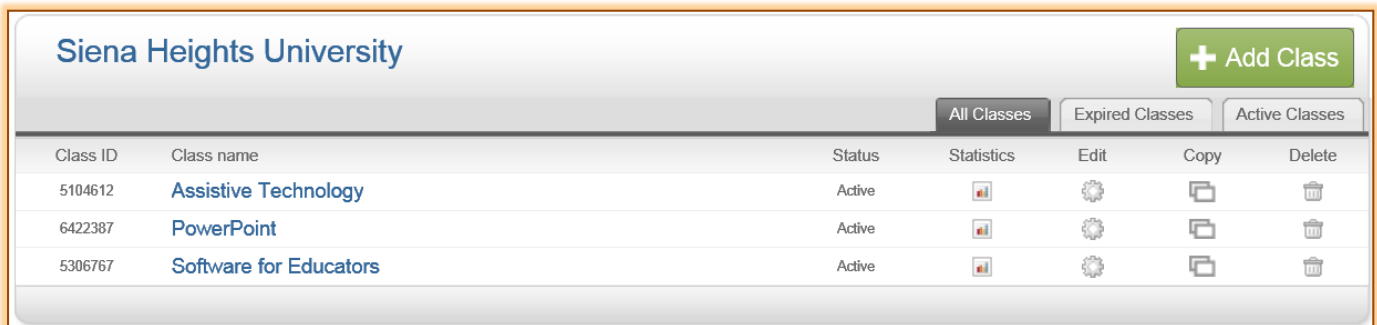


PEERMARK-CREATE ASSIGNMENT

These types of assignments allow students to review papers from their peers. There are three steps to creating PeerMark assignments: assignment settings, distribution options, and adding questions to the assignment. This type of assignment is based on a Paper assignment or a Revision assignment. A Paper Assignment must already exist in a class before a PeerMark assignment can be created.

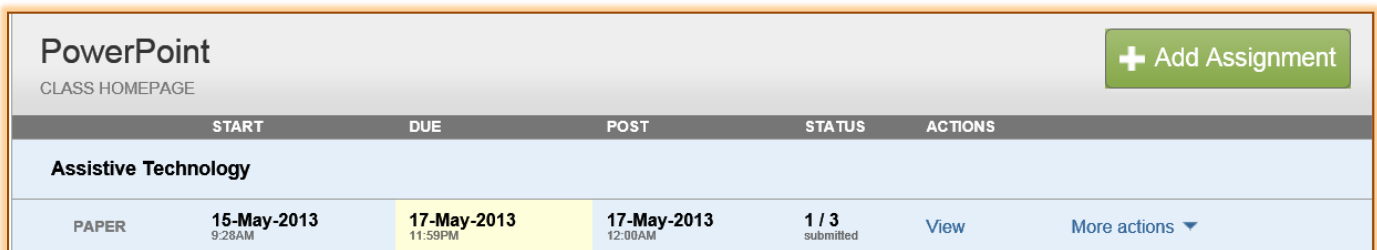
Step 1: Create PeerMark Assignment

✚ Click the **Class Name** for which the assignment is to be created.



Class ID	Class name	Status	Statistics	Edit	Copy	Delete
5104612	Assistive Technology	Active				
6422387	PowerPoint	Active				
5306767	Software for Educators	Active				

