

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

Section Index

| | |
|----------------------------------------------------|----|
| 1.0 CREATING A BUDDYCHECK EVALUATION IN MYABERDEEN | 2 |
| 2.0 UPDATING GROUPS OR STUDENTS | 4 |
| 3.0 MONITORING STUDENT PROGRESS | 5 |
| 4.0 FACTOR CALCULATION AND GROUP GRADE ADJUSTMENT | 7 |
| 5.0 SUMMARY OF KEY STEPS | 10 |

Buddycheck is the tool integrated within MyAberdeen to enable the assessment of group work contributions by fellow group members.

Prior to using Buddycheck within your course area, ensure you have set up [groups](#) in MyAberdeen AND created the group assignment. The quantitative contribution evaluations can be used to adjust a group grade or just to provide feedback for peers. Throughout the creation and management of the evaluation, help from the software is available where you see a circled blue question mark (?) or hover the cursor over certain sections of text.

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

1.0 Creating a Buddycheck Evaluation in MyAberdeen

1. On the course content page, click on the **PLUS SIGN** where you wish to add BuddyCheck
2. Select Tools and, the first time you add an evaluation to your course, you **MUST** click on the **circled PLUS SIGN** (bottom right of the tool) for Buddycheck Peer Evaluation (Fig 1). Thereafter, click anywhere in the Buddycheck area to add any more Peer evaluations to the same course area without creating another, tool link in the content area.

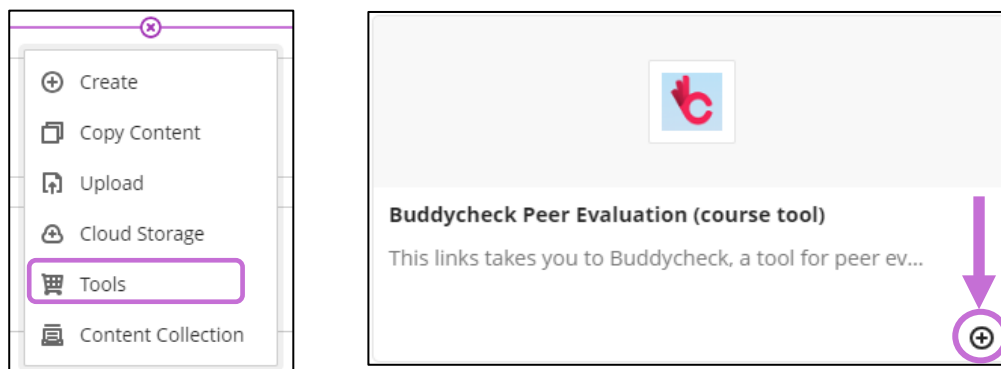


Figure 1: 1 Add content, select Tools and Add Buddycheck Peer Evaluation (use circled plus for the **first** course evaluation **only**).

Warning: the first time you use Buddycheck in your course area you have to click on the **PLUS SIGN** as this inserts the active link to the software in your actual course area

3. The Buddycheck Peer Evaluation link (Fig 2) is created on the course page, hidden from students by default. Only 1 such link is needed to access all course Peer Evaluations.

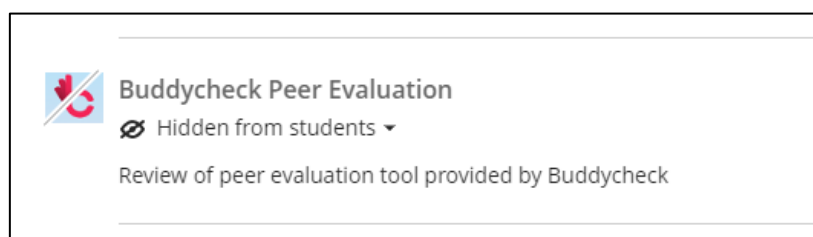


Figure 2: Buddycheck Peer Evaluation link

4. Click on “Buddycheck Peer Evaluation” link (Fig 2) to launch Buddycheck in a new browser tab. You may have to click on “Activate Buddycheck” if no previous evaluation was created in the course area.
5. Then click on “+ Create evaluation” (Fig 3).

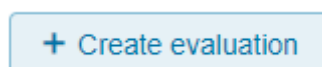


Figure 3: Create evaluation

6. Enter a name for your evaluation and, optionally, use a previously created evaluation (if such exists). Click on **Continue**.

