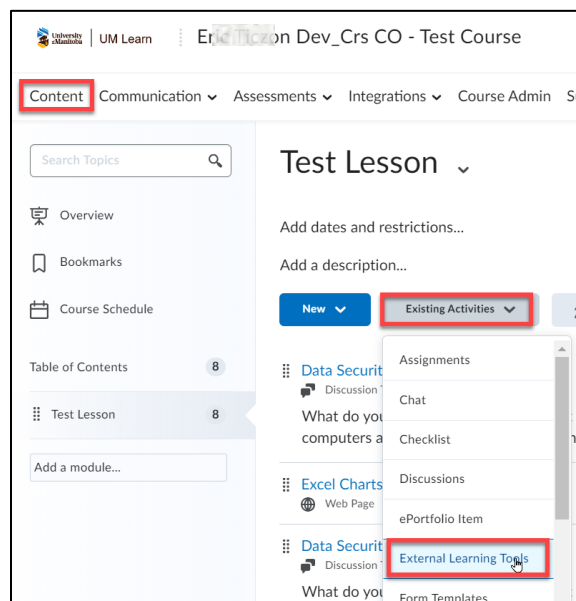


INSTRUCTORS: SETTING UP ASSIGNMENTS FOR INDIVIDUAL SUBMISSIONS IN PEERCEPTIV

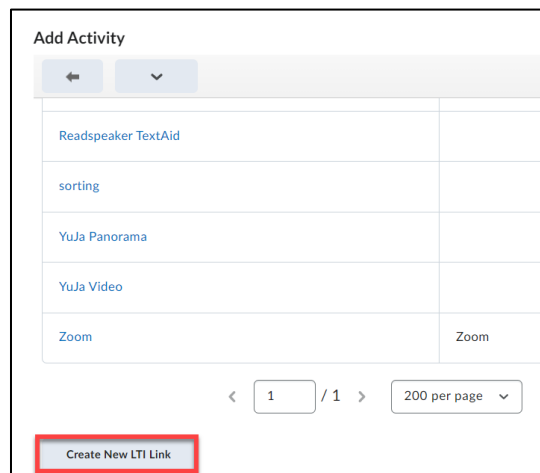
This guide will help you set up and manage Peerceptiv assignments (individual submissions) in a UM Learn course. A Peerceptiv assignment allows students to provide anonymous reviews of other students' submitted work, while also allowing students who received feedback to evaluate the inputs that were given. By implementing Peerceptiv, you can enhance engagement, participation and critical thinking among students who work on their assignments.

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, click the section at the left where you want to create a Peerceptiv assignment, click **Existing Activities** > **External Learning Tools**.

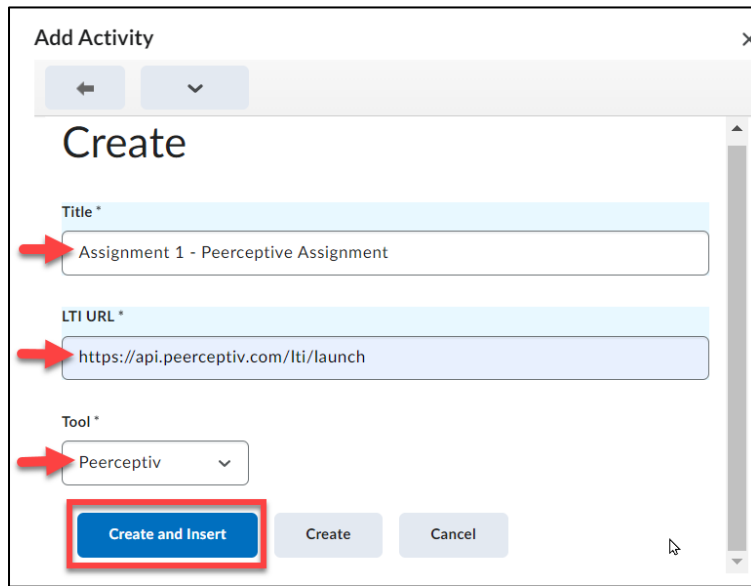


2. On the Add Activity dialog box, scroll down the list, and then click **Create New LTI Link**.



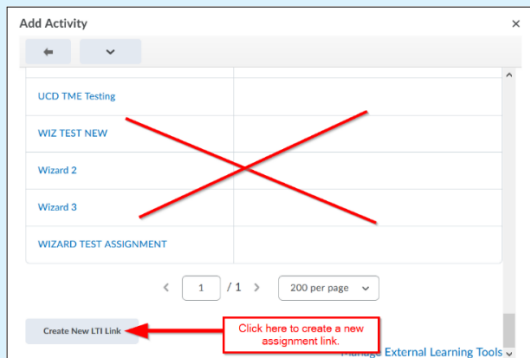
2

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**.

