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1. Getting started

iPeer is a student peer evaluation system. It was adapted from an open-source and HKUST customized it to suit our own needs. It supports four types of evaluations, namely Point Distribution, Rating Scale, Rubric and Commendation. The system aims to provide a platform for teaching staff to conduct student peer evaluations on group projects more efficiently and effectively.

1.1 Applying for an iPeer course

To start using iPeer, you need to first apply for an iPeer course. There are two ways for applying for an iPeer Course. You can either 1) fill in the online application form (that will take about 1 working day to process) or 2) use the iPeer Setup tool inside Canvas (set up instantly).

a) Applying through the online application form


2. Under the Faculty Toolbox section, click Sign up for iPeer. Fill in the required information in the form and the process will take about one working day.

b) Creating with the iPeer Setup in Canvas

The iPeer Setup in Canvas facilitates instructors to create the iPeer course instantly and allows them to export the Canvas group list for setting up the iPeer groups.

Notes: By default, the iPeer Setup is disabled from the left navigation menu.

1. Enter the Canvas course site, and go to Canvas Course Settings > Navigation tab to enable the iPeer Setup to the Canvas course navigation.

2. Locate the item iPeer Setup from the lower list and enable it by either 1) drag and drop to the upper list or 2) clicking the options icon and selecting Enable.

Note: The iPeer Setup tool is only visible to Instructors / Course Admins / TAs.

3. After the tool is enabled, click iPeer Setup from the left navigation menu.
4. Select the people from the **Canvas teaching staff list** that required instructor role access to the iPeer course and click **Add >**.

5. Click **Create iPeer Course** when done. This action will instantly create the course in iPeer and enroll the list of students from Canvas to the iPeer course.

**Notes:** As student enrollment is a one-off process when you create the iPeer course and will not be auto-updated after. We highly recommend **creating the iPeer course after the add/drop period** when student enrollment is settled, or else will require a manual update in iPeer after.

6. After the iPeer course site is created, if you have **Group Set(s)** created in Canvas, select the Group Set you want to export from the **Select Group Set** drop-down menu and then click **Export Student Group List** to obtain a .csv file with the group information.

**Notes:** If you have already logged in to iPeer before creating the iPeer course site, please make sure you log out from iPeer and log in again to show the updates.
1.2 Accessing iPeer

a) Logging into iPeer

1. Once your iPeer course site has been created, you can log into iPeer at https://ipeer.ust.hk.

2. Select the correct account type and log in with your full primary email address as the username (i.e. either xxx@ust.hk or xxx@connect.ust.hk) and password.

3. Click on the Sign in button and will lead you to the Home page of iPeer.

b) Accessing the Course page

1. To enter a course, either

   a) click the Course Title on the Home page to access the course, OR

   b) Click the Courses tab and click on the Course Title to access the course.
2. After entering a course page, will have a page view as follow.

1.3 Sharing an iPeer course with other instructors or supporting staff

You can share your iPeer course with other instructors or supporting staff who will be collaborating on the iPeer course with you. After they have been granted access to the shared iPeer course, they will have the same permission to create evaluation events, view student evaluation results, and give comments to students.

a) Adding other instructors to the iPeer course

1. Click on the Courses Tab.

2. Right-click on the course and select Edit Course.
3. Type the **ITSC username** of an instructor (i.e. front part of the email) into the **Instructor(s)** textbox and click **Add**.

4. Click **Save** when done.

**b) Removing an instructor from a course**

1. Click on the **Courses** Tab and right-click on the course and select **Edit Course**.
2. Click **Remove** next to the instructor’s name to be removed from the course site.
3. Click **Save** when done.

2. Managing student enrollment and grouping in a course

2.1 Managing student enrollment in a course

**a) Enrolling a single student**

1. After entering the course page, under the **Students** section, click **Enroll Students**.

2. Enter the **ITSC username of the student** in the **Username**: box and click **Enroll**.

3. If the student is successfully enrolled, the student's information will be listed.
b) Enrolling students with a student list

1. Prepare a student list by entering the ITSC username of each student in a separate line.
2. Save the file in .txt, .csv, .xls or .xlsx format.
3. After entering the iPeer course page, under the Students section, click Enroll Students.
4. At the section Enroll Students from a .txt or .csv or .xls or .xlsx File section, click on [click here to start].

5. Under the Enroll Student from a File section:

   1) Click Browse... and select the student list file from your local computer.
   2) Select the course you want to add the students to. It usually displays the current course by default.

