Peer Review
Teacher manual

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Content

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1. Introduction

With FeedbackFruits Peer Review students can give each other feedback on their assignments in a structured way. This feedback can be used to improve their assignments and can help them to get better results.

You can adjust this tool to make the process of revision as smoothly as possible for your students. As a teacher, you give criteria in advance to let your students know what they will be assessed on. After the deadline of a FBF assignment, students are automatically assigned to one another. Students can select specific parts in the text to indicate feedback. The students whose work are revised are also able to react on the given feedback.

2. Creating an account

1. Fill in the contact form via https://educate-it.uu.nl/en/contact-information-form-for-tools/ to indicate you would like to use Peer Review.

2. Teaching Support will get in touch within one working day. They may ask for more specific data about the course.

3. After receiving the additional data, a plugin will be activated within the course on Blackboard.

4. In Blackboard, you add Peer Review to the section in the course according to your liking.

5. Now you can set up the assignment in Peer Review, and specify your preferences.

6. Optional: you can follow a seminar about FeedbackFruits or make an individual appointment with Educate-it to discuss the possibilities of FeedbackFruits for your teaching. Please send an E-mail to teachingsupport@uu.nl if you like to make an appointment or follow a seminar.

3. Setting up your Peer Review assignment

To add FeedbackFruits Peer Review to Blackboard, you can go to the page were you want to place the assignment. Often, this is under 'Assignments'. Next, you can click on 'Tools' and choose FeedbackFruits Peer Review. Here you can name the assignment. The other settings within this Blackboard page can stay as they are. Once you click on submit, on the bottom right of the page, the FeedbackFruits sign will appear. If you click on that sign, FeedbackFruits opens within Blackboard.

Copying an assignment

You can also copy an assignment. Click on 'use cope of existing' to select a previous made Peer Review

assignment of yourself or your colleagues. A copy shall be made by copying everything of 'teachings contributions', like instructions, deadlines, criteria etc. Adjustments made by students will not be copied. You can change the settings after you've made a copy.

All Peer Review assignments in the list are assignments on which you are added as a teacher. To add yourself to an assignment of your colleague, you have to open the assignment. After this, the assignment can be find back in the 'use of copy existing' list. When you use FeedbackFruits via the website or direct, this functionality cannot be used. Instead, you can copy the existing assignment. You can read more about this via: https://help.feedbackfruits.com/en/articles/2065773-setting-up-peer-review.
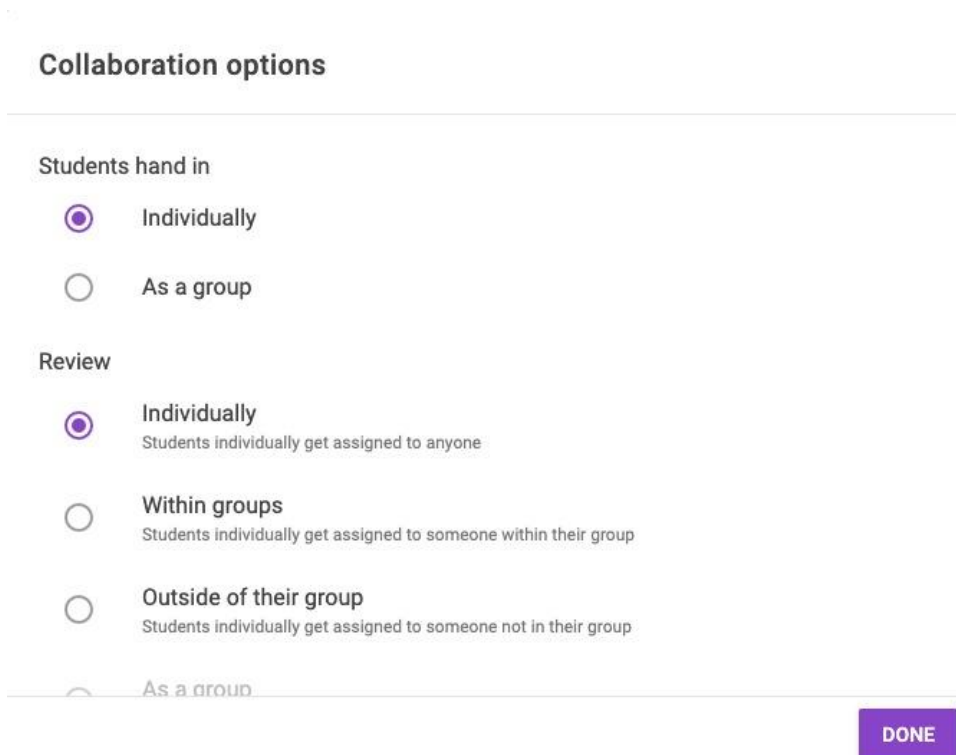
4. Creating an assignment
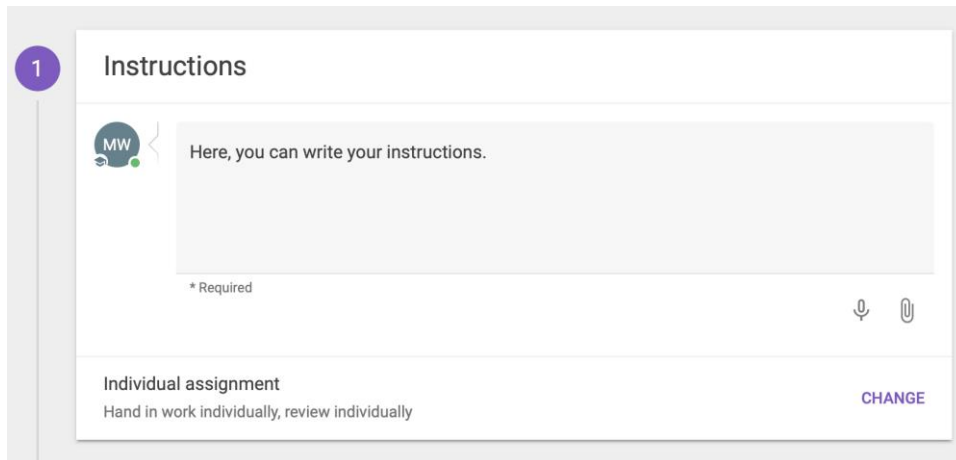
Fill in the instructions for the assignment.

