

Handleiding Pitch2Peer via Blackboard

Instructor manual – May 2017

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Introduction

Pitch2Peer ([demo](#)) is a review tool that allows students to learn from each other's work and feedback. It is embedded in Blackboard and can be used within the course. Following an assignment, such as a presentation of personal research or a review of literature, students submit their 'pitches' to Pitch2Peer. The program supports different types of 'pitches', such as videos, photos, posters, slideshows, animations and (blog) texts. It is also possible to embed external media, such as YouTube or Prezi-presentations. The students can then be asked to reflect on their own work, as well as review (anonymously if necessary) one or more of their peer's pitches. You can ask them to reflect or review with specific criteria and/or questions in mind. Also, the students can be motivated by using 'likes' and 'medals' to reward the best pitches. As an instructor you can of course also give feedback yourself.

1. Before You Start

In this chapter you can find some general remarks that could be useful before you start using Pitch2Peer.

1.1 Creating Pitch2Peer Module

Creating a Pitch2Peer assignment is a little different from creating a regular assignment. In Blackboard Pitch2Peer can be found under 'Tools'.

There is also the option 'Pitch2Peer by Groups'. This option is only necessary if there are separate student groups within one Blackboard course. You can use it to create separate Pitch2Peer modules for separate groups.

Choosing 'Pitch2Peer' in the 'Tools' section will not directly create an assignment. It will create an entrance to a Pitch2Peer module, in which you can create several separate assignments. This means that, in contrast to common Blackboard practice, there is only one Pitch2Peer item in your Blackboard course, holding all your Pitch2Peer assignments, rather than having an item per Pitch2Peer assignment. Both the instructor and the students can use this 'entrance' to the module but will see different aspects of it.

When creating the Pitch2Peer module, you will need to 'enable evaluation' to be able to send grades from Pitch2Peer to the Grade Centre. You can do so by clicking 'Yes' and then entering the 'Points Possible' (usually 10 points is the maximum a student can get). If you forgot to do this, you can change it later on as well.

Assignments

Build Content Assessments Tools Partner Content

GRADING

Enable Evaluation Yes No
To set additional grading options, use the Column settings in the Grade Centre

* Points Possible

Visible to Students Yes No

Due Date Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Once the Pitch2Peer module has been created, you can click it to enter it. On the menu bar, you can choose the button 'Module' to change the 'Welcome text'. **Please note** the welcome text appears within the module (once you enter it). If you want to change the name or the description of the module (we recommend keeping this short) in the Blackboard folder, you will need to click on the grey chevron next to the title and click on 'Edit'. We also recommend placing an announcement in your Blackboard course to notify your students of the assignment(s).

1.2 Navigate Back to Your Blackboard Course

The screenshot shows the Pitch2Peer interface integrated into a Blackboard course. At the top, there's a blue header bar with the Universiteit Leiden logo. Below it is a navigation bar with links: My Institution, Courses, Community, FAQ Staff, Libraries, and My Weblog. Underneath these, a breadcrumb trail reads "Assignments > My 1st P2P assignment". A red box highlights the "Home" icon, which looks like a house. The main menu bar includes PITCH2PEER, Home, Gallery, Module, Assignments, Pitches, Reflections, Reviews, Comments, Assessments, Students, and My profile. The "Home" button is currently selected.

Once started, there will be a breadcrumb trail between the Blackboard and Pitch2Peer menu bars. Click on the Home icon to return to the start page of your Blackboard course.

1.3 Terms and Definitions

Pitch2Peer sometimes uses terms that might be different than what you are used to. Here you can find an overview of the main terms for Pitch2Peer, which can be found in the menu bar.

Gallery = is the place where you can find an overview of all the pitches for all assignments, in the module of a specific Blackboard course.

A screenshot of the Pitch2Peer interface showing a dropdown menu under the "Manage module" button. The menu items listed are: Module settings, Assignments, Pitches, Peer reviews, Reflections, Comments, Grades, and Students. The "Assignments" item is highlighted.

Module = is the Pitch2Peer section of your Blackboard course in which you can add and manage all assignments. The module is the entrance to Pitch2Peer within a specific Blackboard course, which can be used by both the instructor and the students.

Assignment = are the separate tasks or projects that students have to complete. Within a module, you can create several assignments.

Pitches = are the results that the students submit for all of the assignments within the module. These could be videos, photoshoots, posters, slideshows, animations or blog texts. You can filter, manage and download the pitches here.

Peer reviews = this will take you to the reviews that students have made of each other's pitches.

Reflections = have been made by students on their own pitches (if you have enabled this option in your assignment).

Comments = are all comments left below each of the pitches.

Grades = where you can enter and find the grades of the students, as well as synchronize them with the Grade Center of Blackboard.

Students = are the students that have clicked on the Pitch2Peer module and which are thus 'known by the system' (not necessarily all students enrolled in your Blackboard course).

1.4 Uploading Videos to a Safe Environment

Students who upload their own personal videos must be sure that their pitches will only be used for educational purposes, and will not go viral. Pitches are stored on one of the Pitch2Peer servers in The Netherlands. Safe access (<https://>) is only provided to students and staff of Leiden University who are in the same Blackboard module. In the Pitch2Peer environment it is not possible for students to download (and edit) each other's pitches without special software.

2. Creating and Copying Assignments

When you create an assignment within a Pitch2Peer module, there are a lot of options to choose from. Each option in the assignment menu has a little description next to it. In this chapter we will describe and discuss these options more extensively.

1. Go to the module you have created within your Blackboard course. In this module, you can choose '**Assignments**' in the menu bar (under '**Manage module**'). Here you can find all of the existing assignments in the module.
2. Choose '**Add new assignment**' to start creating a new assignment (if you have created assignments before this button can be found at the bottom of the page). Add new assignment
3. This will bring you to a screen with a number of tabs, the first of which is the **Overview**. It summarizes the 6 steps to help you set up the assignment: Instructions, Timeline, Pitch, Criteria and Questions, Peer review, and Reflection. You have to fill in the required fields, marked with an orange star *.

An existing assignment can be easily copied including all settings (see Copying an assignment).

