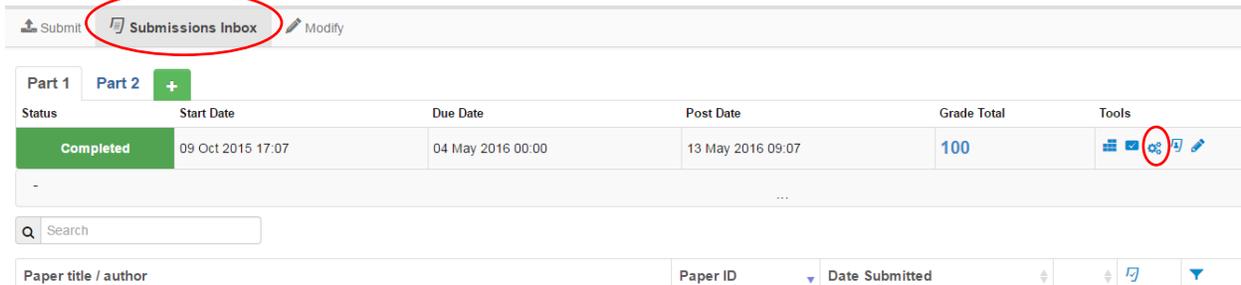


Launch Turnitin PeerMark Manager

1. To launch the PeerMark manager, go to the Turnitin application on the relevant Blackboard page
2. Click on the *Submission Inbox*



The screenshot shows the Turnitin Submission Inbox interface. At the top, there are buttons for 'Submit', 'Submissions Inbox' (circled in red), and 'Modify'. Below this, there are tabs for 'Part 1' and 'Part 2' (with a green plus button). A table displays submission details:

Status	Start Date	Due Date	Post Date	Grade Total	Tools
Completed	09 Oct 2015 17:07	04 May 2016 00:00	13 May 2016 09:07	100	

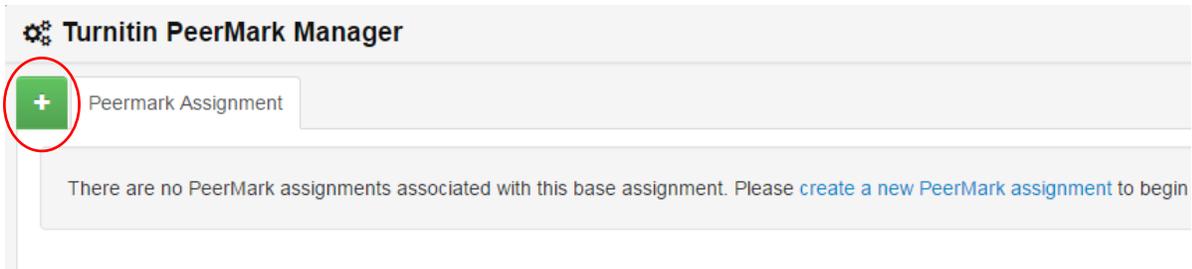
Below the table is a search bar and a table with columns: Paper title / author, Paper ID, Date Submitted, and a dropdown menu.

