CENTER FOR
TEACHING, LEARNING, AND TECHNOLOGY
Illinois State University

ReggieNet: Group and Peer Review Assignments

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. Choose to **Add due date to schedule**, **an announcement about the open date to Announcements**, or **Add honor pledge** if appropriate
6. Choose a grading option depending on whether a Gradebook item already exists or not for this assignment
7. Choose **Use peer assessment** under **Peer Assessment**
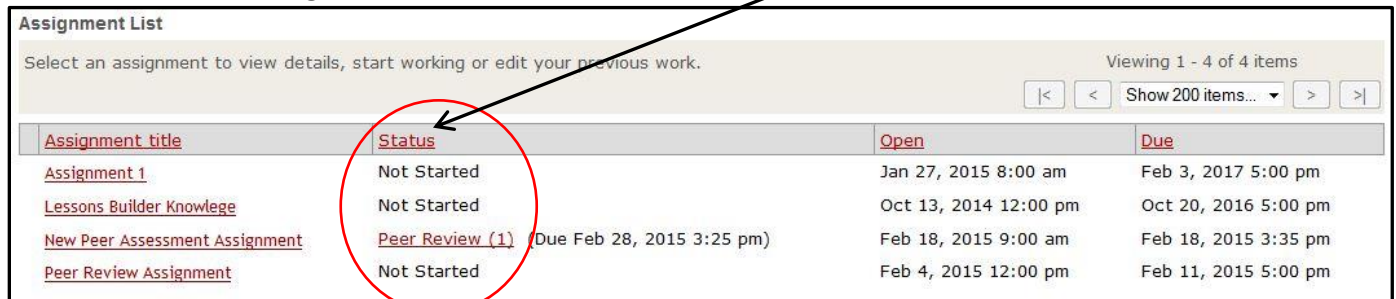

8. Choose the evaluation period for the assignment peer reviews.
   Note: *Keep in mind the **Accept Until** date of the assignment so to allow for a review period that is appropriate. The peer review period does not begin until after the **Accept Until** time. In addition the **Evaluation Period Finishes**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

12. Set the **Access, Submission Notification Email Options, Released Grade Notification Email Options**
13. Select **Post** to add the group assignment, **Preview** to review, **Save Draft** to save and use later, or **Cancel** to delete the assignment.

Peer Review 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.
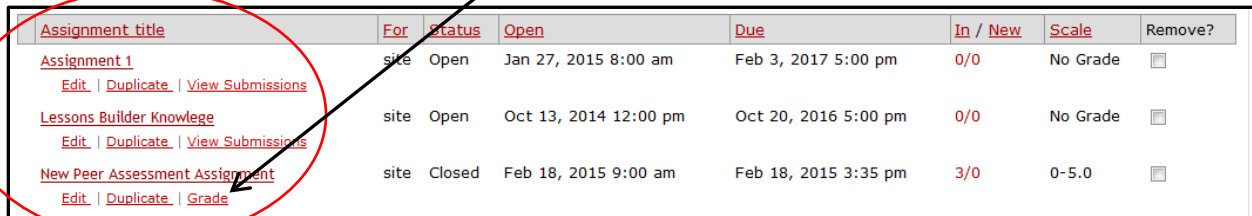
Student View of the Assignments Tool

