ANGEL: Using Teams and Peer Reviews for Collaborative Learning

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OBJECTIVES
Participants will be able to
- Discuss using teams and peer reviews to facilitate collaborative learning opportunities
- Create, edit, and manage teams in ANGEL
- Use team tools in ANGEL, such as team file space, discussion forums, and chat rooms

TEAMS AND LEARNING

Teams Defined
A team is defined as a group of people working toward a common goal. A team in ANGEL is a subset of members from an ANGEL course section who have been assigned to work together to complete some type of team project, such as a team presentation or a team report, or who have been assigned to work together on an in-class activity. ANGEL allows you to incorporate team activates into your existing course structure by providing tools to easily create and manage teams in your course.

Benefits of Using Teams

There are many benefits to incorporating teams into your course, the first being an increase in student learning. Teamwork is a form of active learning in which the students are engaged in some form of activity that requires application of concepts in order to demonstrate mastery of the material. Teamwork is also a form of collaborative learning. Substantial research exists regarding how active learning and collaborative learning activities, such as teamwork, increase student learning (Prince, 2004). In addition to an increase in student learning, there are many other benefits of using teams in your course. These benefits include:
- Encouraging collaboration and idea sharing
- Providing teachable moments about conflict resolution
- Improving communication skills
- Building teamwork skills, which are essential skills for the workplace

According to Chickering and Gamson’s (1987) “Seven Principles for Good Practice in Undergraduate Education,” a summary of research findings about the types of activities that are most likely to improve learning outcomes, teamwork is a proven teaching practice that helps develop reciprocity and cooperation among students.

In one study, Serce (2010), students reported that participating in group work allowed them to:
- Share new ideas and perspectives
- Communicate and work with others
- Gain real-life experiences
- Feel more responsible because of other team members
Penn State Resources for Teams

Penn State’s Schreyer Institute for Teaching Excellence has many resources on topics related to incorporating teams into your course, including dealing with team conflict, information on team-based learning, and designing and assessing group work. For more information, please visit [http://www.schreyerinstitute.psu.edu/Tools/Teams/](http://www.schreyerinstitute.psu.edu/Tools/Teams/).

Another resource available at Penn State is the iStudy for Success! modules. These modules are a series of tutorials that address basic student skills and are designed to work within ANGEL. Several modules are applicable to team development, such as active listening, conflict resolution, and cooperative learning. For more information on using iStudy for Success! modules in ANGEL, please see the IT Knowledge Base article titled “About iStudy for Success!” located at [https://kb.its.psu.edu/cms/article/413/](https://kb.its.psu.edu/cms/article/413/).

Things to Consider

Before incorporating teams into your course, here are some things to consider:

- Think about your course objectives. How can your course objectives be enhanced by incorporating team activities or projects into your course?
- How can you develop activities that require students to apply the learned information?
- What ground rules will you provide for the teams?
- What will be the team roles and responsibilities?
- Will you incorporate a memorandum of understanding or team contract?
- How will you orient your students to working in teams?
- With what resources and information will you provide students on how to work in a team, communicate with team members, make group decisions, and address team conflict?
- How will you monitor teams and address any issues immediately?
- What will be the best ways to provide prompt feedback on group work?
- What will the clearly defined individual penalties for poor performance in the team be?

Team-Based Learning

Team-based learning is a formal instructional strategy where a course is designed around a specific sequence of individual work, group work, and instructor feedback. Team-based learning not only facilitates learning in large classes, and but can also be effectively practiced in any class regardless of size or discipline (Michaelsen, 2008). Team-based learning consists of the following elements (Michaelsen, 2008):

- Small teams (5-7 students) work together on a clearly defined assignment for the entire semester
- Content that is typically delivered in the classroom via lecture is delivered outside of the classroom
- Each class begins with an assessment based on assigned individual readings
- Class time is devoted to the application of concepts through team activities
- Team members hold each other accountable for team performance through peer evaluations
According to Michaelsen (2008), the benefits of team-based learning include:

- Improved attendance, as well as student responsibility
- Increased pre-class preparation
- Improved student engagement and better academic performance
- Improved interpersonal and team skills
- Decreased instructor burnout
- Increase in instructor/student interactions

For more information on team-based learning, please visit Team-Based Learning Collaborative located at [http://www.teambasedlearning.org/](http://www.teambasedlearning.org/), or visit the Teaching Strategies page of the Merlot Pedagogy Portal located at [http://pedagogy.merlot.org/TeamBasedLearning.html](http://pedagogy.merlot.org/TeamBasedLearning.html)
CREATING TEAMS IN ANGEL

Teams in ANGEL

A team in ANGEL is a subset of members from an ANGEL course section. The Teams Editor tool, accessed by selecting the Teams link on the course Manage tab, allows course editors to create teams and manage team enrollments and settings. You may create teams and assign members to the teams to facilitate collaborative projects and interaction among students.

When creating teams, it is helpful to name each team with a name that is somehow associated with the assignment. This will help you as the instructor remember what assignment the team is associated with, especially if you export your course and reuse it next semester. However, allowing students to choose their own team name can encourage team collaboration. You then will need to manually create the team name in ANGEL.

NOTE: A team, which is a set of users within a course, differs from an ANGEL group, which exists independently of any course and can be created by any validated user.

NOTE: ANGEL groups will be used throughout the exercises in this handout. Groups and courses are similar in most respects with the exception of the Lessons tab, which is called the Content tab in a group, and the Syllabus tab, which is called the About tab in a group.

As soon as you add teams to a course on the Manage tab, other areas within the Communicate tab, Calendar tab, and the Lessons tab are populated with these team names. Creating teams allows you to:

- Enable team file space, which provides a space within ANGEL for teams to collaborate on projects
- Create small group discussions using discussion forums
- Conduct team peer evaluations through surveys
- Use the course mail tool to send messages to teams
- Create chat rooms for each team to allow for virtual synchronous team meetings
- Create team–specific entries on the course calendar
- Allow team access to an assignment without opening the assignment to all course students
Example of a Team Discussion Forum

![Team Discussion Forum](image1)

Figure 1: Example of a Team Discussion Forum

In addition to creating team specific content, you can activate team file space in ANGEL. Team file space is a special folder in the course where team members can share or store files. Members of one team cannot view the file space of another team; however, instructors are able to view all teams’ files.

**Teams Editor**

The Teams Editor in ANGEL provides tools to add teams to your course, as well as to view users who have not yet been assigned to a team, randomly generate teams, and rebalance existing teams. After you create teams in ANGEL, you can create team specific content as well as activate team file space in ANGEL for each team.

To create a team using the Teams Editor:

1. Click the **Manage** tab from within a course.
2. Select the **Teams** link beneath the Course Management subheading.

The Teams Editor is now displayed.

![Teams Editor](image2)

Figure 2: Teams Editor
NOTE: If there are currently no existing teams, a message appears on the Teams Editor screen indicating that there are currently no teams created in this course. If you have previously created and assigned members to a team, you will see the team name and the number of people on the team listed on this screen.

3. Click the **Add a Team** link.

The Team Settings screen is now displayed.

![Teams Settings screen](image)

Figure 3: Teams Settings screen

4. Enter a **name** for the team in the Team field.

5. Enter a **description** in the Description field.

6. To display the team name locations such as the ANGEL Teams List and the ANGEL Course Mail tool, ensure that **No** is selected from the Hidden drop-down menu.

**NOTE:** If using hidden teams, do not enable team file space. Doing so will cause the team name to display in the Team Files component of the Communicate tab.

7. Ensure that **No** is selected from the Disabled drop-down menu. Choosing **Yes** will disable the team and the team will not have access to associated team resources in ANGEL.

**NOTE:** Team Tools will be discussed later in this session.

8. Click **Save**.
The Add Team Members screen is now displayed.

9. Select the team members by selecting the checkbox next to each student’s name.

10. Click Add Selected.

A blue silhouette icon will display to the left of each person added to the team, and the team name will display to the right of the login name once the member has been added to the team.