3. Click on *Launch Turnitin PeerMark Manager* under the Tools bar

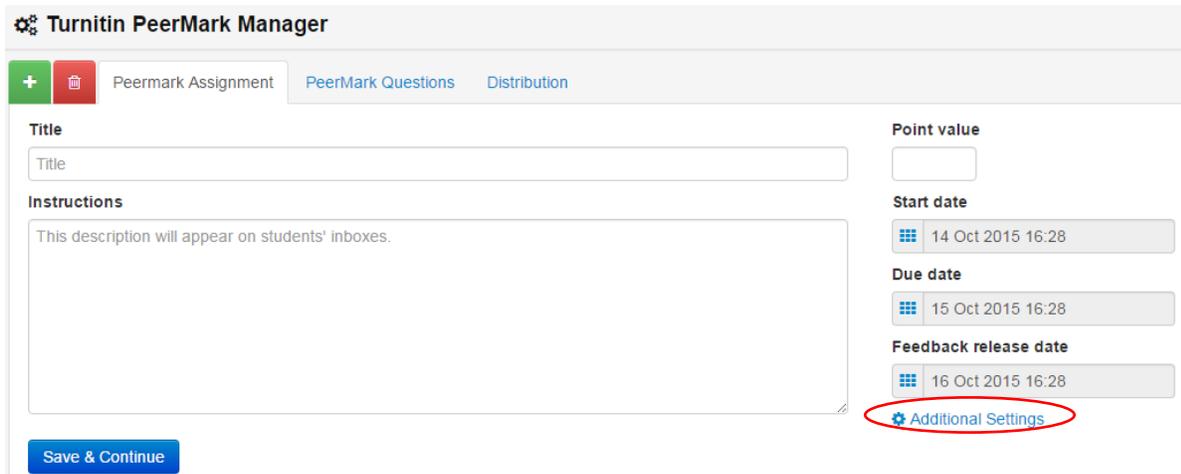
Creating a PeerMark Assignment

Step One – PeerMark Settings

1. Click on the Green Plus button.



The screenshot shows the 'Turnitin PeerMark Manager' interface. A green plus button is circled in red. Below it, there is a text box for 'Peermark Assignment'. A message states: 'There are no PeerMark assignments associated with this base assignment. Please [create a new PeerMark assignment](#) to begin'.



The screenshot shows the 'Turnitin PeerMark Manager' settings interface. It has tabs for 'Peermark Assignment', 'PeerMark Questions', and 'Distribution'. The 'Peermark Assignment' tab is active. The settings are as follows:

- Title:** [Text input field]
- Instructions:** [Text area with placeholder: 'This description will appear on students' inboxes.']
- Point value:** [Text input field]
- Start date:** [Calendar icon] 14 Oct 2015 16:28
- Due date:** [Calendar icon] 15 Oct 2015 16:28
- Feedback release date:** [Calendar icon] 16 Oct 2015 16:28
- Additional Settings:** [Gear icon] (circled in red)

At the bottom left, there is a 'Save & Continue' button.

2. Add the Title and the Instructions.
3. Select a Point Value for the assignment.
4. Select the Start date, the Due Date and the Feedback Release Date.
5. Click on Save & Continue or on *Additional Settings* if you want to change the advanced settings.

Additional Settings

Additional Settings

- Award full points if review is written
- Allow students to view author and reviewer names
- Allow students without a paper to review
- Allow submitters to read all papers after Start date
- Allow students to read ALL papers and ALL reviews after Feedback Release Date

Distribution of Papers

- Paper(s) automatically distributed by PeerMark
- Paper(s) selected by the student
- Require self-review

1. Choose whether you want to select: 'Award full points if review is written.'
2. 'Allow students to view author and reviewer names.' When this is selected, students will see the name of the authors of the paper and the names of the students who wrote the reviews for the papers.
3. Choose whether you want to select: 'Allow students without a paper to review.'
4. 'Allow submitters to read all papers after Start date.' When this is selected, students are able to read all the papers submitted to the base paper assignment.
5. 'Allow students to read ALL papers and ALL reviews after Feedback Release Date.' Students will be able to read every paper and read every review written for each paper after the PeerMark assignment postdate.

Additional Settings: Distribution of Papers

6. Enter the amount of papers automatically distributed by PeerMark.
 7. Enter the amount of papers selected by the student.
 8. Select whether students are required to write a self-review.
-

Step Two – Adding Questions

Adding a Free Response or Scale Question

A free response question example would be:

“What is the thesis of the paper?”

