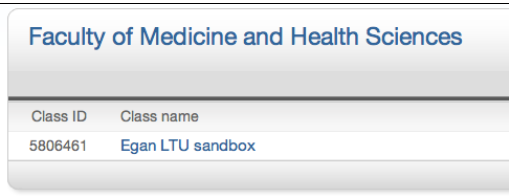
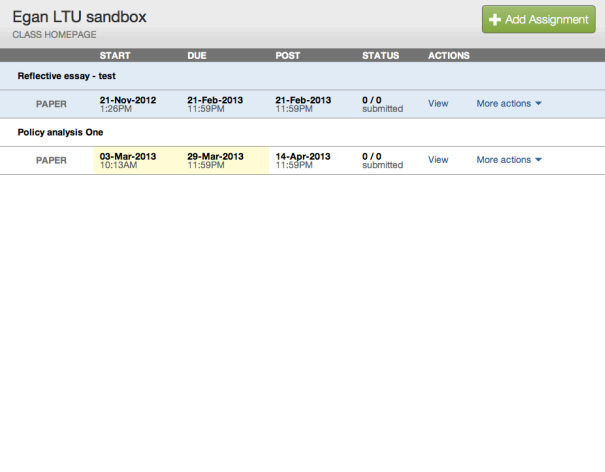
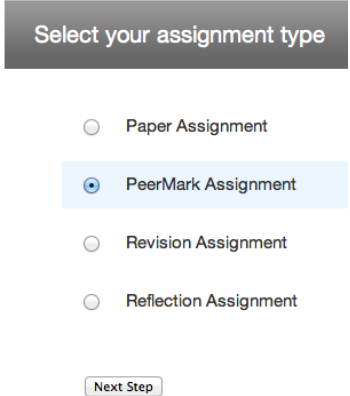


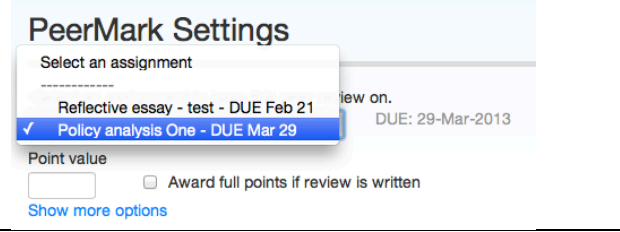
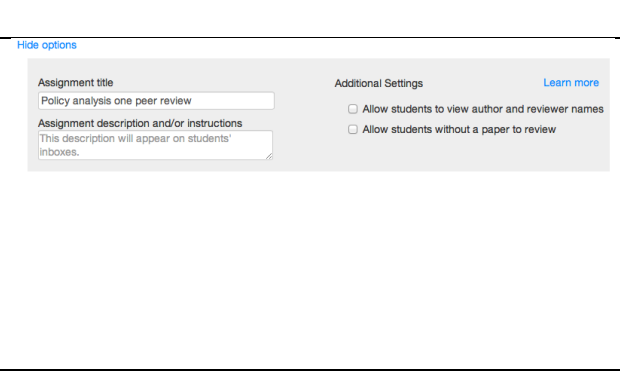
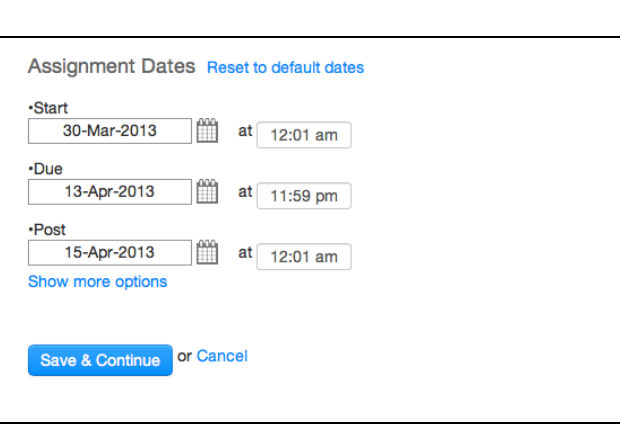
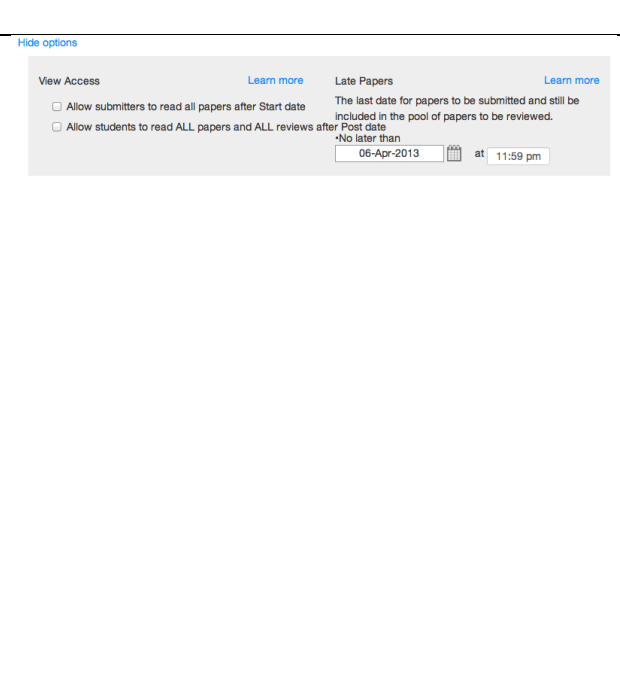
Getting started with Turnitin Peermark

