Using PeerMark

PeerMark assignments allow students to read, review, and score or evaluate one or many papers submitted by their classmates. At the end of the PeerMark assignment, the papers will be distributed so that all the students are able to read the comments left on their work. The PeerMark assignment may be anonymous or attributed, depending on the classroom structure determined by the instructor.

The basic stages of the PeerMark peer review process are:

- Student papers are submitted to a Turnitin assignment
- The instructor creates a PeerMark assignment and sets the number of reviews each student will be required to write
- On the PeerMark assignment start date, students may begin their reviews through the PeerMark assignment on the class portfolio page
- The student writes a review for each assigned paper by responding to the free response (written) and scale (ranked) questions selected by the instructor
- Once the PeerMark assignment due date passes, no additional reviews can be written, completed, or edited by the student
- On the PeerMark assignment post date, reviews of the students' papers become available for the papers' authors to view

Distribution of Peer Reviews

PeerMark assignments may have a combination of the following methods of distribution of papers to be reviewed:

- Automatically selected by the Turnitin system
- Manually selected by the instructor
- Self-selected by the student

For example: An instructor may assign students to review five total papers. One paper would be manually selected by

the instructor. Two papers would be automatically selected by Turnitin. The students would select two additional papers to review.
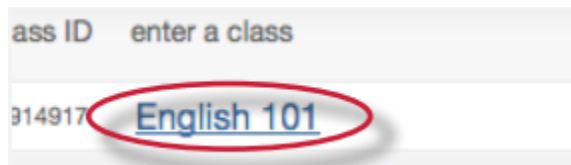
Writing Peer Reviews

Peer reviews are completed by students writing or selecting answers to free response or scale questions provided by PeerMark or created by the instructor.

Free response questions require a written response and may have a minimum length requirement. Scale questions require the students to rate an aspect of the paper that is being reviewed based on a question the instructor has created according to a scale.

Tip: A peer review can be saved and closed to be completed at a later time by clicking the Save button at the top of the peer review page.

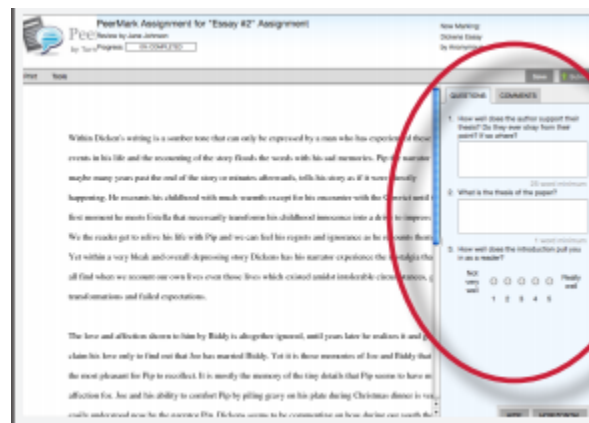1. Click on the class name

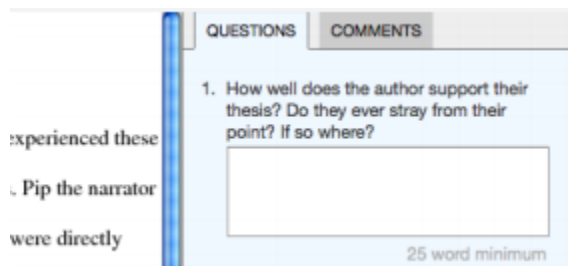2. Click on the *Write Reviews* button to the right of the PeerMark assignment
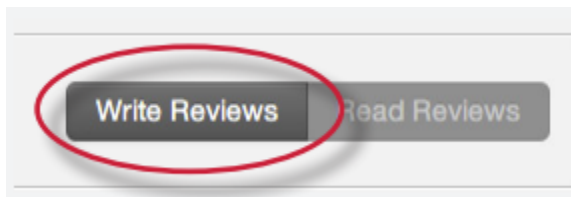
3. Click on the *Start review* link to start a pre-assigned review
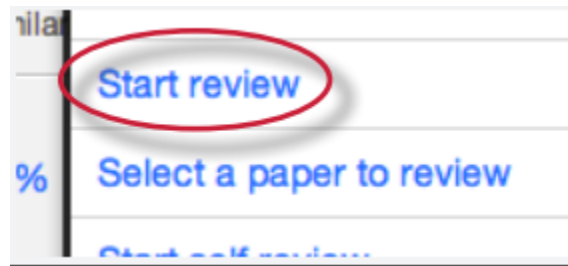
4. PeerMark will open. All the free response and scale questions that need to be completed for the peer review are located on the right side of the PeerMark screen

