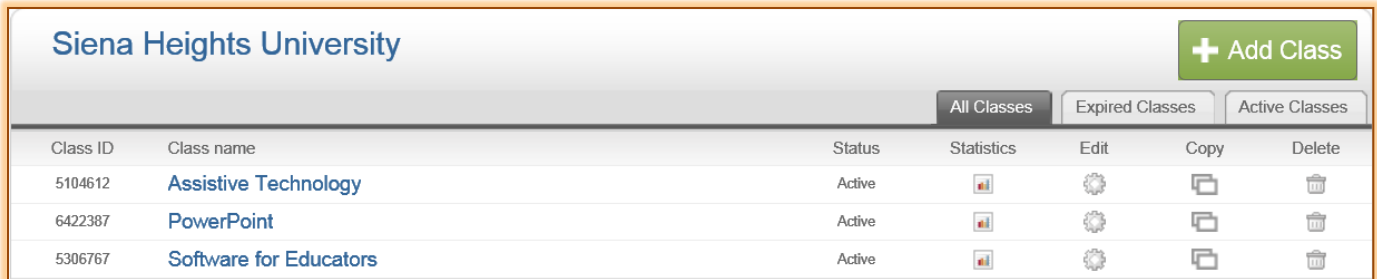


PEERMARK-QUESTION LIBRARY

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

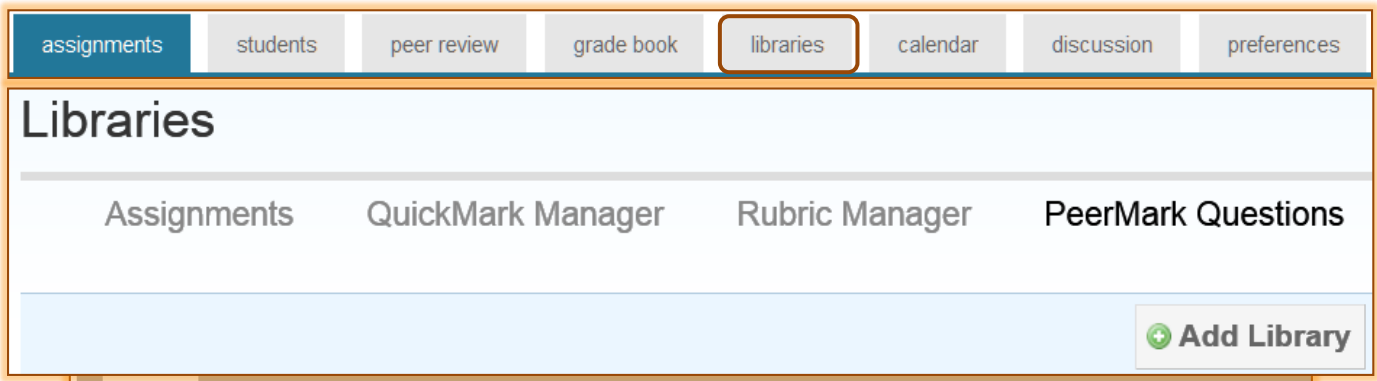
Create Library

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



Siena Heights University							+ Add Class		
							All Classes	Expired Classes	Active Classes
Class ID	Class name	Status	Statistics	Edit	Copy	Delete			
5104612	Assistive Technology	Active							
6422387	PowerPoint	Active							
5306767	Software for Educators	Active							

✚ Click the **Libraries** tab (see illustration below).



assignments students peer review grade book **libraries** calendar discussion preferences

Libraries

Assignments QuickMark Manager Rubric Manager PeerMark Questions

+ Add Library

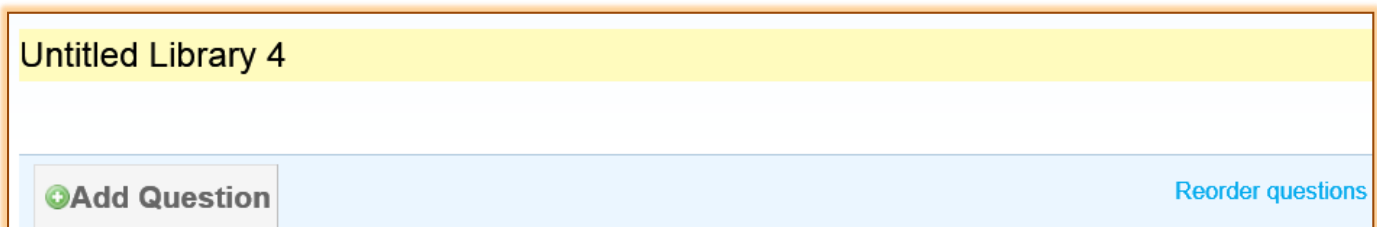
- ✚ The **Libraries** window will display (see illustration on previous page).
- ✚ Click the **PeerMark Questions** tab (see illustration below).
- ✚ Click the **Add Library** button (see illustration above).
- ✚ The **Untitled Library** window will display.
- ✚ Click the **Untitled Library Name** to 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 below).



Untitled Library 4

+ Add Question [Reorder questions](#)

- ✚ 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.