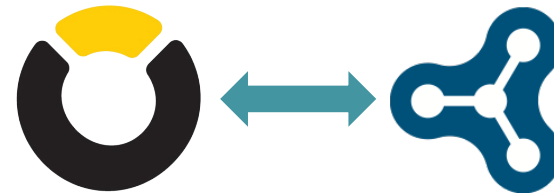


Peerceptiv Team Member Evaluation Assignment Setup



Overview



This tutorial outlines the general steps to set up Peerceptiv Team Member Evaluation assignments in ICON for a new semester after importing content.

If you are new to using Peerceptiv, please contact DOE Admin Support (doe-admin-support@uiowa.edu) to request a consultation.

- [Tips and Resources](#)
- [Step 1 – Create a New Peerceptiv Course from ICON](#)
- [Step 2 – Create a Team Member Evaluation Assignment](#)
- [Step 3 – Sync ICON Groups](#)

Tips and Resources

For best results, remember to:

- Access Peerceptiv course and assignments through the ICON assignment's external link.
- Have only ONE Peerceptiv tab open in the web browser at any given time.
- Always use "Sync Mode" during Course Creation.
- Update groups manually or resync to apply new changes in ICON groups to the Peerceptiv assignment's groups after the initial sync.
- Check the publish status if you manually publish the assignment in Peerceptiv early and then change a setting, as the status might revert to unpublished again until the scheduled Publication Date.

Peerceptiv Resources



[View Demo Video](#)

[Pre-loaded Team Member Evaluation Rubric Categories](#)

[Team Member Evaluation Assignment Tutorial Video](#)

[Edit a Rubric Prompt](#)

[How to Use the Student Progress Table](#)

[Peerceptiv Knowledge Base for Instructors](#)

Step 1

Create a New Peerceptiv Course from ICON

Before you begin, have the following information ready:

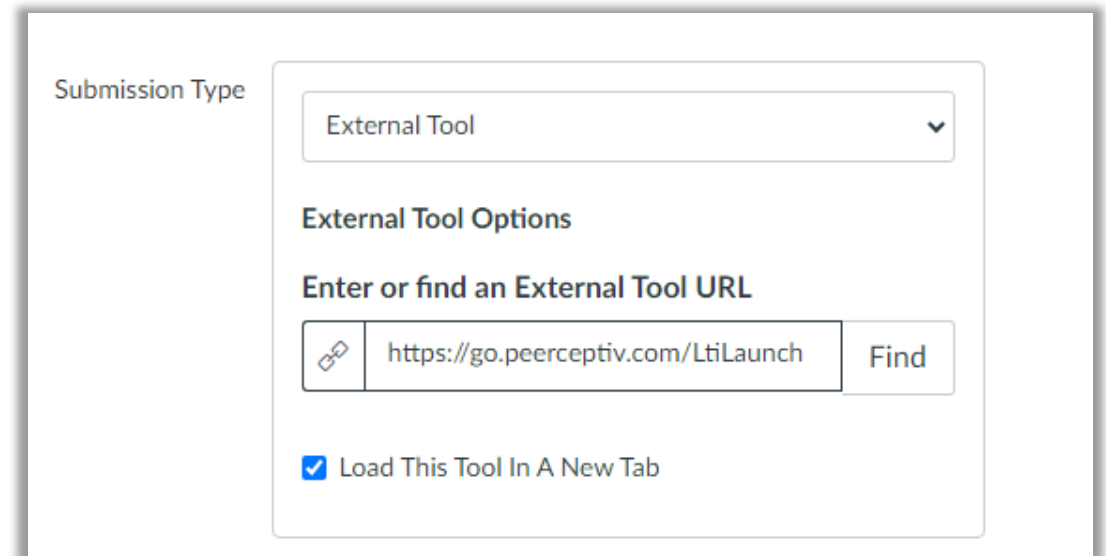
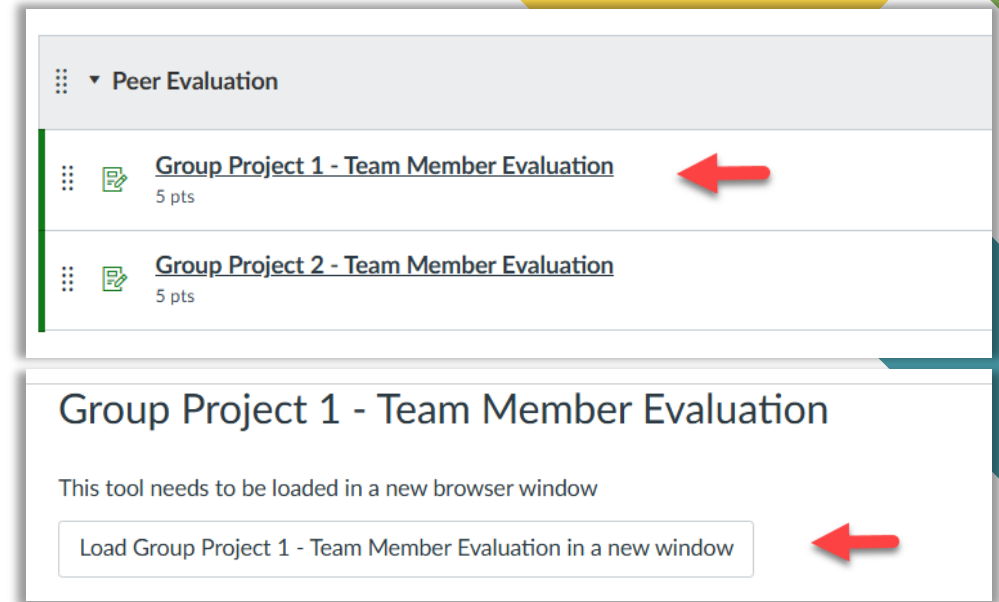
- Name of each Team Member Evaluation assignment
- Start and end dates of each assignment's evaluation period
- Review and decide on evaluation options to use

