Peer Assessment with uGrade

Overview

uGrade is a Peer Assessment tool and is Bournemouth University’s iteration of the open source WebPA software. Once set up, students can peer assess their group, including self-assessment if appropriate, using either a Likert scale or split 100 and resulting grades can be pushed through to the Brightspace Grade Book as required.

Note: The comments option cannot be transferred across to Grade Book and can only be viewed by the marking team.

Note: uGrade can only have one column in Grade Book, so is limited to one assessment (a second assessment would overwrite the first set of grades). If more than one assessment is required, a separate uGrade must be set up.

Getting Started

The uGrade tool can be added to a module by clicking ‘Existing Activities’ then ‘External Learning Tools’ and select uGrade from the menu. Click on the resulting link to open.

Note: Depending on the browser used, pop-up blockers may need to be deactivated.
My Forms

To create or manage forms, click ‘my forms’ either on the home page or in the left side menu.

To create a new form, click ‘Create a new form’ or the ‘Create Forms’ tab at the top of the page to launch the form wizard.

Enter a Form Name, select the required scoring type, usually ‘Likert Scale,’ and click ‘Finish’.
Note: The Form Name and Scoring Type can be changed as required, remember to click ‘Save Changes’.

Click on ‘Add a new criterion’.

Enter a Criterion subject title and description or guidelines.

Adjust the scoring range as required; the default is 1 to 5, change the 1 to 0 to allow a zero score.

Click ‘Next’.
Enter the required scoring descriptions and click ‘Finish’.

**Assessment Criteria**

The group will rate themselves and each other against the assessment criteria you specify.

e.g. “Ability to communicate” or “Contribution to the analysis of the experimental data”.

You can edit a criterion by clicking on the ☰ button, or you can add a new criterion.

Repeat this step to create as many criteria as required.

The form can be previewed or deleted with the buttons

Criterion can be edited, re-ordered or deleted as required.

**Note**: Deleted criteria cannot be recovered.

Return to ‘My Forms’ using the left side menu.
The form can be Exported, Edited or Deleted as required using the icons to the right of the form title.

**My Groups**

**Note:** Before Groups can be populated, the students must click the uGrade link on the module to generate their user account in uGrade. They will not see the assessment and can exit immediately.

**Without this step, students will not appear in uGrade and cannot be allocated to groups.**

For a new group click ‘Create new groups wizard’ or the ‘Create Groups’ tab.

Enter a name for the collection of groups, for example ‘Project groups’, and click ‘Next’.
Note: Check the number of students available is correct; this will avoid having to edit groups later on.

Select the required number of groups, enter the generic name for the groups and select the numbering style, then click ‘Next’.

Check the details are correct and click ‘Back’ to make any changes, or ‘Finish’ to continue.

Note: Because students are required to click the uGrade link in Brightspace to create their uGrade user account, only completed the following steps after the Assessment has been created.

In the confirmation box, click ‘Group editor’ to assign students to groups.
The number of groups can be changed by clicking 'Add/Remove Groups' as required.

To assign students click 'Assign all students to groups'.

uGrade Members: Demonstration

On this page you can set the group membership for every student associated with this collection.

Available Students

Below are all the students from the modules associated with this collection of groups.
Use the drop-down box next to each student to set which group they should belong to.
When you have made all your selections, click a save changes button.

<table>
<thead>
<tr>
<th>Student</th>
<th>Assigned Group</th>
<th>save changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amilodoo, Poppy</td>
<td>- - - ▼</td>
<td></td>
</tr>
<tr>
<td>Calropian, Lance</td>
<td>- - - ▼</td>
<td></td>
</tr>
<tr>
<td>Damron, Paul</td>
<td>Peer Group 1</td>
<td></td>
</tr>
<tr>
<td>Fett, Bob</td>
<td>Peer Group 2</td>
<td></td>
</tr>
<tr>
<td>Kenbobi, Benjamin</td>
<td>Peer Group 3</td>
<td></td>
</tr>
<tr>
<td>Orlgami, Lela</td>
<td>- - - ▼</td>
<td></td>
</tr>
<tr>
<td>Sandman, Rey</td>
<td>- - - ▼</td>
<td></td>
</tr>
<tr>
<td>Weasol, Zoe</td>
<td>- - - ▼</td>
<td></td>
</tr>
<tr>
<td>Windwho, Max</td>
<td>- - - ▼</td>
<td></td>
</tr>
</tbody>
</table>
Assign each student to the required group from the drop down menu next to each student name.