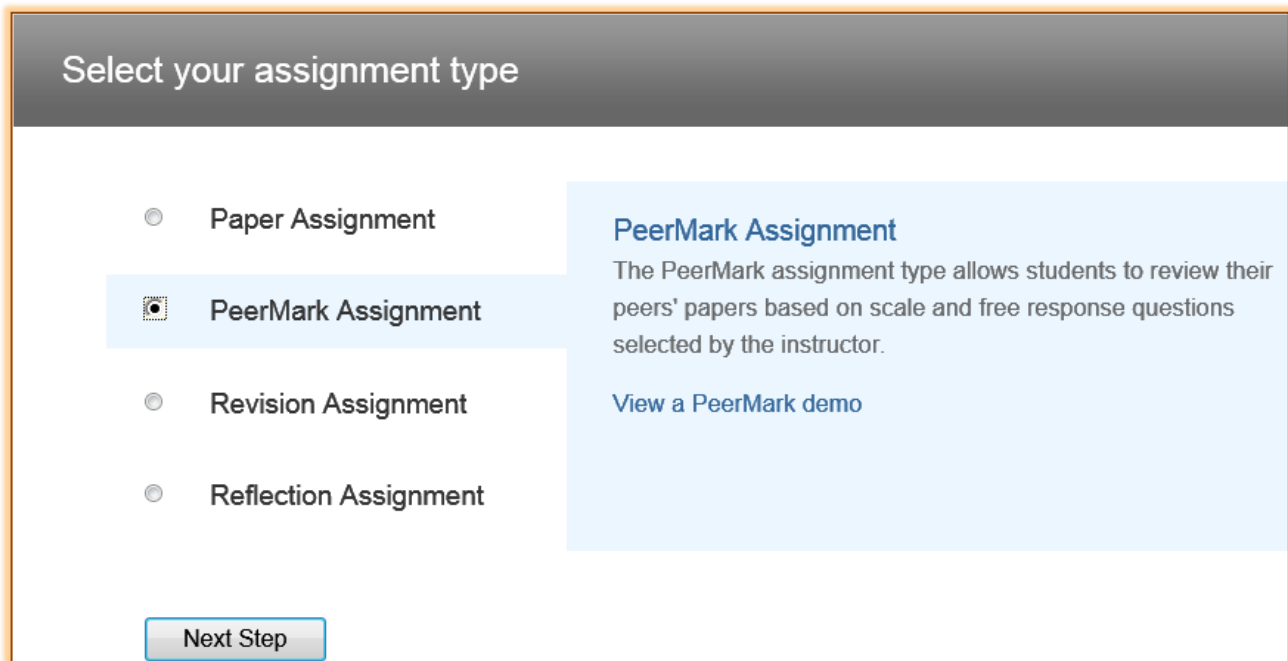
✚ The **Class Homepage** will display (see illustration above).



	START	DUE	POST	STATUS	ACTIONS
Assistive Technology					
PAPER	15-May-2013 9:28AM	17-May-2013 11:59PM	17-May-2013 12:00AM	1 / 3 submitted	View More actions ▼

✚ Click the **Add Assignment** button.

✚ The **Assignment Creation** page will display (see illustration below).



Select your assignment type

- Paper Assignment
- PeerMark Assignment
- Revision Assignment
- Reflection Assignment

PeerMark Assignment
The PeerMark assignment type allows students to review their peers' papers based on scale and free response questions selected by the instructor.
[View a PeerMark demo](#)

Next Step

- ✦ Click the **PeerMark Assignment** button.
- ✦ Click the **Next Step** button.
- ✦ The **PeerMark Settings Step 1** window will display (see illustration below).

PeerMark Settings Step 1 Assignment Step 2 Distribution Step 3 Questions

•Select an assignment to base this peer review on.

Select an assignment

Point value

Award full points if review is written

[Show more options](#)

Assignment Dates [Reset to default dates](#)

•Start at

•Due at

•Post at

[Show more options](#)

[Save & Continue](#) or [Cancel](#)

- ✦ Click the **Select an Assignment** link to select an assignment to base the **PeerMark Assignment** on.
- ✦ Enter a **Point Value** for the **PeerMark Assignment**.
- ✦ Click the check box for **Award full points if review is written** to activate this option.
- ✦ Click the **Show More Options** link (see illustration below) to specify more options for the **Assignment**.

