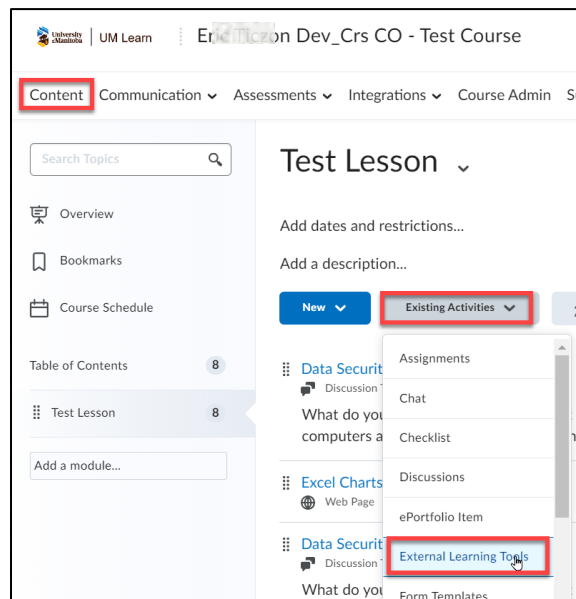# INSTRUCTORS: SETTING UP ASSIGNMENTS FOR GROUP SUBMISSIONS IN PEERCEPTIV

This guide will help you set up and manage Peerceptiv group assignments in a UM Learn course. In this Peerceptiv assignment scenario, groups of students submit their assignments, provide anonymous reviews of other groups' submitted work, while also allowing groups that received feedback to evaluate the inputs that were given by peers.

CREATE A PEERCEPTIV ASSIGNMENT FROM UM LEARN

1. Log into UM Learn, and then open your course (where you are an instructor). Click the **Content** tab, select the module from the Table of Contents where you want to create a Peerceptiv assignment, and then click **Existing Activities**> **External Learning Tools**.

2. On the Add Activity dialog box, scroll down the list, and then click **Create New LTI Link**.

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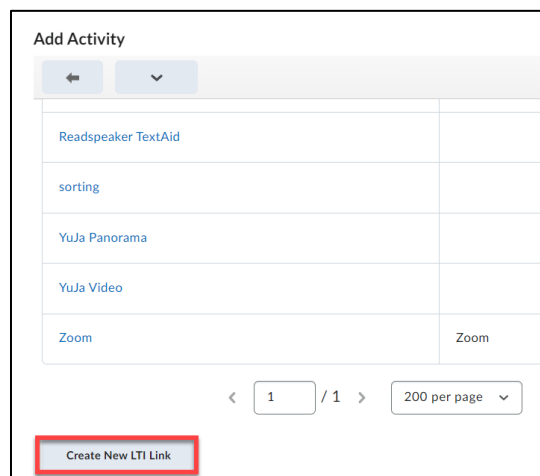
3. Enter the title of the assignment, the LTI URL (**https://api.peerceptiv.com/lti/launch**), select Peerceptiv under Tool, and then click **Create and Insert**.

| **Note** | As shown on steps **2** and **3**, the **Create New LTI Link** button is clicked and the URL **https://api.peerceptiv.com/lti/launch** is entered to create the Peerceptiv assignment. |

4. These steps ensure that the assignment opens as a separate tab when clicked:

    a. Click on the drop-down button of the assignment title, and then select **Edit Properties In Place**.

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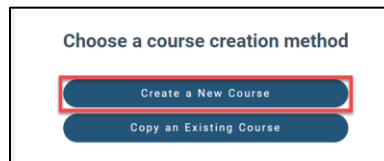
      b. Place a check mark on **Open as External Resource**.
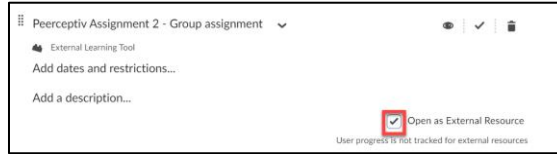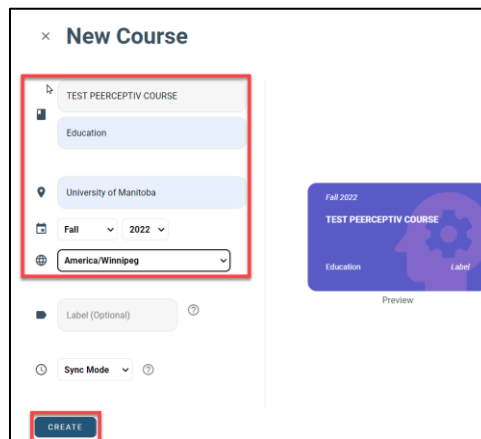

