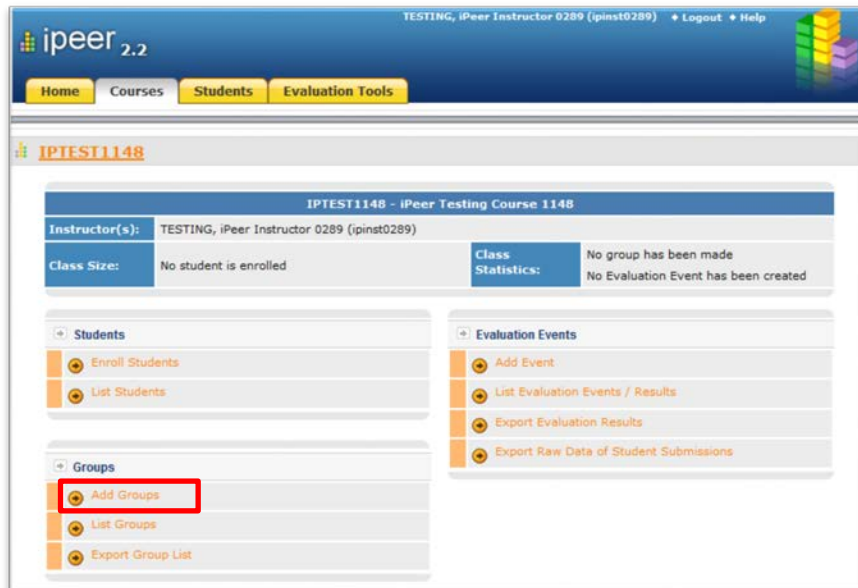
2. Name the group with a number and type the group number in the **Group Number** box. Only integer number is supported. Alphabetic names are not supported. Fields with red asterisk * are mandatory.

3. 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.

4. Click **Assign >>** to add the selected student(s) to the group.

5. Click **Add Group** when the grouping is finished and you will see a screen similar to the one below.

To add multiple student groups from a student list

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

2. Click the [+] icon at the **Group Students from a .txt or .csv or .xls or .xlsx File** section.

3. In the Group Students from a file section:

   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.

Tips: The system is flexible and it allows a student to be a member of multiple groups. So pay attention to duplicated 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**.*
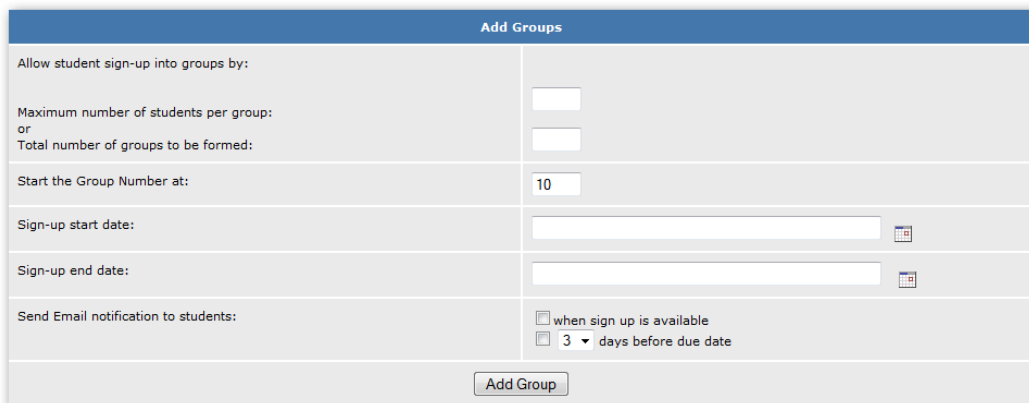
To add multiple groups with randomly assigned students

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:

Add Groups	
Allow student sign-up into groups by:	
Maximum number of students per group: or Total number of groups to be formed:	
Start the Group Number at:	10
Sign-up start date:	
Sign-up end date:	
Send Email notification to students:	☐ when sign up is available ☐ 3 ▾ days before due date
	Add Group

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.