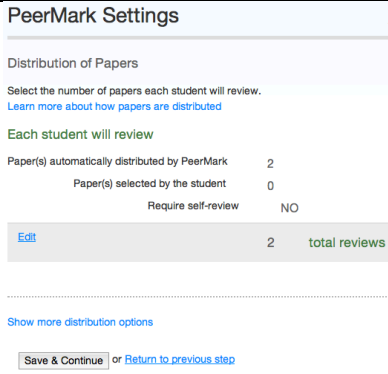
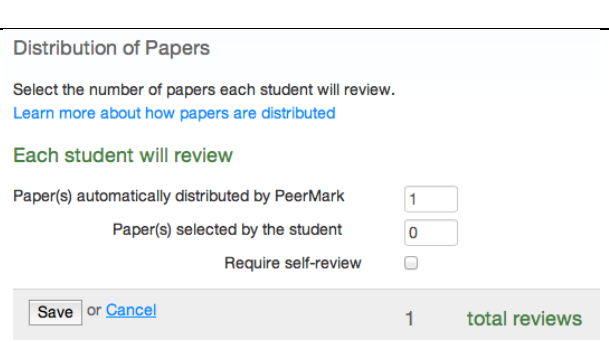
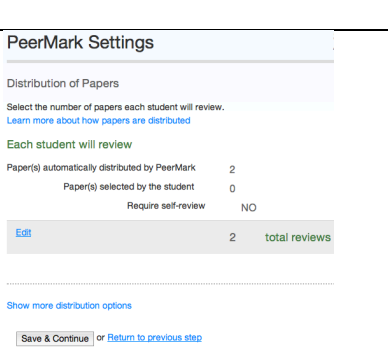
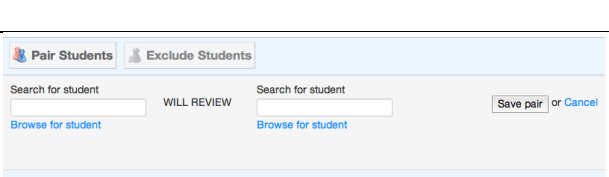
Version 1.0

