CENTER FOR
**TEACHING, LEARNING,
AND TECHNOLOGY**
Illinois State University

ReggieNet: Collaborative Assignments

Group Assignments

Group assignments allow all members of a group to edit the submission, and for the instructor to assign a single grade to all members. Individual grades can also be overridden by the instructor.

To create a group assignment:

Note: *You must create the groups in Site Info > Manage Groups before you can create a group assignment.*

1. Open the **Assignments** tool
2. Click on **Add** under Assignments in the tool bar to add a new assignment
3. Fill in all the required information for the assignment. The red asterisk (*) indicates information that is required.
4. Enter the instructions for the assignment in the text editor box under **Assignment Instructions**
5. Enter availability dates, and select grading and other options, as desired.
6. Choose **Group Submission** under **Additional Assignment Options -** the screen will jump back up to the **Access** section, and automatically selected the **Display only to selected groups**.

7. Select the appropriate groups for the assignment.

Note: Once an assignment has been set to be a group assignment, it cannot be changed back to an individual assignment. Also, the groups associated with the assignment will be locked, and no changes made to them.

Submissions

Students will be able to edit the submission for their group. They should use the **Save Draft** option until all members are ready for the assignment to be submitted. You may wish to allow student resubmission to forestall requests to do so manually if one student has submitted accidentally.

Grading

Group assignments are graded the same way as individual assignments. When you assign a grade, that grade is given to each student in the group. If you need to adjust an individual student's grade, click the checkbox for **Assign Grade Overrides**.

Grade: 23   (max 25.00)

☑ Assign Grade Overrides

zzDemo5 zzStudent5 (zzstu5)
Override grade with: 20   (max 25.00)

zzDemo6 zzStudent6 (zzstu6)
Override grade with: [   ]   (max 25.00)

zzDemo4 zzStudent4 (zzstu4)
Override grade with: [   ]   (max 25.00)

Adding a Peer Review Assignment

To create an assignment for peer review in ReggieNet:

1. Open the **Assignments** tool
2. Click on **Add** under Assignments in the tool bar to add a new assignment
3. Fill in all the required information for the assignment. The red asterisk (*) indicates information that is required.
    Note: *For peer reviewed assignments the **Grade Scale** must be set to **"Points"** and the maximum possible points for the assignment must be entered*
4. Enter the instructions for the assignment in the text editor box under **Assignment Instructions**
5. Enter availability dates, and select grading and other options, as desired.
6. Choose **Use peer assessment** under **Additional Assignment Options**-

Peer Assessment
☑ Use peer assessment
Peer assessment requires a points grading scale and do not allow group assignments.
Evaluation Period Finishes:
MAR ▼ 6 ▼ 2015 ▼ 🗓 at 11 ▼ 55 ▼ PM ▼
☑ Anonymous evaluation
☑ Allow students to see reviews of their submissions
1   Number of submissions students must review
Instructions for reviewers:

Please review one of your peers assignments. Make sure to provide constructive advice.

7. Choose the evaluation period for the assignment peer reviews.
   Note: *Keep in mind the **Accept Until** date of the assignment so as to allow for a review period that is appropriate. The peer review period does not begin until after the **Accept Until** time.   In addition the **Evaluation Period Finishes** date/time must be set at a minimum of ten minutes after the **Accept Until** time.*
8. **Anonymous evaluation and Allow students to see reviews of their submissions** are the default settings. Uncheck either of these items if necessary.
9. Enter the number of submissions for students to review
10. Enter the **Instructions for reviewers**

Submissions

- Students will complete and submit their own assignments using the methods indicated by the instructor in the **Assignments** tool
- ReggieNet will randomly assign student submissions for review by other students
  Note: *If there are an odd number of students in a course but an even number of peer reviews are required to complete the assignment, ReggieNet will randomly assign extra reviews to a few students to adjust for the number of students in the course.*
- After the **Accept Until** date/time passes, students will be given access to complete reviews of peer assignments
  Note: *There is a lag time of several minutes between the **Accept Until** date/time and the actual time the assignments will be available to students for review.*
- Students will access the assignments for peer review directly through the **Assignments** tool
- To review an assignment, students will click on the **Peer Review** link in the **Status** column next to the specific peer review assignment.