NOTE: If more than one page of names appears on the Add Team Member screen, you must click the Add Selected button to add the members selected on the page before navigating to the next page.
Unassigned Users

After you have created teams in your course or group, you may need to edit existing teams. For example, if students joined your course after you created the teams, such as during the drop/add period, you can use the Unassigned Users link in the Teams Editor to add new students to existing teams. To add a student to a team:

1. Click the Manage tab from within a course.
2. Select the Teams link beneath the Course Management subheading.
3. Click the Unassigned Users link.

The Unassigned Users screen is now displayed.

4. Select the team members by selecting the checkbox next to each student’s name.
5. Select the team name from the Add to Team drop-down menu.

NOTE: To create a new team, click the Other button and enter the team name in the new team name field. To adjust settings for the new team, open the Teams Editor from the Manage tab.

6. Click the Add Selected button.
7. Click Done.
NOTE: Click the rename link on the Teams Editor page to choose a new name for the team. When renaming a team, leave the update associated content check box checked to keep all team files and team permissions on content items intact. Unchecking this checkbox will delete all existing team files.

Random Team Generator

The Random Team Generator feature allows you to create random course teams and sub-teams based on specified criteria. This feature makes it easier for editors to manage courses with a large number of teams or students. The following settings are available on the Random Team Generator screen:

- **Root name of teams to be generated**—Enter the root name of the team
- **Limit number of teams to create**—Provide a numeric value to limit the number of teams created
- **Limit minimum and maximum users per team**—Provide a numeric value to limit the minimum and maximum number of users that are assigned to a team
- **Maximum number of users per team**—Provide a numeric value to limit the total number of users assigned per team
- **Minimum number of users per team**—Provide a numeric value for the minimum number of users assigned per team
- **User Pool**
  - **Select users with the rights of**—Generates teams from a pool of users with the specified rights
  - **Entire Roster**—Selects users from the entire roster
  - **Selected Teams**—Selects users from the specified teams
  - **Users not in a team**—Selects only those users who are not enrolled in a team

![Team 1 Rename Team](Figure 7: Rename team screen)
- **Only include users who have accessed the course**—Selects only those users who have accessed the course; does not include users who are enrolled in the course but have never accessed the course
- **Create as sub-teams**—Allows the creation of sub-teams for users if Selected Teams is specified; helpful when managing large team projects

**EXAMPLE**

In this exercise, we will use the Random Team Generator to create three teams with the root name of Project.

**NOTE:** ANGEL groups will be used throughout the exercises in this handout. Groups and courses are similar in most respects with the exception of the Lessons tab, which is called the Content tab in a group, and the Syllabus tab, which is called the About tab in a group.

1. From within your assigned ANGEL group, select the **Manage** tab.
2. Select the **Teams link** beneath the Course Management subheading.
3. Click the **Random Teams Generator link**.

The Random Team Generator screen is now displayed.

4. Type the word **Project** in the Root Name of Teams to be generated field.
NOTE: The character limit for team names is 20 characters. Since the Random Teams Generator will add a number to the end of the root name when teams are generated, limit the root name to 13 characters to avoid exceeding the team name character limit. In addition, do not use the underscore character in a team root name.

5. In the Criteria section, select the **Limit number of teams to create** radio button.
6. Enter the number **3** in the number field.
7. Under the User Pool heading in the Select users with rights of section, ensure the **Students** checkbox is selected.
8. Under the User Pool heading in the From section, select the **Entire Roster** radio button.
9. Ensure the **Only include users who have accessed the course** checkbox is unchecked.
10. Click **Next**.

The Adjustment Page is now displayed.

11. To move a student to a different team, select a **student’s name** from any team.
12. Select the **team name** of the team where you would like to move the student from the Move To drop-down menu.
13. Select another **student’s name** from any team.
14. Select **Unassigned Users** from the Move To drop-down menu.
15. Click the **Generate Teams** button when finished.
The Results screen is now displayed.

![Team Generator Results screen](image)

Figure 10: Team Generator Results screen

16. Click **Continue**.

The Teams Editor screen displays a list of the team names along with the number of members for each team.

