Kristiania

Setup and use of FeedbackFruits in Canvas

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User manual – Feedbackfruits peer assessment

NB! Do not activate FeedbackFruits in the course menu in Canvas (as was done with Peergrade), since all students must access FeedbackFruits via an assignment in Canvas, in order for synchronization of results between FeedbackFruits and the Assessments menu item in Canvas to work (as shown on page 15).

Create the assignment in Canvas

When setting up an assignment in FeedbackFruits, you must add an assignment to a module (Work requirements – "Arbeidskrav" - or Assignments – "Oppgaver" in the default template are preferred).

1) Click the + sign on the right side of the module.

2) A) Add "Assignment" / Oppgave,
   A) Select "Create assignment" / Opprett oppgave
   B) Give your assignment a title
   C) Finally, click "add " / Legg til punkt

Legg element til Arbeidskrav ✕

Legg til Oppgave A ▾ til Arbeidskrav

Velg hvilken oppgave du vil forbinde med denne modulen, eller legg til en oppgave ved å velge «Opprett oppgave».

[Opprett oppgave]
B

Oppgavenavn: Oppgave - medstudentvurdering C
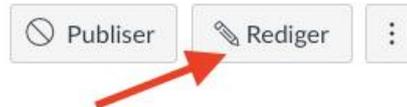
Innrykk: Ingen innrykk ▾

D

Avbryt   Legg til punkt

3) Now you should edit the assignment. Click on the title.

4) Click "Edit." / Rediger

5) Here you are going to set some settings for the assigment, and add FeedbackFruits as an external tool.

A) This field should be blank, since the thesis text will be entered in FeedbackFruits later.
B) You don't need to enter points. This is filled in automatically once you have added Feedbackfruits.
C) Assigment group: Assignments / Oppgaver
D) Select "Godkjent/Ikke godkjent" as the grading scale.
E) Leave this box unchecked.
F) Select "External Tool"
G) Click the "Find" button
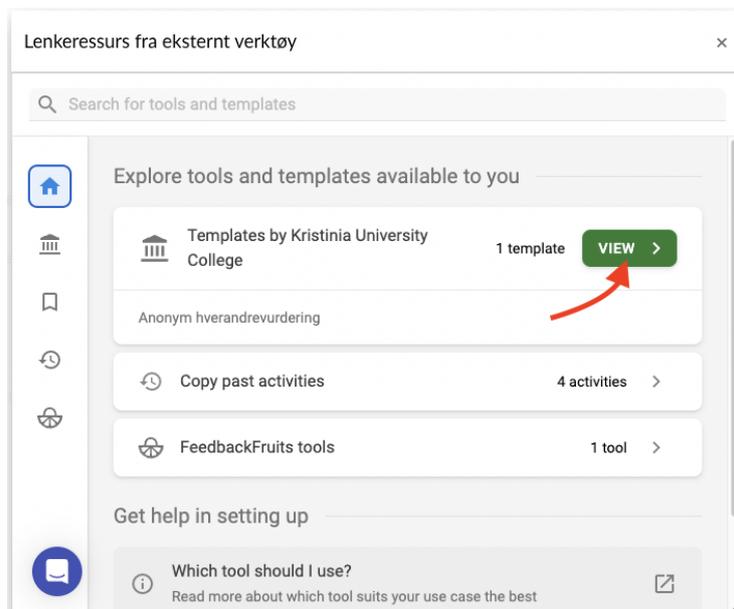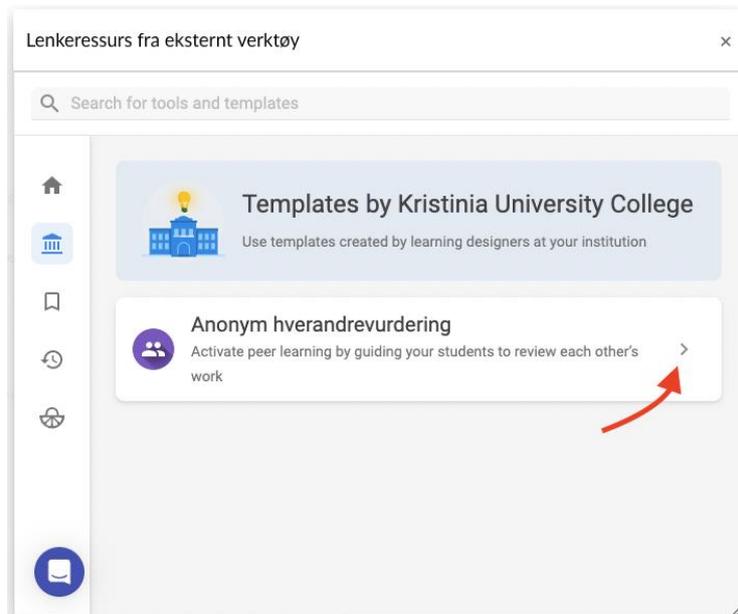
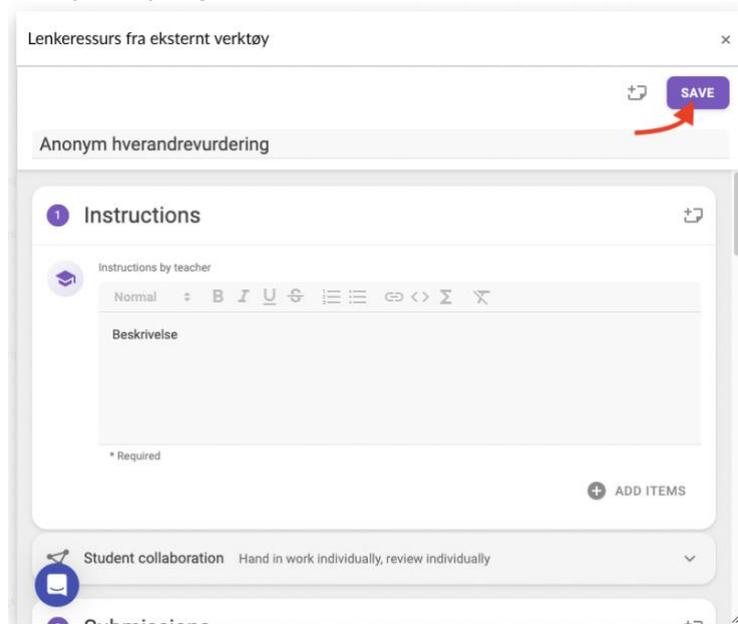6) Now, add FeedbackFruits as a tool.
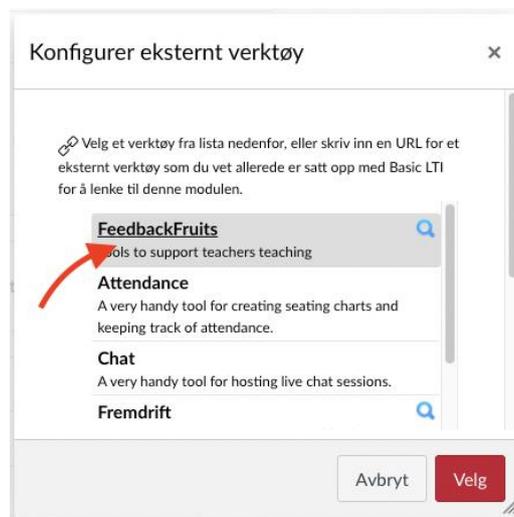
7) You see this image and can choose a default template created for Kristiania. Select "View".
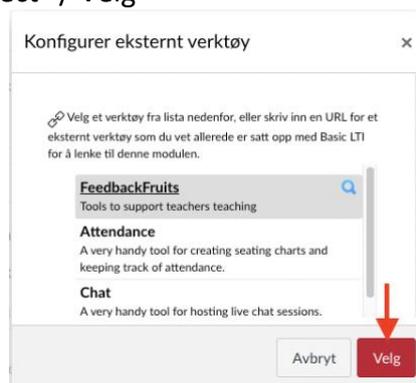
8) Then select "Anonym hverandrevurdering"

9) When you see this image, click "Save". Later, we'll take a closer look at how you can change the template you just added.

