LEARNING TOGETHER

Synergy

synergylearn.net

Student User Guide

Table of Contents

1. Top user menu

The top menu located on the right hand side allows you to access the course list, to edit your profile, and to log out from the system (see the image below). You can also see the current course accessed the last time and directly access the assignments of the (current) course.

Welcome **Dun** (erkanvalladolid4@gmail.com)
Courses | Edit Profile | Logout
CENG 101 Introduction to Programming | Assignments

The current course accessed the last time.
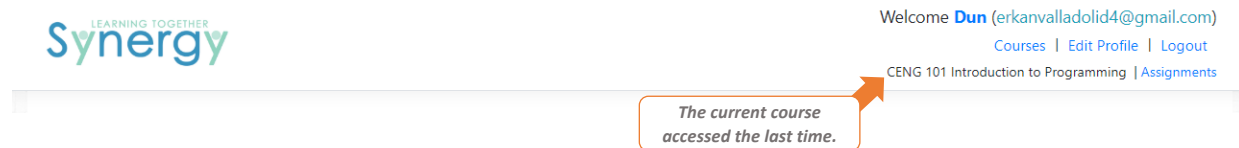
2. Accessing a course, assignments, and review rounds

Once you login, you will be automatically navigated to the Course page where all the courses that you are registered for are listed. The following image shows an example Courses page where two courses are listed.

Clicking "Enter" button will take you to the Assignments page (of the corresponding course). All assignments and the review rounds within each assignment will be listed. As seen in the image below, the CENG 101 course has 1 assignment which includes 2 review rounds.

On this page, you can view the detailed description of the assignments and check the important dates for both the assessment and review rounds.

To continue with an active review round, you need to click on its name. For example, clicking on "Round #1" for the Assignment #1 (as shown above) will take you to the Review Page for round #1 (see the image below), where you need to choose your role to continue with the next step.

3. Your role as a reviewer: reviewing peer's work

To list the submissions assigned for your review, please choose the first option from the list: REVIEWER: REVIEWING PEER'S WORK.

Upon choosing it, the assigned student work for your review will be listed. For example, as seen below, a submission made collaboratively by *Lilias Elcom* and *Rebekah Chipp* is assigned for the current student (*Dun Rossey*)'s review.

To start or continue the review, you need to click on the corresponding orange Review button placed to the right. This will take you to the **Review Tasks** page *for the selected submission* as seen below.

In the Review Tasks page, at the top there is a gray box displaying the student(s) being reviewed and peer(s) reviewing for the selected submission. The authenticated user, in this case *Dun Rossey*, is highlighted. Just below this box, you can see your current role (which is **Reviewer** in the figure above) and access several tools.

Next you can view the Review Tasks for you **as the student reviewing a peer work**, which are: 1) Assess the peer's work and 2) Provide Feedback. To continue with these tasks, you need to click on the Visit button or on the task name.

<u>Please note that titles and descriptions of the review tasks might be slightly different in each course as the instructors may update them as needed.</u>

3.1. Task 1: Assess the peer's work

The page for this task displays the peer work to be assessed using the rubric provided at the bottom part of the page as shown in the following image.

Assess the peer's work   « Go Back

ℹ In this first task, your responsibility is to assess your peer's work based on the rubric used for the current assessment. You will be provided with the work submitted by your peer and the assessment items in the same page. You can later update your responses.

The work to be assessed is shown below. Use the rubric (just under the document) for the assessment.

```
fullname = "Mike Jumper"
isSpace = False
name = ""
surname = ""

length = len(fullname)
```

Rubric for assessing the programming assignment #2.

1. ASSESSING

☰ Show the Items

The code properly uses the loops to minimize hard-coding.	Assess ▾ ➕ FT
1 feedback tasks	
The code properly uses functions to reduce repetition and complexity.	Assess ▾ ➕ FT
The code produces the desired outcome correctly.	Assess ▾ ➕ FT
The code is well-documented and explained with comments.	Assess ▾ ➕ FT
The code runs correctly without syntax and runtime errors.	Assess ▾ ➕ FT

Hide   Save the scores

When assessing, please choose the score for each item separately. Your responses will be recorded only when you click on **Save the scores** button.

To learn about what ⊞FT and ⬚ 1 feedback tasks serve for, please check the **Feedback Tasks and Feedback Planner** section.