1.1a After importing ICON content that includes an existing Peerceptiv Team Evaluation assignment into the new live course, open the Peerceptiv assignment on the Assignments page and click on the external link to access Peerceptiv.

You will be prompted to create a new Peerceptiv course if none exists yet. ([Skip to 1.2](#))

1.1b If no prior Team Evaluation assignment was imported, proceed to create a new ICON assignment. In the assignment's settings, go to Submission Type → External Tools, then use the "Find" button to open the list and select Peerceptiv. Enable the "Load This Tool in A New Tab" option. Enter other details such as point value, availability dates, etc. as needed, then save the assignment.

Click on the assignment again, then follow the link to proceed with Peerceptiv course creation.



1.2a On the Peerceptiv tab, choose the "**Create a New Course**" method.

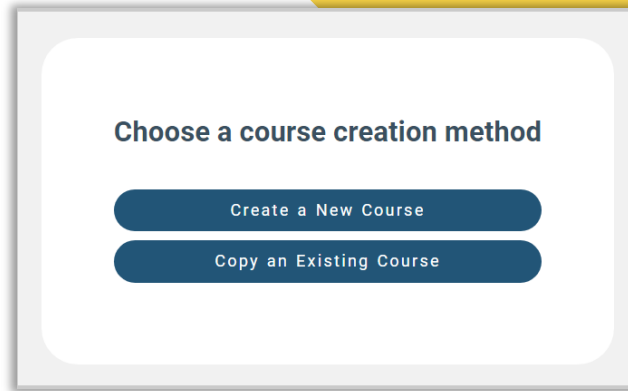
Note: Do not use the "Copy an Existing Course" option to avoid duplicate assignments being added to the ICON Assignments page.

1.2b Enter a name for the Peerceptiv course. Include the course number, section, semester, and year (e.g., ABC:XXXX:0EXW Spring 2025).

