

Setting up exercises with peer-reviewing

Overview

Setting up exercises with peer-reviewing	1
<i>What are peer reviewing exercises?.....</i>	<i>1</i>
<i>Create an exercise</i>	<i>1</i>
Criteria Catalogue	3
<i>Creation of assignments.....</i>	<i>4</i>
Peer Feedback Register	7
Conduct and view peer feedback.....	7
<i>Submissions and Grades.....</i>	<i>9</i>
Giving Feedback	10
<i>Info & Contact</i>	<i>11</i>
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.

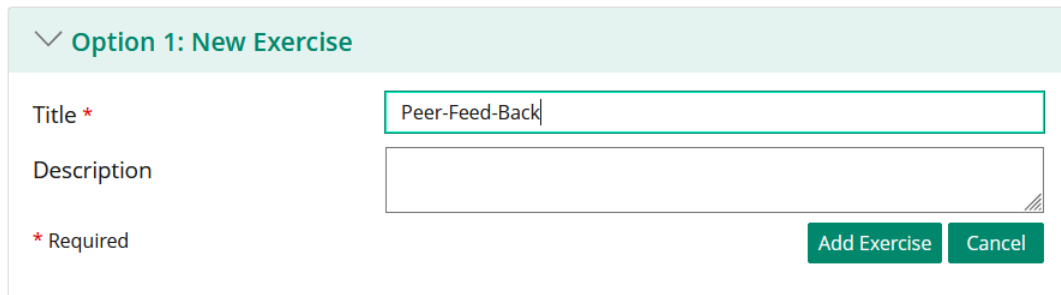


Figure 1 Creating an Exercise

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.

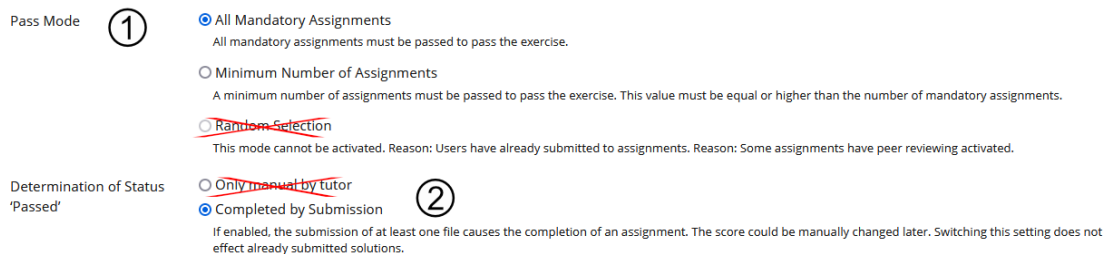
If at least one exercise unit of an overall exercise is to be carried out with peer feedback, only the two top options can be used as a requirement for passing (1)

- 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.

Passing the Exercise



Pass Mode **①**

- All Mandatory Assignments
All mandatory assignments must be passed to pass the exercise.
- Minimum Number of Assignments
A minimum number of assignments must be passed to pass the exercise. This value must be equal or higher than the number of mandatory assignments.
- ~~Random Selection~~
This mode cannot be activated. Reason: Users have already submitted to assignments. Reason: Some assignments have peer reviewing activated.

Determination of Status 'Passed'

- ~~Only manual by tutor~~ **②**
- Completed by Submission
If enabled, the submission of at least one file causes the completion of an assignment. The score could be manually changed later. Switching this setting does not effect already submitted solutions.

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.

Publishing

Publish Submissions after Deadline Publish all submissions to all learners after the deadline.

Personal Notification

E-Mail Notification on Submissions You will be notified when submissions are uploaded. This is a personal setting which does not affect other administrators of the exercise.

Evaluation by Tutor

Evaluation

- By Mail
Tutors enter their evaluation into a mail form. The evaluation is sent to participants.
- By File
Tutors upload a file. The participant receives a notification about it and can access the file at the assignment overview.
- Text Input
Tutors type their evaluation in a text field. The participant receives a notification about it and the text is displayed at the assignment overview.

Additional Features

Manage Custom Metadata Enable management of Custom Metadata sets in the 'Metadata' tab.

* Required

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.

Add Catalogue

Criteria Catalogues
(1 - 1 of 1)

Delete Save Order

Position ↑	Title	Criteria	Assignments	Actions
<input type="checkbox"/> 10	Criteria for feedback	<ul style="list-style-type: none"> • Has the limit of 1000 punctuation marks been exceeded? (Fulfilled Yes/No) • How well did you deal with the topic successfully? (5-Star-Rating) • If so, what aspects do you think are not taken into account in the work? (Text) • Make your submission available to your peer for comparison and upload this file here. (File Upload) 		Edit Edit Criteria

Select All

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).