1. Clicking on the **Peer Review** gives students access to assignments for review
2. 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.*
3. 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**.*
4. Submitting the peer review returns students to their assignment list where they will see an indication of submittal in the **Assignment List Status** column
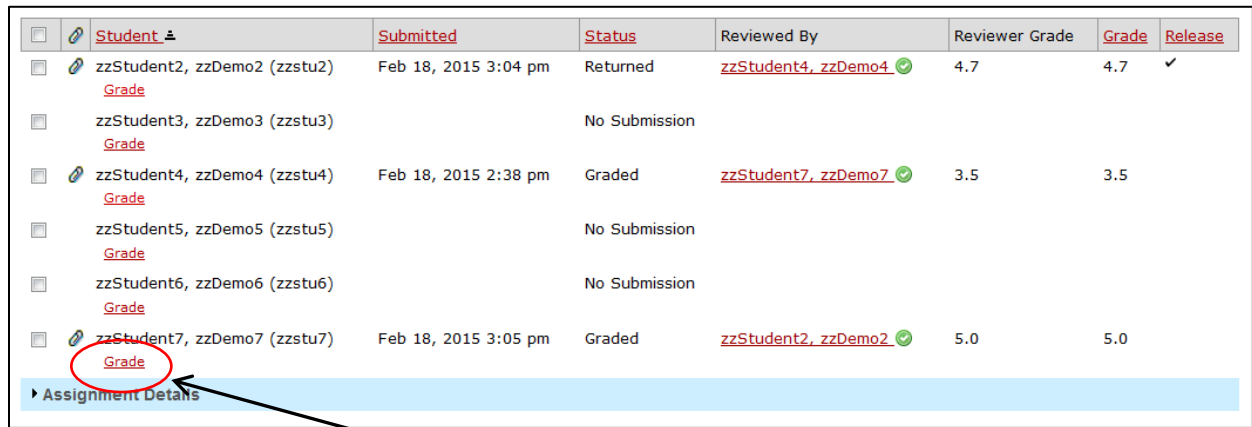
Grading Peer Review Assignments

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	☐
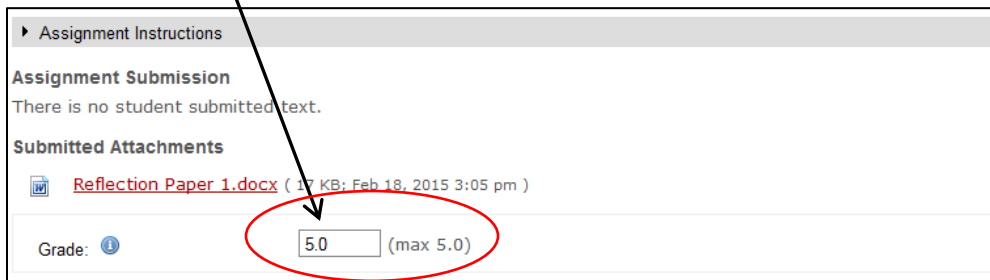
☐	📎	Student ▲	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
☐	📎	zzStudent2, zzDemo2 (zzstu2) Grade	Feb 18, 2015 3:04 pm	Returned	zzStudent4, zzDemo4 ✅	4.7	4.7	✔
☐		zzStudent3, zzDemo3 (zzstu3) Grade		No Submission				
☐	📎	zzStudent4, zzDemo4 (zzstu4) Grade	Feb 18, 2015 2:38 pm	Graded	zzStudent7, 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**.
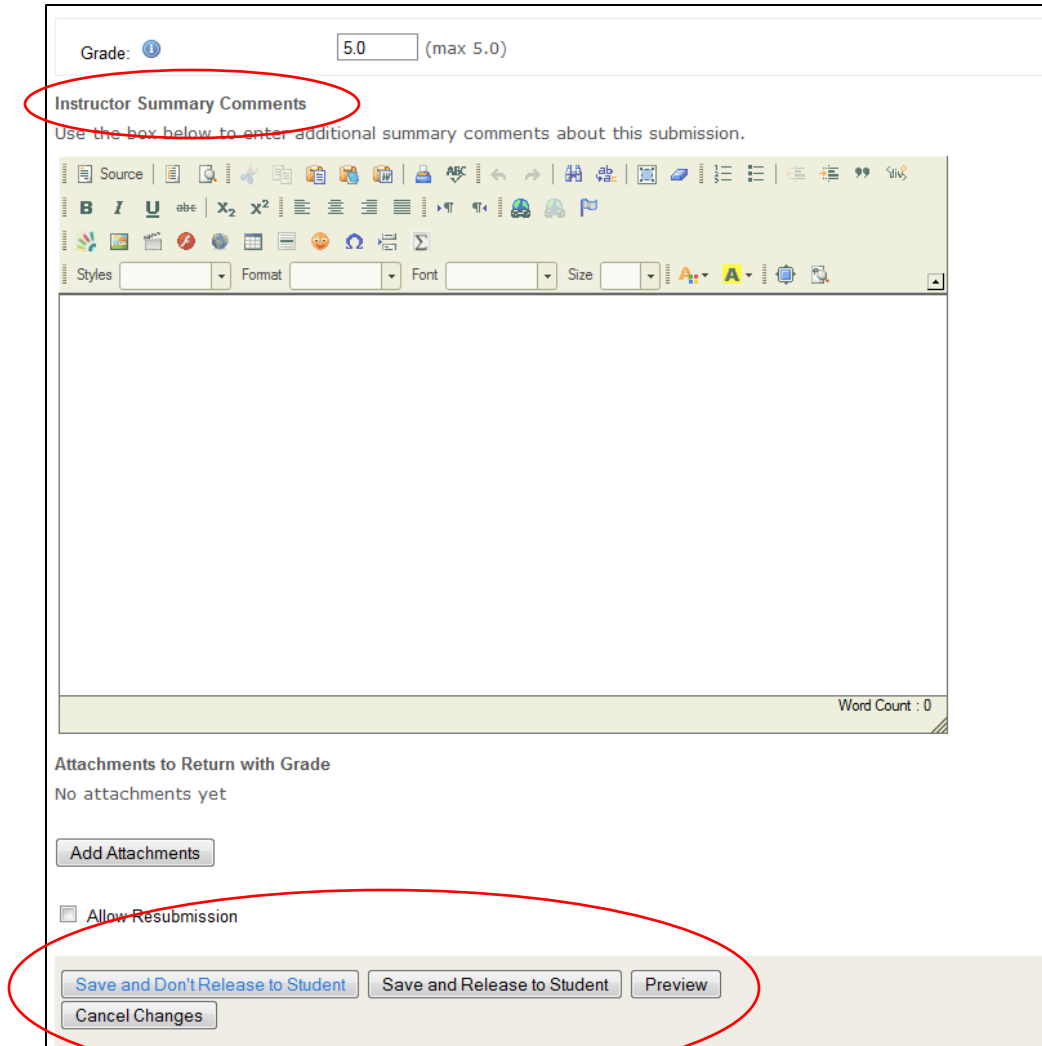