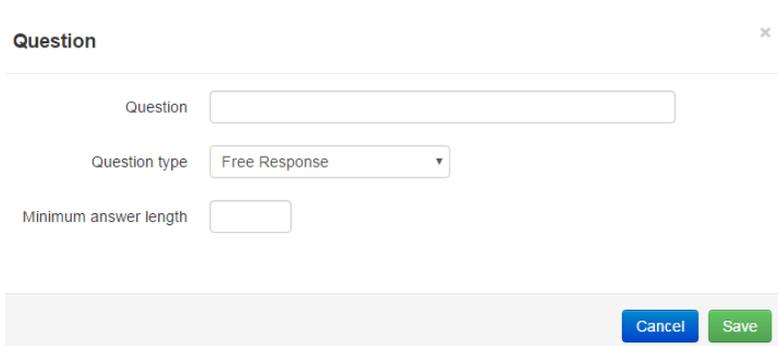
A scale question example would be:

“How well does the introduction pull you in as a reader? Scale: 1: Not very well to 5: Really well”

1. Go to the ‘PeerMark Questions’ tab



2. Click on the *Add Questions* button

The image shows a screenshot of the 'Question' form in the PeerMark Manager. The form has a title bar with the word 'Question' and a close button (X). Below the title bar, there are three input fields: 'Question' (a text box), 'Question type' (a dropdown menu with 'Free Response' selected), and 'Minimum answer length' (a text box). At the bottom of the form, there are two buttons: 'Cancel' (blue) and 'Save' (green).

3. Enter the Question
 4. Enter whether you want to add a Free Response or Scale question
 5. If you have chosen Free Response, enter the minimum answer length
 6. If you have chosen Scale, enter the Scale Size and the Labels for the Lowest and Highest.
-

Step Three – Distribution

In step three, the instructor can choose whether to pair and/or exclude students.

1. Click on the *Distribution* tab.



The screenshot shows the Turnitin PeerMark Manager interface. At the top, there are three tabs: 'Peermark Assignment', 'PeerMark Question', and 'Distribution'. The 'Distribution' tab is selected and circled in red. Below the tabs is a search bar and a 'Filters & Settings' dropdown. The main area displays a list of papers with the following columns: 'Paper author', '(Forced: 0, System assigned: 1)', and two action buttons (a blue plus icon and a red minus icon). The plus and minus icons for the first two rows are circled in red.

Pair Student/s

1. To assign a student to review a specific student's paper, click on the blue Plus Icon at the right side of the page and pair the students.

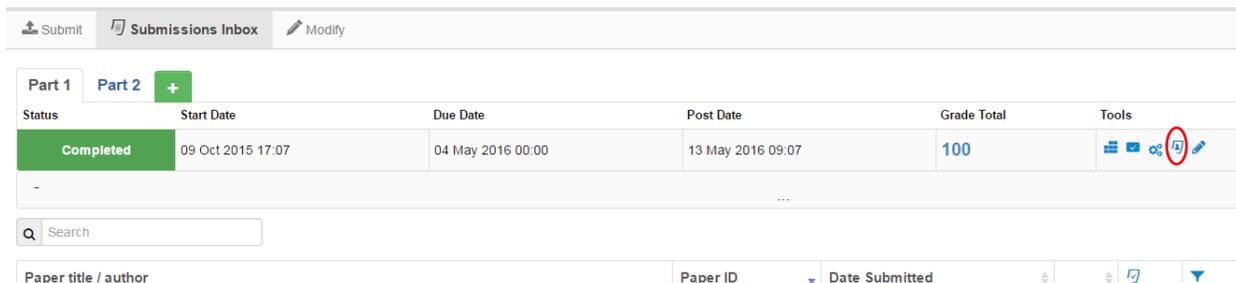
Exclude Student/s

1. Instructors can exclude students from review by clicking on the red Minus Icon at the right side of the page and selecting a student.

Viewing Student Reviews

Once the start date of the PeerMark assignment has passed, students may begin writing peer reviews.

