Using the SMART Board for Literacy Learning

The SMART Board is a very useful tool in a classroom. With the SMART Board, project any item displayed on a computer screen on the SMART Board for view. The SMART Board is an interactive device which allows teachers and others to display items from a computer screen. For instance, in a computer program, it access a command or button in the program by tapping on the SMART Board. Internet, it is possible to move from one link in a Web site to another by just tapping a single tap is the same as a single click of the left mouse button. A double tap is a double-click of the left mouse button. It is also possible to highlight items on the SMART Board by using the colored pens provided. These pens are electronic pens that come in colors; red, green, blue, and black. In addition, there is a Note area within the program where images and words may be created and displayed for an entire class.

The SMART Board could be used in a Literacy Classroom by having the teacher write on the board and then having the class provide a definition of the word. The definition written on the board as well for all the class to view. The teacher could do an activity where students provide words that they are having difficulty with. The teacher could write a sentence or ask the student to provide a sentence using that word. The sentence could be changed or make it longer to ensure understanding.
Table of Contents

PeerMark Assignment ........................................................................................................................................ 3
  Step 1: Create PeerMark Assignment ........................................................................................................ 3
  Step 2: Assign Distribution ...................................................................................................................... 5
    Specify Number of Papers ...................................................................................................................... 5
    Pair Students for Review .................................................................................................................... 6
    Exclude Student from Review ............................................................................................................ 6
    Complete Pairings ................................................................................................................................ 6
  Step 3: Add Questions ................................................................................................................................ 6
    Add Instructions ..................................................................................................................................... 6
    Types of Questions ............................................................................................................................... 7
    Free Response Question ...................................................................................................................... 7
    Scale Question ..................................................................................................................................... 8
    Add Question from PeerMark Question Library .................................................................................. 8

Edit Settings for Assignment .................................................................................................................. 9
  Step 1: Assignment................................................................................................................................... 9
  Step 2: Assigned Distribution ................................................................................................................ 9
  Step 3: Questions ...................................................................................................................................... 10

View Reviews Student Wrote .................................................................................................................. 10

Grade Reviews .......................................................................................................................................... 10

Edit Review Grades .................................................................................................................................. 11

Print Reviews ............................................................................................................................................ 11

Write Instructor Review .......................................................................................................................... 12
  Add Question Review ............................................................................................................................ 12
  Add Comments to a Paper ...................................................................................................................... 12
  Add Composition Mark to a Paper ...................................................................................................... 14

Question Library ...................................................................................................................................... 14

Create Library .......................................................................................................................................... 14

Add Questions to Library ....................................................................................................................... 15
  Add Free Response Question .............................................................................................................. 15
  Add Scale Question ............................................................................................................................. 16
PeerMark 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.

✦ The Class Homepage will display (see illustration above).

✦ Click the Add Assignment button.

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

✦ Click the PeerMark Assignment button.
Click the **Next Step** button.

The **PeerMark Settings Step 1** window will display (see illustration below).

**PeerMark Settings**

- 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**

- **Start**
  - click to set date
  - at hh:mm am/pm
- **Due**
  - click to set date
  - at hh:mm am/pm
- **Post**
  - click to set date
  - at hh:mm am/pm

**Show more options**

Click the **Save & Continue** button 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**

- 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).

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).

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.

![Pair Students](image)

- 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).

![Exclude Students](image)

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

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.

**Edit Settings for Assignment**

Certain settings within the PeerMark Assignment are editable up until a specific date and time or until the first student has selected a paper to review.

- Click the **PeerMark Assignment** link for the **Assignment** that is to be edited.
- Click the **More Actions** link (see illustration below).

