

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.

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

	START	DUE	POST	STATUS	ACTIONS	
Assistive Technology						
PAPER	13-May-2013 9:28AM	15-May-2013 11:59PM	15-May-2013 12:00AM	2 / 3 submitted	View	More actions ▾
PEERMARK	20-May-2013 8:00AM	20-May-2013 11:30PM	21-May-2013 11:30PM	0 / 3 completed	View	More actions ▾

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

David Milosh	0/1 reviews	-- / 10	Show details More Actions ▾
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- ✚ 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

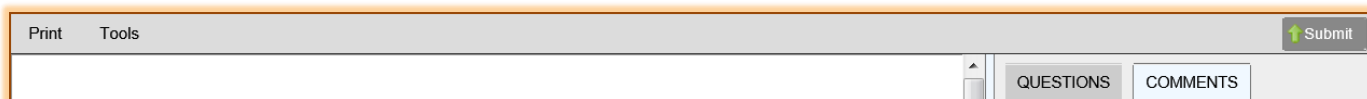
While reviewing papers in PeerMark, instructors can add comments directly on the paper.

- ✚ 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).

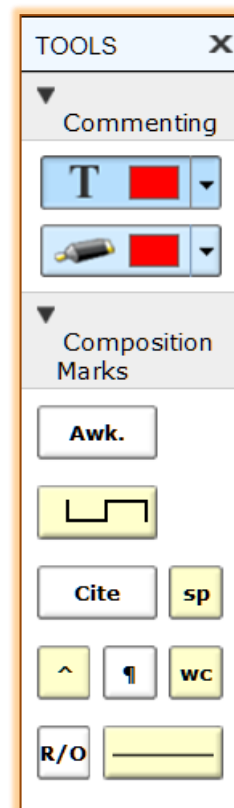
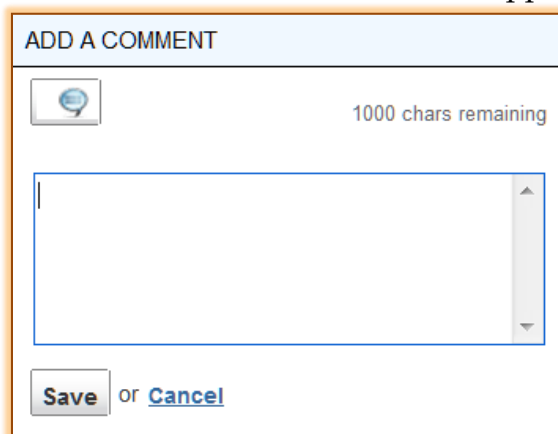
	START	DUE	POST	STATUS	ACTIONS	
Assistive Technology						
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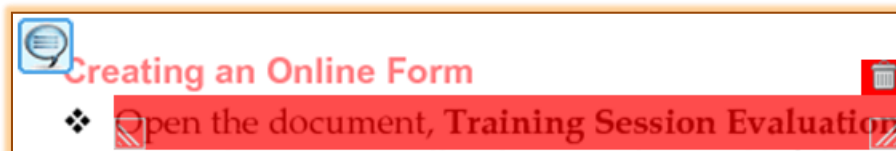
- ✦ Click the **More Actions** button next to the student whose paper is to be reviewed.
- ✦ Click **Write instructor review**.
- ✦ The **PeerMark** window will display.
- ✦ The paper that is being reviewed will appear on the left.
- ✦ The questions will appear on the right.
- ✦ Click the **Comments** 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.



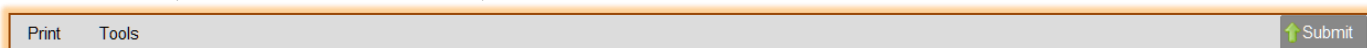
- ✦ Type the **Comment** into the text box.
- ✦ To highlight a passage, click the text and drag the cursor across the area that is referred to in the Comment (see illustration below).



- ✦ 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**.