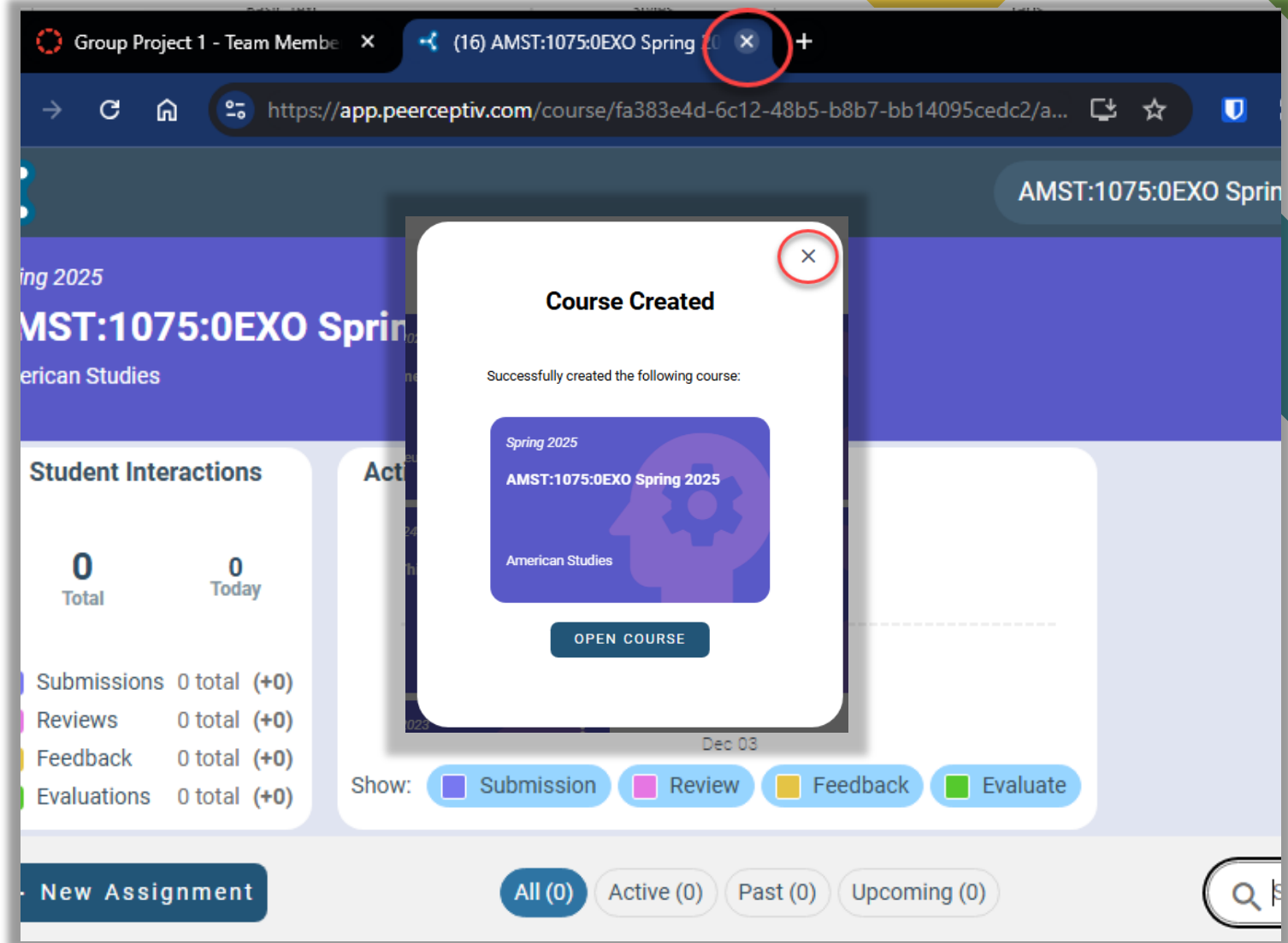
Add discipline, institution name, session/year, and verify time zone is correct.

Always use "**Sync Mode**".

Click "Create" to create the new Peerceptiv course.

A screenshot of the "New Course" form. The title "New Course" is at the top left with a close button (X). The form contains several input fields: a course ID field with "AMST:1075:0EXO Spring 2025", a discipline field with "American Studies", an institution field with "University of Iowa", a semester/year dropdown with "Spring" and "2025", a time zone dropdown with "America/Chicago", an optional label field with "Label (Optional)", and a sync mode dropdown with "Sync Mode". At the bottom left is a blue "CREATE" button. On the right side, there is a preview card with a purple background and a gear icon. The preview card displays "Spring 2025", "AMST:1075:0EXO Spring 2025", "American Studies", and "Label". Below the preview card is the word "Preview".

1.3 Once the course has been created, **close** the confirmation message window and the Peerceptiv tab/window in your browser. Then, return to the ICON assignment tab to proceed to Step 2 – creating a Peerceptiv assignment that is linked to the ICON assignment.