5. Click the assignment link.

6. If you are clicking the assignment link for the first time in this course in UM Learn, you will be prompted to create a new course in Peerceptiv. A Peerceptiv course can be associated with a single course in UM Learn. Click **Create a New Course**.
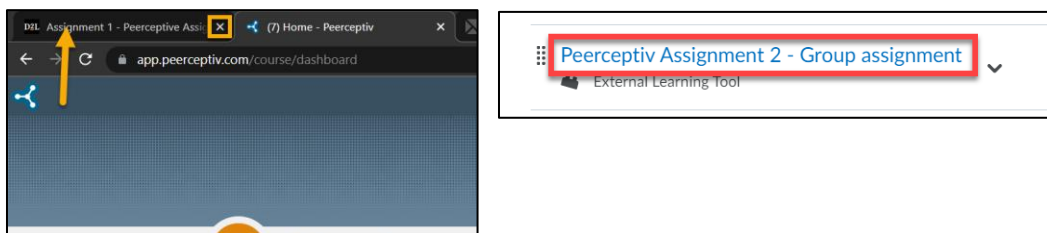

> **Note**
>
> If a Peerceptiv course that is associated with your UM Learn course already exists, you will be prompted to create a new assignment (See **Step 8**).

7. On the New Course page, enter the name of the course, the discipline, name of institution, term and year, and the location. Click **Create**.


8. Close the Peerceptiv browser tab and click back on the Brightspace tab. Click the assignment link again. The assignment creation page opens.

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9. Click **Choose a Standard Workflow**.
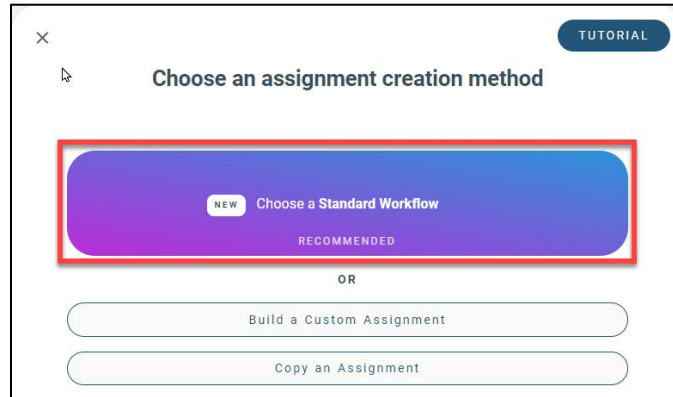
> You can also create a new assignment by clicking
> - **Build a Custom Assignment** – create the assignment from scratch
> - **Copy an Assignment** – build an assignment based on a previous assignment.
>
> **Note**

10. On the next page, click **Group Peer Assessment**> **Use Workflow**.
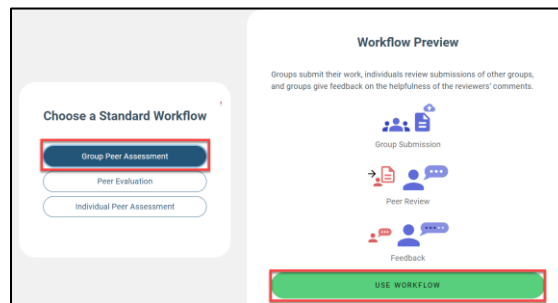
11. On the Details page, enter the assignment name and description or instruction, and then click **Next**.

