# Peer Review Portal:
User Manual

Contents

1. Introduction

This user manual covers how to use all of the features for both teacher users and student users of the Peer Review Portal application. The manual is organised into two halves; one for teacher features and one for student features. Refer to the Contents on page 2 to find your features 'how to'.

2. General

2.1 How to logout

To log out of the Peer Review Portal application click your Google Account logo located in the top right of the user interface in the header bar. This will prompt a menu to open with the logout button contained within it. Then click the logout button to logout.
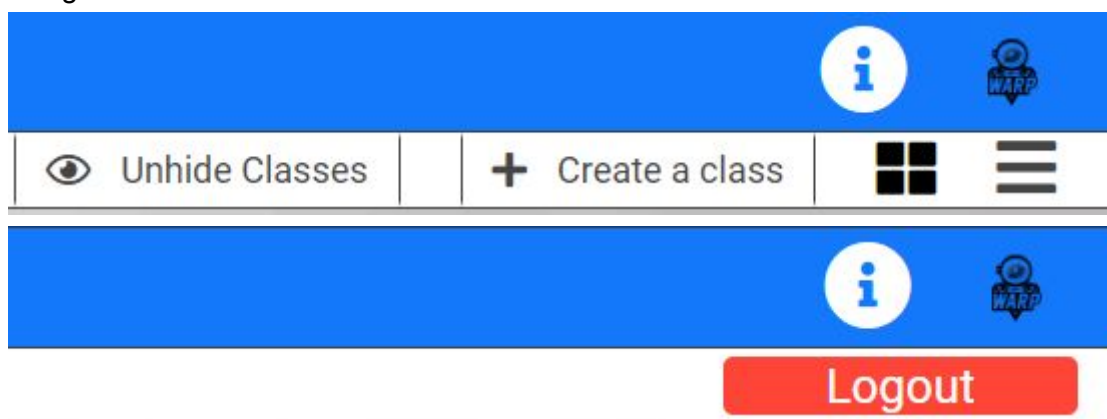

2.2 How to open the information guide

To open the information guide click the "i" icon located in the top right of the user interface in the header bar. This will open a smalled window titled "Information & Help". This window contains two buttons you can click to open for information and help.
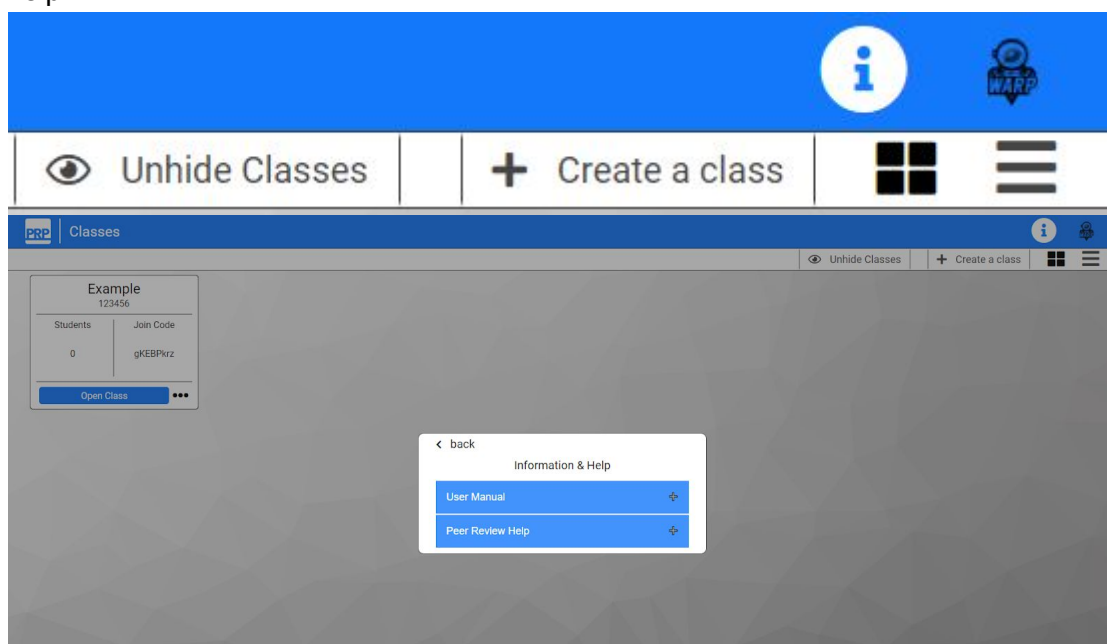
2.3 How to hide/unhide classes

