Setting up exercises with peer-reviewing

Overview

Setting up exercises with peer-reviewing **1**
What are peer reviewing exercises? *1*
Create an exercise *1*
Criteria Catalogue 3
Creation of assignments *4*
Peer Feedback Register 7
Conduct and view peer feedback 7
Submissions and Grades *9*
Giving Feedback 10
Info & Contact *11*
Last update: 2024-12-02 11
Licence note 11
Imprint 11

Important information is marked in yellow.

Additional information is marked in blue.

What are peer reviewing exercises?

In general, the “Exercise” object is used to set, collect and evaluate scheduled tasks. Submissions are usually evaluated or commented on by tutors. The “Peer Feedback” option offers the opportunity to actively involve students as feedback providers. In addition to the mandatory submission of work results, the work of a randomly assigned feedback recipient must also be commented on. With regard to general comparability, this can be done based on specified criteria. The feedback thus becomes additional learning content.

Create an exercise

First, the object "Exercise" is created as the controlling container for the exercise. The actual exercise units (see there) will later be integrated into it. An exercise can consist of a single or multiple exercise units.

First, you set the title of the exercise and save it.

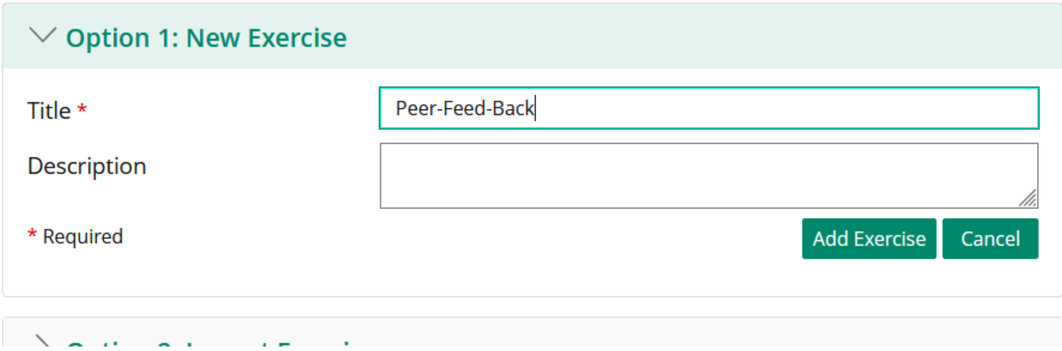


Figure 1 Creating an Exercise

In the general settings of the “Exercises” object, all requirements are defined that regulate the existence of an exercise and how the evaluation should take place.
If at least one exercise unit of an overall exercise is to be carried out with peer feedback, only the two top options can be used as a requirement for passing (1)

- All Mandatory Assignments
- Minimum number of Assignments

Peer feedback cannot be used in random selection.
For the assessment to be “passed”, the automatic mode (2), i.e. must be activated when a submission is received.

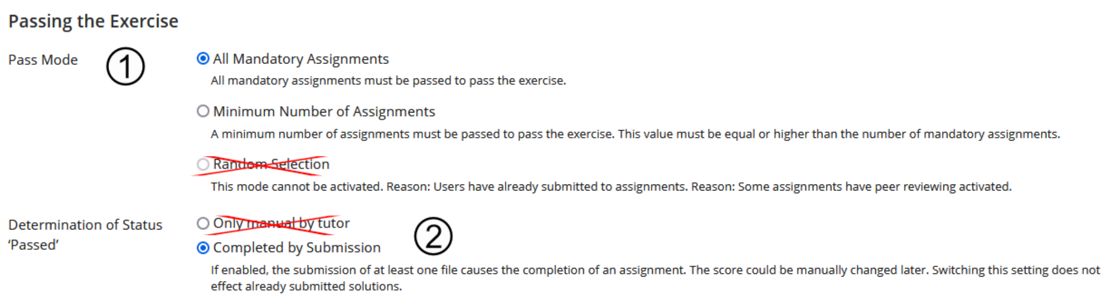


Figure 2 General Settings - Passing Criteria

Further settings relate to the question of whether the submissions should be published after the deadline or not. This only affects submissions. The peer feedback remains limited to the respective peer groups (see there).
In order to automatically keep an eye on the receipt of new information about an exercise unit, an automatic notification (via email) can be activated. This also only applies to submissions, not peer feedback.

