

UBC Faculty of Forestry & Environmental Stewardship

Using iPeer for Group Evaluations

iPeer is a peer review application that allows students to assess their team members' contributions to group assignments. These evaluations can help students reflect on teamwork and their own participation and understand how well groups are working together and how much each individual student is contributing.

Please refer to UBC iPeer Instructor Guide: <https://lthub.ubc.ca/guides/ipeer-instructor-guide/> for more information. Note that both instructors and TAs can access iPeer as instructors.

If you need support on using iPeer or other group evaluation tools, feel free to contact Michelle Zeng (michelle.zeng@ubc.ca) or Forestry Teaching and Learning Support Team (forestry.tls@ubc.ca).

Table of Contents

A. Setting up iPeer courses	1
B. Creating evaluation questions.....	2
C. Creating evaluation events	6
D. Viewing the results of the evaluation.....	9
E. Exporting grades to Canvas	10

A. Setting up iPeer courses

You can log into iPeer using your CWL: <https://ipeer.elearning.ubc.ca/home>

- If you cannot see the Courses tab or the Evaluation tab, please contact UBC LT Hub (LT.hub@ubc.ca) to request an instructor account



To import courses or groups from Canvas to iPeer, please follow the steps outlined in this link:
<https://lthub.ubc.ca/guides/ipeer-instructor-guide/>

- Create student groups for iPeer evaluations by importing from Canvas

How do I use iPeer?

To use iPeer, you will first set up an iPeer course and student groups, then create your evaluation, and view and (optionally) share the results.

Click any bar below for instructions and tips for using iPeer.

- > Set up an iPeer course
- > Create student groups for iPeer evaluations

Create student groups for iPeer evaluations

You can create student groups by either importing groups from Canvas or manually setting up groups in iPeer.

- ▼ Import from Canvas
- ▶ Set up in iPeer

Tips

- If students are assigned to multiple Canvas groups in your course, setting up groups on iPeer will be easier. It can be difficult to import the correct groups when working with multiple Canvas groups.

- Note: To create student groups on Canvas, you can click on **People** in the Course Navigation menu and select **+Group Set blue button** in the upper right corner to create a set of groups. Within the group set you created, select **+Group blue button** to create student groups. Once the groups are created, you can assign students to the groups by dragging students listed under **Unassigned Students** into the group or clicking on the + symbol next to the students' names.

B. Creating evaluation questions

There are three types of evaluations in iPeer:

- Simple Evaluation allows students to distribute a set number of points among their team members

Member(s)	Relative Weight	Mark	Comment *
Demo Student1	Min.  Max. 5	<input type="text" value="0"/>	<input type="text"/>
Demo Student2	Min.  Max. 5	<input type="text" value="0"/>	<input type="text"/>
Demo Student3	Min.  Max. 5	<input type="text" value="0"/>	<input type="text"/>
Please allocate 60 more points. There are still 3 comments to be filled.			Points Allocated/Total: 0 / 60 <input type="button" value="Distribute"/>

- Rubric Evaluation allows students to rate their team members on different aspects of their performance

Demo Student1 - (click to expand)

						Comments (required)
1 mark(s)	<input type="radio"/>	<input type="text"/>				
1 mark(s)	<input type="radio"/>	<input type="text"/>				
1 mark(s)	<input type="radio"/>	<input type="text"/>				
General Comments (required)						<input type="text"/>

- Mixed evaluation allows different question types, including Likert questions, Sentence answers, Paragraph answers, and Score Dropdown

Demo Student1

1. Attendance *

Missed most team events and meetings Attended most team events and meetings Attended all team events and meetings

2. Preparation *

Most often NOT prepared Normally well prepared Always well prepared and ready to contribute

3. Contribution to Task *

Did NOT significantly contribute to task Contributed to Task Contributed often and contributions were of high quality

4. Contribution to Team *

Did not significantly contribute to team functioning Helped the team function Contributed often to team functioning and contributions were of high quality

5. Comments (Important! Required in this evaluation.) *

Here, we use mixed evaluation as an example to create evaluation questions:

- Click on the **Evaluation** tab
- Select **Mixed Evaluation**

iPeer 3.4.10 with TeamMaker

Home Courses Evaluation Logout

Evaluation Tools

All My Tools Simple Evaluations Rubrics **Mixed Evaluations** Surveys Emailer Email Templates

My Simple Evaluations Add Simple Evaluation All Simple Evaluations

Name	In Use	Public	Base Point Per Member
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- In the dropdown menu of Evaluations to show, select **My Evaluations** to find your mixed evaluations created previously

All My Tools Simple Evaluations Rubrics Mixed Evaluations Surveys Emailer Email Templates Add Mixed Evaluation

