Creating a New Assessment

The Self and Peer Assessments can be created from any of the content areas within a Course.

1. Navigate to a Content Area and folder where the Assessment will be posted.
2. Then click on the Edit Mode toggle in the upper right hand corner of the screen to display the contextual edit menus.

3. Click on the [Create Assessment] button.
4. Next click on Self and Peer Assessment in the dropdown menu.

5. Enter a name for the assignment in the Name field. (A corresponding entry will automatically be created in the Grade Center)
6. Provide clear instructions and other information that would be helpful in completing the assignment in the **Instructions** field.

7. Specify the time period in which the students can submit responses to the assignment.
   a. Enter the **Start Date** and **End Date** in the fields provided or click on the calendar icon to the right of the fields to select dates.
   b. Set the assignment start and end times by clicking on the clock icon to the right of the time field, then select a time from the dropdown menu.

8. Set the date range which students can submit evaluations of their peers’ work as well as their own (if Self Evaluations are enabled). See item 7 for guidelines on setting date ranges.

9. Click on the **Yes** radio button to the right of Allow **Anonymous Evaluation** to allow anonymous evaluations. (Students may feel more comfortable if their assessments are anonymous)

10. Click on the **Yes** radio button to the right of Allow **Self Evaluation** to allow students to evaluate their own work.

11. Allow submitters to view their own evaluation results by clicking the **Yes** radio button to the right of **Show Evaluation Results to Submitter**.

12. Set how many of their peers’ assessments each student is expected to evaluate in the **Number of Submissions to Evaluate** field.

   **Note**: the number entered in the Number of Submissions to Evaluate field does not include the creator of the submission. Enter zero in this field if students only need to complete a self-evaluation.
13. **Optional:** enter a due date for the completion of assessment in the Due Date field. The date entered in this field will be displayed in the Grade Center, Student Notifications, and My Grades.

14. Click on the Yes radio button to the right of **Make assessment available** to make the assessment available to students. Click on the No radio button to make it unavailable.

15. Click on the Yes radio button to the right of **Track number of views** to track the number of time the assessment is reviewed. Click No to disable tracking.

16. Click the **Display After** and/or **Display Until** check boxes to the right of **Choose date restrictions** and then enter the date range into the associated fields to control when the assessment is available.

17. Click the [Submit] button to save the assessment settings.

The next step in setting up this activity is to add questions to the assessment. Questions provide both the structure and content of the assessment.