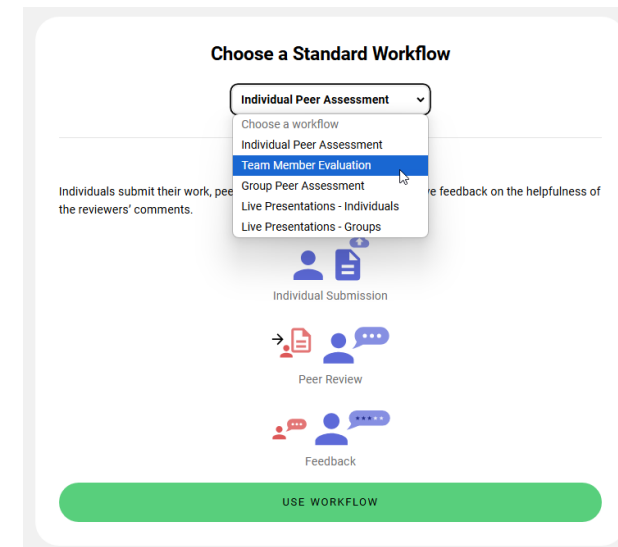
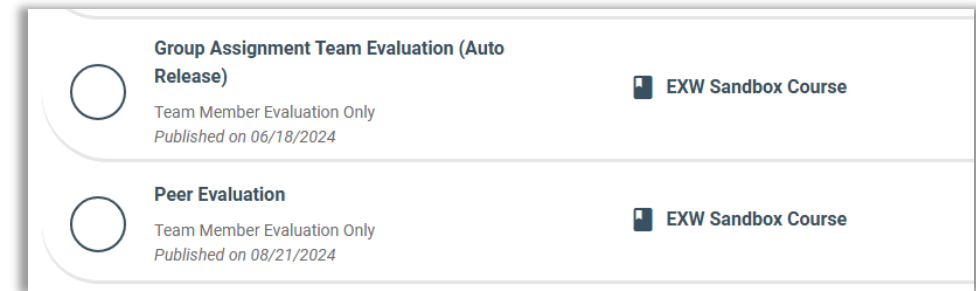
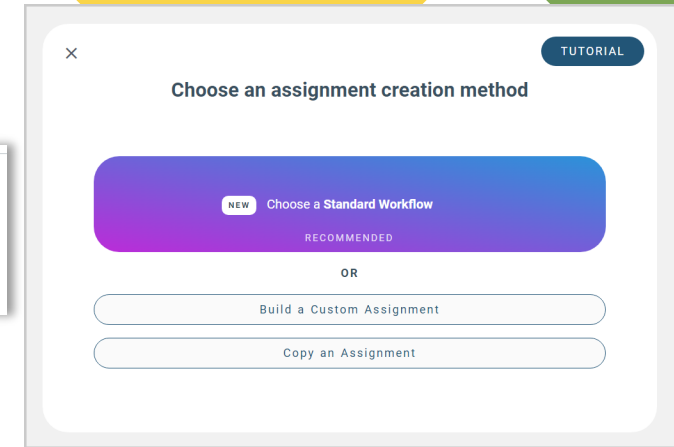
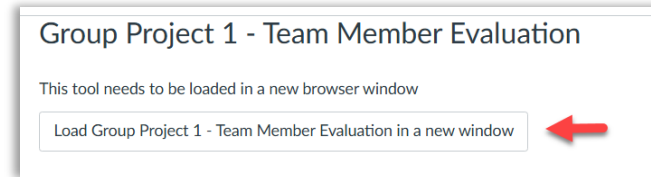
Step 2

Create a Team Member Evaluation Assignment

2.1 Open the same ICON Peerceptiv assignment imported or created — reload the page if needed. Click on the Peerceptiv external link again. This time the link will open to the “Choose an assignment creation method” window.

Select either option below:

- To reuse a Peerceptiv assignment from a previous course, choose **Copy an Assignment**. Then select the assignment from the list to copy from.
- If this is your first time setting up a Peerceptiv Team Member Evaluation assignment, click "**Choose a Standard Workflow**" and select "Team Member Evaluation" from the list. Then click “Use Workflow” to proceed.



2.2 Enter the **same name** used for the assignment on the ICON side in the Assignment Name field. Then fill in other details, such as evaluation start/closing dates, and click Finish to complete the setup process.

The screenshot shows the 'Details' step of the 'COPY ASSIGNMENT' process. The left sidebar lists the steps: 1. Details, 2. Grading, 3. Rubric, 4. Deadlines, and 5. Finish. The main content area is titled 'Details' and contains two fields: 'Assignment Name' with the value 'Group Project 1 - Team Member Evaluation' and 'Assignment Description' with the text 'Please use this tool to evaluate the contributions of all other members of your group.' Below the description is a rich text editor with icons for bold, italic, underline, list, link, image, and sum. At the bottom are 'BACK' and 'NEXT' buttons.

The screenshot shows the 'Grading' step of the 'COPY ASSIGNMENT' process. The left sidebar lists the steps: 1. Details, 2. Grading, 3. Rubric, 4. Deadlines, and 5. Finish. The main content area is titled 'Grading' and contains a sub-header 'Choose whether to show or hide ratings, comments, and/or grades from the student results page.' Below this are three sections: 'Grade Release' with a 'Manual' dropdown, 'Rating Results' with a 'Show' dropdown, and 'Comment Results' with a 'Show' dropdown. At the bottom are 'BACK' and 'NEXT' buttons.

