

Peer Evaluations Statistics and Grade Percentage Configuration Instructions Form

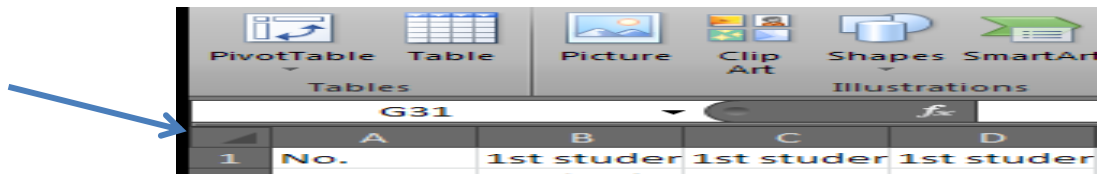
1.0 Export Raw Data From Blackboard into a new .xlsx document (Excel Workbook)

Note: It automatically places your data in columns horizontally, sorted by the 1st student being evaluated (which is generally the self-evaluation, then followed by peer-evaluations) continuing in the following columns to the right through the remaining students being evaluated. Therefore, in order to have the data be applied and function correctly in the formatted table with built in formulas, you will need to proceed as follows:

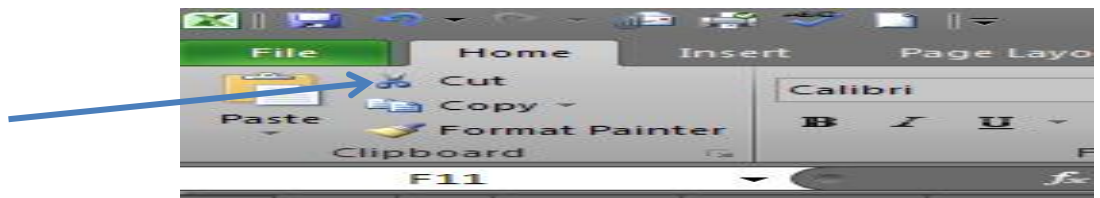
1.1 Export Raw Data From .xlsx document (Excel Workbook)

1.1.1 Select and highlight all data

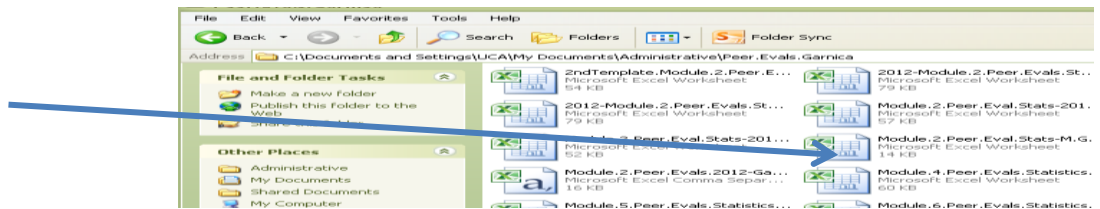
- 1.1.1.1 **Right Click** on the upper most left box (the box with downward arrow in lower right corner of it). Located in Header Row showing Column and Row Letters and numbers; then **Left Click** on the same box