5. To answer a free response question, click in the text box below the question and type in your response. The word minimum for the response is listed below the text box
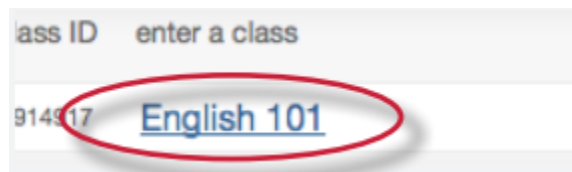
Selecting a Paper to Peer Review

Some instructors may create a PeerMark assignment that allows students to select one or more papers to review from the papers submitted to the paper assignment. These papers may be in addition to or instead of automatically assigned papers.
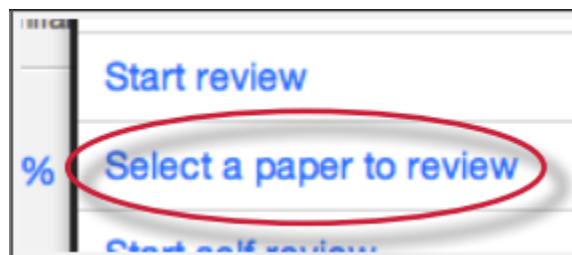
1. Click on the class name

2. Click on the *Write Reviews* button to the right of the PeerMark assignment
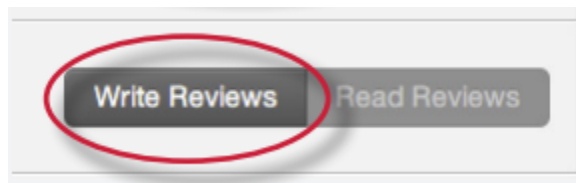
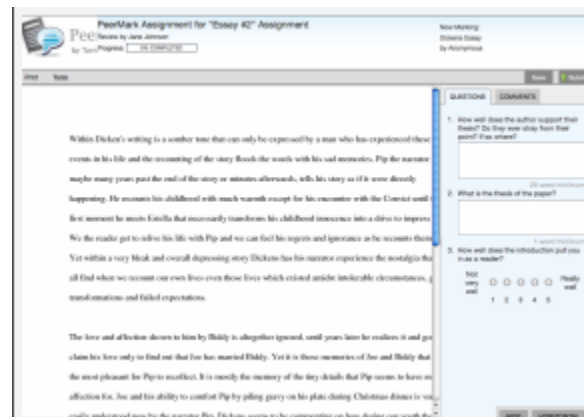3. Click on the *Select a paper to review* link to choose a paper to review

4. Look through the available papers to review. If you would like to view a paper in its entirety click on the grey plus icon at the bottom right corner of the excerpt
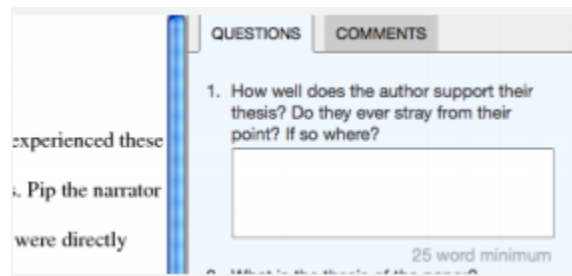

