Universiteit Utrecht

Peergrade

Teacher's manual

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Strengthen your education with Educate-it

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1. An introduction to Peergrade

Peergrade is an online platform where students can give each other constructive feedback. Peergrade is formative by nature and especially suitable for reviewing and revising draft versions of reports through peer feedback. It provides teachers insight into how knowledgable your students are by letting you review the peer feedback they exchange. You can also respond to the feedback your students provide each other or even add feedback of your own.

Peergrade is easy to use because the entire tool is web-based. No downloads required. All you need is a username and password. As a teacher, you will be provided your own account within Peergrade that will allow you to manage your classes, students and assignments.

This manual will serve as an introduction to the tool's features as well as a reference guide to be consulted as you work with Peergrade in your classes. Educate-it is also happy to provide didactic and technical support for Peergrade. If you would like assistance, please contact the Educate-it desk at educate-itbalie@uu.nl.

2. Creating your account

Contact the Educate-it desk if you'd like to create a Peergrade account. We can be reached via email at educate-itbalie@uu.nl. The Peergrade tool coordinator will contact you as soon as possible to discuss all the relevant details.

3. Your first login

Now that you've been granted access to Peergrade, it's time to log in to the site for the first time. Visit peergrade.io and click the blue 'log in' button in the top right corner of the page. Enter the username and password you were provided. Usernames usually take the form of an email address ending in @uu.nl.

Next, you will arrive at the following home screen:

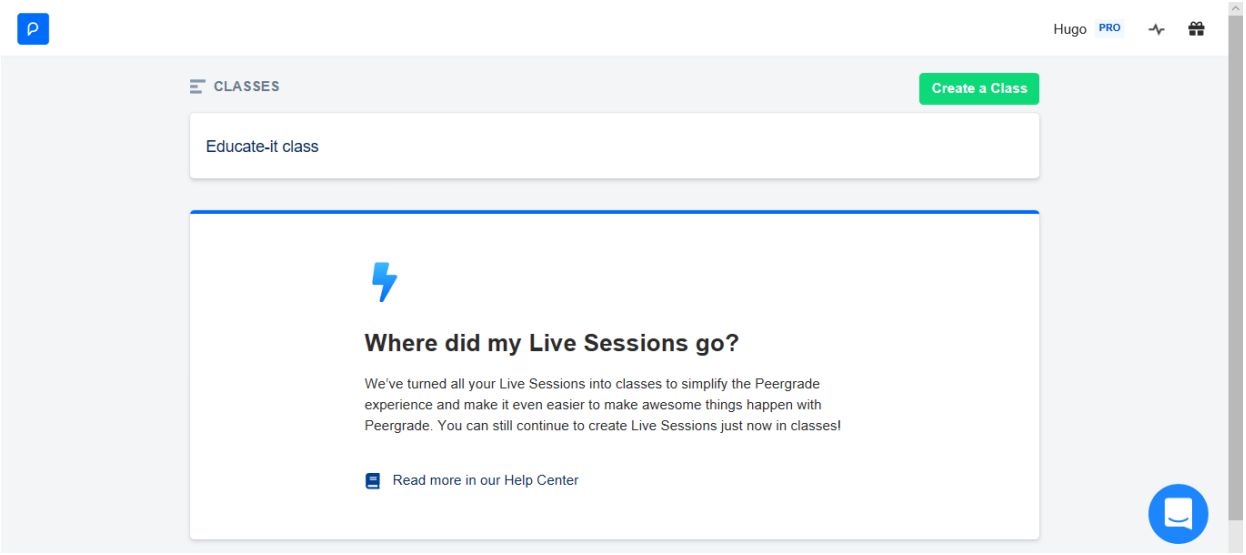


Figure 1: Home screen

This example home screen already has a class configured (Educate-it class). Your list of classes will be empty when you first start using Peergrade.

4. Getting started

Now that you're on the home screen, we'll describe the steps you need to take get started with your very first Peergrade assignment. They are: create a class, add students to your class, and create an assignment. More about each of those steps below.

4.1 Creating a class

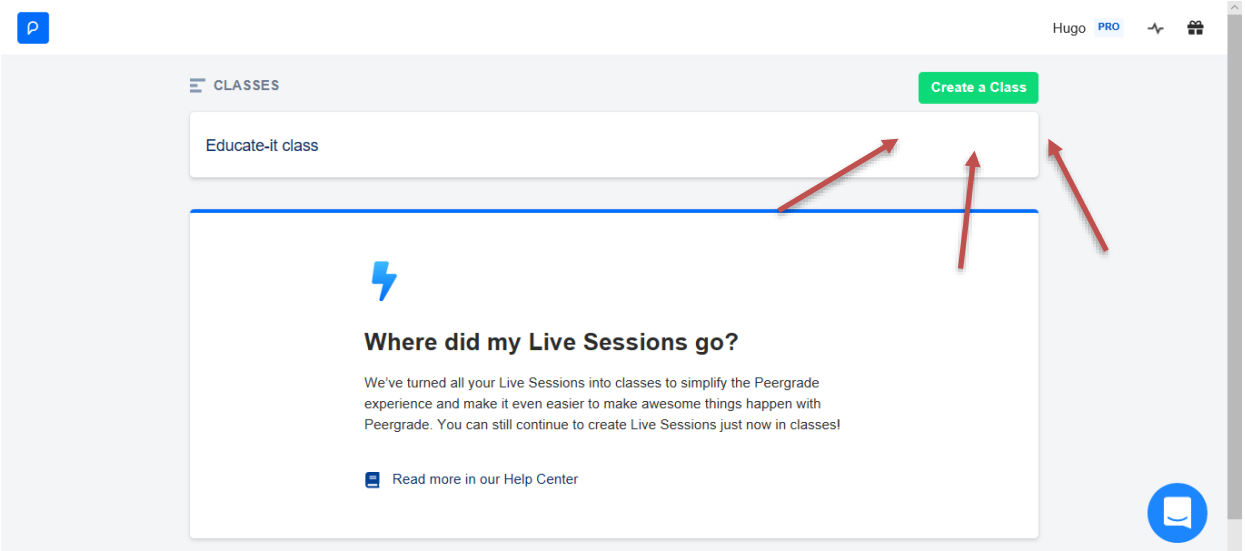


Figure 2: Creating a class

On the home screen, under classes, there is a button on the right side of the page that you click to 'Create a Class'. A new page will open that looks like this:

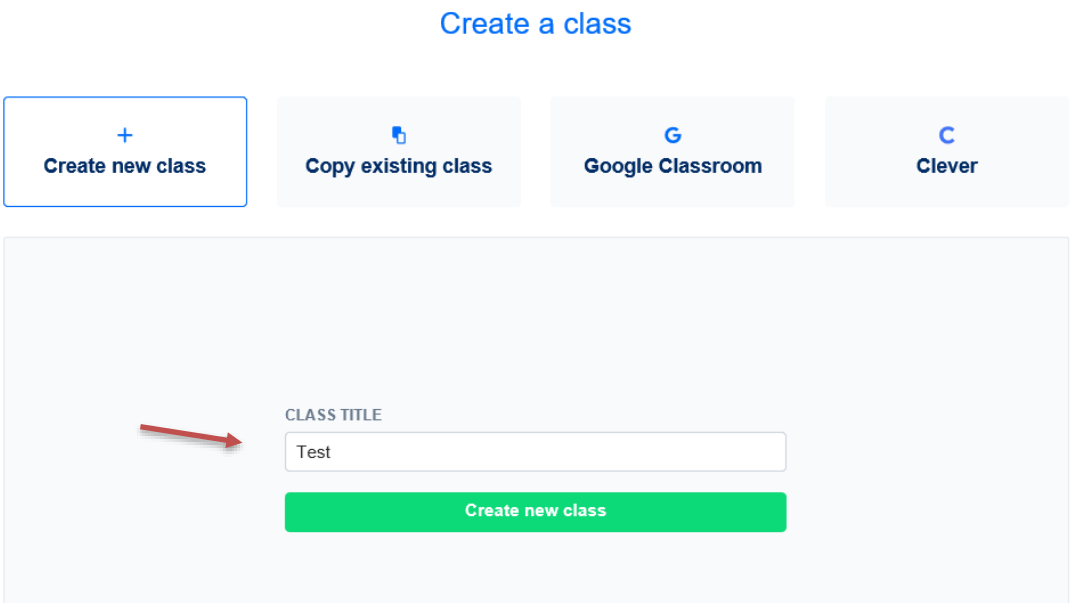


Figure 3: Naming your class

This screen requires you to enter a name for your class. We'll call our example class "Test". We recommend that you enter the name of your class exactly as it appears on your academic programme's curriculum. Next, click the 'Create new class' button and continue to the next screen, which will look like this:

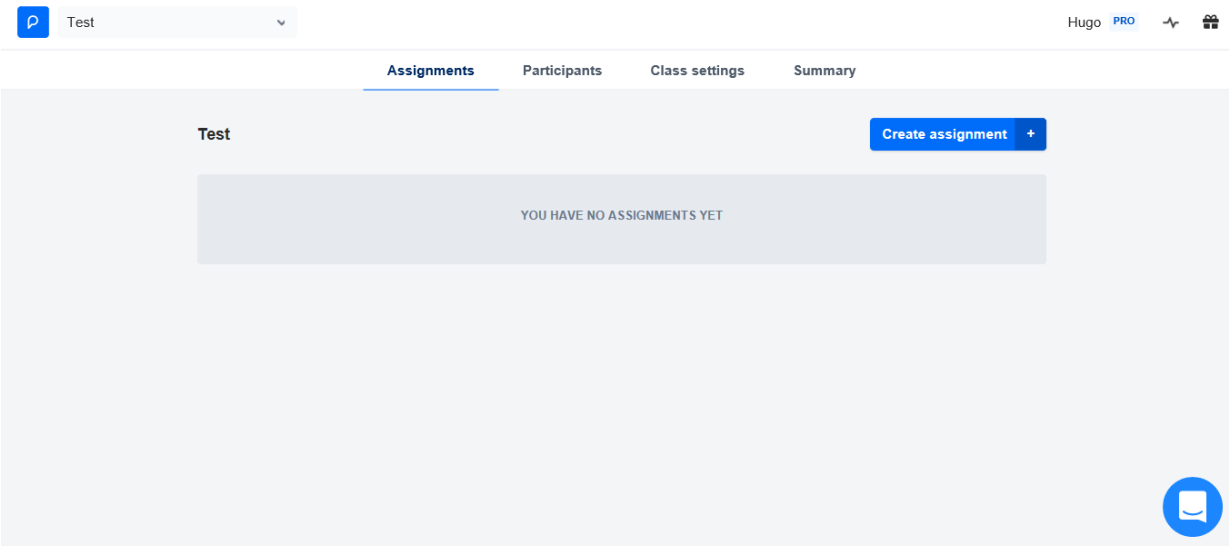


Figure 4: Class overview

To return to the home screen shown in figure 2, click the blue overview button in the top left corner of the screen.