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

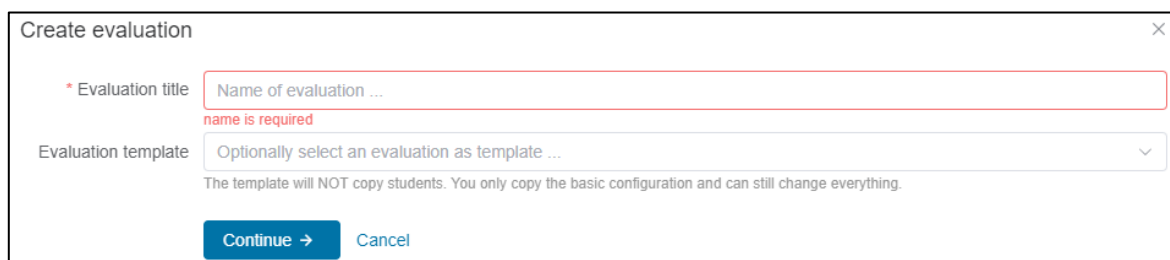


Figure 4: Enter a name for your peer evaluation

7. In the “Create new evaluation” screen, **identify the group set and/or select the appropriate group(s)** (from previously created [groups](#) within the course. **Group Sets are recommended.**)
8. The Evaluation title is already populated
 - a. **Start/end date:** select a start/end date (Immediately following the start date, students receive an automated email, from Buddycheck asking them to complete the evaluation).
 - b. **Introduction:** write a short description of the evaluation and the basic rules you have decided for the evaluation (e.g. “*You will automatically lose 2 Grade points if you do not complete the evaluation*”).
 - c. **Scale size:** choose 1-3; 1-5 or 1-9 (the 3 evaluation ranking range options, 1-5 is the usual range choice). Note that there is no 0 in any range.
 - d. **Main questions:** edit/delete/create the questions as appropriate (If no “template” was used, seven questions are already suggested by default). You can add questions using the buttons to the right of the default questions, the pen, eye or bin icons allow you to edit, preview or delete, respectively. A single question is often adequate and too many questions deter students from participating.
 - e. Select for peer questions to be **anonymous**. Students will then see their average score only and not individual scores provided by their peers.
 - f. Option for **open questions**, leave this as **no** unless you want to ask a specific, general question. Students do not have to answer open questions but their answers can only be seen by course staff.
 - g. **Peer messages:** students can/must (*an option*) leave peer feedback (*messages*) for each group member. You have options to customise, as necessary. Self-reflection is not an option.
 - h. **Show Advanced options** controls the minimum and maximum value of the group grade adjustment Factor which is derived from the main peer question ranking score. The range, commonly 0 – 1, can be changed at any time up to the results release. The top and bottom capping of the Factor will adjust the factor to 1 for all values greater than 1 (*more to follow*). A date can be set to send out a reminder to students automatically and a date for locking the evaluation to anymore submissions. The evaluation can be unlocked later, if needed, using **More** (see below)

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

- i. **Open Preview** to see the evaluation as a student would see it.
9. Once all the components are completed click on **Create evaluation**
10. The Peer Evaluations summary screen will now include the newly created evaluation in the list.
11. Click on the name of the evaluation, and a list of the students in their various groups is presented. **Edit evaluation** from the top right or click **More** to see a list of additional options such as **sync** (*groups and members*) with the course, **preview** as a student or **download results**.
12. Return to the evaluations summary page by clicking on **Back to all evaluations** at the top left of the screen. Return to the MyAberdeen course area in the previous browser tab.
13. Make the peer evaluation visible to the students, in your course area before the time and date you chose to start the evaluation (**8a, above**). Students can then access the Buddycheck dashboard, see the status of any peer reviews and the times they start or are still open till.

Note:

- i) Nothing appears in the gradebook. The export of adjusted grades to Gradebook takes place after the evaluation has finished and is explained below.
- ii) Preview Users can see the Buddycheck link in the course area and, from it, be connected to Buddycheck BUT Buddycheck does not yet support preview users. You can preview following 8(i) above.

[Return to Index](#)

2.0 Updating Groups or Students

If group membership changes after creation of the evaluation, **re-synchronise** with MyAberdeen by opening the evaluation from the evaluations' summary area. Open the **More** drop-down list and select **Sync with course**. Re-synchronise groups as often as needed until the results are released.

Instructors will receive an email 2 days before the start of the evaluation to remind them to check whether the groups and students have been allocated correctly.

Note: Where there are over a hundred students in a course, the system may take a little time to create or update an evaluation, so please be patient and wait a few minutes before trying again.

[Return to Index](#)

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

3.0 Monitoring Student progress

When arriving at Buddycheck from a MyAberdeen course area, any evaluations in the course will be shown (see Fig 5). You can sort the list by “Evaluation” name or “Start date.” The “Completion” rate shows the percentage of students already completed.

| Evaluation | Students | Start date | Status | Completion |
|------------|----------|-------------|----------|------------|
| > IPS-BC | 9 | 24 days ago | Open | 22% |
| > SP-BC | 9 | a month ago | Open | 33% |
| > JC BC | 9 | a month ago | Released | 100% |
| > SD BC | 9 | a month ago | Locked | 100% |
| > NN-BC | 9 | a month ago | Closed | 100% |

Figure 5: The Buddycheck overview of evaluations page

The “Status” of the evaluation is clearly shown.