5. Once you have decided which paper you would like to review click on the REVIEW THIS PAPER button
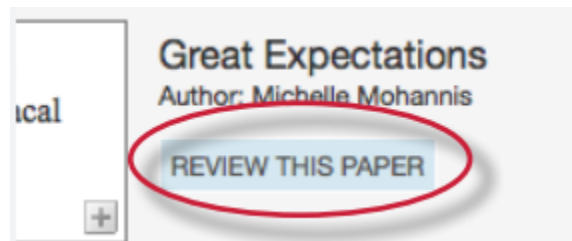
6. PeerMark will open. All the free response and scale questions that need to be completed for the peer review are located on the right side of the PeerMark screen
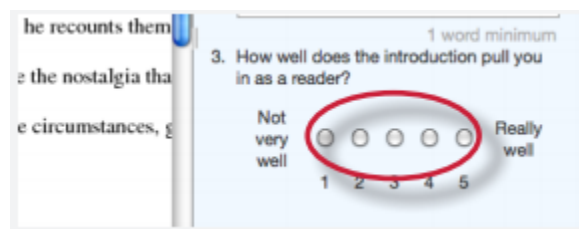
7. To answer a free response question, click in the text box below the question and type in your response. The word minimum for the response is listed below the text box
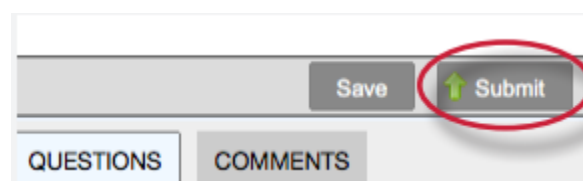

8. To answer scale questions, click the radio button above the number for the rating you are giving this writer for the question

9. Once the questions are completed click on the *Submit* button at the top of the PeerMark page to submit your review
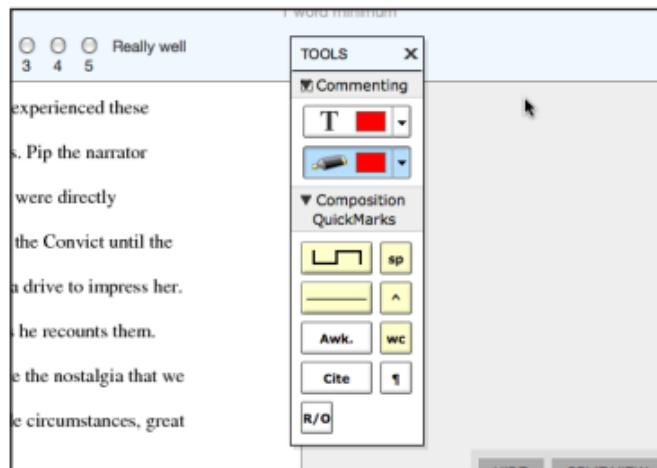

Adding Comments to a Peer Review

PeerMark Tools Palette

The PeerMark Tools palette contains all the commenting functions available to a student. To access the *Tools* palette click on Tools on the PeerMark tool bar

The Tools palette contains two commenting tools and several composition marks that students can use in reviewing and editing their peers' papers.

Commenting Tools

Within PeerMark students may comment on the paper they are reviewing. A comment is equivalent to the notes that a student may write in the margins of a paper. A comment might be:
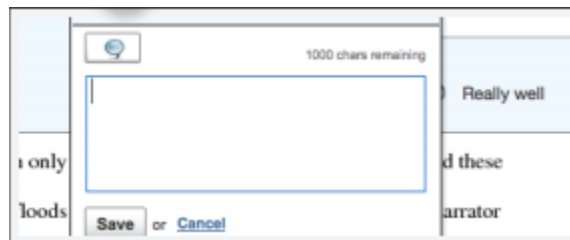
A comment may be up to one thousand characters in length.

1. Within PeerMark, to add a comment to a paper click on the paper where you would like to comment. A comment icon and comment bubble will appear