Peer-Feedback

Has the limit of 1000 punctuation marks been exceeded? * ①

How well did you deal with the topic successfully? * ② ★★★★★

If so, what aspects do you think are not taken into account in the work? * ③
Minimum Number of Characters: 10

Make your submission available to your peer for comparison and upload this file here. * ④ Exercise Nr.1.txt
ATTENTION: Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the [e-learning pages of KIT concerning copyright law](#).
Maximum upload size: 256.0 MB

* Required

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.

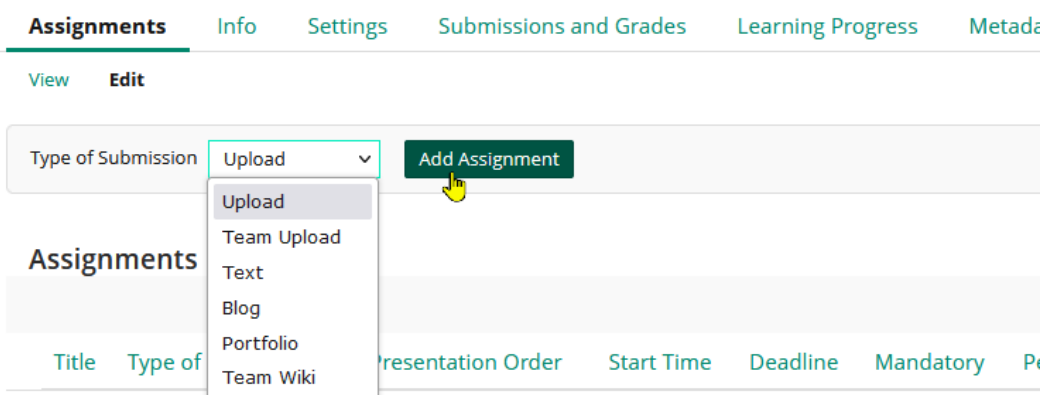


Figure 6 Submission type of the assignment

- **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.

Schedule

Start Time

Deadline Fixed Date
Initially all users get the same fixed deadline.

Date
 Grace Period
Late submission are possible between the deadline and the end of the grace period.

Relative Date
The deadline is set individually relative to the time when a user started the assignment.

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).

After submission

Peer-Feedback **1** Users can rate the solutions of their peers after the deadline and if granted the grace period lapsed. Specific settings on peer-feedback are made in the respective tab. After activation this option and saving it, the tab 'Peer-Feedback' will be displayed.

Sample Solution

File * Select File

ATTENTION: Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the [e-learning pages of KIT concerning copyright law](#).

Maximum upload size: 256.0 MB

Availability *
 After deadline
 After submission
 After set Date

Date * 📅 **2**

Notification
All learners will be notified via cron job when the sample solution becomes available.

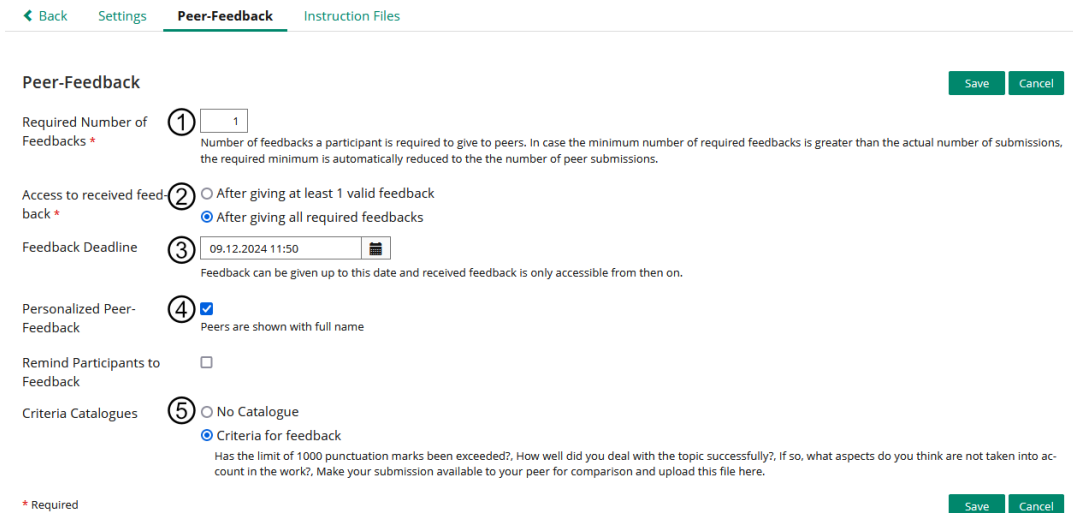
* Required

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.