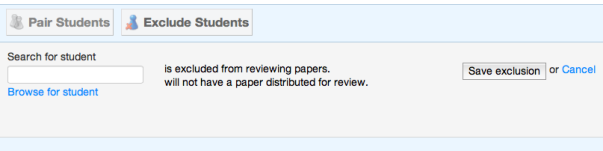

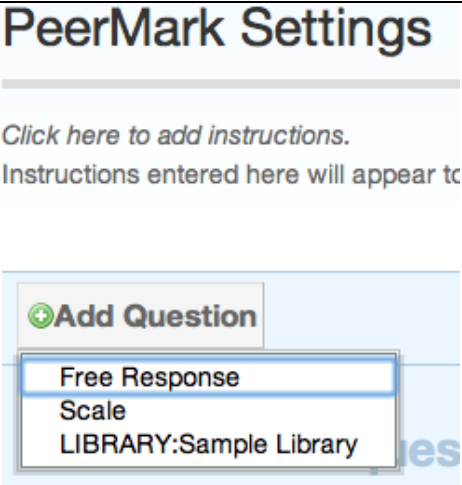
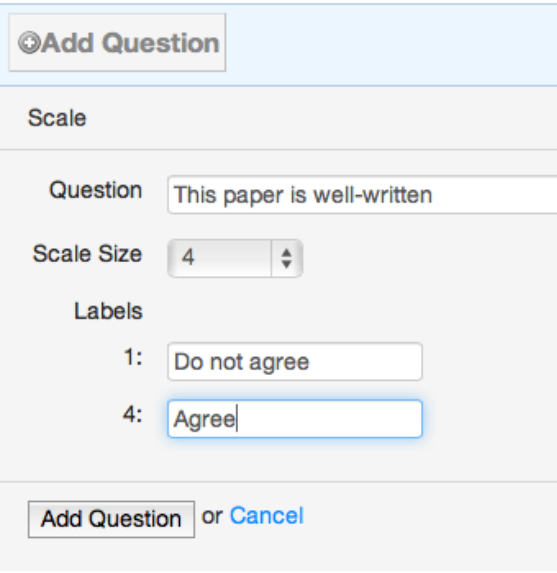
PeerMark is an extension of Turnitin. *PeerMark* allows you to set up a structured peer review element to your course. For *PeerMark* you need to set up two *Assignments* in Turnitin: one for student submissions and a second *PeerMark* Assignment to manage the peer review process. For instructions on setting up an assignment in Turnitin, we encourage you to download the [Getting started with GradeMark](#) quick reference guide. This quick reference guide assumes you have already created the assignment for student submissions and offers instructions for setting up the second, peer review *PeerMark* assignment only.

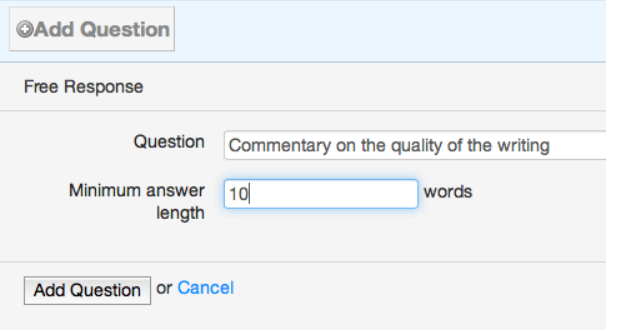
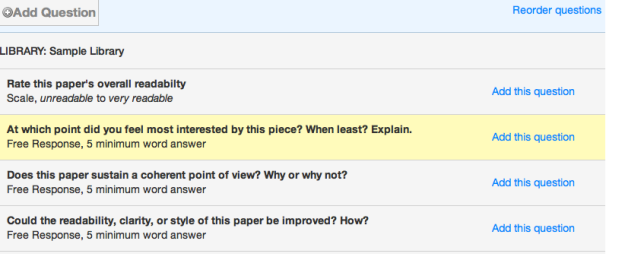

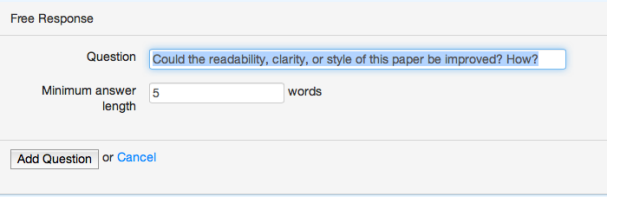
Words in *Italics* on this guide indicate functions of *Turnitin*: a feature or function, button, field name, or linked tool. Contact the ITS Help Desk (ext 85100, askit@auckland.ac.nz) for a Turnitin account if you don't have one.