![Teams Editor screen](image)

Figure 11: Teams Editor screen displaying list of team names

**NOTE**: When using the Random Team Generator, renaming a team will remove it from the set and remove all assigned team members from the team.
Rebalance Generated Teams

If you have used the Random Team Generator, you can quickly move students to other teams, or add new students to teams using the Rebalance Generated Teams tool in ANGEL.

EXAMPLE

In this exercise, we will add an unassigned user to an existing team.

1. Click the **Rebalance Generated Teams** link.
2. Select the team set called **Project** from the drop-down menu.
3. Click **Next**.
4. Select a **student** from the Unassigned Users area.
5. Select a **team name** from the Move To drop-down menu.
6. Click **Generate Teams**.

The Results page is now displayed.

Figure 12: Team Generator Results page

7. Click **Continue**.

The Teams Editor page is now displayed.

Figure 13: Teams Editor page
TEAM TOOLS

Team File Space

When you create a team in ANGEL, you can enable team file space for all teams in your course. Team file space is a location in ANGEL where teams can share documents. When you enable team file space, you can also determine how much quota space each team file space receives. The team file space is located under the Communicate tab and has the same name as the team. Instructors (i.e., Editors) will see all the teams listed, but students will see only the teams of which they are members.

Team members can
  • Create folders
  • Create or upload files in their assigned team file space or spaces
  • Read, edit, or delete any team file

If a student uploads a file into a team file space with the same name as a file that has been previously uploaded to that space, the first file will be replaced, or overwritten, by the current file. Since there is no warning message, be sure to make your students aware of this. It is a best practice to require naming conventions when students are working in teams to avoid overwriting files, such as Draft1, Draft2, etc.

Students can replace and delete the team files of other team members. To avoid this happening inadvertently, suggest that each student on a team create a folder in the team file space for his or her own files and that students name each contribution to a team folder by including a clear name for the file or folder in addition to including his or her name as part of the file or folder name.

In order for teams to have access their team file spaces, you must
  1. Ensure that all students are assigned to a team
  2. Enable file sharing for all teams in the team settings under the Manage tab
  3. Enable the Team Files subheading on the Communicate tab

EXAMPLE

In this exercise, we will enable team file space for the three teams that we created in the previous exercise.

  1. Click the Manage tab from within your assigned ANGEL group.
  2. Select the Teams link from the Group Management subheading.
The Teams Editor page is now displayed.

3. Click the settings link below a team name.
4. From the Team Tools section, select Enabled from the File Sharing drop-down menu.

5. Ensure the number 10 is displayed in the quota field.

**NOTE**: Entering a number in the quota field limits the total size of the files that team members can upload. Typically, 10 MB is sufficient for most team projects. You may choose to provide teams with more or less quota space. Entering a zero indicates there is no limit.

6. Click Save.
7. Repeat steps 3-6 with the remaining teams.
8. Click Exit Teams Editor.
EXAMPLE

In this exercise, we will enable the Team Files subheading on the Communicate tab.

1. Click the Communicate tab.
2. Click the Edit Page link.
   
   ![Figure 16: Edit Page link under the Communicate tab](image1)

3. Click the Add Components button.
   
   ![Figure 17: Add Components button under the Communicate tab](image2)

4. Select the Team Files checkbox.
   
   ![Figure 18: Available Components dialog box](image3)

5. Click Add Selected.
6. Click Save.
The Team Files component is now displayed on the Communicate tab.

![Communicate tab displaying the Team Files component](image)

**NOTE:** The Team Files component will only appear on the Communicate tab if you have enabled team file space under the team settings.

You can create structure in the team file space by creating folders, uploading a file, or creating a new text file. For more information on Team Rosters, Team Projects, and working with Team Files, please visit the IT Knowledge Base Article “Team Files” located at [http://kb.its.psu.edu/taxonomy/term/15/](http://kb.its.psu.edu/taxonomy/term/15/).
EXAMPLE
In this exercise, we will create a new folder in the team Project-01 Team File Space.

