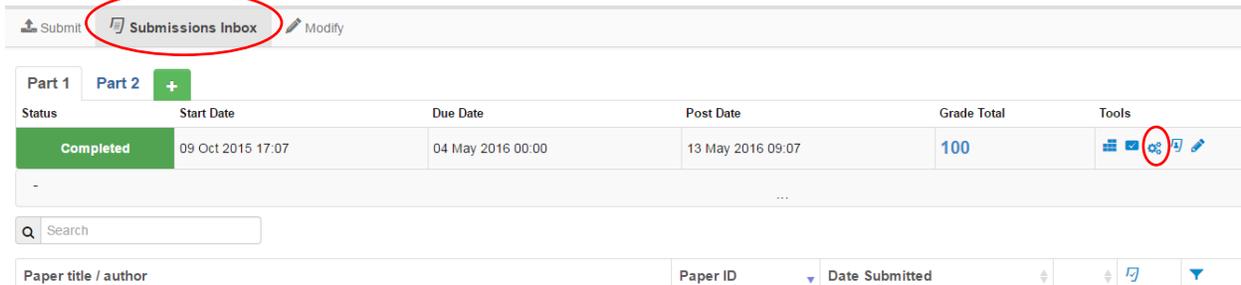# Launch Turnitin PeerMark Manager

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

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.

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

| 1 ▼ | Paper(s) automatically distributed by PeerMark |
| 0 ▼ | 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 <u>free response</u> question example would be:

"What is the thesis of the paper?"

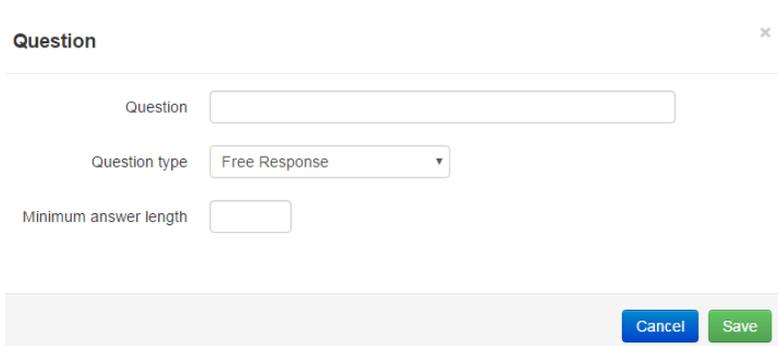A <u>scale</u> question example would be:

"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

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.

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.
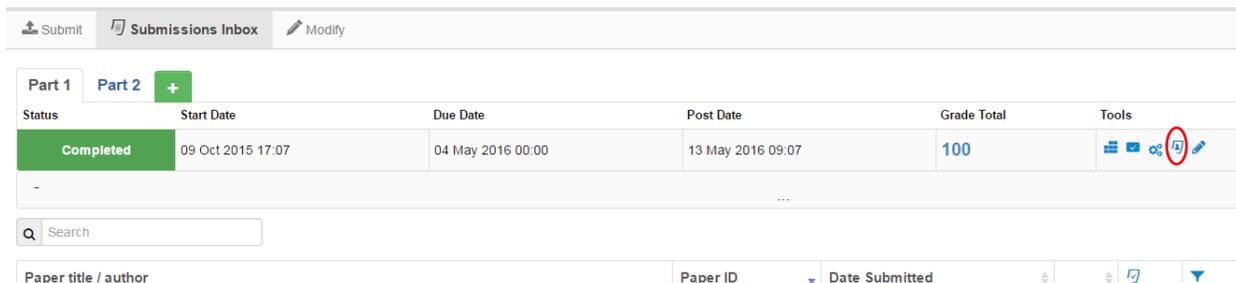
Exclude Student/s

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*'.

2. Click on the relevant assignment.

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

Editing review grades

1. Go to the *Submissions Inox*

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

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

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.
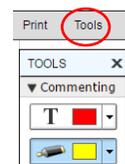
Adding composition marks:

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 palettte and drag the mark to the desired location on the paper.
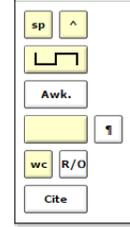
PeerMark in the Document Viewer

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.
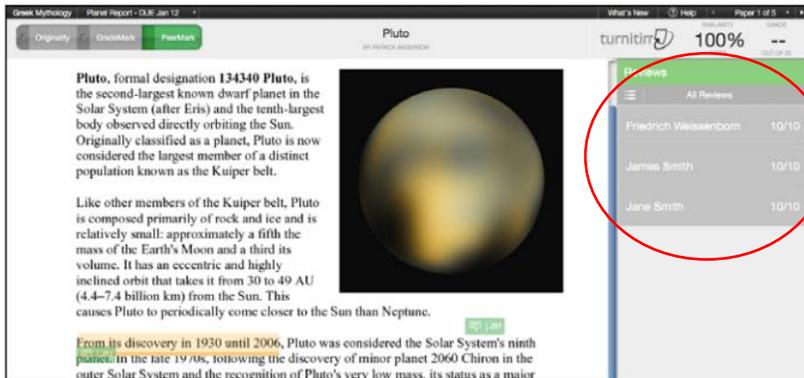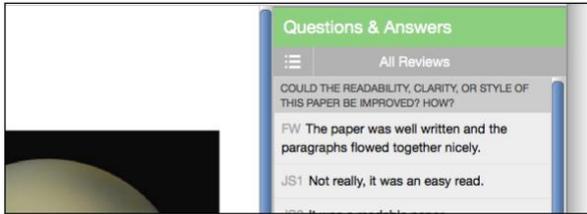
Viewing the PeerMark Questions and Answers

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.