Peer Evaluation Code README

The survey and code is designed for a maximum team size of 5 students. Both can be adjusted to generate the peer evaluations for larger teams. If you need assistance adjusting the survey and/or code, please email me at katherinelacy@unr.edu

Qualtrics Steps:

1. First, create a a "csv" file with team number in column A and each teammates name in column B. Do not include column headers. See "team˙template.csv" as an example.
2. Create a copy of the Peer Evaluation Document
3. Go to "Survey"
   - Go to block "Teammate 1" and click the "Q2" box. There will appear a link that says "Click here to add answers." Upload your team csv file.
   - Go to block "Teammate 2" and click the "Q16" box. There will appear a link that says "Click here to add answers." Upload your team csv file.
   - Go to block "Teammate 3" and click the "Q29" box. There will appear a link that says "Click here to add answers." Upload your team csv file.
   - Go to block "Teammate 4" and click the "Q42" box. There will appear a link that says "Click here to add answers." Upload your team csv file.
   - In the "ID and Name" block, you can "add validation" to the "Enter your student ID" question to match the format of your school's student ID's.
4. Edit the Survey settings by going to "Survey" then selecting the last button on the left called "Survey Options"
   - Responses
     - Set what you want to happen with incomplete survey responses (it is currently set to not record incomplete responses)
     - Set the Survey availability. You can either leave the survey open or set specific open and close dates.
   - Security
     - Set the survey access based on how you will distribute the survey. It is currently set to "Available to anyone" and I post a link to the survey on our LMS. If you want to send individual emails to your students with a specific link, you can select "Invitation only"
5. Publish the survey by select the "Publish" button
6. To distribute the survey go to "Distributions." I typically post the anonymous link to our LMS, but you can create individual emails with unique links that are sent to each student.

Data Access Steps:

1. Download the Raw Data from Qualtrics and select “Choice Text”
   - Go to “Data & Analysis”
   - Under “Export & Import” select “Export Data...”
   - Select CSV and under “Numeric response or choice text” select “Use choice text”
2. Delete rows 2 (header: question text) and 3 (header: importid...)
3. Delete any trial runs you completed. These should be labeled as “Survey Preview”
4. Save the file as an “.xlsx” file in the same folder as `peerevalcode.R`

Things to consider before compiling:

- Students are not prevented from evaluating themselves. The instructions state they should only evaluate their teammates, but sometimes students forget and provide their own evaluation. So I typically look at the raw data to make sure a student is not providing a self evaluation. To do this I create a copy of the data in a new sheet or workbook and delete all columns except for Q73, Q2_2, Q16_2, Q29_2, and Q42_2. Now I can compare the last name in Q73 with the last names in Q2_2, Q16_2, Q29_2, and Q42_2.

Code Steps:

1. Change the read˙excel file name on line 22.
2. Change the write file name on line 121.
3. Run code

Grading Steps:

1. Open compiled “.xlsx” file
2. After teamavg create two new columns, label the first column “**qual**” and the second column “**grade**”
   - Changing the names of the columns will require you to change the input on the word document mentioned below.
3. Grade the students comments and provide them with a qualitative grade.
4. Add the teamavg and qualitative grade to determine peer evaluation grade

Compiling Steps:

1. If you want to use mailmerge, add a column before column A and merge in the students’ email addresses.
   - I like to use the vlookup function in Excel to merge in the email addresses.
2. Open the `Peer_Evaluation_Document` word template document. and go to “Mailings”
3. “Select Recipients.” Then “Use an Existing List” and select your compiled excel document.
4. You can view the individual documents by going to “Preview Results”
   - This is a good way to make sure everything is working smoothly
5. Go to “Finish & Merge” under “Mailings” to Print the documents or send individual documents out via MailMerge with Outlook.
   - If you are using MailMerge through word, send in HTML format and not in Text format since the tables will only appear in HTML format.