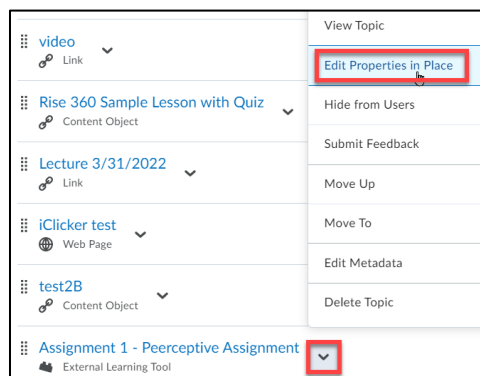


Note

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**.



- 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**.

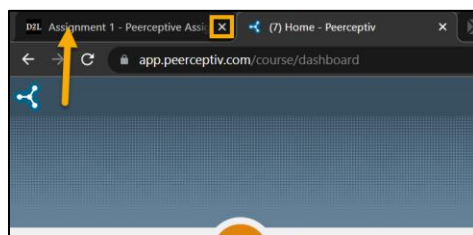


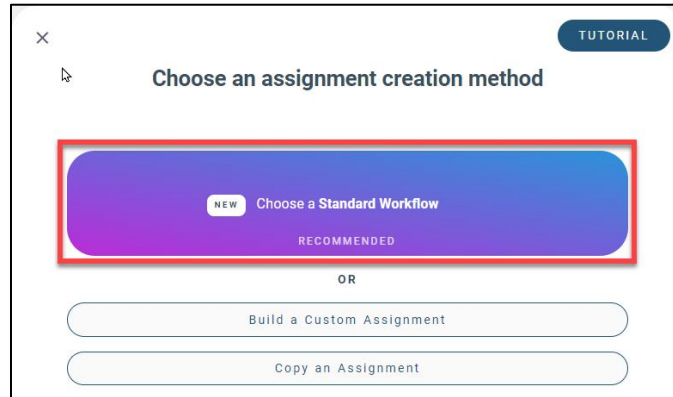
Note

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.

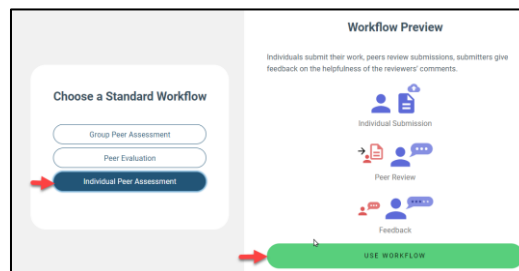
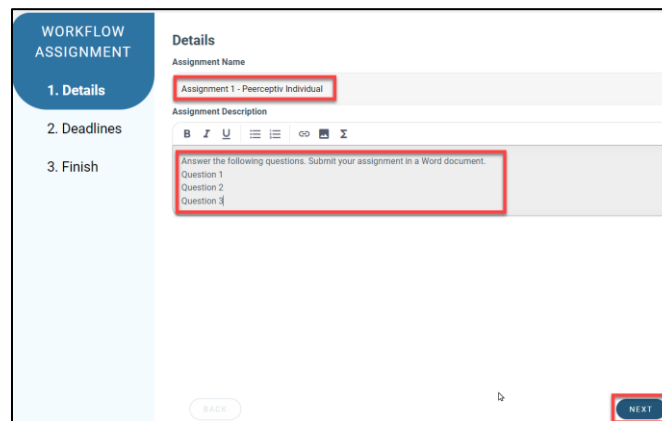


9. Click **Choose a Standard Workflow**.

Note

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.

