PeerWise
Teacher Manual
Make learning engaging by having students develop test questions

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Table of contents

Introduction

This teacher manual explains what PeerWise is, how to create an account and a course, how to grant your students access to it, and how you can view your students' efforts. We recommend you review the student manual as well. This will give you valuable insight into how students interact with PeerWise.

1. What is PeerWise?

The PeerWise programme has students actively engage with the subject matter by developing their own test questions, sharing those questions with other students, and answering each other's questions. Formulating test questions stimulates students to carefully analyse the subject matter. Answering the questions others come up with helps them develop new perspectives on the subject matter.

PeerWise was developed by the University of Auckland in New Zealand and used all over the world. It is freely available from the PeerWise website. Teachers can apply for an instructor account, which is usually provided within a few days. Students can create their own student accounts and get started right away. The Educate-it website has a student manual which you could add to your course description or share with your students on Blackboard.

2. Creating an account

To create a PeerWise Instructor account, visit their website at: https://peerwise.cs.auckland.ac.nz/

- Scroll down to find the 'Join now' label
- Click 'Request an instructor account'

You will be sent to an online form.
- Enter *Universiteit Utrecht* under 'Institution/school'.

Please, join us!

Please tell us a little about yourself so that we can get you started.

My new instructor account

With an **instructor account**, you can easily create new repositories on PeerWise for students at your institution or school. Managing student access is straightforward, and you can monitor student activity at any time.

Please let us know who you are, where you teach, and how we can get in contact with you. We will send you a personalised email as soon as your account is ready to go.

Who you are

Your name:

The name you will use to log in to PeerWise

Preferred username:

How we can contact you

Work email:

Where you teach

Institution / school:

(either provide the full name and location, or select from the list that appears)

Request instructor account »

- When you've entered all the required information, you'll receive a confirmation email that contains a code you need to enter on the site.
- PeerWise then has to authorise the account. This can take a day or two. When they do, you'll receive an email with your username and password for logging into PeerWise through the [UU portal](#).
- Once logged in, you can change your password if you wish.

3. Creating a course

From the main screen, create a course by clicking 'Create new course'. Enter a *Course name*, then click *Preview new course*.

Create new course

You are about to create a new PeerWise course repository for **Universiteit Utrecht**.

At this stage, you only need to **choose the name** that you would like the course to have. Once the new course is created, you will be given an opportunity to upload a list of "identifiers" to provide students with access to the course.

Course name:

The course name should be fewer than 50 characters
You do not need to include the institution in the name of the course. It is recommended to include term/semester and year in the course name
e.g. CompSci 101 (Term 1, 2010)
e.g. Introduction to Biology (Semester 2, 2010)

Preview new course

Once you have entered the course name, click the "Preview new course" button to create the new course.

Check whether the information displayed is correct. If so, click 'Yes, create this course'. The course has now been created and will appear on the main screen under Pending courses.

3.1 Creating working groups

There is no way to create subgroups within a course, which means you can't, for instance, split your class into working groups. If each of your working groups needs their own PeerWise environment, a new course will have to be created in PeerWise for each of them. It would make sense to use the same base name for each of those courses with a tag on the end for each working group.

4. Granting access to your students

Click *Upload student identifiers to activate this course.*

The screen shown below requires you to enter unique identifiers for each of your students. Since students create their own PeerWise accounts and can pick any name they like, you need some way to know who's who. To tell them apart, you'll have to ask them to identify themselves.

A good way to do this is by having students provide their student numbers. Start by entering the student numbers of all participants into this field:

Each value should be unique, and Student identifiers should be distinct from Administrator identifiers.
You can return to edit the identifiers in this list at any time.

Course ID:
13955

Tip:
Simply copy and paste your list of identifie

For example, if you are using student ID numbe

Underneath that, you can configure what instruction your students will see when asked to enter their unique identifier. For example: "Please enter your student number." We recommend you use Solis ID as a unique identifier, since that allows for easy linking into OSIRIS at a later date. Next, click *Update identifier list and prompt*. The students account will be linked to the identifier (student number in the preceding example). This happens as soon as the student creates an account.