- Open --> to students
- Closed --> submissions are allowed but will be marked as late
- Locked --> no more submissions or changes can be made
- Released --> locked, analysed and the results/feedback shown to students.

Click the “Evaluation” name for more detail and student progress (see Fig 6).

| 25% | | | | | | | |
|-------------|------------|-----------------|-------------|------------|-----------------------------|---------------|--|
| Label | 8 students | Original factor | Self scores | Focus view | Search group or student ... | | |
| Student | Group Name | Labels | Avg | Factor | Reliable | Submitted | |
| > [Student] | The Dee | | na | na | ❗ | a month ago | |
| > [Student] | The Dee | | 5 | 0.9 | ❗ | Not submitted | |
| > [Student] | The Dee | | 5 | 0.9 | ❗ | Not submitted | |
| > [Student] | The Don | | na | na | ❗ | a month ago | |

Figure 6: Student progress during the evaluation

The table (Fig 6) can be sorted by “Student” name, “Group Name” or “Submitted” status and focused (use Search) on a particular group or student. “Original Factor” and “Self-scores” determine how the adjustment Factor is calculated and will be considered later. “Focus View” uses as much available space on your screen to display the Table. “Labels” are attempts to use inconsistencies in the spread of the scores to identify potential problems within a group or with a particular student, among other things. They should be treated as flags for investigation and NOT as factual in themselves. Hover your cursor over the label for more information.

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

The average (“Avg”) ranking score and the grade adjustment “Factor” derived from it are shown in as far as there is data to do so. $Factor = Avg_{Student} \div Avg_{Group}$

The Adjustment Factor is fully defined below.

Where an “na” is shown, for example, in the 1st and 4th rows of Table 6, there is no data since the other two students (2nd and 3rd rows) in the group have not yet submitted. The student in row 1 has submitted, hence data appears for the two, non-submitting students. Only 25% of students have submitted and you are monitoring progress prior to completion by all students.

The **Reliable** column is an indication whether the results are truly reflective of what people thought or if the spread is so large it is random noise with little information. The ! in a red circle indicates non-reliable data. Only 1 student has submitted in the “Dee” group and Buddycheck ascribes no reliability to a single submission. A tick mark on a green background indicates reliable data and more of those will appear as students submit.

When you click on a student’s name or the “>” to the left of the name, a detailed report is presented which shows what scores the student gave and what scores they received along with their email address allowing you to send them a reminder to submit.

Groups of students can be selected “Searching” for the group name and clicking the empty box to the right of “Student”. A series of options opens, most usefully the ability to email ALL selected students. You can also remove a student, clear the responses submitted or “Reopen” a closed evaluation for a student/group.

If the evaluation date has passed, reminders can be sent to all students who had not submitted using “Send a Reminder” from the “More” (*top right*) drop-down list. That can be in addition to any automatic reminder set up in the Advanced Options (*above*)

[Return to Index](#)

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

4.0 Factor Calculation and Group Grade Adjustment

With all submissions (or as many as you will get) made, access the Evaluation monitoring screen, click “More” (top right). Select “Lock Evaluation” and confirm the selection. No more submissions will be allowed and the data will NOT change.

At the top left of the table, the “Original Factor” toggle can be set (green) which will ignore the maximum and minimum values set in the “Advanced Options” above. The factor can thus exceed 1. Toggle the Original factor to off (red). That will force the capped factor previously set in the “Advanced Options”. Fig 7 shows the effect of the toggle.

| Avg | Factor | Avg | Factor | Avg | Factor |
|-----|--------|-----|--------|------|--------|
| 5 | 1.25 | 5 | 1 | 5 | 1 |
| 3.5 | 0.88 | 3.5 | 0.88 | 4 | 1 |
| 3.5 | 0.88 | 3.5 | 0.88 | 3.33 | 0.81 |
| 5 | 1.36 | 5 | 1 | 5 | 1 |
| 5 | 1.36 | 5 | 1 | 4.33 | 1 |
| 1 | 0.27 | 1 | 0.27 | 1.67 | 0.45 |

Figure 7: left = GREEN No Cap. Middle = RED capped at 1 and zero below 0.2, Right = Factor capped and Self-score = GREEN. NB: the data represent 2 groups of 3 students each (1st 3 and 2nd 3)

The left-hand table in Fig 7 (*Original Factor, No Cap*) allows a grade above the one awarded for the group (e.g for row 1). The middle table in Fig 7 (*Capped Factor*) sets to 1.0 any “Original” Factors that were greater than one. Other factors remain unchanged. The far right in Fig 7 shows the effect of adding in the self-score (Toggle “Self-score” to GREEN) and keeping the Factor capped. Although the average changes in 4 cases, the Factor shows a substantial change in row 6 only.