1.1.2 Click on "Cut" in the Home tab under "clipboard section" or (right click & Cut)

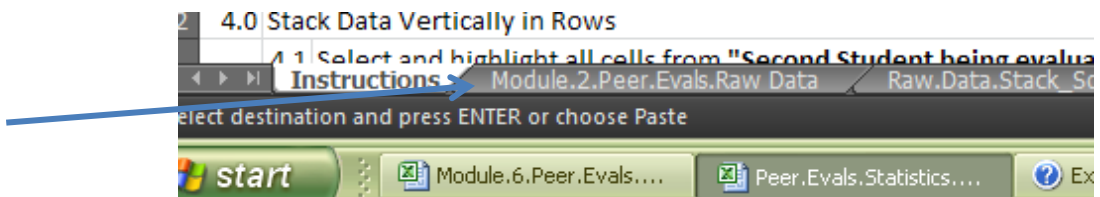


1.2 Open the file named "Peer.Evals.Statistics.Template"

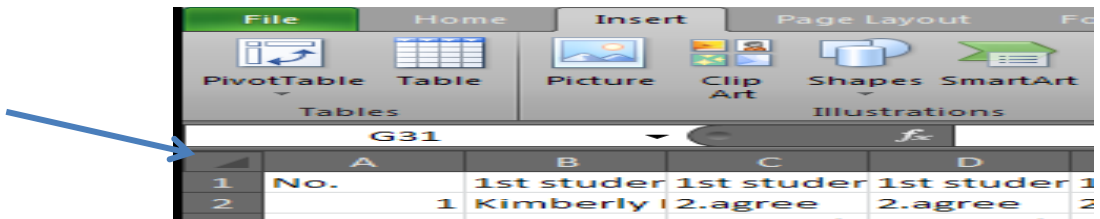


1.3 Paste into the "Module._.Peer.Evals.Raw.Data" worksheet (Lower Tab 2)

Note: This is in order to always have original raw data information available and unmanipulated.



1.3.1 Left Click in the upper most left cell (Row 1, Column A)

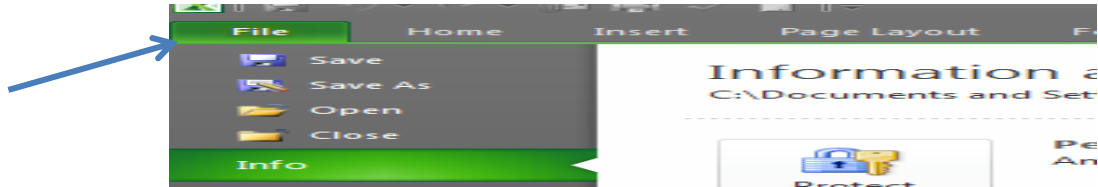


1.3.2 Click on "Paste" in the Home tab under "clipboard section" or (right click & Paste, (the first paste option in Microsoft 10 formats)

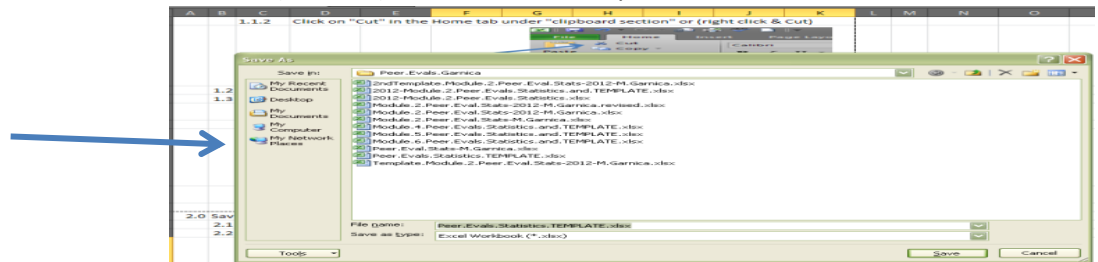
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2.0 Save Document with proper module name!