Likewise the form of “tutorial” feedback on a submission. These can happen in three different ways. By email, in file form or as text input via the system's own rich text editor.

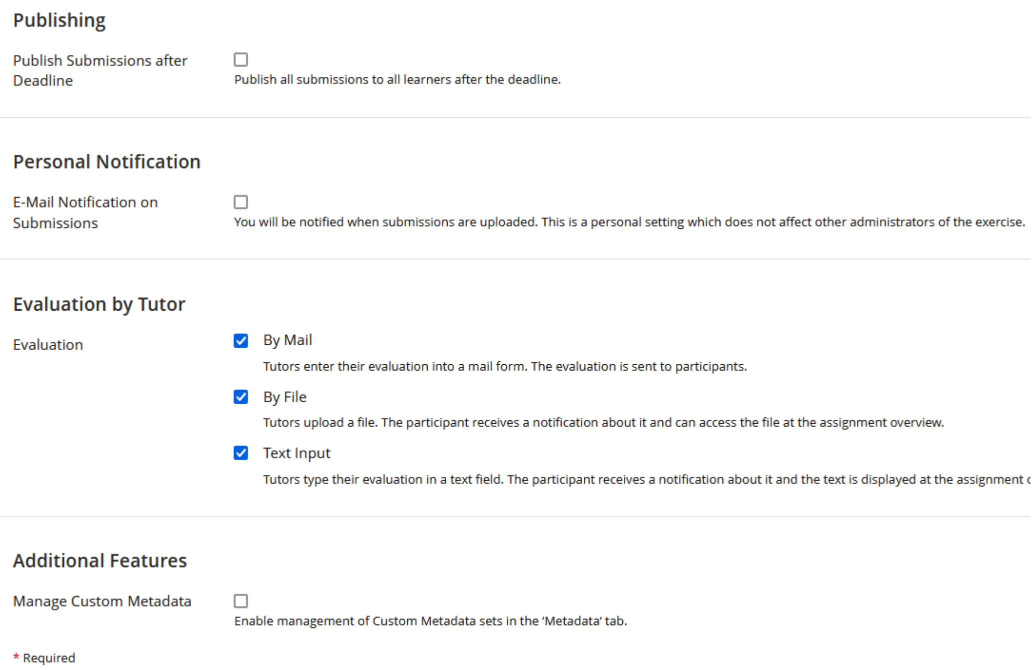


Figure 3 Additional Settings of the Exercise Object

Criteria Catalogue

The criteria for peer feedback can be defined in the “Criteria Catalog” sub-tab. This serves for standardization or as instructions for the evaluation. The individual criteria are combined into a set in so-called catalogs, which can then be assigned to individual exercise units.

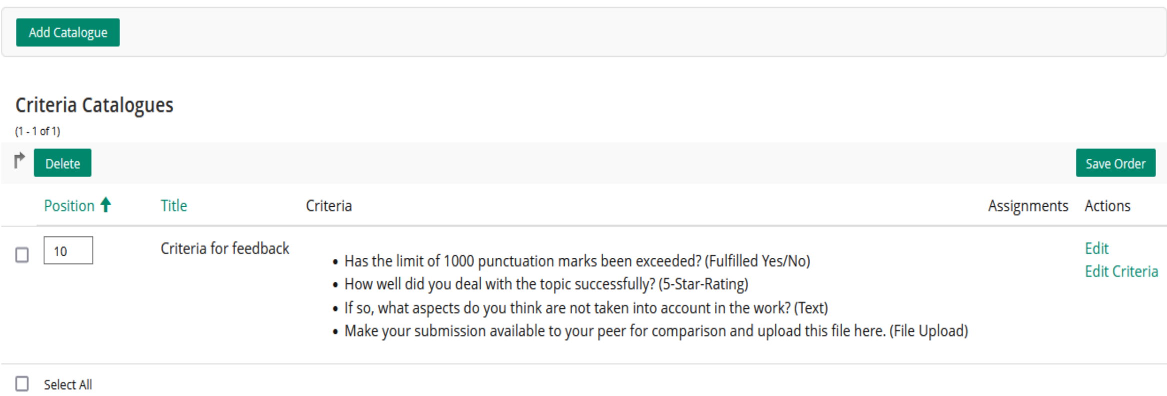


Figure 4 Exemplary criteria catalog with all four criteria types

The following types are available and can be used as often as required within a criteria catalog:

- **Fulfilled Yes/No:** Here the participants have to indicate whether something is fulfilled or not fulfilled. You define the condition in a text (Figure 5, 1).
- **5-star rating:** Here participants provide a rating on a scale of 1 to 5 in the form of stars. To do this, you define in a text what meaning 1 to 5 has (Figure 5, 2).
- **Text:** Participants provide free text as feedback. Here, too, you can specify how long the text should be and what content needs to be edited (Figure 5, 3).
- **File upload:** The participants upload a file with the feedback here, which is made available to the other person (Figure 5, 4).

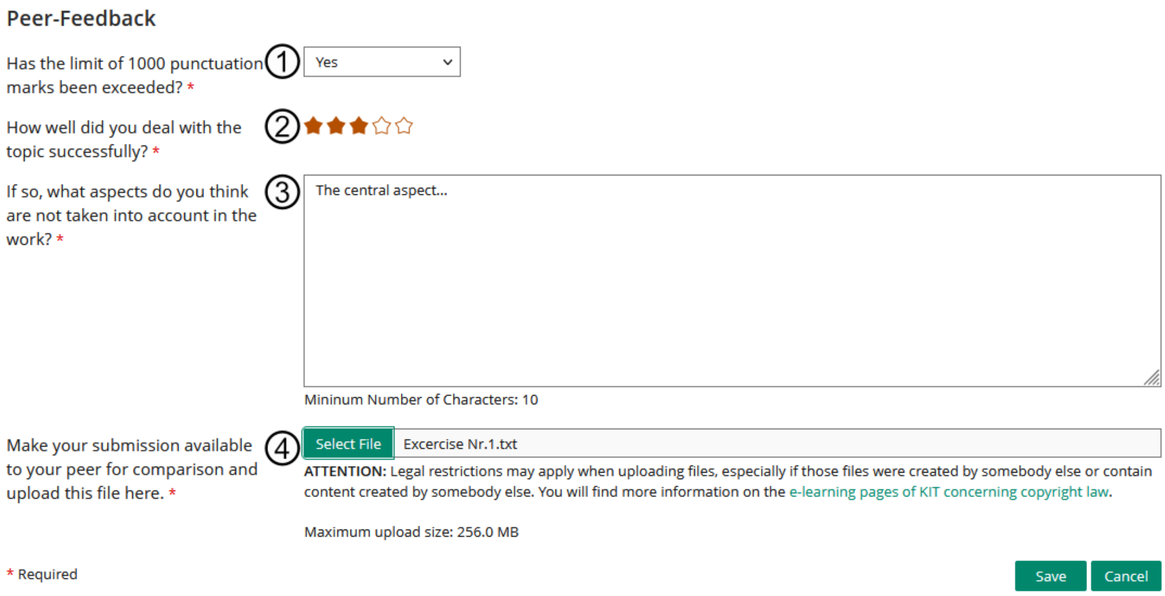


Figure 5 Feedback with specified criteria for evaluation

The criteria form the evaluation grid for the feedback of an exercise unit (see below). The assignment to an exercise unit takes place as an entire catalog (see Peer Feedback tab), i.e. all criteria included are used for the feedback. As long as the criteria can be applied to a task or its feedback, a criteria catalog can be used multiple times within an overall exercise. If this is not the case, another catalog must be created.
Once a catalog is actively in use, no changes can be made to the criteria.

Creation of assignments

Assignments are the actual tasks of an exercise. They are, for example, the task sheet that has to be solved or the reflection report that has to be prepared. To create exercise units, switch to the tab of the same name and select the *Edit* option.
There are five different types of exercise available.

- ***file***, everyone submits their solution as a file.
- ***Submit a file as*** a team, e.g. a team submits its project report.
- ***Text,*** everyone sets their solution directly via the rich text editor in ILIAS.
- ***Blog,*** everyone writes a blog post in a (ILIAS) blog.

- ***Portfolio,*** each expands, depending on the task, (s)one (ILIAS) portfolio.
- ***Team-Wiki,*** based on a template, the team develops a common wiki.

The two submission types “Team Upload” and “Team Wiki” cannot be used for a peer feedback assignment.

The type cannot be changed after saving. If changes are made, a new unit must be generated. What all exercise units have in common is that the following information must be stored.