2. Enter text into the text field of the comment bubble

3. (Optional) If the comment references a specific area of the paper, you can click and drag on the paper while the comment bubble is open to create a highlight over text. The color of the highlight can be selected before clicking and dragging. Multiple highlights can be created for each mark if there are multiple areas to reference. Highlights may overlap
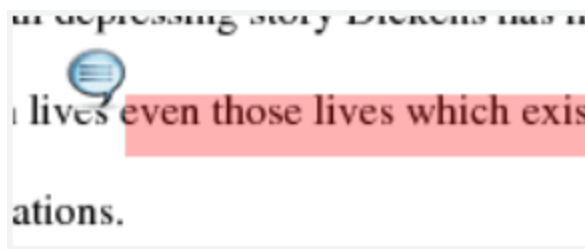
**4**. Click the *Save* button to save the comment
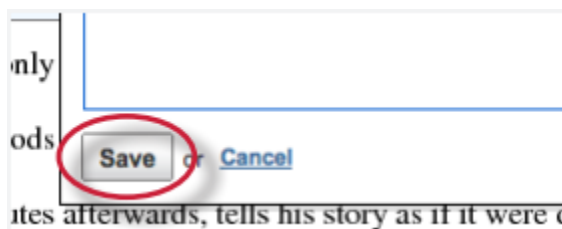
The comment can be edited at any time by clicking on the mark symbol for the comment. The *Edit* and trash icons will appear, click on the edit icon or double click the mark to open up the comment box. Edit the comment and click Save to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location. To delete a comment click on the trash icon.
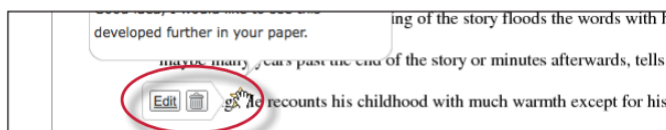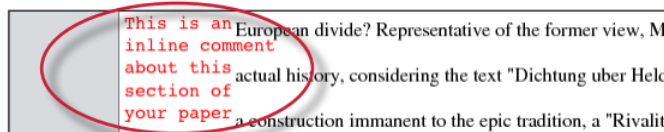
Inline Comments
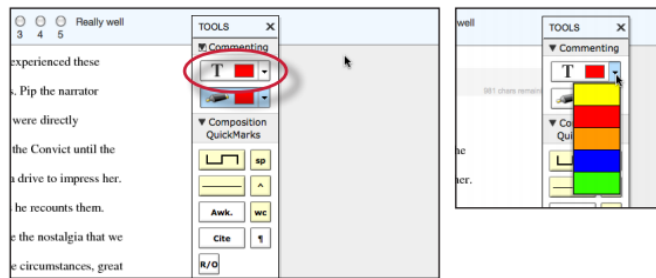
The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlight over which typing may be done. When finished, click elsewhere on the paper or select the highlighter tool from the Tools palette. The inline comment will appear as typing directly over the paper.


An inline comment can be deleted by moving the cursor over the comment and then clicking on the gray trash can icon that appears to the left of the comment. Deleted comments cannot be recovered.

The inline comment can be moved by clicking and dragging the comment to a new location on the page. Releasing the mouse will affix the inline comment to the page in the new location.

Composition Marks

Composition Marks are standard editing marks that students can utilize when editing and reviewing their peers' papers. To add an composition mark to a paper click on the mark you want to add in the tools palette and drag the mark to the desired location on the paper.
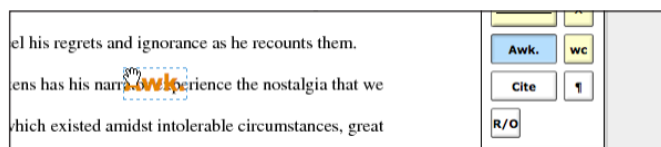
Tip: Composition mark symbols with yellow backgrounds on the palette are dynamic. These marks require further modification when added to a paper.

Some of these marks are resizable using handles at the corners of the mark. Others allow for text to be added in a text field. This allows further customizing of these editing marks.