2.1 Left Click on the "File" tab (Upper Tab 1)

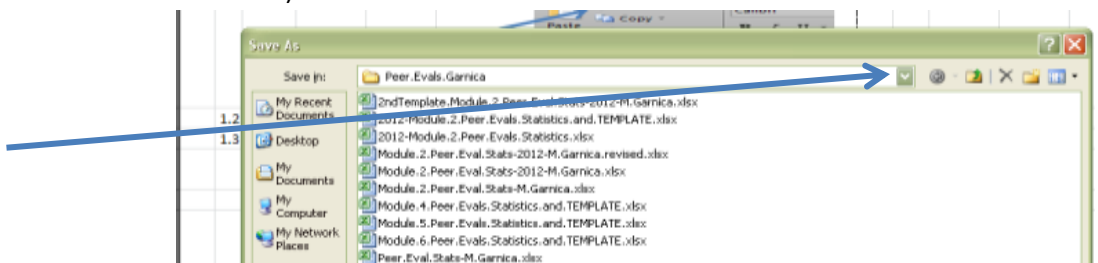


2.2 Left Click on the "Save As" link (2nd link)- sub window will open



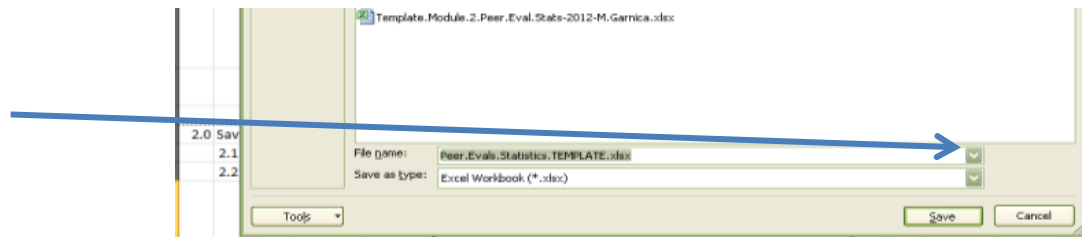
2.2.1 Save In

2.2.1.1 Drop Down Tab to location you want to save item to: (example: (C:) My Documents)



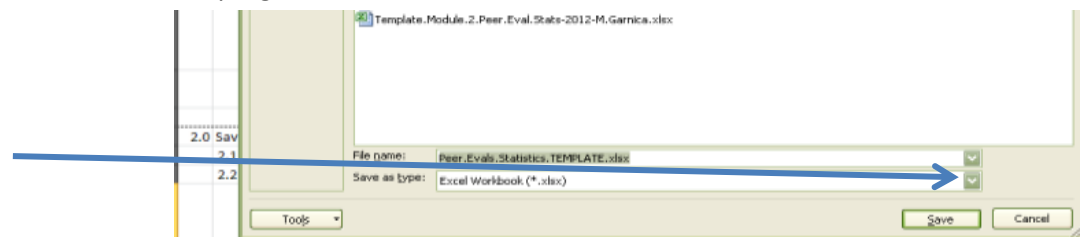
2.2.2 File Name

2.2.2.1 Type in a file name: (example: Module.6.Peer.Evals)



2.2.2 File Type

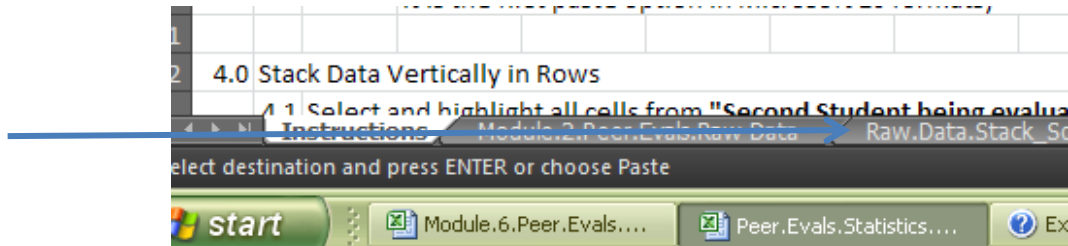
2.2.2.1 Drop Down Tab to "Excel Workbook (*.xlsx)" or to: "Excel 97-2003 (*.xls)" for older programs



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3.0 Copy original Raw Data to "Raw.Data.Stack_Sort" worksheet (Lower Tab 3)

Note: This is so you will be able to have a functioning worksheet to Cut & Sort the data into a format that will work with your table which is formatted to measure and grade the data submitted. You will need to proceed as follows:



3.1 Copy data from the "Module._.Peer.Evals.Raw.Data" worksheet (Lower Tab 2)

3.1.1 Select and highlight all data

- 3.1.1.1 Right Click on the upper most left box (the box with downward arrow in lower
- 3.1.1.2 Left Click on the upper most left box (box with downward arrow in lower right corner of it). Located as Header Row showing Column and Row Letters and numbers

3.1.2 Click on "Copy" in the Home tab under "clipboard section" or (right click & Copy)

3.2 Paste into the "Raw.Data.Stack.Sort" worksheet (Lower Tab 3)

3.2.1 Left Click in the upper most left cell (Row 1, Column A)

3.2.2 Click on "Paste" in the Home tab under "clipboard section" or (right click & Paste; it is the first paste option in Microsoft 10 formats)

4.0 Stack Data Vertically in Rows

4.1 Select and highlight all cells from "Second Student being evaluated" columns (Example: Columns H-M, Rows 1-21)

A screenshot of an Excel spreadsheet. Columns H through M are highlighted in yellow. The data in these columns includes student names and evaluation ratings. A blue arrow points to the first cell of the highlighted area (H1), and another blue arrow points to the last cell (M1).