- **Title:** The title identifies the exercise unit, e.g. exercise sheet 1st lecture week or similar.
- **Mandatory:** By activating the option, a unit is marked as mandatory to solve (default setting). For optional tasks, the option must be deactivated by removing the check mark.

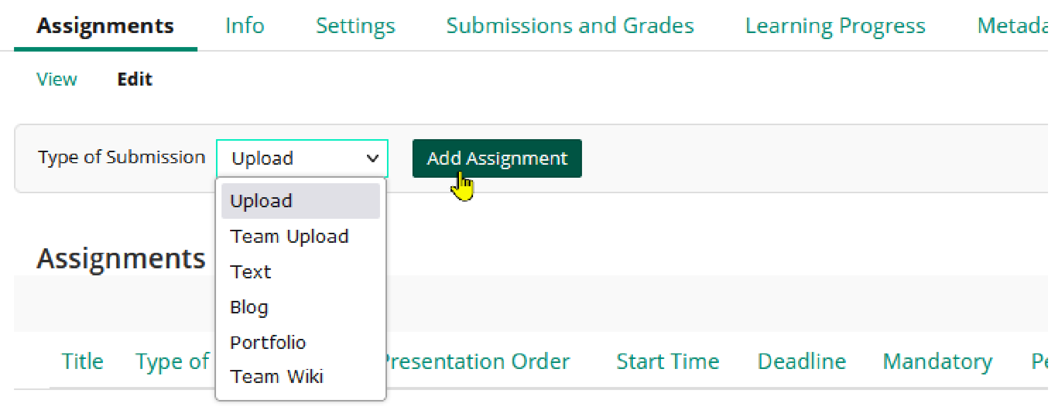


Figure 6 Submission type of the assignment

- **Work instructions:** The work instruction describes the exercise unit and formulates, for example, the procedure.
- **Files:** Files can be assigned to a work instruction. This can be, for example, a more detailed task, the actual task sheet or written procedural instructions.
- **Schedule:** The schedule is used to schedule the exercise session. The start time automatically regulates the release of the task or the earliest possible date by which solutions can be submitted. The deadline excludes the possibility of submission. A grace period may be granted. Until this date, subsequent submission is still possible. However, a subsequent submission will be marked accordingly.

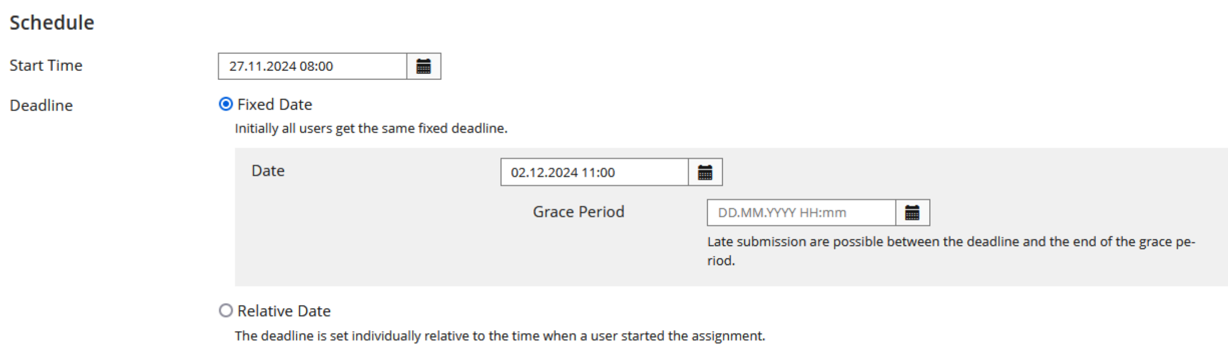


Figure 7 Scheduling the Exercise Unit

Important! In particular, the grace period must not reduce the time required to create peer feedback (see there).

- **The primary activation of peer feedback** takes place in the settings of the exercise unit in the “After submission” area (1).