1. In your assigned ANGEL group, click the Communicate Tab.
2. Select the team Project-01 from the Team Files subheading.
3. Click the Add Content link.

   ![Team Project-01 Add Content link](image1)

4. Click Create a Folder from the Add Content page.

   ![Add Content page](image2)

5. Type Drafts in the Folder name field.

   ![Create a Folder page](image3)

6. Click OK.
The Drafts folder is displayed on the Team Project-01 files page.

7. Click Exit Team Files.

Team Discussion Forums

A discussion forum is an online bulletin board where students and instructors can leave messages and read and respond to messages left by others. A discussion forum allows students to explore and express their ideas related to an instructional topic.

A team discussion forum can be created several different ways in ANGEL:

1. Create one discussion forum for each team. Each student will only be able to see the team discussion forum that has been assigned to them. The instructor must review each discussion forum separately to see all discussion forum posts.

2. Create one discussion forum and choose a mode such as Fishbowl or Hot Seat where everyone can see the discussions but only certain teams can post or reply to the discussion.

3. Create one discussion forum and assign it to different teams. Each team will only be able to view their own postings, but the instructor can view the posts from all teams.

Creating a Discussion Forum

Discussion Forums are added under the Lessons tab and will appear on the Lessons tab and the Communicate tab.

EXAMPLE

In this exercise, we will create a discussion forum and assign it to the three teams in our group. Each team will only be able to view their own postings, but the instructor will be able to view the posts from all of the teams.

1. From within your assigned ANGEL group, click the Content tab.
2. Click the Add Content link.
4. Enter Team Discussion Forum in the Title field.

![New Discussion Forum page with the Content tab displayed](image)

5. Click the Access tab.

![New Discussion Forum page with the Access tab displayed](image)

6. In the View Restrictions section, select Selected Teams from the Team Access dropdown menu.

7. Check the Project-01, Project-02, and Project-03 team checkboxes.

8. Select the Post Permissions tab.
9. Ensure the **Read**, **New Post**, and **Reply** options are checked in the default row.

10. Click the **Interaction** tab.

11. Select **Private Team Journal** from the Mode drop-down menu.

12. Ensure the **Enable peer rating** checkbox is checked.

**NOTE:** Peer reviews will be discussed later in this session.

13. Click **Save**.
Team Chat Rooms

Live chat rooms provide a virtual location for teams to meet, eliminating the need for teams to secure a physical meeting space. Live chat rooms permit teams to have synchronous communication, which means that all participants are present in the chat room at the same time. Unlike discussion forums, chat rooms only appear on the Communicate tab and do not appear on the Lessons tab. While discussion forums are typically used for more complex topics and provide students with more time to reflect and formulate their responses, a live chat is similar to a face-to-face conversation. All chat communication is viewable by everyone in the chat room.

Adding a Chat Room

By default, Live Chat is a component on the course Communicate tab. The Live Chat component links you to a chat room for synchronous discussion.

To add a Chat Room:
1. From within a course, click the Communicate tab.
2. Click the pencil icon button in the Live Chat title bar.

![Figure 28: Pencil icon in the Live Chat title bar](image)

3. Select the Add a Live Chat link.

The Live Chat Editor dialog box is now displayed.

![Figure 29: Live Chat Editor dialog box](image)

4. Enter a name for the chat room.
5. Complete the Description field.
6. From the Tracking drop-down menu, select Off or On.

**NOTE**: If tracking is set to On, all posted messages will be saved so that they may be reviewed in the chat logs. This is useful for monitoring a team’s work and for addressing any issues or problems.
NOTE: If you wish to create chat rooms for specific teams, you must first create the teams on the Manage tab.

7. From the Team drop-down menu, select the team name assigned to this chat room.
8. From the Viewable By drop-down menu, specify the minimum rights that a user must have in order to access the related room.

NOTE: It is recommended that you set the minimum rights no broader than Students, in order to limit the chat to individuals affiliated with your course.

