

JMSB
TECH
NOTE



course
series

Peer Assessment Tool Getting Started

CIT POLICY ON TECHNICAL SUPPORT

This guide has been produced to help you understand the basics about the database, software or resource in question. **However, general technical support for these resources is NOT provided by CIT.** It is hoped that this guide will help you understand the program enough to allow you to diagnose and troubleshoot whatever difficulty you are having. If you encounter problems with your password, or if you receive an error message from the database, please email peerassessment@jmsb.concordia.ca

SUGGESTIONS, COMMENTS & REPORTING ERRORS

If you have any suggestions/comments regarding future TechNotes, or if you would like to report an error in this document, please feel free to contact us via email at the following address: technotes@jmsb.concordia.ca

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INTRODUCTION

This TechNote is intended as a guide of the Peer Assessment Tool, available online at: <http://peerassessment.concordia.ca/fmi/xsl/peerassessment/groupwork.xsl> . If you encounter problems with the website, you may contact the system administrator at: peerassessment@jmsb.concordia.ca. **Please make sure that you have read all instructions before sending an email to the above address.**

LOGGING IN

Introduction/FAQ/Resources/Login screens

When you arrive at the Peer Assessment webpage (see Figure 1 below), you will see four buttons at the top of the screen: 1) Introduction, 2) FAQ, 3) Login, and 4) Resources.

FIGURE 1

Peer Assessment

Concordia University
John Molson
School of Business

Introduction FAQ Login Resources

PEER ASSESSMENT - GROUP WORK

1. If you don't have a password, create password by [clicking here](#)

2. If you already have a password: Type in your Student ID and password together and then press enter:
(i.e. if your Student ID is 1234567 and your password is "jmsb" then you would enter 1234567jmsb)

3. Not sure if you have created a password or not, or forgotten your password, [click here](#)

1. Introduction: This screen gives you an overview of the Peer Assessment process, and what will be expected of you after logging in.
2. FAQ: The Frequently Asked Questions screen gives answers to common questions about the process.
3. Login: The login button returns to the screen shown in Figure 1 above.
4. Resources: A short handout, as well as this TechNote, are available in the Resources section.

Password

Before logging in, you will need to create a password. If this is the first time you have used the Peer Assessment tool, click on the link marked “A” in Figure 2 below (which illustrates the lower part of the login screen). If you aren’t sure if you have created a password, click on the link marked “B”.

FIGURE 2

PEER ASSESSMENT - GROUP WORK

1. If you don't have a password, create password by [clicking here](#) **A**
2. If you already have a password: Type in your Student ID and password together and then press enter: (i.e. if your Student ID is 1234567 and your password is "jmsb" then you would enter 1234567jmsb)
3. Not sure if you have created a password or not, or forgotten your password, [click here](#) **B**

Follow the instructions provided to generate a new password, or to receive your existing one. Note: when creating a password, please choose something other than your student ID number. Remember to write down your password and to keep it somewhere handy.

Please remember to keep a record of your password so that you can access it in the future. Your Peer Assessment password will remain the same throughout your student career.

Login

Once you have your password, enter both your ID number and your password together in the field provided on the Login screen. If your ID number is “5556789” and your password is “peter”, type in “5556789peter”. Click on the **Submit** button to proceed.

COURSE LISTING SCREEN

Screen Layout

After logging in, you will be presented with a list of all your courses that have incorporated the Peer Assessment tool. Figure 3 below is an example of two courses, “B Course” and “A Course”. For B Course, the blank space under the “Already rated” column header indicates that you have not yet evaluated your team members in this course. The “Starts” and “Ends” dates define the assessment period for each course; you must evaluate your team members in each course prior to the relevant End date.

