

Peer review techniques in Moodle

The purpose of this document

This document describes how to set up a peer review process in Moodle. The example used is a class divided into three groups, with students in each group able to review all the uploaded documents from their group mates.

Step 1: Set up the groups

*Definition: A **group** contains one or more students.*

1. Open your Moodle course. Select **Users > Groups**.
2. Create your groups. In this example, three groups will be created:
 - a. Project 1 – Group A
 - b. Project 1 – Group B
 - c. Project 1 – Group C
3. In the *Groups* column, select a group in the list and then click on the **Add/remove users** button.
4. Select the appropriate names in the right column, then click on the **Add** button (middle, top) to add to the group.
5. Click on the **Back to groups** button (lower left).
6. Repeat steps 3-5 to put each student into his/her group.

Step 2: Set up the groupings

*Definition: A **grouping** contains one or more groups.*

1. You should still be in Moodle's group definition area. If not, select **Users > Groups** in the *Course administration* settings.
2. You will now need to create one grouping for each of the groups you created earlier. The purpose of this is not intuitive but is required. Begin by clicking on the **Create grouping** button and enter a name for the grouping. It is recommended that you use the same name as used earlier for the group. In this example, the first group would be entitled **Project 1 – Group A**
3. Click on the **Save changes** button.
4. For the grouping you just created, you now need to add the group. Click on the Groups  icon to the far right of the appropriate row.
5. Select the appropriate group name in the right column, then click on the **Add** button (middle, top) to add to the grouping.
6. Click on the **Back to groupings** button (lower left).
7. Repeat steps 4-6 to put each group into the appropriate grouping.
8. When all groupings have been created, you can go back to your main course page.

Step 3: Create a forum in which the groups will share documents

In Moodle, one forum can be shared by multiple groups. In other words, when set up properly a student entering a Moodle forum will only see the students in his or her own group.

1. In Moodle, turn editing on.
2. In the topic or week in which you'd like the "peer review" forum to appear, click on the **Add an activity or resource** link
3. In the *Add an activity or resource* dialog box, select the **Forum** radio button and then click on the **Add** button.
4. In the *Name* field, type in a name for the discussion forum. This name is what the students will see (and click on) in Moodle.
5. In the *Forum type* drop-down list box, leave the default as is. That is, leave the forum type as **Standard forum for general use**
6. In the *Description* field, enter a forum description. Typically, the forum description will contain some instructions for the students. For example, the description might say:

To **share** a document with your group, click on the **Add a new discussion topic** button. Type in the name of the assignment as the subject, add a brief message for your group, and then attach the document file to be reviewed.

To **review** documents from other members of your group, open their discussion topic, read their message and then download their file.
7. In the *Subscription mode* field, select **Optional subscription**. This allows the students to decide if they want to receive an email every time there is a new post to the forum.
8. **IMPORTANT!** To set up the groups properly, use the following steps:
 - a. Scroll down to the section of the settings entitled *Common module settings*. In the upper right corner of this section, look for a button. If the button is entitled **Show advanced**, please click on it. If the button reads **Hide advanced**, you are all set.
 - b. On the *Group mode* drop-down list box, select **Separate groups**.
 - c. On the *Grouping* drop-down list box, confirm that **None** is selected.
 - d. On the *Available for group members only* check box, click on the small box to select it.
9. Scroll to the bottom and click on the **Save and return to course** button.

Summary

With the forum set up as described above, each student will see only members of their own group. As such, files posted by each group member will be available for peer review within the group.