	G	H	I	J	K	L	M
1st student		2nd student	2nd student	2nd student	2nd student	2nd student	2nd student
2.agree		Tiffany Ca	2.agree	2.agree	2.agree	2.agree	2.agree
1.strongly		stacy grah	1.strongly	1.strongly	1.strongly	1.strongly	1.strongly
1.strongly		Kayla Crov	1.strongly	1.strongly	1.strongly	1.strongly	1.strongly
1.strongly		Tiffany Ca	1.strongly	1.strongly	1.strongly	1.strongly	1.strongly
2.agree		Karen Bye	1.strongly	1.strongly	1.strongly	1.strongly	1.strongly
1.strongly		Miranda B	1.strongly	1.strongly	1.strongly	1.strongly	1.strongly
2.agree		julia cham	2.agree	2.agree	2.agree	2.agree	2.agree
1.strongly		Kerrn Co	1.strongly	1.strongly	1.strongly	1.strongly	1.strongly
2.agree		Karen by	2.disagree	3.disagree	2.agree	2.agree	2.agree

4.2 Click on "Cut" in the Home tab under "clipboard section" or (right click & Cut)

4.3 Select and highlight cell directly under the last students name from "First Student Being Evaluated"

A screenshot of an Excel spreadsheet showing the 'Home' tab. Cell A21 is highlighted in yellow. The data in row 21 includes the name 'Miranda B' and several evaluation ratings. A blue arrow points to cell A21.

	A	B	C	D	E	F	G	H
19	18	Jean Ann	1.strongly	1.strongly	1.strongly	1.strongly	1.strongly	Jarrod Bre
20	19	Heather H	2.agree	1.strongly	1.strongly	1.strongly	1.strongly	Karen Bye
21	20	Tiffany ca	2.agree	2.agree	2.agree	2.agree	2.agree	Julia cham
22	21	Miranda B	1.strongly	1.strongly	1.strongly	1.strongly	1.strongly	Leslie Cha

4.4 Click on "Paste" in the Home tab under "clipboard section" or (right click & Paste; it is the first

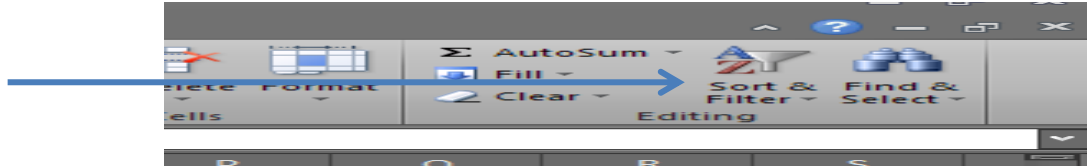
4.5 Repeat Steps 3.3.1 - 3.3.4 above for "Third Student Being evaluated" and so on

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5.0 Custom Sort & Filter Data that is now stacked vertically in rows

