Part 1: Logistics of iPeer

Why use iPeer

- iPeer is an advanced and confidential feedback tool for students in their group projects
- It provides a less stressful environment for group assessments
- Allows for quick results
- iPeer does not need to be done using class time
- Useful tool in assessing student's interaction and processing skills
- Increases student knowledge about assessment and evaluation practices for the course

Rubrics

Why use a Rubric?

- A rubric is a scoring guide for assessing student work. It is a Criterion-referenced tool
- When criteria are accurately described, a rubric has the capability of providing a fair, reliable, and valid method of assessment
- Rubrics inform students about what counts in completing a particular task
- A weighted rubric is one in which certain concepts are judged more heavily than others

Steps in Developing a Rubric

- Look at models of performance/product. Consider the characteristics that distinguish good work from bad work
- Establish the criteria. Characteristics evident in the exemplary models will become the criteria
- Determine the levels in the rubric. Using 4 or 5 levels is ideal. 4 levels keep from choosing a middle, while 5 allows for more precision
- Develop descriptions of quality for each level of the criteria. Begin by describing the highest and lowest levels of quality, and then fill the levels in between
- Avoid describing the lowest level sounding bad. It should be stated as inefficient performance or product
- Practice using the rubric with a sample
- Revise as necessary

Rubric Ideas for Assessments

- Areas of Strength; Areas for Development
- Rarely Prepared, Adequately Prepared, Well-Prepared
- Is hard to work with, because they try to do it all themselves
- Our team needs to communicate more
- Contributions
- Progressing
- Positive or Negative Team Experiences

Advice for teams when things do not go well

- Arrange a team meeting
- Review the "Agreed to" plan. Let each member summarize their understanding of the agreed to plan and their contributions to date
- Review your mutual goals
- Document the process
- Express all the positions openly
- Define the areas of conflict
- Consider the possible solutions and discuss advantages and disadvantages of each possible solution
- Generate mutual agreement on a solution
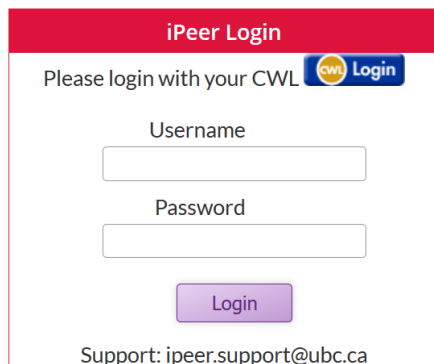- Establish a date to re-evaluate outcomes

Tips

- If a team is being kept for the entire term, a development assessment should be considered. Once in the beginning of work, another in the middle of group work, and a final at the end. This will encourage developmental feedback and improvements.
- Considerations
    o Will students have access to the results of an assessment to plan for improvement?
    o Are they accountable for one another?
    o Can they get away with harsh or inflated peer assessments?
- The assessments of group processes should be formative, so that there is motivation to contribute and improve
- At the end of the term, the students are looking for instructor's evaluation, not from their peers
- Students are not trained assessors, so some instruction and information should be discussed with them.
    o Emotion, ignorance, and laziness are factors that affect the usefulness of peer assessments
    o Remind them that they are to focus on quality of work, not their likes or dislikes of either the person or the assignment
- It may be more realistic to get the students to rate their peers according to descriptors of a level of achievement rather than allowing them to choose a numerical grade for a performance or products. Instructors can attach a number after
- In order to eliminate inflated assessments, feedback should include a rationale or justification rather than just check boxes. The students will give useful feedback when they have to justify their choices
- Some types of peer evaluation include the assessor losing points if they miss or do not identify weakness or errors
- Students do not like expressing faults in their peers
- Students should assess themselves and then compare the results with the peer assessments completed about them

Key Features, Uses, and Benefits:

- Assignment and Custom Rubric Creation
    - o Guides Students of what is expected
    - o Clearly breaks down grading schemes
    - o Reduces Workload for everyone
- Management systems, including bulk import of students and groups from canvas
- Student Email Reminders + Reminder Scheduling
- Profile management
- Quick Feedback for Students
- Release Comments to Students
- Wizard Feature, step by step guide for New Users
- Simple Evaluations for Team-Based Learning
- Export Results to Excel or txt files
- Easy to use installer
- Student self-registration
- Instructors are only allowed to add/edit/copy/modify information related to their courses

