THE UNIVERSITY OF MELBOURNE

PRAZE USER GUIDE:
TEAM MEMBER RATING ASSIGNMENT

PRAZE is a peer review tool. Before you can use PRAZE you need to request a PRAZE site for your LMS subject.

For information on requesting a PRAZE site, linking to the site from your LMS subject and managing staff and students access see the PRAZE Getting Started guide: http://www.lms.unimelb.edu.au/teaching/assessment/praze/praze_userguides/PRAZE_GettingStarted.pdf.

Create a Team Member Rating assignment

Team Member Rating assignments allow students review the performance of their peers, usually group members they have been interacting with to complete a group assignment. In this group self-assessment activity the individual rating results are not visible to students, but students can see their average and the team's overall rating.

1. Log in to the LMS http://www.lms.unimelb.edu.au
2. Open your subject and click on the link to your PRAZE site.
3. PRAZE (student view) opens in a new browser tab opens. Existing assignments are listed.
4. In the top right corner, click your name to display a drop-down list. Select **Switch to Admin View**.
5. Click **New Assignment.**
6. Click **Team Member Rating**; it should change to display in green.
7. Click **Next**.

About this assignment

8. Replace the default title with a meaningful name.
   Note: Assignment titles must be unique within the subject.
9. Enter a description (optional and not visible to students).
10. Click **Continue**.

Users, classes and groups

11. Subject Membership shows the number of students and staff currently in the subject. This list is for your information only. Staff and students are managed from the drop down **Manage Subject Users** tab in the top right corner.
12. You are asked if this assignment has classes or groups.
    Yes will already be selected here and may not be deselected.
    If you choose to create groups now, this may be done by: manually entering the data; uploading a list or cloning the information from another assignment.
    You can also choose to decide how this information will be added later.
    Detailed information on adding classes and groups appears on page 3 of this guide.
13. Click **Continue**.

Setting up the review form

14. A default review form is provided. The *Standard form* can be partially edited OR you can select an *Existing form* that you have created for as the framework for team member review. See page 6 of this guide for further information about building forms.
15. To edit the *Standard form* click in the large text box and alter the text in the table as required.
16. Click the text on the rating labels below to match the new ratings and descriptions

Setting your dates

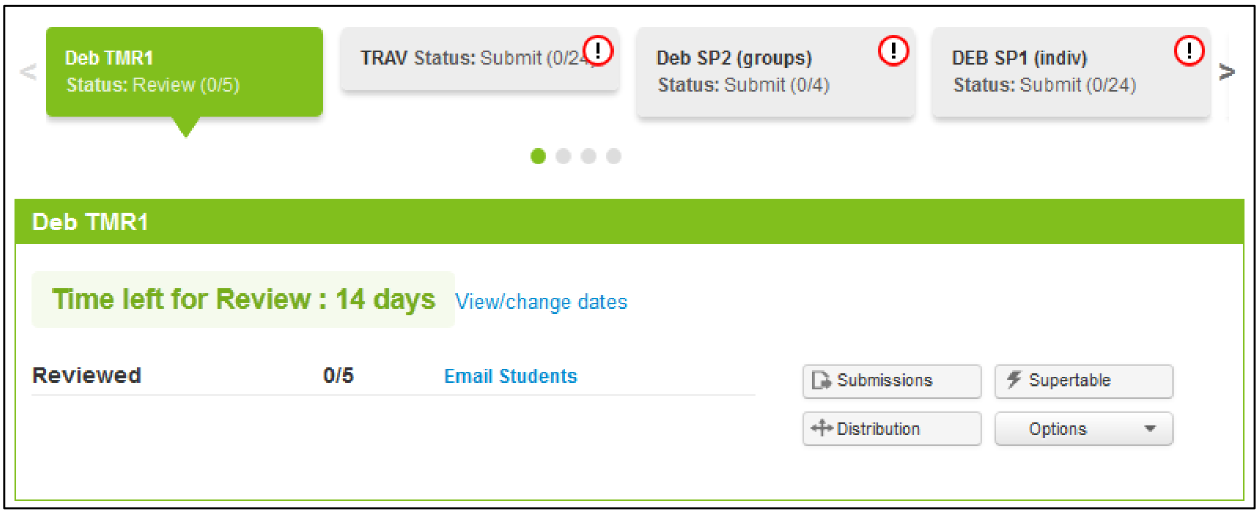
17. Enter appropriate dates and times for the Team Member Rating assignment:

- **Assignment visibility** – The period which the assignment will be visible to students. Only the first date is required; the assignment may remain visible for the duration of the subject if desired.
- **Team Member Rating Open, Due and Grace period** – The time during which students will be rating team members. The grace period allows for late submissions.