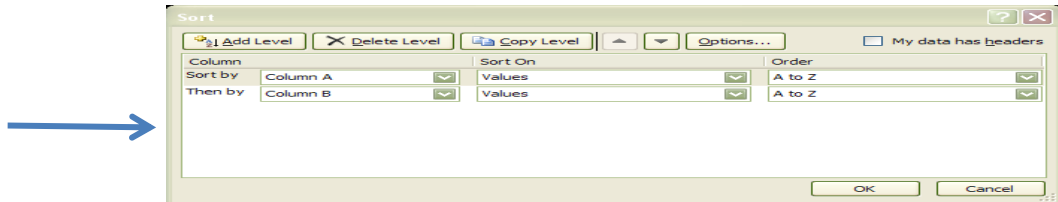
5.1 Select and highlight all data

5.2 Click **"Sort & Filter"** in "Home" Tab (Upper Tab 2) Editing Section on right

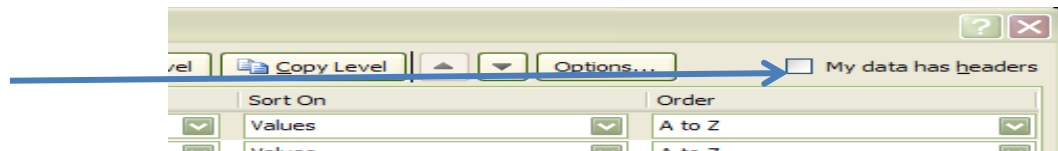


5.3 Click **"Custom Sort"** drop down menu, third link down

Note: This will open a menu in a sub-window

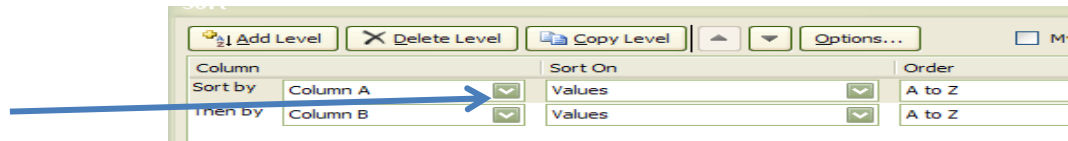


5.3.1 Leave the "My Data Has Headers" box unchecked (unless you create header row for raw data)

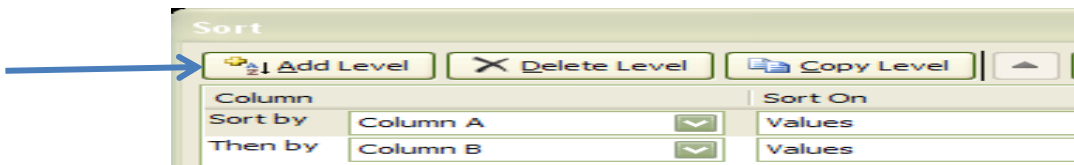


5.3.2 Sort By:

5.3.2.1 Drop Down Menu: Select "Column A-(Last Name)"

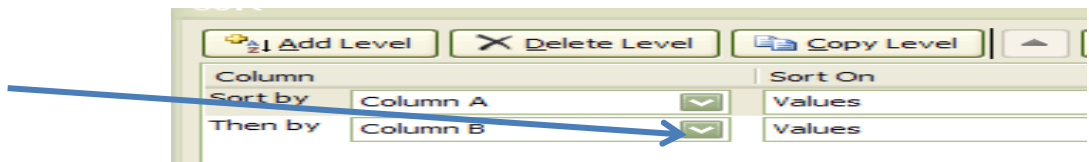


5.3.3 Click on Add Level

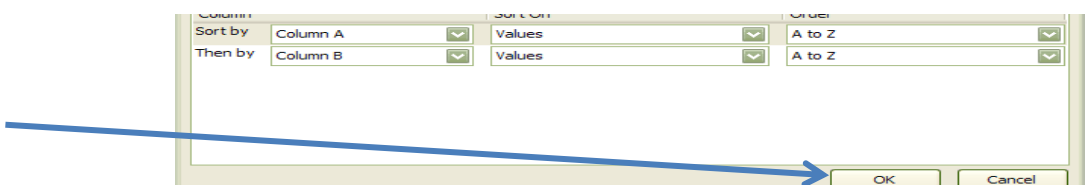


5.3.4 Sort By:

5.3.4.1 Drop Down Menu: Select "Column B-(First Name)"



5.3.5 Click on "Ok"



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6.0 Copy Sorted Data to "Blank.Template" worksheet (Lower Tab 4)

Note: A table has been created for each student being evaluated. The table has been formatted with formulas in specific cells to automatically measure and grade the data submitted. You will need to proceed as follows:

- 6.1 Select and highlight all active cells from "Raw.Data.Stack_Sort" worksheet (Lower Tab 3)
- 6.2 Click on "Copy" in the Home tab under "clipboard section" or (right click & Copy)
- 6.3 Click on cell to the right of the first table in the "Blank.Template" worksheet (Lower Tab 4);
(Example: Column "N", Row "2")

Self/Peer	Points Earned	# Q's Answered	Points Avail.	%
Self	20	5	20	100.00%
Peer	20	5	20	100.00%
Peer	20	5	20	100.00%
Peer	20	5	20	100.00%
Peer	20	5	20	100.00%
		0	0	#DIV/0!
		0	0	#DIV/0!

6.4 Click on "Paste" in the Home tab under "clipboard section" or (right click & Paste; it is the first paste option in Microsoft 10 formats)

Note: This gives you better visualization of the data you are wanting to select and place in the proper cells of the table.

7.0 Copy Sorted Raw Data into the table for each student

6.1 Select and highlight the answers provided for first student evaluation from the Raw Data

Self/Peer	Points Earned	# Q's Answered	Points Avail.	%
20	100.00%			
20	100.00%			
20	100.00%			
20	100.00%			
20	100.00%			
0	#DIV/0!			
0	#DIV/0!			