Step 1 Pitch submission

The screenshot shows the 'Assignment' step of the Pitch submission process. At the top, there are tabs for 'Pitch submission' (which is selected), 'Criteria', 'Peer review', 'Reflection', 'Timeline', and 'Verify and Save'. Below the tabs, a blue box contains the text: 'Step 1: Specify what your students should submit. Need inspiration first? Visit the Help Center.' The main form area starts with 'Assignment title' (with a question mark icon) and a text input field. A note below says: 'The assignment title is shown on the students' Home screen when they enter this Pitch2Peer module.' There is a list of 'Pitch type' options with radio buttons: 'Video clip', 'Blog', 'Poster', 'Image series' (all with question mark icons); 'Slideshow', 'External', 'Embed' (all with question mark icons); and 'Audio only'. A note below says: 'Select the pitch type students need to submit for this assignment.' Under 'Author(s)' (with a question mark icon), there are two radio buttons: 'Individually' (selected) and 'As a team'. A note below says: 'Are students to submit a pitch individually or as a team?' A 'Show advanced options' link is present. At the bottom right are 'Previous' and 'Next' buttons.

1. **Assignment title:** title of this specific assignment within the module.
2. **Pitch types:** Choose what kind of pitch your students have to submit. The options are 'Video', 'Blog' (for texts), 'Poster', 'Image series', 'Slideshow', 'External' and 'Embed' (this last option can be used to embed content from other websites, such as Prezi and YouTube).
Please note: Microsoft Office files are not accepted, use PDF instead e.g. Word for the 'Blog' type. In general these file extensions can be used: mp3, mp4, mov, wmv, wma, wav, aac, ac3, mts, avi, pdf, gif, jpg, and png.

When uploading, students are informed about the *maximum size of their files*. For video this is 2 GB, for a slide show 200 MB, and for all other pitch types (including posters, images, and attachments) it is 100 MB. Further, the *maximum duration* of a video clip cannot be more than 8 minutes.

Click on ‘**Show advanced options**’ and go to ‘**Multiple pitch types**’, if you want students to be able to submit more than one pitch type

3. **Author(s)**: here you can indicate whether all students need to submit their own project, or whether the students should work as a group or team. You cannot indicate the team-members here, so you will need to let the students know what team they are in in a different way. When submitting their pitches, students will need to indicate their team-members themselves.
Please note: that all students will need to be available in the module by then (see Adding and deleting students). Reviewing is always done individually.

Advanced options

[Hide advanced options](#)

Assignment type  Regular Submission-only
Select the type of assignment. Submission-only assignments are without peer interaction.

Multiple pitch types  Not allowed (default) Allowed
Are students allowed to choose from multiple pitch types when they submit their pitch?

Assignment description  Assignment description...
The description is shown to students when they submit their pitch.

Summary  100 words maximum (default)
Maximum word count for the pitch summary (100 words = default).

Categories  Use categories Do not use categories
Do you want to allow students to set a category for their pitch?

Attachments  Allow attachments Do not allow attachments
Do you want to allow students to add attachments to their pitch?

Feedback questions  Allow feedback questions Don't allow feedback questions
Do you want to allow students to ask feedback questions when submitting their pitch?

[Cancel](#) [Previous](#) [Next](#)

4. **Assignment type**: Choose whether you want to have a regular Pitch2Peer assignment (‘Regular’), or whether you want it to just be a collection point for your students’ work (‘Submission-only’) without any of the peer-review or reflection options.
5. **Multiple pitch types**: if you choose ‘Single pitch type’, you can check only one of the boxes in the row below, choosing only one type of pitch. All students will need to use that type. If you choose ‘Multiple pitch types’, you can check multiple boxes, allowing students to choose one of multiple options for their pitch.
6. **Assignment description**: is the general description of this specific assignment within the module.
Please note that you can add other instructions later on for specific parts of the assignment, such as the reviews.

TIP: Let students upload their videos by using the fast University network. When uploading takes too long, Blackboard does not see any activity, and will log them out.

7. **Summary:** Choose an option of how many words students can use to give a summary of their project.
8. **Categories:** Use this option to set up several categories. Categories are metadata which you can use as a filter. This is useful when you have various broader general subjects in your class.
Please note if you choose ‘Use categories’ more options will show up. Using the blue button ‘Add new category’ will allow you to add more categories. Furthermore, you can include a short description or instruction. If you use categories, we recommend to make them ‘required’ instead of ‘optional’, as you can later on use the categories to filter the gallery.
9. **Attachments:** This option allows students to add attachments (for instance if they have to hand in a video, along with a written script or a list of literature). *Please note* if you choose ‘Use attachments’ more options will show up. You can include a short description or instruction for the students, and also choose whether the attachments should be visible to everyone or just to the instructor. Again, you can choose whether the attachment should be required or optional.
10. **Feedback questions:** here you can choose whether you want to allow your students to submit questions along with their pitch that their reviewers can answer. Again, you can choose whether it’s **required** or **optional** to add these questions for the submitters, as well as whether it’s **required** or **optional** to answer the questions for the reviewers.

Step 2 Criteria

Assignment

Pitch submission Criteria Peer review Reflection Timeline Verify and Save

Step 2: Define the criteria for this assignment. These are used for grading and personal feedback.

Criteria [?](#) [Add new criterion](#)

Add one or more short criteria (1 or 2 words only), each with a more elaborate description.

[Show advanced options](#)

[Cancel](#) [Previous](#) [Next](#)

11. **Criteria:** by clicking the blue ‘Add new criterion’ button you can add criteria that the students need to keep in mind when making their pitches. You can also click and drag the criteria to change their order. The criteria will be shown in advance, together with the assignment description in Pitch2Peer so students know what is expected of them. They are also shown during the review session(s), allowing the students to review all pitches according to the same criteria. When reviewing, students will be asked to rate each pitch on a scale of 1 to 5 based on these criteria. We recommend keeping the criteria short and clear, if necessary with a short description. *Please note:* that it will be possible later on to add questions and review instructions that students have to answer while reviewing pitches (see bullet 12 and 18).