10) Now you can click "Select" / Velg

11) After you have selected FeedbackFruits as a tool, you will find some more settings on assignment in Canvas.

12)
   A) You will now see that FeedbackFruits has been added.
   B) Leave this box unchecked and FeedbackFruits will appear in Canvas.
   C) "Allowed attempts" / "Tillatte forsøk" is not adjusted at this setting. This can be adjusted in FeedbackFruits (shown later in this guide).
   D) At the bottom, you can choose to add when the assignment should be visible in Canvas, if you wish. *Deadlines* for submission and assessment are set in FeedbackFruits).
   E) Finally, click "Save".

13) Now you will see this page.

Anonym hverandrevurdering
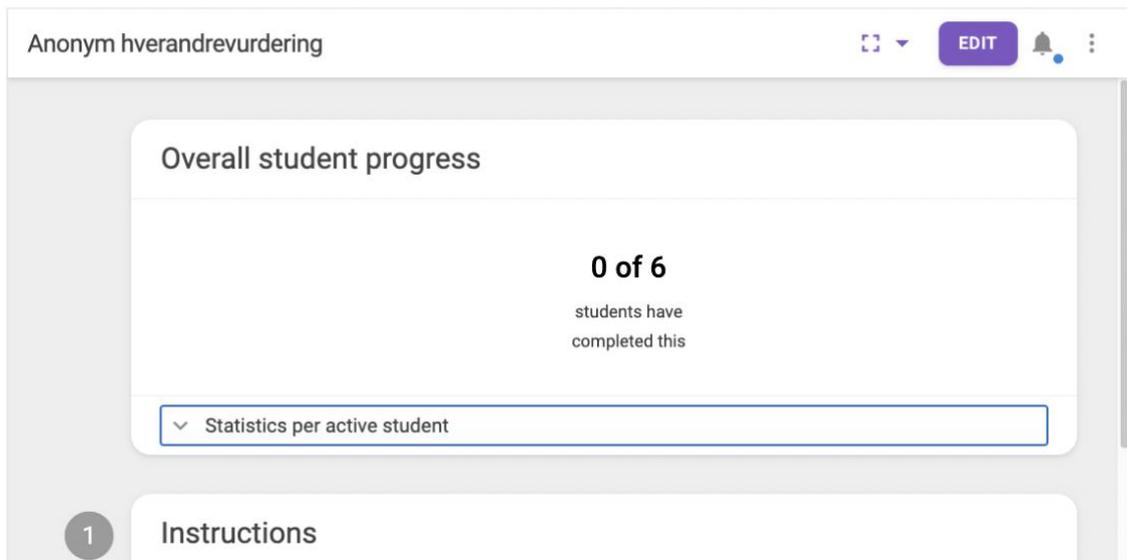
In the next section, you'll see how to add the assignment and adjust your peer assessment settings.

Entering the assigment and adjusting settings in FeedbackFruits

The assignment you have now set up is based on a template, but you can easily adjust it to suit your needs.

- The assignment in Feedbackfruits is set up in a logical order, where students work from top to bottom, step by step.
- In the image below, you can see the top status of the assignment. As you can see, all students in the course have been synced into Feedbackfruits.

You click "Edit" to edit the assignment. You can open the edit window in full screen by clicking on the icon to the left of "Edit".
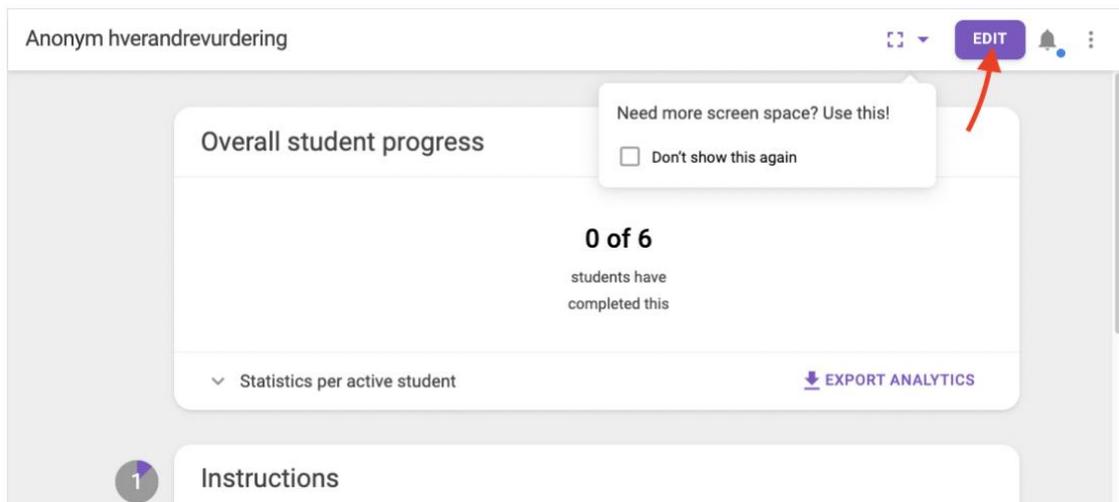
1) We first look at step 1 on this page.
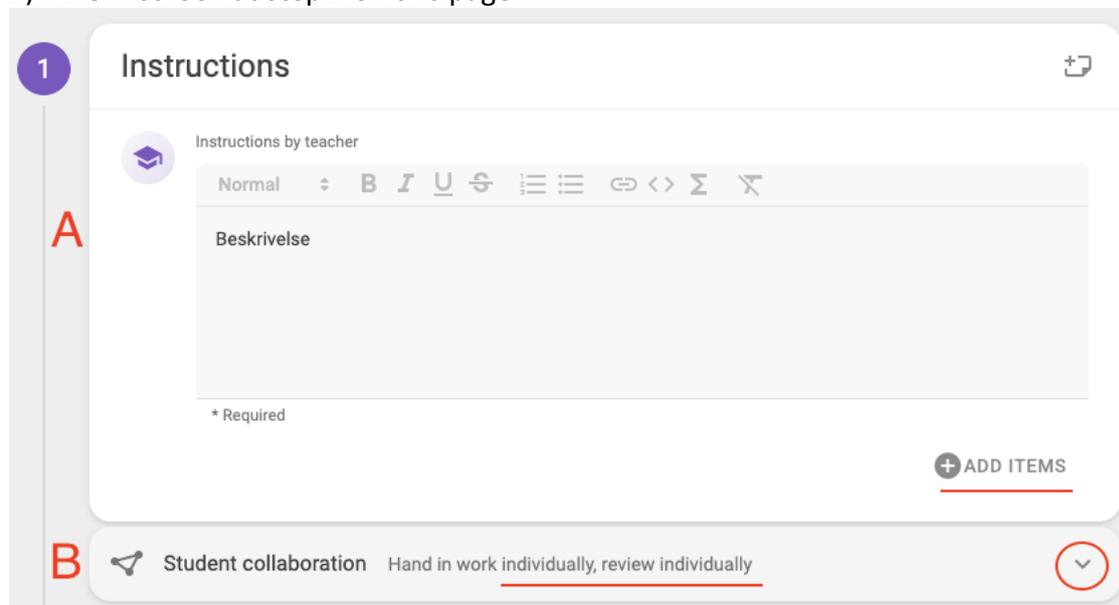
A) Here you enter **the thesis text**. You can format the text with the toolbar above the text field, and add links, etc. Under "Add items" you can record audio, video, screen recording, or attach files.