6.2 Click on "Cut" in the Home tab under "clipboard section" or (right click & Cut)

6.3 Click on first blank cell in that persons table (the cell after their name and under the questions 1-5 columns)

student feedback on posts	student follow up posts	student posted material	student respect (Multiple)	student timing (Multiple)	Self/Peer	Points Earned	# Q's Answered	Points Avail.	%
Bowen-Perkins, Miranda					Self	20	5	20	100.00%
Bowen-Perkins, Miranda					Peer	20	5	20	100.00%
Bowen-Perkins, Miranda					Peer	20	5	20	100.00%
Bowen-Perkins, Miranda					Peer	20	5	20	100.00%
Bowen-Perkins, Miranda					Peer	20	5	20	100.00%
Bowen-Perkins, Miranda							0	0	#DIV/0!
Bowen-Perkins, Miranda							0	0	#DIV/0!
Bowen-Perkins, Miranda GRAND TOTALS						100		100	100.00%

6.4 Click on "Paste" in the Home tab under "clipboard section" or (right click & Paste; it is the first paste option in Microsoft 10 formats)

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8.0 Enter Points Earned

Note: You will need to figure & sub-total the **"Points Earned"** based on the answers:

Answer 1 = 4 pts.; Answer 2 = 3 pts.; Answer 3 = 2 pts.; Answer 4 = 1 pt.

Answer:

	student feedback on posts	student follow up posts	student posted material	student respect (Multiple)	student timing (Multiple)	Self/Peer	Points Earned	# Q's Answered	Points Avail.	%
1	Bowen-Perkins, Miranda	1.strongly a	1.strongly a	1.strongly a	1.strongly a	Self	20	5	20	100.00%
2	Bowen-Perkins, Miranda	1.strongly a	1.strongly a	1.strongly a	1.strongly a	Peer	20	5	20	100.00%
3	Bowen-Perkins, Miranda	1.strongly a	1.strongly a	1.strongly a	1.strongly a	Peer	20	5	20	100.00%

Points Earned:

ent	student respect (Multiple)	student timing (Multiple)	Self/Peer	Points Earned	# Q's Answered	Points Avail.	%
ongly a	1.strongly a	1.strongly a	Self	20	5	20	100.00%
ongly a	1.strongly a	1.strongly a	Peer	20	5	20	100.00%
ongly a	1.strongly a	1.strongly a	Peer	20	5	20	100.00%

9.0 Enter Questions Answered for each Row

Questions Answered:

ent	student respect (Multiple)	student timing (Multiple)	Self/Peer	Points Earned	# Q's Answered	Points Avail.	%
ongly a	1.strongly a	1.strongly a	Self	20	5	20	100.00%
ongly a	1.strongly a	1.strongly a	Peer	20	5	20	100.00%
ongly a	1.strongly a	1.strongly a	Peer	20	5	20	100.00%

9.1 Enter the total number of questions answered for each row in the cell under the column "Questions Answered" (Example: There should be a "5" if they answered all questions)

9.0 Points Available

Note: DO NOT TYPE ANYTHING IN THIS FIELD. The "Points Available" column has already been formatted with a formula to multiply "Number of Questions Answered by 4 points Available for each question.

student respect (Multiple)	student timing (Multiple)	Self/Peer	Points Earned	# Q's Answered	Points Avail.	%
1.strongly a	1.strongly a	Self	20	5	20	100.00%
1.strongly a	1.strongly a	Peer	20	5	20	100.00%
1.strongly a	1.strongly a	Peer	20	5	20	100.00%

10.0 Grade Percentage (%)

Note: DO NOT TYPE ANYTHING IN THIS FIELD. The "Percentage" column has already been formatted with a formula to SUM "Points Earned" divided by "Points Available and Log as a Percentage (%)

student respect (Multiple)	student timing (Multiple)	Self/Peer	Points Earned	# Q's Answered	Points Avail.	%
1.strongly a	1.strongly a	Self	20	5	20	100.00%
1.strongly a	1.strongly a	Peer	20	5	20	100.00%
1.strongly a	1.strongly a	Peer	20	5	20	100.00%

11.0 Bottom Row - Grand Totals

Note: DO NOT TYPE ANYTHING IN THESE FIELDS. The cells have already been formatted with a formula to SUM "Points Earned", "Points Available" and "Total Percentage (%)" for each student.

erkins,				Peer	20	5	20	100.00%
erkins,					0	0	0	#DIV/0!
erkins,					0	0	0	#DIV/0!
Bowen-Perkins, Miranda GRAND TOTALS					100	100	100	100.00%