Student Use:

- Login to iPeer with your CWL at https://ipeer.elearning.ubc.ca/login

- 2 panels are displayed showing the evaluations needed to be completed and submitted
    - o To complete and evaluation, click on its title on or before the due date
    - o To view answers to an evaluation, click on its title. If you do not see results, your instructor has not released them

Evaluations

Three types of evaluation

- Simple Eval: Instructors give a set number of points, and students distribute them amongst group members
- Rubric Eval: Students rate group members based on specific criteria established by the instructor
- Mixed Evals: Combination of Simple and Rubric Eval. Rubric and a Question

Course Maintenance

1. Click on the courses tab
2. Right click on the course and select "Edit Course" on the menu
3. A window will pop up where you can edit basic information about this course
4. Edit any information you choose and save it by clicking the "Update Course" Button

Sources:

https://lthub.ubc.ca/guides/ipeer/

https://ctl.ok.ubc.ca/learning-technologies/ipeer/

https://skylight.science.ubc.ca/lt/guides/ipeer

https://ipeer.ctlt.ubc.ca/

http://cis.apsc.ubc.ca/additional-tools/old-ipeer/

## Part 2: Functions of iPeer

Setting up iPeer for the First Time

1. Request an account for first use (If UBC Faculty or Staff). Fill out form here https://lthub.ubc.ca/support/lt-hub/contact-lthub/ Otherwise, they have to log into ipeer.elearning.ubc.ca
2. Click the 'Courses' tab
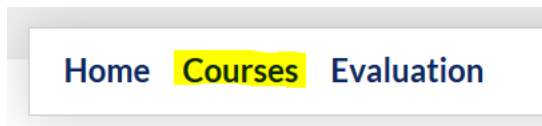
3. Click on "Add Course based on Canvas" (If this is the first time, you will be prompted to authenticate using your CWL) You can find this option in the top right corner
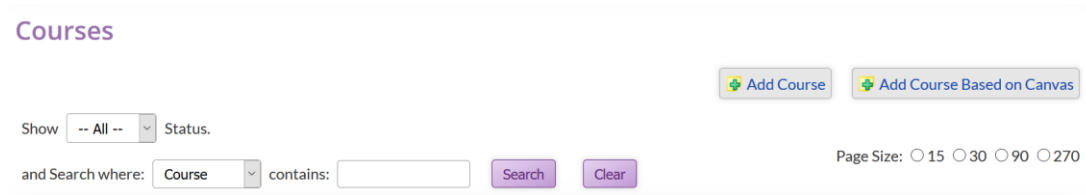
4. Select your course in the dropdown menu, enter the course details, and then click save
5. In the 'Courses' tab, click on the course you have just created to enter its page
6. In your course page, in the bottom right, you will see an option box named 'Canvas', click on Import Users from Canvas
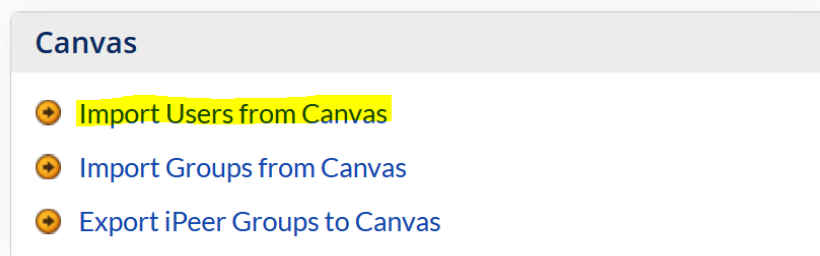
7. Afterwards, in the same option box, click on Import Groups from Canvas
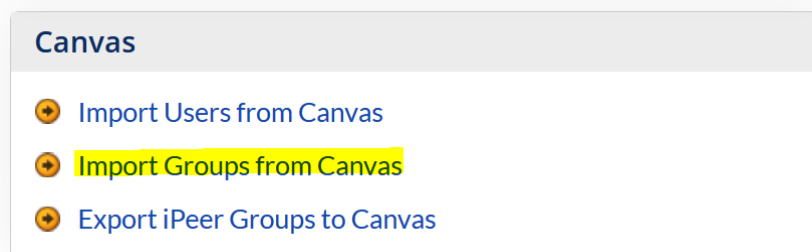
Search Tool