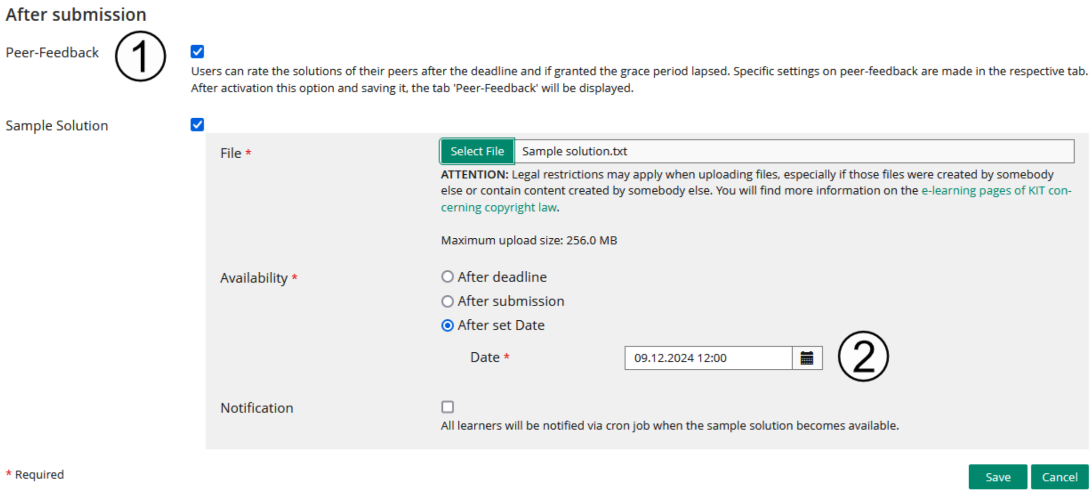


Figure 8 Post-delivery actions

- **Sample solutions** (file) can be stored, which will be released to the participants at a defined time. This can generally be done after the submission deadline or after submitting your own solution. For exercise units with peer feedback, you usually choose a fixed date, namely the date by which the peer feedback must have taken place (2).

Peer Feedback Register

When peer feedback is enabled (and settings are saved), the Peer Feedback tab appears. This serves to determine the feedback process in detail.

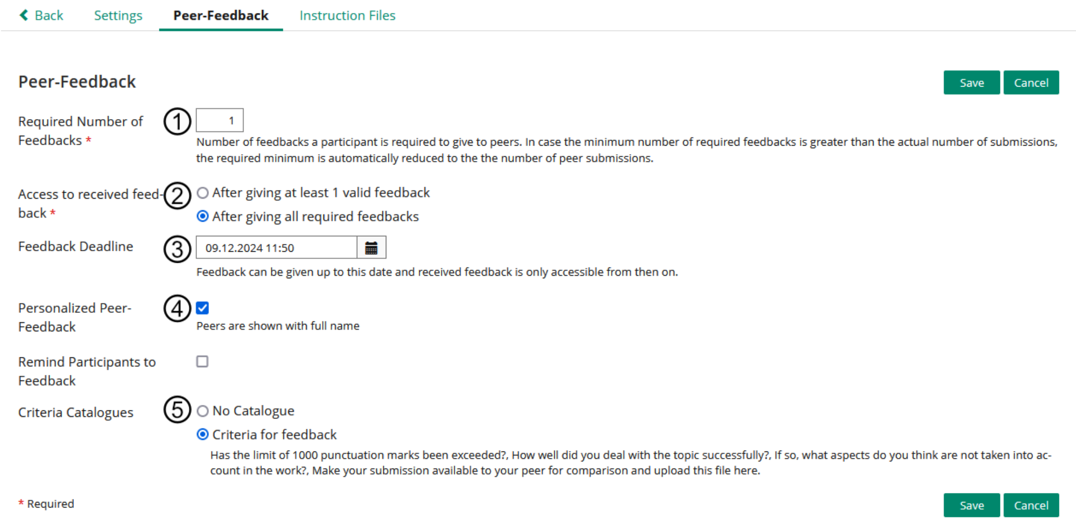


Figure 9 Setting up peer feedback

1. The first setting is to set the number of peer feedbacks to be given. This means that feedback will only be given for one or more submissions.
2. This defines when participants can view the feedback from their peers. Either gradually as soon as feedback has been received or only when all feedback has been received.
3. A date can be set by which feedback must be given. This is not a mandatory field.
4. By default, the feedback is anonymized for the feedback recipient. If you want to display the peers by name, activate the “Personalized Feedback” option.
5. You can define criteria for the feedback according to which the evaluation should take place. These are formulated in a so-called criteria catalog (see there). This can be assigned here. Otherwise, for example, the minimum number of characters for the feedback can be set here.