18. Click **Finish**.

Once your assignment is finished it appears in a bulleted list in the student view (most recently created at the bottom) and across the top of the screen in admin view.

In admin view click the title of the assignment to display summary information.

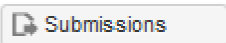


Manage assignment

View / change dates

The **View / change dates** link appears at the top right of the summary. Use this page to alter any of the dates associated with this assignment.

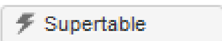
Submissions



View the students within the assignment and rating submission details.

Home link (top left) or back button on browser to return to the *Admin View* page.

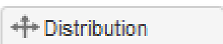
Supertable



Student list including details of rating submission (tick box), average and group average.
Note: In this page, Team Member Rating assignments may be referred to as GSA (Group Self-Assessment).

Home link (top left) or back button on browser to return to the *Admin View* page.

Distribution



This option has no function for a Team Member Rating assignment.

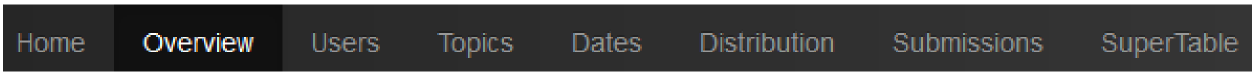
Home link (top left) or back button on browser to return to the *Admin View* page.

Options

Edit Assignment

Edit assignment by default takes you to a page where you can change *Overview* options including title, description and information that students will see when performing the team member ratings.

While in *Edit Assignment*, other options are available at the top of the page.



Some of these options are duplicates of those available via other buttons in the *Admin View* page e.g. *Dates, Submissions, Supertable*. Others may not be used in this assignment type e.g. *Topics, Distribution*.

Delete

The delete option allows you to remove the assignment and all associated submissions and reviews. A confirmation code needs to be entered before the delete will take place as this action may not be undone.