Show Availability. Evaluations to show:

and Search where: Page Size: 15 30 90 270

- Right-click on the name of the evaluation question to choose view, edit, copy, and delete options

The screenshot shows the 'Mixed Evaluations' section of the iPeer system. At the top, there are navigation tabs: 'All My Tools', 'Simple Evaluations', 'Rubrics', 'Mixed Evaluations' (highlighted), 'Surveys', 'Emailer', and 'Email Templates'. Below the tabs, there are filters for 'Show' (set to '-- All --') and 'Availability. Evaluations to show:' (set to 'My Evaluations'). A search bar is present with 'Name' selected and a 'Search' button. The main table has columns: Name, In Use, Availability, Peer Evaluation Questions, Self Evaluation Questions, Total Marks, Creator, and Creation Date. One row is visible: 'iPeer Test' with 'Yes' in 'In Use', 'private' in 'Availability', '2' in 'Peer Evaluation Questions', '0' in 'Self Evaluation Questions', and '2' in 'Total Marks'. A context menu is open over the 'iPeer Test' link, listing: 'View Evaluation', 'Edit Evaluation', 'Copy Evaluation', 'Delete Evaluation', and 'View Creator'. A red box highlights this menu. Below the table, there is a 'Total Results: 1' indicator and a 'How to use Lists in iPeer' section with four numbered instructions.

- If you would like to create new evaluation questions, click on **+Add Mixed Evaluation**. Enter the Mix Evaluation name. Find the question type you would like to create under **Mixed Question Type Peer** and click on **Add**. After creating all the questions, click on **Save** to save the Mixed Evaluation. (Note: if you would like your TAs to work on the questions together, you need to set the questions to be public instead of private)

Mixed Evaluations

This screenshot is identical to the one above, showing the 'Mixed Evaluations' page. A prominent red arrow points from the right towards the '+Add Mixed Evaluation' button, which is located in the top right corner of the page.

Mixed Evaluations > Add

Info

Name

Name

Availability

Public

Private

Public lets you share this mixed evaluation with other instructors.

Zero Mark

Start marks from zero for all Likert questions.

Self-Evaluation

Add a reflective questions section for evaluators.

Peer Evaluation Questions

Mixed Question Type Peer

Likert



Add

Save

Cancel

C. Creating evaluation events

To create an evaluation event:

- Click on the **Courses** tab and then click on the name of your course

The screenshot shows the Canvas LMS interface. At the top, there are navigation tabs: 'Home', 'Courses', and 'Evaluation'. The 'Courses' tab is highlighted with a red arrow. Below the tabs, there are buttons for 'Add Course' and 'Add Course Based on Canvas'. A search bar is visible with a dropdown menu set to 'Course'. Below the search bar is a table with the following columns: 'Course', 'Title', 'Term', 'Status', and 'Created by'. The table contains one row with the following data: 'iPeer Test', 'Title', 'Default Term', 'Active', and 'Name'. A red arrow points to the 'iPeer Test' entry in the 'Course' column. Below the table, it says 'Total Results: 1'.

- Click on **Add Event** under Evaluation Events to create an evaluation task for students

Web	Instructors	Tutors	Class Size	Groups Count	Evaluation Events
None	Instructors	None	4 students	1 groups	1 events

Students

- Add Student
- List Students
- Email to All Students
- Import Students from CSV

Groups

- Add Group
- List Groups
- Import Groups from CSV
- Export Groups to CSV

Evaluation Events

- Add Event 
- List Evaluation Events
- Export Evaluation Results
- Move Students
- Move Group of Students
- Export Events Listing
- Import Events Listing

Team Maker

- Create Groups (Auto)
- List Survey Group Sets
- Export Survey Group Sets

Canvas

- Import Users from Canvas
- Import Groups from Canvas
- Export iPeer Groups to Canvas

- Choose your Event Template Type (here we use Mix Evaluation as an example)
- Under Preview, find the name of the evaluation you created
- Click on **Select All** to add student groups
- Click on **Submit** to save the event

The screenshot shows the configuration interface for an iPeer evaluation event. Key elements include:

- Event Template Type:** A dropdown menu set to "MIX EVALUATION".
- Preview:** A dropdown menu set to "iPeer Test".
- Self-Evaluation:** Radio buttons for "Enabled" and "Disabled" (selected).
- Comments Required:** Radio buttons for "Enabled" and "Disabled" (selected).
- Auto-Release Results:** Radio buttons for "Enabled" and "Disabled" (selected).
- Student Result Mode:** Radio buttons for "Basic" and "Detailed" (selected).
- Due Date, Evaluation Released From, Until, Results Released From, Until:** Text input fields.
- Email Reminder Frequency:** A dropdown menu set to "Disable".
- Group(s):** A list box containing "Group1" and buttons for "Select All" and "Unselect All".
- Late Penalties:** A link for "Add Penalty" and a "Submit" button.