Advanced options

The screenshot shows the 'Advanced options' step of a setup wizard. At the top right is a 'Hide advanced options' link. Below it are two sections: 'Questions' and 'Annotations'. Under 'Questions', there are two radio buttons: 'Use questions' (selected) and 'Do not use questions'. A question 'Do you want to use review questions?' follows. Under 'Annotations', there are three radio buttons: 'Use annotations' (selected), 'Use annotations with snapshots (beta)', and 'Do not use annotations'. A question 'Do you want to use review annotations?' follows. At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

12. **Questions:** here you can add questions the students have to answer when they review each other's pitches. **Please note:** Click '**Use review questions**' before the rest of the options show. Use the button '**Add new question**' to add as many questions as you like. If necessary, you can include explanations for the questions. You can also decide whether answering the questions is '**Required**' or '**Optional**'.
13. **Annotations:** these are comments that students can add at specific moments in the video pitch, making it more clear what they are referencing to. **Please note:** Click '**Use review annotations**' before the rest of the options show. If necessary, you can include an explanation. You can also decide whether these annotations are '**Required**' or '**Optional**'. We recommend making them optional as it will not always be necessary to point to specific points to make a comment.

Step 3 Peer review

The screenshot shows the 'Step 3: Peer review' configuration page. It has tabs for 'Assignment', 'Pitch submission', 'Criteria', 'Peer review' (selected), 'Reflection', 'Timeline', and 'Verify and Save'. A blue box highlights the 'Peer review' tab. Below it, a section titled 'Step 3: Specify how peer review should be organized.' contains several configuration options:

- Peer reviews:** Radio buttons for 'Automatic (default)' (selected), 'Manual', and 'No written reviews'. A question 'How should peer reviews be assigned?' follows. A dropdown menu shows '3 (default)'.
- Reviewers:** A dropdown menu showing 'Only students who submitted a (team) pitch (default)'. A question 'Which students should automatically be assigned to write peer reviews?' follows.
- Overall score:** Radio buttons for 'Overall star rating (default)' (selected), 'Overall medal score', and 'No overall score'. A question 'What kind of overall score should reviewers give to a pitch?' follows. A 'Show advanced options' link is present.
- Likes:** Radio buttons for 'Enabled' (selected) and 'Disabled'. A question 'Do you want students to assign likes to each other's pitches?' follows.

At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

14. **Peer Reviews:** here you can indicate whether or not the students should submit peer reviews. You can make pairs automatically (tick '**Automatic**' box) or pick the pairs yourself (choose '**Manual**' box). **Please note:** you have to make the pairs *before* the review period starts. If you let Pitch2Peer make

the pairs you can indicate how many reviews each student should write. Finally, it is also possible to *not* let the students review each other by choosing '**No written reviews**'.

15. **Reviewers:** there are three options when choosing who should make the reviews. In most cases you will want to let the students who submitted a pitch also make reviews ('**Only students that submitted a pitch**'). This includes the teams.

However, in some cases you will want to let one half of your group of students make pitches and the other half review them (and maybe later switch the groups). In that case choose '**Only students that did not submit a pitch**'. The final option is to let all students make reviews, independently from whether they made a pitch or not ('**All student users in the module**'). **Please note:** that this only includes the students in the Pitch2Peer module, not the students in your Blackboard course. To include all students in the course, you will need to make sure all students have been added to the module (see Adding and deleting students).

16. **Overall score:** in addition to the review questions (see bullet 12) you can let the student assign stars and medals to the pitches of their peers. If you choose '**Overall star rating**' the students can assign one to five stars to all pitches they have to review. If you choose '**Overall medal score**', they can rank three pitches by assigning three medals (gold, silver and bronze). Besides these medals they will need to assign stars as well. If you choose '**No overall score**', students have to do neither.
17. **Likes:** when **enabled**, students can give 'likes' to all pitches in the gallery. This could stimulate them to watch other pitches than just the ones they had to review. You can choose what number of likes the student should be able to give (5, 10, 15, 20, 25 or unlimited).

Advanced options

 Hide advanced options

Review instruction

Write a review of at least 90 words focusing on the criteria set for this assignment.

This instruction is shown when a student is writing a review for this assignment. When not set the default instruction is shown.

Visibility during review

Overall scores 	<input checked="" type="radio"/> Show	<input type="radio"/> Hide
Average criterion ratings 	<input checked="" type="radio"/> Show	<input type="radio"/> Hide
Reviews: written feedback and ratings 	<input checked="" type="radio"/> Show	<input type="radio"/> Hide
Pitch authors 	<input checked="" type="radio"/> Show	<input type="radio"/> Hide

What should be visible during the review period?

Automatic review restrictions

No restrictions, simple random generation of reviews (default)

Should automatically generated reviews be restricted?

18. **Review instruction:** here you can add instructions for the reviews the students have to give. **Please note:** that the 'Criteria' you added earlier on will also be shown here, along with the instructions you already gave. The 'Review instructions' should be specific to the 'Review questions'. These review instructions will be shown at the top of the review page.
19. **Visibility during review:** here you can choose what students should be able to see during the review period.
- '**Hide**' for '**Overall scores**' if you wish to hide the overall scores, such as the medals and likes.
 - '**Hide**' for '**Average criterion ratings**' if you wish to hide the average ratings based on the criterions you set (which will be rated on a scale of 1 to 5).

- ‘Hide’ for ‘Reviews: written feedback and ratings’ if you do not want the students to read each other’s reviews (specific feedback and ratings per student) yet. All of these will of course become available in the conclusion period.
 - Finally, you can decide to hide the names of your students during the review period by checking the box ‘Hide’ for ‘Pitch authors’. This can be useful if you do not want your students to be influenced when they review pitches.
20. **Automatic review restrictions:** here, you can set up some restrictions for the distribution of the reviews among students. For example, you can restrict the distribution so that students only review pitches from the same category as their own. **Please note:** this option only applies when **automatic reviews** and **categories** are both used and required.

Step 4 Reflection

Assignment

Pitch submission Criteria Peer review **Reflection** Timeline Verify and Save

Step 4: Specify whether students should also reflect on their own pitch.

Author reflection ? Enabled Disabled

Should your students also reflect on their own pitch?

Write a reflection of at least 90 words focusing on the criteria set for this assignment.

This instruction is shown when a student is writing a reflection on his/her own pitch. When not set the default instruction is shown.

Cancel Previous Next

21. **Author reflection:** if you enable ‘author reflection’ students will also have to reflect on their own pitches during the review period. Clicking ‘Enabled’ will give you the option to include a short instruction for the reflection. The criteria and questions the students will have to answer are the same as with peer review. Author reflections are private; their videos are always public to the whole group.