9. 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

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

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

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

4. 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.

5. If you want to send email notifications to students, check the item **Email to notify the students the group they belong to**.

6. 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**.

2. The lists of groups will be displayed.

To edit a group

1. After entering the **Course Home** page, click **List Groups**.
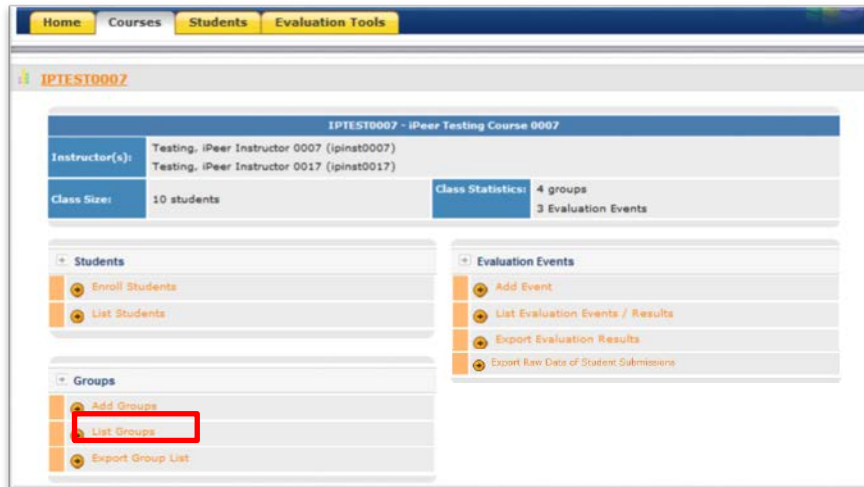
2. Right click on a group and click **Edit Group**.
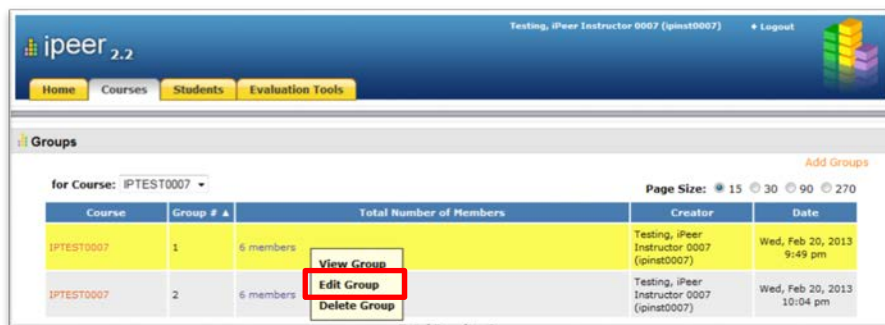
3. Select student(s) from **Student List** and click **Assign>>** to add them into the group; or select student(s) from **Student in Group** and click **<<Remove** to remove them from the group.
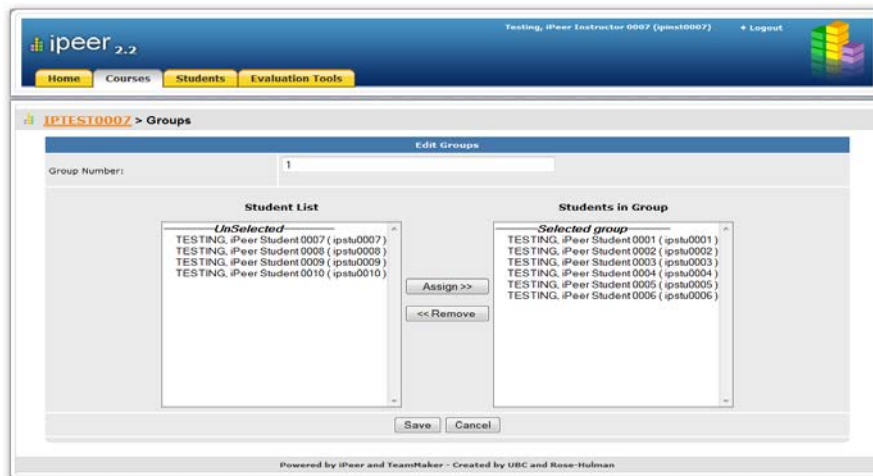
4. Click **Save** when the editing is finished.