3.2. Task 2: Provide feedback

In the second task, as the reviewer, you need to provide feedback for your peer's work by posting your comments in the Google Doc shown in the image below. You can also view your peers' comment and replies. Further explanations are provided in the page.

To learn about what ⬚ Feedback Tasks serves for, please check the **Feedback Tasks and Feedback Planner** section.

4. Your role as a student: Receiving revisions for own work

To access the reviews for your own submission, please choose the second option from the list: STUDENT: RECEIVE REVISIONS FOR OWN WORK.

Upon choosing it, the peers assigned to review your work will be shown. For example, according to the screen shared below, the current user (*Dun Rossey*) submitted a work (in collaboration with *Chauncey Agar*) that will be reviewed by *Lilias Elcom* and *Rebekah Chipp*.

To continue with the reviews on your work, you need to click on the red **Continue** button. This will take you to the **Review Tasks** page that corresponds to your own submission as shown below.

As you may notice, your name (*Dun Rossey*) is now displayed under the "*Student(s) being reviewed*" section in the top gray box. Also, your role is displayed as Student.

Next you can view the Review Tasks for you **as the student receiving reviews on your work**, which are: 1) Assess your work and 2) Check the feedback received and discuss, and 3) Revise the work. To continue with these tasks, you need to click on the Visit button or on the task name.

Please note that titles and descriptions of the review tasks might be slightly different in each course as the instructors may update them as needed.

4.1. Task 1: Assess your work

The page for this task displays the work you submitted to be assessed using the rubric provided at the bottom part of the page as shown in the following image. Further information is provided on the page.

Assess your work

ℹ️ For this task you are required to assess your own work based on the rubric used for the current assessment. You will see the work you submitted and the assessment items in the same page. When you complete ranking the quality of your work per each assessment item, you will be able to mark this task as complete. You can later update your responses. Remember that this task is precursor to the second task.

The work to be assessed is shown below. Use the rubric (just under the document) for the assessment.

```
fullname = "Mike Jumper"
isSpace = False
name = ""
surname = ""

length = len(fullname)

name = fullname[0] + fullname[1] + fullname[2] + fullname[3]
surname = fullname[5] + fullname[6] + fullname[7] + fullname[8] +
fullname[9] + fullname[10]

print ("INPUT")
print (name, surname)
print ("--------------------")

name_r = ""
surname_r = ""

for x in range(len(name)-1, 0, -1):
    name_r = name_r + name[x]

for x in range(len(surname)-1, 0, -1):
    surname_r = surname_r + surname[x]
```

Rubric for assessing the programming assignment #2.

1. ASSESSING

≣ Show the Items

The code properly uses the loops to minimize hard-coding. 1 feedback tasks	Assess ▾
The code properly uses functions to reduce repetition and complexity.	Assess ▾
The code produces the desired outcome correctly.	Assess ▾
The code is well-documented and explained with comments.	Assess ▾
The code runs correctly without syntax and runtime errors.	Assess ▾

Hide   Save the scores

When assessing, please choose the score for each item separately. Your responses will be recorded only when you click on Save the scores button.

4.2. Task 2: Check the feedback received and discuss

In the second task, you need to read the feedback comments provided by your peers and discuss them together in the Google Doc as shown in the image below. Further explanations are provided in the page.

To learn about what ➕Learning Action serves for, please check the **Learning Actions and Action Planner** section.

4.3. Task 3: Revise the work

In the last task, you need to review your work based on the feedback you received from your peers. Further explanations are provided in the page.

4.3.1. Revision History

As you do new changes in your work through Google Doc, the previous revisions will be automatically saved. To access any previous version of your work, you need to click on "**Revision History**" in the Revise the Work page. You can access previous versions in Doc or Pdf format as seen below.

4.3.2. Track Progress

Track Progress helps you access the list of learning actions while revising your work so that you can update the current progress on any of the actions.

Progress on the learning actions

The learning actions are listed below. You can update their progress.

Action	Progress	Last update			Set the progress	
To improve the code	30%	12/8/2019 8:16 PM	💬 Discuss	📈 Monitor		Set
Refine the code about the loop	20%	12/7/2019 8:16 PM	💬 Discuss	📈 Monitor		Set
Change the function	20%	12/8/2019 8:16 PM	💬 Discuss	📈 Monitor		Set
Update the code about the function	40%	12/8/2019 8:16 PM	💬 Discuss	📈 Monitor		Set

To learn more about **Learning Actions**, please check the **Learning Actions and Action Planner** section.