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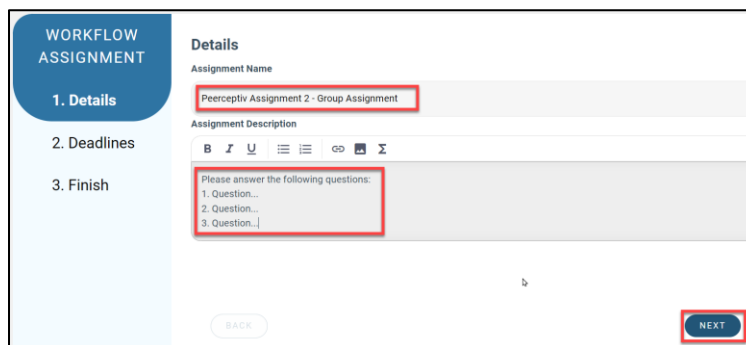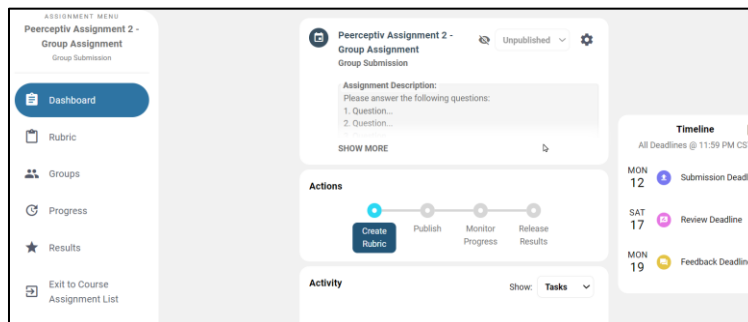
12. On the Deadlines page, enter the end dates for the Submission, Review and Feedback phases, and then click **Next**.
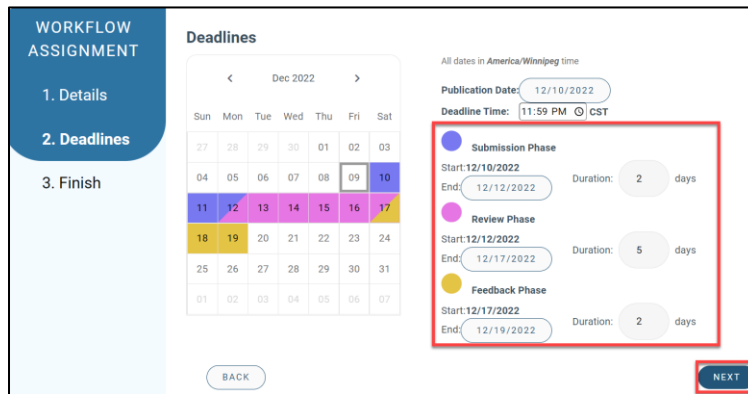
13. Click **Finish**.
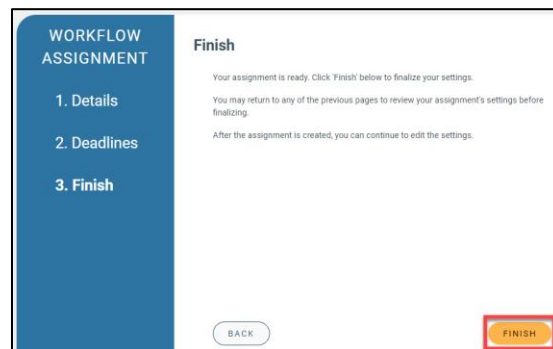
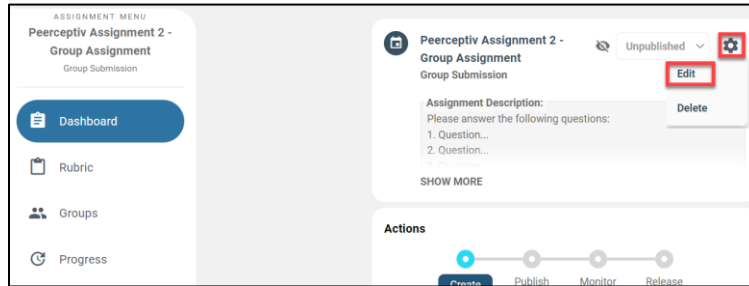14. The Peerceptiv assignment is created. This type of assignment allows students to make group submissions.
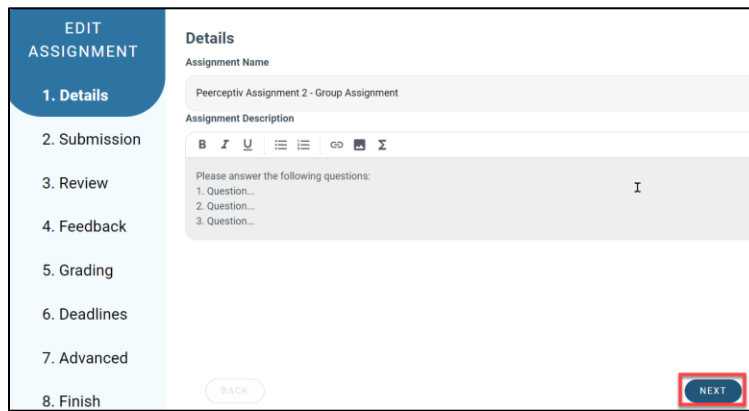
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## UPDATE THE DETAILS OF THE PEERCEPTIV ASSIGNMENT