1. To view which papers students have reviewed or are currently reviewing click on 'Launch Turnitin PeerMark Review'.



The screenshot shows the Turnitin PeerMark Manager interface with a submission record. At the top, there are three tabs: 'Submit', 'Submissions Inbox', and 'Modify'. The 'Submissions Inbox' tab is selected. Below the tabs, there are two tabs for 'Part 1' and 'Part 2', with a plus icon next to 'Part 2'. The main area displays a table with the following columns: 'Status', 'Start Date', 'Due Date', 'Post Date', 'Grade Total', and 'Tools'. The 'Status' column contains 'Completed'. The 'Start Date' is '09 Oct 2015 17:07', the 'Due Date' is '04 May 2016 00:00', and the 'Post Date' is '13 May 2016 09:07'. The 'Grade Total' is '100'. The 'Tools' column contains icons for 'Launch', 'Review', and 'Edit', with the 'Launch' icon circled in red. Below the table is a search bar and a table with the following columns: 'Paper title / author', 'Paper ID', and 'Date Submitted'.

2. Click on the relevant assignment.

- To view the individual student's reviews click on 'View Submitted Reviews' or 'View Received Reviews'.

The screenshot shows the Turnitin PeerMark Review interface. At the top, there is a search bar and a 'Download Scaled Responses (xls)' button. Below this is a table with columns for 'Student', 'Grade', 'Submitted', 'Received', and 'Review'. The 'Submitted' column shows '1/1' for two rows, which are circled in red. The 'Received' column shows '1' for one of these rows, also circled in red. A blue pencil icon is visible in the 'Review' column for both rows.

Student	Grade	Submitted	Received	Review
	--	0 / 1	0	
	--	1/1	1	
	--	0 / 1	0	
	--	1/1	1	
	--	0 / 1	0	
	--	0 / 1	0	
	--	0 / 1	0	

Editing review grades

- Go to the *Submissions Inbox*

The screenshot shows the Turnitin Submissions Inbox interface. At the top, there are tabs for 'Submit', 'Submissions Inbox', and 'Modify'. Below this is a table with columns for 'Status', 'Start Date', 'Due Date', 'Post Date', 'Grade Total', 'Tools', and 'Export'. The 'Status' column shows 'Completed'. Below this is a search bar and a table with columns for 'Paper title / author', 'Paper ID', 'Date Submitted', and various icons. The 'Paper title / author' column shows 'Author 1 - Paper 1' and 'Author 2 - Paper 2'. The 'Date Submitted' column shows 'Jan 13th, 2016 4:27 pm' and 'Jan 13th, 2016 4:21 pm'. The 'Tools' column shows a pencil icon for both rows.

Status	Start Date	Due Date	Post Date	Grade Total	Tools	Export
Completed	30 Jan 2016 16:16	16 Apr 2016 16:16	30 Apr 2016 16:16	100		

Paper title / author	Paper ID	Date Submitted	Tools
Author 1 - Paper 1	620260877	Jan 13th, 2016 4:27 pm	
Author 2 - Paper 2	620259725	Jan 13th, 2016 4:21 pm	

- Click on the Pencil sign next to the paper (or on the paper title)
- The document viewer now opens. Choose *PeerMark* on the top left of the page.

The screenshot shows the Turnitin document viewer interface. The document title is 'Pluto'. The document content includes a paragraph about Pluto and an image of Pluto. On the right side, there is a 'Reviews' panel with a list of reviews. The 'Reviews' panel is circled in red and shows a list of reviews with the reviewer's name and the score. The reviewer names are Friedrich Weissenborn, James Smith, and Jane Smith, all with a score of 10/10.

Reviews

Reviewer	Score
Friedrich Weissenborn	10/10
James Smith	10/10
Jane Smith	10/10

4. The sidebar will list a display of all the students who have reviewed this paper.
5. To grade a reviewer, click on the reviewer's name. To edit the grade, click on the grade next to the reviewer's name.