4.2 Creating an assignment

We will now cover how to create an assignment. Select the 'assignments' tab at the top of the page, then click the blue 'Create assignment' button, indicated below with a red arrow.

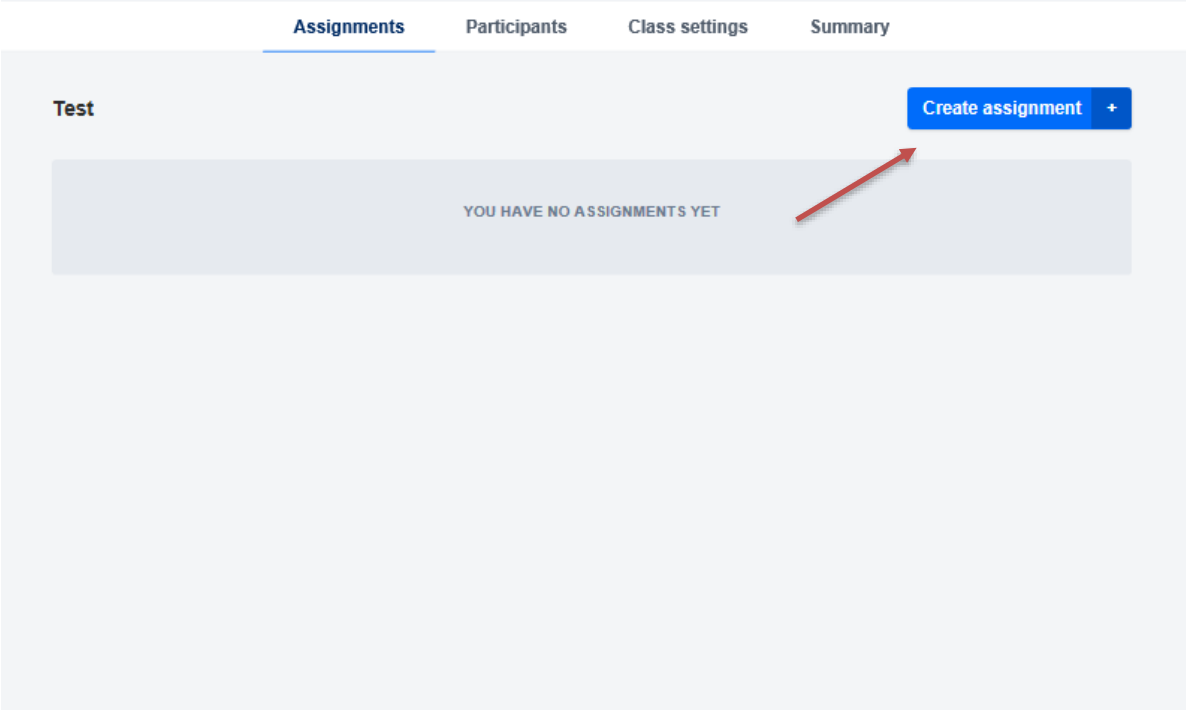


Figure 5: Create assignment

Assignment information

You will be taken to the following screen:

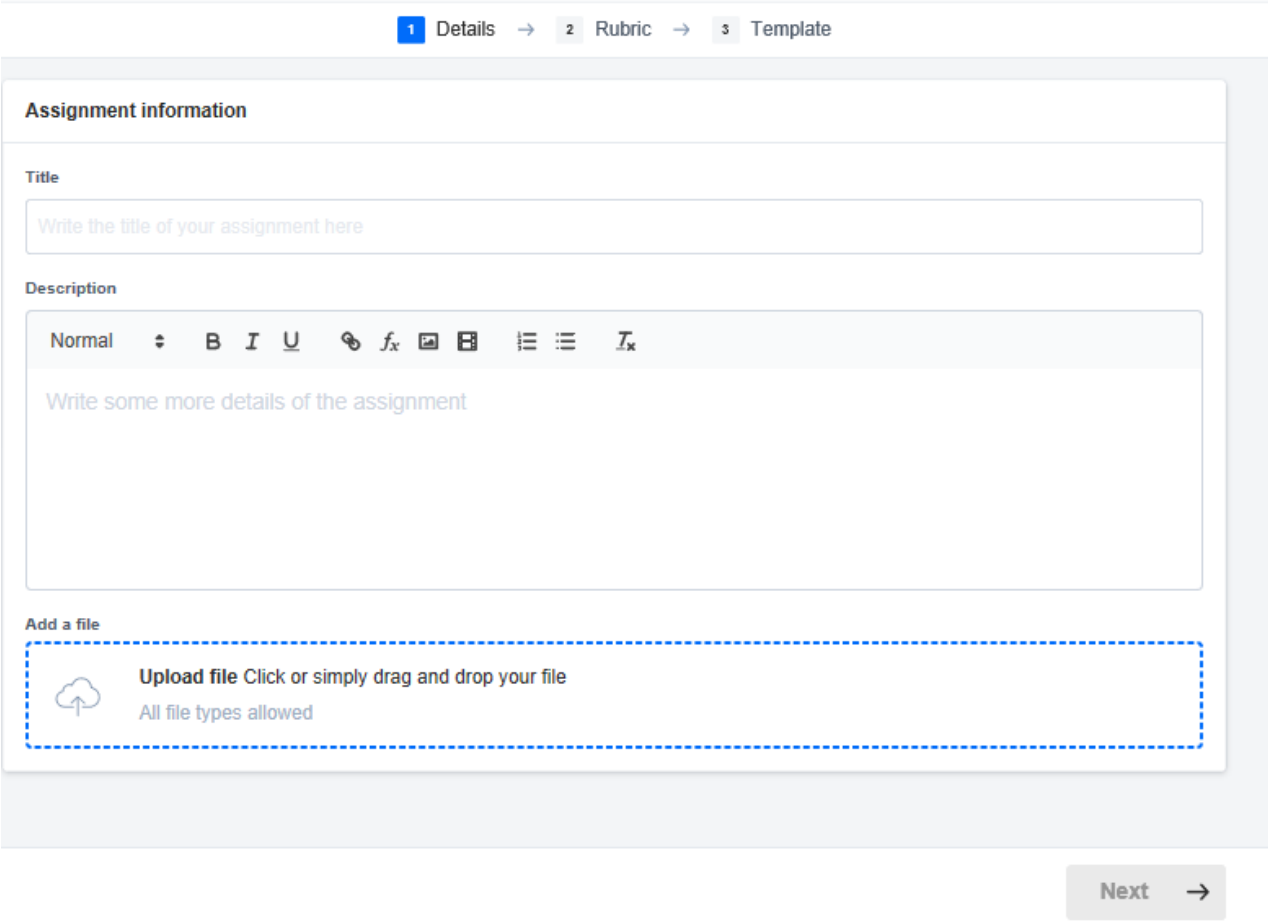


Figure 6: Assignment information

This is where you enter a title and description for your assignment. You can even attach a file. Consider adding information that will be useful in completing the assignment or perhaps a document providing background information on the assignment itself.

The Feedback Rubric

After you click next, you will come to the following screen:

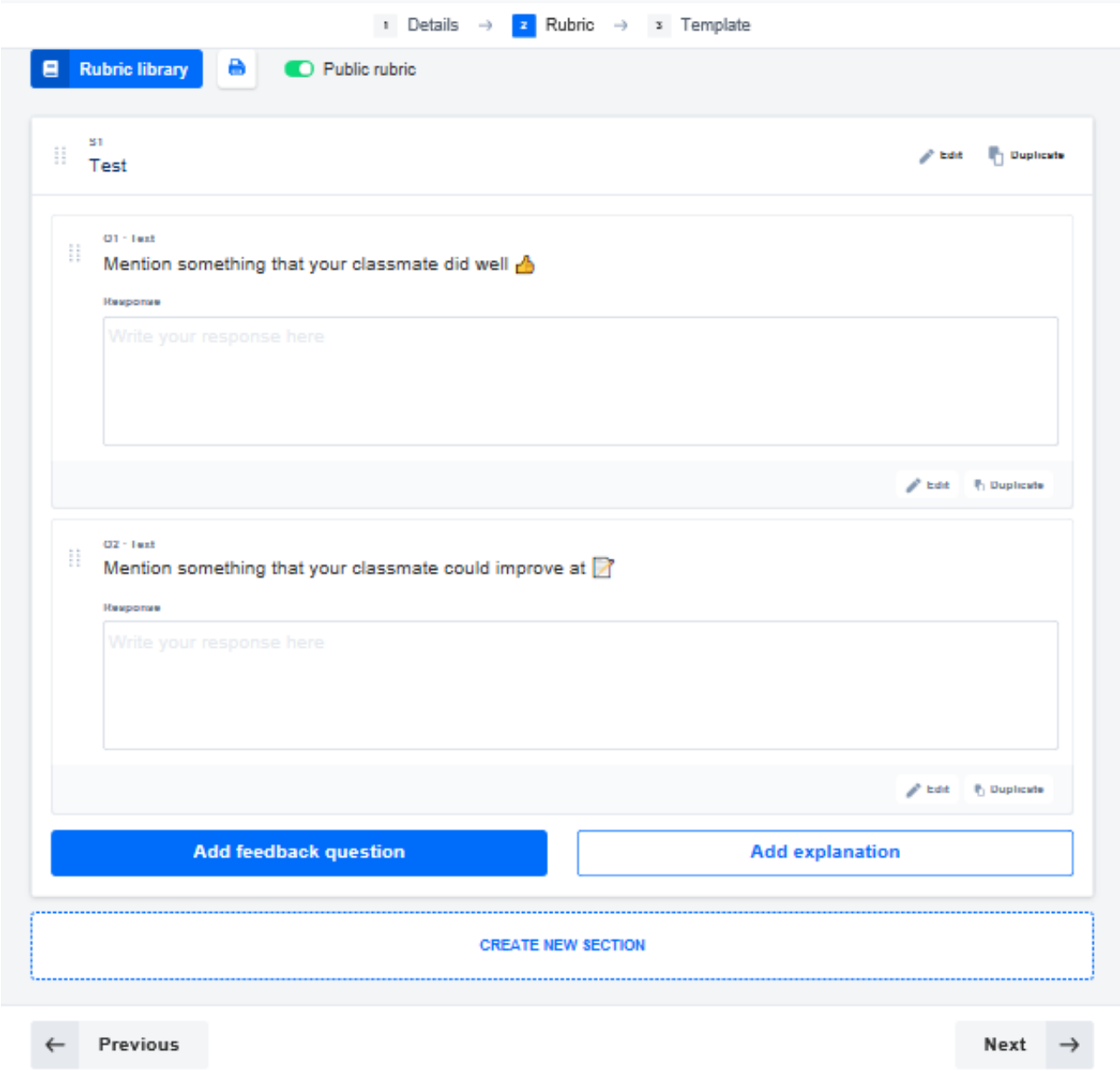


Figure 7: Feedback rubric

This is where you create a feedback rubric, which is a series of questions your students will be expected to answer as they evaluate their peers. By providing a feedback rubric, you ensure that your students will focus their feedback in areas you deem important. This means that the feedback students receive will be more uniform and target only key elements of the assignment. The feedback rubric will help to streamline the feedback students provide so that everyone receives useful feedback.

You can add new items to the rubric by clicking "Add feedback question". This will take you to the following screen:

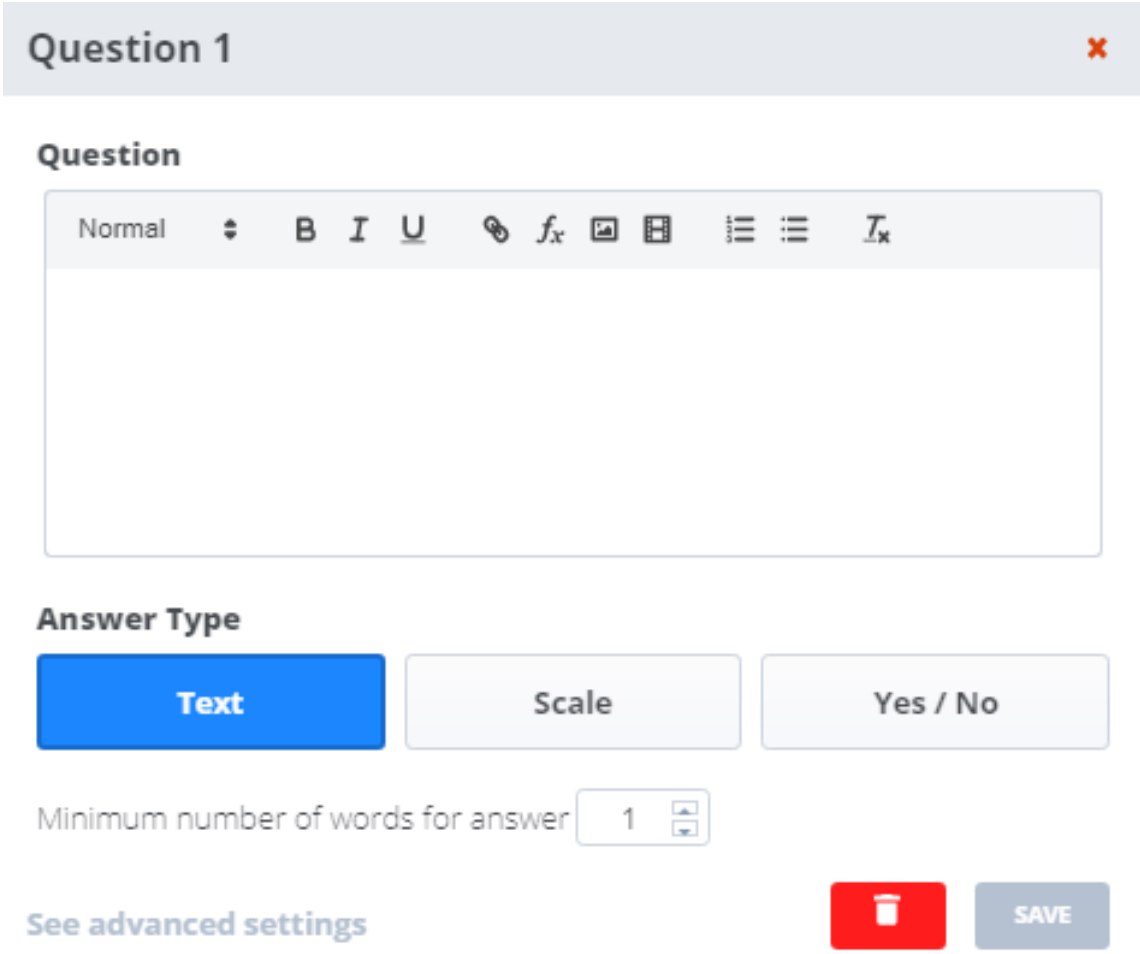


Figure 8: Add new question

You can select one of three possible forms answers to your question should take. They are: Text, Scale, and Yes/No. If you select Text, students offering feedback will be presented a text entry box. If you select Scale, the student will be asked to rate their peers' answers on a scale you define. Yes/No questions require your student to assess whether the answer they are reviewing is correct. It is possible to link multiple questions to a single assignment. Simply repeat the "Add feedback question" step.

If any of your questions are connected by a shared theme, you can choose to gather them into a section that you name by clicking the "CREATE NEW SECTION" button. After this, all the questions you create will be presented to your students in sections.

When your rubric is complete, click "Next". This where you decide whether this feedback session is to be used in class (Live Session) or set as homework.

Template

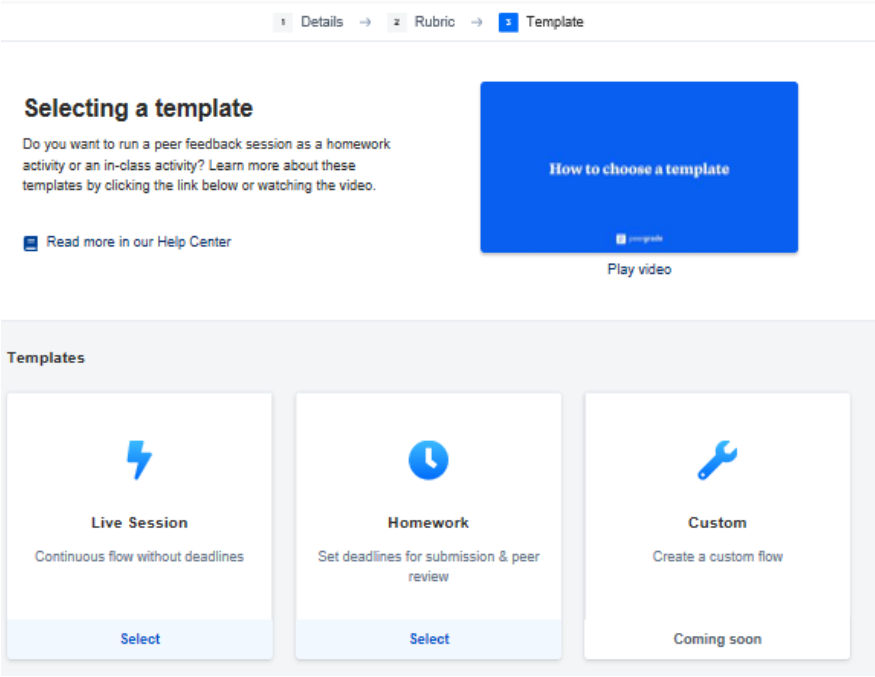


Figure 9: Homework or Live Session

There are two template options. The Homework option is used most often, because with this option it is possible to set deadlines for when the students have upload their assignment and for when they should have submitted their feedback.

The live session is meant for assignments which the students should complete and give feedback on during one and the same class.

If you go with the Homework option, you will need to set deadlines. You will define the due dates for the assignment and the feedback on the following screen.

