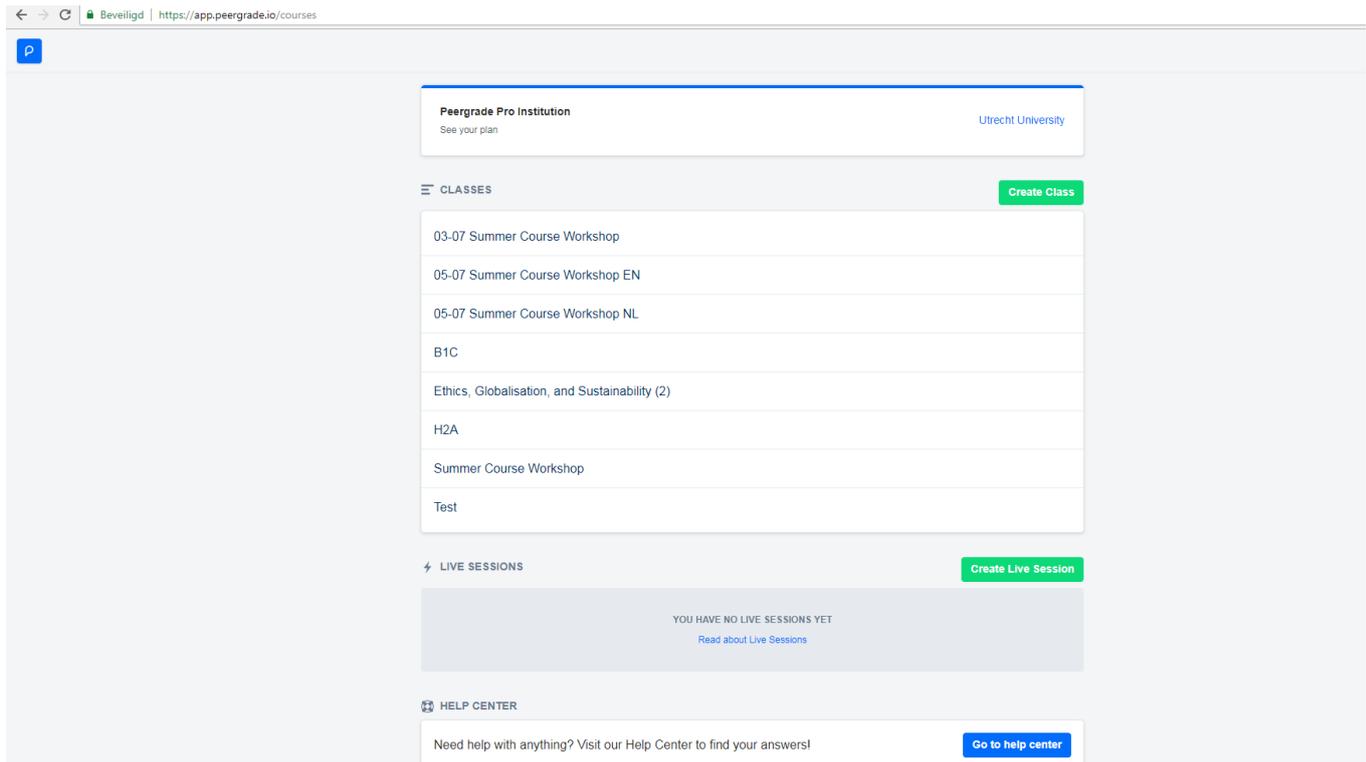


## Hand-out Peergrade Teacher Review

Dear Teacher,

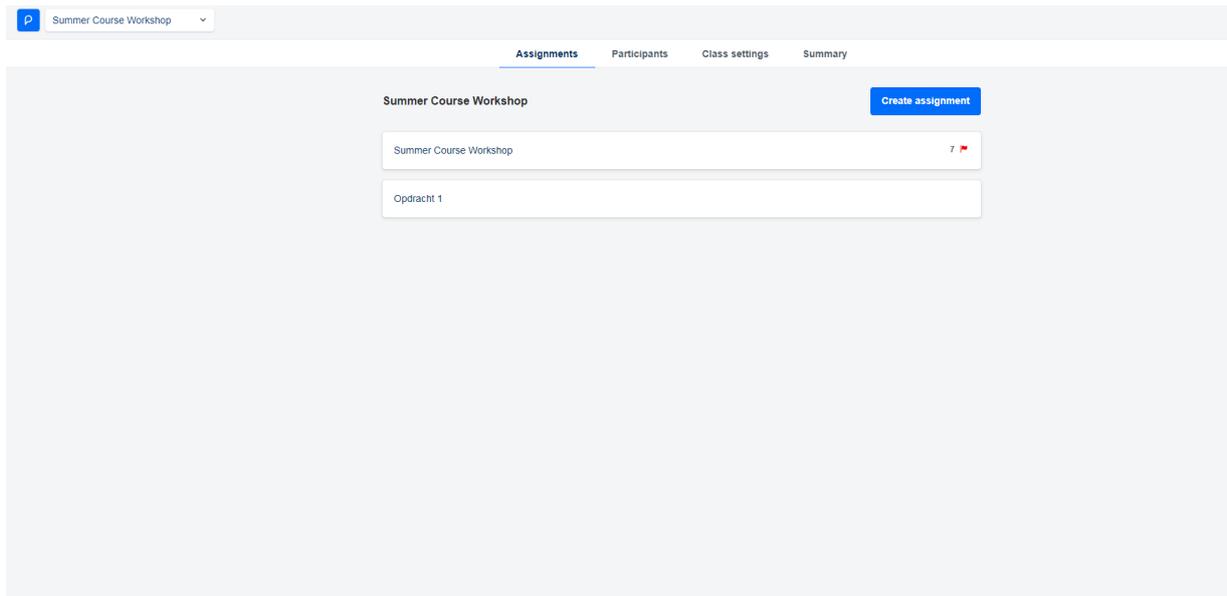
This hand-out will briefly explain how to review a paper in Peergrade as a teacher. This will be done through the use of screenshots, so you will be able to copy the steps when reviewing a paper.