Prompt:
Vul hier je studentnummer in

This message should prompt students to enter their "identifier" (i.e. one of the values from the text area above)
e.g. Please enter your identifier for this course, as indicated by your course instructor
e.g. Please enter your student ID number
e.g. Please enter your email address

Identifiers can be edited and managed later with the *Manage access* button.

Voorbeeld1   Manage access | Administration

Course ID	Identifiers active	Questions	Answers	Comments	Last correct answer
13955	1 / 1	0	0	0	---

The *Manage access* button is also where you will find the list of students and identifiers.

4.1 How does PeerWise work for students?

Students create an account for themselves on PeerWise. They can access courses with their *identifier* and *Course ID*. Once there, they can start developing and answering test questions. For students to access the correct course, they need its *Course ID*. You can give them that in the classroom, email it to them, or post it on Blackboard.

Students can develop test questions, answer the questions their peers have developed, and provide feedback on the latter. Teachers can also add (example) questions by clicking the course from the initial PeerWise screen, selecting *view* from the *Your questions* drop-down menu, and clicking *Create new question*. Consult the student manual for detailed instructions on how to create questions.

5. Administration/Monitoring

The *Administration* button is home to PeerWise's administrative features.
Good ones to remember are:

- Add Course tags
  It may be useful to introduce course-specific tags to label the questions and sort them into bins. This allows students to sort the questions they make by the topic that question addresses. These categories could be lecture subjects or even more specific than that. This is also where you decide whether students should be allowed to come up with their own tags.

Define course tags

When a student creates a question, they can assign one or more "tags" to their question, indicating relevant topics. Appropriately chosen tags can help other students find questions of interest. The list of tags from which students can select may be populated initially with a set of instructor-defined "course tags".

There are currently **0** course tags defined.

Define the course tags for this course by entering them **one per line** or **separated by spaces** in the text area below.

Each tag should be no longer than 33 characters, and may consist of alphabetic characters, numbers, the underscore: _ or the hyphen: -

Examples:

Introduction-to-science
Lecture_5
Anatomy_of_the_endocrine_system
Weeks_1-3

☑ Allow students to create their own tags

You can choose whether or not students are able to define their own tags. If you disallow this, then you should provide the "course tags".

Update tags for this course

- Participation overview
  The students have no way of knowing who developed, answered, and/or left feedback on a question. As the teacher, you have access to that information through the *Display participation summary* button.

Students

>>> Display participation summary

>>> View scores of all students

>>> View badges earned by students

>>> Show users in leaderboard tables

>>> Display user list for this course

>>> Reset user password

Questions

>>> View individual questions

>>> Export all questions

>>> Import questions from course

Course

>>> View instructions for students

>>> View daily usage charts

>>> Define course tags

>>> Define course messages

>>> Choose editor profile

>>> Open access to this course

>>> Delete this course

- Exporting questions

Once created, questions can be exported from PeerWise into a text file so that they can be discussed in a lecture or tutorial. The document so created will show the students' names.

- Other
The administration screen has many more options besides the ones detailed above, such as importing questions from another course or monitoring when students are active on PeerWise.

6. Video manual
In support of the SURF pilot at UMC Utrecht and AMC, a screencast video manual was developed:
https://www.youtube.com/watch?v=IfxCewBbTXI&list=PLoMVogKd602RRW8NCCkNtSvAqwLC_GiW
M
The six videos in that manual cover the following topics:
1. Creating an account
2. Creating a course
3. Resetting a password
4. Developing and answering questions
5. Viewing created questions
6. Importing and exporting questions

7. How to write good test questions

On the Educate-it website, you can find a short movie with tips on formulating multiple choice questions. You can share this video with students. The link to the video is:
https://www.youtube.com/watch?v=SCnkNIf18Sg