Recommendation: - Switch Original Factor OFF (RED) and Self Score ON (GREEN) but be wary of self-promotion as in Fig 7, bottom row, far right.

Factor calculation: - $Adjusted\ Grade = (1 - (1 - Factor) \times weight) \times Group\ Grade$

The weight is explained below.

- Use the “More” drop-down list to select
 - “Publish Grades”
 - Choose the Group Assignment Grade (*from the Ultra Gradebook list shown*) to adjust and click “Continue” (*bottom of the grade item list*)

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

- Grading Adjustment: set Original Factor and Self-scores toggles
- Apply a weight to +ve and –ve differences. The default is 0.5 if you increase that effect on –ve side, differences from the group grade increases as the Factor gets smaller. The converse is true for the +ve side (*try it*).
Recommendation: - stick to 0.5 but try things before you decide. Adjusting these provides your best means of correcting overly harsh or lenient grade adjustments.
- Set the number of decimal places (*2 is best for us!*)
- Allow the minimum **grade** (*note that is not the factor*) to be zero (*negative grades will become Zero*).
- Set to ensure that the “Grade cannot exceed max. points”. The group grade should be scored in CGS grade points.

Figure 8: The top of the Publish Grades Screen

| Factor ↕ | Grade (out of 22) ↕ | New grade ↕ | Difference ↕ |
|----------|---------------------|-------------|--------------|
| 0.45 | 12 | 8.7 | -3.30 ▼ |
| 0.81 | 17 | 15.39 | -1.61 ▼ |
| 0.8 | 14 | 12.6 | -1.40 ▼ |
| 1 | 17 | 17 | 0.0 |
| 1 | 14 | 14 | 0.0 |
| 1 | 17 | 17 | 0.0 |

Figure 9: The New grades Table. Data can be sorted by any column heading.

- Fig 9 shows the effect on the Group grade (*second column*), imported from Gradebook, by applying the factor. The data have been sorted by difference which lets us examine the differences to ensure the evaluation is not being too lenient or too harsh. To increase the effect of a –ve difference use the “Apply weight to differences”. Usually, for none or little

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

participation, the New Grade can be reset to zero with a –ve weight of 1.5 - 2.0. **NB:** it appears that a grade of Zero in Buddycheck exports as 'no grade' (-) in MyAberdeen

- Beneath the Table click “Accept and Continue ->”
- The default is to create a new grade item (**keep that**).
- Give the new Gradebook item a name but do not change the max points
- Make the item visible to students *IF YOU WANT TO*.
- Click “Create New Grade” to transfer the new grade to Gradebook.
- In the “More” drop-down list Choose “Release Results” which produces an email with a link unique to each student where they can view their result in Buddycheck (*Optional*).

[Return to Index](#)

Notes on Grade Adjustment

The process for adjusting the group grade shown above is one way of allowing students to have a voice within the group marking. It can be quite harsh on low scored students even if you try to balance out the effects of the low Factors as above. One approach to overly harsh or lenient factor effects is to allow only a percentage of the group grade to be influenced by peer appraisal. Thus, a split in a well-designed group assessment might be 50% group grade and 50% group adjusted grade. That is easily accomplished in a Calculation within Gradebook. The Calculation would consist of the *(Original Grade awarded to the whole group) x 0.5 + (individual adjusted grade from buddycheck) x 0.5*

[Return to Index](#)

Quick Guide – MyAberdeen & Buddycheck: Peer Evaluation of Group member contribution

5.0 Summary of Key Steps

1. Create a group set and a group assessment in MyAberdeen.
2. Add the “Buddycheck” content link to an appropriate MyAberdeen area.
3. Create the evaluation form.
4. Link to the relevant group in MyAberdeen.
5. Enter start/end date.
6. Create the evaluation question(s) or amend existing ones.
7. Set the maximum and minimum values for the adjustment factor.
8. Preview and create the evaluation.
9. Edit an evaluation if required.
10. Release to students in MyAberdeen to Start an evaluation.
11. Monitor student progress during an evaluation.
12. Review results, choose group assessment grade from Gradebook.
13. Adjust and publish adjusted grades back to Gradebook.
14. Release Results in Buddycheck

12 & 13 above will not be necessary if you just want students to provide each other with feedback and do not intend to adjust your group assessment grade by the students’ appraisal scores. Students will view their score average and feedback in Buddycheck.

[Return to Index](#)