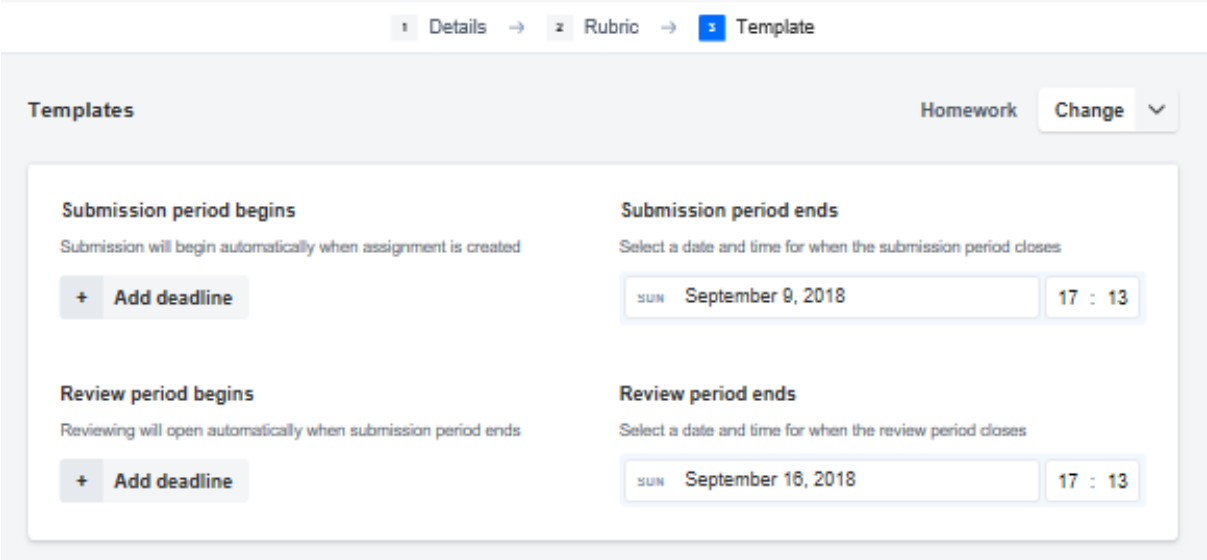


Figure 10: Setting deadlines

Overview screen and settings

Once you have done so, you can click "Create assignment" to complete the process. This will take you to the assignment overview screen containing all relevant information about your assignment:

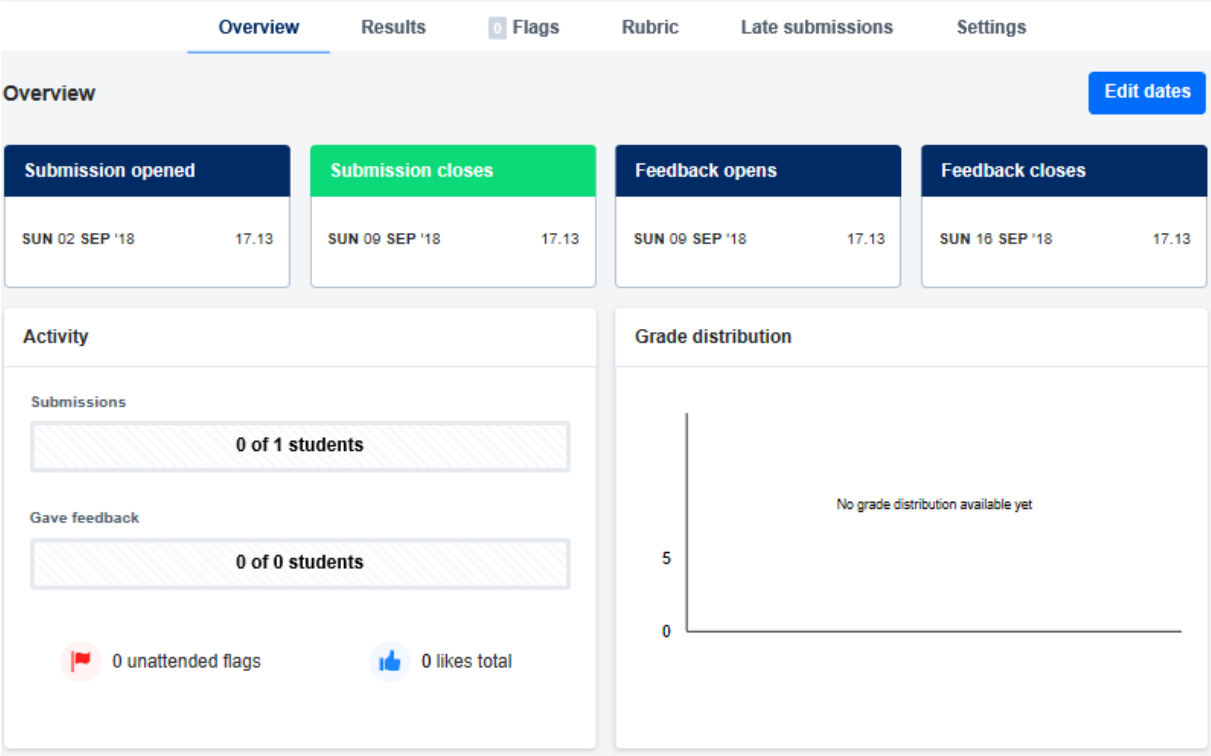


Figure 11: Assignment overview screen

As you can see, this screen has multiple tabs. The 'Overview' tab provides general information on the assignment, including recent activity and deadlines. The 'Results' tab contains your students' results, insofar as those are available. The 'Rubric' tab shows the rubric written for this particular assignment. The 'Late submissions' tab will reveal which students have yet to submit their assignments and/or feedback. Finally, the 'Settings' tab contains options for making adjustments to your assignment.

The Settings tab allows you to adjust various aspects of your assignment. We'll go through the most important of these aspects below.

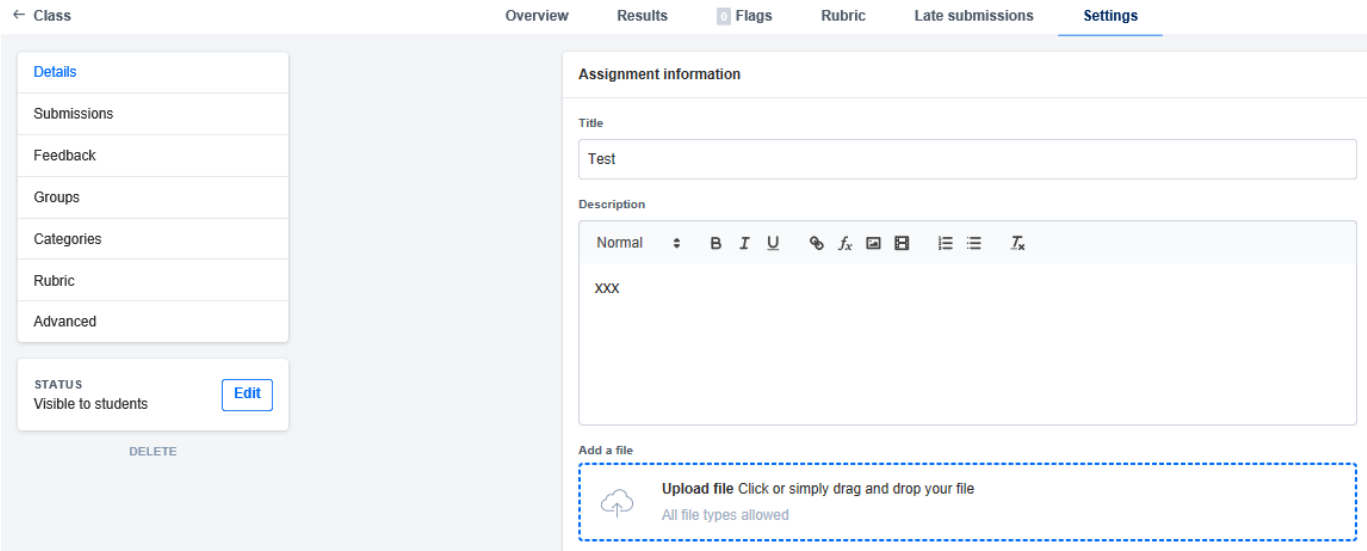


Figure 12: Settings overview screen

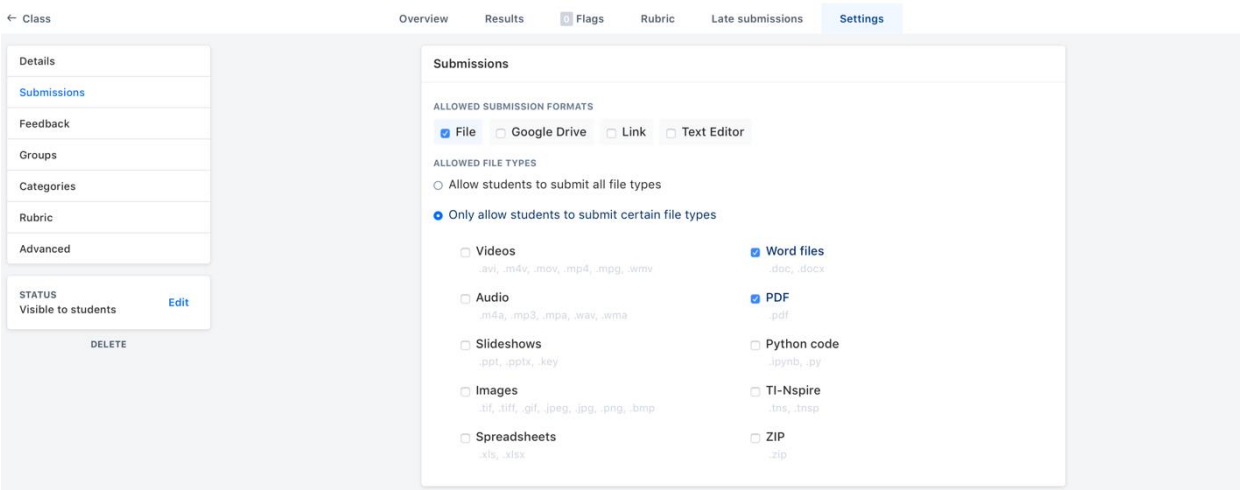


Figure 13: Submissions

As mentioned before, some options are selected by default. We recommend that you allow your students to submit their assignments as files. We also recommend changing the 'allowed file types' setting from *all* file types to *certain* file types and selecting pdf and/or Word files. This will force students to submit their assignments in the .pdf, .doc or .docx file format, which will prove helpful when your students start giving each other feedback. If an assignment is submitted as a pdf or Word document, students will be able to view the assignment on the left side of their screen while entering their comments on the right (see figure 14).