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

12. On the Deadlines page, enter the end dates for the Submission, Review and Feedback phases, and then click **Next**.

WORKFLOW ASSIGNMENT

Deadlines

All dates in America/Winnipeg time

Publication Date: 11/19/2022

Deadline Time: 11:59 PM CST

Submission Phase
Start: 11/19/2022
End: 11/26/2022
Duration: 7 days

Review Phase
Start: 11/26/2022
End: 12/01/2022
Duration: 5 days

Feedback Phase
Start: 12/01/2022
End: 12/03/2022
Duration: 2 days

BACK NEXT

13. Click **Finish**.

WORKFLOW ASSIGNMENT

Finish

Your assignment is ready. Click 'Finish' below to finalize your settings.

You may return to any of the previous pages to review your assignment's settings before finalizing.

After the assignment is created, you can continue to edit the settings.

BACK FINISH

14. The Peerceptiv assignment is created. This type of assignment allows students to make individual submissions.

ASSIGNMENT MENU

Assignment 1 - Peerceptiv
Individual
Peer Assessment

Dashboard

Rubric

Progress

Results

Exit to Course
Assignment List

Assignment 1 - Peerceptiv
Individual
Peer Assessment

Unpublished

Assignment Description:
Answer the following questions. Submit your assignment in a Word document.
Question 1

SHOW MORE

Actions

Create Rubric Publish Monitor Progress Release Results

Activity

Show: Tasks

Timeline

All Deadlines @ 11:59 PM CST

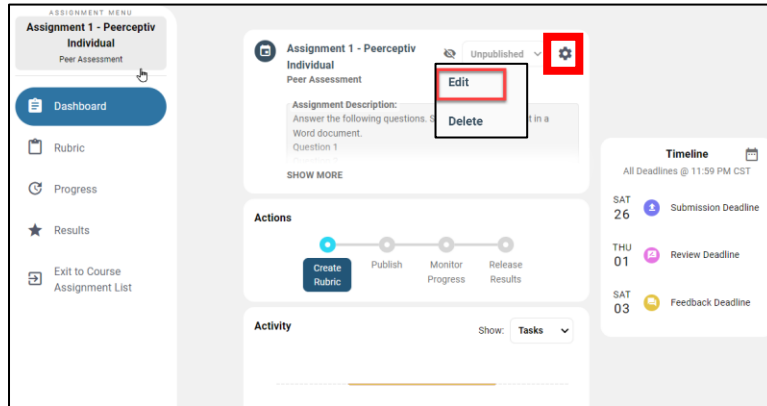
SAT 26 Submission Deadline

THU 01 Review Deadline

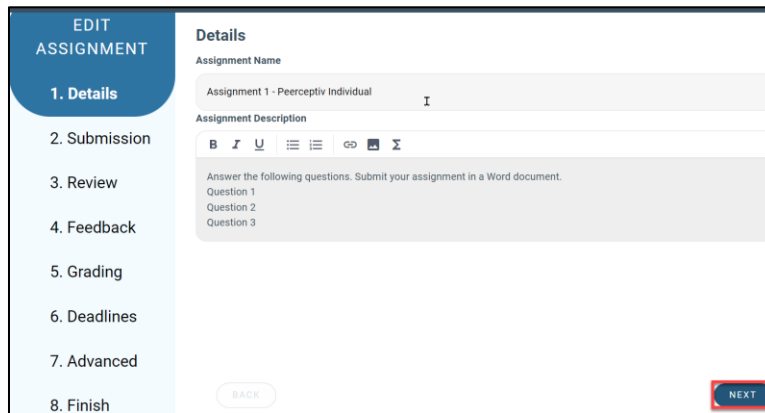
SAT 03 Feedback Deadline

UPDATE THE DETAILS OF THE PEERCEPTIV ASSIGNMENT

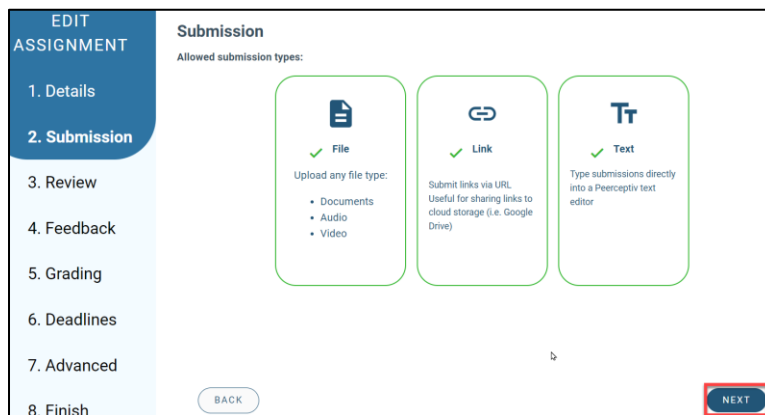
1. Open the assignment from the UM Learn course. Click the gear icon of the assignment, and then click **Edit**.