To hide a class you must click the three dots located in the bottom right of the class you want to hide ("..."). This will result in a new smaller menu appearing with two buttons. Click the blue coloured button with the crossed-out eye icon in order to hide that class.
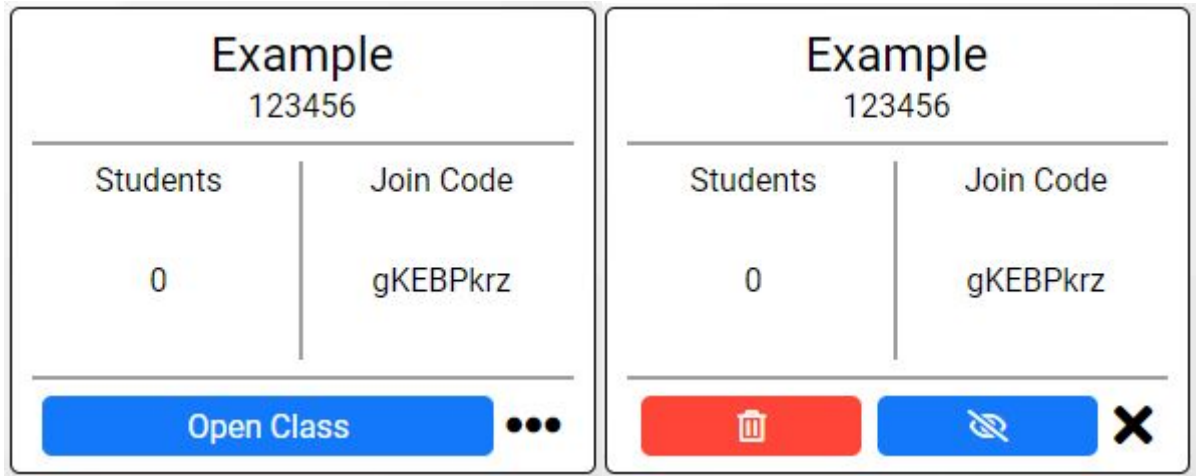

To unhide hidden classes you must click the "Unhide Classes" button located in the top right of the user interface in the toolbar. This will unhide the classes you have previously hidden.

2.4 How to view an assignment

To view an assignment you must first be a part of a class that has an assignment set. Then open this class by clicking the "Open Class" button. Once inside the class, you must then click "Open" on the assignment you wish to view. You will then be on a screen similar to the one below which contains the assignment and all of its details set by the classes teacher.
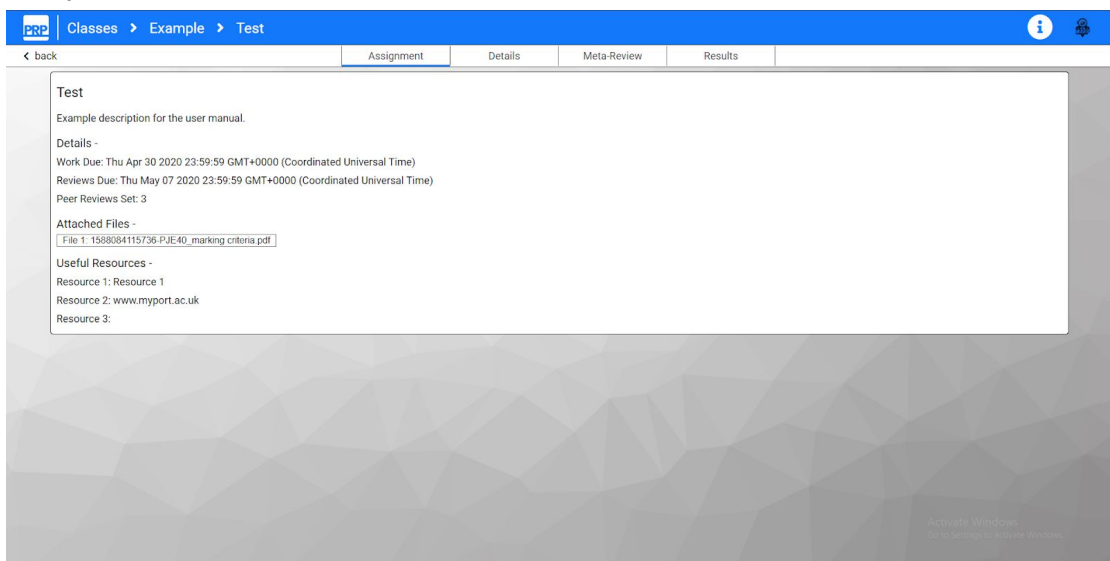
2.5 How to view assignment results

To view the results of an assignment you must first be a part of a class that has an assignment set. Then open this class by clicking the "Open Class" button. Once inside the class, you must then click "Open" on the assignment you wish to view. Next, if you are a teacher user click on the "Results" tab in the white toolbar below the header bar and you will see a screen similar to the one below.