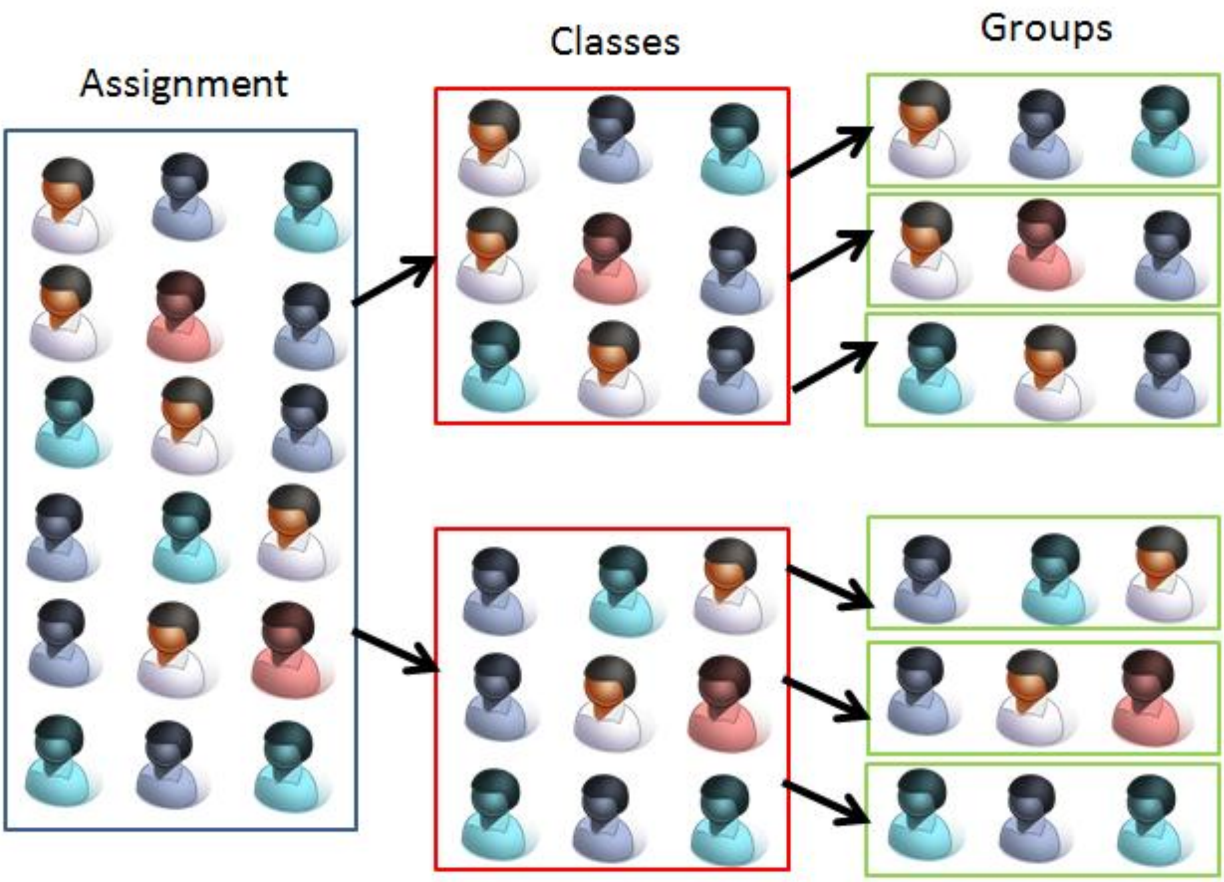
Clone

Makes a copy (clone) of the assignment. In many instances, cloning then editing the clone will be quicker that creating a second assignment 'from scratch'.

Classes and Groups

Assignment may contain classes (e.g. tutorials) and each of the classes may contain groups (e.g. project groups).

Students may only belong to a single class and a single group within that class.



A group must belong to a class, so you will need to set up at least one class if you have chosen the group submission option for your assignment.

When to make a class

Classes and groups may be added to an assignment when it is being created (at the Users, classes and groups step) or after creating an assignment (via Edit Assignment >> Users).

There are three options for making classes and groups: manually, upload or clone. Each method is outlined below.

Manually enter/edit

Manually enter will let you create classes and groups one by one and then populate them.

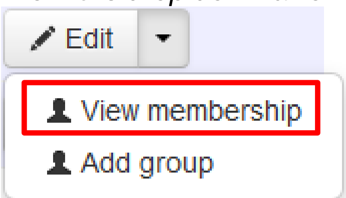
1. Under **Add classes or groups** select **Manually enter / edit**.
2. Click the **Add class** button.

3. Enter a name and description (optional).
4. Select the Primary and Secondary Assessor from the drop down list of staff.
5. Enter the maximum class size.
6. Click **Update**.
7. Repeat as desired until all classes are made.
   Note: The second time you click Add class, the fields

Add users to a manually created class

Students may only belong to a single class. Once they have been added to a class, they will no longer appear in the list of available people when adding class members.

1. From the *drop down arrow* next to the **Edit** button for that class select **View Membership**.



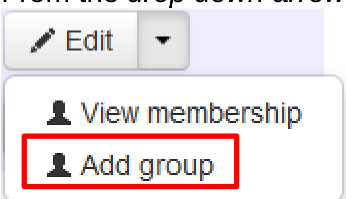
2. A new browser window showing the list of available students is displayed on the left.
3. Select people from this list: click to select an individual; Shift-click to select a range; Ctrl-click to add to the selection.
4. Click the right pointing arrow (in the middle of the screen) to add the selected people as Class Members.
5. Click **Save Membership** when finished.
6. Close the new browser window.

Add groups to a manually created class

A class must be created before you can create a group.

If you create a group inside a class, only members of that class will be available to become members of the group.

1. From the *drop down arrow* next to the **Edit** button for that class select **Add Group**.



2. Enter a name and description (optional).
3. Select the Primary and Secondary Assessor from the drop down list of staff.

4. Enter the maximum group size.
5. Click **Update**.
6. Repeat as desired until all groups are made for that class.

Add users to a manually created group

Add users to a group via the **View membership** option attached to the group. This is very similar to the process used for adding users to classes (see above for details).