To delete a group

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

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

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

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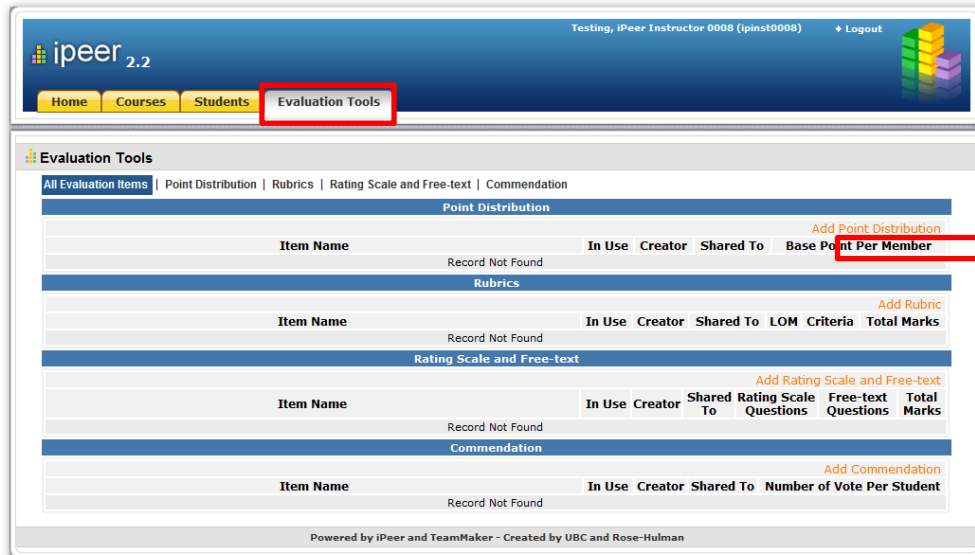
2. Type in the **Evaluation Name**.

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.

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.

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

3. Specify the **Level of Mastery** you want the Rubric to have.

4. Specify the **Number of Criteria** you want the Rubric to have.

5. If you want to share this evaluation with other instructors, you can type in their ITSC username in the **Share To** textbox.

6. Check the item **Zero Mark** if you do not want to give any points to students who achieve the lowest level of mastery.

7. Click **Next** when setup is finished and you will see the Rubric Preview section similar to the one below appended to the screen.

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.

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

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.

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.

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. 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**.

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.

9. Click the mini calendar icon [icon] in **Event Release From**, to specify the start date to release the evaluation exercise to the students.

10. Click the mini calendar icon [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.
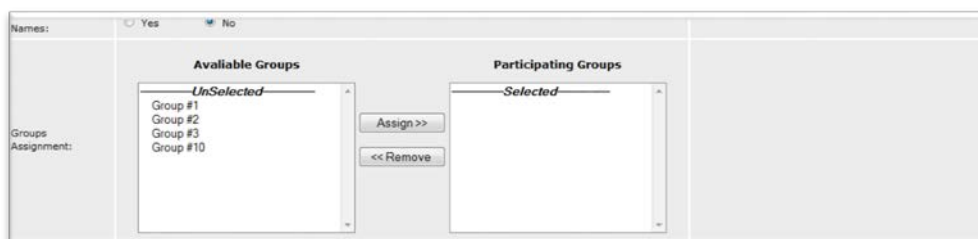
16. Under **Groups Assignment**, specify the groups to participate in this evaluation event using the buttons **Assign>>** or **<<Remove**.