B) By default, the assignment template is set up for individual submission and feedback.
If you want submission and/or feedback in groups
You *can* change the settings in B above if you want to create a group assignment.

Feedbackfruits retrieves groups and group members from "Groups" under the People in Canvas menu option, so if you are setting up a group assignment, you must create groups in Canvas first, and then select these groups under point B, when you change to group submission. Here's a guide to creating groups in Canvas, and here's a guide on how to select these groups when setting up your assignment.

*PS! Groups in Canvas used for group assignments **must be created by you**, regardless of whether you choose to assign group members manually or allow students to register for the groups themselves. Groups that the students themselves create in Canvas under People in the course menu (for collaboration, etc.) cannot be used in the group assignments.*
*Contact pedtek@kristiania.no if you want help setting up group assignments.*

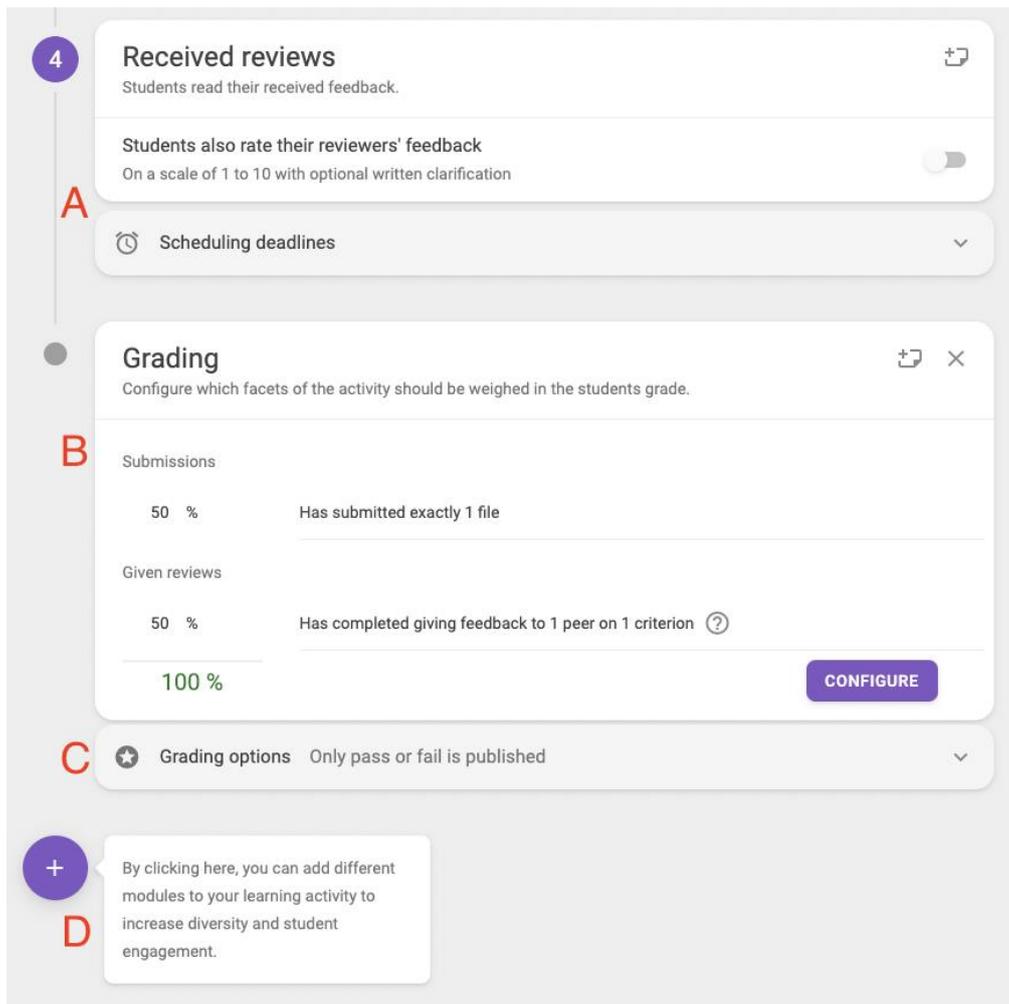2) The following image shows the fields for **the submission of the assignment hand-in**.
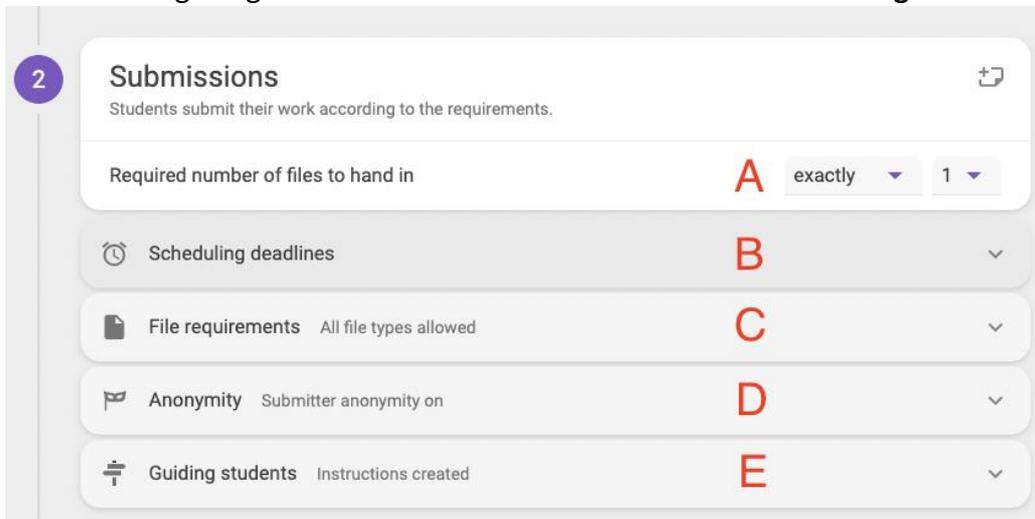
A) You can specify how many files to deliver (minimum, maximum or exact quantity)
B) Here you can set the deadline for submitting your thesis.
C) Here you can specify which file types are allowed to deliver.
D) Here it is set that submissions are anonymous, and we recommend that you keep that setting, even if it is possible to change this.
E) In this field, you can enter any instructions that appear when the student submits the answer. In the template, we have reminded students to think about privacy – not use fellow students' or teachers' names and the like.