If you are a student user click on the "Feedback Received" tab in the white toolbar below the header bar and you will see a screen similar to the one below.

3. Teacher Features

3.1 How to create a class

To create a class you must click the "+ Create a class" button in the top right of the user interface inside the white colour toolbar. Once clicked a new smaller window will appear. Fill in the boxes inside this new window and then click submit to create your new class. If you the class was created successfully you will receive a green notification.

3.2 How to delete a class

To delete a class you must click the three dots located in the bottom right of the class you want to delete ("..."). This will result in a new smaller menu appearing with two buttons. Click the red coloured button with the bin icon. A new window will appear asking if you are sure you want to delete this class, if you click "Ok" the class will be deleted and is not recoverable.

3.3 How to let students join a class

To allow students to join a class you have created you must share that classes unique case sensitive alphanumeric "Join Code". This code is located in the classes display box.

3.4 How to see a classes register

To see a classes register you must first have a class. Then click the "Open Class" button to step inside that class. Once inside the class, there is a button in the top right of the user interface that says "Class Details" with a settings cog, click this button. Then a new window will appear containing that classes details with the register.
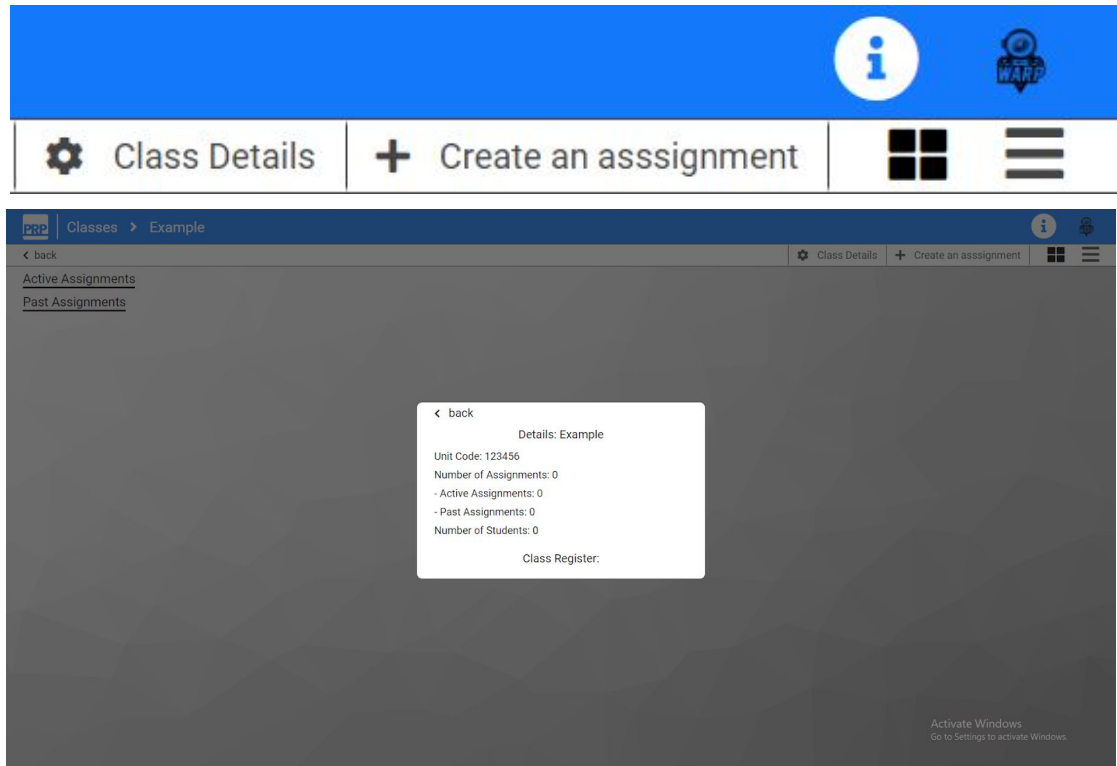
3.5 How to create assignments

To create an assignment you must first have a class. Open a class you want to create an assignment for by clicking the "Open Class" button on it. Once the class is open there will be a button in the top right of the user interface that says "+ Create an assignment", click this button. Next, a new window will appear with a form that allows you to comprehensively create an assignment by filling out the boxes.
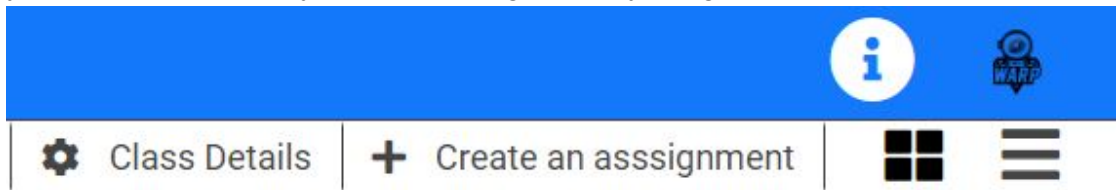
Assignments must have a name, a description, a work due date, reviews due date, the number of reviews each student needs to do, up to three resources which can be web links or book names etc, up to three attached pdf files with at least one attached file that should be the assignments marking scheme for students to download and use. Then below this is the feedback form that will be used when carrying out peer and meta reviews on submitted work.