**Step 1: Assignment**

- The **Assignment** that the PeerMark assignment is based on is editable until the start date of the PeerMark assignment.
- The **Point Value** for the PeerMark assignment is editable until the post date of the PeerMark assignment.
- The **Award full points if review is written** option is editable until the post date of the PeerMark assignment.
- The **Title Field** is editable until the first reviewer selects a paper to review.
- The **Assignment Description** is editable at any time.
- The **Instructions** field is editable at any time.
- The **Allow students to view author and review names** option is editable at any time.
- The **Allow students without a paper to review** option is editable until the first reviewer selects a paper to review.
- The **Start Date** is editable until the start date of the assignment.
- The **Due Date** is editable until the due date of the assignment.
- The **Post Date** is editable until the post date of the assignment.
- The **Allow submitters to read all papers after Start date** option is editable at any time.
- The **Allow students to read ALL papers and ALL reviews after Post date** option is editable at any time.
- If the base paper assignment allows late papers, the option is editable until the Late Paper Due Date.

**Step 2: Assigned Distribution**

- The number of reviews the student is required to complete is editable until the first reviewer selects a paper to review.
- The **Assigned Distribution** is editable until the PeerMark assignment due date or until the paired student has started the required number of reviews.
Step 3: Questions
▶ Question sets are editable until the first reviewer selects a paper to review.

View Reviews Student Wrote
An instructor has the ability to read a student review from the PeerMark assignment inbox.
▶ Click the Class Name for which the review is to be viewed.
▶ Click the View link next to the PeerMark Assignment (see illustration below).

Assistive Technology

<table>
<thead>
<tr>
<th>PAPER</th>
<th>13-May-2013 12:00PM</th>
<th>15-May-2013 11:00PM</th>
<th>15-May-2013 12:00PM</th>
<th>2 / 3 submitted</th>
<th>View</th>
<th>More actions ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEERMARK</td>
<td>20-May-2013 03:00AM</td>
<td>20-May-2013 11:30PM</td>
<td>21-May-2013 11:30PM</td>
<td>2 / 3 completed</td>
<td>View</td>
<td>More actions ▼</td>
</tr>
</tbody>
</table>

▶ Click the Show Details link (see illustration below) next to the student whose review is to be graded.

David Milosh

Click the Read Review link (see illustration below) next to the Student Review.

Assistive Technology

<table>
<thead>
<tr>
<th>reviewers</th>
<th>SCORE</th>
<th>David received 2 reviews</th>
<th>Michael Milosh</th>
<th>Read Review</th>
<th>in progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Milosh</td>
<td>Read Review</td>
<td> </td>
<td>20-May-2013</td>
<td> </td>
<td> </td>
</tr>
<tr>
<td>Wanda House</td>
<td>–</td>
<td>David submitted 1 review</td>
<td> </td>
<td> </td>
<td> </td>
</tr>
</tbody>
</table>

Read all these reviews at once

The PeerMark window will open.
▶ The paper that was reviewed will appear on the left and the review will appear on the right.

Grade Reviews
The instructor may only grade reviews after the Due Date of the PeerMark Assignment. The overall grade for the review may be edited by the instructor. Once all the reviews have been graded, the overall grade for the review will be visible to the instructor. All reviews that were not started by the reviewer will be given an automatic grade of zero (0). The student will be able to view the grade for the review once the Post Date has passed and the instructor has graded every student review.
▶ Click the Class Name for which the Reviews are to be graded.
▶ Click the View link next to the PeerMark assignment (see illustration below).

Assistive Technology

<table>
<thead>
<tr>
<th>PAPER</th>
<th>13-May-2013 12:00PM</th>
<th>15-May-2013 11:00PM</th>
<th>15-May-2013 12:00PM</th>
<th>2 / 3 submitted</th>
<th>View</th>
<th>More actions ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEERMARK</td>
<td>20-May-2013 03:00AM</td>
<td>20-May-2013 11:30PM</td>
<td>21-May-2013 11:30PM</td>
<td>2 / 3 completed</td>
<td>View</td>
<td>More actions ▼</td>
</tr>
</tbody>
</table>

The PeerMark Inbox will display.
▶ Click the Show Inbox link next to the student name whose review is to be graded.

David Milosh

Click the Read Review link next to the name of the student.
▶ Enter the Grade for the student into the Grade field which appears above the Questions and Comments tabs of the PeerMark window.
Click the Submit button.

**Edit Review Grades**

- Click the Class Name for which the review is to be viewed.
- Click the View link next to the PeerMark Assignment (see illustration below).