3) In section 3, you set the criteria that students will use when giving feedback, how many assignments each student should give feedback on, etc.
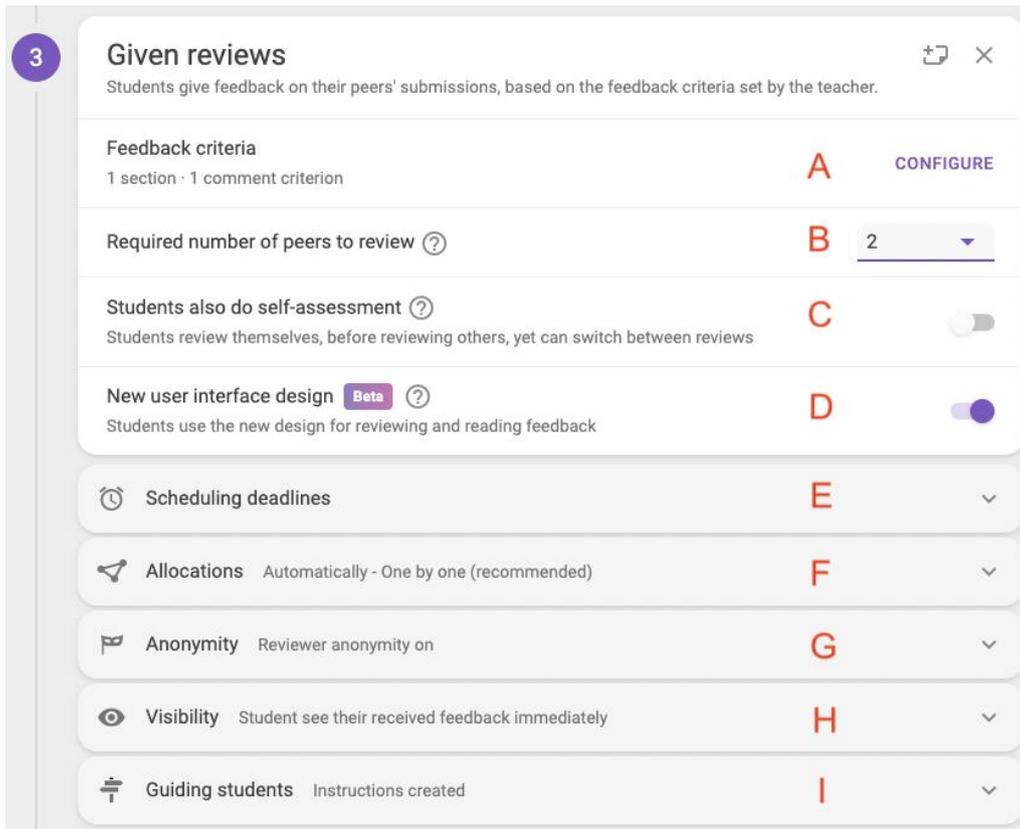
A) In this section, you will set up the criteria. When you click on "Configure" you will at the bottom find a short video that goes through various options for setting up criteria. More info can be found on this page.

B) Here you set the number of assignments each student/group shall give feedback on. We recommend that each student/group give and receive feedback from at least two students/groups .

C) In Feedbackfruits you can enable the option that students also should do a self-evaluation before giving feedback to each other. In the template, we've disabled this option (to limit the workload for each student), but if you think it's useful/necessary, you can enable this option.

D) We recommend that the new UI option is enabled (easier navigation for students.

E) Here you can set a deadline for giving feedback.

F) Under "Allocations" you can decide how assignments should be distributed to fellow students. In the template we have set automatically one-by-one, which is recommended by Feedbackfruits, but this can also be changed.

G) Here it is set that feedback is anonymous, and we recommend that you keep that setting, even if it is possible to change this.

H) In Visibility, we've set as default for students to see peer feedback as soon as it's submitted. If necessary, you can change this to a fixed date, or until you manually assign all feedback.

F) Under "Guiding students" we have reminded students to think about privacy – not use fellow students' or teachers' names and the like.

4) Some info on section 4.

A) In the template, we haven't enabled students to rate their feedback, but you can enable it if you find it helpful. If so, you can set a deadline for that activity as well.

B) In B you can see how we have set up the criteria for students to get "approved" on the assignment. We have here defined that submission of the assignment counts 50% and that the student has given feedback to fellow students (the number we set as a requirement in point 2) counts 50%. It is possible to adjust the criteria for what should count for completion of the assignment, but since students, according to the Higher Education Act, are not allowed to assess other students, we have set up these simple criteria as a requirement – that these activities have been completed.

C) The results from the assignment can be synchronized back to "Grades" / Vurderinger in Canvas. In the template, we have set that only Approved/Not Approved is synced back to Canvas. You'll have the option to review the results, and modify them as needed, before syncing them to "Grades" / Vurderinger.

D) Under D, you can add more tasks to the assignment. Feel free to review this by clicking on the + sign.