Conduct and view peer feedback

An exercise with peer feedback takes place in two stages. First, the required submission must have taken place. Both the feedback giver and the feedback receiver. Only then are the actions activated. After the submission deadline, access to the feedback (given and received) will be released. The two statuses can be seen in Figure 10.

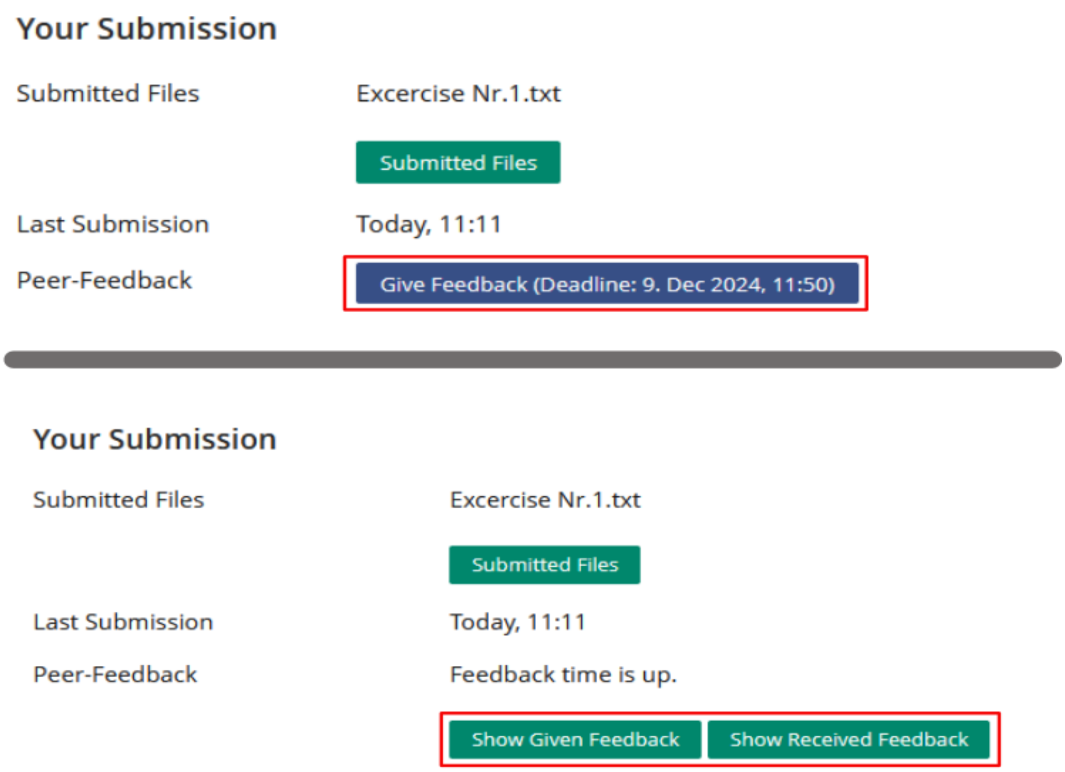
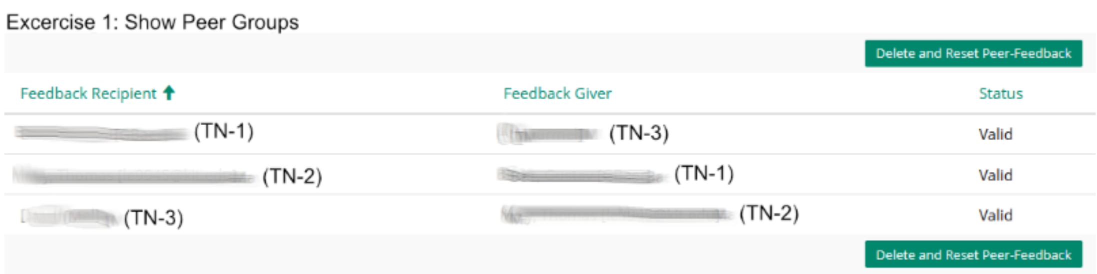


Figure 10 Actions after a submission (above) and after receiving feedback (below)

The peers can view the respective feedback here.
As already mentioned, the assignment of peer groups is randomized. In order to see from the tutorial side which groups have been formed, switch to the editing area of the exercise units of an exercise. The now additional action “Show peer groups” opens the list with the corresponding peers. This shows



Excercise 1: Show Peer Groups

Delete and Reset Peer-Feedback

Feedback Recipient	Feedback Giver	Status
(TN-1)	(TN-3)	Valid
(TN-2)	(TN-1)	Valid
(TN-3)	(TN-2)	Valid

Delete and Reset Peer-Feedback

Figure 11 Peer Groups

who was the feedback recipient and who was the feedback giver (e.g. TN-1/TN-3).