Step 5 Timeline

The screenshot shows a 'Timeline' tab selected within an 'Assignment' configuration interface. It displays three time periods: 'Pitch period', 'Review period', and 'Conclusion period'. Each period has a 'From' and 'To' date/time field with a calendar icon, and a checkbox for 'Allow late submission' or 'Do not allow late submission'. Below the periods are 'Previous' and 'Next' navigation buttons.

Period	From	To	Action
Pitch period	dd.mm.yyyy hh:mm	dd.mm.yyyy hh:mm	<input checked="" type="checkbox"/> Allow late submission <input type="checkbox"/> Do not allow late submission
Review period	dd.mm.yyyy hh:mm	dd.mm.yyyy hh:mm	<input checked="" type="checkbox"/> Allow late review <input type="checkbox"/> Do not allow late review
Conclusion period	dd.mm.yyyy hh:mm	dd.mm.yyyy hh:mm	<input type="checkbox"/>

Cancel Previous Next

22. **Pitch period:** this is the period in which students can submit their pitches through the assignment. On the 'start'-date the students can start submitting their pitches and after the 'close'-date ('due date', or deadline) this will no longer be possible. You can allow students to submit their pitches if they have missed the deadline by checking the '**Allow late submission**' box. **Please note:** that these pitches will not be included in the reviewing sessions if the review period has already started.
23. **Review period:** during this period the students can review each other's pitches. The 'open'-date has to be set at least one hour after the deadline of the pitch period, to make sure all submitted pitches are included. The closing-date of the review period will mark the deadline before which students will have to make all their reviews. Again, you can allow students to review pitches if they have missed the deadline by checking the '**Allow late reviewing**' box.
24. **Conclusion period:** during the conclusion period everything (including all reviews, remarks etc.) will be made available to all students. This period is therefore only really useful if you decide to not show the feedback during the review period (see step 19). **Please note:** if you wish to check the reviews before making them public, add a few days between the deadline of the review period and the 'open'-date of the conclusion period. After the 'close'-date of the conclusion period, the assignment will be archived but remain available.

You are free to change the dates of the review period after saving the assignment, as long as the review period has not yet started. Students will be assigned to pitches they have to review once this period starts and this distribution is final.

Step 6 Verify and Save

With this final step you can review the choices you have made for your assignment. If necessary, you can use the '**Previous**' button or click the tab to go back to a step and change some of the options.

Click the '**Save**' button to save and you will get a pop-up window that confirms your assignment has successfully been saved.

Copying an Assignment

Copying an existing assignment is very handy, because of the many features of Pitch2Peer. In the

Pitch2Peer menu bar, click '**Assignments**', and then '**Copy existing assignments**'.

[Copy existing assignments](#)

Select an existing assignment from your current or another Pitch2Peer module

you have access to, adapt the title and dates.

3. Managing Assignments

Once you have created one or more assignments, these will show up on the ‘Assignments’ tab in the menu-bar in Pitch2Peer. They will be listed from oldest to newest.

This screenshot shows the 'Test assignment' page. At the top, there is a navigation bar with tabs: Assignments (selected), Pitches, Reflections, Reviews, Comments, Assessments, Students, and My profile. Below the navigation bar, the title 'Test assignment' is displayed. A text area contains the message: 'This is the first test assignment.' To the right of this text are two buttons: 'Edit' and a gear icon. Under the title, there is a section titled 'Criteria' with two bullet points: 'Criterium 1 - This is the first criterium' and 'Criterium 2 - This is the second criterium'. Below this, there are two columns: 'Pitchtype(s)' and 'Categories'. The 'Pitchtype(s)' column lists: Video clip, Video, Blog, Poster, Image, series, Slideshow, External, Embed. The 'Categories' column lists: Pitches (0 pitches submitted) and Reviews (0 reviews written). A table below shows 'Dates and times' for various assignment stages, with corresponding 'Status' columns. The table data is as follows:

Dates and times	Status	
Pitch open	01.08.2016 00:00	pitch
Pitch close	05.08.2016 00:00	
Review open	08.08.2016 00:00	Pitches
Review close	12.08.2016 00:00	0 pitches submitted
Conclusion open	15.08.2016 00:00	Reviews
Conclusion close	19.08.2016 00:00	0 reviews written

Below the table, a note states: 'When students enter the module the welcome message depends on the status of each assignment, which in turn depends on the dates and times as set above. Most notably, the pitch and review close dates are stressed as important deadlines.'

At the bottom of the page are two buttons: 'Add new assignment' and 'Refresh'.

There are several buttons available on the ‘Assignments’ tab.

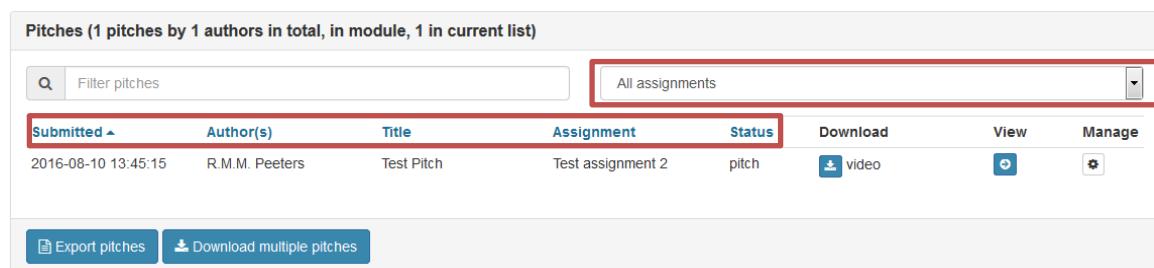
- [Add new assignment](#) Create a new assignment
- [Refresh](#) Update the status of the assignments
- [Edit](#) Go back to the settings of the assignment
Please note: however, that you cannot change the dates of any of the periods if they have already started (especially the review period). Pitch2Peer will let you know if you can still safely adjust the period dates.
- [Delete](#) a pop-up window will appear with the title ‘Manage assignment’. Here, you can delete the entire assignment. Deleting the assignment cannot be undone! You have to confirm the deleting so you cannot delete the assignment by mistake.