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**.



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

EDIT ASSIGNMENT

1. Details
2. Submission
- 3. Review**
4. Feedback
5. Grading
6. Deadlines
7. Advanced
8. Finish

Review

How many reviews per student?

3 (Recommended) ▼

BACK NEXT

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

EDIT ASSIGNMENT

1. Details
2. Submission
3. Review
- 4. Feedback**
5. Grading
6. Deadlines
7. Advanced
8. Finish

Feedback

Use the standard helpfulness criteria or customize how your students evaluate the helpfulness of their peers' comments.

Feedback Prompt EDIT

If you found the review helpful, please indicate it useful? If possible, suggest a way to be more helpful next time.

Feedback Ratings EDIT

5/5 5 - Outstanding (far above and beyond)

4/5 4 - Much more helpful feedback than average

3/5 3 - Slightly more helpful feedback than average

2/5 2 - Average helpfulness

1/5 1 - Less helpful than average or unhelpful

BACK NEXT



Note

Feedback is the response that the assignment submitters provide to the reviews given by peers.

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**.

The screenshot shows the 'Grading' configuration page. On the left is a sidebar with steps 1-8, with '5. Grading' selected. The main content area is titled 'Grading' and includes the following sections:

- Instructor Involvement:** 'Grading Style' with radio buttons for 'Curved' (selected) and 'Benchmarked'.
- Instructor Review Impact:** Radio buttons for 'Regular Review' (selected) and 'Override Student Reviews'.
- Grade Release:** Radio buttons for 'Automatic' and 'Manual' (selected).
- Late Penalty:** A slider set to '0' point penalty per day.

At the bottom, there are 'BACK' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

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

The screenshot shows the 'Grade Curve' section of the 'Grading' page. It includes the following information:

- Grade Curve:** A sub-header with a description: 'The mean and standard deviation will be used to generate student submission grades (unless the assignment is benchmarked), accuracy grade and helpfulness grades.'
- Input Fields:** 'Mean: 85' and 'Standard Deviation: 10'.

At the bottom, there are 'BACK' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

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

The screenshot shows the 'Grade Weight' section of the 'Grading' page. It includes the following information:

- Grade Weight:** A sub-header with a description: 'Allocate weight to the three grade types. Must total to 100.'
- Pie Chart:** A pie chart showing three segments: blue (40%), pink (40%), and yellow (20%).
- Input Fields:** Three sliders with labels: 'Submission Grade' (40), 'Review Grade' (40), and 'Task Grade' (20).
- Summary:** 'Weight Allocated: 100 ✓'.

At the bottom, there are 'BACK' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.



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**.

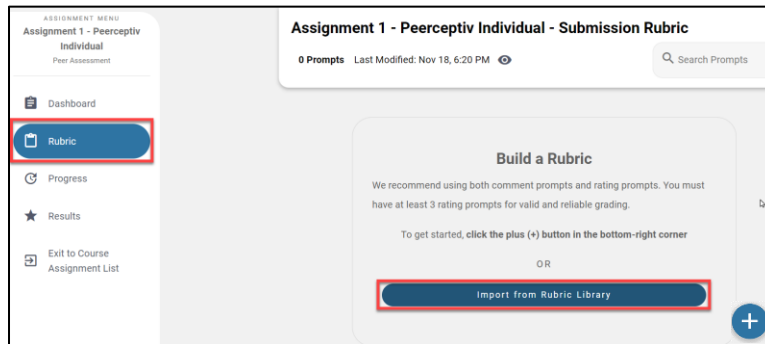
8. On the Advanced page, indicate if you want to convert submitted assignments to PDF, and send out email notifications to students. Click **Next**.