1. Open the assignment from the UM Learn course. Click the gear icon of the assignment, and then click **Edit**.

2. Edit the Details page of the assignment if needed, and then click **Next**.

3. On the Submission page, indicate if you want students to submit a file (documents, audio or video), a link (YouTube or other links), or plain text, and then click **Next**.

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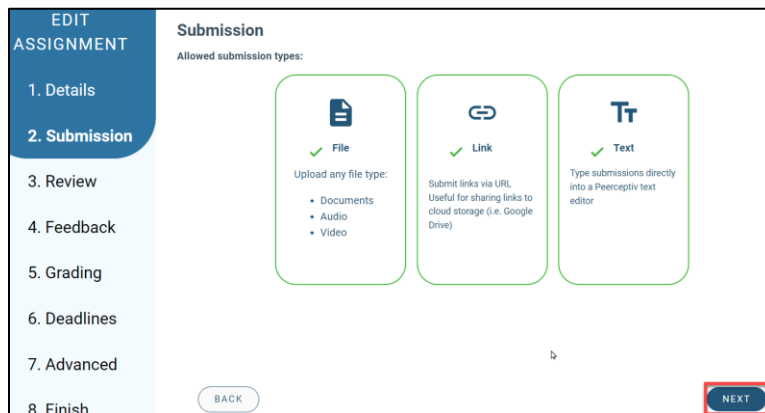
4. On the Review page, enter the number of reviewers for a submitted group assignment, and then click **Next**.

5. On the Feedback page, check or edit the feedback prompt and ratings, and then click **Next**.

> Feedback is the response that the group assignment submitters provide to the reviews given by peers.
>
> **Note**

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8

6. On the Grading page,

   a. select a Grading Style (Curved or Benchmarked), Instructor Review Impact (Regular Review or Override Student Reviews), Grade Release (Automatic or Manual), and Late Penalty. Click **Next**.

   b. indicate the desired mean and standard deviation for the Curve grading, and then click **Next**.

   c. Enter the weights for Submission Grade, Review Grade and Task Grade, and then click **Next**.

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> **Note**
> For details about Grading settings, click this link, and check **Grading Options**.
> https://peerceptiv.zendesk.com/hc/en-us/articles/4413905737363-Edit-Settings-and-Deadlines

7. Review or edit the Deadlines, and then click **Next**.
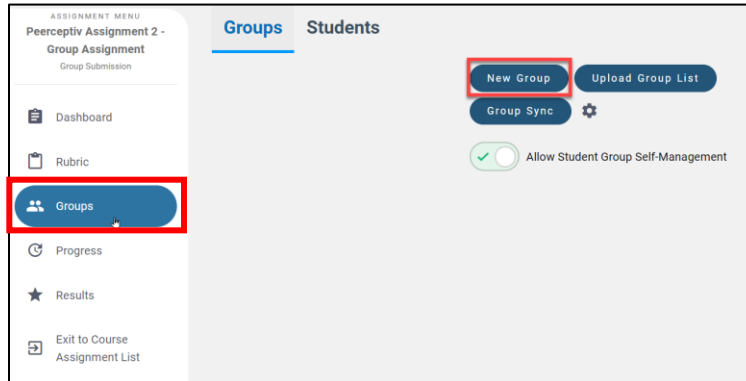

8. On the Advanced page, indicate if you want to convert submitted assignments to PDF, and send out email notifications to students. Click **Next**.