   **Notes:** If the list does not show the course you just recently created, try logging out iPeer and logging in again.
   3) Select Add New only or Completely Replace.

   a) By selecting Add New only, the system will first compare your new student list with the existing enrollment list of the course. Then, it will only add the new ones to the list.
   b) By selecting Completely Replace, the system will replace the existing enrollment list, if there is any, with your new student list. Please be cautious when using the option Completely Replace because that action will not only replace the student list but also remove all submitted results for previously enrolled students.
4) Click on **Enroll Students** and you will see a screen similar to below.

![Image of Enroll Students screen]

**c) Enrolling students from a course section**

1. After entering the course page, click **Enroll Students**.
2. Under the section **Enroll Students from Course Section**, click on [click here to start].

![Image of Enroll Students from Course Section]

3. Under the **Enroll Students from Course Section** section:

   1. Select the **iPeer course** you want to add the students in to. It should display the current course by default.
   2. Select the **semester** from the pull-down menu.
3) Select the course code from the pull-down menu.

4) Select the course section(s). You can select multiple sections by holding the CTRL key on the keyboard while clicking.

5) Select Add New only or Completely Replace that is appropriate.

   a) By selecting Add New only, the system will first compare your new student list with the existing enrollment list of the course. Then, it will only add the new ones to the list.

   b) By selecting Completely Replace, the system will replace the existing enrollment list, if there is any, with your new student list. Please be cautious when using the option Completely Replace because that action will not only replace the student list but also remove all submitted results for previously enrolled students.

6) Click Enroll Students to complete the enrollment.

d) Viewing the enrolled students

1. After entering the course page, under Students, click List Students.

2. You will see a list of all enrolled students in the course as follow.
e) Unenroll student from a course

1. After entering the course page, under **Students**, click **List Students**.

2. Right-click on the student to be removed.

3. Click **Un-enroll Student** and a confirmation prompt will pop up.

4. Click **OK** to confirm to remove the student from the course.

2.2 Managing student groups

a) Creating a student group

1. After entering the course page, under **Groups**, click **Add Groups**.
2. Name the group with a number in the **Group Number** box.

   **Notes:** *Only integer number is supported for the group number.* Alphabetic names are not supported. Fields with red asterisk * are mandatory.

3. Click on the student name to select from the **Student List**. You can select multiple students by holding the Ctrl key + clicking on the student’s name.

4. Click **Assign >>** to add the selected student(s) to the group.

5. Click **Add Group** when the student selection is done.

b) **Creating multiple student groups with a student list**

1. After entering the course page, under **Groups**, click **Add Groups**.

2. Click the [+ ] icon at the **Group Students from a .txt or .csv or .xls or .xlsx File** section.

3. In the **Group Students from a file** section:
1) Click **Export Student List** to first export a student list in MS Excel format. Then assign students to groups using the exported student list file on your local computer.

If you already have the list ready, you can skip this and jump to step 2 below.

In the exported student list file, the student’s name, ITSC username and student number will be displayed in Columns A, B and C respectively. The group number will be displayed in Column D. Assign the group number for each student by typing the group number in Column D. Save the revised student list file on your local computer.

**Tips:** The system is flexible and it allows a student to be a member of multiple groups. So pay attention to duplicated student names if you DO NOT want this to happen in your grouping.

2) Click **Browse**... to upload the revised student list file.

3) Select the course that you want the groups to be applied to.

4) Click **Group Students** and a summary page similar to the one below will be displayed.
4. Check the summary and click OK to confirm.

_Tips: Using the Group Students from a.txt or .csv or .xls or .xlsx File function will not remove students from a group. To change students from one group to another, you must delete that group and add the group again with an updated group number. Alternatively, you may use the Edit Group function in the List Groups._

c) Creating multiple groups with students randomly assigned

1. After entering the course page, under Groups, click Add Groups.

2. Click the [+ ] icon at the Group Students Randomly section.

3. Fill in the information as follow:

   1) Type in either 1) the **Maximum number of students per group** or 2) the **Total number of groups to be formed**.

   2) Specify the starting number at the **Start the Group Number at**. This is the first group number among the groups to be formed.

   3) Check the item **Email to notify the students of the group they belong to** if you want to send an email notification to notify the students about the group information they have been assigned.