Once you've reviewed the assignment and made your adjustments, you can click "Save" in the top right corner.
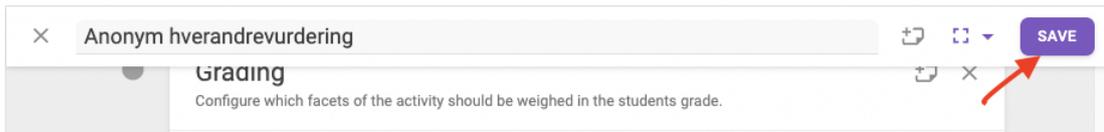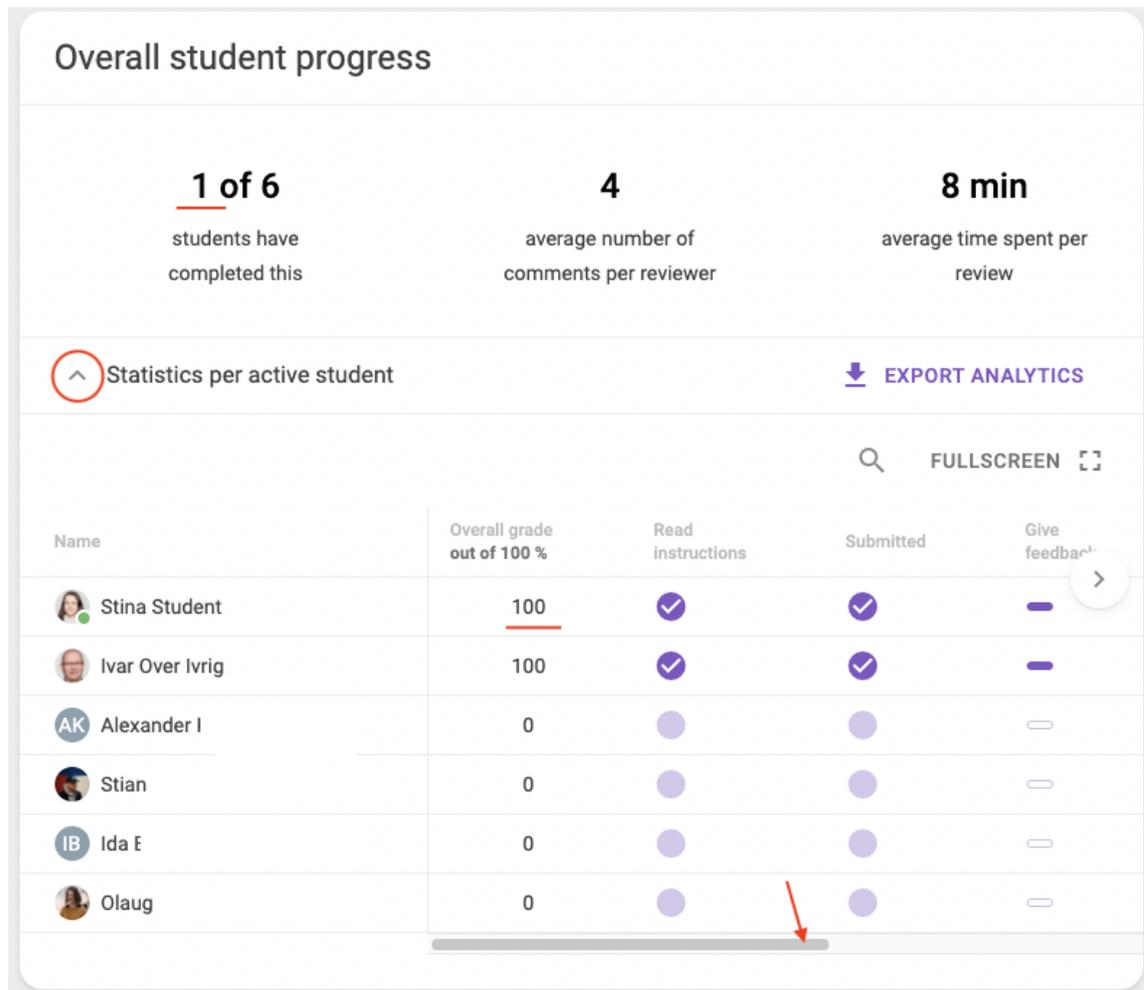
To publish your assignment to students, go to the module where you posted your assignment and click Publish.
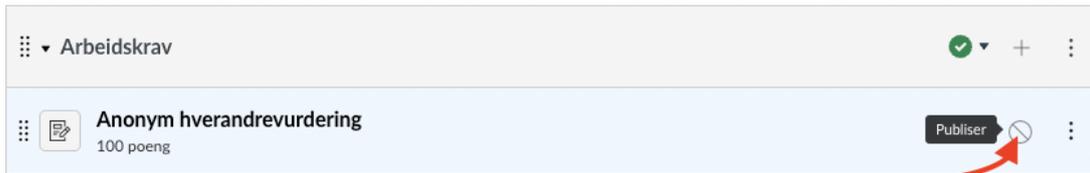
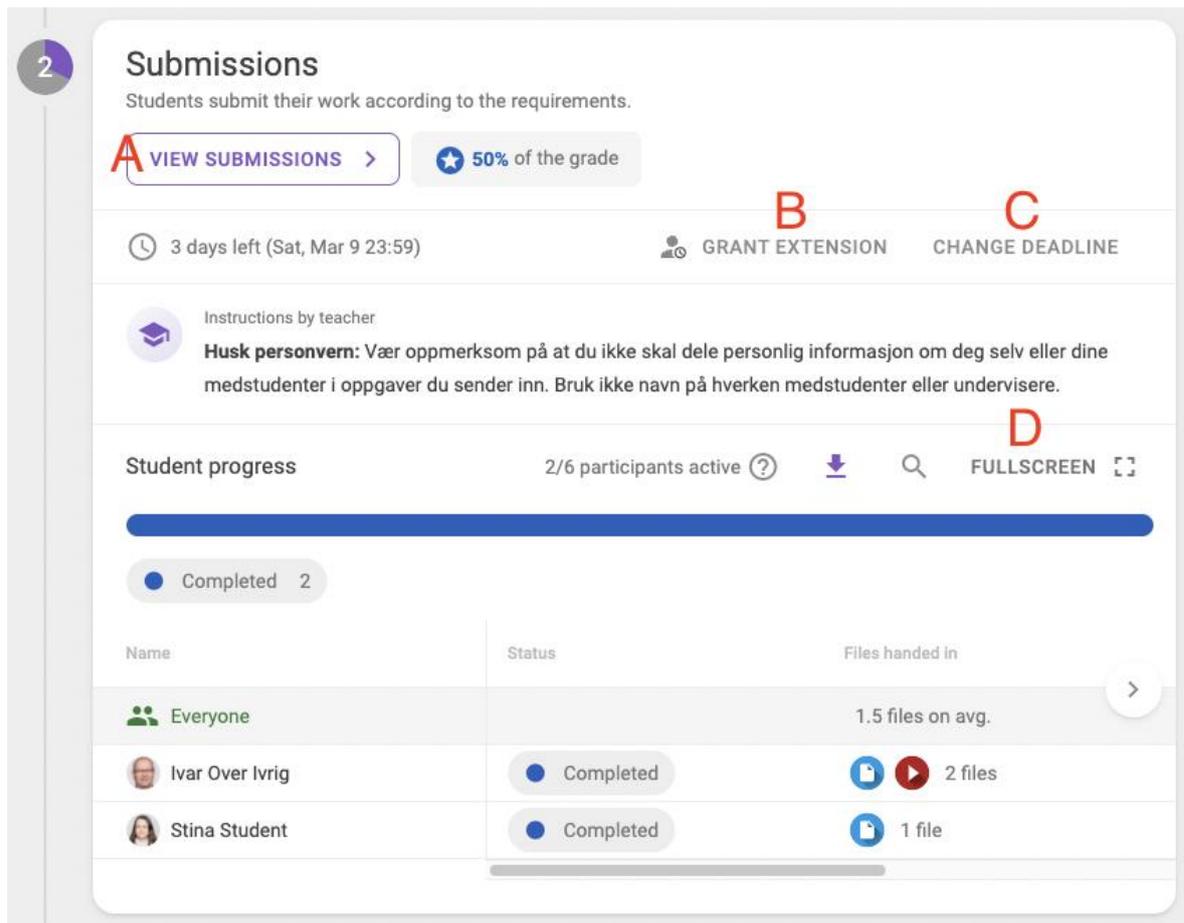## To follow up students' progress / see activity

Overall overview of students' progress

At the top of the assignment page, instructors can track student progress. When you click on "Statistics per active student" you will see a list of all students.

In the template, we have set up that **what counts for passing the assignment** is that the student has **submitted an answer** and **given feedback on the assignments he/she has received**. In the picture above, two students have received 100% scores, and have finished their assignments. However, only 1 of 6 is marked as "Completed". The reason for this is that only one of the students has read the feedback they have received. By scrolling in the drop-down menu at the bottom, you can see what activities the students have completed.

A - Here you can see the answers the various students have submitted.
B - You can set special submission deadlines for individual students.
C - Here you can change the submission deadline for everyone.
D - "Fullscreen" opens the view of the bottom bar in full screen.

A – Here you can see all feedback that students have given to each other. If you disagree with some given of feedback or want to write something more/other for an answer, you as a teacher can also do so here.

B – here you can see which students give feedback to each other.

C – If there is a scale set up in the feedback, you can see how the students have "rated" each other's responses on different criteria.

D – You can set special deadlines for individual students.

E - Here you can change the feedback deadline for all students.

F - "Fullscreen" opens the view of the bottom field in full screen.

