QUALTRICS: How to create Peer Evaluation Forms for Groups

Qualtrics allows a survey designer to add scores to responses in certain types of questions. One or more **scoring equations** can then be defined to calculate a sum based on the respondent's selected answers. A scoring equation, called a "Category", defines which questions will be used in the calculation as well as the value of each possible response in those questions for that particular scoring equation.

Category = Sum of points associated with respondent's selected answers on a set of questions

For Peer Evaluation forms, each group receives a form created specifically for their group. The form lists each group member's name and asks the respondent to identify themselves (this is a required response). The respondent is then asked to review each group member using a set of questions appropriate for the course and learning objectives. The instructor can include open ended questions but responses to these are not auto scored by Qualtrics. If desired, the instructor can set up each group form such that a student is not asked to evaluate themselves – but that is handled through survey flow logic and is not part of the scoring tool.

Only the Qualtrics form owner and collaborators have access to the collect responses. If an instructor wishes to share the average score and a compilation of the comments received to each student, that is a separate manual task. No information is based automatically to the student or to Canvas course.

Instructors must review each group's submissions and look for multiple submissions by any student and submissions that seem to be inaccurate. For example, if a student gives every group member full marks, including a member who others report was absent and non-productive, then this student's submission is suspect and should be removed. Student scores for will then need to be recalculated, which can be done easily enough by downloading the group data and using Excel.

STEP 1: Create a Generic Group Template Form
Begin by creating a generic form based on the largest group size (see example on next page).

- In the template form, student names are listed as Student 1, Student 2, etc.
- Begin the form with the course name and group name/number
- Include required student self-identification questions: name, email.
- Recommended: Include definitions to clarify the meaning of rating criteria terms and/or performance levels to guide students in performing consistent evaluations.
- For each group member, repeat this sequence:
    - The student name (placeholder)
    - Set of auto scored rating questions – either individual questions or in a table.
    - Open ended questions – be sure to include the student name placeholder in these so that student name is included the stored data.
    - Note: if you do not want student's evaluating themselves, you will need to add survey flow or display logic flow to prevent students from seeing the questions for themselves. This is not a standard practice because it is more complicated to set up.

☐ Q1

AMD 372 Final Peer Evaluation - Group

☐ Q2

Please select your name: *(required)*

○ Student 1   ○ Student 3

○ Student 2   ○ Student 4

☐ Q3

Please enter your ISU email: *(required)*

☐ Q4

Criteria Definitions:

1. **Attendance** - Attended scheduled classes, group meetings, and team work days.
2. **Preparation** - Prepared for in-class out-of-class group assignments, arrived on time, ready to work on the task at hand, self-prepped.
3. **Contribution** - Contributed to discussions for in-class applications, group assignments and quizzes, overall contribution.
4. **Reliablility** - Followed through, helped group stay on task, communicated in a timely manner with the group, sent information or completed tasks as promised to the group.
5. **Respectful** - Communicated effectively and respected differences of opinion, encouraged others, used respectful language, didn't speak over others.
6. **Engaged** -- Demonstrated good listening skills, attentive, not distracted.

☐ Q5

Student 1:

|	Never	Rarely	Sometimes	Usually	Alwaya
1. Attendance	○	○	○	○	○
2. Preparation	○	○	○	○	○
3. Contribution	○	○	○	○	○
4. Reliability	○	○	○	○	○
5. Respectful	○	○	○	○	○
6. Engaged	○	○	○	○	○

☐ Q6

(Student 1) Please provide ...

one specific example of how this student contributed to the team's success thus far:	
one constructive suggestion for how this student could better contribute to the team's future success:	

Repeat the last two questions for each group member, being careful to adjust student number. If desired, add a page after the last student to display the calculated total for each student prior to form submission.

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STEP 2: Create a scoring Category for each student

1. Click on the **Survey Options** icon in the left column (it's the lowest icon)
2. In next menu to the right, under the "Advance" heading, select "Scoring"
3. Use the pull down menu next to the Category label > Manage Categories > New Category > name it > repeat until have one category per generic student.
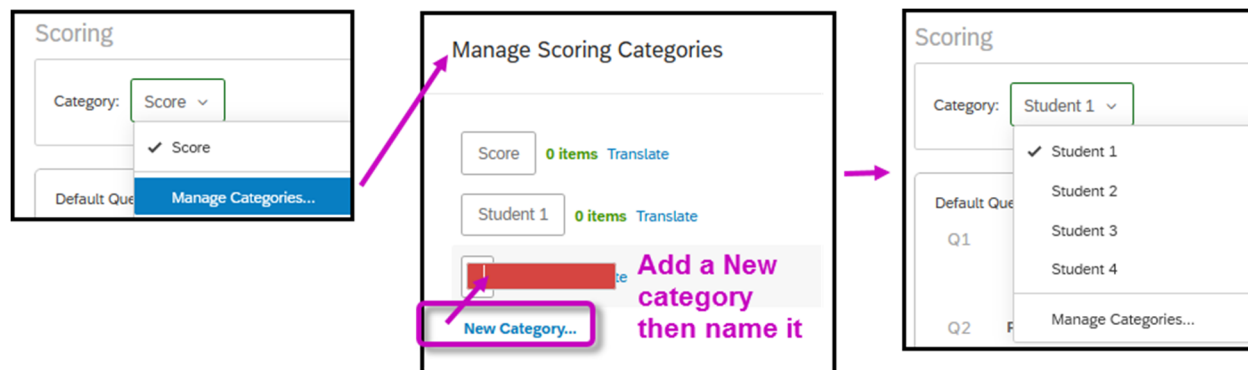
STEP 3: Identify the questions and response values to be included in each Category

In this step, you specify which questions will be used, and the value of each possible response in those question, to generate a total for a specific scoring category (e.g. student).