Assignment title

Assignment description and/or instructions

Additional Settings [Learn more](#)

Allow students to view author and reviewer names

Allow students without a paper to review

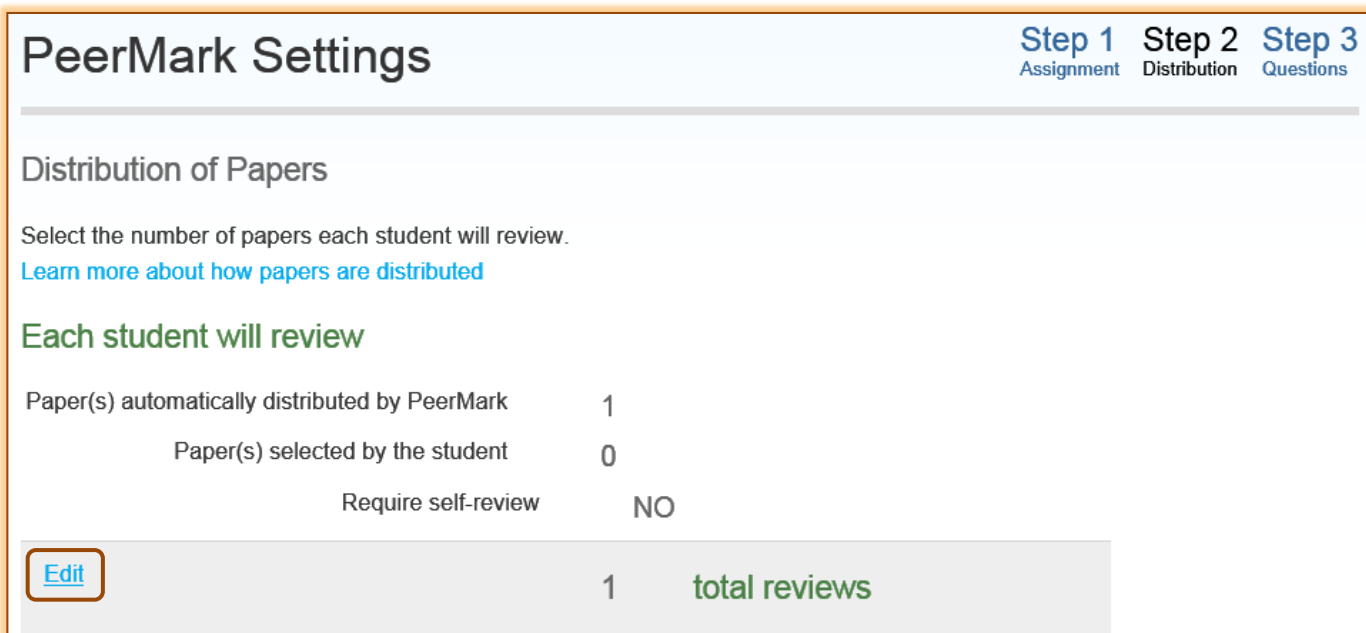
- ✦ When the **Paper** the **PeerMark Assignment** is based on is selected, the date fields will automatically be populated.
- ✦ To change any of the dates, click the date or time that is to be changed and enter the new date or time.
- ✦ When all the options have been selected, click the **Save and Continue** button to proceed to **Step 2**.
- ✦ The **Distribution of Papers** window will display (see illustration on next page).

Step 2: Assign Distribution

This step allows instructors to specify the number of papers students are required to review. Instructors will also be able to specify whether to pair students for review of papers or whether to exclude a student from the review. A student may be paired with more than one student. The instructor must specify the number of papers a student will be required to review. The default value is one (1).