When finished, click ‘Save changes’.

Click the ‘Back to [collection name]’ link to return to the Groups screen.

Groups can be edited using the pen icon or deleted via the ‘add/remove group’ button

The collection can be deleted at the top of the screen.

**Note:** Due to a design bug, deleted groups will disappear from the Instructor view, but may remain visible to the students (this is unlikely to cause any issues).
My Assessments

Note: Because of the Grade Book integration, only one assessment can be set up for each uGrade. If more than one assessment is required, a completely separate uGrade must be set up.

To create an assessment, click on 'My Assessments' in the left side column, then the 'Create Assessment' tab at the top of the screen or the 'create a new assessment' link.

Enter an assessment title, set the Opening and Closing dates/times, and enter any instructions or guidelines and click 'Next'.

Note: The Advanced Options provide the option to send a notification email to all students; but this should be done through Brightspace.

Note: Remember students must click the uGrade link to generate their user accounts, so set the opening date ahead of the assessment period. Once all students have generated their accounts, the date can be changed to the start of the assessment period.
Select the assessment form that you created to use with this assignment (there should only be one choice) and click ‘Next’.

**Note:** The Advanced Options provide the options to allow students to see the feedback and to leave justification comments; leave this at the default ‘No’ for both options.

**Remember:** Comments cannot be viewed by students in Grade Book and are only visible to the Marking Team in uGrade, so are of limited value.

Select the required Group for the assessment and click ‘Next’.

Select the assessment type and click ‘Next’.

**Note:** The default is ‘Self and Peer Assessment’, use the Advanced Options for the extra option of ‘Peer Assessment Only’ if that is required.
Name: Group Project Peer Assessment
Opens at: 9:00 on Tuesday, 9th April 2019
Closes at: 17:00 on Monday, 22nd April 2019

Using these scheduled times, this assessment will be open for students to use immediately.

Includes an introduction
All students for the assessment will NOT be emailed when you finish.

Assessment Type
Self and peer assessment

Assessment Form
Form: uGrade Demonstration
- Communication (0-5)
- Organisation (0-5)
- Contribution (0-5)
- Reliability (0-5)
- Respect (0-5)

Groups
Collection: Demonstration
- Peer Group 1
- Peer Group 2
- Peer Group 3

Check the assessment details and click ‘Back’ to edit or ‘Finish’ to continue.

A confirmation screen appears.
Click ‘My Assessments’ in the left side menu to return to the assessment list.

Your new assessment has been created.
To view or amend the details of your new assessment, you can use the assessment editor.
To send an email alert to the students due to take this new assessment, use the email wizard.
Alternatively, you can return to my assessments, or to the WebPA home page.

The ‘Pending’ tab shows the assessment that have been created but not yet been released to students. The assessment will appear here if the ‘Start’ date/time is in the future.
When the start date/time is reached, the assessment moves to the ‘Open’ tab and becomes available to the students.

Assessments can be edited by clicking the pen icon.

Do not use the icon to email students, communication should be done via Brightspace.

The Student icon displays a list of students and if they have responded to the assessment.

**Grading**

The actual marking is done by the WebPA Algorithm using the scores awarded by the peer assessment; the marking staff can only set the group grades for the assessment.

The group grades can be entered at any time, however, grading reports can only be run once the assessment is closed.

From the Assessment list select the ‘Closed’ tab.
The Grade Percentage icon lets you enter the group marks.

When finished, click 'Save Changes' and then 'back to assessment list'.

**Remember:** This step can take place at any time.

Click on the 'New mark sheet' icon to create a new marking sheet.

**Note:** Once a new marking sheet is created it is not possible to delete it. Any sheets created in error can be ignored; however, multiple sheets can make it difficult to transfer the correct grades to Grade Book.

**create mark sheet**

On this page you can setup the parameters for the WebPA scoring algorithm. You can repeat this process many times, creating several mark sheets for the same assessment but using different parameters.

**Algorithm Parameters**

Enter the parameters to use below. When you've made your changes, click the create mark sheet button.