   4) Click **Add Group** to complete the group setup.
d) Creating student groups by self sign-up

1. After entering the course page, under Groups click Add Groups.

2. Click the [+ ] icon at the Group Students by Sign-up section and you will see the following:

   1) Type in either the Maximum number of students per group or Total number of groups to be formed.

   2) Specify the starting number at the Start the Group Number at. This is the first group number among the groups to be formed.

   3) Specify the start and end date and time for the sign-up process at the Sign-up start date: and Sign-up end date: by clicking the mini calendar to pick the date.

   4) If you want to send an email notification to students when:

      a) sign-up is available, check the item when sign-up is available.

      b) due date approaching, check the option and assign how many days before the due date at the drop-down menu.

   5) Click Add Group to finish the setup.

3. A confirmation pop-up will show up, click OK to confirm. Students will be able to start signing up after the start date.
e) Editing or reviewing the sign-up groups in progress

1. After entering the course page, under **Groups**, click **Sign-up Groups in Progress**.

2. Click the number under the **Signed Up** column to launch the **Edit Sign-up Groups** and view the group sign-up in progress.

3. In the **Edit Sign-up Groups** page, you can extend the end date or end the sign-up process.

   1) Update the end date at **Sign-up end date** and click **Save** when done.
   2) Any unassigned students will list under **Students yet to sign up**.
   3) Check the students in each group by clicking on the number under the **Signed Up** column.
   4) Check the corresponding option 1) if you want to randomly distribute the unassigned students to a group, and/or 2) want to notify the students of the group information they have been assigned to.
   5) Click **End Sign-up and Create These Groups** to save the changes and end the sign-up process.
f) Viewing the group list

1. After entering the course page, under Groups, click List Groups.

2. The lists of available groups will be displayed.

---

g) Editing a group

1. After entering the course page, under Groups, click List Groups.

2. Right-click on a group and click Edit Group.
3. Under the Edit Group page, you can:

   1) Type in a new **Group Number** to rename.

   2) Select student(s) from **Student List** and click **Assign >>** to add them to the group, or select student(s) from **Student in Group** and click **<< Remove** to remove them from the group.

   ![Image of Edit Group page]

4. Click **Save** when done and save the changes.

**h) Deleting a group**

1. After entering the course page, under **Groups**, click **List Groups**.

2. Right-click on a group to be removed and click **Delete Group**.

   ![Image of Groups page]

3. A confirmation pop-up will show up, click **OK** to confirm.

   ![Image of confirmation pop-up]
3. Managing evaluation items

Evaluation items are associated with your account. It exists outside a specific course. Different type of Evaluation item includes different setting, e.g. name, description, criteria, mark, and other settings. The same evaluation item can be used in multiple events in a course or user over multiple courses. iPeer provides you with four types of evaluation items:

- **Point Distribution**: it requires the student to distribute a fixed amount of points among the group members.
- **Rubrics**: it requires the student to evaluate the level of the group members in different criteria by a set of definitions.
- **Rating Scale and Free-text**: it consists of two parts. Rating Scale requires the student to rate the group members on a fixed scale of points. Free-text requires the student to evaluate the group members by answering the open-ended question(s).
- **Commendation**: require the student to recommend student(s) in the group.

You need to create an evaluation item before you can associate the item with an evaluation event in a specific course. Each evaluation item can only associate with one type of evaluation but each course can have multiple evaluation events that include different types of evaluation items.

3.1 Creating an Evaluation

a) Evaluation with Point Distribution

1. Click on the **Evaluation Tools** tab, either
   1) Under **Point Distribution** section, click **Add Point Distribution**, or
   2) Click the link **Point Distribution** at the top and click **Add Point Distribution**.
2. Fill in the following information:

1) Type the title of this evaluation at the **Evaluation Name**.

2) Type the **Description** (if any).

   *Notes:* This field will only be seen by the instructor for easy identification.

3) Type the **Base Point Per Member**. The total number of points a student can distribute among group members will be the Base Point Per Member x Total number of members (in the group).

4) Type the **ITSC username** of the instructor(s) to be shared with at the **Share To**. Separate multiple entries with semi-colons.

5) Click **Save** when the setup is finished and you will see a screen similar to the one below.

---

**b) Evaluation with Rubrics**

1. Click on the **Evaluation Tools** tab, either

   1) Under **Rubrics** section, click **Add Rubric**; or

   2) Click the **Rubrics** link at the top and click **Add Rubric**.
2. Fill in the following information:

1) Type the title for this evaluation item at **Rubric Name**.