Flagging - If students receive feedback they don't agree with

If students don't agree with the feedback they've received, they have the option to notify the instructor. They do so by clicking on three dots to the right of a comment.
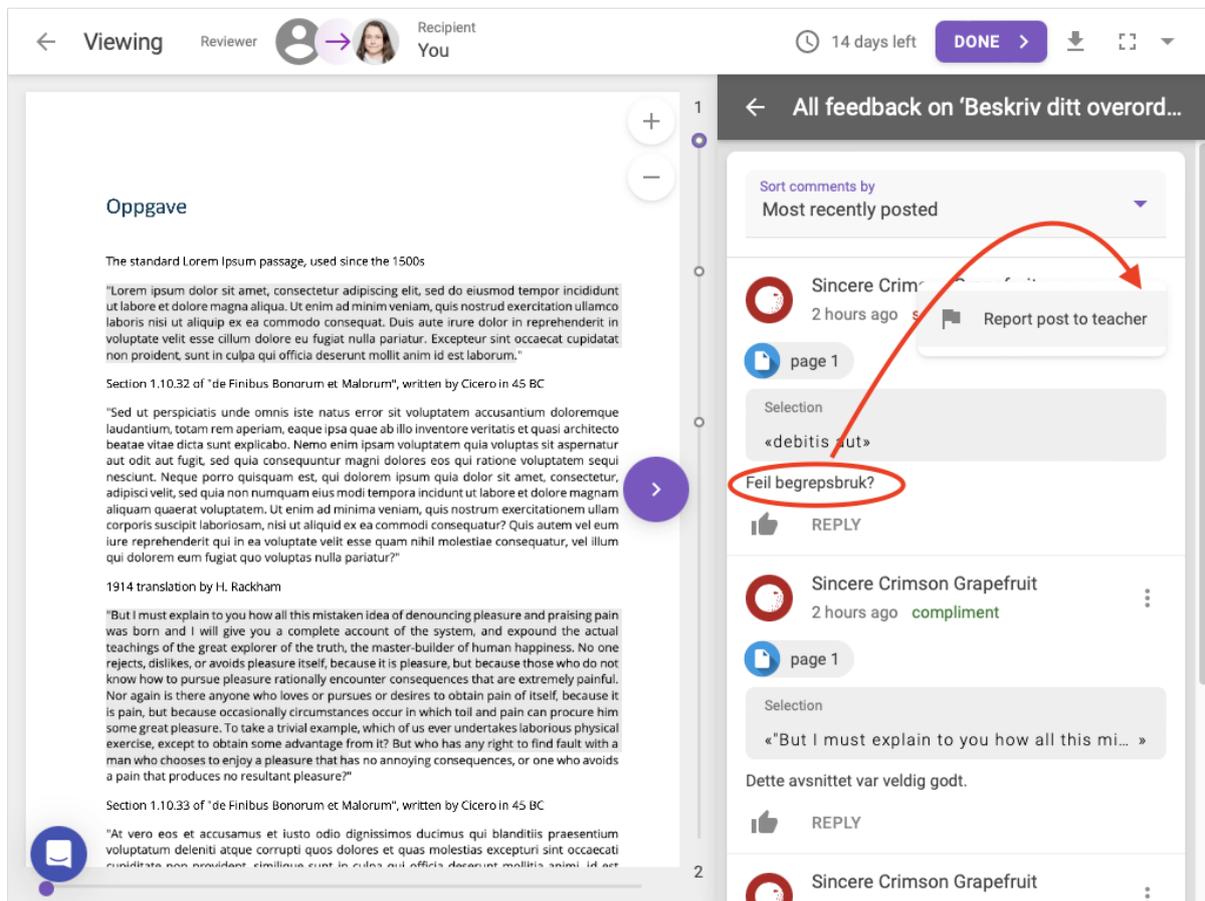
The student will then get a window where they can write what they are reacting to.
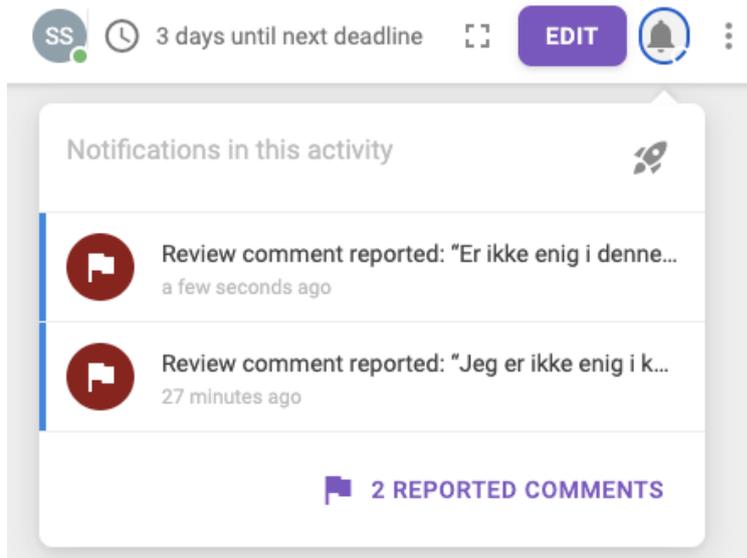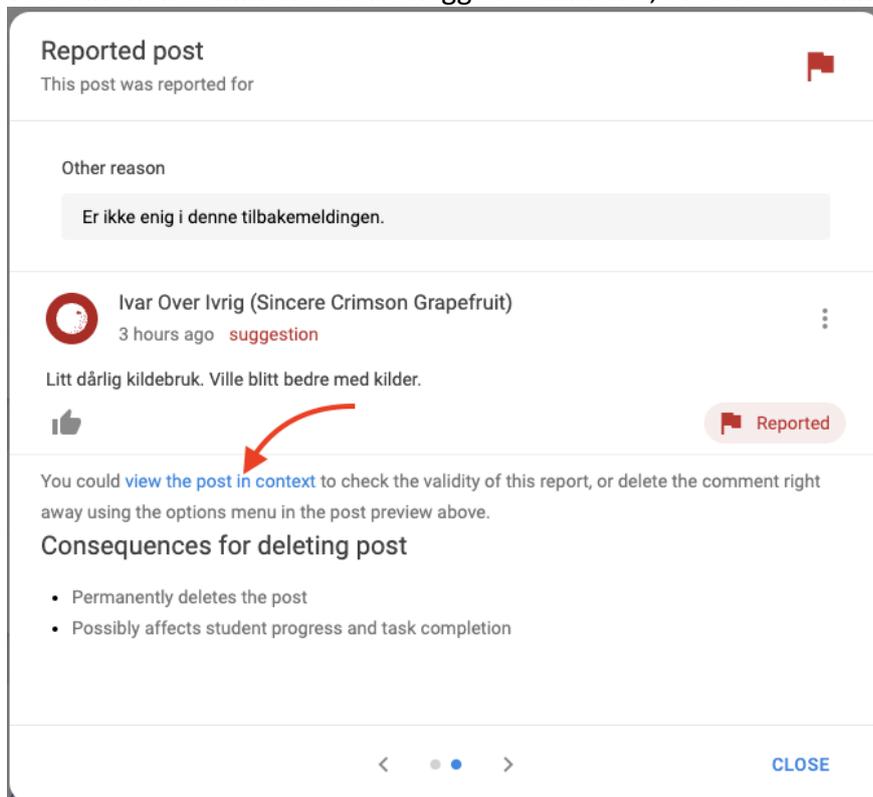
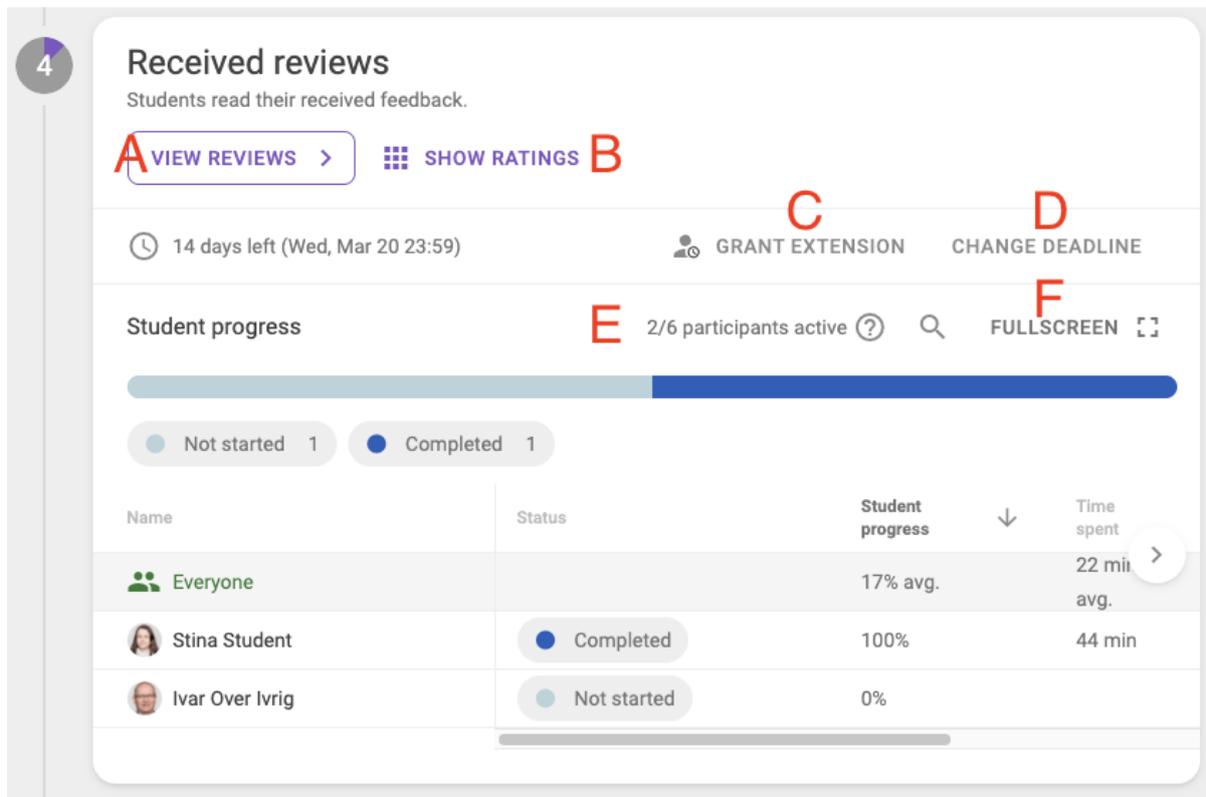The instructor will then be notified that a student has flagged the comment.
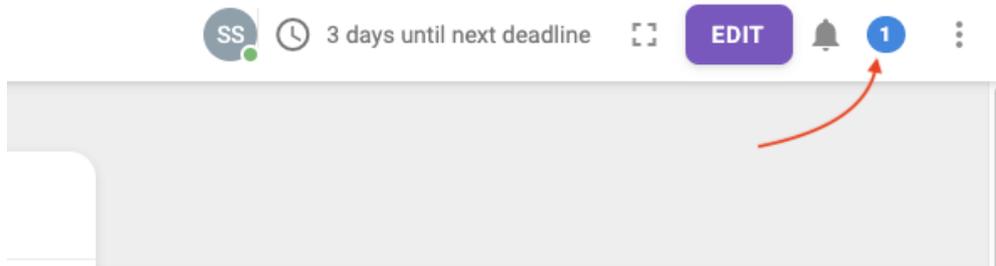
Here you see the flags, which are anonymous.