Once you have filled out the form click the submit button to create the assignment. If you have done something incorrect there will be a message at the top of the form to help you. If you have created the assignment successfully you will see a green notification message at the top of your screen.

3.6 How to view work and peer review submissions

To view students work or peer reviews submitted for an assignment you must first have a class with an assignment and have at least one student. Open the class you wish to see work submissions for by clicking that classes "Open Class" button. Once inside the class, you must then click "Open" on the assignment you wish to view.

Next, click on the "Details" tab in the white toolbar below the header bar and you will see a screen similar to the one below.

Now click the "View Submission" or "View Reviews" button for a student of your choice and you will either see a window appear containing the student's submitted work or reviews given to fellow peers OR you will receive a red notification at the top of the screen telling you that the student has not submitted work or not submitted any peer reviews.

3.7 How to meta-review, edit meta-reviews or view meta-reviews

In order to meta-review students submitted work for an assignment, you must first have a class with an assignment in it, with a student who has submitted their work, the work submission due date for the assignment must have elapsed and the peer reviews due date not elapsed yet. This means the application will have generated the reviews for the assignment.

Open the class you want to meta-review for by clicking that class's "Open Class" button. Once inside the class, you must then click "Open" on the assignment you wish to view. Then click the "Meta-Review" button located at the top of the user interface and you will see a screen similar to the one below.
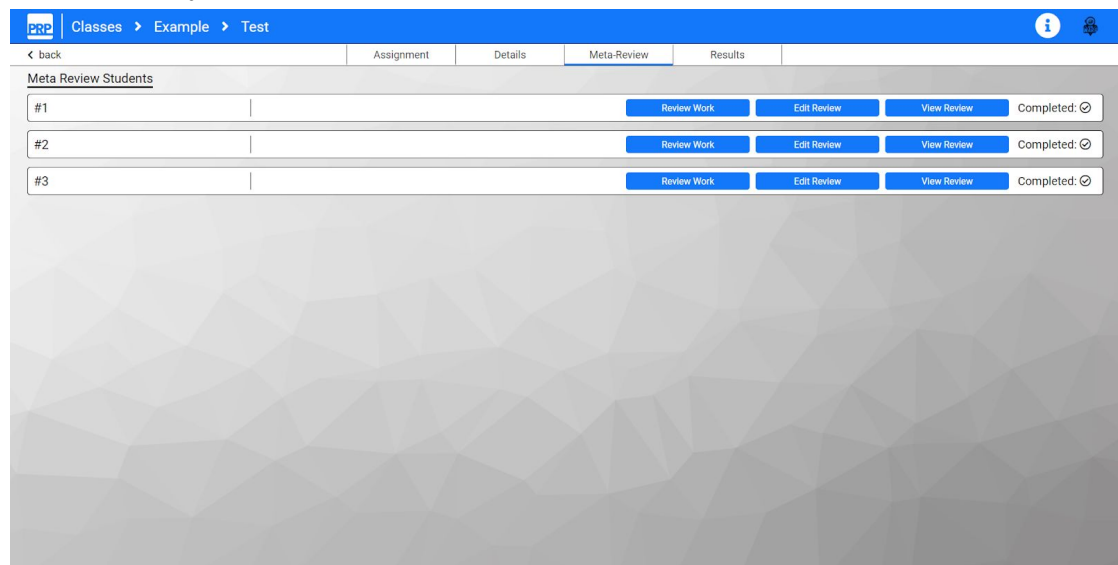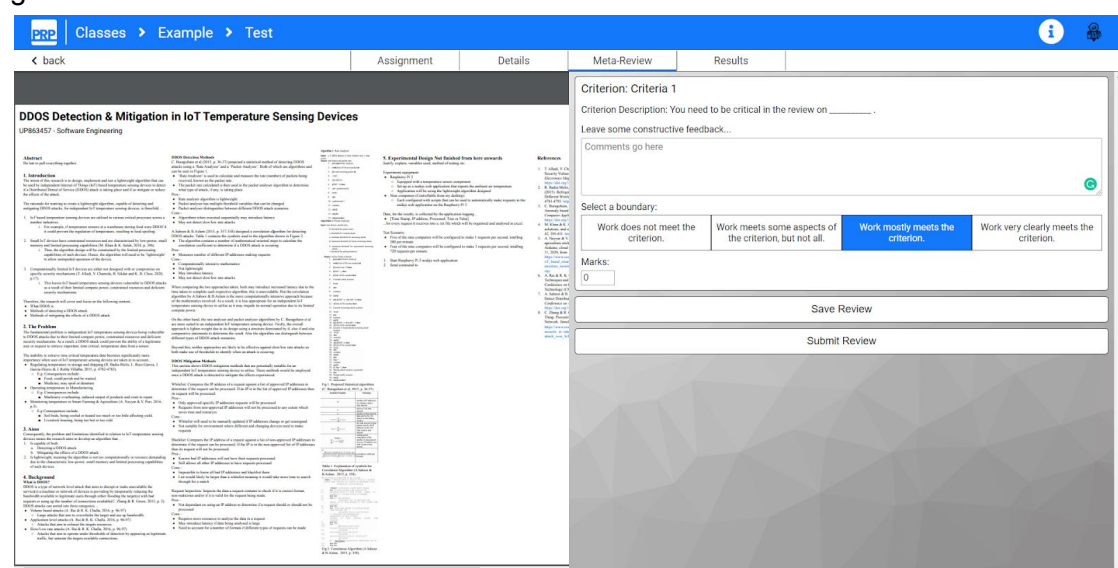