Submissions and Grades

Entrants' submissions can be viewed via the Submissions and Sheet Music tab. Of course, this only applies to tutors.

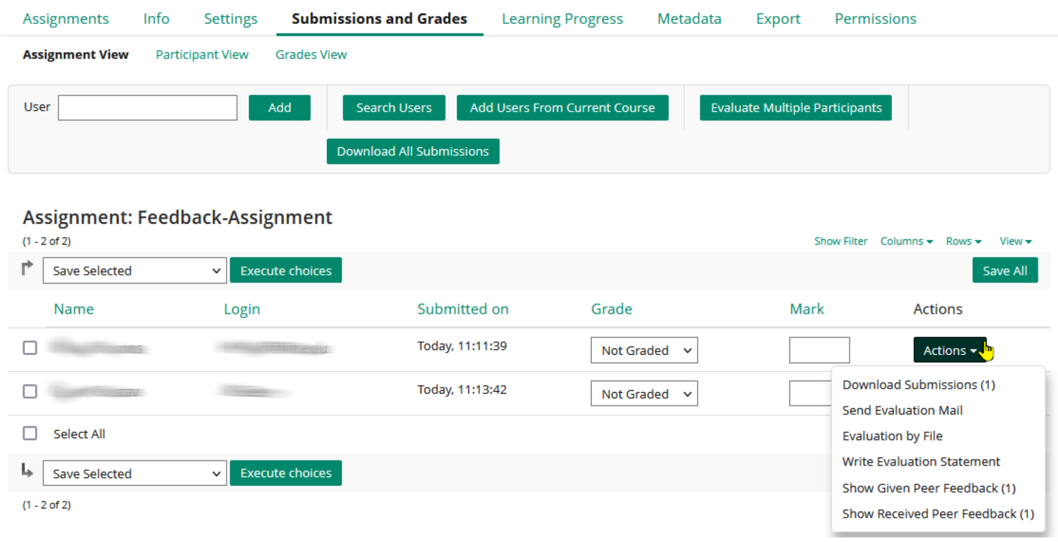


Figure 12 Management of submissions under "Submissions and grades"

Submissions can be accessed separately according to exercise session. In a list sorted by participant, all received submissions can be retrieved and evaluated. The submitted solutions can either be downloaded separately for each participant or together ("Download all submissions") after the deadline has expired. In the case of a complete download, the submissions are packed together in a zip archive. For each participant, a correspondingly named folder including the submission is generated. This has the advantage that when the archive is unpacked, the submissions are already sorted by participant. With the single download (see drop-down above) you only get the incoming file. The evaluation and feedback takes place directly, participant-related in this window.

Assign rating/grading

The individual submissions can be assessed and graded directly. The status “Passed” or “Failed” is set in the “Evaluation” column. By default, a submission will be marked as “Not rated”. In addition, there is the option to assign a grade/point in the “Grade” column. The grade is displayed to participants together with feedback on an exercise unit.
An overall overview of the grades for the individual exercise units can be opened via the “Grades overview” submenu. At the same time, an overall grade can be awarded for the entire exercise.