You can then comment on the flagged comments, or delete comments.

See who has read feedback from fellow students, and any assessments of fellow students' feedback.

This page shows the extent to which students have read the feedback they have received from fellow students.

A – Here you can see all feedback that students have given to each other. You can then also see any comments the person who has received feedback has made to the person who wrote the comments. If you disagree with a piece of feedback or want to write something more/other for an answer, you as a teacher can also do so here.

B – If you have enabled students to give "rating" to each other, you will be able to see these here.
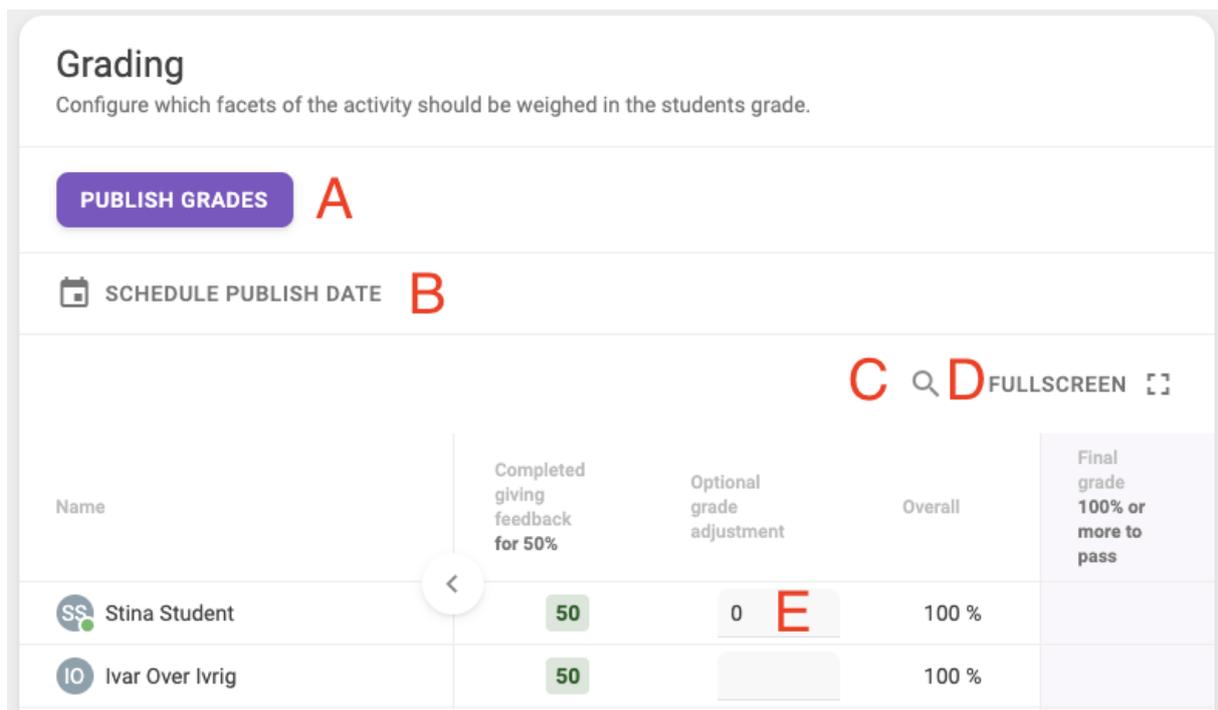
C – You can set special deadlines for individual students to read the feedback.

D - Here you can change the deadline for reading feedback for all students.

E – In this field, you can see how many of the students who have received feedback have read the feedback and how many have not seen it.