Next, to meta-review work click the "Review Work" button. To edit a meta-review click the "Edit Review" button. To view a meta-review click the "View Review" button. These buttons will all leave you on a screen like the one below where you can then review, edit a review and then save or submit that review or just view the review you gave.

4. Student Features

4.1 How to join a class

To join a class you must click the "+ Join a class" button in the top right of the user interface inside the white colour toolbar. Once clicked a new smaller window will appear. In the box type in the classes unique 8 character case sensitive alphanumeric code given to you by the teacher, then submit. If the code is correct then you will get a green notification and will see a new class on your dashboard.
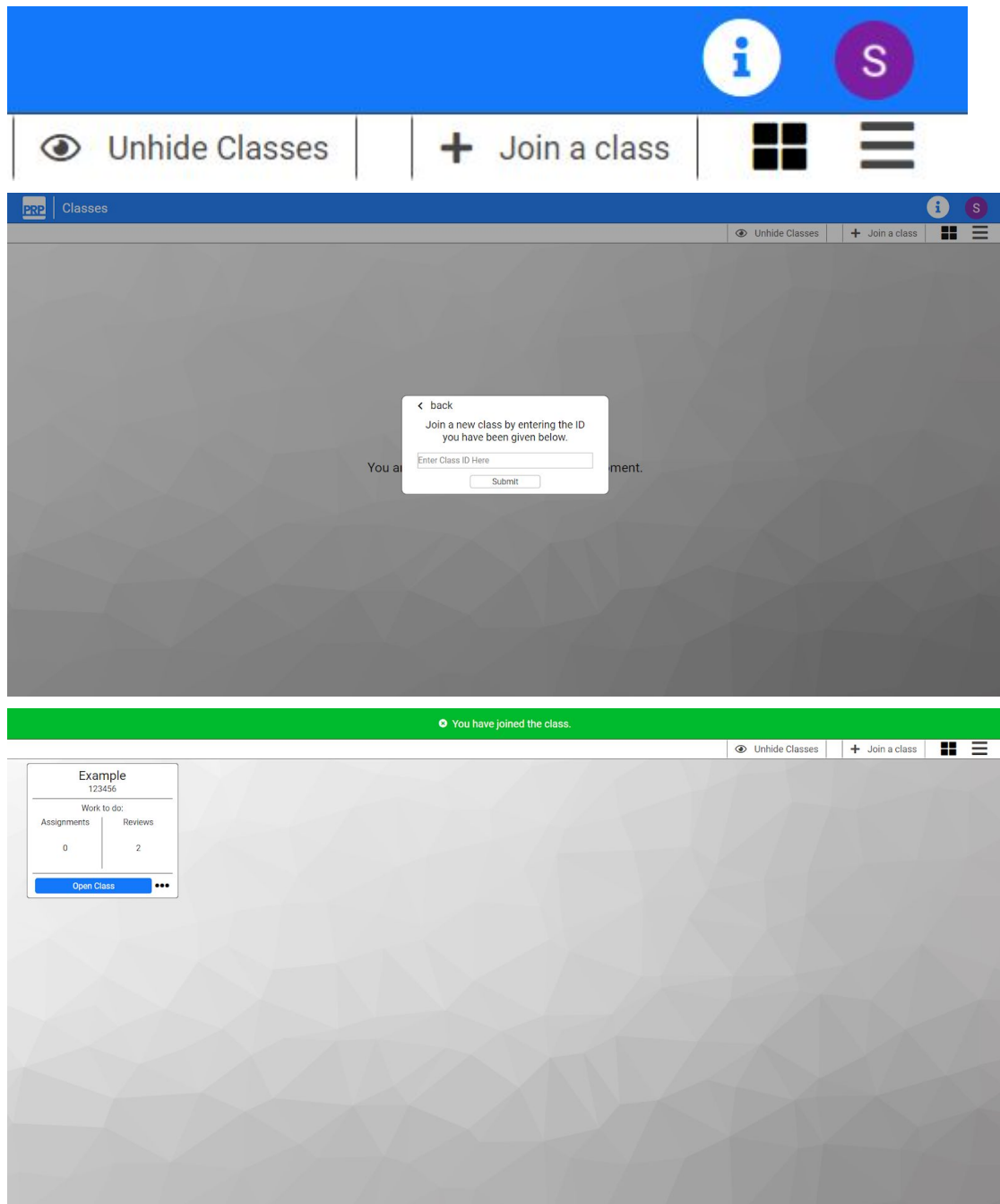
4.2 How to leave a class