Delete a class / group

Classes and groups may be overwritten or added to using either the upload or clone of the methods (shown below).

If you want to delete a class or group without making other changes, this may only be done when the **Manually enter / edit** option is selected. Even then, before a group may be deleted it must first be empty of members, and before a class may be deleted it must first be empty of groups and members.

1. **View membership** of a group. A new browser window will open.
2. Move all group members back to the **Available** side of the screen using the arrows in the centre of the page.
3. **Save Membership** and close the new browser window.
4. Repeat for all other groups in that class.
5. **View Membership** of a class that has empty groups (no members). A new browser window will open.
6. Move all members back to the **Available** side of the screen using the arrows in the centre of the page.
7. **Save Membership** and close the new browser window.
8. Click the **check box** to the left of *Title* (top of the list of classes / groups) OR
   Click the check box of each group / class to be deleted.
   All the groups / classes eligible to be deleted should now be selected.
9. Click **Delete selected**.

10. The selected groups / classes will now be gone.
11. Note: If a class was not yet empty of groups, even if there were no members, it would sometimes require two deletes to get rid of the class. Once to delete the groups, and a second time to delete the class.

Upload a list

A CSV file may be uploaded to create the classes and groups and populate these with users. The file must contain three columns: **username** (of the student), **class** name and **group** name.

All new groups create this way will not have a maximum size limit.

1. Under **Add classes or groups** select **Upload a list**.
2. An example CSV file is available to download from this page if needed.
3. Choose if you have identified your students by username (recommended) or by student ID.
4. Choose if the list you upload should overwrite existing classes, groups and membership.
5. Click **Choose file,** locate your CSV file and **Open**.
6. Click **Upload**.