Peer-Feedback Save Cancel

Required Number of Feedbacks * ①
Number of feedbacks a participant is required to give to peers. In case the minimum number of required feedbacks is greater than the actual number of submissions, the required minimum is automatically reduced to the number of peer submissions.

Access to received feedback * ② After giving at least 1 valid feedback
 After giving all required feedbacks

Feedback Deadline ③ 
Feedback can be given up to this date and received feedback is only accessible from then on.

Personalized Peer-Feedback ④
Peers are shown with full name

Remind Participants to Feedback

Criteria Catalogues ⑤ No Catalogue
 Criteria for feedback
Has the limit of 1000 punctuation marks been exceeded?, How well did you deal with the topic successfully?, If so, what aspects do you think are not taken into account in the work?, Make your submission available to your peer for comparison and upload this file here.

* Required Save Cancel

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.

Your Submission

Submitted Files	Excercise Nr.1.txt
	Submitted Files
Last Submission	Today, 11:11
Peer-Feedback	Give Feedback (Deadline: 9. Dec 2024, 11:50)

Your Submission

Submitted Files	Excercise Nr.1.txt
	Submitted Files
Last Submission	Today, 11:11
Peer-Feedback	Feedback time is up.
	Show Given Feedback Show Received Feedback

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

Feedback Recipient ↑	Feedback Giver	Status
[redacted] (TN-1)	[redacted] (TN-3)	Valid
[redacted] (TN-2)	[redacted] (TN-1)	Valid
[redacted] (TN-3)	[redacted] (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.

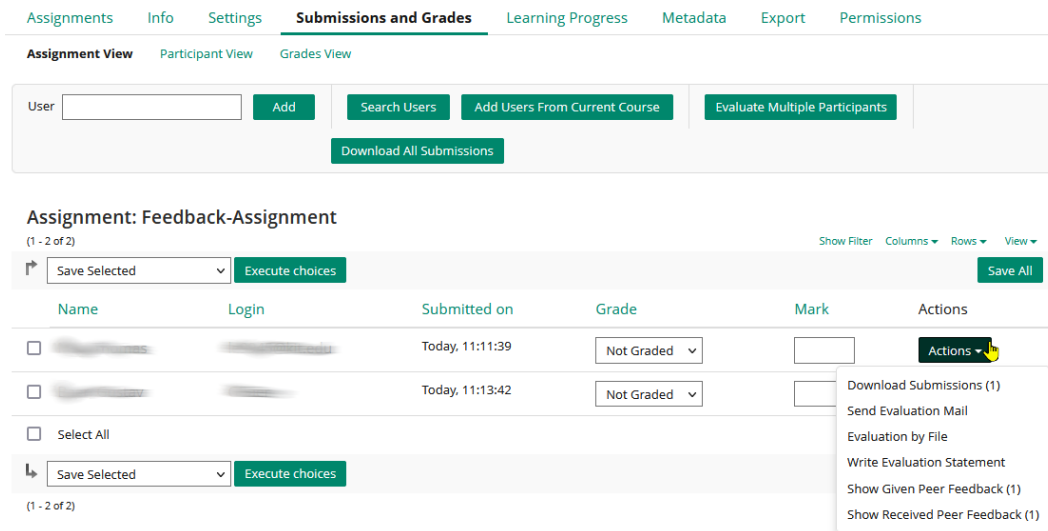


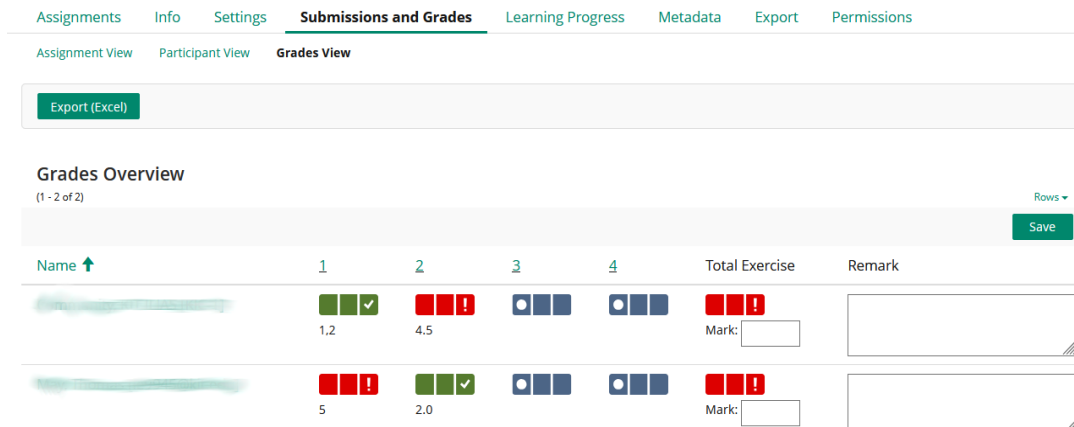
Figure 12 Management of submissions under "Submissions and grades"

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.