Add instructor comments if you wish in the **Instructor Summary Comments** text box.

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.

Creating Groups

To use collaborative assignments in your ReggieNet course, groups must exist in your course. Creating groups in ReggieNet is a simple process.

1. Click on **Site Info** in the left hand column of the course and then click on **Manage Groups** in the Site Info Toolbar.
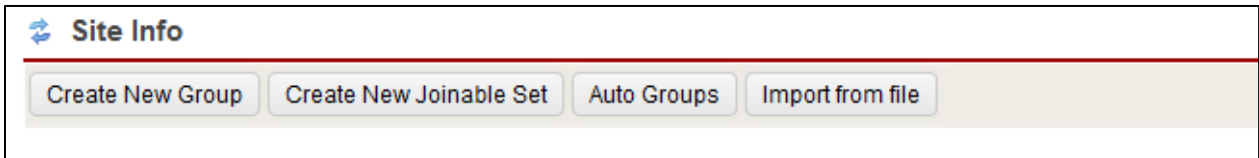
2. ReggieNet has three options for creating groups in your course. Groups can be created manually by the instructor using the **Create New Group** command, they can be created through student choice based on number of groups and maximum membership size using **Create New Joinable Set**, and they can also be created automatically using the **Auto Groups** command which creates groups based on number of groups or number of users per group desired.