4. Managing Pitches

Viewing and managing pitches can be done in both the tab ‘**Gallery**’ and the tab ‘**Pitches**’ (via ‘Manage module’).

The ‘**Gallery**’ tab functions as an overview: it shows you all the pitches of all the assignments that have a status beyond ‘pitch period’. It is here that you can easily view all pitches, as well as see their average ratings, likes, reflections, review and comments.

The ‘**Pitches**’ tab is the place to manage all of your pitches. You can also view pitches by clicking on the ‘View’-button: . But the ‘Pitches’-tab is primarily used to manage the pitches.

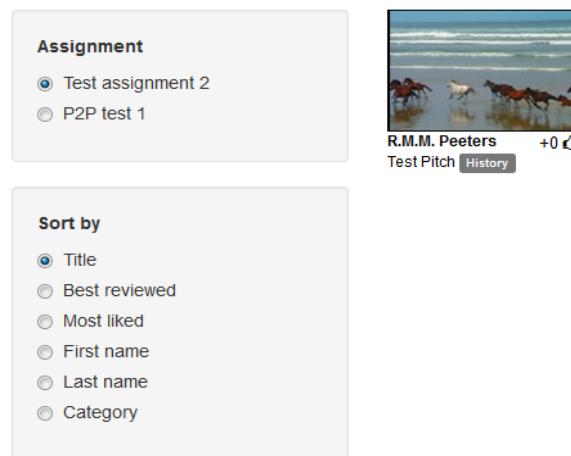


A screenshot of the ‘Pitches’ tab interface. At the top, a header reads ‘Pitches (1 pitches by 1 authors in total, in module, 1 in current list)’. Below this is a search bar with a magnifying glass icon and the placeholder ‘Filter pitches’, and a dropdown menu labeled ‘All assignments’. A red box highlights the ‘All assignments’ dropdown. The main table has columns: ‘Submitted’ (with a dropdown arrow), ‘Author(s)’, ‘Title’, ‘Assignment’, ‘Status’, ‘Download’, ‘View’, and ‘Manage’. The first row shows data: ‘2016-08-10 13:45:15’, ‘R.M.M. Peeters’, ‘Test Pitch’, ‘Test assignment 2’, ‘pitch’, a download icon labeled ‘video’, a ‘View’ button with a video camera icon, and a ‘Manage’ button with a gear icon. At the bottom are two buttons: ‘Export pitches’ and ‘Download multiple pitches’.

4.1 Filtering and Sorting

The pitches tab (as shown above) will give you an overview of all of the pitches in your entire module. You can sort these pitches by clicking on the **blue headers** (‘Submitted’, ‘Author(s)’, ‘Title’, ‘Assignment’ and ‘Status’). If you click on them once all pitches will be sorted based on that header, if you click them twice it will switch the order of the pitches.

You can filter the pitches to view only one assignment at a time. Use the drop-down-menu at the top-left, and choose the specific assignment you want to view. If you are looking for a specific pitch, or all of the pitches of a specific student or subject, use the search-bar at the top-left.



A screenshot showing filtering and sorting options. On the left, a box titled ‘Assignment’ contains radio buttons for ‘Test assignment 2’ (selected) and ‘P2P test 1’. In the center, a pitch card for ‘R.M.M. Peeters’ titled ‘Test Pitch’ shows a photo of horses running in water, a rating of '+0', and a ‘History’ button. On the right, a box titled ‘Sort by’ contains radio buttons for ‘Title’ (selected), ‘Best reviewed’, ‘Most liked’, ‘First name’, ‘Last name’, and ‘Category’.

Pitches can also be viewed and sorted/filtered in the ‘**Gallery**’. Only the pitches from the assignments that have reached (at least) the review period will be available here.

You can sort the pitches per assignment by choosing an assignment at the top-left. You can also choose how you want to sort your pitches by choosing one of the options from the menu on the bottom-left. Options are: ‘Title’ (which is chosen by the student), ‘Best reviewed’ (based on peer-review), ‘Most liked’ (based on peer-review), ‘First name’ or ‘Last name’ of your students, and ‘Category’.

4.2 Downloading

Each pitch can be downloaded by the instructor. Downloading is useful when you want to work off-line.

Use '**Download**'  in the row of each specific pitch. Choose whether you want to download the pitch as a PDF file (choose 'pitch') or as a video (choose 'video'). This last option will result in separate .mp4 files.

Use '**Download multiple pitches**'  to download multiple or all pitches at once. **Please note:** that in this way all downloaded pitches will result in a PDF file, no matter the pitch type.

Download Pitches

Assignment

Filename
Determines how the filenames are structured. Account typically refers to student number. Note that each pitch type results in a PDF file.

Original submissions Include
 Do not include
Determines whether original submitted files (poster, slideshow) are included in the download. This may result in a large download.

Attachments Include
 Do not include
Determines whether attachments are included in the download. This may result in a large download.

Download 
When clicked, a ZIP file will be generated containing all pitches as PDF files as specified above. Generating and downloading this ZIP file may take a while. Once generated the ZIP file will be automatically downloaded.

Clicking on '**Download multiple pitches**' will give you a pop-up-window (see above).

You need to indicate whether you want to download pitches from all assignments, or from one specific assignment.

Then, you can choose how you want your files to be named. There are five options. All five options have the same components but they are ordered differently. You can choose to have the file names start with: students' last names, first names, accounts (which are their student-numbers), or with the name of the assignment or the name of the pitches. We recommend using either last names or accounts (student-numbers), as those are most commonly used.

Next, you can choose to include or exclude the original submissions by the students, and even the attachments if they have added any.

Click '**Download pitches**' button to download your files. They will be generated in a ZIP-file. **Please note:** this may take a while before it is processed. Downloading should start automatically.

4.3 Hiding and Deleting

Sometimes it can be necessary to hide or delete a pitch, for instance, if someone has uploaded the wrong file by mistake or if there are contents that are not suitable for your assignment. In those cases you can use the 'Manage' gearwheel button: .

Clicking this will give you a pop-up-window.

Adjustments allowed  Yes No
Allow authors to adjust their pitch after submission deadline?

Visible  Yes No
Show pitch in gallery?