To move a composition mark click on the mark and drag it to the new position on the paper and release the click. To delete a mark place the cursor over the mark, the trash icon will appear click on the trash icon to delete the mark.
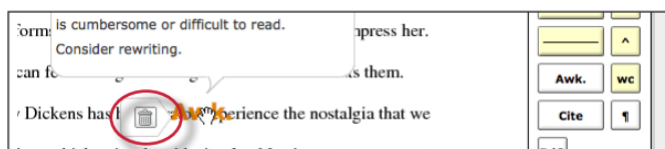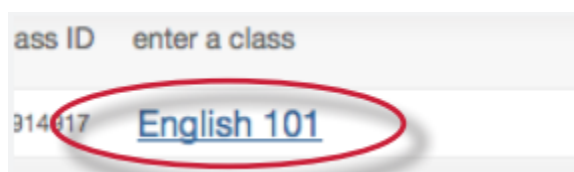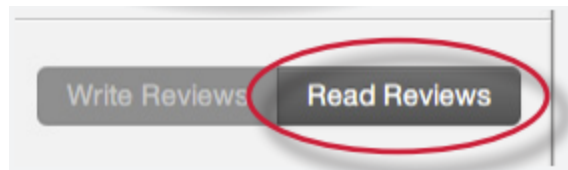

Reading Peer Reviews

Once the PeerMark assignment post date has passed, students are able to read the reviews written on their papers.

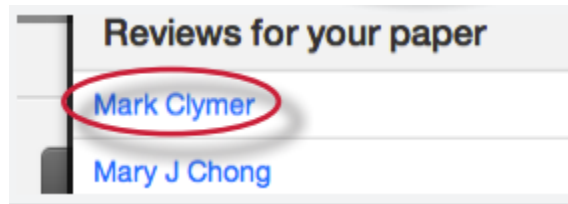**1**. Once logged in, click on the name of the class the peer review was in

2. Click on the *Read Reviews* button for the PeerMark assignment
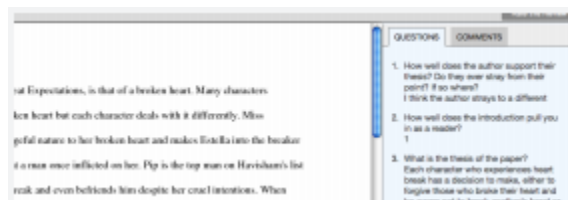
3. Click on the links within the *Reviews for your paper* window to read the reviews of your paper

4. PeerMark will open with the student's review of your paper. All answers to the free response and scale questions will be available on the right side of the screen under the *Questions* tab
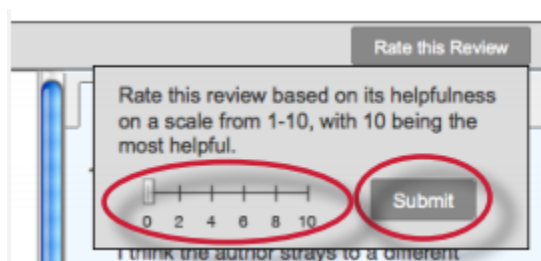

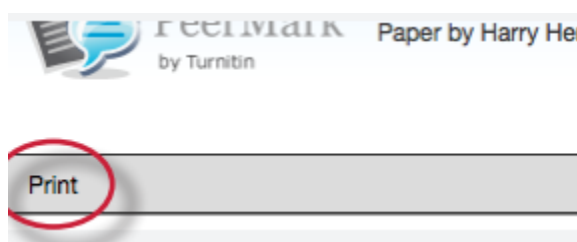5. To view the reviewers comments in a list click on the *Comments* tab

6. Click on the *Rate this Review* button to rate the helpfulness of the review. Select a number on the scale from 0 to 10 and click on the *Submit* button to rate the review

7. If you would like to print the review click on the *Print* link on the PeerMark toolbar

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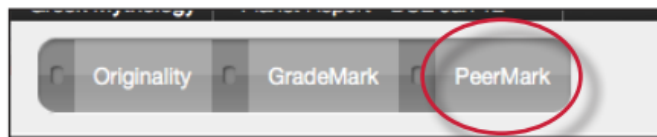# PeerMark in the Document Viewer