Create New Group

1. Click on **New Group** in the **Site Info** toolbar.
2. Add a **Group Title.**
3. Choose whether to allow members to see the other members of the group.
4. In the **Site Member List**, highlight the members you wish to group by clicking on the names.
5. **Click the right arrow to the right of the Site Member List to move the selected members to the Group Member List.**
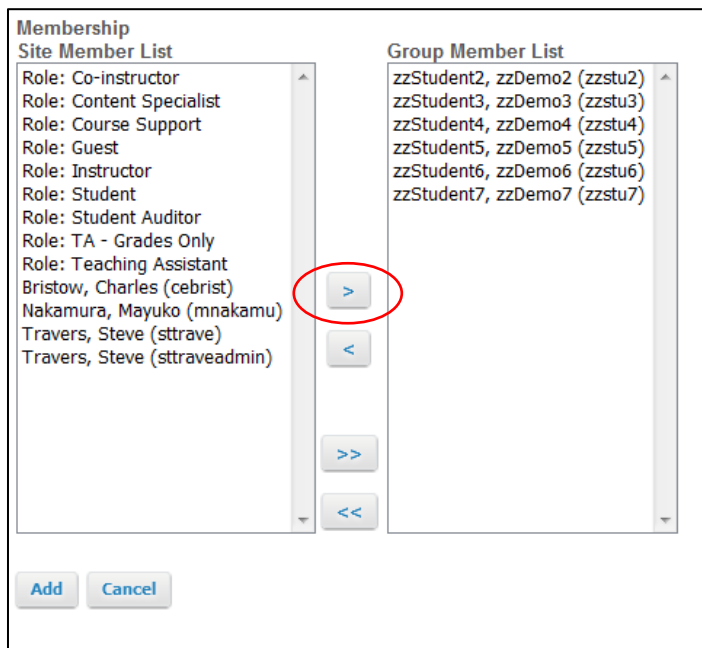
6. Finish creating the group by clicking **Add**.

Create New Joinable Set

1. Click on **Create New Joinable Se**t in the **Site Info** toolbar.
2. Enter a group name in the **Set name** box.
3. Enter the number of groups you wish to have in the **Number of groups** box.
4. Enter the maximum group membership number in the **Max members per group** box.
5. Choose options for allowing viewing group members and leaving groups by marking the appropriate boxes.

6. Add the joinable group set by clicking **Add**.
7. For students to join a group they must click on the Site Info tool where they will be shown a menu with the options titled **Groups you are a member of** and **Groups you can join**.

8. Choosing Groups you can join will display a list of available groups, the group title, maximum group size, members (if available), and a button of joining the group.

Auto Groups

1. Click on **Auto Groups** in the **Site Info** tool bar and then select the role you wish to use to create separate groups**.**
2. Select a role from the list provided by ReggieNet.
3. Select either **Create a single group for the selected role** or **Create random groups from members with the selected role**. *Note: If multiple roles are selected, you will only be given the option to **Create a single group for the selected role**.*

4. If a single role is selected, for example Student, multiple groups can be created based on number of groups desired or the number of members per group desired by selecting either **Split by number of groups needed** or **Split by number of user needed per group**.

5. Next enter a **Group title**.
6. Enter the **Number of groups** or **Number of user per group**, depending on the method of splitting site members.
7. Finish creating groups by clicking **Add**.

After clicking Add, a Group List page will open showing you the groups in your course, the group titles, whether the groups are joinable or not, the number of members in each group, and the members of each group.

Removing and editing groups can also be done at this time.