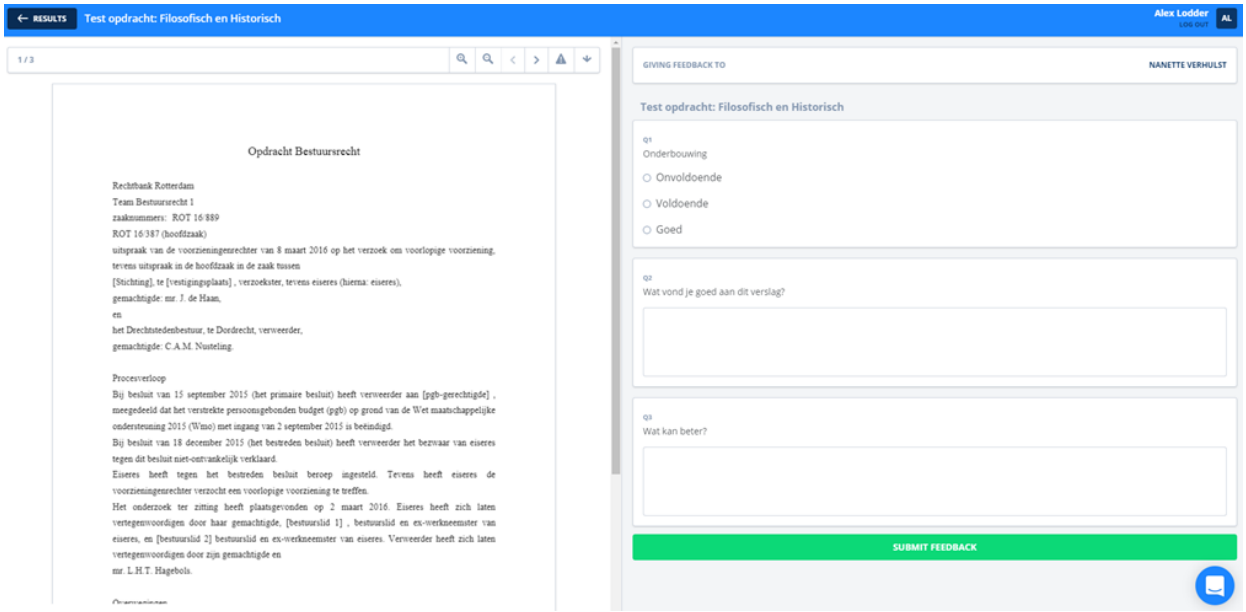


Figure 14: PDF or Word File

If any other file type is chosen, the student reviewing the work will only have the feedback option. This means they will have to download the file and open it in an external application. The download button is clearly marked in figure 15.

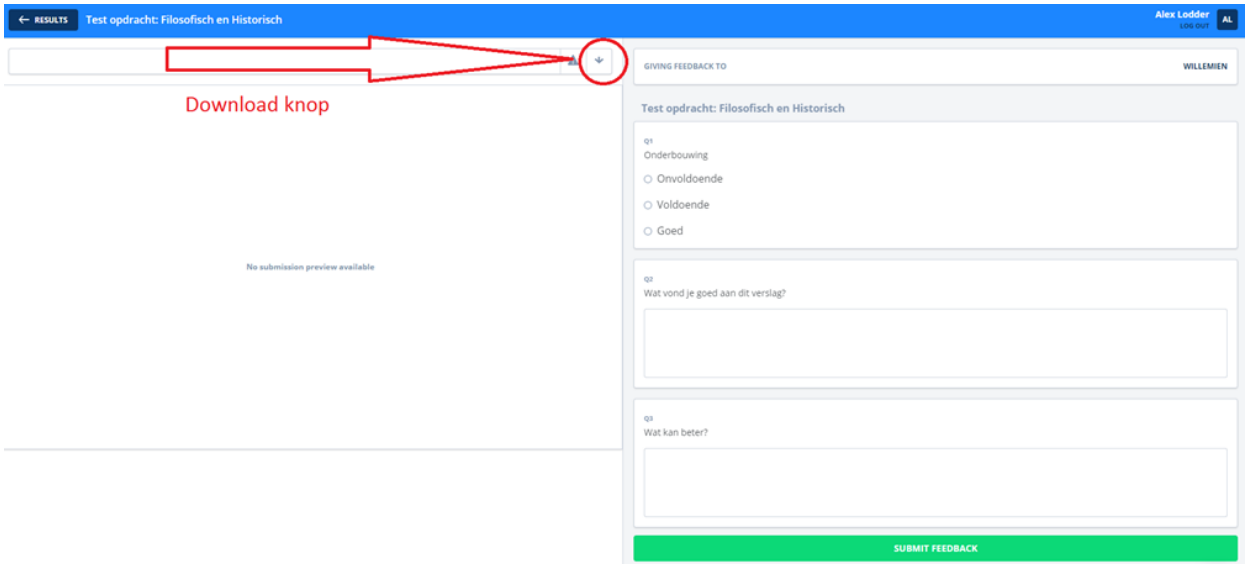


Figure 15: Not PDF or Word file

Click the 'Feedback' button in the menu on the left side of the screen to define the number of assignments each student is expected to review. It is important that you ensure your students get the feedback they need without burning out from having to review too much of their peers' work. You can also enable a setting that means only students who have given their peers feedback will be able to see the feedback on their own assignment (see figure 16). This is a great way to motivate your students to submit feedback.

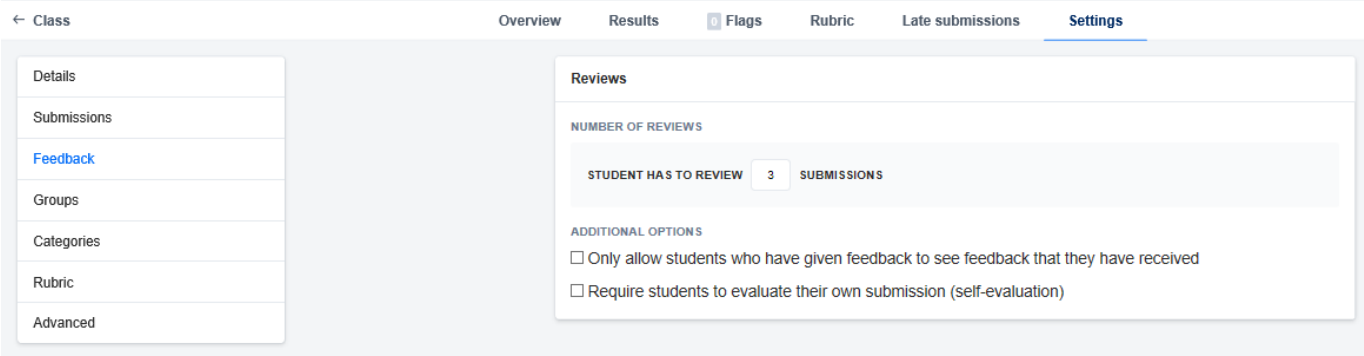


Figure 16: Feedback

There is another option to consider behind the 'Groups' button. You can choose whether your assignment is to be an individual or group effort (see figure 17). In the latter case, the student submitting the assignment for their group will be asked to list the other members of their group.

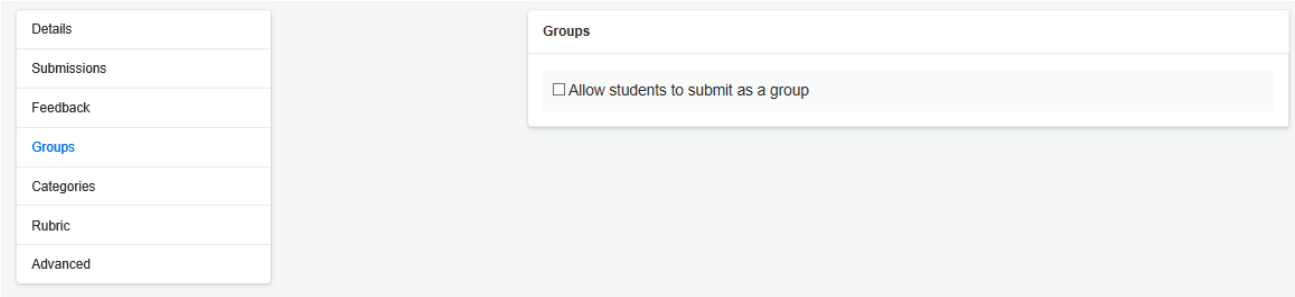


Figure 17: Groups

You can also add 'Categories' (see figure 18). Enable this option to require students submitting their assignments to specify to which category their submission belongs. The assignments will then be distributed for peer feedback within those categories.