9. Click **Finish**.

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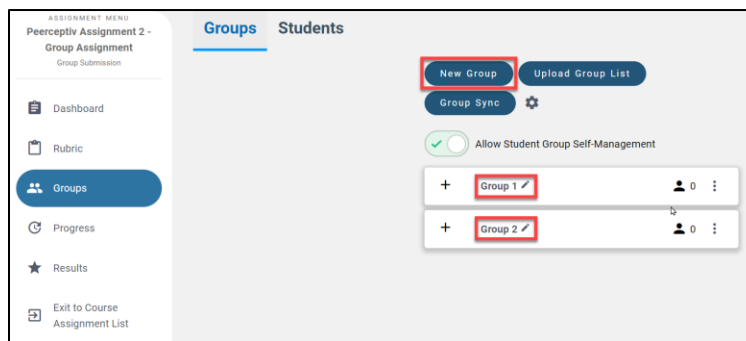of Teaching and Learning | University of Manitoba
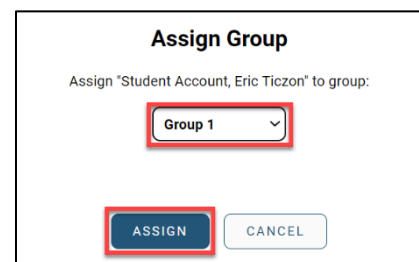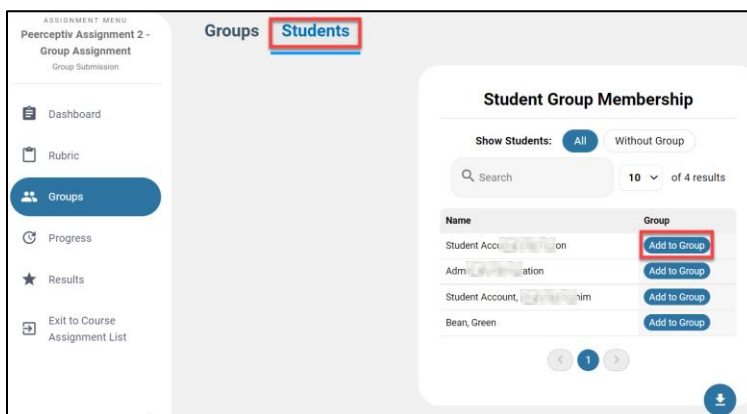
CREATE GROUPS

1. On the assignment page, click **Groups** at the left pane, and then click **New Group**.

2. A new group appears on screen. As needed, click **New Group** again to create more groups. You can edit the group names by clicking the pencil icons beside them.

3. Click **Students**. To add a student to a group, click the **Add to Group** button beside a student's name, select the group on the dialog box that shows up, and then click **Assign**. Repeat this until all students are added to groups.

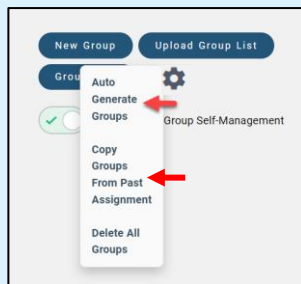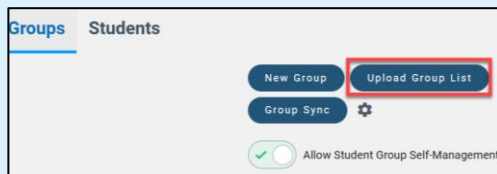The Centre for the Advancement of Teaching and Learning | University of Manitoba

Here are other ways you can create groups:

Note

- Click the **gear** icon and select **Auto Generate Groups** to create groups automatically or **copy groups from past assignments**.

- Click **Upload Group List** to upload a CSV file containing the student group information.
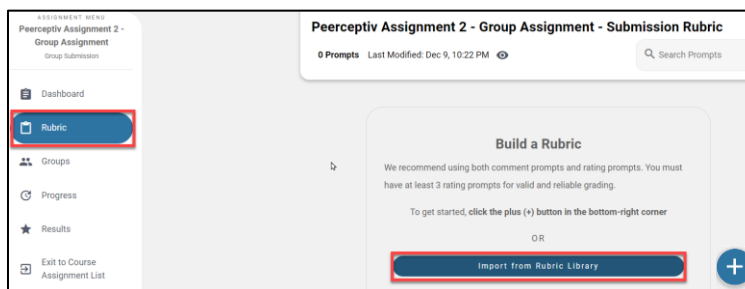

The CSV file must be in this format.