Red arrows in the original image point to the "MIX EVALUATION" dropdown, the "iPeer Test" dropdown, the "Select All" button, and the "Submit" button.

- After creating the evaluation event on iPeer, create an assignment on Canvas to direct students to fill out the questions: click on **Assignment** on Course Navigation menu and select **+Assignment** blue button on the upper right corner. Include the link to iPeer in the instruction.

The screenshot shows the Canvas assignment editor interface. At the top, there are tabs for "Details" and "Mastery Paths". Below the tabs, the assignment title "iPeer test" is visible. A rich text editor toolbar is shown with options for font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, and text alignment (T²). The main text area contains the instruction: "Find the evaluation on iPeer: ipeer.elearning.ubc.ca". A red arrow points to the URL.

D. Viewing the results of the evaluation

To view the results of the evaluation, you can:

- Go to your course and select **List Evaluations Events**

The screenshot shows the iPeer interface with three main sections: 'Evaluation Events', 'Team Maker', and 'Canvas'. In the 'Evaluation Events' section, the 'List Evaluation Events' option is highlighted with a red arrow. Other options include 'Add Event', 'Export Evaluation Results', 'Move Students', 'Move Group of Students', 'Export Events Listing', and 'Import Events Listing'. The 'Team Maker' section includes 'Create Groups (Auto)', 'List Survey Group Sets', and 'Export Survey Group Sets'. The 'Canvas' section includes 'Import Users from Canvas', 'Import Groups from Canvas', and 'Export iPeer Groups to Canvas'.

- Click on **Results**

The screenshot shows the 'Results' page for 'iPeer Test 2'. At the top, there are filters for 'Show' (set to '-- All --') and 'Type, for Course:' (set to 'iPeer Test 2'). Below this is a search bar with 'and Search where:' set to 'Course' and 'contains:' followed by an empty input field. There are 'Search' and 'Clear' buttons. To the right, 'Page Size' options are 15, 30, 90, and 270. Below the search bar is a table with the following columns: Course, Title, Results, Groups, Type, Due Date, Released?, and Result Released. The table contains one row: iPeer Test 2, Title, Results, 1, Mixed, Due Date, Not Yet Open, Manual. Below the table, it says 'Total Results: 1'. A red arrow points to the 'Results' column header.

- Click on the **Results** of a student group

The screenshot shows the 'Results' page for a student group. At the top, there are filters for 'Show' (set to '-- All --'), 'Status, and' (set to '-- All --'), 'Grade, and' (set to '-- All --'), and 'Comment.'. Below this is a search bar with 'and Search where:' set to 'Group Name' and 'contains:' followed by an empty input field. There are 'Search' and 'Clear' buttons. To the right, 'Page Size' options are 15, 30, 90, and 270. Below the search bar is a table with the following columns: Group #, Group Name, Completed, View, Late?, Status, Grade, and Comment. The table contains one row: Group #1, Group1, 0/0, Results, Not Yet, Not Reviewed, Not Released, Not Released. Below the table, it says 'Total Results: 1'. A red arrow points to the 'Results' link in the 'View' column.

- Next to Summary, click on **Detail** to view the detailed feedback of each student

iPeer Test 2

> Title > Results

Evaluation Event Detail			
Group:	Group1	Self-Evaluation:	No
Event Name:	Title	Due Date:	Due Date
Description:			

Summary (Basic | Detail)

- You can click on the name of each student to see their feedback

E. Exporting grades to Canvas

To export grades from iPeer to Canvas, please follow the steps outlined in this link:

<https://lthub.ubc.ca/guides/ipeer-instructor-guide/>

> Use iPeer grades in Canvas

Use iPeer grades in Canvas

If you would like to use the evaluation outcomes as grades, you can send them to Canvas by either syncing iPeer grades directly with Canvas (best for situations requiring less customization) or exporting data from iPeer to upload manually to Canvas (best for situations requiring more customization).

▼ Sync with Canvas ▶ Export and Upload to Canvas

Sync iPeer grades with Canvas

- Log in to iPeer, and click **Courses** in the top navigation.

Tips

- Canvas will create a new assignment and related column in the gradebook, after you complete these steps, but students will not need to do anything new (i.e., they will not have to complete the assignment in Canvas).
- Qualitative feedback cannot be directly synced with Canvas, as it doesn't have a numerical value to send. In these cases, you may wish to use the export option to manage scores yourself, before uploading them into Canvas.

- After exporting the grades, you should be able to see the grades in the Canvas Gradebook.