1. Go to Courses

   Home **Courses** Evaluation

2. Click the search box in iPeer

   Show | Active | Status.

   and Search where: | Course | contains: | Search Here | Search | Clear

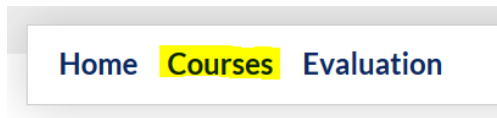3. type in the title of the course you are looking for (Example: "CHBE 201 and CHBE 220 - iPeer" would bring up the exact course)

   Show | Active | Status.

   and Search where: | Course | contains: | CHBE 201 and CHE | Search | Clear

   Page Size: ○ 15 ○ 30 ○ 90 ○ 270

Course	Title	Term ▼	Status	Created by
CHBE 201 and CHBE 220 - iPeer	CHBE 201 and CHBE 220 - iPeer	2020W1	Active	Sophie Spiridonoff

   Total Results: 1

Filter Tool

1. The filter can be found at the top of the "Courses" page

   Show | -- All -- | Status.

   and Search where: | Course | contains: | | Search | Clear

2. Set the filter to "Active", "Inactive", or "All"

   Show | Active | Status.

   and Search where: | Course | contains: | | Search | Clear

Activate and Deactivate Courses

1. Go to Courses

   Home **Courses** Evaluation
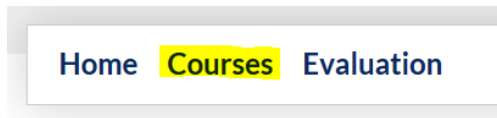
2. Right Click the course you would like to disable and select "Edit Course"

   Show [Inactive ▼] Status.

   and Search where: [Course ▼] contains: [ ]   [Search] [Clear]

   Page Size: ○15 ○30 ○90 ○270

Course ▲	Title	Term	Status	Created by
Brandon's Sandbox of Fun	...don's Sandbox of Fun	Default Term	Inactive	APSC Student Software Support

   Course Home
   View Record
   Edit Course
   Delete Course
   View Creator

   Total Results: 1

   How to use Lists in iPeer:

   1. *Left-Clicking* on a link will take you to that it...
   2. *Left-Clicking* the light yellow background of ...p-up menu.
   3. The pop-up menu displays all available actions for this item, like 'View', 'Edit', 'Copy', 'Delete', etc...

3. Scroll down until you see the "Status" option and set it to "Active" or "Inactive"

   APSC Student Software Support   X

   Tutors [-- Select a tutor -- ▼]   Add Tutor

   Status [Inactive ▼]

   Department
   [Applied Sciences
   Architecture and Landscape Architecture
   Arts]
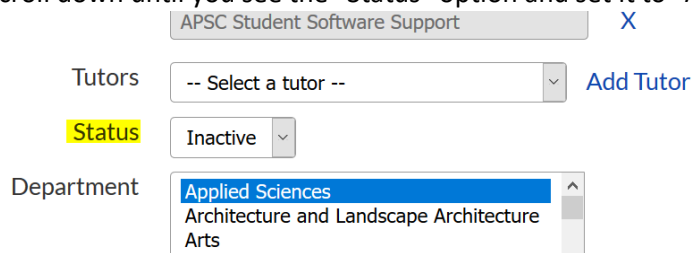
Import Students

1. Go to Courses and select the course you would like to import students into by left clicking on it
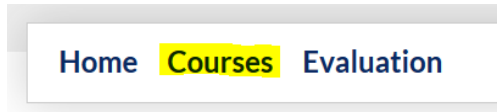
   Home **Courses** Evaluation
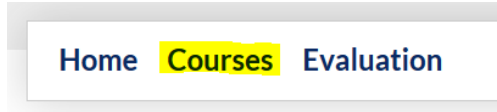
2. Scroll down until you see the "Canvas" option box, and click on "Import Users from Canvas"

