

CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) if you have questions.

## ReggieNet: Peer Review Assignments

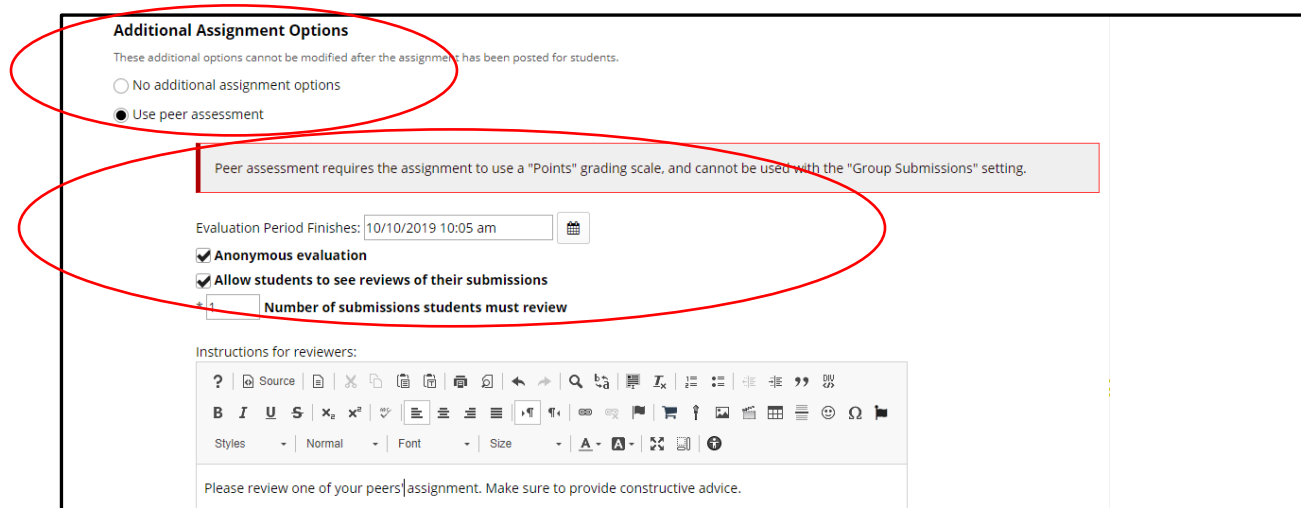
Video - [Setting Up Peer Review Assignments In ReggieNet](#)

You can create an assignment where each student can peer review one or more of their fellow student's work.

### Creating 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. Enter information for all fields as you would for a regular individual assignment (see *ReggieNet: Creating Assignments*).
- 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. Choose **Use peer assessment** under **Additional assignment options**.



**Additional Assignment Options**  
These additional options cannot be modified after the assignment has been posted for students.

☐ No additional assignment options  
☒ Use peer assessment

Peer assessment requires the assignment to use a "Points" grading scale, and cannot be used with the "Group Submissions" setting.

Evaluation Period Finishes: 10/10/2019 10:05 am

☒ Anonymous evaluation  
☒ Allow students to see reviews of their submissions

Number of submissions students must review: 4

Instructions for reviewers:

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

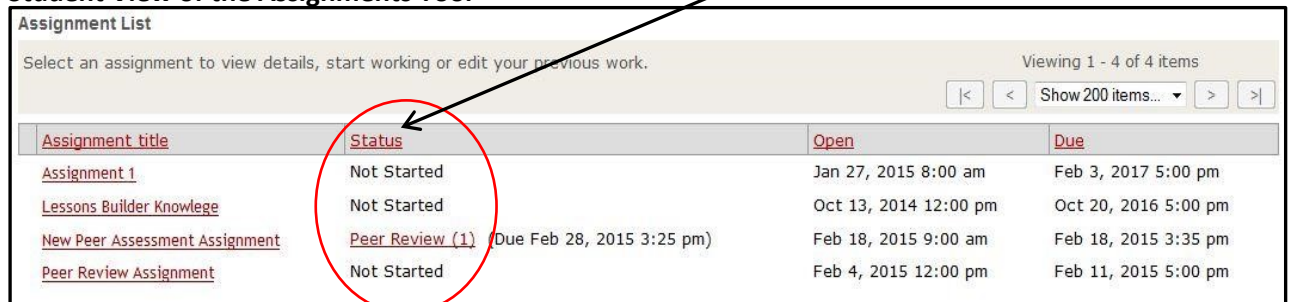
5. Choose the evaluation period for the assignment peer reviews.
- Note:** Keep in mind the **Accept Until** date of the assignment so to allow for a review period that is appropriate. The peer review period does not begin until after the **Accept Until** time. In addition the **Evaluation Period Finishes** date/time must be set at a minimum of ten minutes after the **Accept Until** time.

