How to use WebPA at Keele

Creating the WebPA icon.

1. You can set up WebPA in either a module, or a Non-Assessed Teaching Area (NAT) on Blackboard.
2. Go to the folder in Blackboard where you would like the WebPA icon to appear to your students. This might be in the same folder as their group assignment.
3. Click on Tools and then Basic LTI Tool
4. From the drop down menu, choose WebPA and then click on Submit
5. Choose a name for your WebPA icon, for example WebPA Peer review for group project and type in any description that is suitable, for example, the dates when WebPA will be open for the students to put their grades in.
6. If you don’t want the students to see the icon just yet, click No next to Permit users to see this content.
7. Click on Submit

1. Initially, there will be no students associated with your WebPA area and you will need to click on the WebPA link that you have just made to set this up.
2. Click on Sync Data on the left hand side of the screen.
3. You will see a list of the students that WebPA finds in your module or NAT, together with any groups that you have created. To reuse the groups in WebPA, click in the box next to the set of groups.
4. Click on the Update WebPA OS button

Setting up your groups

1. In WebPA, click on My Groups on the left hand side of the screen
2. Click on create new groups wizard
3. Give a name to your collection of groups and click on next
4. Decide how many groups you are making, what their names will start with and how they will be numbered. You can edit the names for individual groups later. Click on next
5. Click on finish
6. Go to the group editor to edit your groups (to change who is in each group and what they are called).

Creating a form

1. If you are going to use criteria for marking, then make these available to the students beforehand. An example of the ones we use are shown on the following page, but you can have as many or as few as you want to use and can create ones customised to your assignment and your students.
Criteria that you will use for peer assessment of the contribution of others in your group towards the group project assignment.

After the project is completed, each member of the group will mark all other group members on their contribution to the project using set criteria (given below) via a web based program (WebPA). These marks will be used to determine each individual student’s mark for the group project. Any student who doesn’t carry out the peer assessment will lose 10% from their individual mark.

Communication
How well did each group member keep in touch? Did they let everyone else know what was happening? Did they make their work available for proof reading and editing?

Planning and Organisation
Did each group member help to create a work plan or Gantt chart for the project? Did they help to organise meetings, by booking rooms or by chairing the meeting? Did they help to plan who should do each part of the project?

Contribution to final product
Did the group member spend a good amount of time working towards the final product? Was their contribution of good quality and accuracy? Was their contribution relevant to the aims of the project? If appropriate, were the sources they used of good reliability and quality?

Reliability
Was the group member on time for meetings? Was their attendance good? Did they meet deadlines and do jobs that they said they would do?

Contribution to the group
Did the group member support others in the group? Did they have a positive attitude and listen well to others? Did they do extra jobs within the group, such as putting the final report together, acting as team leader or helping with proofreading? Did they give positive contributions to meetings?
Creating a form continued

2. Click on **My forms**
3. **Click on Create New Form**
4. **Give form a** name and click on Likert or Split 100
   We use split 100. This is because it irons out any cultural differences in the amount of marks that students are willing to give out, and it also makes students really think of the relative contributions that their peers have made to the project.
5. Click on **Add new criterion**
6. To see the form, click on **My Forms**

Creating an Assessment

1. Click on **My Assessments**
2. Click on **Create New Assessment**
3. Enter the **dates** that it will be open and an introduction for the students. There is a little plus next to advanced options – this lets you automatically e-mail students when the assessment is created if you want to.
4. Choose a **form** – you will see any old ones that you have created in the past in other modules – the advanced options include: allow students to see feedback and allow students to type written comments
5. Choose which set of **groups** you want to use. WARNING! The assessment makes a copy of the existing groups, so you will not be able to edit the groups for the assessment once the assessment is made. Instead, you would need to edit your groups and then create a new assessment.
6. Choose **self and peer assessment** or go into the advanced options to choose **peer assessment only**. We use peer assessment only.
7. You will get a chance to look at all the options that you have chosen before clicking on **Finish**
8. The new assessment that you have created will appear under the **pending** tab. Once it is open, it will go in the open tab, then when it closes it will move to the closed tab and finally, when you have put in your mark for each group, it will move to the marked tab.
9. You will need to tell your students when the WebPA assessment will be open for them to complete.
When the assessment is open it will look like this

The icons on the right will allow you to do various things:

Going from left to right:

- Edit the assessment
- Email students
- Check which students have completed the WebPA
- Set the group marks (This is the mark that you have given to each piece of group work)
- Delete individual marks
When the assignment is open, you will be able to see which students have completed the assessment so far. You can email a student by clicking on their e-mail.

Once the closing date is past, the assignment will move to the Closed tab.
Click on **Set Group Marks** (Second from last icon)

Put your own mark in for each group – if you don’t yet have marks for all groups, you can always put in 0% and can change this later.

Click on **New mark sheet** (last icon)

Set **PA weighting**, the amount of the project mark that will be influenced by peer assessment (We use 100%), and **Penalty for non-completion** (we use 10%) and click on **Create mark sheet**

The assignment will then move into **Marked**

**You will then be able to see the reports:**
Reports

Reports can be viewed as PDFs or as Excel Spreadsheets. They include:

- **Marks Awarded for Each Question**
  A breakdown of the marks given by each student for every question in the assessment
- **Marks Awarded for Each Question (anonymous)**
  A breakdown of the marks given by each student for every question in the assessment. Student names/numbers are NOT displayed.
- **Student Response Information**
  Shows the date, time and location that each student took the assessment
- **Student Grades**
  A list of students (by lastname) and their final WebPA scores and grades.
- **Student Grades (by group)**
  A list of students (by group) and their final WebPA scores and grades
- **Responses per student**
  This report was requested by UEA and provides the responses given for each individual student per group.
- **Responses per student (anonymous)**
  This report was requested by UEA and provides the responses given for each individual student per group. The data on who gave the response has been anonymised.

Your assessments vanish in the next academic year, so if you would like to keep any of these reports for longer than that, then you will need to download them.