**PEERMARK-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**.