FIGURE 3

The screenshot shows the 'Peer Assessment' interface for Concordia University's John Molson School of Business. It features a header with silhouettes of people and the title 'Peer Assessment'. Below the header, the text reads 'PEER ASSESSMENT - GROUP WORK'. A note explains that the assessment period starts on the 'Starts' date and ends on the 'Ends' date. Two courses are listed:

Course Link	Already rated	Starts	Ends	Check team members	Change project name
B Course Open for Evaluations Fall 2008		14 August, 2008	22 December, 2008	Check team members	Change project name (optional)
A Course open for feedback Summer 2008	yes	8 August, 2008	18 August, 2008	Check team members	Change project name (optional)

Below the table, there is a 'Back' button and a message: 'If you do not see any courses listed above - you have incorrectly entered your password - please go back and re-enter your password. If you continue to have problems, please contact the system administrator at: peerassessment@jmsb.concordia.ca Please ensure that you include your student id, first name last name, and course number in the email'.

At the bottom, it says: '© Concordia Montreal, 2008. All rights reserved. [John Molson School of Business](#)'.

The columns to the right contain links that allow you to verify the list of team members whom you will be evaluating, and to add a custom name for the group project (optional).

As mentioned above, the “Already rated” column indicates that you have not yet evaluated your peers in B Course. We will review this process first, and return to A Course later to illustrate the feedback process.

EVALUATING YOUR PEERS

Clicking on the **B Course** link in our example brings us to the first step of the assessment. An example of this screen is shown in Figure 4 below.

FIGURE 4

PEER ASSESSMENT - GROUP WORK **Name:** Jane Doe

Course No: B Course Open for Evaluations

1. Cooperation

- Actively participating in meetings
- Communicating within the group
- Cooperating within the group
- Assisting team members when needed
- Volunteering for tasks

You have 50 points to allocate to your team members for cooperation. If you leave any box blank the system will assume you meant to give zero points to your team member.

Team member	Points
Mary Waterhouse	<input style="width: 40px;" type="text" value="10"/>
John Longo	<input style="width: 40px;" type="text" value="20"/>
Stephane Brutus	<input style="width: 40px;" type="text" value="10"/>
Harrison Ford	<input style="width: 40px;" type="text" value="10"/>
Jon Riverbank	<input style="width: 40px;" type="text" value="0"/>
Total should equal:	50

completed:

4 Dimensions & Point System

You will be rating your team members on four dimensions of team work:

1. **Cooperation:** Actively participating in meetings, communicating within the group, cooperating within the group, assisting team members when needed, and volunteering for tasks.
2. **Conceptual Contributions:** Researching and gathering information, quality of individual contributions, suggesting ideas, tying ideas together, identifying difficulties, and identifying effective approaches.
3. **Practical Contributions:** Writing of the report(s), reviewing others' report(s) or section(s), providing constructive feedback on the report(s) or the presentation, contributing to the organization of the work, and contributing to the preparation of presentation(s) (if appropriate).

4. **Work Ethic:** Displaying a positive attitude, respecting team members, respecting commitments, respecting deadlines, respecting team members' ideas, arriving on time for group meetings, and attending scheduled meetings.

In the example shown in Figure 4 above, it is assumed that you were in a group of 6 (including yourself), and that you will be evaluating your 5 team members. For each dimension, you are allotted 10 points per team member, and are asked to distribute these points among them. The total points awarded should equal the total points allotted (50 in this case).

You are not limited to awarding any range of points to a team member. You can distribute the points in any manner, as long as they add up to the total number of points allotted.

Once you have awarded points to each team member, click on “Next” to advance to the next dimension.

Comments to Team Members

Once you have rated your team members by all four dimensions, you will be shown a summary of the point allocation (see Figure 5 below). If you would like to make changes to the allocation, you have the ability to modify the points directly from this screen without having to go back to each dimension screen. Simply replace the number of points in each box that you wish to change to the new number, ensuring that the new column totals each add up to the total number of points allotted.

Also, at the bottom of the screen, you are prompted to provide written **Feedback** to your team members. Address them in the second person, as if you were writing them a letter (for example: “you had some good ideas...” etc). Please remember to structure your feedback so that it is specific, constructive and respectful.

Comments to your team members will be given anonymously. Your professor will be able to see what comments you made, and to whom.

Please note that if you are in a group of 3 people or less, anonymity of your feedback between you and your team members cannot be guaranteed.