Set **Category = Student 1**

Scroll past the student identification questions to the Student 1 rating section.

Enter a score for each response option that should contribute to Student 1's score.

If the questions are in a table, pull down the header cell for each column and enter a value in the "Set Score to" box.

Student 1's score is calculated based on the bright green questions and response values.

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When finished setting up Student 1's scoring, switch the Category to Student 2 and repeat. Take care that any residual scoring for Student 1 is deactivated (gray color) when defining Student 2's scoring.

After defining the scoring Category for each student, i.e. Student 1 –> 4, click the dark "Back to survey builder" button in the top left of the scoring screen. Your set up will auto-save.

OPTIONAL STEP 4: Display each student's calculated total score prior to form submission

If desired, you can edit your survey to include a page break after the last student rating questions, and display the total score for each student on the next page of the survey. This display can only occur on a following page since the rating values need to be collected and processed first.

1. Add a "Text/Graphics" type question.
2. Open the Rich Content Editor
3. Select the piping tool, {A}
4. Select the score variable for each "student" category (displayed in red on next page).
5. Add text around the variables (Q13 below) to display the results meaningfully.
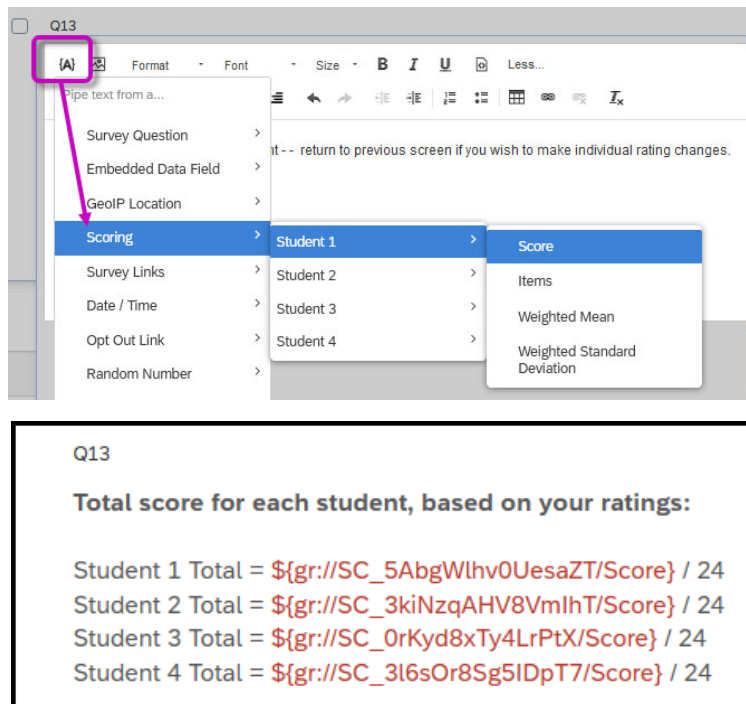
This completes the template form. Preview and verify that the scores calculate as expected.

Using the Peer Evaluation Group Template Form

You must have a list of group member names on hand in order to finish setting up each group's Peer Evaluation form. Typically these student groups are established in the Canvas course and the group names and membership can be downloaded from the Canvas course site.

TIP: In your course, go to ISU Admin Tools > View additional Settings > indicate that group names should be included in the gradebook > return o course and download the gradebook – edit it in Excel and remove all the columns except student name and group name.

For each group:

1. Create a copy of the Qualtrics Peer Evaluation template form.
2. Change the new form name to include the group name/number. This can be done before or while editing the form.
3. Edit the form and enter the group name/number in Q1.
4. Expand the **Tools** menu at the top of the form > Review > Search and Replace.
5. In the Search box type Student 1, and in the replace box enter the first group member's name. Click the "all" button. Repeat the search and replace process for each group member.
   - Scan down the form to ensure that the name swaps occurred as expected – it's easy to replace just one instead of "all", or not click the button firmly enough.
   - This tool requires exact matching of characters and spaces to work properly.
   - If a group has fewer students than the template, remove the extra questions.
6. Publish your finished form, preview and test it for accuracy.

RECOMMENDATION:

In your Canvas course, make a graded **no-submission Assignment** so there is a grade column to store peer evaluation scores. Edit this assignments directions so it contains a table listing group numbers, members, and the unique link to each group's Peer Evaluation form. This allows you to set up start/end dates for the activity on the Canvas side of things and provides students with an easy-to-find, standardized pathway to their evaluation form.

After students have completed their peer evaluations, download each form's data as a CSV or Excel file.

- Review the submissions for duplicates and outliers.
- Note which students didn't submit the form.
- It is useful to reorder the submissions to match the order of student names in question2.

The scoring category values are at the far right end of the data file. Use Excel's AVERAGE tool to determine the average score for each student after you have cleaned the data file.

NOTE: You could also generate a REPORT from Qualtrics that displays the scoring category values but these values will be calculated from the entire set of submissions and thus may be skewed by duplicate submissions and outliers.