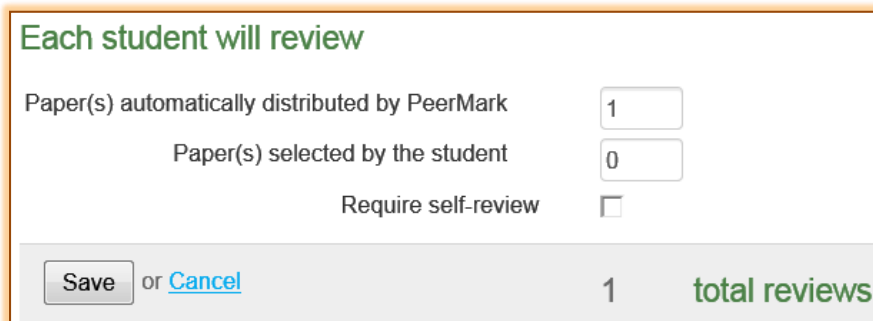
Specify Number of Papers

- ✦ Click the **Edit** link to specify the number of papers a student will have to review (see illustration below).



The screenshot shows the 'PeerMark Settings' interface. At the top right, there are three tabs: 'Step 1 Assignment', 'Step 2 Distribution' (which is active), and 'Step 3 Questions'. The main heading is 'PeerMark Settings'. Below it is the section 'Distribution of Papers' with the instruction 'Select the number of papers each student will review.' and a link 'Learn more about how papers are distributed'. Underneath is the section 'Each student will review' with three rows of settings: 'Paper(s) automatically distributed by PeerMark' set to 1, 'Paper(s) selected by the student' set to 0, and 'Require self-review' set to NO. At the bottom left is an 'Edit' button. At the bottom right, there is a summary: '1 total reviews'.

- ✦ Text boxes will appear in the window where the numbers are located. A checkbox will appear next to the **Require self-review option** (see illustration below).



This close-up shows the 'Each student will review' section. It features three input fields: 'Paper(s) automatically distributed by PeerMark' with the value 1, 'Paper(s) selected by the student' with the value 0, and 'Require self-review' with an unchecked checkbox. At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right, it shows '1 total reviews'.

- ✦ Enter the number of papers the student will be required to review that are automatically distributed by **PeerMark** or selected by the student.
- ✦ Click the **Require self-review** option button to specify that a student must write a self-review of the paper.
- ✦ Click the **Save** button to save the changes.
- ✦ Click the **Show more distribution options** link to view additional options.
 - ★ This option allows instructors to choose to exclude student papers from distribution.
 - ★ It allows the instructor to choose which student paper a student will be required to review.

Pair Students for Review

- ✦ Click the **Pair Students** button (see illustration below) to specify which paper a student will have to review.

The screenshot shows a light blue header bar with two buttons: 'Pair Students' (with a person icon) and 'Exclude Students' (with a person icon). Below the header, there are two search boxes labeled 'Search for student'. Between the search boxes is the text 'WILL REVIEW'. To the right of the second search box is a 'Save pair' button and the text 'or Cancel'. Below each search box is a 'Browse for student' link.

- ✦ Click the **Browse for student** link **Search for Student** to display a list of the students in the course.
- ✦ Select a student from the drop down list that will be required to review another student's paper.
- ✦ The **Will Review** option will display.
- ✦ Click the **Browse for student** link for **Will Review** to select the student whose paper is to be reviewed.
- ✦ The name of the students will appear in the window.
- ✦ Click the **Save Pair** button once the student pairing has been completed.
- ✦ Continue this process to create more pairs.

Exclude Student from Review

- ✦ Click the **Exclude Students** button (see illustration below).

The screenshot shows a light blue header bar with two buttons: 'Pair Students' (with a person icon) and 'Exclude Students' (with a person icon). Below the header, there is a search box labeled 'Search for student'. To the right of the search box is the text 'is excluded from reviewing papers. will not have a paper distributed for review.' To the right of this text is a 'Save exclusion' button and the text 'or Cancel'. Below the search box is a 'Browse for student' link.

- ✦ Click the **Browse for student** link to display a list of the students in the course.
- ✦ The name of the student will appear in the window.
- ✦ Click the **Save Exclusion** button.