To leave a class you must click the three dots located in the bottom right of the class you want to delete ("..."). This will result in a new smaller menu appearing with two buttons. Click the red coloured button with the bin icon. A new window will appear asking if you are sure you want to leave this class, if you click "Ok" the you will leave the class.
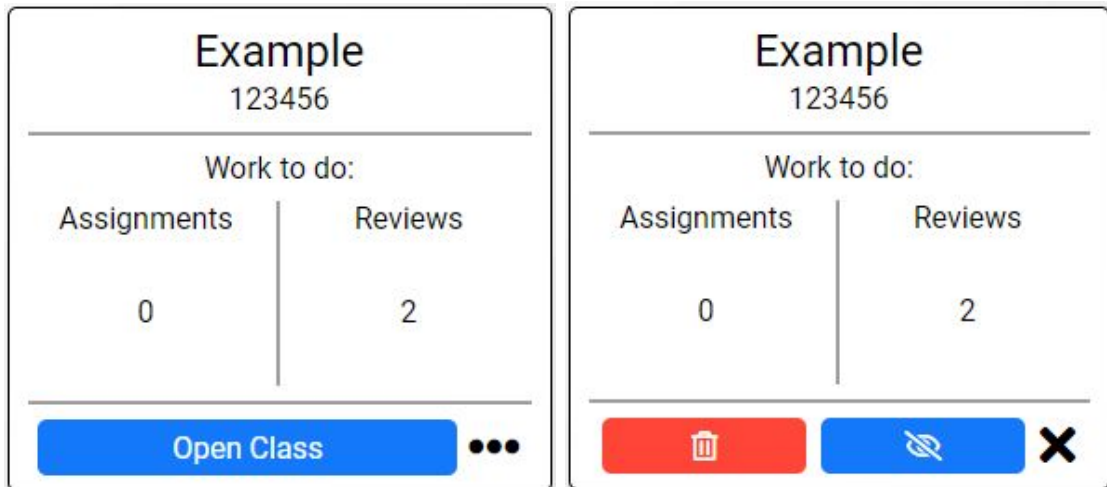
## 4.3 How to download attached files on an assignment

To download files attached to an assignment you must first be a part of a class that has an assignment set. Then open the class you want by clicking the "Open Class" button. Once inside the class, you must then click "Open" on the assignment you wish to view. You will then be on a screen similar to the one below which contains the assignment and all of its details set by the class teacher.
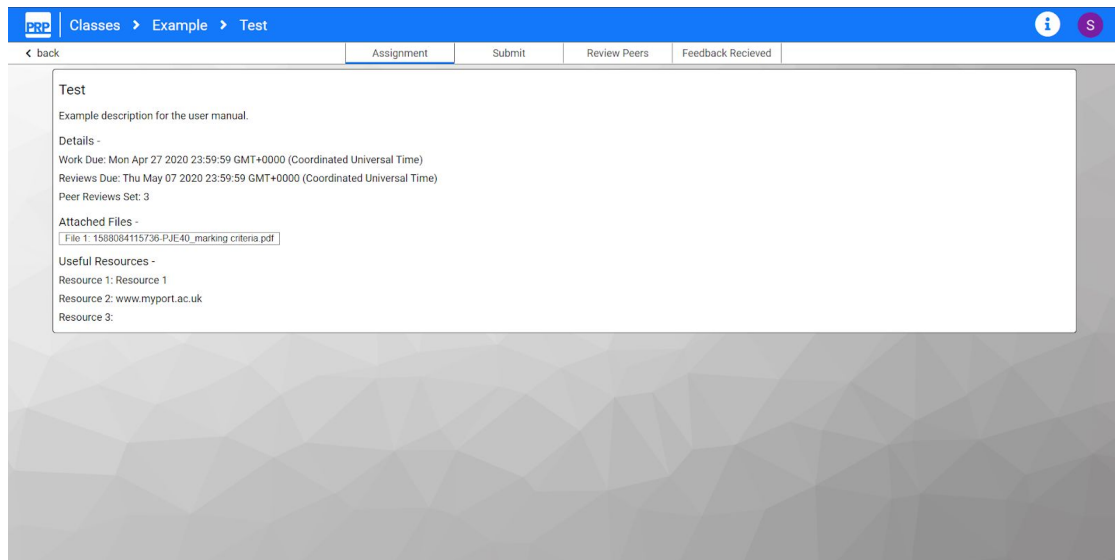