<table>
<thead>
<tr>
<th><strong>Assistive Technology</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAPER</strong></td>
</tr>
<tr>
<td>13-May-2013</td>
</tr>
<tr>
<td>15-May-2013</td>
</tr>
<tr>
<td>15-May-2013</td>
</tr>
<tr>
<td>2 / 3</td>
</tr>
<tr>
<td>View</td>
</tr>
<tr>
<td>More actions ♦</td>
</tr>
<tr>
<td><strong>PEERMARK</strong></td>
</tr>
<tr>
<td>20-May-2013</td>
</tr>
<tr>
<td>20-May-2013</td>
</tr>
<tr>
<td>21-May-2013</td>
</tr>
<tr>
<td>2 / 3</td>
</tr>
<tr>
<td>View</td>
</tr>
<tr>
<td>More actions ♦</td>
</tr>
</tbody>
</table>

- Click the Show Details link (see illustration below) next to the student whose review is to be graded.

<table>
<thead>
<tr>
<th>DavidMilosh</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1 reviews</td>
</tr>
<tr>
<td>– / 10</td>
</tr>
<tr>
<td>Show details</td>
</tr>
<tr>
<td>More Actions ♦</td>
</tr>
</tbody>
</table>

- Click the Read Review link (see illustration below) next to the Student Review.

<table>
<thead>
<tr>
<th>David submitted 1 review</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCORE</td>
</tr>
<tr>
<td>(10)</td>
</tr>
<tr>
<td>Michael Milosh</td>
</tr>
<tr>
<td>Read Review</td>
</tr>
<tr>
<td>Instructor assigned pair</td>
</tr>
<tr>
<td>25-May-2013</td>
</tr>
<tr>
<td>Wanda House</td>
</tr>
<tr>
<td>Instructor assigned pair</td>
</tr>
<tr>
<td>–</td>
</tr>
<tr>
<td>Read all these reviews at once</td>
</tr>
</tbody>
</table>

- The PeerMark Inbox will display.
- Click the Show Details link next to the student name whose review is to be graded.
- Click the Edit Grades link at the bottom of the list of reviews.
- Individual scores can be edited by clicking the box next to the review for which the grade is to be changed.
- Once the box is selected, enter the new grade.
- To edit the Overall Grade, click the grade box next to the name of the reviewer.
- Enter a new score for the reviewer.
- Click the Save Grades button to change the grade.

**Print Reviews**
The instructor has the capability of printing reviews submitted by a student.

- Click the Class Name for which the Reviews are to be graded.
- Click the View link next to the PeerMark assignment (see illustration below).

<table>
<thead>
<tr>
<th><strong>Assistive Technology</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAPER</strong></td>
</tr>
<tr>
<td>13-May-2013</td>
</tr>
<tr>
<td>15-May-2013</td>
</tr>
<tr>
<td>15-May-2013</td>
</tr>
<tr>
<td>2 / 3</td>
</tr>
<tr>
<td>View</td>
</tr>
<tr>
<td>More actions ♦</td>
</tr>
<tr>
<td><strong>PEERMARK</strong></td>
</tr>
<tr>
<td>20-May-2013</td>
</tr>
<tr>
<td>20-May-2013</td>
</tr>
<tr>
<td>21-May-2013</td>
</tr>
<tr>
<td>2 / 3</td>
</tr>
<tr>
<td>View</td>
</tr>
<tr>
<td>More actions ♦</td>
</tr>
</tbody>
</table>

- Click the More Actions link next to the student for whom reviews are to be printed.
- Click one of the following options:
  - Print reviews student submitted.
  - Print reviews student received.
- The PeerMark Print View window will display (see illustration below).
The student review will appear at the top of the page.
The paper that was reviewed will appear at the bottom of the page.
Click the Print button to send the review to print.

**Write Instructor Review**
The instructor can write a review to supplement those that students receive from their peers. The instructor uses the same free response and scale questions as the student. Instructors can add comments and composition marks to the paper as well.

**Add Question Review**
Click the Class Name for which the review is to be viewed.

Click the View link next to the PeerMark Assignment (see illustration below).