17. Individual student work can be display in the evaluation event. Details instructions can be found in 4.2 Importing student work from Canvas.
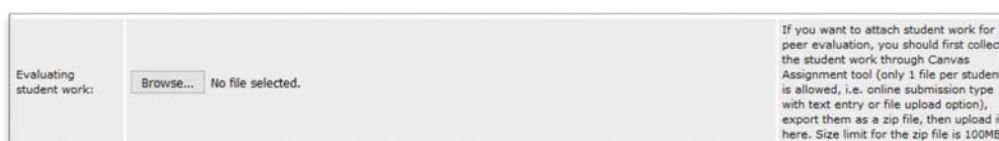
18. Click **Save** when the event is set and you will see a screen similar to the one below.

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.

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**.

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.

3. Click **Delete Event** and you will see a pop-up message similar to the one below.
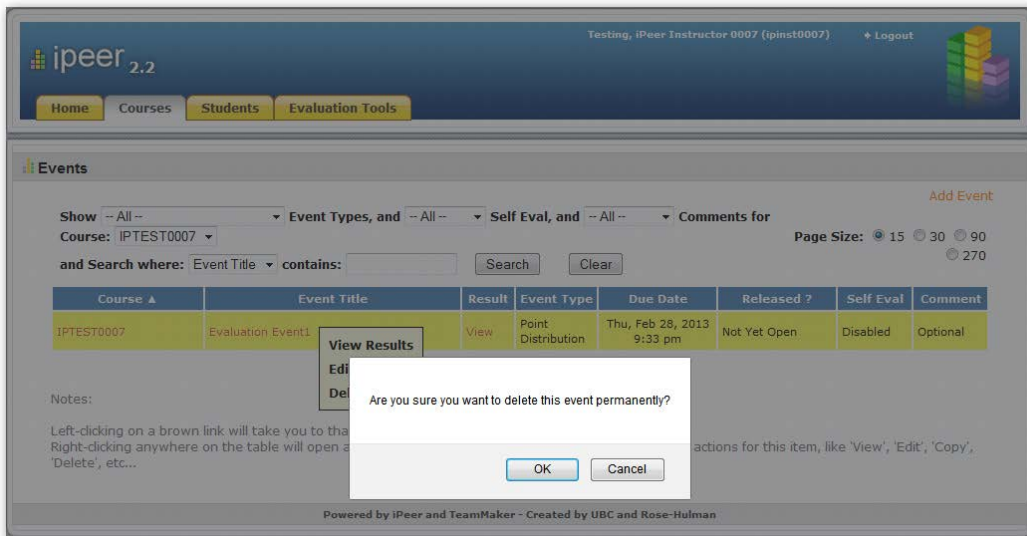
4. Click **OK** to confirm the deletion of the event.

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
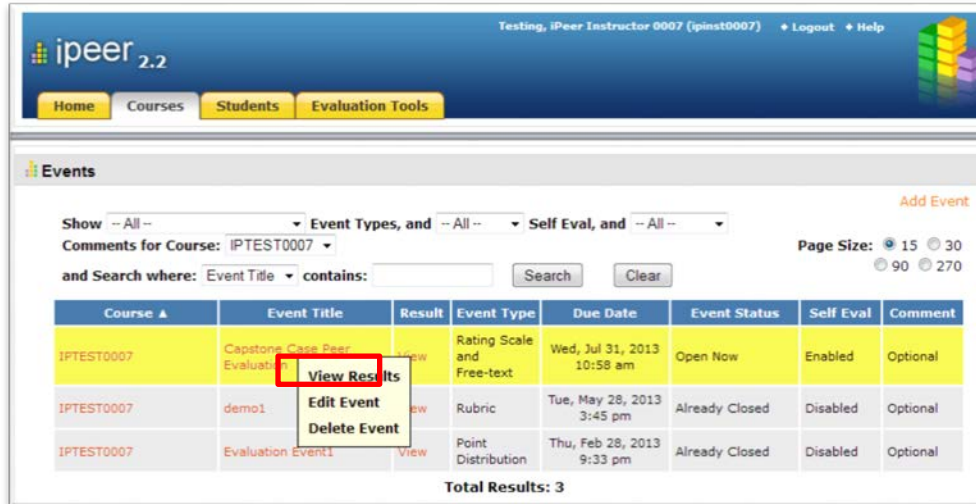
1. In the course site of Canvas, create a new assignment. You can refer to Canvas help "3.7 How do I create an online assignment to students?"