6. **Anonymous evaluation** and **Allow students to see reviews of their submissions** are the default settings. Uncheck either of these items if necessary.
7. Enter the number of submissions for students to review
8. Enter the **Instructions for reviewers**
9. Select **Post** to add the 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. Only students that have submitted the assignment will be assigned others to review.  
**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

### Student View of the Assignments Tool



Assignment title	Status	Open	Due
<a href="#">Assignment 1</a>	Not Started	Jan 27, 2015 8:00 am	Feb 3, 2017 5:00 pm
<a href="#">Lessons Builder Knowledge</a>	Not Started	Oct 13, 2014 12:00 pm	Oct 20, 2016 5:00 pm
<a href="#">New Peer Assessment Assignment</a>	<a href="#">Peer Review (1)</a> (Due Feb 28, 2015 3:25 pm)	Feb 18, 2015 9:00 am	Feb 18, 2015 3:35 pm
<a href="#">Peer Review Assignment</a>	Not Started	Feb 4, 2015 12:00 pm	Feb 11, 2015 5:00 pm

to the specific peer review assignment.

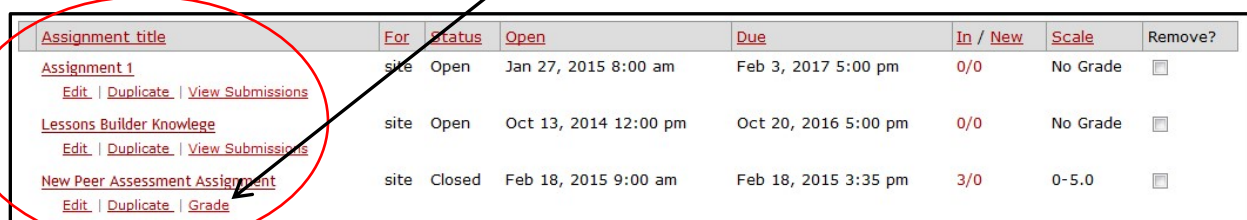
1. Clicking on the **Peer Review** link gives students access to assignments for review
2. Students will post their critique of the assignments in the **Reviewer Comments** text editor box and submit a point value in the **Grade** box  
**Note:** *Student peer reviews can only be submitted via the Reviewer 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	site	Open	Jan 27, 2015 8:00 am	Feb 3, 2017 5:00 pm	0/0	No Grade	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>							
Lessons Builder Knowledge	site	Open	Oct 13, 2014 12:00 pm	Oct 20, 2016 5:00 pm	0/0	No Grade	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>							
New Peer Assessment Assignment	site	Closed	Feb 18, 2015 9:00 am	Feb 18, 2015 3:35 pm	3/0	0-5.0	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>							




<input type="checkbox"/>	<a href="#">Student</a>	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
<input type="checkbox"/>	<a href="#">zzStudent2, zzDemo2 (zzstu2)</a>	Feb 18, 2015 3:04 pm	Returned	<a href="#">zzStudent4, zzDemo4</a>	4.7	4.7	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">zzStudent3, zzDemo3 (zzstu3)</a>		No Submission				
<input type="checkbox"/>	<a href="#">zzStudent4, zzDemo4 (zzstu4)</a>	Feb 18, 2015 2:38 pm	Graded	<a href="#">zzStudent7, zzDemo7</a>	3.5	3.5	
<input type="checkbox"/>	<a href="#">zzStudent5, zzDemo5 (zzstu5)</a>		No Submission				
<input type="checkbox"/>	<a href="#">zzStudent6, zzDemo6 (zzstu6)</a>		No Submission				
<input type="checkbox"/>	<a href="#">zzStudent7, zzDemo7 (zzstu7)</a>	Feb 18, 2015 3:05 pm	Graded	<a href="#">zzStudent2, zzDemo2</a>	5.0	5.0	
<a href="#">Grade</a>							
<a href="#">Assignment Details</a>							

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: ⓘ  (max 5.0)

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

Grade: ⓘ  (max 5.0)

**Instructor Summary Comments**

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



Word Count : 0

**Attachments to Return with Grade**  
No attachments yet

☐ Allow Resubmission

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.