The screenshot shows the 'Rubric' step of the 'COPY ASSIGNMENT' process. The left sidebar lists the steps: 1. Details, 2. Grading, 3. Rubric, 4. Deadlines, and 5. Finish. The main content area is titled 'Rubric' and contains a sub-header 'The following rubric items will be copied into the new assignment:'. Below this are two sections: 'Submission Rubric' with a note 'This rubric is empty' and 'Member Rubric' with a list of items: Professionalism, Communication, Content Knowledge and Skills, Work Ethic, Overall Contribution, and Overall Feedback. At the bottom are 'BACK' and 'NEXT' buttons.

The screenshot shows the 'Deadlines' step of the 'COPY ASSIGNMENT' process. The left sidebar lists the steps: 1. Details, 2. Grading, 3. Rubric, 4. Deadlines, and 5. Finish. The main content area is titled 'Deadlines' and contains a sub-header 'Choose assignment dates and deadlines. To edit a date, click its button below and choose a new date via the Calendar display. Click the help icon for more information:'. Below this are fields for 'Publication Date' (03/09/2025), 'Deadline Time' (11:59 PM CST), and 'Evaluation Phase' (Start: 03/09/2025, End: 03/17/2025, Duration: 8 days). A calendar for March 2025 is displayed below these fields. At the bottom are 'BACK' and 'NEXT' buttons.