2. 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.

3. After all the student submitted their assignment, at the Assignment landing page, click **Download Submissions** on the side pane.
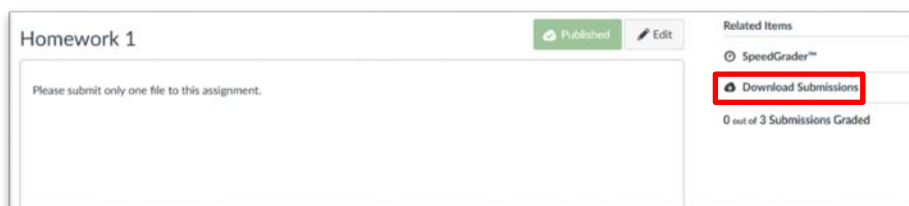
4. The submisisons will be zipped and prompt for download. Select **Save File** and and click **OK**. Browse for a location in your computer to save the file.

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**.

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

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.

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.

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.

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.

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.

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.

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.

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**.

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

3. 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**.

4. Select **Email Notification** if you want to send email notifications to the students.

5. Click **Submit** to release the comments and grades.

6. Click **OK** to confirm.

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**.
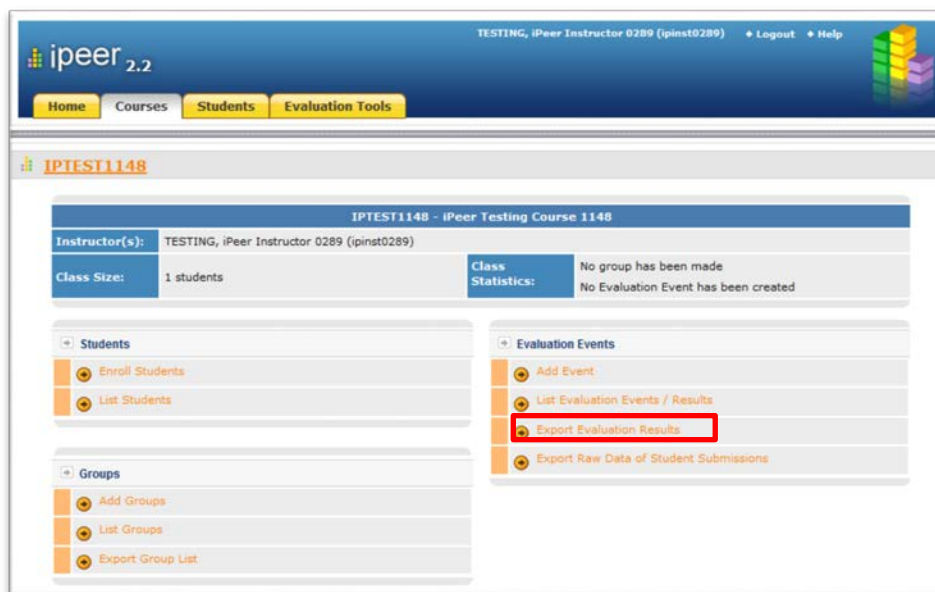
2. A screen similar to the one below will pop up. Save the file and open it in Microsoft Excel on your local computer. Please note that it may take some time for the system to generate this file.
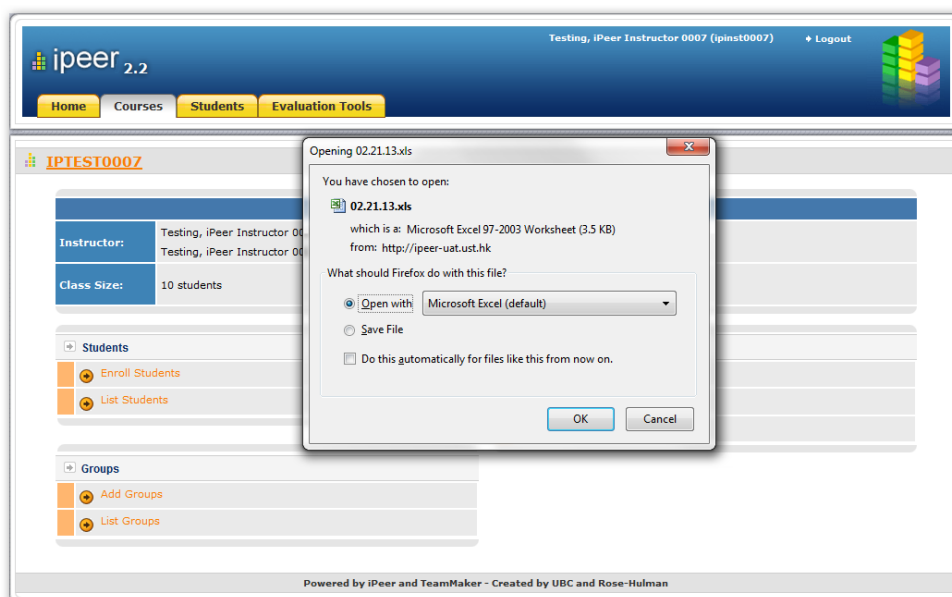
Tips: Results for all the evaluation events in a course will be captured in the Microsoft Excel file. However, they will be captured in separated worksheets in this file.