Assignments Info Settings **Submissions and Grades** Learning Progress Metadata Export Permissions

Assignment View Participant View **Grades View**

Export (Excel)

Grades Overview
(1 - 2 of 2)

Rows

Name ↑	1	2	3	4	Total Exercise	Remark
[Redacted]	1.2	4.5			 Mark: <input type="text"/>	<input type="text"/>
[Redacted]	5	2.0			 Mark: <input type="text"/>	<input type="text"/>

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.

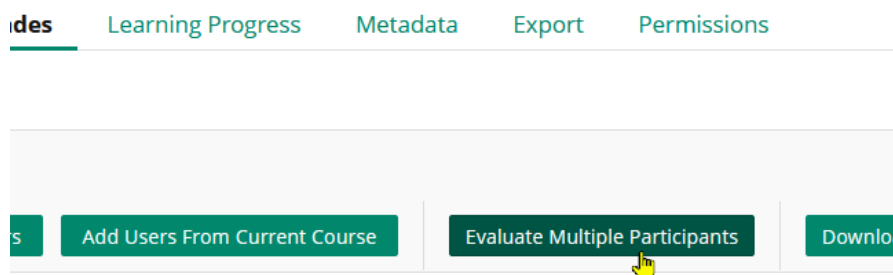
Giving Feedback

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.



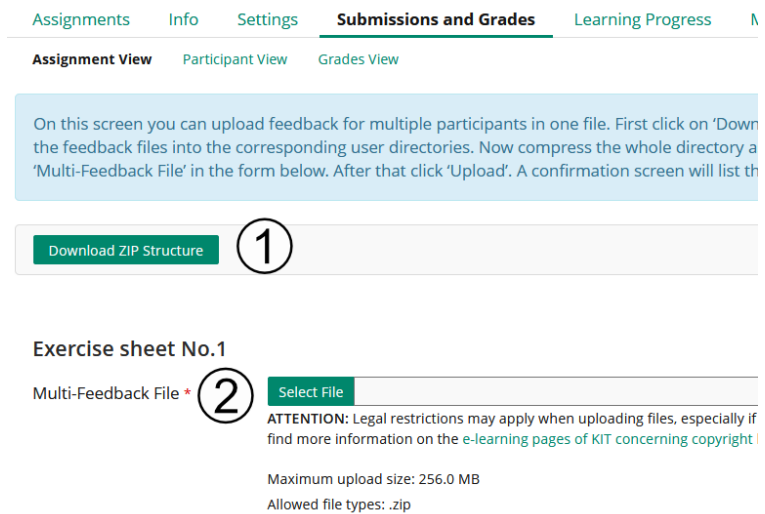
Submissions **Learning Progress** Metadata Export Permissions

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.



The screenshot shows a navigation menu with 'Submissions and Grades' selected. Below the menu, there are tabs for 'Assignment View', 'Participant View', and 'Grades View'. A light blue informational box contains instructions: 'On this screen you can upload feedback for multiple participants in one file. First click on 'Download the feedback files into the corresponding user directories. Now compress the whole directory a 'Multi-Feedback File' in the form below. After that click 'Upload'. A confirmation screen will list th...'. Below this, a button labeled 'Download ZIP Structure' is circled with a '1'. The main content area is titled 'Exercise sheet No.1' and features a 'Multi-Feedback File *' label with a circled '2' next to a 'Select File' button. Below the button, there is an 'ATTENTION' warning: 'Legal restrictions may apply when uploading files, especially if find more information on the e-learning pages of KIT concerning copyright'. Further down, it specifies 'Maximum upload size: 256.0 MB' and 'Allowed file types: .zip'.

Figure 15 Perform multi-feedback

Info & Contact

Last update: 2024-12-02

Licence note



These instructions from the Center for Technology Enhanced Learning (ZML) at the Karlsruhe Institute of Technology (KIT) are licensed under a Creative Commons Attribution 4.0 International License.

Imprint

Publisher: Karlsruhe Institute of Technology (KIT), Kaiserstraße 12, 76131 Karlsruhe

Contact: Adenauer Ring 12 (InformatiKom) 76131 Karlsruhe Germany Phone: +49 721 608-48200 E-Mail: zml-info@sdn.kit.edu