9. Click **Finish**.




CREATE A RUBRIC AND PUBLISH THE ASSIGNMENT

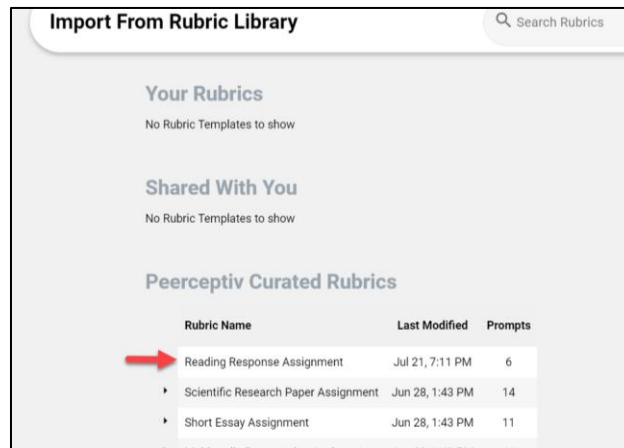
- From the Assignment page, click **Rubric** at the left pane. Click **Import from Rubric Library** to create a rubric based on Peerceptiv's collection of rubrics.



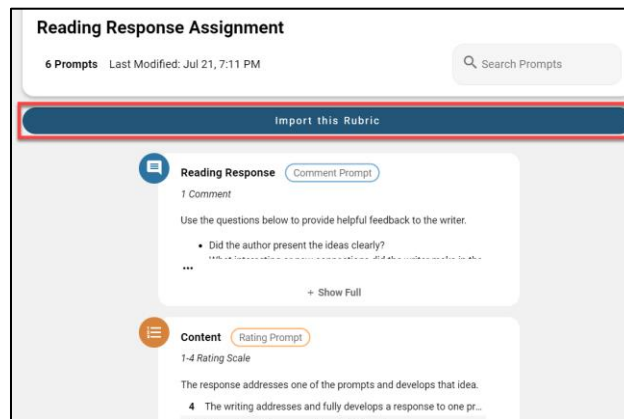
Note


You can build a rubric from scratch by clicking the  button.

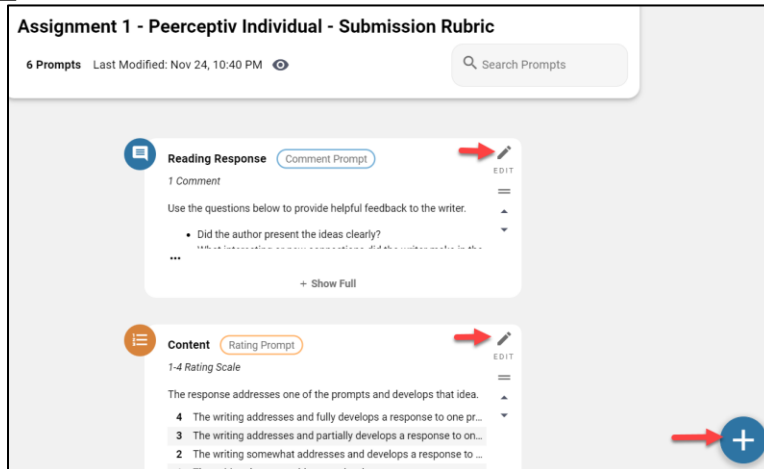
- Click any of the rubrics available from the library.



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

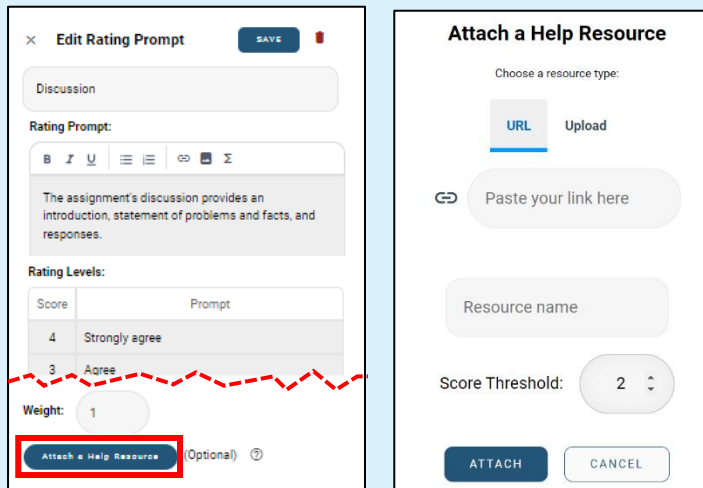


4. Once the rubric is imported to your assignment, you can edit any rubric item or question by clicking the pencil icon  or add a new item by clicking the + button.