Now to download an attached file click on the one you want to download. Make sure you click within the box around it. The file will now download.
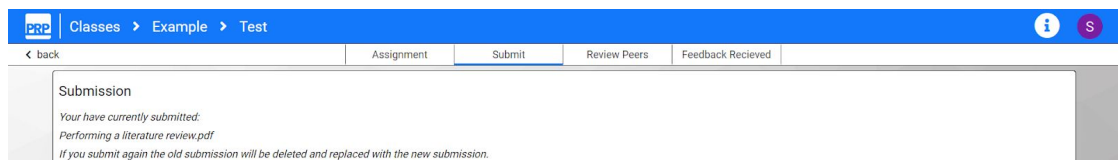
4.4 How to submit work for an assignment

To submit work for an assignment you must first be a part of a class that has an assignment set. Then open this class by clicking the "Open Class" button. Once inside the class, you must then click "Open" on the assignment you want to submit work for. You will then be on a screen similar to the one below.
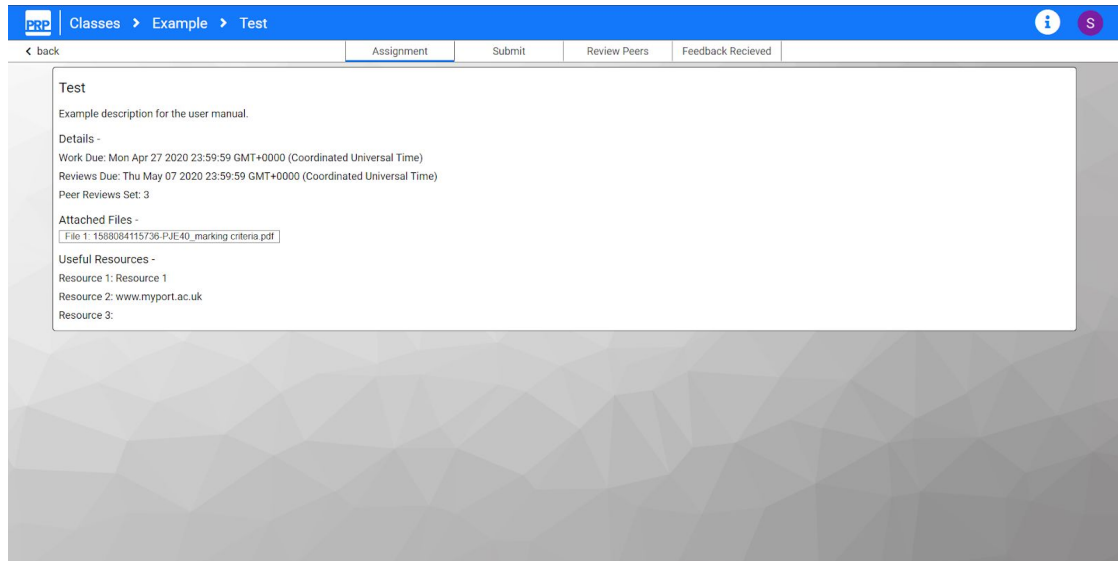
Next, click on the "Submit" tab in the white toolbar below the header bar and you will see a screen similar to the one below. Now click on the large "Local File" button and choose the work you want to submit. Then click the "Submit Your Work" button.
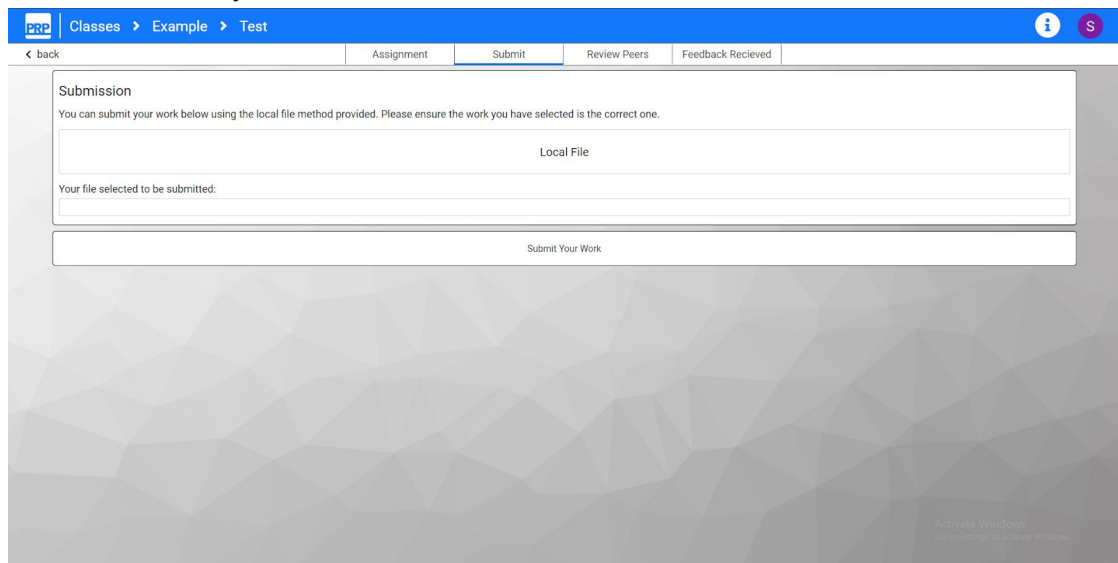