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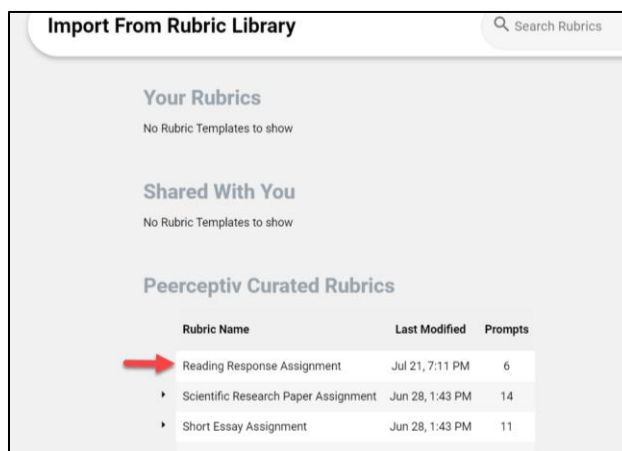
CREATE A RUBRIC AND PUBLISH THE ASSIGNMENT

1. From the Assignment page, click **Rubric** at the left pane. Click **Import from Rubric Library** to create a rubric based on Peerceptiv's collection of rubrics.
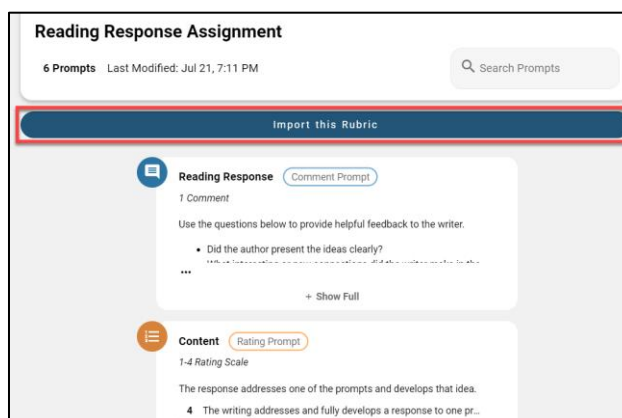

> You can build a rubric from scratch by clicking the ⊕ button.
>
> **Note**

2. Click any of the rubrics available from the library.

3. From the page of the selected rubric, click **Import this Rubric**.

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4. Once the rubric is imported to your assignment, you can edit any rubric item or question by clicking the pencil icon [EDIT] or add a new item by clicking the ⊕ button.
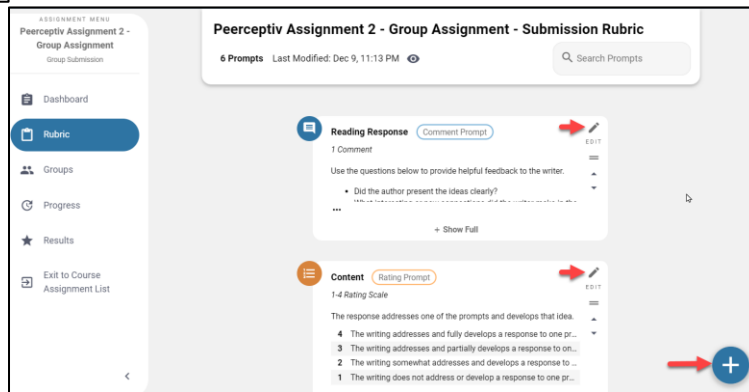