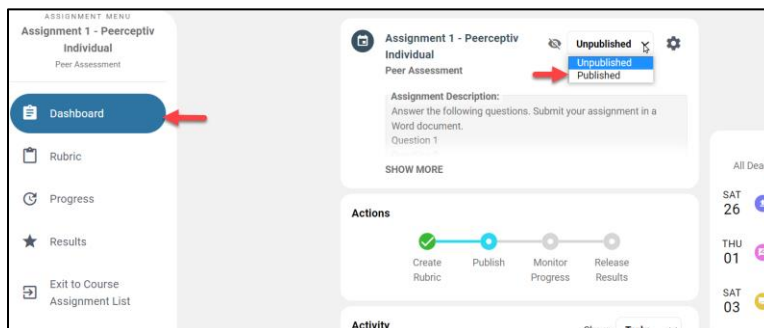



Note

- 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 student 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 student.

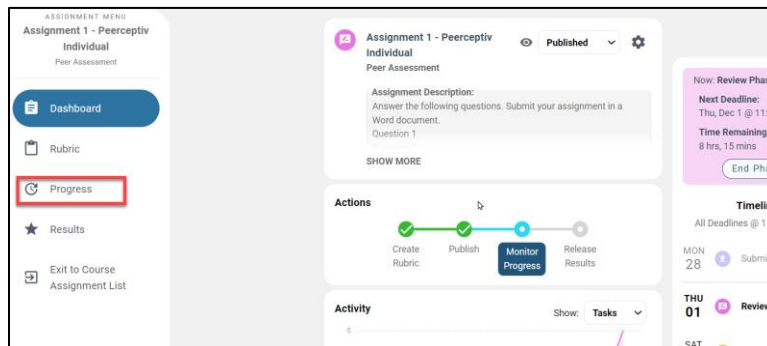


5. Click **Dashboard** from the left pane. The Actions section now shows that the Rubric has been created. To publish the assignment and make it available for the students to use, click the drop-down list beside the gear icon, and then click **Published**.



MONITOR ASSIGNMENT SUBMISSIONS AND ACTIVITIES

- From the assignment's dashboard, click **Progress** at the left pane.



- The Assignment Progress page opens. On this page, you will find information like the date when the students 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.

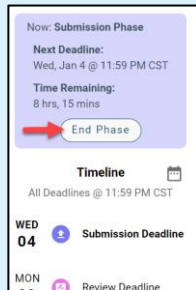
The screenshot shows the 'Assignment Progress - Assignment 1 - Peerceptiv Individual' page. It features a search bar and a table with 10 results. The table columns are Name, Submission Time, Review (Given, Received), Feedback (Given, Received), and Grade. The data rows are highlighted with a red box.

Name	Submission Time	Review		Feedback		Grade
		Given	Received	Given	Received	
Admin [redacted] sion	2022-11-28 @ 14:54	0	2	2	0	48.14 %
Bean, Green	2022-11-28 @ 14:55	2	1	1	2	86.75 %
Student Account, E [redacted] sion	2022-11-28 @ 14:57	2	1	1	2	86.02 %
Student Account, F [redacted] m	2022-11-28 @ 15:16	2	2	2	2	95.87 %



Note

- 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.

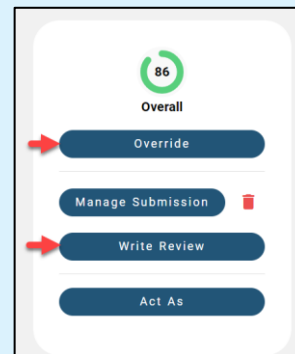


- If you want to provide your own review for a student, click the student's name, and then click **Write Review**. This allows you to provide comments and ratings for the student's assignment.
- You can also click **Override** to change the grade of a student.