- **What percentage of the group's total mark should be peer-assessed?**
  
  **PA Weighting** 50% ▼

- **If a student has not submitted any marks for the assessment, how much should they be penalised?**
  
  **Penalty for non-completion** 0% ▼ of their final grade.

Select the required parameters from the dropdown menus and click 'Create mark sheet'.

**Note:** The PA Weighting default is 50% but should be set at 100% as weighting will be managed in Brightspace.

**Note:** The advanced options should be left at the default settings.
Once the marking parameters have been set, return to the assessment list and select the 'Marked' tab.

**Marked assessments for 2018/19**

These assessments are both closed and have been marked to produce student grades.

**Group Project Peer Assessment**

Scheduled: Tue, 9th April, 2019 at 9:00 - Tue, 9th April, 2019 at 16:00

Student responses: 9 / 9 - COMPLETED

**Mark Sheet**

- **Algorithm:** webpa.
- **PA weighting:** 100%
- **Non-completion penalty:** 0%
- **Grading:** Numeric (%)

**Mark Sheet**

- **Algorithm:** webpa.
- **PA weighting:** 100%
- **Non-completion penalty:** 0%
- **Grading:** Numeric (%)

There is a selection of reports available; clicking the required 'View report' icon will open the report options in a new tab of the browser.

**Choose a report**

- **Marks Awarded For Each Question**
  A breakdown of the marks given by each student for every question in the assessment.

- **Marks Awarded For Each Question (anonymous)**
  A breakdown of the marks given by each student for every question in the assessment. Student names/numbers are NOT displayed.

- **Student Response Information**
  Shows the date, time and location that each student took the assessment.

- **Student Grades**
  A list of students (by lastname) and their final WebPA scores and grades.

- **Student Grades (by group)**
  A list of students (by group) and their final WebPA scores and grades.

- **Student Feedback and Justification (by group)**
  A list of students (by group) and their feedback about the assessment and justification of the WebPA scores and grades.

- **Student Grades and Feedback**
  This report can be used to upload WebPA assessment marks into the grade book. Comments are not currently supported for upload. If you would like the comments emailed to your students please contact your WebPA administrator.

- **Responses per student**
  This report was requested by UEA and provides the responses given for each individual student per group.

- **Responses per student (anonymous)**
  This report was requested by UEA and provides the responses given for each individual student per group. The data on who gave the response has been anonymised.

All reports can be downloaded as a MS Word **DOC** format file. Some reports can also be downloaded in **CSV** or **XML** format.
**Brightspace Grade Book**

The peer marks from the assessment can be pushed through to Grade Book in Brightspace for online grading.

In the left side Admin column, select 'transfer grades'.

**Note:** It is not possible to preview the student grades before transfer to Grade Book.

Click 'update source' against the required Mark Sheet and 'OK' in the confirmation box that appears. This will create and populate a column in Grade Book in Brightspace.

**Note:** The Grade Book column created will be visible to students and must be hidden.

To hide the column in Brightspace, click on 'Grades' and select the ‘Manage Grades’ tab. Next to uGrade, click the down arrow and select ‘Edit Grade Item’, click the ‘Restrictions’ tab and click the ‘Hide this grade item’ option. Click ‘Save and Close’.

**Note:** Only one Grade Book column can be associated with each separate uGrade, so transferring any subsequent assessment grades will overwrite the original grades. If more than one assessment is required a separate uGrade must be created from the beginning.

The Grade Book column can be released to students by the Programme Support Team at the appropriate time.

**The Student Experience**

When the assessment is released or made available to students it is good practice to email them with instructions. They can then open the module and click the uGrade link.

The open assessment will be listed; students then click the ‘Take Assessment’ button.

The link is available for as long as the assessment is open.
Students can work down the criteria list grading themselves and their group members as appropriate.

**Note:** Self-assessment (Yourself) depends on the options selected during the set up.

When finished the student clicks ‘Save Score(s)’.

A confirmation screen appears and students can close the window or return to the assessment list screen.

If a student tries to re-take an assessment, they are reminded that they have already submitted.

**Further support**

- For any technical or urgent issues, just call the IT Service Desk on 01202 965515 or raise a job online via [https://bournemouth.service-now.com/sp](https://bournemouth.service-now.com/sp).
- For further guidance contact the Faculty Learning Technologist.