   Canvas

   ⊙ Import Users from Canvas
   ⊙ Import Groups from Canvas
   ⊙ Export iPeer Groups to Canvas
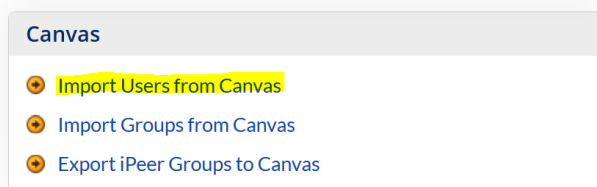
Import Teams

1. Go to Courses and select the course you would like to import groups into

   Home **Courses** Evaluation

2. Scroll down until you see the "Canvas" option box, and click on "Import Groups from Canvas"

   Canvas
   - ⊙ Import Users from Canvas
   - ⊙ Import Groups from Canvas
   - ⊙ Export iPeer Groups to Canvas
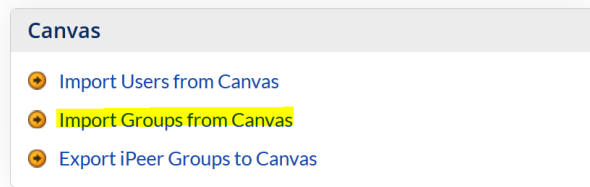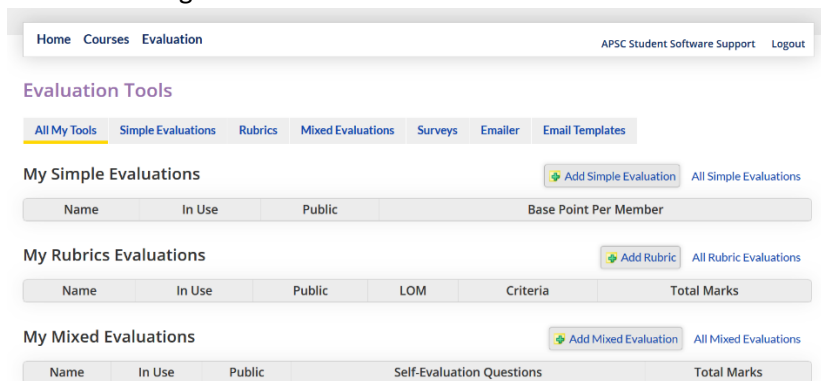
Create an Evaluation

1. Go to Evaluation

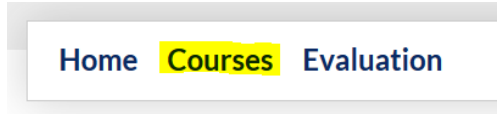   Home   Courses   **Evaluation**
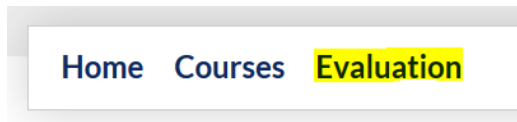
2. There are three options to consider:
   - Simple Evaluations
   - Rubric Evaluations
   - Mixed Evaluations

3. Click on "Add 'type' Evaluation", where 'type' is the evaluation name. The add button can be found to the right of the evaluation name's header

   Home   Courses   Evaluation   APSC Student Software Support   Logout

   Evaluation Tools

   All My Tools   Simple Evaluations   Rubrics   Mixed Evaluations   Surveys   Emailer   Email Templates

   My Simple Evaluations   ⊕ Add Simple Evaluation   All Simple Evaluations
Name	In Use	Public	Base Point Per Member

   My Rubrics Evaluations   ⊕ Add Rubric   All Rubric Evaluations
Name	In Use	Public	LOM	Criteria	Total Marks

   My Mixed Evaluations   ⊕ Add Mixed Evaluation   All Mixed Evaluations
Name	In Use	Public	Self-Evaluation Questions	Total Marks

4. Enter the details of the evaluation
5. Scroll to the bottom of the form and save the evaluation

Add Evaluation Events (Manual)