Assignment Progress - Assignment 1 - Peerceptiv Individual

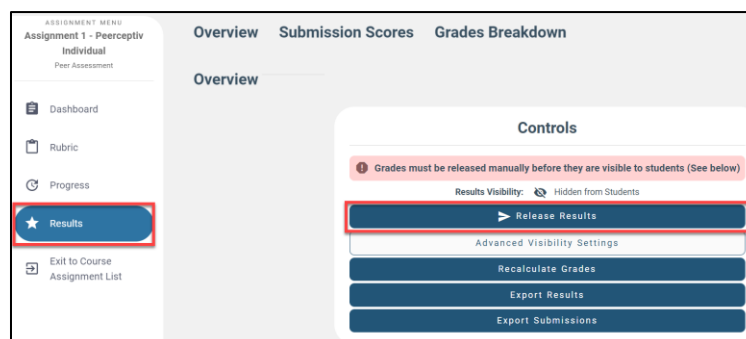
Search [] 10 of 4 results

Name	Submission Time	Review		Feedback		Grade
		Given	Received	Given	Received	
Adm... yson	2022-11-28 @ 14:54	0	2	2	0	48.14%
Bean, Green	2022-11-28 @ 14:55	2	1	1	2	86.75%
Student Acc... on	2022-11-28 @ 14:57	2	1	1	2	86.02%
Student Account, F... m	2022-11-28 @ 15:16	2	2	2	2	95.87%

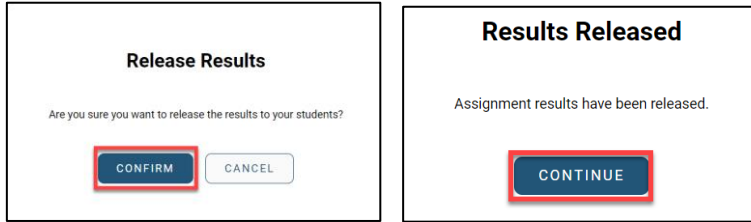


PUBLISH GRADES

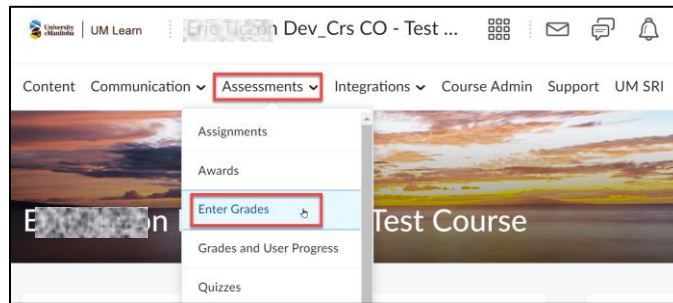
- From the assignment dashboard, click **Results > Release Results**.



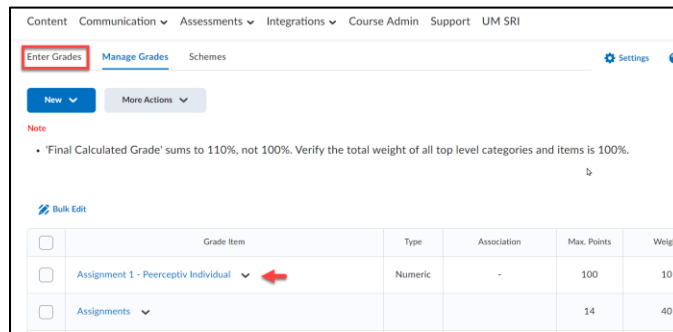
2. On the dialog boxes that follow, click **Confirm**, and then **Continue**.



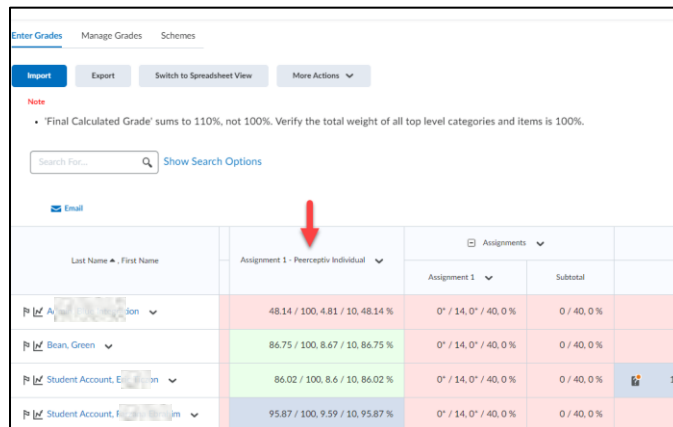
3. Open the UM Learn course, and then click **Assessments > Enter Grades**.



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



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