Edit Pitches can be edited by logging in as (one of) the students that submitted the pitch. This can be done from the 'Students' section under 'Manage module' in the top menu.

Delete  **x Delete pitch**
In general pitches are not to be deleted. In case of incidents, however, instructors may choose to completely delete a pitch. Please note that this action **cannot** be undone.

Here, you can choose whether students are allowed to make adjustments to their pitch. This only applies to the 'pitch period', not afterwards).

You can also change the visibility of a pitch.

At the bottom there is the option to delete the pitch, but as everywhere else in Pitch2Peer you will need to type 'delete' manually to make sure you do not delete pitches by mistake.

5. During the Review Period

When the pitch-period has been completed and the review period has started, all pitches that are available at that point will be included in the review period. It is also at this point that the pitches from that specific assignment become available in the ‘**Gallery**’. In the Gallery, students can assign likes and medals to pitches they like best. They might also have to write reviews and reflections.

Assignment	Pitch	Review activities
P2P test 1	You did not submit a pitch for this assignment.	The assignment is archived. You can still see all pitches and reviews by exploring the gallery .
Test assignment 2	✓ You have submitted your pitch titled "Test Pitch".	<p>Please do all review activities by 11.08.2016 09:00.</p> <p>Reflection Please write your reflection. Go to your pitch</p> <p>Peer reviews Please write the peer reviews on 1 specific pitch assigned to you. You still have to write 1 review. Go to your reviews</p> <p>Likes Please assign likes to those pitches you consider best! You have not yet assigned any likes. Make sure you do before 11.08.2016 09:00! Go to the gallery</p>

5.1 Reflecting on Pitches

Students who have submitted a pitch for the assignment will be asked to write their reflection as soon as they open to Pitch2Peer.

On the ‘**Home**’ screen (see above) they can see if they have any activities left to complete. Clicking on ‘**Go to your pitch**’ will take them directly to the overview screen of their own pitch, where they can write the reflection (see below).

The students are asked to write down a general reflection on their own pitch (open question), as well as rate themselves (on a scale of 1 to 5) on the criteria that you set up as instructor when you created the assignment. The students are asked to answer the review questions that you set up as instructor when you created the assignment. These are open questions.

5.2 Reviewing Pitches

On the ‘**Home**’ screen (see above) students will also be reminded if they have to write any reviews. ‘**Go to your reviews**’ takes a student . to their ‘My reviews’ tab, where they can find all pitches they have to review (for all assignments). Clicking on a pitch will take them to the overview screen (see below).

As they click ‘**Write your review**’ students have to answer several questions.

First, they are asked to write down a review (open question).

Then, they are asked to rate the pitch on scales of 1 to 5, on the criteria that you set up as instructor

Next, they are asked to choose a medal (gold, silver, bronze, or no medal) for this specific pitch. If they have to review several pitches, they can assign each medal only once.

Finally, the students are asked to answer the review questions that you set up as instructor. These are again open questions. Students can replay the pitches multiple times, which will help them with giving a better review. They can also come back later and edit their review, as long as the review period has not ended yet.

Back Test Pitch

The screenshot shows a pitch review interface. At the top right is a large black video player placeholder with a play button. To its right is a sidebar with 'Average ratings (0 reviews)' and three rating stars. Below this are sections for 'Medals' (with a red box around it) and 'Likes by everyone' (with a red box around it). A 'Meta information' section at the bottom right includes 'Category' and 'History'. The main content area contains several sections: 'Attachments' (with a red box around it), 'Description by author' (with a red box around it), 'Reflections by Authors' (with a red box around it), 'Reflection by author' (with a red box around it), 'Reviews by Peers' (with a red box around it), 'Peer-reviews by specific students' (with a red box around it), and 'Comments' (with a red box around it), 'Comments by everyone' (with a red box around it).

Average ratings (0 reviews)

Sound Images Explanation

Medals by specific students

Liked by 0 users Like

Likes by everyone

Meta information Category History

Attachments

R.M.M. Peeters This is the test pitch for the test assignment.

Description by author

Reflections by Authors

Your reflection is only visible to you and the course instructor(s).

R.M.M. Peeters Write your reflection

Reflection by author

Reviews by Peers There are no reviews (yet).

Peer-reviews by specific students

Comments

R.M.M. Peeters Add comment

Comments by everyone

5.3 Liking and Commenting on Pitches

Liking and commenting are the two things all students as well as the instructors can do with all pitches. As an instructor you may want to add comments and likes after the students have written their own reviews and reflections (see Giving assessments).

If a student opens a pitch from the 'Gallery', they are able to leave a comment at the bottom of the page. At the right side of the page, they can give the pitch a like. The 'Gallery' shows the total amount of likes for each pitch. The comments and likes can be viewed and read by all instructors and students in the module.

6. Managing Students

The ‘**Students**’ tab shows the students that have clicked on the Pitch2Peer module in your course and which are known in this module. Students that are enrolled in your Blackboard course but that have never opened Pitch2Peer within that specific course will not show up here. However, you can manually import them (see 6.1).

Per student, you can see their personal details (name and student-number), and how far along they are with each assignment.

You can sort the student list by clicking on the blue headers. You can also filter your students using the search-bar at the top left.

Furthermore, you can filter students on specific stages within the assignment process, by using the drop down menu on the top right.

The screenshot shows the 'Students' tab in the Pitch2Peer module. At the top, there is a navigation bar with tabs: Module, Assignments, Pitchs, Reflections, Reviews, Comments, Assessments, Students (which is highlighted in grey), and My profile. Below the navigation bar, a message says 'Students (1 in module, 1 in current list)'. There is a search bar labeled 'Filter students' and a dropdown menu labeled 'All students'. The main area displays a single student record in a table:

Profile picture	First name	Last name	LMS Account <small>i</small>	Logged in <small>i</small>	P2P test 1	Manage
	R.M.M.	Peeters	s0911135 Login as student	✓	<small>✗ pitch 0 reviews ✗ 0 / 5 likes 0 comments</small>	

At the bottom of the page are three buttons: 'Add student', 'Import students', and 'Export student activity'.

6.1 Adding and Deleting Students

If you want to add students who have not opened Pitch2Peer in your course and are therefore not included in this module, you can use the button ‘**Import students**’. **Please note:** you don’t use the button ‘**Add student**’.