1. Go to Courses and select the course you would like to create an event for
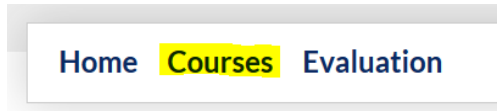

2. Scroll down until you see the "Evaluation Events" option box, and click on "Add Event"
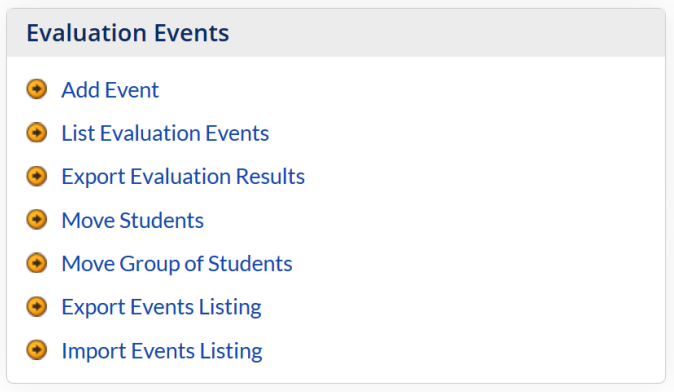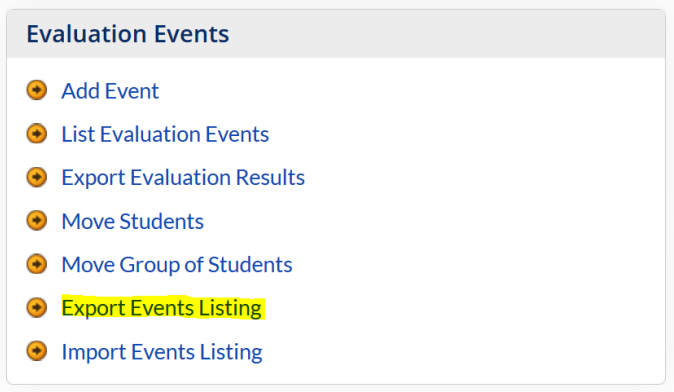

3. Fill in the details of the event, and then press submit

Add Evaluation Events (Excel)

1. Go to Courses and select the course you would like to create events for


2. Scroll down until you see the "Evaluation Events" option box, and click "Export Events Listing"

3. Open the excel document, and clear the spreadsheet and leave only the headers behind. (Only keep items on row 1, otherwise you will create duplicates of existing events)

4. Enter a title and description
5. When choosing a type, enter without quotes:
    a. '1' = simple evaluation
    b. '2' = rubric evaluation
    c. '3' = survey evaluation
    d. '4' = mixed evaluation
6. Choose a template for your evaluation. You will need to enter a numerical value here. These numbers align with the created Evaluations on iPeer. These numbers can be visible if you Export an Event with the Evaluation you would like.
7. Choose "Open", "Due", "Closes", "Results Open", and "Results Close" dates. These should be formatted as 'mm/dd/yyyy hh:mm:ss AM/PM', without quotations. (Example: a date set to 4:00 P.M December 1st, 2020 would be entered as '12/1/2020 4:00:00 PM' without quotations)
8. Select whether the Evaluation will need "Self-Evaluations", "Comments Required", "Auto-release Results", and "Student result mode". If you would like any of these options, put a '1' in their respective box, otherwise, put a '0', without quotations on either
9. Select which groups will participate in the evaluation. Enter '*' for all teams, or enter the group names followed by a ';' (Example, if I had three groups named 'A', 'B', and 'C' and I wanted only them to participate in this evaluation, I would write "A;B;C" into the excel cell, without quotations)
10. Save the document without changing the name of the excel file.
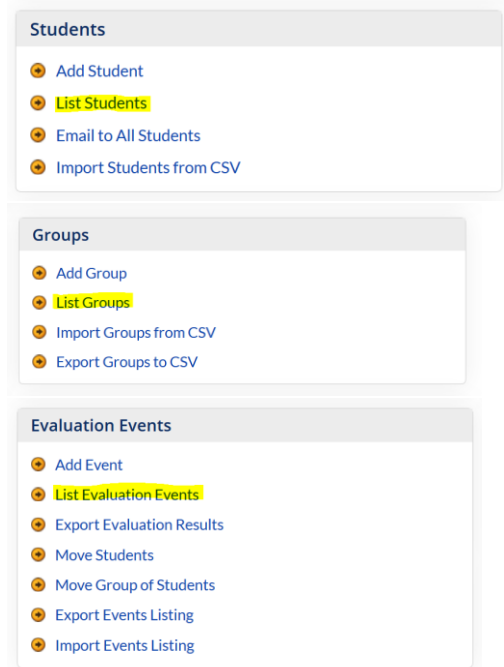11. Go back to iPeer, and click on "Import Events Listing" under "Evaluation Events"
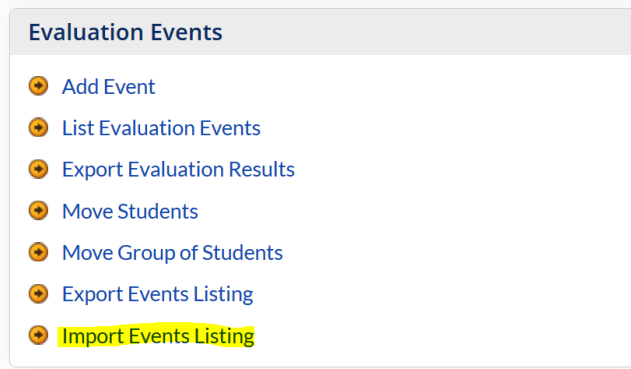
12. Enter the excel document and click "Submit"