The screenshot shows the 'Finish' step of the 'COPY ASSIGNMENT' process. The left sidebar lists the steps: 1. Details, 2. Grading, 3. Rubric, 4. Deadlines, and 5. Finish. The main content area is titled 'Finish' and contains a sub-header 'Your assignment is ready. Click 'Finish' below to finalize your settings.' Below this is a note 'You may return to any of the previous pages to review your assignment's settings before finalizing.' and another note 'After the assignment is created, you can continue to edit the settings.' At the bottom are 'BACK' and 'FINISH' buttons.

2.3a The assignment dashboard provides shortcuts to the various aspects of the evaluation including Rubric, Groups, Progress and Results.

To access or modify assignment settings such as evaluation dates, click on the gear icon and select **Edit**.

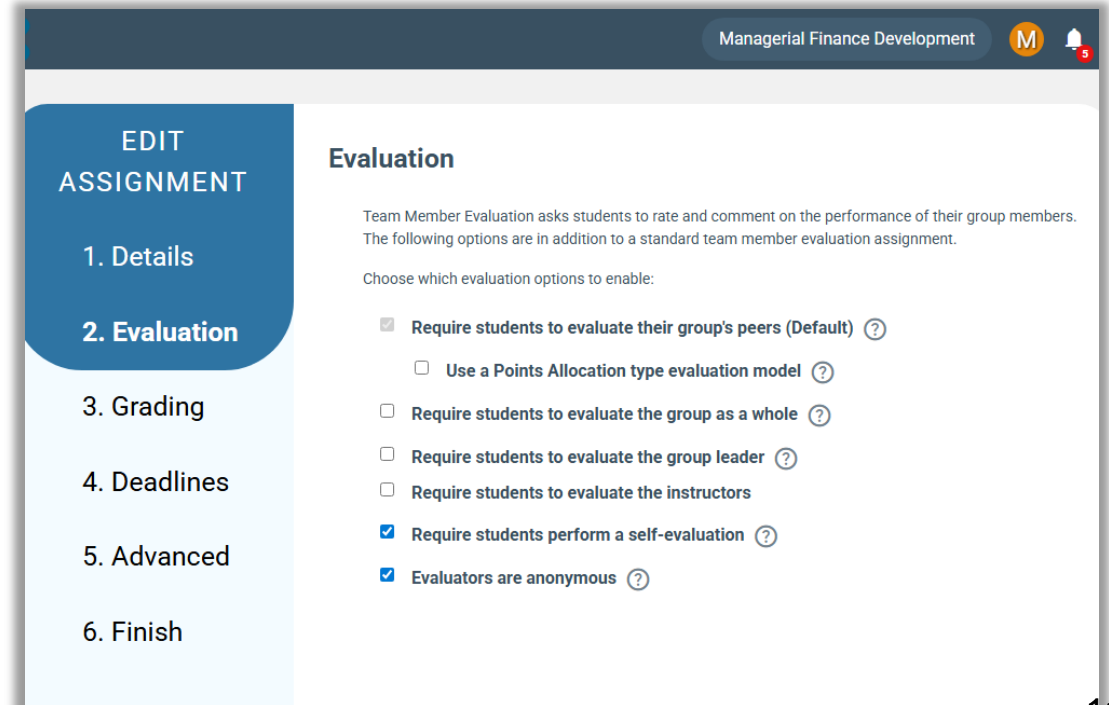
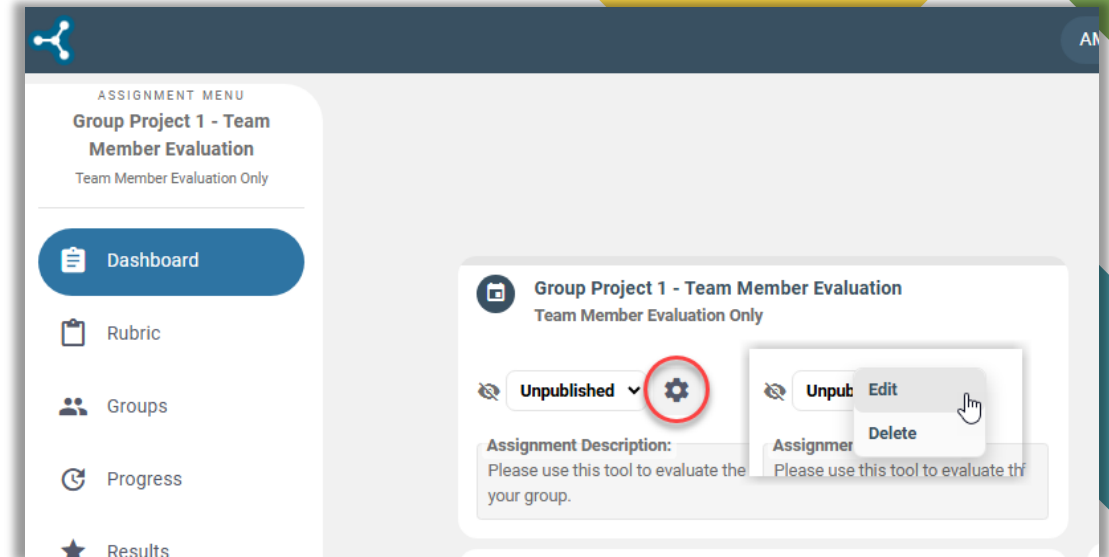
2.3b Note: the **Evaluation** tab is not available during the creation process. Be sure to return to Settings to review or update the applicable Evaluation options as needed.