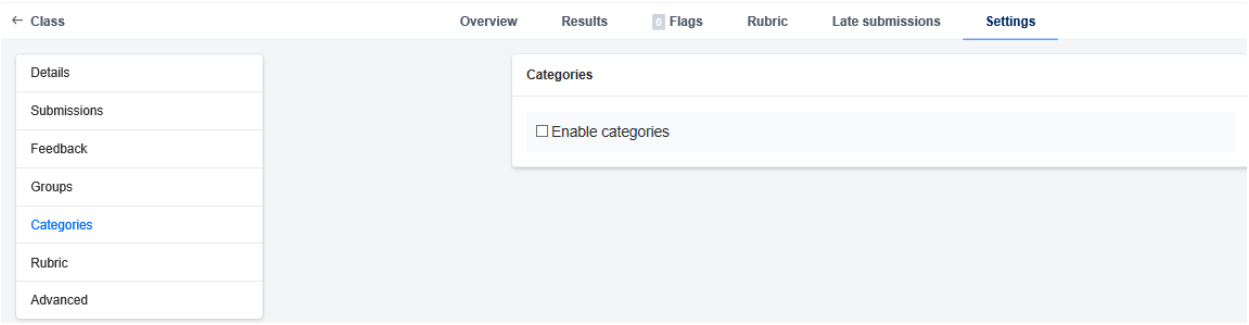


Figure 18: Categories

There are also a few 'Advanced' options (see figure 19). We will go through them all here.

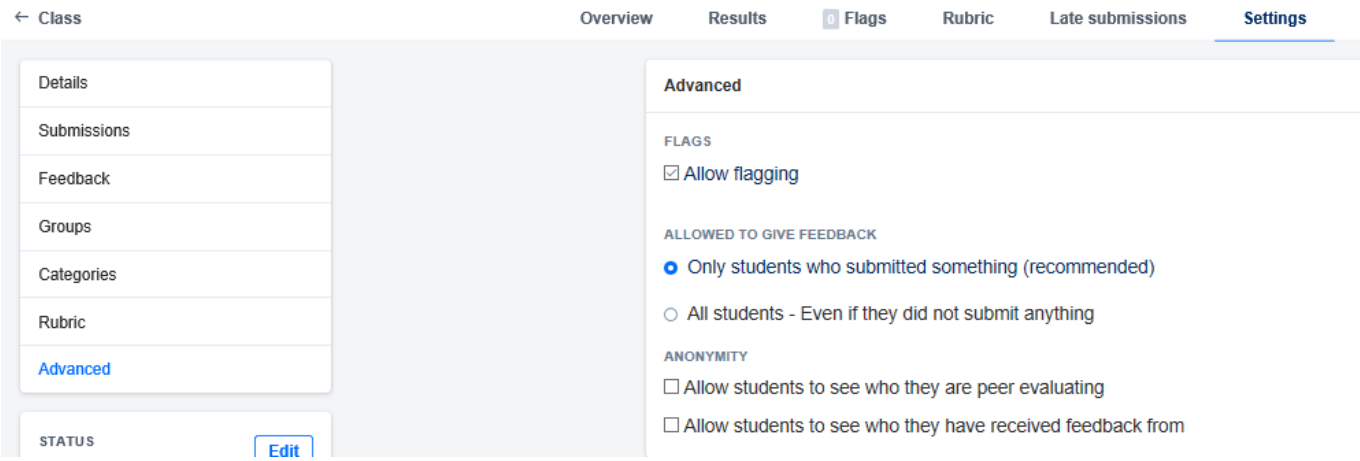


Figure 19: Advanced options

You will be able to specify whether students who have not submitted an assignment will still be allowed to provide feedback to their peers. This option is disabled by default. You can also specify whether students should be able to see who they are giving feedback to and whose feedback they are receiving, which would allow them to discuss their feedback in a face-to-face meeting. Finally, you could disallow "flagging" feedback, which is how students are normally able to indicate to their teacher that the feedback they received contained inappropriate comments.

With flagging a student is able to put a flag next to feedback. This is originally meant for reporting inappropriate behavior. But it can be useful to agree beforehand when students should use this function. For example, that students can put a flag if they have trouble with a question, or when they don't agree with the feedback they are given. This way you can easily see when students have trouble with a certain question.

4.3 Adding students to your class

It is now time to add students to the class you just created. You do so by clicking the "Participants" tab on the screen shown in figure 20.

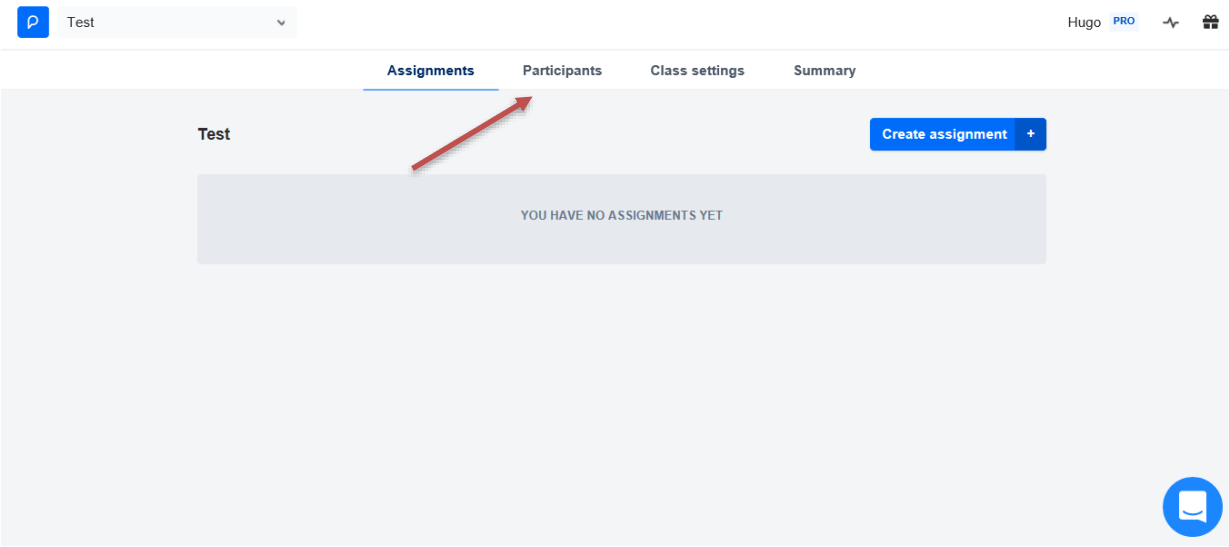


Figure 20: Adding participants

This will take you to the participant overview screen (see figure 21).

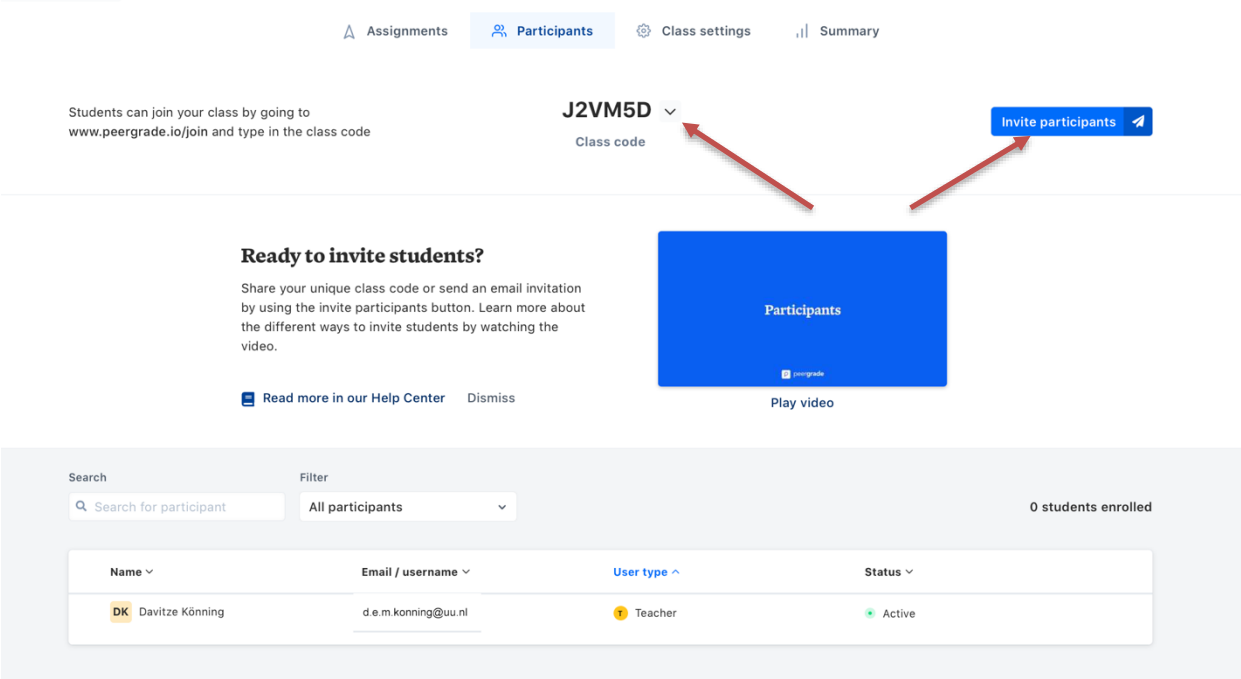


Figure 21: Participant overview

This screen is where you can manage the teachers involved, add new students and send previously added students reminders to perform their initial login.

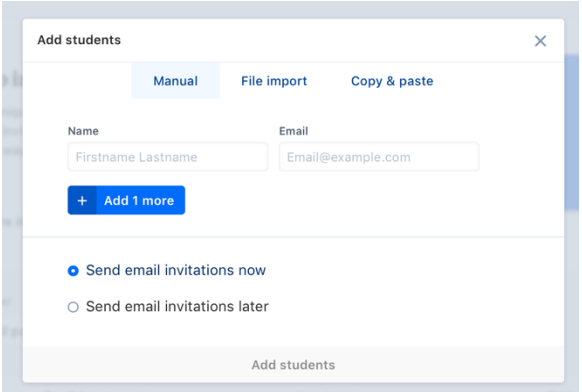
Right now, we're focusing on adding new students.