NOTE: When this page is empty, it is not possible to publish or to save the assignment.

The assignment can be set up as an individual or group assignment. Click on 'Change' to choose between the three options as can be seen below:

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1. **Hand in individually, review individually**

Choose this option if you want the students to hand in their work individually *and* get assigned to one or more random peer(s) who have also handed in their assignment(s).

2. **Hand in individually, review within groups**

Choose this option if you want the students to hand in their work individually and get them assigned within smaller groups of peers. For example, when your class has 20 students and you want them to be divided into 5 groups, you can let the students review each other in groups of 4.

3. **Hand in as group, review work by other groups individually**

Choose this option when the assignment has been made by a group of students. For example, when you would like to let your students work in an assignment in groups of 4. They can hand in their assignment as a group. Individual students are then randomly assigned to other groups to review other group assignments. In this scenario, each student writes one review, and each group receives 4 individual reviews.

4. **Hand in as group, review as a group**

Choose this option if you want the students to hand in their work as a group *and* get assigned to one or more random groups who have also handed in their assignment(s).

5. **Seminar groups**

As can be seen above, when you select a group and click on 'next' you can select the seminar group that

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the assignment is made for. You can put the FeedbackFruits under any seminar group in Blackboard, so you can create an assignment for every group. Once you made one assignment, you can copy and paste it to the other groups. How you can copy an assignment is explained in section 3.

For more information about configuring groups when you make use of FeedbackFruits within Blackboard, Brightspace or Canvas, click on this link:

https://help.feedbackfruits.com/en/articles/2325910-configure-groups.

When it is not possible to synchronize the groups within Blackboard, Brightspace or Canvas, or when you make use of the platform, you can find more information about creating groups via:

https://help.feedbackfruits.com/en/articles/3835117-creating-groups-moodle-cumlaude-2-0-platform

4.1 Instructions: handing in

Optional instructions:
When you have specific instructions about the submissions, such as font, line space, name of the file etc., you can put them in this section.

Example: "Put your student number in the file name", "Upload the essay with the slides you would like to use when presenting your essay".

Deadline:

Fill in the deadline. Students have to hand in the assignment before this deadline. When the deadline is passed, students will be assigned to the work of their peers. When there is no deadline, assignments will be given to students to give feedback once there are two students that have handed in their assignment. It is also possible to allow late hand ins. In this case, there is a deadline but students can

still hand in their work after this deadline. Their work will be assigned to other peers. However, the student in question needs to close the tool and open it again to see who they are assigned to. Click on the link below for an explanation about assigning work:

https://help.feedbackfruits.com/en/articles/2080758-how-are-peers-assigned-work

Required submissions:

In this section, you can fill in how many files are required to hand in their submission. Students won't be assigned to one's work to review when the number of their submissions is lower than required. However, students can always hand in more than the required submissions. As can be seen in the example screenshot above, it is possible to choose a higher amount of documents (when, for example, students have to submit a word document as well as slides of their presentation).