For example, you can

- Require students to evaluate the team as a whole.
- Require students to self-evaluate.

Repeat 2.1 — 2.3 above to set up additional assignments.

Please see [Edit a Rubric Prompt](#) if you wish to modify the evaluation rubric.



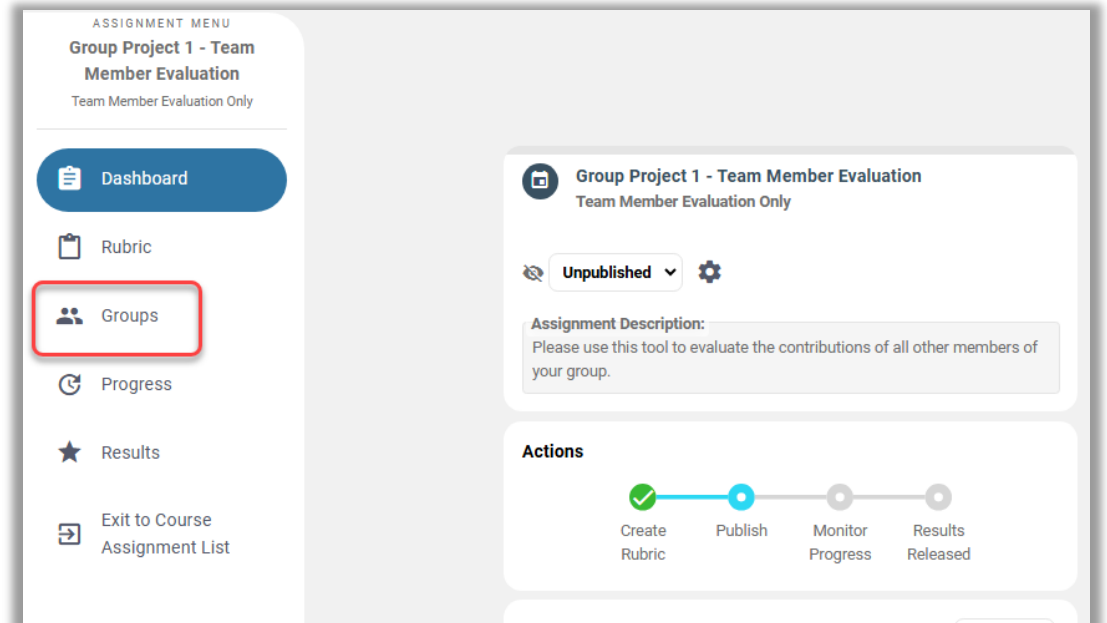
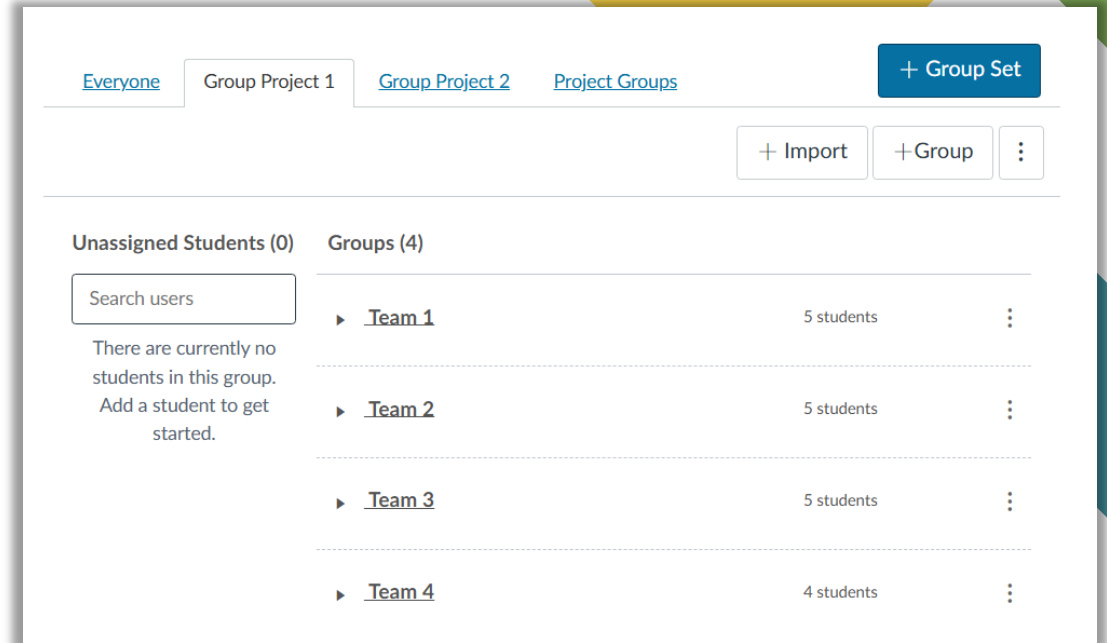
Step 3

Sync ICON Groups to the Peerceptiv
Assignment

3.1a While groups can be configured in Peerceptiv manually, it will save time to import group sets from ICON's Groups tool using Peerceptiv's "Group Sync" feature.