F - "Fullscreen" opens the view of the bottom field in full screen.

At the bottom of the assignment, you'll see this picture.

A – When all deadlines are over and you want to sync the results of your assignment to "Assessments" in Canvas, you can click this button. Alternatively, you can set a date for when the assessment will be synchronized with Assessments in Canvas (B).

Note! When you sync the result to Canvas, those who have not received 100 points will have the assignment marked as "Not approved". If you still want to let them finish their work, wait with the syncing of the results. You have the option to correct any errors – see point E below – and synchronize the result again.

C – You have the opportunity to look up individual students.

D – Here you can see all results in full screen.

E – If you have found that a student should not have either the answer or feedback approved, you can adjust down the percentage for the result here. See below. If you want to manually approve a student's work, you can enter 100 in this field.

If the answer or feedback is very incomplete / cannot be approved

If you believe that either answers or feedback are inadequate for students to have their results approved, you can adjust the percentage for the student in the results list (E in the image above). In addition, please contact Pedtek@kristiania.no so that we can help you arrange for the student to either submit an answer or feedback again.
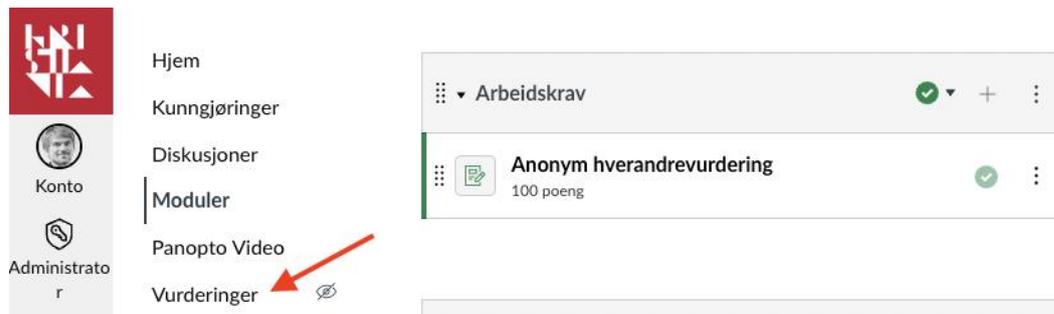
This is what "Assessments" / Vurderinger will then look like in Canvas after the grades have been synchronized.

Group assignments?

If you would like submission and / or feedback in groups you *can* change the settings to the group assignment in B in the image on page 9 of this guide. Feedbackfruits retrieves groups and group members from "Groups" under the People in Canvas menu option, so if you are setting up a group assignment, you must create groups in Canvas first, and then select these groups under point B, when you change to group submission. Here's a guide for creating groups in Canvas, and here's a guide on how to select these groups when setting up the assignment in Feedbackfruits.

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Need help, quality control, special setups and needs?
Please contact pedtek@kristiania.no if you would like help setting up Feedbackfruits.

Help, training and support from Feedbackfruits

The most important guides for educators
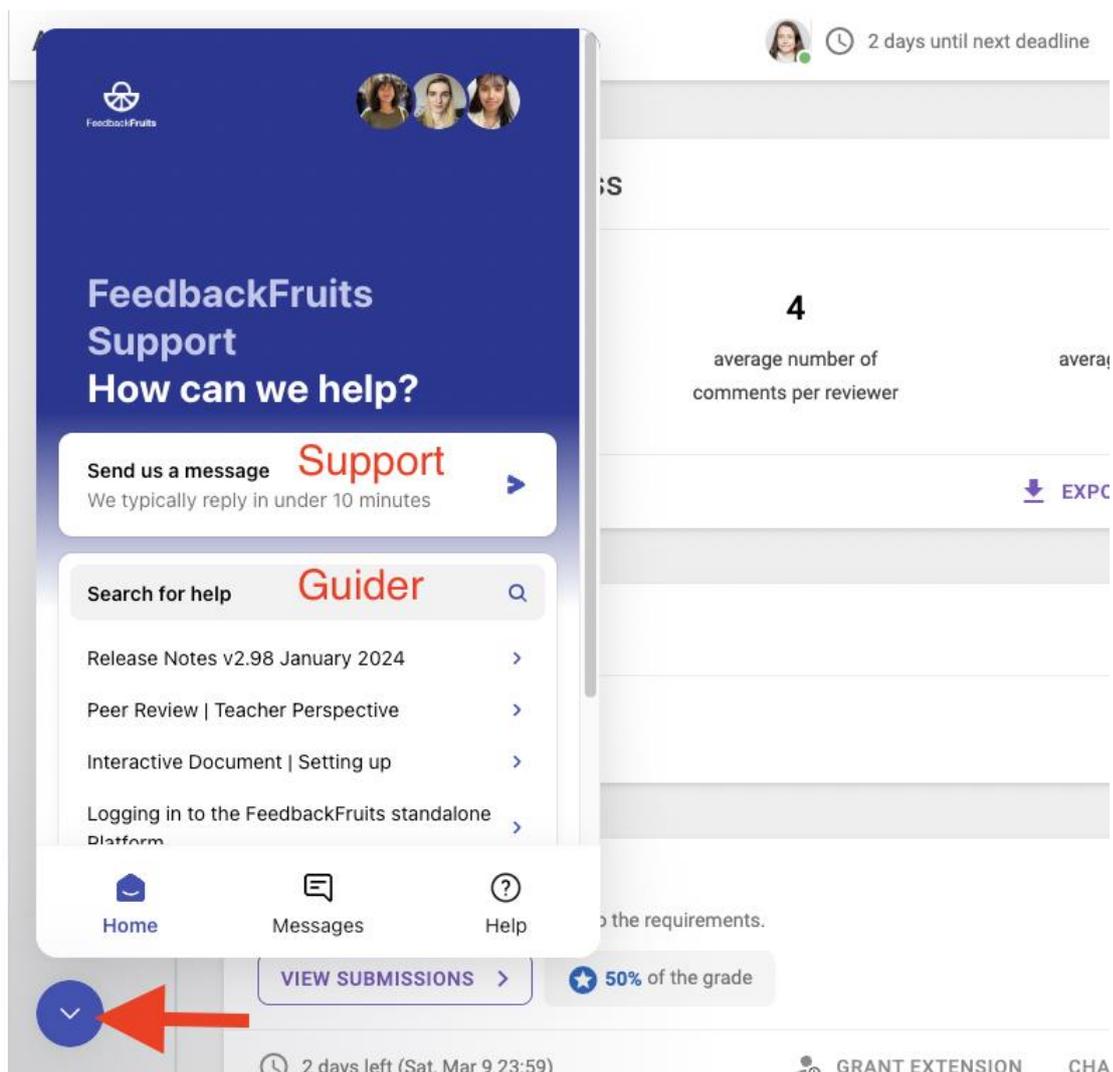
- Set up: https://help.feedbackfruits.com/en/articles/2065773-peer-review-setting-up
- The teacher perspective: https://help.feedbackfruits.com/en/articles/1737453-peer-review-teacher-perspective

Guide for the students

- Alt: https://help.feedbackfruits.com/en/articles/2942398-peer-review-student-perspective
- Hand in assignment: https://help.feedbackfruits.com/en/articles/2305530-peer-review-how-to-upload-your-work
- Give feedback: https://help.feedbackfruits.com/en/articles/2269613-peer-review-how-to-provide-feedback

Guides and support always available in the assignment