When you have logged on to Peergrade, you will be directed to your course overview. An example of which you will find below:

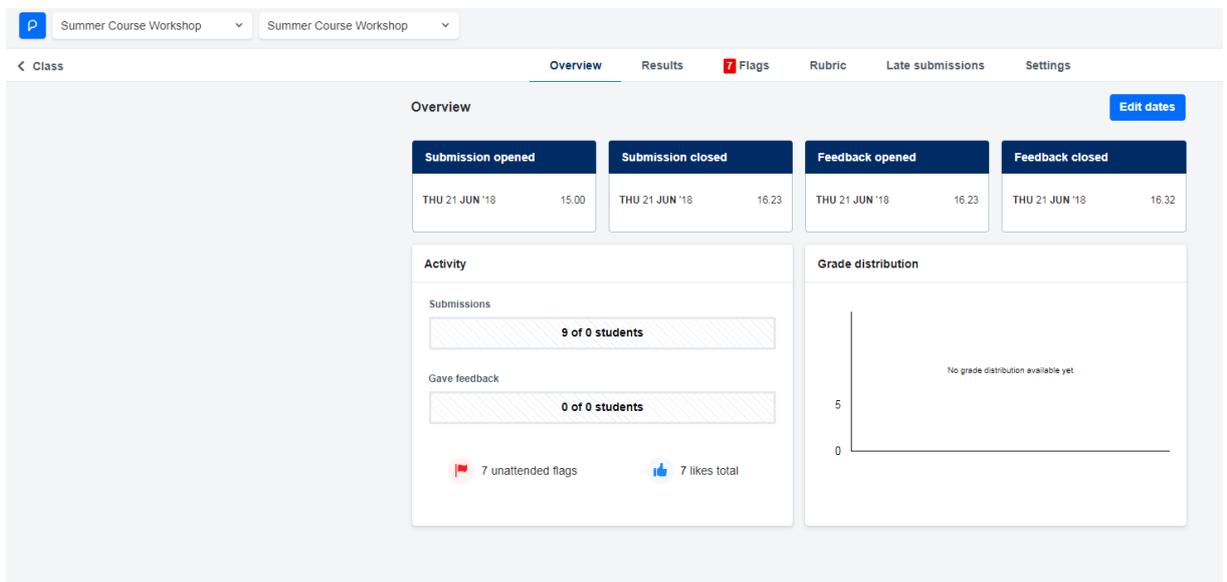


Regularly, every seminar group has its own class. In order to grade a student's paper, select the class that the student is in.

If there are multiple assignments within your class, you will now be asked to select the assignment that you are going to grade at this stage.



You will now see a screen that summarizes data about this assignment. The screen features information about submission deadlines as well as feedback deadlines (note: these are the deadlines you set for the students, teachers do not have to conform to these deadlines). Moreover, you will find information on students' activity regarding their submissions and if applicable given feedback to peers.



In order to review a specific student's work, go to tab two, 'results' in the top of the screen. In this screen you will find an overview of your students' work and if applicable given feedback to this work.

Select the student that you want to review and click on give feedback in the top right.

You will now see the paper on the left, and the rubric on the right side of the screen. You will have to fill out the rubric. Note: this is the same rubric as the students needed to fill out whilst peer reviewing.

Once you have filled out the complete rubric, you need to click the 'submit feedback' button. You can always quit or pause a feedback session halfway, all information will automatically be saved.

Afterwards, you will always be able to view and edit given feedback by clicking 'edit feedback'.

This was the brief introduction to giving feedback. If you have any additional question, please contact the Educate-it desk through 030 253 2197 or [educate-itbalie@uu.nl](mailto:educate-itbalie@uu.nl).