9. Set start and end dates and times for the chat room to be available.

NOTE: You must select the checkbox to the left of each date/time you set, or your setting will not be saved.

10. Click the Save button.

11. Click the Exit Live Chat Editor button to return to the Communicate menu.

Once enabled, the Chat room link will appear on the Communicate tab in the Live Chat subheading. To view the chat log of a chat for which you have tracking set to On, select the View Logs link below the name of the chat room. If tracking was left on the default state of Off, the View Logs link will not appear beneath the name of the chat room.

![Live Chat](Figure 30: Live Chat component)
Team Course Mail

Sending Course Mail

The course mail tool on the Communicate tab allows you to send messages to all course members, including teams.

EXAMPLE

In this exercise, we will send a course mail message to all members of the Project-01 Team in our assigned ANGEL group.

1. From within your assigned ANGEL group, click the Communicate tab.
2. Click View Inbox under the Group Mail heading.
3. Select the Compose Message button.
4. In the Compose Message window, click the To button.

The Select Message Recipients dialog box is now displayed.

![Select Message Recipients dialog box](image)

Figure 31: Select Message Recipients dialog box

**NOTE:** Course mail resides in the course from which it was sent. Choosing a different course from the Source: drop-down menu allows you to send a message to individuals from a different course; however, the course mail will still reside in the course from which it was sent. Choosing Global Address Book from the Source: drop-down menu within a course displays all course members for every course of which you are the instructor of record.
5. In the Quick Search section, select the **Teams** link.

![Select Message Recipients dialog box with the Team Project-01 selected](image)

Figure 32: Select Message Recipients dialog box with the Team Project-01 selected

6. Select the **Project-01 team** by checking the checkbox next to the team name.

7. Click the **To->** button.

8. Click **OK**.

9. Type **Course Schedule Change** in the Subject text box.

10. Enter the message **Reminder: Team Project-01 will present their research project during next Friday’s class** in the text area below.

**NOTE**: If you wish to add formatting to the message or check spelling, use the HTML editor toolbar.

11. Click the **Send** button.
Team Calendar

Each ANGEL course or group includes a calendar located in the Calendar tab within the course or group. Instructors can use ANGEL’s calendar tool to communicate important course events to teams. Calendar items can be added manually by creating an event on the Calendar tab within a course and assigning the event to a team. Calendar items related to course content can also be added automatically to the calendar by using the milestones feature under the content item’s Assignment tab. If the course content were assigned to a team, the calendar event would only display on the course calendar for that team.

Adding Calendar Events

To add a team calendar events to the course calendar:

1. From within a course or group, click the Calendar tab.
2. Click the Add link in the upper left.
3. Complete the Title field with the title of the calendar event.
4. From the User drop-down menu, select the team for this calendar event.
5. Complete the Contact, Locations, Notes, Date, Time, Duration and/or Recurrence fields.
6. Click Save.
The calendar event is now displayed on the course calendar and is only visible to the team assigned to it.

![Calendar with team event displayed](image)

Figure 34: Calendar with team event displayed
PEER REVIEWS

Peer Reviews Defined
A peer review occurs when a student reviews another student’s work and provides feedback regarding the strengths and weaknesses of the work along with suggestions for improvement. Typically, peer reviews occur for written assignments such as papers and reports, but they can also be conducted for class presentations or discussion forum posts.

Benefits of Peer Reviews
There are several benefits of using peer reviews in your course. First, the student whose work is being reviewed receives valuable feedback and suggestions for improvement. Through the peer review process, the students can also be exposed to different ideas, views, and ways of thinking. In addition, by peer reviewing students learn critical thinking and reflection skills and are better able to evaluate their own work (Yoo, M., 2011).

Preparing Students for Peer Reviews
It is a best practice to prepare students for peer reviews by giving clear guidelines and expectations regarding the peer review critique. Providing students with a rubric will help guide them through the peer review process. A rubric will provide students with a clear set of standards by which to evaluate their peers’ work.