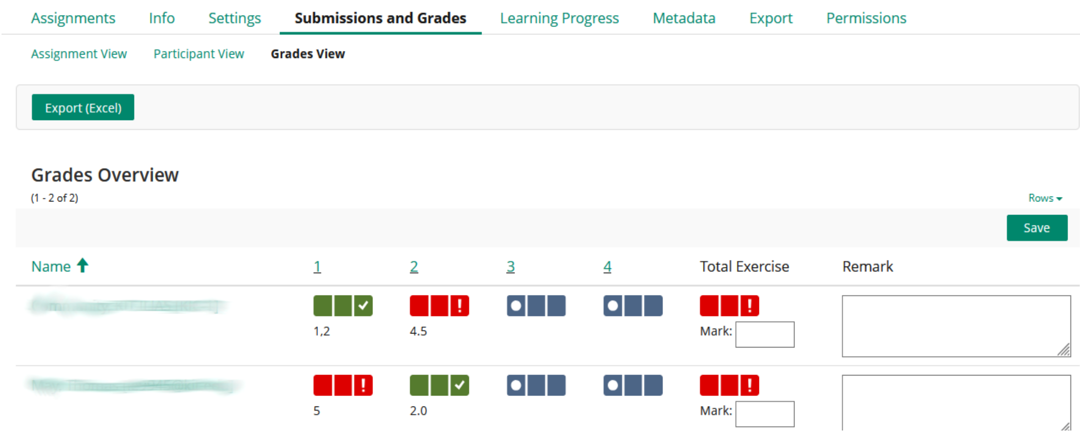


Figure 13 Grades view

The overall grade can be viewed individually by participants in the learning progress view of the exercise. The individual grades can be viewed in the "Tutor's Rating" area for each exercise unit.

Giving Feedback

You can give individual feedback on each submission using the action button (see Figure 6). There are three feedback options available in the exercise settings in the "Feedback" section.

- "By mail"
- "By File"
- "Text input"

By default, all three options are activated, which can then be executed accordingly via the action menu. The feedback is only accessible individually to the respective student, either in the message box (email) or within the exercise unit (attached file or displayed text).
For feedback via file, it is possible not to upload it individually for each person, but as a so-called multi-feedback file.

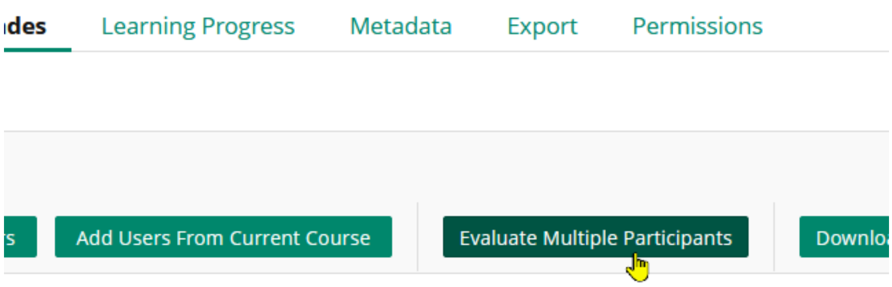


Figure 14 Start Evaluation of multiple Participants

This is an archive file in which the personal assignment of the feedback is saved. To do this, first select the "Feedback to multiple participants" option in the "Submissions and Grades" window.

In order to be able to carry out the individual assignment, first download the necessary zip directory structure (1) and unzip it locally.
You will receive a directory structure consisting of folders named after the exercise participants. Put the respective feedback file there and at the end create a zip archive from it.
You can now easily upload this as a multi-feedback file (2). The feedback contained is assigned accordingly.

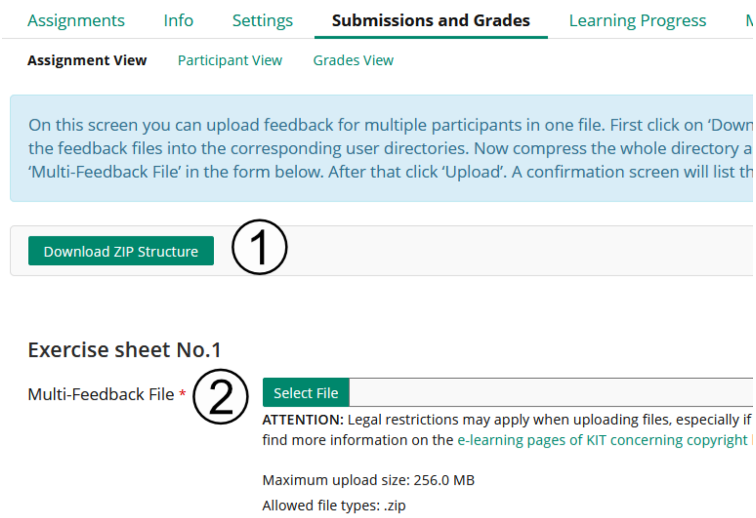


Figure 15 Perform multi-feedback

Info & Contact

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