Peer Evaluation Tool

Instruction Manual

This tool has been developed to help you better assess and monitor the student teams that make up your class. It will both assist your students in evaluating each other, and assist you in reviewing their evaluations, leading to a greater understanding of how your students are working in teams.

This Manual will direct you in:

> Administering the Evaluation
>
> Processing Responses
>
> Analyzing Results
>
> Final Notes

If there are any questions or comments related to this tool please reach out to Mary Lynn Realff at mr37@gatech.edu.
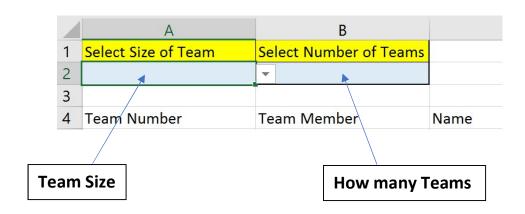
Administering the Evaluation

Right now, you have already received/downloaded the Peer Evaluation Tool folder with its contents. In this folder you will find the manual you are currently reading, another folder titled Student Evaluations, and an Excel file titled Evaluation Home. As of right now, there is nothing in the Student Evaluations folder. It will only be used for accessing students' evaluations after you have processed them. As stated in the introduction, this manual serves to direct you in effectively using the evaluation tool.

The central file to the Peer Evaluation Tool is the Evaluation Home file. This is what you will use to both generate an evaluation to send to your students and process the completed forms.

To start the process of completing a class evaluation you will first need to open the Evaluation Home file. If prompted with any warning about enabling macros it is crucial that you ENABLE MACROS, otherwise the program will not work.

The first step once you have opened the Evaluation Home File is to select the size of your teams and how many teams. Note: you must select the team size corresponding to your LARGEST team. You will leave names blank for any team that has fewer members than that.

Once you have selected your number of teams and their size, you can begin to populate the names of each team. The table will automatically fill in all the team and member numbers. All you have to do is type in the students' names in the blue shaded region. Make sure each student is placed in the correct team and you leave blanks for any team with fewer members than the largest team. It does not matter to the tool which student is which member number.

Select Size of Team	Select Number of Teams	
3	3	
Team Number	Team Member	Name
1	1	Buzz
1	2	Uga
1	3	Pounce
2	1	Big Al
2	2	Aubie
2	3	
3	1	Albert
3	2	Knightro
3	3	Rocky

Students' Names

Once all of your students' names are entered in the correct teams, you can now generate the Evaluation Form for your students. Do this by pressing the button that says, "Submit Teams." The Tool will automatically generate a custom Evaluation Form for your class, and save it to the Peer Evaluation Tool Folder. The file will be called "Peer Evaluation Form" and you will be prompted to view it once it is generated. Note: At this point the Home file will automatically save and close. It will not be needed for a while, unless a change needs to be made to the teams.

Now that you have the Peer Evaluation Form all you need to do is distribute the file to students. This can be done via email, or offering a download through t-squared or a similar service, whichever method is convenient for you. Make sure that all students do get their own version of the file, because they will need to fill it out and return it to you. Note: all you need to do is give each student their own copy of the same "Peer Evaluation Form," they will have their own instructions on how to fill it out.

Processing Responses

Just like you could pass out the evaluation form however you liked, you will need to collect the students' responses in the way most convenient to you. You can have students email their responses to you, or submit them as an assignment. It does not matter how you collect them, as long as you get all of the students' responses. Once you have all their filled-out files, make sure each file is saved in the Peer Evaluation Tool Folder. Note: save them in the same folder next to the Home File, DO **NOT** SAVE THEM IN THE FILE TITLED "Student Evaluations".

Name	Date modified	Type	Size
📁 Student Evaluations	8/17/2017 7:08 AM	File folder	
📊 Albert Eval	9/15/2017 12:16 AM	Microsoft Excel Work…	26 KB
📊 Aubie Eval	9/15/2017 12:15 AM	Microsoft Excel Work…	26 KB
📊 Big Al Eval	9/15/2017 12:14 AM	Microsoft Excel Work…	26 KB
📊 Buzz Evaluation	9/15/2017 12:06 AM	Microsoft Excel Work…	26 KB
📊 Home	9/14/2017 10:11 PM	Microsoft Excel Macr…	117 KB
📊 Knightro Eval	9/15/2017 12:17 AM	Microsoft Excel Work…	26 KB
📊 Peer Evaluation Form	9/14/2017 10:11 PM	Microsoft Excel Work…	26 KB
📊 Pounce Eval	9/15/2017 12:08 AM	Microsoft Excel Work…	26 KB
📊 Rocky Eval	9/15/2017 12:21 AM	Microsoft Excel Work…	26 KB
📊 Uga eval	9/15/2017 12:07 AM	Microsoft Excel Work…	26 KB

Your Peer Evaluation Tool Folder should look something like this, with all your students' evaluations.

Once all your students' responses are collected, return to the Home File. Make sure you do not have any of the students' responses open, then click the button titled "Generate Report." This will automatically generate and open the Report File on all your teams' dynamics. Note: this will close the Home File, as you will not be needing it for now.