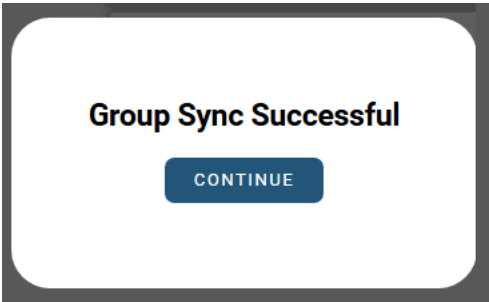
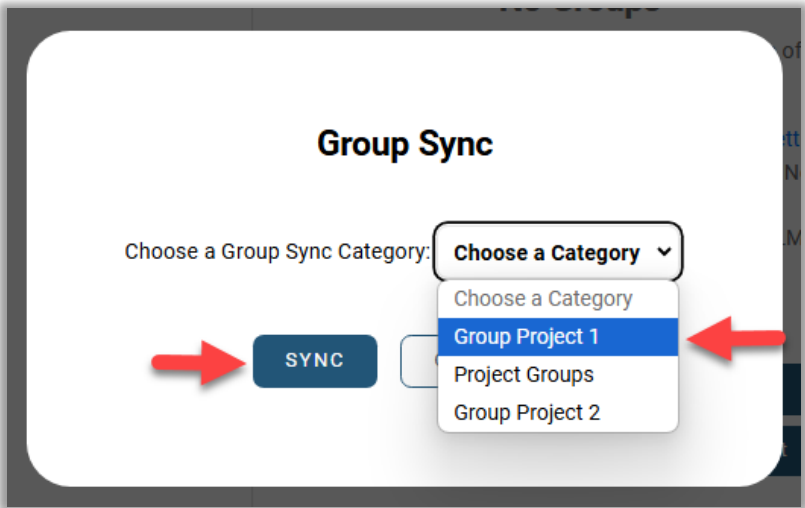
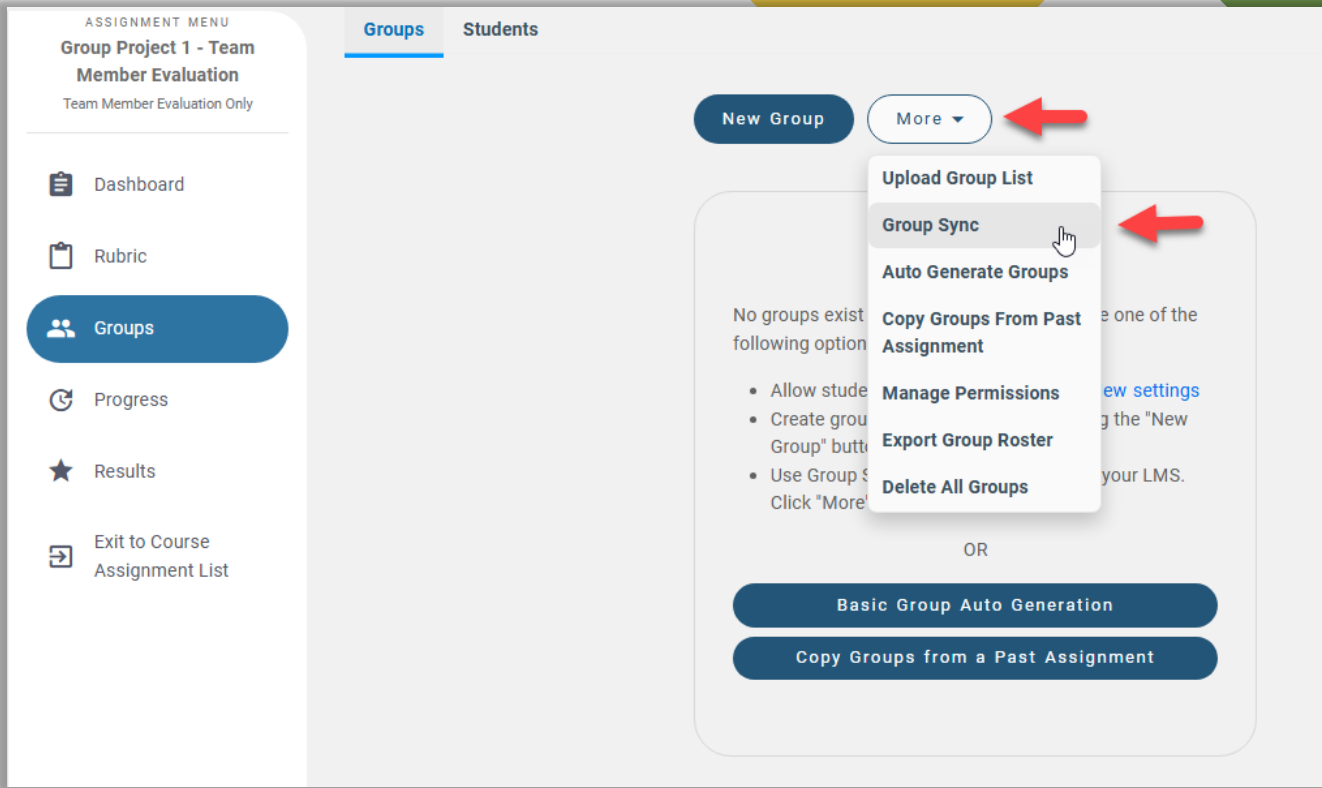
Note: This feature is a **one-time, one-way** sync. The group configuration in Peerceptiv will NOT automatically update to match changes made in the ICON groups after the initial sync.

3.1b After groups in ICON have been finalized, open the Peerceptiv assignment from the ICON assignment's external link. From the assignment dashboard, click on Groups in the navigation menu on the left.



3.2a On the Groups page, locate the “More” menu and select “Group Sync” from the list.

3.2b Select the appropriate group category from the list, then click “SYNC” to begin the sync process.



3.3a Once group sets have been imported, you will see the teams populated on the page. Click on the “+” sign to view the members of each group.

Note: Peerceptiv automatically assigns one member as the team leader for each group. This designation can be modified as needed and is NOT visible to students unless they are required to evaluate the team leader (per the assignment’s Evaluation settings).

3.1b Proceed to sync groups for other Team Member Evaluation assignments as needed. If the same ICON groups will complete additional evaluations, choose “Copy Groups from Past Assignment” to generate the same group sets quickly.