Allow students to hand in these file types:

Tick the types of files that you would like to receive from your students. The students won't be able to handing in types of files that you didn't checked. For an overview of the supported filetypes, go to:

https://help.feedbackfruits.com/en/articles/2111860-what-filetypes-are-supported.

Visibility of handed in work:

If you select *'students' work is visible to their reviewers'*, the uploaded material of the students can only be seen by the student, the reviewer and the teacher.

If you select *'students' work and received feedback is visible (after the deadline) to every student'*, it will be possible for every student to see the assignment and feedback on it. For students, it is also possible to give comment, or to 'like' feedback. It is important to know that when you choose this option and you don't select a deadline, the assignments will be directly visible after uploading.

If you select *'students' work and received feedback is visible (after the deadline) to every student who've handed in'*, every student who has handed in their assignment will be able to see the assignment of a peer student and to give comments.

4.2 Giving feedback

In step 3, it is possible to specify the criteria about the review that has to be given. Click on "add" to change, add, or remove these criteria (see screenshot below).

When you click on "add", you can choose between "rubric", "scale rating" and "comment criterion". Then, you give the criteria a title and provide a short explanation. Click on the following link for a extensive overview of these criteria: https://help.feedbackfruits.com/en/articles/3954677-using-rubrics-and-scale-rating-criteria-in-feedback-assignments.

It is also possible to copy the criteria from other Peer Review assignment within the same Blackboard environment. These can be found under "Create new criteria" after you clicked on "add" (see screenshot below).

Deadline:
You can also set a deadline for giving feedback. For the reviewers, it won't be possible to change or look into their given feedback. It is also possible not to set a deadline, so that the reviewers will always be able to do this.

Students see their received feedback:
Here, you can indicate when students can read the received feedback. You can choose between immediately, after the deadline, or after a specific date (which you should set by yourself).

Required number of reviews per student:
Specify how much peers/groups the students have to review. Reviewing multiple peers is a great practice and give students a better, overall view of how their peers have made the same assignment. Students will also get more feedback from different peers. This will give a more nuanced idea about their own work.

When you choose "all students" (students review all their peers), please keep the work pressure in mind.

The following settings will be visible when the required amount of reviews is one (not for option "all at once") or higher:

Allocations:
Automatically – One by one
With this option, students who have handed in their assignment will be assigned to each other. This is the most recommended option.

Automatically – All at once *we don't recommend this!*
With this option, all students who will be assigned to each other at once. We don't recommend this option because it risks students remaining without a review when their peers don't hand in anything.

Self-assessment:

Students will be able to provide their own work with feedback before their peers will give feedback.

Settings:
When you click on settings, the following options can be ticked:

Submitter anonymity: Students who provide feedback, won't be able to see from who the assignment is.

Reviewer anonymity: When you click on this option, reviewers will be anonymous. The reviewers will be able to see the name of the student who has handed it in. The teacher can see both names.

Automatic feedback tips: When you choose this option, students will get tips on how to review while writing feedback.

Completion checklist: Students get a checklist before handing in their feedback. This way, they will be less likely to let something out in their feedback.

Allow reviewers to see each other's annotations: Students can see each other's annotations.

It is also possible to give your own instructions. You can do this by writing in the comment section under "settings".

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4.3 Reflect on feedback (optional)

Deadline: When you set a deadline, it won't be possible to write a reflection once the deadline is passed. The feedback and reflection can still be seen after the deadline. When you don't set a deadline, students will be able to write or rewrite their reflection at all times.

Under "settings", you can give instructions about the reflection. As can be seen above, you can set a minimum length of the written reflection.

Grading
You can add grading by clicking on the purple plus sign. You can choose between "Participation Grading Assignment" and "Configurable Grading".

Participation Grading Assignment:
When you choose this option, a new section appears above "Received Reviews": "Select your best contributions":

Here, students have to highlight their best feedback on the assignment. Under "Required submissions", you can indicate how many parts they have to highlight. This option is recommended when you don't want to read all comments, but like to get an overview of the given feedback.