Analyzing Results

Now that you have the report file, you can dive into your teams' dynamics. The report file has a tab for each of your teams, and is laid out by person. Below is an explanation of the report

	A	B	C	D	E	F	G	H	I
	Team Score	Work Share	Disagreement		Team Average				
2	40.0075103	67%	87%		2.079365079				
3	Buzz	2.142857	0.606091527				Reviews on Buzz		
5		by Buzz		by Uga		by Pounce			
6	Criterion	on Buzz		on Buzz		on Buzz			
7		Score	Comments	Score	Comments	Score	Comments	Avg	Std
8	Partic	2	I worked well on this project	1	Didn't care that much	2	Works hard all the time	1.6666667	0.4714045
9	Time	3	I was very responsible in managing my time	1	Was late to that one meeting	3	was very prepared for all the meetings	2.3333333	0.942809
10	Adap	3	I dealt with my team members well	1	Only wanted to do things their way	2	good with new ideas	2	0.8164966
11	Creat	2	Mine and others ideas were used	2	Has ok ideas	2	came up with part of what we did	2	0
12	Comm	2	Communicated well with my team members	1	Never told me they were doing the project	3	always shared what they were doing	2	0.8164966
13	Team	3	I was the key conflict resolver	1	didn't work well in a team	3	was very encouraging	2.3333333	0.942809
14	Tech	3	I was the lead on the technical work	2	Could do stuff well	3	great at using equipment	2.6666667	0.4714045
15		2.5714286		1.2857143		2.5714286		2.1428571	0.6060915
16					Reviews by Buzz				
17		by Buzz		by Buzz		by Buzz			
18	Criterion	on Buzz		on Uga		on Pounce			
19		Score	Comments	Score	Comments	Score	Comments	Avg	Std
20	Partic	2	I worked well on this project	3	Did want to work well	2	was a pretty involved team member	2.3333333	0.4714045
21	Time	3	I was very responsible in managing my time	1	missed a whole meeting	3	Was always on time	2.3333333	0.942809
22	Adap	3	I dealt with my team members well	2	accepted new concepts well	2	followed everything we did	2.3333333	0.4714045
23	Creat	2	Mine and others ideas were used	1	Didn't really bring new iedas	2	shared a couple ideas	1.6666667	0.4714045
24	Comm	2	Communicated well with my team members	2	Interacted with me and the others	3	always made sure everything was clear	2.3333333	0.4714045
25	Team	3	I was the key conflict resolver	1	Was negative towards me and pouch	1	didn't deal with any conflict in the team	1.6666667	0.942809
26	Tech	3	I was the lead on the technical work	1	couldn't really do anything	1	Wasn't good with the equipment	1.6666667	0.942809
27		2.5714286		1.5714286		2		2.047619	0.4096345

Team 1 Team 2 Team 3

Ready

1. The Team Score is an overall measure taking into account both a team's Work Share and Disagreement. The Workshare is how well the team distributed their work. The Disagreement measures to what extent the team members agree with each other about how much work they did. All these measures are relative to how other teams scored.
2. The Team Average is the average "Work" the students contributed. Based on the students' scale, it should be 2, but it may be higher or lower.
3. The first student's summary is here. Next to their name is how much work they did according to the team, and next to that is how much the team members disagreed about how much the team member contributed. The red flag seen will pop up if there is a lot of disagreement. The same summary is below for the other members of the team
4. Here are all the ratings and comments made about Buzz. They are sorted vertically, so you can see comments made by Buzz on Buzz, then by Uga on Buzz, etc.
5. These are the average scores received by Buzz in each category, along with how much the member's ratings deviated between their teammates.
6. This row is the average score given by different members. Significant variations are highlighted in red (if one member rated them notably low) or in green (if a member rated them notably high).
7. Like the reviews on Buzz, these are the reviews by Buzz. Here you can see how Buzz rated all their teammates. Again, they are sorted in columns, starting with by Buzz on Buzz, by Buzz on Uga, etc.
8. These are the average scores given by the student by category. If the student followed the scale, all the averages should be about 2.
9. Here you can see the average score given by Buzz to each of their teammates. Again, scores that are notably low or high are highlighted in red or green.
10. Finally, we have a tab for each separate team. The tabs are colored based on how strong the team's dynamic is, per their team score. Teams with a green tab are doing well while teams with red tabs might need attention. Each of the teams' tabs are laid out the same way, to make viewing the teams' dynamic simple.

Now that you understand how the Peer Evaluation Report presents its data, it should be intuitive to find potential areas of conflict. In general, areas of concern are highlighted red, making them easier to spot. While it is easy to look at the qualitative data, it is recommended that you use the highlighted points to guide you, but read your students' comments, as this should give you a stronger understanding of how the students are truly interacting.

Final Notes

In this manual, we have shown you how to administer this evaluation, process the responses, and analyze the results. Here are a few more important pieces of information.

- To help you organize the information from past evaluations, all your students' responses have been moved into the Student Evaluations folder, should you need them again.
- For subsequent evaluations, just have the students fill out the same evaluation form and generate another report the same way as before.
- If any change needs to be made to the teams for any reason, you can press the button titled "Edit Teams" in the Home file. This will wipe your current teams. Note: you must press submit teams again once you are done editing teams.
- Do not alter the names of any of the files in the Peer Evaluation Tool Folder.
- Your generated report will automatically be sent to Dr. Mary Lynn Realff upon its generation.

This tool should bring you greater insight into the team dynamics of your student teams. We all strive to make the student experience at Georgia Tech excellent. We appreciate your initiative to improve your teams through the use of this tool.