|	
Note	• When editing a rating prompt or rubric item, there is an option to attach a help resource. • On the Attach a Help Resource dialog box, specify a URL or upload a file that can provide instructions or a link to a resource the group can read that is related to the prompt's topic. You can specify a score threshold that will trigger this resource to be available to the group.
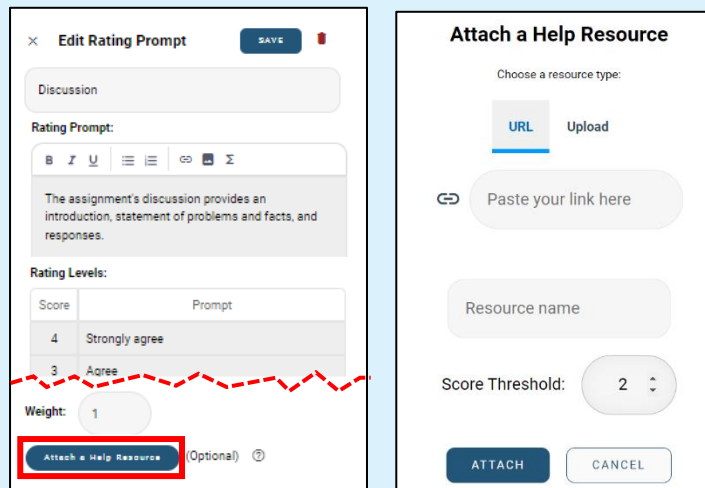
5. Click **Dashboard** from the left pane. The Actions section now shows that the Rubric has been created. To publish the assignment and make it available for the students to use, click the drop-down list beside the gear icon, and then click **Published**.

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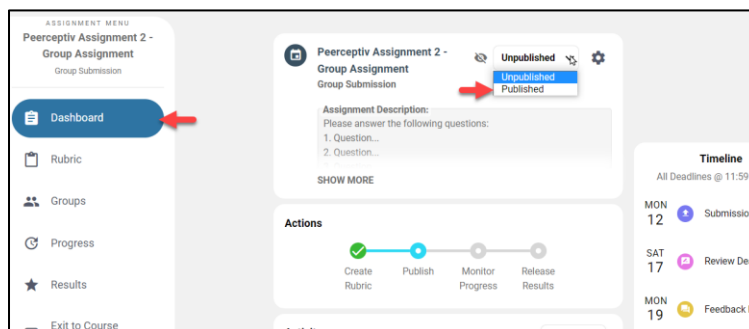
MONITOR ASSIGNMENT SUBMISSIONS AND ACTIVITIES

1. From the assignment's dashboard, click **Progress** at the left pane.
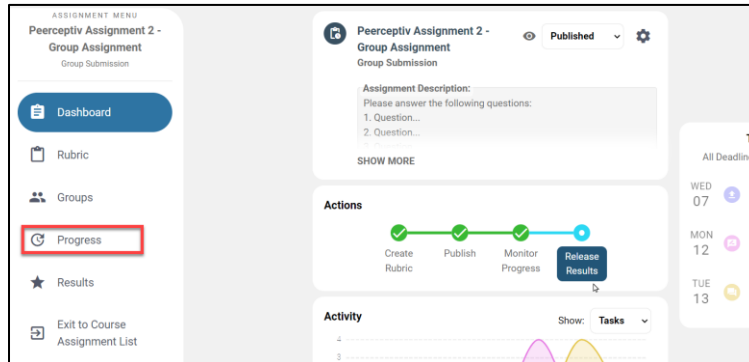
2. The Assignment Progress page opens. On this page, you will find information like the date when the groups submitted their assignments, if they provided reviews or feedback, and their grades. The information that shows up on this page depends on the deadlines for submission, review, and feedback that you specified in the assignment.