For more information on incorporating peer reviews into your course along in addition to information on creating rubrics, please visit the following resources:

- Schreyer Institute for Teaching Excellence
  - http://www.schreyerinstitute.psu.edu/Tools/Rubric/
  - http://www.schreyerinstitute.psu.edu/Tools/Large
- IT Knowledge Base article “Create a New Rubric” https://kb.its.psu.edu/cms/article/431/

Using ANGEL for Peer Reviews
There are several ways that you can incorporate peer review opportunities into your course using ANGEL. You can facilitate peer review opportunities through the surveys, drop boxes, and discussion forums.

Surveys
Surveys in ANGEL provide another way that you can implement peer reviews in your course. You can use a survey to collect peer reviews on writing assignments, class presentations, and students’ evaluations of each other’s performance as a team member.
If you decide to implement peer evaluations in your course:

- Inform students at the start of the course that they will be evaluated by their peers on their performances as team members
- Provide students with a copy of the peer evaluation at the start of the course
- Provide students with clear instructions for completing team peer evaluations


Since there is no right or wrong answer in a survey, you cannot assign points to an individual survey question. If you would like to assign a grade for the survey submissions, you must include the survey as an assignment in the course Gradebook.

For more information on creating surveys, please see the IT Knowledge Base article, “How to Create a Survey,” located at [https://kb.its.psu.edu/node/2078/](https://kb.its.psu.edu/node/2078/)

**Drop Boxes**

On the course Lessons tab, a drop box provides an area for students to submit assignments electronically. These assignments can then be reviewed and graded. Students upload the assignment to the drop box, and instructors are able to view who uploaded each submission, as well as what time he or she submitted it. You can use a drop box as a way to incorporate peer reviews into your course. Create one drop box for original submissions and one drop box for peer review critiques. When creating the drop box for the original submissions, specify the drop box settings to enable peer reviews, which allow the other students to read each other’s submissions. Unlike files in the team file space, students cannot edit or delete any submissions to the drop box, including their own.

It is a best practice to specify in the assignment directions the type of file, such as Microsoft Word, Excel, etc., that will be accepted for the assignment. In addition, specify a naming convention for drop box submissions, which will help keep the assignments organized. This naming convention should be clearly communicated to the students in the drop box directions.

The following is an example of a naming convention:

- Student access ID_class name_section_assignment name _DDMMYYYY
- ldu2_OL1900_02_CreatingNamingConventions_02262013
**EXAMPLE**

In this exercise, we will create a drop box, configure it for peer reviews, and apply a grading rubric.

1. From your assigned ANGEL group, click the **Content** tab.
2. Click the **Add Content** link.
3. Click **Drop Box**.
4. In the Title field, type **Class Presentation Drop Box**.

![Figure 35: New Drop Box page with Content tab displayed](image)

5. Click the **Access** tab.

![Figure 36: New Drop Box page with Access tab displayed](image)
6. Select **Everyone** from the User Tracking drop-down menu.
7. Choose **Selected Teams** from the Team Access drop-down menu.
8. Select the **Project-01** checkbox.
9. Click the **Submission** tab.

![New Drop Box](image)

Figure 37: New Drop Box page with Submission tab displayed

10. Choose **1** from the Max Submissions drop-down menu.
11. Click the **Review** tab.

![New Drop Box](image)

Figure 38: New Drop Box page with Review tab displayed

12. Select **Peer Review – all users see all submissions** from the User Review drop-down menu.
13. Click the **Assignment** tab.

![Image](new_drop_box.png)

**Figure 39: New Drop Box page with Assignment tab displayed**

14. Select **Team Presentation Rubric** from the Grading rubric drop-down menu.

15. Check the **Display rubric to students before submission** checkbox.

16. Check the **Display rubric scores to students after submission** checkbox.

17. Click **Save**.

When enabling a drop box for peer reviews:

- Students will be able to download and review files in the drop box that have been posted by other students; however, only students will see their own scores and instructor comments.
- Students are not able to view other students’ scores or comments posted by the instructor to other students.