Using PeerMark	
Log into Turnitin	
Click into the Class where you want to create a peer review assignment	
<p>You should already see the primary assignment you have created, where students will submit to you. Now you will create a <i>PeerMark</i> assignment, which facilitates students reviewing each others' work.</p> <p>We are going to add a <i>PeerMark</i> assignment for the assignment entitled <i>Policy Analysis One</i>.</p> <p>Click the green <i>Add Assignment</i> button</p> <p>Note: students need only submit one paper to your primary assignment: they do not submit anything to the <i>PeerMark</i> assignment.</p>	
Select <i>PeerMark</i> Assignment and click the Next button	

<p>Select the name of the assignment that will be peer reviewed from the pulldown menu. For the example we are selecting <i>Policy analysis One</i>.</p> <p>Enter a <i>Point value</i> for the peer review element of the assignment.</p>	 <p>The screenshot shows the 'PeerMark Settings' interface. At the top, there's a 'Select an assignment' dropdown menu with 'Policy analysis One - DUE Mar 29' selected. Below it, there's a 'Point value' input field and a checkbox for 'Award full points if review is written'. A 'Show more options' link is visible at the bottom.</p>
<p>Click <i>Show more options</i> under <i>Point value</i> and enter a name for the peer review element of this assignment. For this example I have entered <i>Policy analysis one peer review</i>.</p> <p>There is an optional description/instructions field.</p> <p>Under <i>Additional settings</i> leave both boxes unticked for now.</p>	 <p>The screenshot shows the 'Additional Settings' section. The 'Assignment title' field contains 'Policy analysis one peer review'. There is an 'Assignment description and/or instructions' field with a placeholder text. Under 'Additional Settings', there are two checkboxes: 'Allow students to view author and reviewer names' and 'Allow students without a paper to review', both of which are currently unchecked.</p>
<p>Under <i>Assignment Dates</i>:</p> <p><i>Start date defaults</i> to the day after the due date for the original assignment. Enter a new date if you wish.</p> <p><i>Due date defaults</i> to two weeks after the Start date. Enter a new date if you wish.</p> <p><i>Post date defaults</i> to two days after the Due date. Enter a new date if you wish.</p>	 <p>The screenshot shows the 'Assignment Dates' section. It includes three rows for 'Start', 'Due', and 'Post' dates and times. The 'Start' date is set to 30-Mar-2013 at 12:01 am, the 'Due' date is 13-Apr-2013 at 11:59 pm, and the 'Post' date is 15-Apr-2013 at 12:01 am. There are 'Reset to default dates' and 'Show more options' links. At the bottom, there are 'Save & Continue' and 'Cancel' buttons.</p>
<p>Click <i>Show more options</i> under <i>Assignment Dates</i>. These options are independent of the <i>Distribution of Papers</i> settings below. These are all optional settings; if not sure, leave them in their default settings.</p> <p><i>Allow submitters to read all papers after Start date</i></p> <p><i>Allow students to read ALL papers and ALL reviews after Post date</i></p> <p><i>The last date for papers to be submitted and still included in the pool...</i> allows you to specify a cut-off date for peer review.</p> <p>For example: you might accept a paper one or two days late, but only papers submitted on-time would be included in peer review.</p>	 <p>The screenshot shows the 'View Access' and 'Late Papers' sections. Under 'View Access', there are two checkboxes: 'Allow submitters to read all papers after Start date' and 'Allow students to read ALL papers and ALL reviews after Post date', both unchecked. Under 'Late Papers', there is a text description and a date/time picker set to 06-Apr-2013 at 11:59 pm. There are 'Learn more' links for both sections.</p>