There are two options for adding new students (see figure 22):
1) Invite Participants
2) Class Code

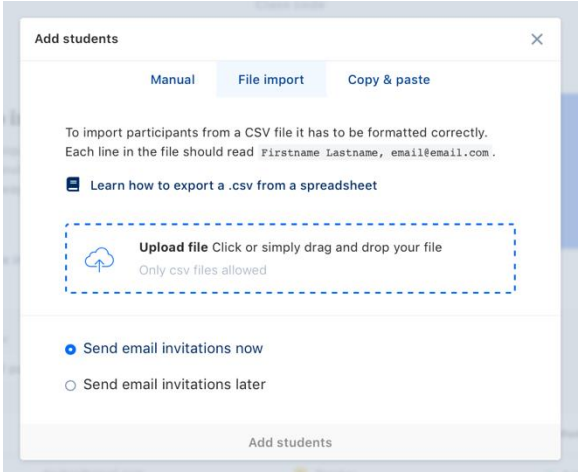
Invite Participants

We **strongly recommend** that you use the **Invite Participants** option rather than the class code one. By creating a class code, you enable *anyone* who has that code to take part in the class. Another reason to use Invite Participants is that it ensures that all your students sign up with their @students.uu.nl accounts. A class code allows them to register with email addresses from other domains, which is something we discourage.

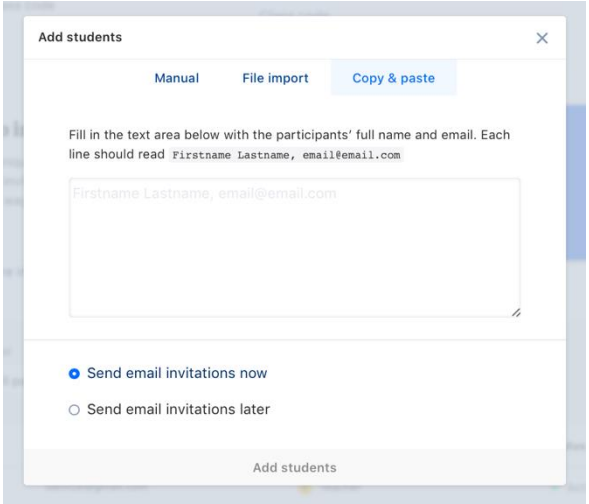
We do explain how to give students access with a class code at the end of this chapter.



Figuur 22.1 Manual



Figuur 22.2 File Import



Figuur 22.3 Copy & Paste

Figure 22: Add multiple students

There are three options for adding students to your class.
It is possible to add every student manually by putting their names and email addresses in the form shown in figure 22.1. This is useful if there are just a couple of students to add to a class.

It is also possible to upload a .csv file. If you click on file import you'll see a window as shown in figure 22.2. See the next page for an explanation how to extract such a .csv file from Osiris.

The third option is copy pasting the same information that is in the .csv file in the window shown in figure 22.3. WARNING: If you make a small mistake, like forgetting a comma, it will ensure that a student is not able to access the class. So this last option is very error-prone.

All three options offer the option of sending the invitations at some later date. If you select 'send now', the students will get emails immediately. It's a good idea, however, to inform your students ahead of time that they will be receiving an email invitation from Peergrade. That way, they will know to respond and to check their spam folders for their invitations.

A list of students appears at the bottom of the page. This is a list of all the students you have added to your class, whether or not you have sent them invitations. If you went with 'send later' on the screen in figure 24, there's an option to invite all students who haven't signed up with a single button click, specifically the button marked in figure 23.

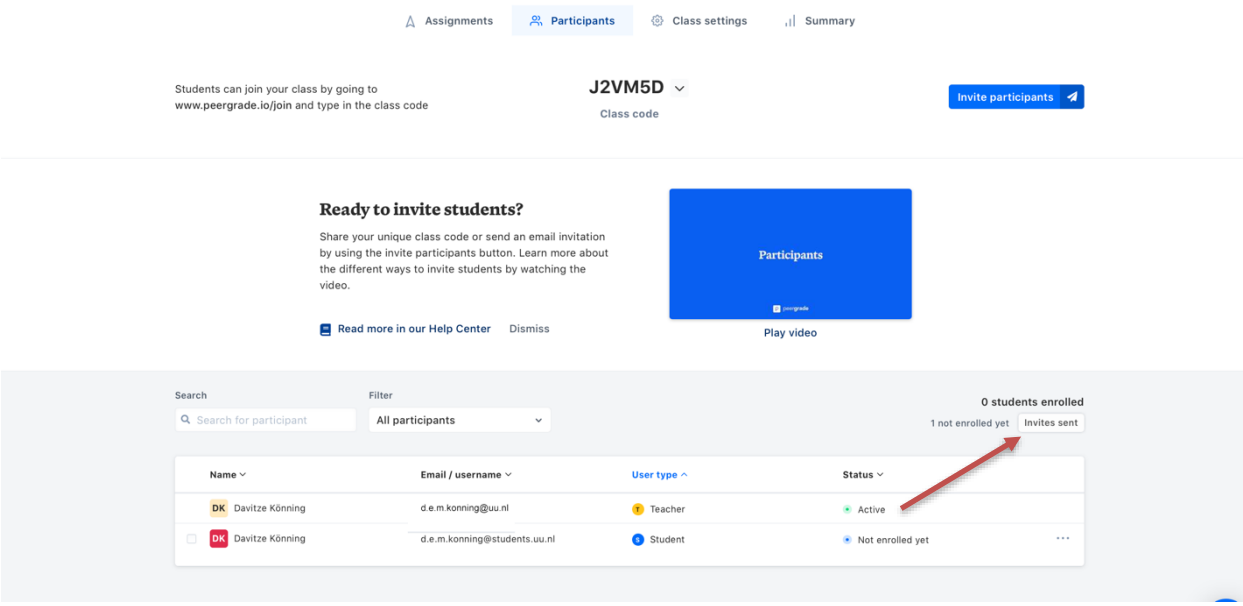
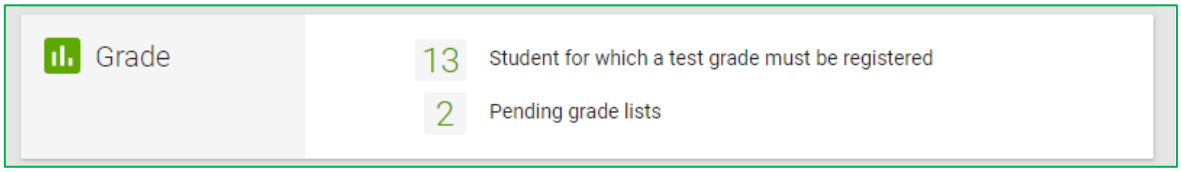


Figure 23: Send invites to not enrolled students.

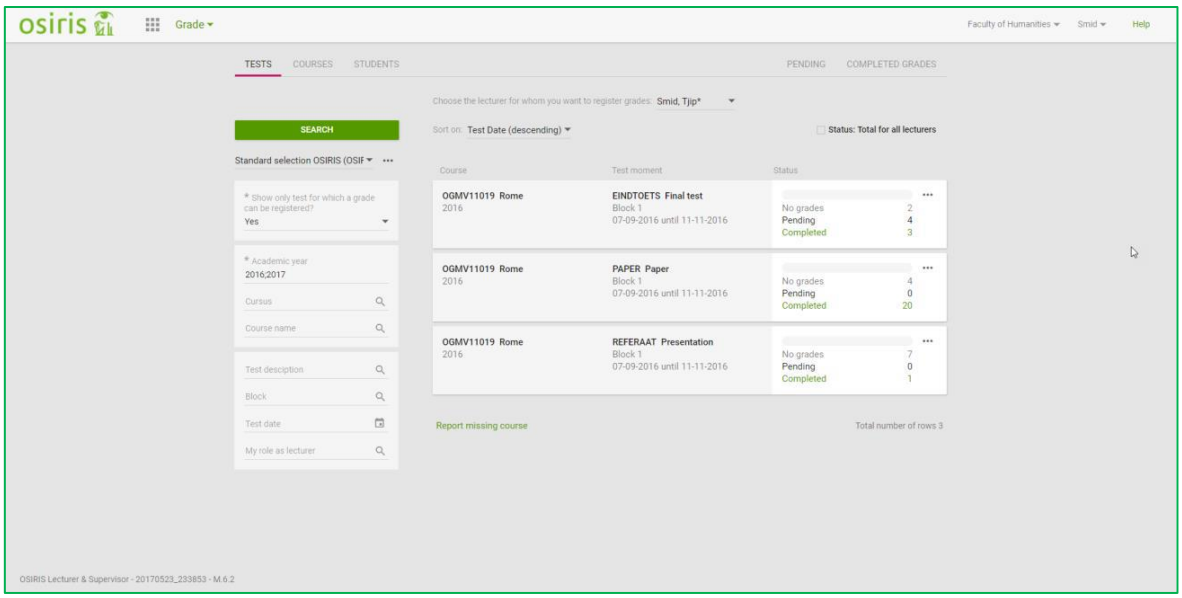
It's possible to export a list of students information from Osiris as a .csv file. Lately, Osiris had some changes so we added a short instruction on how you can export information out of Osiris.
NB: Depending on your Osiris role & rights it might not be possible for you to create an export file from Osiris. If this is the case, please contact the Osiris key-user from your department. The key-user will be able to create the file for you or grant you the role / rights required to create the file.

Export student information from Osiris

To export students from Osiris-teacher, take the following steps:
1. log on to OSIRIS Docent/Begeleider. You enter on the Dashboard screen. There you can find the header 'Grade'.