Double Checking your work

1. If you would like to double check students, groups, or evaluation events, click on "Courses" and then select the course you would like to check
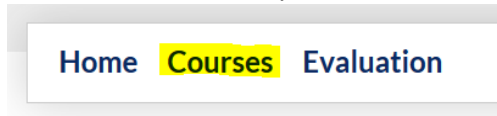

2. In the settings boxes, scroll until you see the respective category. ('Students', 'Groups' or "Evaluation Events")
3. Click on the respective "List" option. ("List Students", "List Groups", or "List Evaluation Events")

    Students
    - Add Student
    - List Students
    - Email to All Students
    - Import Students from CSV

    Groups
    - Add Group
    - List Groups
    - Import Groups from CSV
    - Export Groups to CSV

    Evaluation Events
    - Add Event
    - List Evaluation Events
    - Export Evaluation Results
    - Move Students
    - Move Group of Students
    - Export Events Listing
    - Import Events Listing

Linking iPeer into Canvas

1. Go to the respective Canvas Course associated with your iPeer Course
2. Click on "Modules" in the left corner. Be sure that you have made your modules visible to students
3. Find the module you would like to add iPeer into. Click on the '+' symbol in the header
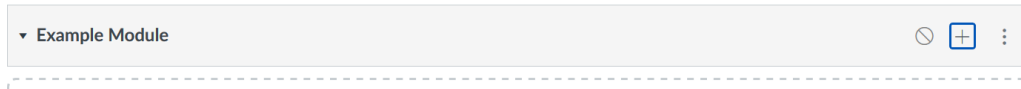
▾ Example Module	⊘ ⊞ ⋮

4. Add an External URL.
    Paste in: https://ipeer.elearning.ubc.ca/login
    Give a Page Name (Example: "iPeer Login")
    Check off the box to load the link in a new tab when it is clicked
    Choose whether or not you would like to indent the page listing

Add Item to Example Module   ✕

Add   [External URL   ▾]   to Example Module
🔗 Enter a URL and page name to add a link to any website URL to this module.
URL: [tps://ipeer.elearning.ubc.ca/login]

Page Name: [iPeer Login]
☑ Load in a new tab

Indentation: [Don't Indent   ▾]

Cancel   [Add Item]

Part 3: Getting Help

<u>Requesting Assistance from APSC CIS</u>

If you require assistance or instruction using iPeer, you may contact APSC CIS by emailing
learning@apsc.ubc.ca

When requesting help, be sure to include:

- Your course number (Ex. APSC 100 or BMEG 400 are course numbers)
- Your role in the Course (Ex. Instructor, T.A, etc.)
- A description of what you will need from iPeer for your course

After you have sent us these details, we will process the request as a ticket and assign one of our CIS agents to assist you as soon as possible.

Do note, if you request our assistance to fulfill a task for you, the agent assigned to you may temporarily add themselves into your Canvas course and/or your iPeer course in order to fulfill your request.