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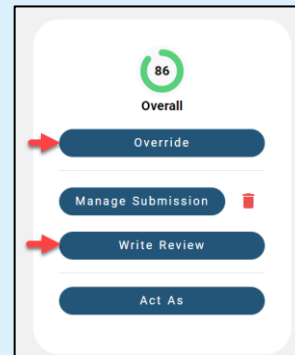
Notes	• If you want to end a phase like submission, review, or feedback earlier than scheduled, you can click the **End Phase** button at the right of the dashboard.
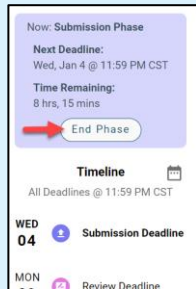
• If you want to provide your own review for a group, click the name, and then click **Write Review**. This allows you to provide comments and ratings for the group's assignment.
• You can also click **Override** to change the grade of an individual student.
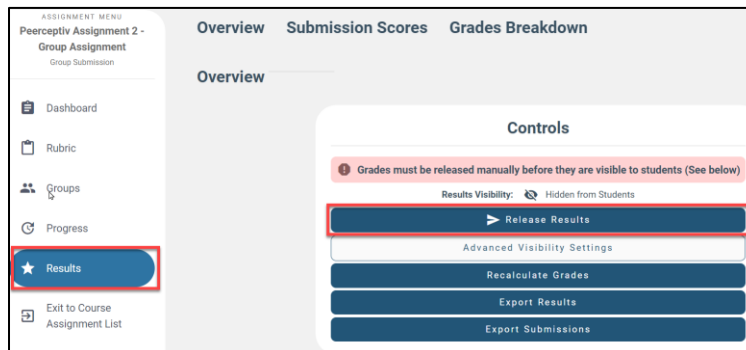

|	

Notes	• In a group assignment:
	   ○ There is a single assignment submission for the group which can be done by any of the group's members.
	   ○ Providing reviews for assignments is done by individual students.
	   ○ Any member of a group can represent the other members in providing feedback for reviews received from peers.

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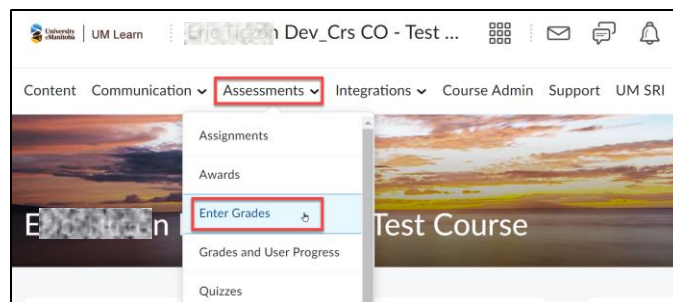
PUBLISH GRADES

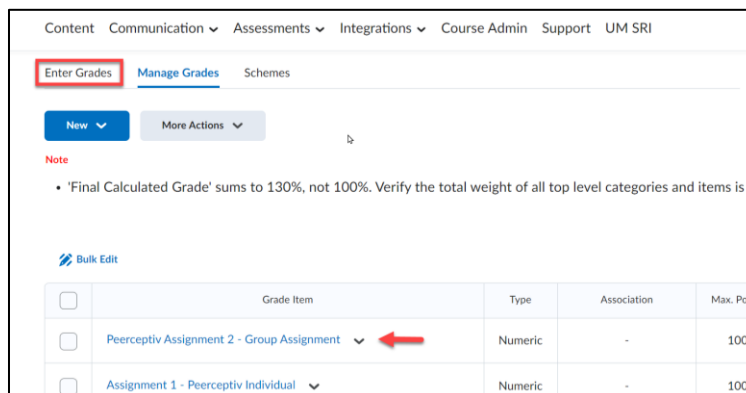1. From the assignment dashboard, click **Results**> **Release Results**.

2. On the dialog boxes that follow, click **Confirm**, and then **Continue**.
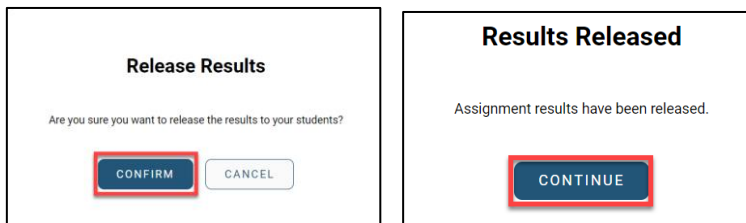
3. Open the UM Learn course, and then click **Assessments**> **Enter Grades**.

4. On the Manage Grades page, you will find the new grade item for the Peerceptiv assignment. Click the **Enter Grades** tab.

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5. The Enter Grades page shows the Peerceptiv grades of the students.

SUPPORT FOR PEERCEPTIV

If you have issues with Peerceptiv or questions, please contact the IST Service Desk:

Information Services and Technology
123 Fletcher Argue
University of Manitoba, Winnipeg, MB R3T 2N2 Canada
Office: 204-474-8600 Fax: 204-474-7515
Servicedesk@umanitoba.ca

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