Complete Pairings

- ✦ The list of students who have been paired and excluded will appear.
- ✦ Click the **Edit** button to make changes to the pairings or exclusions.
- ✦ Once all the pairings have been specified, click the **Save and Continue** button to move to **Step 3**.
- ✦ The **Add Question** window will display (see illustration below).

Step 3: Add Questions

In this step, instructors can add questions for students to answer while they are reviewing papers of their peers. Instructions can be added above the list of questions.

Add Instructions

- ✦ Click the **Click here to add instructions** link to add the instructions that will appear above the list of questions.

PeerMark Settings

Step 1 Assignment Step 2 Distribution Step 3 Questions

[Click here to add instructions.](#)

Instructions entered here will appear to students above their peer review questions.

[Add Question](#)

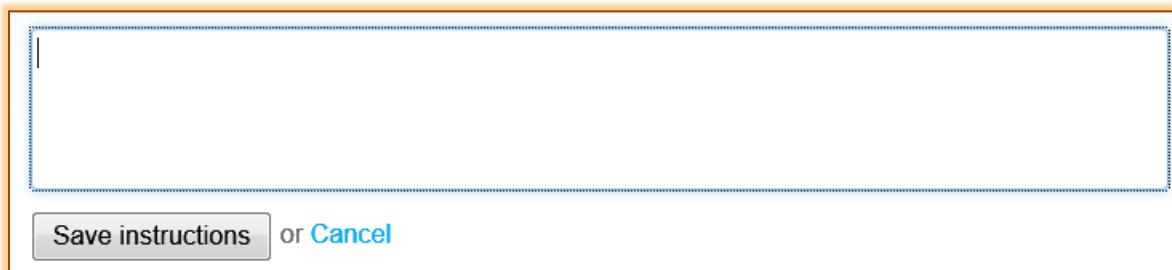
[Reorder questions](#)

Add questions to your review assignment by clicking the Add Question button.

[Save to library](#)

[Save & Finish](#) or [Return to previous step](#)

- ✚ Enter the **Instructions** into the textbox that appears (see illustration below).



A screenshot of the PeerMark Settings interface showing a large, empty text input field for entering instructions. Below the field are two buttons: "Save instructions" and "Cancel".

- ✚ Click the **Save Instructions** button.

Types of Questions

There are two types of questions that may be added to the PeerMark assignment:

- ☆ **Free Response** - This type of question requires written responses from the students. The instructor assigns the minimum word requirement for the response.
- ☆ **Scale** - This type of question requires that students rate their peer's paper on a scale selected by the instructor.

Free Response Question

- ✚ Click the **Add Question** button.
- ✚ Select **Free Response** from the drop down list that appears.
- ✚ The **Free Response Question** window will display (see illustration on next page).
- ✚ Enter the **Question** and **Minimum Answer Length** in the appropriate fields.
- ✚ Click the **Add Question** button to add the question to the assignment.

Scale Question

- ✦ Click the **Add Question** button.
- ✦ The **Scale Question** window will display (see illustration below).

- ✦ Enter the **Question** into the **Question** field.
- ✦ Click the **Scale Size** drop down menu and select the **Scale Size** for the question. The scale is 2-5.
- ✦ Fill in the labels for the scale such as **1: Not very well** and **5: Very well**. The numbers between the ranges will appear when the student or instructor views the question.
- ✦ Click the **Add Question** button to add the question to the assignment.

Add Question from PeerMark Question Library

- ✦ Click the **Add Question** button.
- ✦ Select the **Library** from which the questions are to be added.
- ✦ The **Library Question** window will display (see illustration below).

- ✦ A list of the questions in the **Library** will display.
- ✦ Click the **Add this question** link next to the question that is to be added to the assignment.
- ✦ Click the **Add all questions** button to add all the questions in the **Library** to the assignment. This button is located below the questions in the **Library**.

- ✚ When all the questions have been added, click the **Finished adding question from library** button to view the assignment questions.
- ✚ Once all the questions have been added for the assignment, click the **Save and Finish** button.