You will need a .csv file to import students. Click ‘**Import students**’ and Pitch2Peer will show a new pop-up-screen, with an explanation of how to create a .csv file from the Grade Center of your Blackboard course (see below). You will need to make sure all students are enrolled in the Blackboard course. After creating the .csv file you can use the same pop-up-screen to upload the file to add all your students to your Pitch2Peer module.

Steps:

1. Grade center in Blackboard course module, select Full Grade Center
2. Click "work offline" (button on right side) and click on "download"
3. Data to download: "user information only", select "comma" as delimiter type, and no hidden information. press "Submit"
4. Press the "download" button, this results in a .csv (comma-separated-values) file

This .csv file contains various columns. Pitch2peer only looks at the first 3 columns of the Blackboard grade center export:

```
last_name, first_name, username (=account; usually formatted like s1234567).
```

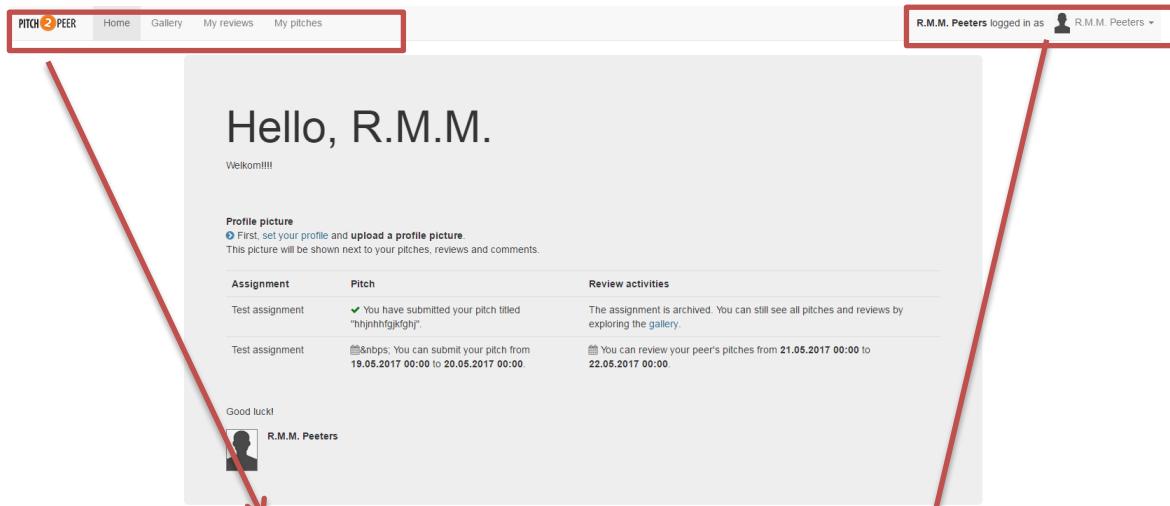
If you have imported students into your module, it is important to check for doubles. Students who were already in the module could have been added again. You can do this easily by sorting the student list on their last names.

It is sometimes necessary to delete students from your course, for instance if they have discontinued taking your classes or if they were never supposed to be there in the first place. You can delete a student from Pitch2Peer with the ‘**Manage**’ gearwheel button.  Clicking this button will give you a pop-up-screen with a ‘**Delete**’ button. You will need to type ‘delete’ into a text-bar to confirm this action. In this way you cannot delete someone by accident.

Please note: deleting a student user cannot be undone, and that it does not remove them from your Blackboard course or any other Pitch2Peer modules besides the one you are currently in.

6.2 Login as Student

Pitch2Peer offers instructors the possibility to see the assignments from a student’s perspective. You can find this option on the Students tab, under each student’s student-number. Clicking the button ‘**Login as a student**’ will take you to the ‘Home’ screen of that specific student, which looks like this.



The screenshot shows the Pitch2Peer student home page. At the top, there is a menu bar with 'PITCH2PEER' and links for 'Home', 'Gallery', 'My reviews', and 'My pitches'. On the right, it shows 'R.M.M. Peeters logged in as' with a profile icon and a dropdown arrow. The main content area has a greeting 'Hello, R.M.M.' and a message 'Welkom!!!!'. It includes sections for 'Profile picture' (with a placeholder 'First, set your profile and upload a profile picture.'), 'Assignment' (listing 'Test assignment' twice), 'Pitch' (listing 'You have submitted your pitch titled "hhjnhfhfjgkjhgh".' and 'You can submit your pitch from 19.05.2017 00:00 to 20.05.2017 00:00'), and 'Review activities' (listing 'The assignment is archived. You can still see all pitches and reviews by exploring the gallery.' and 'You can review your peer's pitches from 21.05.2017 00:00 to 22.05.2017 00:00'). A 'Good luck!' message and the student's name 'R.M.M. Peeters' are at the bottom.

You can see that the **menu-bar** is a lot shorter for students: they only have the options ‘Home’, ‘Gallery’, ‘My reviews’, ‘My pitches’ and ‘My profile’. Their functions are roughly the same as the options for instructors.

On the right you can see as which student you logged in. By clicking on the name and then on ‘**Log out**’ you will return to your own account. This can be used to easily switch between views.

While you are in the student view, you can submit pitches for students. This could come in handy when students are for instance unable to submit their pitch themselves. Pitch2Peer also allows you to submit reviews for students, but we do not recommend using this option.

7. Assessments and Grades

As an instructor you can give an assessment of each student's pitch. This is an evaluation of their pitch based on the criteria you set when making the assignment, along with a grade for each criteria and a final grade. The final assessments and grades can be found on the 'Assessment' tab. Before that you will need to enter the assessments for each pitch. This you do via the 'Gallery'.

The screenshot shows the 'Pitch' section of the 'Gallery'. It includes:

- A large video player placeholder with a play button.
- Average ratings (0 reviews) for Sound, Images, and Explanation, each with a 5-star rating icon.
- Medals section.
- Liked by 1 user (with a profile picture and 'Un-like' button).
- Attachments section showing a file from R.M.M. Peeters: "This is the test pitch for the test assignment."
- Reflections by Authors section showing a reflection from R.M.M. Peeters: "Your reflection is only visible to you and the course instructor(s.)."
- Meta information section with Category and History tabs.
- Instructor's Assessment section (highlighted with a red border) containing a 'Give assessment' button.