1. To remove a group, check the box to the right of the group and click **Remove Checked**.

Group List

Group Title	Joinable Set	Size (Max)	Members	Remove?
Extended Time	---	1	zzDemo2 zzStudent2	☐
extra	---	1	zzDemo5 zzStudent5	☐
Forums-1	---	3	zzDemo3 zzStudent3, zzDemo7 zzStudent7, zzDemo2 zzStudent2	☑
Forums-2	---	3	zzDemo6 zzStudent6, zzDemo5 zzStudent5, zzDemo4 zzStudent4	☐
Workshop Demo-1	---	2	zzDemo3 zzStudent3, zzDemo5 zzStudent5	☐
Workshop Demo-2	---	2	zzDemo2 zzStudent2, zzDemo7 zzStudent7	☐
Workshop Demo-3	---	2	zzDemo6 zzStudent6, zzDemo4 zzStudent4	☐

Remove Checked   Cancel

2. To edit groups, click on the title of the group to open the Edit Group page. You can edit group titles, add or remove group members, and adjust the privacy setting for members.

Site Info

Edit Group

Select members of the site member list and add to group. Select members of group list and remove. Click Update to save changes.

* Group Title

Workshop Demo-1

Description

☐ Allow members to see the other members of this group

Joinable set: --None--

Membership

Site Member List	Group Member List
Role: Student	zzStudent3, zzDemo3 (zzstu3)
Role: Guest	zzStudent5, zzDemo5 (zzstu5)
Role: Co-instructor	
Role: Course Support	
Role: Teaching Assistant	
Role: Student Auditor	
Role: Instructor	
Role: TA - Grades Only	
Role: Content Specialist	
Bristow, Charles (cebrist)	
Nakamura, Mayuko (mnakamu)	
Travers, Steve (sttrave)	
Travers, Steve (sttraveadmin)	
zzStudent2, zzDemo2 (zzstu2)	
zzStudent4, zzDemo4 (zzstu4)	
zzStudent6, zzDemo6 (zzstu6)	
zzStudent7, zzDemo7 (zzstu7)	

>   <   >>   <<

Update   Cancel

Group Assignments

With groups created in your course, you can create group assignments by creating a new assignment or editing an existing assignment.

Creating a New Group Assignment

1. While in the Assignments tool, if the Assignments home page is not displayed, click the **Reset** button. The Reset button, ⇄ , is near the top left of the page.
2. On the menu bar, click **Add**. The Add new assignment screen will be displayed.
3. Add a **Title**, **Open Date**, **Due Date**, **Accept Until** date, **Student Submissions**, and Grading options with **Grade Scale**.
4. Enter the instructions for the assignment in the text editor box under **Assignment Instructions**
5. Choose to **Add due date to schedule**, **an announcement about the open date to Announcements**, or **Add honor pledge** if appropriate
6. Choose a grading option depending on whether a Gradebook item already exists or not for this assignment
7. Under **Access**, check the box **Is this a collaborative submission?** *Note: Peer Assessment cannot be used in conjunction with group assignments.*
8. Highlight the radio button for **Display only to selected groups** and choose the appropriate groups.
9. Set the **Access, Submission Notification Email Options, Released Grade Notification Email Options**
10. Select **Post** to add the group assignment, **Preview** to review, **Save Draft** to save and use later, or **Cancel** to delete the assignment.

After the assignment opens to students, students can upload their work to ReggieNet where it can be accessed and edited by other students in the group.

Important Note: Group assignments can only be edited by group members prior to the work being submitted. Work in progress should be saved using Save Draft. If students click Submit, the assignment will be submitted and it cannot be edited.

Creating a Group Assignment from an Exiting Assignment

1. While in the Assignments tool, if the Assignments home page is not displayed, click the **Reset** button. The Reset button, ⇄ , is near the top left of the page.
2. Find the assignment you want to change, and click the **Edit** link under its name. ReggieNet displays the Edit screen, which is essentially the same as the Add screen.
3. Change entries such as **Open Date**, **Due Date**, and **Accept Until** date as needed.
4. Under **Access**, check the box **Is this a collaborative submission?**
5. Highlight the radio button for **Display only to selected groups** and choose the appropriate groups.
6. Set the **Access, Submission Notification Email Options, Released Grade Notification Email Options**
7. Select **Post** to add the group assignment, **Preview** to review, **Save Draft** to save and use later, or **Cancel** to delete the assignment.