<p>On the <i>Distribution of Papers</i> page click <i>Edit</i>.</p>	
<p>Pick one or both of the two options :</p> <p>Enter the number of <i>Paper(s) automatically distributed by PeerMark</i> Turnitin to randomly assign to each student, <u>and/or</u> Enter the number of <i>Paper(s) selected by the student</i> to review.</p> <p>Tick <i>Require self-review</i> for students to write a review on their own paper after they complete all other assigned reviews.</p> <p>The number of <i>total reviews</i> is automatically updated by Turnitin</p> <p>Click <i>Save</i></p>	
<p>Click <i>Show more distribution options</i> for more refined peer review settings. These options include:</p>	
<p>Pair students allows you to purposefully link pairs of students you want to review each another's work.</p> <p>Note: this function can only find students who have already submitted work to your primary assignment.</p> <p>Enter the name of student 1 in the first <i>Search for student</i> box and click <i>Browse for Student</i>. Click the name of the student. Enter the name of student 2 in the second <i>Search for student</i> box and click <i>Browse for Student</i>. Click the name of the student.</p> <p>Once you have paired two students click <i>Save Pair</i></p> <p>Repeat the process until all pairings have been made.</p>	

<p>Exclude students allows you to identify students who will not review papers <u>and</u> whose papers will not be reviewed.</p> <p>Enter the name of a student in the first search box and click <i>Browse for Student</i>. Click the name of the student.</p> <p>Click <i>Save Exclusion</i>.</p> <p>Repeat the process until all exclusions are entered.</p>	
<p>Click <i>Save & Continue</i></p>	
<p>Click the <i>Add Question</i> button, which will give you three options:</p> <p><i>Free Response</i>: a text box for qualitative peer-to-peer feedback.</p> <p><i>Scale</i>: an ordinal scale (multiple choice) question.</p> <p><i>LIBRARY:Sample Library</i>: choose one of several existing questions from the question bank.</p>	
<p>To add a new <i>Scale</i> question:</p> <p>Click the <i>Add Question</i> button and select <i>Scale Question</i></p> <p><i>Question</i>: Enter your question text here.</p> <p><i>Scale size</i>: Enter the number of values in your scale. Selecting two can be used for a Yes/No or True/False question. Maximum value is 5.</p> <p><i>Labels</i>: You only enter terminal (end) points for your scales.</p> <p>Note: if you select 3, 4 or 5 under Scale Size you will be entering the value for 1 and 3 or 1 and 4 or 1 and 5—not any of the interim values.</p> <p>Click <i>Add Question</i></p>	

<p>To add a new <i>Free Response</i> question:</p> <p>Click the <i>Add Question</i> button and select <i>Free Response Question</i></p> <p><i>Question:</i> Enter your question text here.</p> <p><i>Minimum Answer Length:</i> Enter the minimum number of <i>words</i> acceptable.</p> <p>Click <i>Add Question</i></p>	
<p>To add a <i>Library</i> question:</p> <p>Click the <i>Add Question</i> button and select <i>LIBRARY:Sample Library</i></p> <p>Scroll down and locate a question to add.</p> <p>Click <i>Add This Question</i>. This question has been added to the bottom of your question list.</p>	
<p>Click <i>Edit</i> next to an added <i>Library</i> question to adapt the question for your own purposes, <i>as required</i>.</p>	
<p>The question now appears as a <i>Free Response</i> (in this example) or <i>Scale</i> question.</p> <p>Adapt the wording and any other options.</p> <p>Click <i>Add Question</i>.</p> <p>Note: You have not edited the original <i>Library</i> question: a copy was made for this assignment, which you edited. The original remains the same.</p>	
<p>Click <i>Save & Finish</i> once all questions have been created or added.</p> <p>Following the start date of the PeerMark assignment, students will access the work they will review by clicking on <i>View</i> next to PeerMark under the assignment name.</p>	