5. How to submit/upload your work

To submit your work for a review round, you need to first navigate to the Role page of the review round (see Accessing Courses, Assignments, and Review Rounds for help). After selecting STUDENT: RECEIVE REVISIONS FOR OWN WORK, please click on **Upload the work** button.

If you have already submitted your work and want to re-submit a newer version, you will see the **View Your Submission** button instead as shown below. Please click on it.

In the next page, as shown in the image below, you will need to paste the shareable link to your work in Google Docs and then you need to click on Submit. Once the submission is completed you will be notified.

View the work

Assignment #1: String operations

No submissions have been made yet.

Upload the work

To be able to submit your work, first you need to get a shareable link of your work, following the steps below:

1. At the top right, click Get shareable link.
2. Next to "Anyone with the link," click the Down arrow.
3. Choose any of the options listed: [can edit, can comment, or can view].
4. Copy the link.

Please paste shareable Google Doc link :

Enter the Google Doc Url...

Submit   Go Back

6. Comparing and discussing the assessment scores

You can view all assessment scores for a work (it could be your own work or a peer's work that you review) and make a comparison with the scores you assigned. To access the all scores, you should click on the notification that indicates that some of your peers recently assessed the same work as seen in the following image.

The notification about assessment scores.
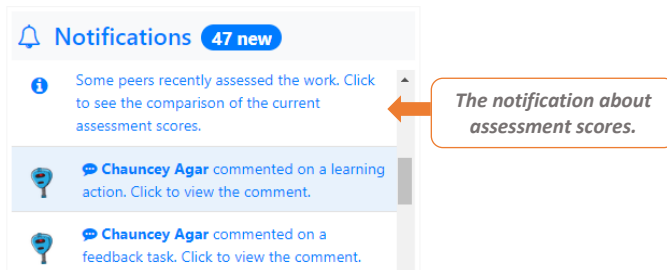
To learn more about Notifications, please check the [Notifications](#) section.

Once you click on the notification item, you will be navigated to the following page, where you can see the comparison of the scores assigned by all students (i.e., students being reviewed and students reviewing). Assessment items scored differently are listed for discussion. Further information is provided on the page.

Once you click on **Discussion** for any item listed, you will be navigated to the following page where you can discuss the reasons for different scores and understand each other's perspective, as seen below.

7. Feedback tasks and feedback planner

Synergy uses the concept of Feedback Task to help students (reviewing a student work) plan their feedback ahead of time. Note that feedback tasks are notes you take for yourself to plan your feedback. Actual feedback should be posted on your peer's work (in Google Docs) based on your feedback plan.

You can start planning your feedback while assessing the peer's work (assigned for your review) (see Assess the peer's work). As shown in the following image, any feedback task created for an assessment criterion will be shown just under the that criterion. For example, for the first criterion, two feedback tasks are created: helping improve the while loop and warn to add comments.

Rubric for assessing the programming assignment #2.

1. ASSESSING

Show the Items

The code properly uses the loops to minimize hard-coding.
2 feedback tasks

❶ You can manage them through Feedback Planner
- Helping improve the while loop
- Warn to add comments

The code properly uses functions to reduce repetition and complexity.
1 feedback tasks

The code produces the desired outcome correctly.
1 feedback tasks

The code is well-documented and explained with comments.

Create New Task

Enter a descriptive title for the task

Enter a short descroption for the task

Submit   Cancel

The code runs correctly without syntax and runtime errors.

Hide   Save the scores

To create a new feedback task, you need to click on [⊞FT] which will open a small window where you will need to enter a short title and description for the feedback task. This is show in the image above for the last criterion.

While posting your feedback comments for your peer in the Google Doc, you can click on [Feedback Tasks] to list the feedback tasks you created to remind yourself the feedback you planned to provide.

In this view, you can change the status of the task to *Completed* (or not) if you think you provided the intended feedback on the work.

You can use ***Feedback Planner*** tool to manage the feedback tasks. You can access it through the TOOLS menu in the Review Tasks page.

Student(s) being reviewed

Chauncey Agar   Dun Rossey

Peer(s) reviewing

Lilias Elcom [You]   Rebekah Chipps

YOUR ROLE: ✔ REVIEWER Change

TOOLS: 🎛 FEEDBACK PLANNER 💬 DISCUSSION 📈 THE PEER'S PROGRESS

The Review Tasks

The tasks that you need to complete during this review round are listed below.