2) Specify the number of the level required for both the **Level of Mastery (LOM)** and **Criteria** from the drop-down menu.

3) Type the ITSC username of the instructor(s) to be shared with at the **Share To**. Separate multiple entries with semi-colons.

4) Check the option **Zero Mark** if you want to set the mark as zero to the lowest level of mastery.

5) Click **Next** when the setup is finished and a preview will appear at the bottom as shown below.

**Notes:** You can always edit the options of the Rubric evaluation and click **Preview Changes** to apply it in the preview.

6) Under the **Rubric Preview** section, type over the sample descriptions in each criterion or LOM box with your descriptions.

7) Type the guidelines for how should be considered to have achieved a certain level of mastery for each criterion in the corresponding **Specific Descriptor** textbox.
For each criterion, select the weight from the **Criterion Weight** pull-down menu.

*Tips:* Marks for each LOM will be automatically distributed after the Criteria Weight is set for each criterion, and will not be visible to students.

Click **Save** when the rubrics are set.

c) **Evaluation with Rating Scale and Free-text**

1. Click on the **Evaluation Tools** tab, either
   1) Under **Rating Scale and Free-text** section, click **Add Rating Scale and Free-text**; or
   2) Click the **Rating Scale and Free-text** link at the top and click **Add Rating Scale and Free-text**.

2. Fill in the following information:
   1) Type the title for this evaluation item at **Item Name**.
   2) Specify the number of questions to be created for the rating scale and free-text from the drop-down menus and assign the **Level of Scale** to be assigned.
   3) Type the ITSC username of the instructor(s) to be shared with at the **Share To**. Separate multiple entries with semi-colons.
   4) Check the option **Zero Mark** if you want to set the mark as zero to the lowest level of mastery.
   5) Click **Next** when the setup is finished and a preview will appear at the bottom as shown below.
Notes: You can always edit the options of the Rubric evaluation and click Preview Changes to apply it in the preview.

6) In the Preview section, under the Section One Rating Scales:
   a) Type the question text for each rating scale question.
   b) Type the description for each Level of Scale (LOS) in the corresponding Descriptor box.
   c) Assign the weight to each question with the pull-down menu under Scale Weight. The marks for each LOS will be automatically evenly distributed.

7) Under the Section Two Free-text:
   a) Type the question text for each free-text question.
   b) Under each question, select Yes or No to specify if each question is mandatory or optional to answer. The default value is Yes which means that the question is mandatory.
   c) Type the guidelines or description for each question in the Instructions textbox, if any.
   d) For each question, select the type of textbox with either a single or multiple lines at the Response Type. It depends on the expected length of the answer to be submitted.

8) Click Save when the questions are set up.
d) Evaluation for Commendation

1. Click on the Evaluation Tools tab, either
   1) Under Commendation section, click Add Commendation; or
   2) Click the Commendation link at the top and click Add Commendation.

2. Fill in the following information:

   1) Type the title for this evaluation item at Evaluation Name.
   2) Type the Description (if any).

     Notes: This field will only be seen by the instructor for easy identification.

   3) Specify the total number of votes that each student can give.
   4) Check the option Allow "No recommendation" if allows students not to recommend anyone.
   5) Type the ITSC username of the instructor(s) to be shared with at the Share To. Separate multiple entries with semi-colons.
   6) Click Save when the setup is finished.
3.2 Editing an Evaluation

1. Click on the **Evaluation Tools** tab, and click on the question type title on the top that holds the evaluation required to be edited.

2. Right-click on the item that requires edit and clicks **Edit [Evaluation type]**, e.g. **Edit Rubric** as shown in the example below.

   ![Image of Editing Evaluation](image)

   **Notes:** Only evaluation items that are not linked to any events will allow edit.

3. Do the updates or changes and click **Save** when done.

3.3 Duplicating an Evaluation

1. Click on the **Evaluation Tools** tab, and click on the question type title on the top that holds the evaluation required to be duplicated.

2. Right-click on the item that requires duplicate and clicks **Copy [Evaluation type]**, e.g. **Copy Rubric** as shown in the example below.

   ![Image of Duplicating Evaluation](image)

3. Type in the name for the new evaluation and update any contents if necessary, and click **Save** when done.
3.4 Deleting an Evaluation

1. Click on the Evaluation Tools tab, and click on the question type title on the top that holds the evaluation required to be deleted.