Student View of the Assignments Tool

- Clicking on the **Peer Review** gives students access to assignments for review
- Students will post their critique of the assignments in the **Reviewer Comments** text editor box and submit a point value in the **Grade** box
  Note: *Student peer reviews can only be submitted via the Reviewer Comments text editor box.*
- Students finish by clicking on **Submit**
  Note: *Please make students aware that clicking **Save** will save comments and scores on peer assignments but are only submitted to ReggieNet after clicking **Submit**.*
- Submitting the peer review returns students to their assignment list where they will see an indication of submittal in the **Assignment List Status** column

Grading

Grading of the peer review assignments is done through the **Assignments** tool. As students complete reviews and post them to ReggieNet, instructors can access and review the student submissions and see the scores submitted by those students.   If more than one reviewer has submitted a score for a student, ReggieNet automatically adjusts those scores. Although instructors can review student scores and comments, those scores and comments cannot be adjusted or overridden by the instructor until the peer evaluation period ends.   Also, ReggieNet does not require that students complete and submit reviews. It is up to the instructor to make sure students are completing their reviews.

To grade the peer review assignment:
1. Click on the **Assignments** tool
2. In the **Assignment Title** list, click on **Grade** below the appropriate assignment to open the Submissions page.
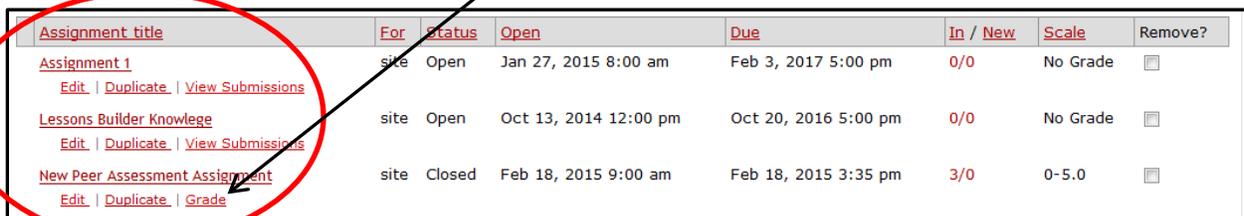
Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit | Duplicate | View Submissions	site	Open	Jan 27, 2015 8:00 am	Feb 3, 2017 5:00 pm	0/0	No Grade	☐
Lessons Builder Knowlege Edit | Duplicate | View Submissions	site	Open	Oct 13, 2014 12:00 pm	Oct 20, 2016 5:00 pm	0/0	No Grade	☐
New Peer Assessment Assignment Edit | Duplicate | Grade	site	Closed	Feb 18, 2015 9:00 am	Feb 18, 2015 3:35 pm	3/0	0-5.0	☐
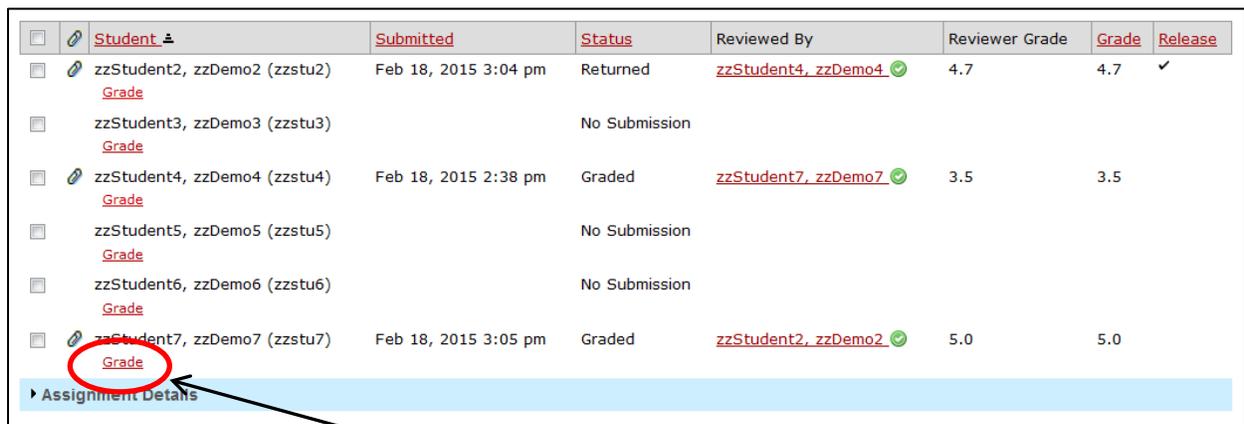
		Student ▲	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
☐	📎	zzStudent2, zzDemo2 (zzstu2) Grade	Feb 18, 2015 3:04 pm	Returned	zzStudent4, zzDemo4 ✓	4.7	4.7	✔
☐		zzStudent3, zzDemo3 (zzstu3) Grade		No Submission				
☐	📎	zzStudent4, zzDemo4 (zzstu4) Grade	Feb 18, 2015 2:38 pm	Graded	zzStudent7, zzDemo7 ✓	3.5	3.5	
☐		zzStudent5, zzDemo5 (zzstu5) Grade		No Submission				
☐		zzStudent6, zzDemo6 (zzstu6) Grade		No Submission				
☐	📎	zzStudent7, zzDemo7 (zzstu7) Grade	Feb 18, 2015 3:05 pm	Graded	zzStudent2, zzDemo2 ✓	5.0	5.0	