Writing an instructor review of a Student Paper

The instructor is able to write a review to supplement those that students will receive from their peers. The instructor is provided with the same free response and scale question structure as the students.

1. Follow Step 1 and Step 2 from the previous instructions ('Viewing Student Reviews')
2. Click on the blue review button to write an instructor review

The screenshot shows the Turnitin PeerMark Review interface. At the top, there is a search bar and a 'Download Scaled Responses (xls)' button. Below is a table with columns: Student, Grade, Submitted, Received, and Review. The 'Review' column contains blue icons for writing a review, which are circled in red in the image.

Student	Grade	Submitted	Received	Review
	--	0 / 1	0	
	--	1 / 1	1	
	--	0 / 1	0	
	--	1 / 1	1	
	--	0 / 1	0	
	--	0 / 1	0	
	--	0 / 1	0	

3. Answer the free response and scale questions. Once the questions are completed, click on the *Submit* button at the top of the PeerMark page.

Adding comments to a PeerMark Paper

Adding a comment to a paper:

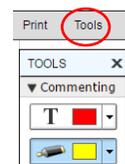
PeerMark allows instructors to comment directly on a paper they are reviewing. A comment is equivalent to the notes that an instructor may write in the margins of a paper.

1. To add a comment, click on the paper where you would like to comment and enter your text.

Adding inline comments:

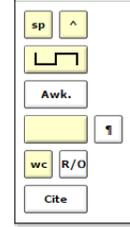
Inline comments appear as type overlaid on the paper.

1. To add an inline comment, select the type tool from the 'Tools' palette.



Adding composition marks:

Composition Marks are standard editing marks that instructors can utilize when reviewing their peers' papers. To add a composition mark, click on the mark you want to add in the tools palette and drag the mark to the desired location on the paper.



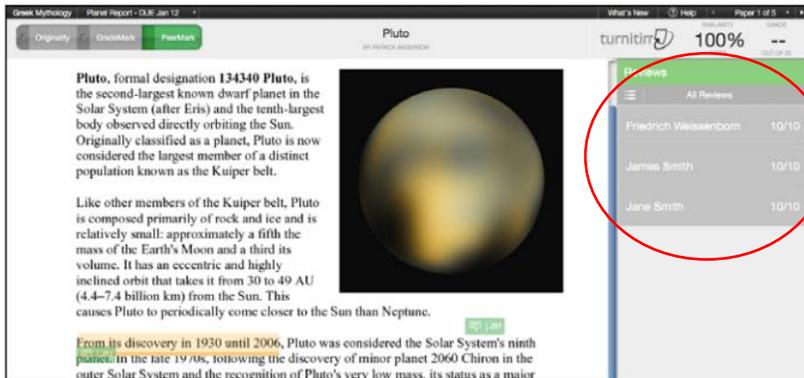
PeerMark in the Document Viewer

Instructors may view a paper's peer reviews within the document viewer once a reviewer submits a PeerMark review. To view a paper in the document viewer click on the *paper's title*.

Once the document viewer loads click on the PeerMark tab.



When the PeerMark service is active, the sidebar will display a list of all the students who have reviewed the paper.

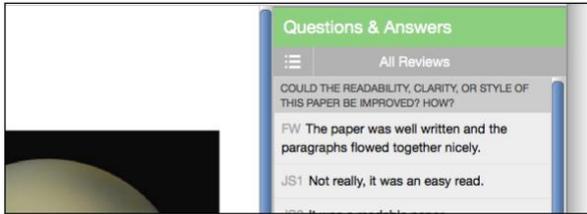


Viewing the PeerMark Questions and Answers

To view the PeerMark questions and answers click on the questions and answers icon.



The sidebar will load all the PeerMark questions added to the PeerMark assignment during assignment creation.



Reviewer Mark List

To view a list of all the comments left on the paper click on the mark list icon.



Grading Reviews

To grade a reviewer click on the reviewer's name. To edit the grade click on the grade next to the reviewer's name.