When displaying a grading rubric:

- If you have set the grading rubric to display to students before submission, students can view the grading rubric while evaluating their peers’ work.
- Students cannot use the rubric to score other students’ submissions; only course editors can score a student’s submission using the rubric tool during the grading process.
- If you have set the grading rubric to display rubric scores to students after submission, the student can view their own scores by clicking the View Rubric Scores link in the Submission Score column.
Figure 40: Drop Box with student submissions, score, and comments displayed
Discussion Forums

Discussion forums in ANGEL provide another opportunity to incorporate peer reviews into your course. Students can post their peer reviews as a reply to a post, attach the peer review as a file, or rank the value of other students’ posts in the forum through a star rating system.

**NOTE:** Grading rubrics are not viewable to students in discussion forums.

The star rating is available to any course member if you have enabled the peer review option in the discussion forum settings. Any course member can assign a rating to a post ranging from one to five stars by clicking on the number of stars to give to a post.

- An empty star means the post has not yet been rated
- A yellow star is the current average rating for the post.
- A blue star is your rating for the post.

Moving the cursor over the stars shows both your rating and the average rating of the post.

<table>
<thead>
<tr>
<th>Score</th>
<th>Author</th>
<th>Date Posted</th>
<th>Replies</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>Learned, Prudence</td>
<td>5/2/2009</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>--</td>
<td>Learned, Prudence</td>
<td>5/2/2009</td>
<td>0</td>
<td></td>
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<tr>
<td>--</td>
<td>Learned, Prudence</td>
<td>5/2/2009</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>--</td>
<td>Learned, Prudence</td>
<td>5/2/2009</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

4.5 average
Your rating: 4

Figure 41: Discussion forum star rating system

To enable a discussion forum for peer reviews, access the Discussion Forum settings, select the Interaction tab, and check the Enable peer rating checkbox.

Figure 42: New Discussion Forum page with Interaction tab displayed
During the grading process, the average peer rating for each student is displayed on the Grade Forum screen. To access the Grade Forum screen:

1. Click the **Submissions** link below the discussion forum.

   ![Figure 43: Discussion forum Submissions link](image)

2. Click the **Grade forum** link.

   ![Figure 44: Discussion forum Grade forum link](image)

The Grade Forum screen is now displayed with the peer ratings in the Average Peer Rating column.

![Figure 45: Grade Forum page with peer ratings displayed](image)

For more information on grading discussion forums, see the IT Knowledge Base article “Grade a Discussion Forum,” located at [http://kb.its.psu.edu/cms/article/219/](http://kb.its.psu.edu/cms/article/219/).


Technology Training Resources

Through ITS Training Services

Find face-to-face and online training workshops through Penn State ITS Training Services at [http://lrn.psu.edu](http://lrn.psu.edu)

Request Training On Demand (sessions upon request for groups of five or more) at [http://ittraining.psu.edu/workshops/](http://ittraining.psu.edu/workshops/)

Explore thousands of free video tutorials that are available for self-paced learning at [http://lynda.psu.edu/](http://lynda.psu.edu/)

Take free Microsoft eLearning courses or find out more about free certification vouchers at [http://msitacademy.psu.edu/](http://msitacademy.psu.edu/)

Discover training news, fun tips, and session reminders via social media on [psuITTraining](http://www.twitter.com/psuITTraining) (Twitter) [http://www.facebook.com/psuitstraining/](http://www.facebook.com/psuitstraining/) (Facebook)

Join one of our news lists to receive monthly email notification of all upcoming technology training opportunities, by sending a blank email to

L-TRAINING-NEWS-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Training News List)
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L-CAMPUS-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Campus Training List)

Additional Technology Resources

Contact the IT Service Desk with general technology-related questions by emailing ITServiceDesk@psu.edu or call 814-865-4357 (HELP)

Search for technology-related information in the IT Knowledge Base at [http://kb.its.psu.edu/](http://kb.its.psu.edu/)

Purchase discounted software or software licenses through Penn State at [http://software.psu.edu/](http://software.psu.edu/)

Access free online books about popular technology topics through the Penn State Libraries at [http://proquest.safaribooksonline.com/](http://proquest.safaribooksonline.com/)

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