2. Right-click on the item that requires to be deleted and clicks Delete [Evaluation type], e.g. Delete Rubric as shown in the example below.

4. Managing evaluation events

After an evaluation item is created, you will need to create an evaluation event to schedule student groups to take the evaluation.

4.1 Creating an Evaluation Event

1. After entering the course page, under Evaluation Events, click Add Event.

2. At the Add Evaluation Event page, fill the information as follow:
1) Type the title for this event at **Event Title**.

2) Type the description. This description will be visible to the students. It can serve as instruction on how to complete the evaluation. Click **Add Attachment** to attach a file as supporting information if any.

3) At the **Evaluation Format**, specify the type of evaluation from the upper drop-down menu. Then specify the evaluation item you created for this event from the lower drop-down menu.

4) At the **Allow Self-Evaluation**, select **Enable or Disable** for students required to evaluate on their own performance or not.

5) At the **Mandatory Student Comments**, select **Yes or No** for students required to comment on each group member or not. The default value is **No** which means comments are optional.

6) At the **Allow Instructor Comments**, select **Yes or No** to allow the instructor to give overall comments to each student or not.

7) At the **Event Release From**, click the mini calendar icon to specify the date to release the evaluation exercise to the students and start accepting submission.

8) At the **Due Date for Submission**, click the mini calendar icon to specify the last date allow evaluation submission. Check **Allow submissions after the due date** if late submission is allowed.

9) At the **Grade/Comment Release Date**, click the mini calendar icon to specify a date to release grades and comments to students. Do not specify any dates if you do not want the system to release the results automatically to students.
10) At the Event Show Till, click the mini calendar icon to specify the date to hide the event from student interface. The event item will no longer visible to students after the date specified.

11) Under Send Email notification to students, check the appropriate box if you want the system to send an email notification automatically to each student in the following occasions:
   a) when the evaluation event is available – if checked, the system will send an email on the Event Release From date notifying each student that the evaluation is open.
   b) ? days before due date – if checked, the system will send an email notification to each student to remind them to complete the evaluation; the remainder will be sent as how many days as specify before the Due Date for Submission.
   c) when grades and comments are automatically released – if checked, the system will send an email notification to each student on the Grade/Comment Release Date. If date is not specified in the Grade/Comment Release Date, no email notification will be sent even when this item is checked.

12) At the Show Evaluators’ Names, select Yes or No to specify if the name of each group member will be specified next to their corresponding comment at each item. The default value is No which means comments will be seen as anonymous mode.

13) Under Groups Assignment, select the groups requires to participate in this evaluation event by clicking on the group to select and using the buttons Assign >> to add the groups to the list or << Remove to remove. You can select multiple groups by holding the CTRL key while clicking.

14) Individual student work can be displayed in the evaluation event. Details instructions can be found in 4.2 Importing student work from Canvas.

15) Click Save when the event is set.
4.2 Importing student work from Canvas

You can use iPeer as a tool for peer review of assignments. Students can rate or comment on the assignment of their groupmate. To do it, you need to first collect student assignments from Canvas and import the submissions into an iPeer evaluation event.

a) Collecting student assignment submissions from Canvas

1. In the Canvas course site, create a new assignment. You can refer to Canvas Help on “How do I create an online assignment for students?”

2. In the Canvas assignment setting, select **Text Entry** or **File Uploads** as Submission Type. As iPeer only accepts one file to be attached for each student, please remind students to submit only a single file if the File Upload type is selected. The other assignment settings are not critical for iPeer, you can set them depending on your needs.

3. After all the students have submitted, at the Assignment landing page, click **Download Submissions** on the side pane. The submissions will be zipped and prompt for download. Save the zip file to your local computer.

b) Importing the student submissions into iPeer

1. At the **Edit Event** page, click **Browse** in the **Evaluation student work** section of the edit screen and pick the zip file downloaded from Canvas.

2. Click **Save** to upload the student’s work.

3. After the upload, there will be a link appeared under the student's name. Students can click to view their groupmates’ work and evaluate on it.

4.3 Viewing evaluation events

1. After entering the course page, under **Evaluation Events**, click **List Evaluation Events / Results**.
2. The page will show the list of available events in the course.

![Image of the Event list page]

### 4.4 Editing an evaluation event

1. After entering the course page, under **Evaluation Events**, click on the **List Evaluation Events / Results**.

2. **Right-click** on an evaluation event, then click **Edit Event**.