If your work was submitted successfully you will receive a green notification at the top of the screen and see new text appear confirming the name of your work file submitted.

4.5 How to peer review, edit peer reviews or view peer reviews

In order to peer review for an assignment, you must first be in a class with an active assignment, with a student(s) who have submitted their work, the work submission due date for the assignment must have elapsed and the peer reviews due date not elapsed yet. This means the application will have generated the reviews for the assignment.

Open the class you want to do peer reviewing for by clicking that class's "Open Class" button. Once inside the class, you must then click "Open" on the assignment you wish to do peer reviewing for. Then click the "Review Peers" button located at the top of the user interface and you will see a screen similar to the one below.
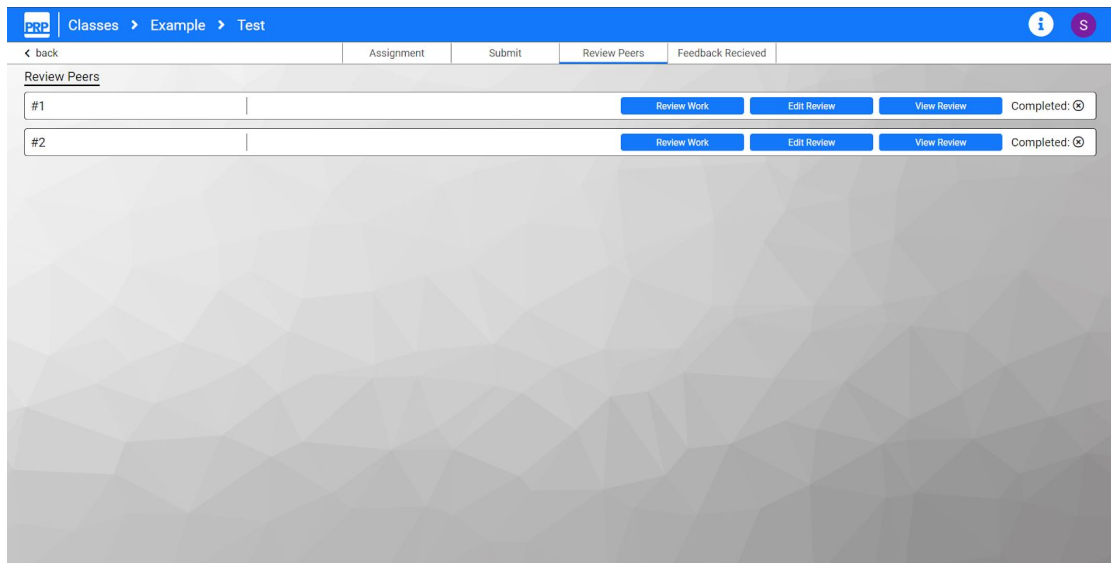
Next, to peer review work click the "Review Work" button. To edit a peer review click the "Edit Review" button. To view a peer review click the "View Review" button. These buttons will all leave you on a screen like the one below where you can then review, edit a review and then save or submit that review or just view the review you gave.