Click the More Actions button next to the student whose paper is to be reviewed (see illustration below).

Click Write instructor review.
The PeerMark window will display.
The paper that is being reviewed will appear on the left.
The questions will appear on the right.
Respond to each of the questions.
Click the Submit button.

**Add Comments to a Paper**
While reviewing papers in PeerMark, instructors can add comments directly on the paper.
Click the Class Name for which the review is to be viewed.
Click the View link next to the PeerMark Assignment (see illustration on next page).
Click the More Actions button next to the student whose paper is to be reviewed.
Click Write instructor review.
The PeerMark window will display.

The paper that is being reviewed will appear on the left.

The questions will appear on the right.

Click the Comments tab (see illustration below).

Click the Tools link on the PeerMark Toolbar. This link appears on the left side of the toolbar (see illustration above).

The Tools Palette will appear (see illustration at right).

Click the Highlighter Commenting Tool. This is the second tool in the tools palette under Commenting (see illustration at right).

Click the area on the paper where the comment is to be added.

A Comment box as shown in the illustration below will appear.

Type the Comment into the text box.

To highlight a passage, click the text and drag the cursor across the area that is referred to in the Comment (see illustration below).

To remove the highlighted area, click the Delete icon in the upper-right corner of the highlight.

Click the Save button to insert the comment into the paper.
Add Composition Mark to a Paper

✞ Click the Tools link on the PeerMark Toolbar. This link appears on the left side of the toolbar (see illustration below).

✞ The Tools Palette will display (see illustration on previous page).

✞ Click the Mark that is to be added to the paper.

✞ Drag the Mark to the desired location in the paper.

✞ After the Mark has been placed in the paper, place the cursor over the Mark to display the description.

✞ To Move the Mark, move the cursor over the Mark and drag it to the new position.

✞ To Edit the Mark:
  ☆ Move the cursor over the Mark.
  ☆ The Edit icon will appear.
  ☆ Click the Edit icon.
  ☆ A text box will appear below the Mark.
  ☆ Input the text that is to appear for that Mark.

✞ To Delete a Mark:
  ☆ Move the cursor over the Mark that is to be deleted.
  ☆ The Trash Can icon will appear to the left of the Mark.
  ☆ Click the Trash Can icon to delete the Mark.

Question Library

The Libraries tab can be used to manage PeerMark question libraries and PeerMark assignment questions. These questions can be used in new PeerMark assignments.

Create Library

✞ Click on the Class Name for which the library is to be created (see illustration below).

✞ Click the Libraries tab (see illustration below).
The Libraries window will display (see illustration on previous page).

Click the PeerMark Questions tab (see illustration below).

Click the Add Library button (see illustration above).

The Untitled Library window will display.

Click the Untitled Library Name to insert a new name into the text box that appears.

Click the Save button.

Add Questions to Library
Instructors can add two types of questions to a Question Library; free response and scale. Free response questions require written responses from the student. They have a minimum word requirement that is specified by the instructor. Scale questions require the student to rate the paper on a scale specified by the instructor.

Add Free Response Question
Click the Add Question button (see illustration above).
Select Free Response from the drop down menu.
The Free Response Question window will display (see illustration below).

In the Question box input the Free Response question that is to be added to the Library.

Specify the Minimum Answer Length for this question.
☆ This is the minimum number of words that the student must use when responding to the question.
☆ If the minimum number of words is not used in the student response, it will prompt the student, when the response is saved, that the question has not been completed.

Click the Add Question button to add the question to the Library.
Add Scale Question

† Click the Add Question button.
† Select Scale from the drop down menu.
† The Scale Question window will display (see illustration below).

In the Question box, input the Scale question that is to be added to the Library.
† Click the Scale Size drop down menu.
† Select a number between 2 and 5.
† Fill in the Labels for the Beginning and Ending Scale.
  ☆ The numbers in the range will be added when the question is displayed in the PeerMark Review window.
  ☆ An example of a Beginning and Ending Scale would be (1) Not very well and (5) Very well.
† Click the Add Question button to add the question to the Library.
† Click the Finished Editing This Library link.
† The New Library will appear in the Libraries list.