7. The classes and groups will be created and populated and then displayed for you on screen.

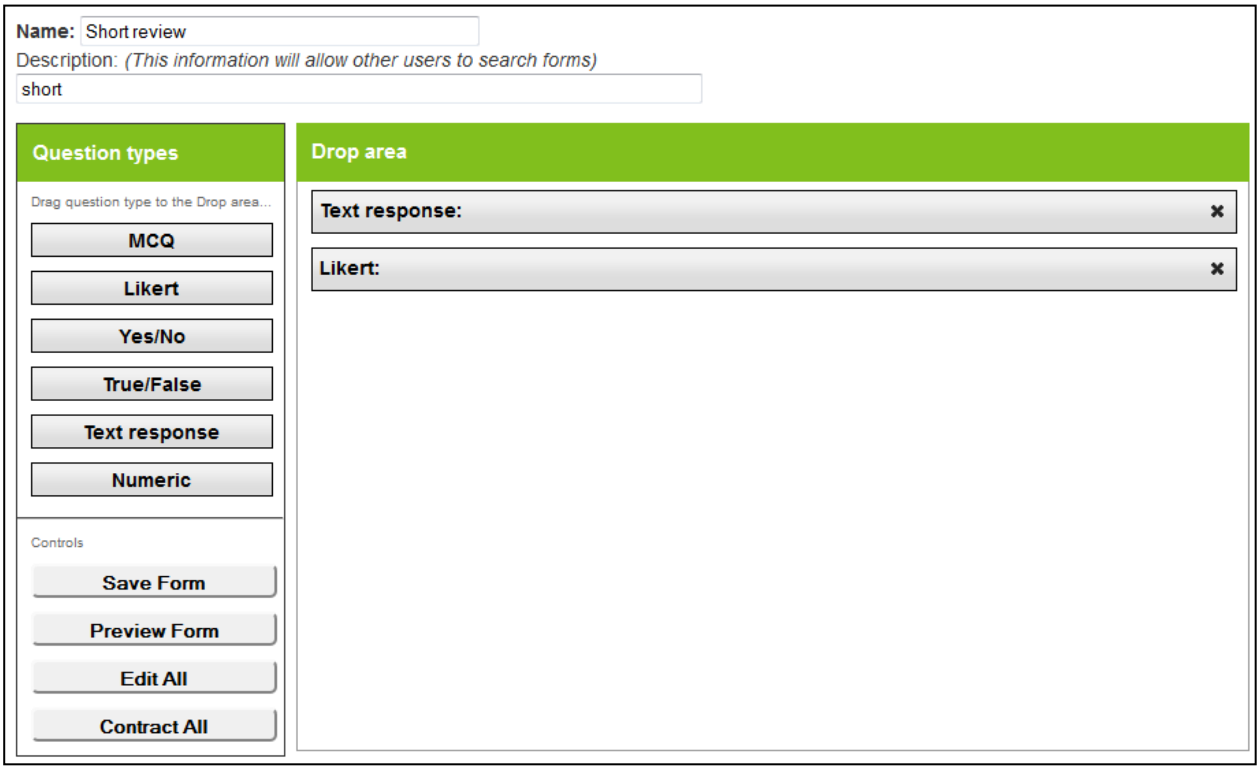
Clone from another assignment

If a class / group structure has been created in another assignment it may be cloned into the current assignment.

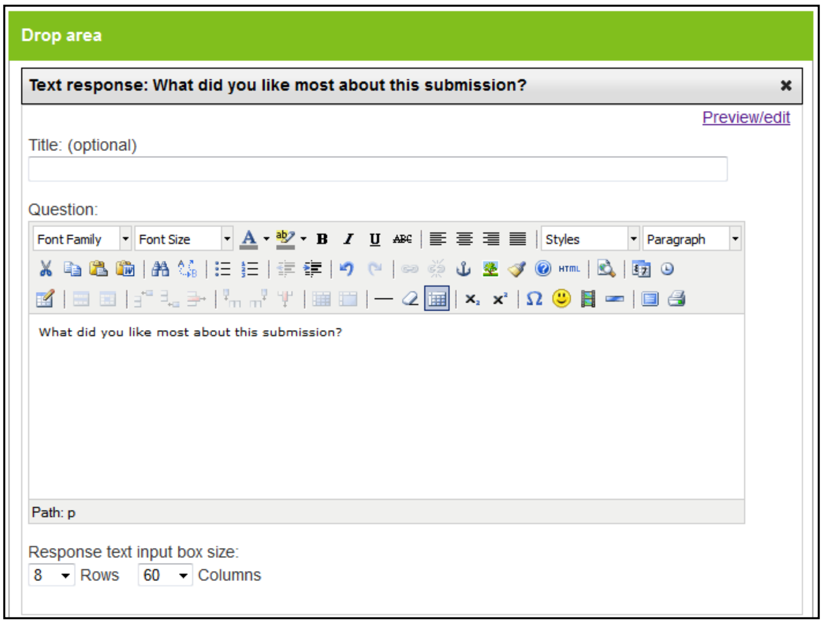
1. Under **Add classes or groups** select **Clone from another assignment**.
2. At Class / group clone click the drop down menu to see the options available.
   Assignments are listed in the form: **(class number, group number)Title**.
3. Select each of the areas you want to clone from: **Classes, Groups and Class / group membership**.
4. Choose if you want to overwrite existing classes, groups and membership.
5. Click Clone classes / groups. 

Form Builder

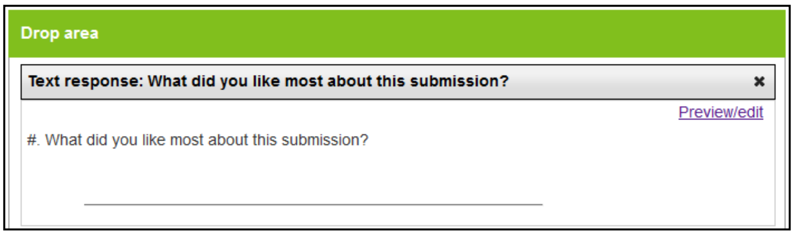
Form builder is displayed in a new browser window when staff create a form that will be used to guide a student submission or review.



1. Enter the form **Name** (required) and **Description** (optional) at the top of the page.
2. Drag a question into the drop area to use it in the form.
   Six question types are available: multiple choice, Likert, yes/no, true/false, text response and numeric.
   The same question type may be used multiple times in the one form.
3. Click the title of a question in the drop area to open it for review/editing.



4. Click the **Preview/edit** link (top right) to toggle between editing and viewing the question in its final format.



5. Remove a question from the drop area by clicking the cross in the top right of the question.
6. Click **Save Form** and close the window when finished.
   The form will now be available to select.