To export the raw data of student submissions

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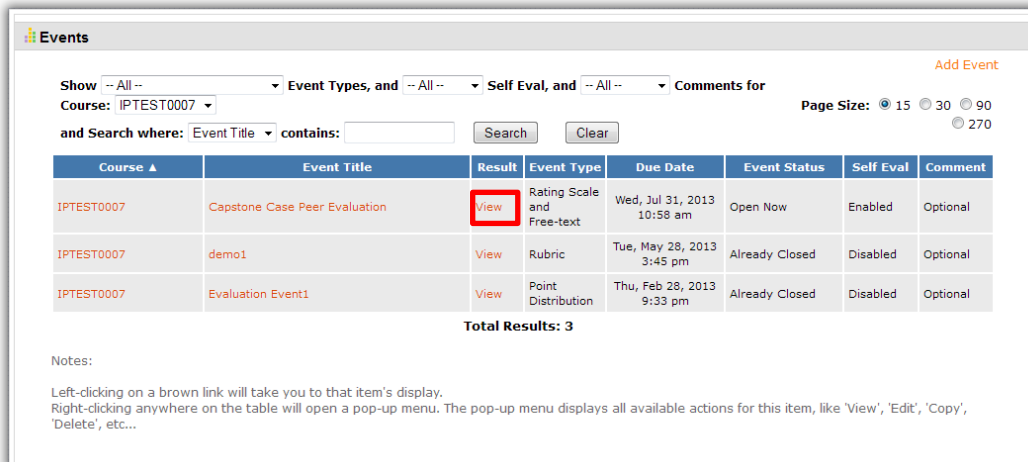

2. A screen similar to the one below will pop up. Save the file and open it in Microsoft Excel on your local computer. Please note that it may take some time for the system to generate this file.
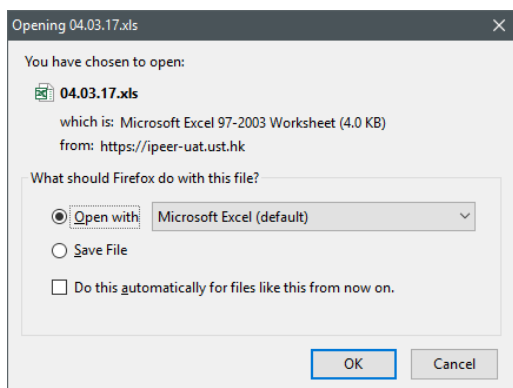
5.5. Deleting student submission and allowing resubmission

To delete student submission and allow resubmission

1. 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.

3. You will see a complete list of the groups participated in this event.

4. To delete the result of a student in a particular group, right click on that group and click **View Submission**.

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

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

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 or call our enquiry hotline at 2358-8036 during office hour.