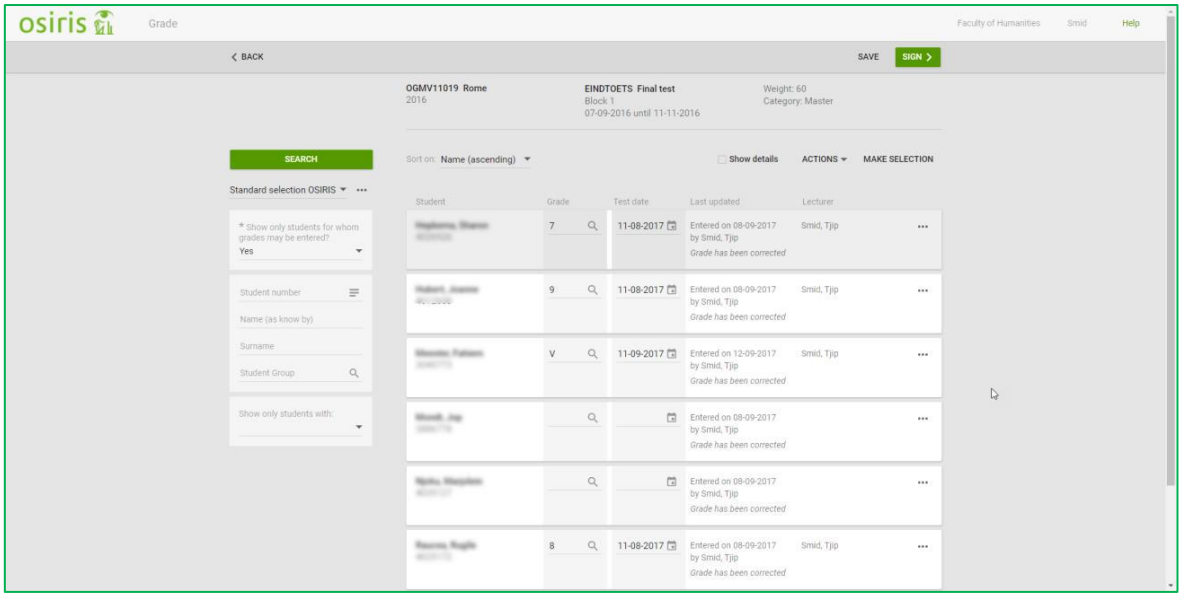


2. When you click on the green button Grade you enter the following screen:

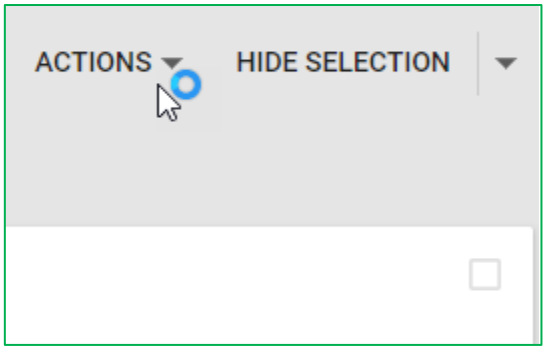


- On the left of the screen you will find the filters to specify the selection criteria to select the test you want to create a student overview for.
- On the right of the screen the search result of the selection tests is shown
- By using the options, i.e. Instructional Mode, Instructional Mode Group or student group, a sub-selection can be made within the group of students shown.
- For example by selecting the Instructional Mode Groep and then clicking on 'Search', only the students are shown in that specific Instructional Mode Group
- When no Student Group or Instructional Mode Group is chosen, all students with that test will be shown.

3. After selecting the required test the following screen is shown:

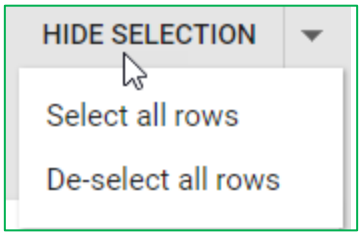


4. Click on **MAKE SELECTION:**



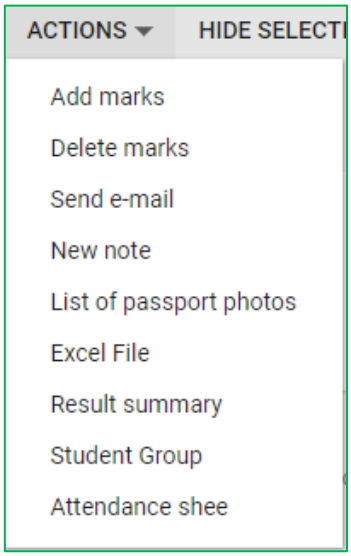
In het student field a check box appears in the top right corner.

5. By clicking the arrow behind the link HIDE SELECTION a dropdown menu is shown in which you can select all rows found.



6. Click on 'Select all rows' or make a manual selection of the students shown.

7. Then click on het menu tab 'ACTIONS' and select 'Excel file' to create an Excel file with the information of the selected students.



8. Now an Excel file is created like the one shown below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Studentnummer	Achternaam	Voorvoegsels	Voorletters	Roepnaam	E-mail adres	Straatnaam	Nummer	Toevoeging	Aanvulling	Postcode	Plaats	Land	Telefoonnummer
F020602	Functioneel Beheer Osiris		O.O.-O.	ACC-v6161-02	osiris.ict@uu.nl	Heidelberglaan	8	A		3584 CS	UTRECHT	NL	030 253 4321
F093597	Functioneel Beheer Osiris Twee		O.P.	Ospr	osirismailtest@s	Jenalaan	18	a		3584 CK	UTRECHT	NL	0302537744
F123169	Functioneel Beheer Osiris Io		O.O.I.	Ospr	osirismailtest@s	Heidelberglaan	8			3584 CS	UTRECHT	NL	0302530000
F140001	Functioneel Beheer Osiris		I.B.N.E.	Ik Ben Niet Ech	osirismailtest@s	Heidelberglaan	8			3584 CS	UTRECHT	NL	

9. When you take this Excel file, adjust it to the layout as shown below, and then save, this file can be used to upload to Peergrade.

	A	B	C
1	Ness Christopher	ness@example.com	
2	Kerry Andrina	kerry@example.com	
3	Tess Doria	tess@example.com	
4	Zandra Nickolas	zandra@example.com	
5	Leith Rick	leith@example.com	
6	Palmer Mark	palmer@example.com	
7	Clare Selwyn	clare@example.com	
8	Traci Sam	traci@example.com	
9	Daly Laurie	daly@example.com	
10	Martina Jillie	martina@example.com	
11	Evonne Eliot	evonne@example.com	
12	Howard Randal	howard@example.com	
13	Terence Finnegan	terence@example.com	
14	Pancras Connell	pancras@example.com	
15	Maurice Benj	maurice@example.com	
16	Vinal Alexa	vinal@example.com	
17	Zara Wolf	zara@example.com	
18	Trace Thelma	trace@example.com	
19	Lally Dena	lally@example.com	
20	Lorene Pene	lorene@example.com	
21			
22			
23			
24			
25			
26			
27			
28			

You should arrange all their names in the first column and their email addresses in the second, then save the file and drag that into the grey frame in the 'Bulk import students' screen.

Class code

[Repeat] We **strongly recommend** that you use the **Invite Students** option rather than the class code one. By creating a class code, you enable *anyone* who has that code to take part in the class. Another reason to use bulk import is that it ensures that all your students sign up with their @students.uu.nl accounts. A class code allows them to register with email addresses from other domains, which is something we discourage.

If, knowing all that, you still decide to use a class code, click on the arrow next to the code on you participants screen (figure 20), a menu will show itself. Click on 'show code to class', you will see this screen:

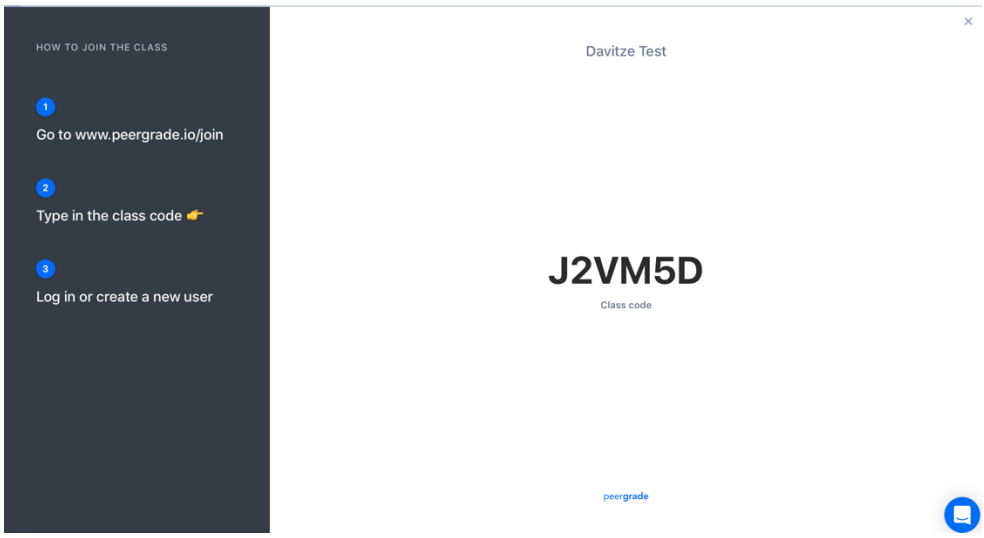


Figure 24: Class code

It is most efficient if you will show this screen to your students and ask them to follow the instructions during class. Students will either log in or create a new account, depending on whether they have used Peergrade before. This process is self-explanatory.

5. Contact

If you have any questions about Peergrade and how to use it, please do get in touch with us. We would also love you hear any questions or comments you have about this manual.

Didactic support

Alex Lodder – a.lodder1@uu.nl

Practical support

Educate-it support desk

Location:	De Uithof, University Library, the red desk on the second floor
Hours:	Weekdays from 8:30 until 17:00
Telephone:	030 253 2197
Email:	educate-itbalie@uu.nl
Website:	educate-it-uu.sites.uu.nl