FIGURE 5

PEER ASSESSMENT - GROUP WORK

Name: Jane Doe
 Project Title: new project name 1
 Group ID: 1
 Course No: B Course Open for Evaluations

SUMMARY OF ALLOCATED POINTS:

Team Member	1. Cooperation	2. Conceptual Contributions	3. Practical Contributions	4. Work ethic
Mary Waterhouse	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="0"/>
John Longo	<input type="text" value="20"/>	<input type="text" value="5"/>	<input type="text" value="10"/>	<input type="text" value="0"/>
Stephane Brutus	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="5"/>
Harrison Ford	<input type="text" value="10"/>	<input type="text" value="20"/>	<input type="text" value="15"/>	<input type="text" value="20"/>
Jon Riverbank	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="4"/>	<input type="text" value="25"/>
Totals	50	50	50	50

5. Comments to your team members.

Please provide feedback to your team members. Remember that your feedback to them will be anonymous. Your feedback should be specific, constructive and respectful.

Team Member	Comments
Mary Waterhouse	<input type="text"/>

Comments to Professor/System Admin

The next page of the Assessment allows you to provide comments to your professor (regarding the group process) and to the system administrator (regarding the assessment process), should you so choose. Comments made to your professor will only be seen by him/her. Comments to the system administrator could be shared with your professor, if requested. Neither of these comments will be shared with your team members.

Research Questions

The last two screens of the Assessment require you to rate your satisfaction and appraise each team member. These questions are for research purposes only, and are never included in the feedback.

FEEDBACK

Once you have rated your team members in a course, a “yes” will appear under the “Already rated” column, as shown with A Course in Figure 6 below. After the Assessment deadline has passed for the course, the professor will have a chance to review the ratings and screen any inappropriate comments.

FIGURE 6

PEER ASSESSMENT - GROUP WORK

Note: The assessment period starts on the date labelled "**Starts**", and it concludes on the date labelled "**Ends**". Following the assessment period's conclusion, you will be able to click on the course link to access your peer assessment as created by your team members.

Course Name	Already rated:	Starts:	Ends:	Check team members	Change project name
B Course Open for Evaluations Fall 2008	no	14 August, 2008	22 December, 2008	Check team members	Change project name (optional)
A Course open for feedback Summer 2008	yes	8 August, 2008	18 August, 2008	Check team members	Change project name (optional)

If you do not see any courses listed above - you have incorrectly entered your password - please go back and re-enter your password. If you continue to have problems, please contact the system administrator at: peerassessment@jmsb.concordia.ca Please ensure that you include your student id, first name last name, and course number in the email

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Sometime after this date, the professor will release the team member assessments for feedback. You will receive an error message similar to that shown in Figure 7 below if your professor has not yet released the assessments for that course.

FIGURE 7

PEER ASSESSMENT - GROUP WORK

I'm sorry your professor has not yet released the assessments for this course. Please try again later.

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Quantitative Evaluation

The first element of feedback provided is the Quantitative Evaluation, which is a summary of the point allocation that you received from your team members. The points are broken down by dimension, and average values are provided. An example is shown in Figure 8 below.

FIGURE 8

Feedback Report for: Jane Doe	
Course: A Course open for feedback	
Project Title: sample project	
Quantitative Evaluation	
This section contains the summary of the ratings received from your team members.	
DIMENSIONS	YOUR EVALUATION
Cooperation	10
Conceptual Contributions	10
Practical Contributions	11.67
Work Ethic	10
Student Average Evaluation: 10.42	
Class Average on all dimensions is 10	

Qualitative Evaluation

The Qualitative Evaluation is a list of your team members' comments about you. As mentioned previously, no names are associated with the comments. These comments will hopefully give you a better understanding of the factors driving your Quantitative Evaluation.

Post-feedback Questionnaire

Lastly, at the bottom of the Feedback page, you are asked to complete a mandatory Post-feedback Questionnaire.

After you have answered the questions provided, click on **Submit Questionnaire** at the bottom of the screen. The questionnaire is the last step in the Assessment process, and after completing it you are free to close your browser window.