![Image of the Edit Event page]

3. Edit the settings on the page. Click **Save** when the editing is finished.

### 4.5 Deleting an evaluation event

1. After entering the course page, click on the **List Evaluation Events / Results**.

2. Right-click on an evaluation event and click **Delete Event**.

![Image of the Delete Event page]

3. A confirmation pop-up message will be shown as follow. Click **OK** to confirm the deletion of the event.
### User Manual for Instructors

#### iPeer User Manual for Instructors

---

**Show:** All  □  Event Types, and  □  All □  Self Eval, and  □  All □  Comments for

**Course:** IPTCST0007

**And Search where:** Event Title □  contains:

<table>
<thead>
<tr>
<th>Course</th>
<th>Event Title</th>
<th>Related</th>
<th>Event Type</th>
<th>Time</th>
<th>Released</th>
<th>Self Eval</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPTCST0007</td>
<td>Discussion Forum</td>
<td>Yes</td>
<td>Poll</td>
<td>Nov 26, 2013 9:00 pm</td>
<td>Not Yet Open</td>
<td>Yes</td>
<td>Optional</td>
</tr>
</tbody>
</table>

**Notes:**

- Left-clicking on a brown line will take you to that.
- Right-clicking anywhere on the table will open

---

**View Results**

Are you sure you want to delete this event permanently?

- [ ] Ok
- [ ] Cancel

---

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5. Managing Evaluation Results

5.1 Viewing the evaluation results

1. After entering the course page, click on the List Evaluation Events / Results.

2. Click View of the evaluation event under the Result column to view the results.

3. The page will show a complete list of all the groups that participated in the event. To view the result of a particular group, click View under the Result column of the group.

4. A pop-up will appear showing the grades and comments of each student in it. The interface will be different for different types of evaluations.
For the Rubrics and Rating Scale, on the lower part of the screen, you can click the Summary Detail to show the details of each student’s comments. Click on the student's name to switch among other students.

5.2 Leaving comments to students as an instructor

1. After entering the course page, click on the List Evaluation Events / Results.

2. Click View under the Result column for the evaluation event.
3. Click **View** again on the group you want to give comments to.

4. If you have allowed **Instructor Comments** in the evaluation event, type your comments in the text box under **Instructor Comments** for each student. Depending on the Evaluation type, the interface of the comment box will be different.

5. Click **Save Instructor Comments** when done.
5.3 Releasing grades and/or comments to students

1. After entering the course page, under Evaluation Events, click List Evaluation Events / Results.

2. Click View under Result at the event you want to release the grades/comments.

3. At the Announce result: section on the top, select Release at the first drop-down and pick the item to be released from the second drop-down, e.g. All Comments and/or Grades.

4. Select Email Notification from the third drop-down if you want to send email notifications to the students.

5. Click Submit to release the comments and grades.

6. Click OK to confirm.
5.4 Exporting evaluation results

Exporting evaluation results allows you to view student results of the whole class in a Microsoft Excel file. You can also use this file for archive.

a) Export the evaluation result

1. After entering the course page, under Evaluation Events, click Export Evaluation Results.

2. A prompt will pop-up for opening a .xls file. Choose Open or Save the file and launch it in Microsoft Excel after download. Please note that it may take some time for the system to generate this file.

   The export file will contain all the evaluation events in the course with each event in a separate worksheet.

b) Exporting the raw data of student submissions

1. After entering the course page, under Evaluation Events, click Export Raw Data of Student Submissions.

2. A pop-up will show to prompt you for opening a .xls file. Choose Open or Save the file and launch it in Microsoft Excel after download. Please note that it may take some time for the system to generate this file.

5.5 Deleting student submissions and allowing resubmission

1. After entering the course page, under Evaluation Events, click on the List Evaluation Events / Results. Click View under the Result column.

2. To delete a student submission in a particular group right-click on the group and click View Submission.

3. Check the box(es) of the student(s) whose submissions need to be removed under the Set to Resubmission column.
4. Click **Set to Resubmission** and a pop-up of confirmation will be prompted.

5. Click **OK** to confirm. This will delete the selected student(s) submission and allow that student(s) to resubmit.

6. **Enquires**

For any enquiries on iPeer, please email us at [ipeer@ust.hk](mailto:ipeer@ust.hk) or call our enquiry hotline at 2358-8036 during office hours.