▸ Assignment Details

3. To grade an assignment, click on **Grade** beneath the name of the student. Clicking on Grade opens the **Re-grading** page.
4. The peer review grade for this assignment can be accepted or overridden. The grade that is put in the **Grade** box is the grade that will appear in the **Gradebook**.
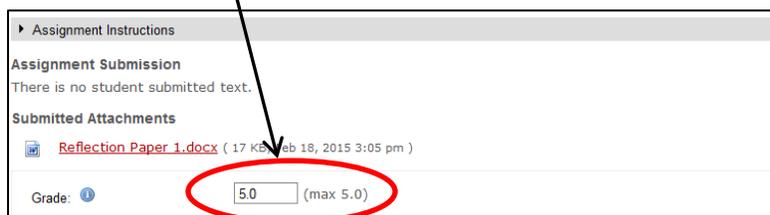
▸ Assignment Instructions

Assignment Submission
There is no student submitted text.

Submitted Attachments

📄 Reflection Paper 1.docx (17 KB; Feb 18, 2015 3:05 pm)

Grade: ⓘ   [5.0]   (max 5.0)

Add instructor comments if you wish in the **Instructor Summary Comments** text box.

Grade: ⓘ   `5.0`   (max 5.0)

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

[text editor toolbar]

Styles [▼] Format [▼] Font [▼] Size [▼]

Word Count : 0

Attachments to Return with Grade
No attachments yet

[Add Attachments]

☐ Allow Resubmission

[Save and Don't Release to Student] [Save and Release to Student] [Preview]
[Cancel Changes]

5. To finish grading and release the grade to students click on **Save and Release to Student**. If you are not releasing the grade, click **Save and Don't Release to Student**. You can also Preview and Cancel Changes if you wish.

Lessons – Student Content pages by group

The **Student Content** option in a Lessons page can be set up to work with groups. You first add the option as for individual students, then edit the properties to set up for groups.

1. Go to the desired Lessons page, click **Add Content** (or use one of the individual add buttons), and select **Add Student Content.**
2. Once the option has been added, click the edit icon in the item toolbar. You then check the option "Student pages will be jointly owned by all members of a group rather than an individual."
3. Select the groups you wish to have pages for.
4. Select any of the other options desired for this instance (grading, peer review, etc.)
5. Click **Update Item**.

Lessons – Student Content peer review

Student Content pages in a Lessons page can also be adjusted to include peer review via a rubric.

1. Go to the desired Lessons page, click **Add Content** (or use one of the individual add buttons), and select **Add Student Content.**
2. Once the option has been added, click the edit icon in the item toolbar. You then check the option "Add a peer review rubric to each page".
3. You can use the Sample Peer Evaluation, or create your own rubric.
4. Once the rubric has been added, select any other options you want for this instance.
5. Click **Update Item**.

Peer review can be used for both individual and group pages, and to allow members of a group to evaluate each other.