Configurable Grading:
You can indicate which parts are graded more heavily. You can also choose the option pass/fail.
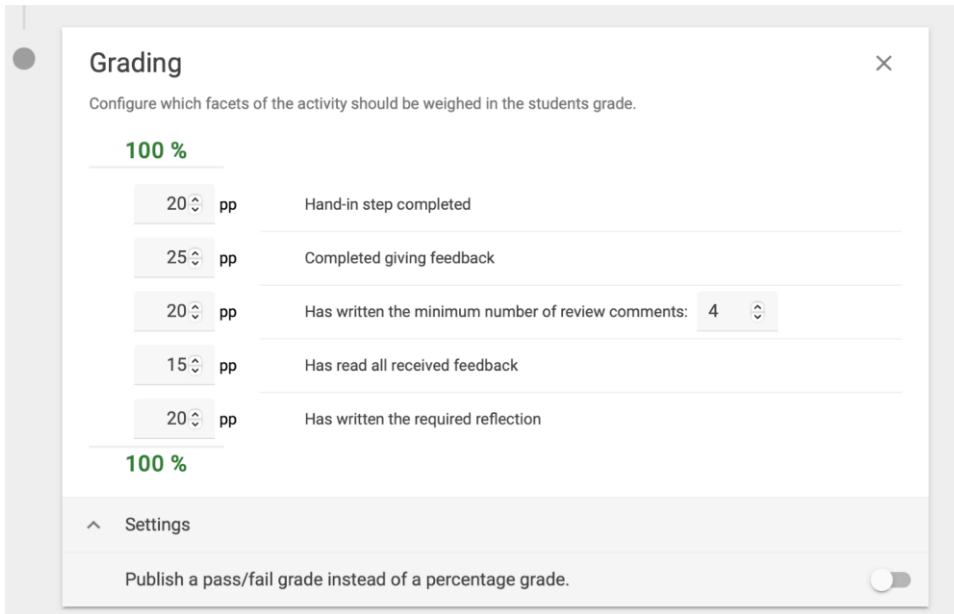
5. Last but not least

Finally, you can always see your settings by clicking on the tree dots in the right corner of the screen. Click on *'edit'* to change the settings. As you can see in the screenshot below, you can see the grade as well as their progress. You can see if they read the instructions, if they handed in their work and more.

6. Contact
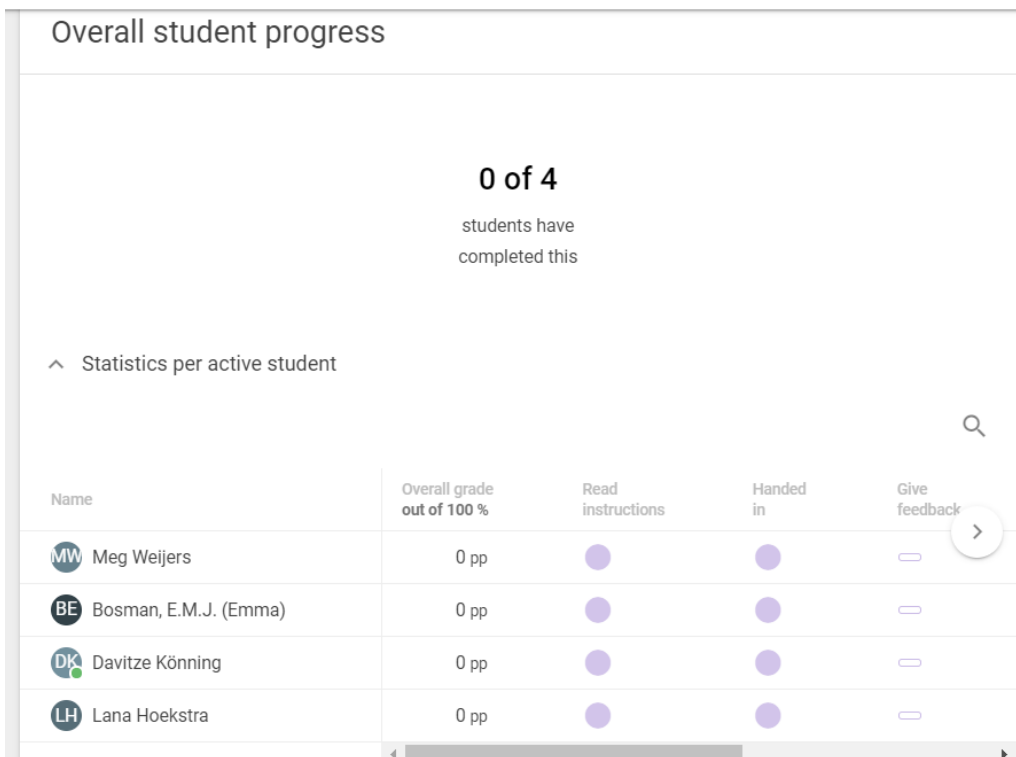
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Do you have questions or would you like support when using FeedbackFruits 2.0 Peer Review? Let us know! We also like to hear if you have any complaints, suggestions or questions about this manual.

If you're looking for didactical support, you can also contact us:

Teaching support
Opening times: Monday till Friday 8.30u - 17.00u
Telephone: 030 253 2197
E-mail: teachingsupport@uu.nl
Website: https://educate-it-uu.sites.uu.nl