Students may view the peer reviews for their paper within the document viewer once the post date of a PeerMark assignment has passed. To view the paper in the document viewer first click on the View button for the paper assignment the peer review was based on.
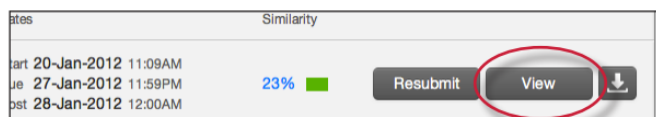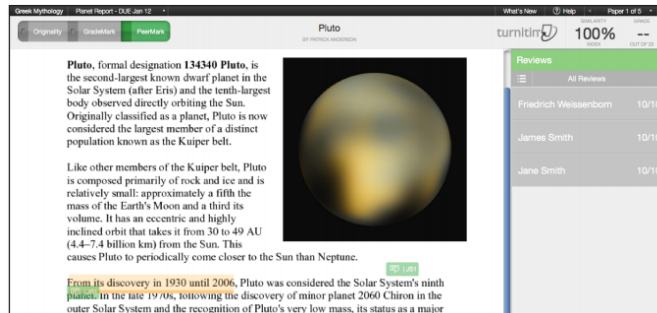

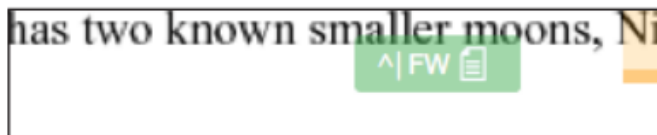Once the document viewer loads click on the PeerMark tab.

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

All reviewer comments appear on the paper. Each mark made to the paper is identifiable by the reviewer's initials, unless the reviews are anonymous.
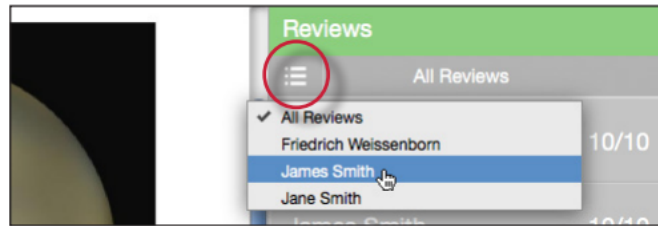

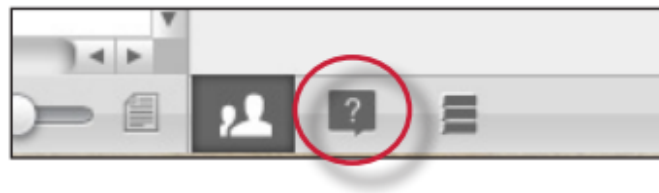To view a specific student's comments click on their name in the sidebar.
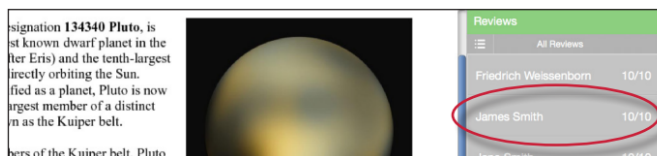
The list icon can also be used to select a student or to select to view *All Reviews.*
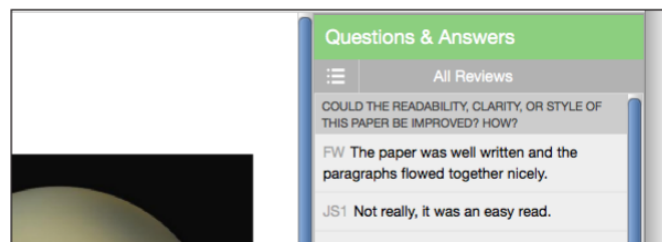
Viewing the PeerMark Questions and Answers

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

The sidebar will load all the PeerMark questions. The answers are located under each question. If all reviews are displayed the answers are identifiable by the reviewers initials, unless reviews are anonymous.

Reviewer Mark List

To view a list of all the comments left on the paper click on the mark list icon.
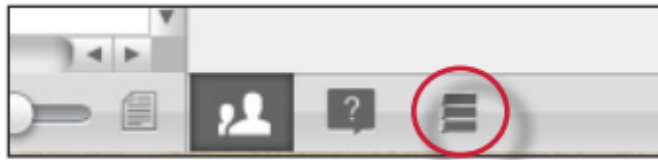
The Comments List may be used to navigate to the location of a comment on the paper. Simply hover the cursor over a mark in the comment list and then click on the show on paper link that appears.