7.1 Giving Assessments

If you go to a pitch in the Gallery you will see that, as an instructor, you have an additional button: '**Give assessment**'. This button can be found at the bottom right (see above). Clicking this button will unfold an overview of your criteria for this assignment, along with text-fields for grades and for specific feedback. You can also find two text-fields at the bottom, one to enter their final grade (usually based on the grades for the criteria) and one to give the student some general feedback. **Please note:** that the grades should be entered with a decimal point rather than a comma (so 7.5 instead of 7,5). This is to make sure they can be exported to the Blackboard Grade Centre later on.

The assessment you have entered for all pitches can later be found in the '**Assessments**' tab. If you do not want your students to see them, this is also where you can make them invisible (by using the '**Manage**' gearwheel button). You can also '**Reset**' the assessments here, or by going back to the pitch and re-entering your assessment.

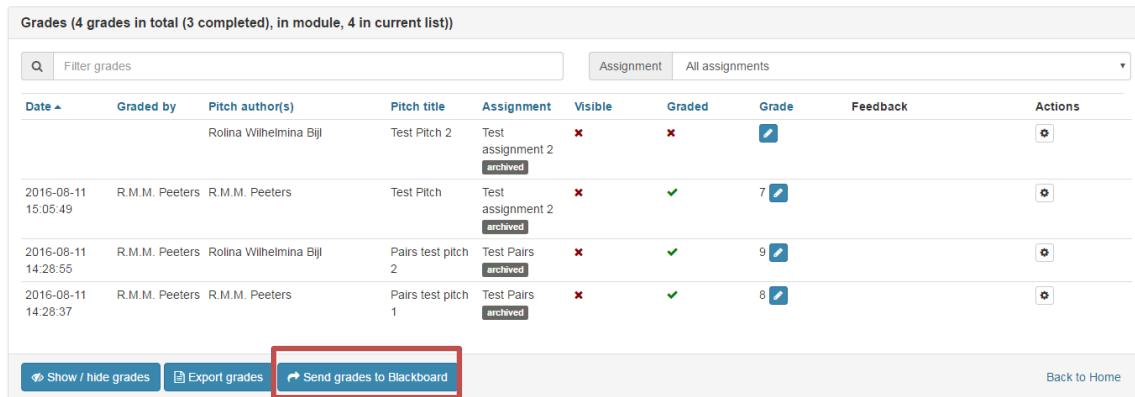
The screenshot shows the 'Instructor's Assessment' form for a pitch, divided into sections:

- Sound: 'Make sure the sound is good' with a text input field and 'Criterion feedback' text area.
- Images: 'Make sure the images are clear' with a text input field and 'Criterion feedback' text area.
- Explanation: 'Make sure to explain everything well' with a text input field and 'Criterion feedback' text area.
- Total Grade: A text input field for the total grade and a 'General feedback' text area.

At the bottom are 'Save' and 'Cancel' buttons.

7.2 Exporting Results and Grades

In Pitch2Peer it is possible to export almost all of the results. You can export the ‘Pitches’, ‘Reflections’, ‘Reviews’, ‘Comments’ and ‘Assessments’. On each of these tabs within Pitch2Peer, you have an ‘**Export ...**’ button at the bottom-left of the page (for instance: ). Click this button to open a pop-up-screen (depending on the web-browser you use). The file that will be downloaded is a .csv file, which can be opened with either Excel or Notepad.

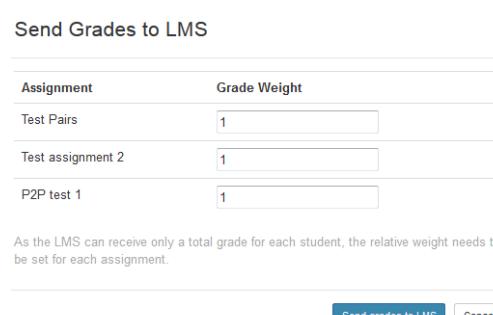


The screenshot shows a table of student grades. The columns include Date, Graded by, Pitch author(s), Pitch title, Assignment, Visible, Graded, Grade, Feedback, and Actions. The first row shows a grade for 'Test assignment 2' which is marked as 'archived'. The second row shows a grade for 'Test assignment 2' which is also marked as 'archived'. The third row shows a grade for 'Pairs test pitch 2' which is marked as 'archived'. The fourth row shows a grade for 'Pairs test pitch 1' which is marked as 'archived'. At the bottom of the page, there are buttons for 'Show / hide grades', 'Export grades', and 'Send grades to Blackboard' (which is highlighted with a red box).

7.3 Synchronizing with Grade Center

Instructors who use the Blackboard Grade Center may want to synchronize their grades in Pitch2Peer with the Grade Center. This is not done automatically, but you have to do it manually. On the ‘**Assessments**’ tab you will find the button ‘**Send grades to Blackboard**’.

Click ‘**Send grades to Blackboard**’ to open a pop-up-window, in which you are asked to weigh all of the assignments. Behind each assignment there will be a ‘1’. If you only used one assignment you can leave it as it is and click on ‘**Send grades to Blackboard**’ again. If you used more than one assignment, and you wish to have each of them count equally toward the total grade, you can also leave them at ‘1’.



The dialog box is titled ‘Send Grades to LMS’. It has a table with two columns: ‘Assignment’ and ‘Grade Weight’. There are three rows: ‘Test Pairs’ with weight ‘1’, ‘Test assignment 2’ with weight ‘1’, and ‘P2P test 1’ with weight ‘1’. Below the table is a note: ‘As the LMS can receive only a total grade for each student, the relative weight needs to be set for each assignment.’ At the bottom right are ‘Send grades to LMS’ and ‘Cancel’ buttons.

If you used more than one assignment and do not want them to count equally toward the total grade, you will need to change the amounts so that each assignment has the specific weight you want it to have (for instance, two assignments count for 1, and the final assignment counts for 2. Or two count for 0.25 and one counts for 0.5). What matters is their weight relative to each other. If you then click on ‘**Send grades to Blackboard**’ the grades will be exported to the Grade Center. **Please note:** that the marks could end on a fraction (such as 7.666666).