1/7/2020 12:00 AM
[DUE ON 1/22/2020 12:00 AM]

Assess the peer's work

▶ Visit   ℹ Description   + Add status   ≡ Status updates

🔔 **Notifications** 22 new

💬 **Chauncey Agar** commented on a learning action. Click to view the comment.

As shown below, by using Feedback Planner you can view all the feedback task, create a new one, or edit an existing one. You can also discuss them by clicking on the Discuss button.

Feedback Planner

« Go Back

+ New Task

Feedback Planner helps you organize ahead of time the feedback that you want to provide for your peers. You can create *feedback tasks* to plan what feedback you plan to provide for a specific assessment criteria.

⚠ Remember that feedback tasks are notes you take for yourself to plan the feedback. The actual feedback should be posted on the Google Doc based on your plan.

Feedback tasks are listed below. For each task, the responsible peer(s) is shown on the righ handside.

#1: Helping improve the while loop 🗑 ✎

Lilias Elcom

💬 Discuss   🔗 Associated rubric item: The code properly uses the loops to minimize hard-coding.

#2: Helping to fix the code about creating functions 🗑 ✎

Lilias Elcom   Rebekah Chipps

💬 Discuss   🔗 Associated rubric item: The code properly uses functions to reduce repetition and complexity.

8. Learning actions and action planner

Synergy uses the concept of **Learning Actions** to help students (receiving feedback on their work) plan the revisions on their work based on the peer feedback received.

You can start to create actions when checking the peers' feedback on your work. The actions created are displayed in the same page, as seen in the following figure.

To create new learning action, you need to click on [+ Learning Action] which will display a form where you can create a new action by entering a description, expected completion date for the action, and its difficulty level. Optionally, you can choose the feedback comment that refers to the action. Please see the image below as an illustration.

+ Learning Action Until now, 3 actions in total. [Show/Hide]

Briefly describe the action:

Choose the corresponding feedback comment:

Select the comment [Optional]   ▼

Specify the expected completion date: January 9, 2020 20:36

Specify the difficulty level for the action:

1 [Very Easy]   ▼

Cancel **Submit**

Furthermore, you can use the *Action Planner* to manage the actions (e.g., creating new actions, deleting existing ones, and discussing them).

Learning Action Planner   « Go Back

Action Planner helps create learning actions. **Learning actions** are the revisions that you aim to incorporate in your work. By creating actions, you can set your in revising your work. Once created, you can use MY PROGRESS tool to track and monitor your progress on these actions.

When creating a action, you should determine the expected deadline and the difficulty level for completing the action. *These information is intended to facilitate the planning of your activities.*

+ Learning action

Action list

Action	Difficulty	Deadline ⓘ		
Changing the code about splitting strings	2	2019-12-05	🗑 Delete	💬 Discuss
Updating the function	1	2019-11-10	🗑 Delete	💬 Discuss

You can access the Action Planner through the TOOLS menu.

Student(s) being reviewed   **Peer(s) reviewing**

Lilias Elcom [You]   Rebekah Chipps   Chauncey Agar   Dun Rossey

YOUR ROLE: ✔ STUDENT Change   TOOLS: ⚓ ACTION PLANNER 💬 DISCUSSION 📈 MY PROGRESS

22

9. Peer's progress / My progress

Synergy allows you to monitor the progress on learning actions that are created by you (i.e., My Progress) or by your peers for their work (Peer's Progress).

As shown below, when you are reviewing a peer's work, in the TOOLS menu, you can click "The Peer's Progress" button to access the progress data on learning actions.

When you are checking your own work, in the TOOLS menu, you can click "My Progress" button to access the progress data.

The progress tool will list all the learning actions along with the current progress as seen below.

Once you click on "Monitor" for an action, you will be navigated to the following page. In this page, you can view the daily progress on the chosen action versus the total number of revisions made on the work on each day. The deadline (expected date to complete the action) is also indicated through a red vertical dashed line.

Monitoring the Action

Changing the code about splitting strings

The daily progress on the selected action and the number of revisions made for each day is visualized below. The deadline for the action is also indicated through a red vertical dash line.

Please mouse over the chart to see the values for each day.

10. Discussions tool

Synergy enables students to discuss assessment scores, feedback tasks, and learning actions. All discussions can be accessed through Discussion Tool as seen below. Discussion entries are categorized by: Assessments, Learning Actions and Feedback Tasks. You can click on **Discuss** button to continue discussing any of the listed items.
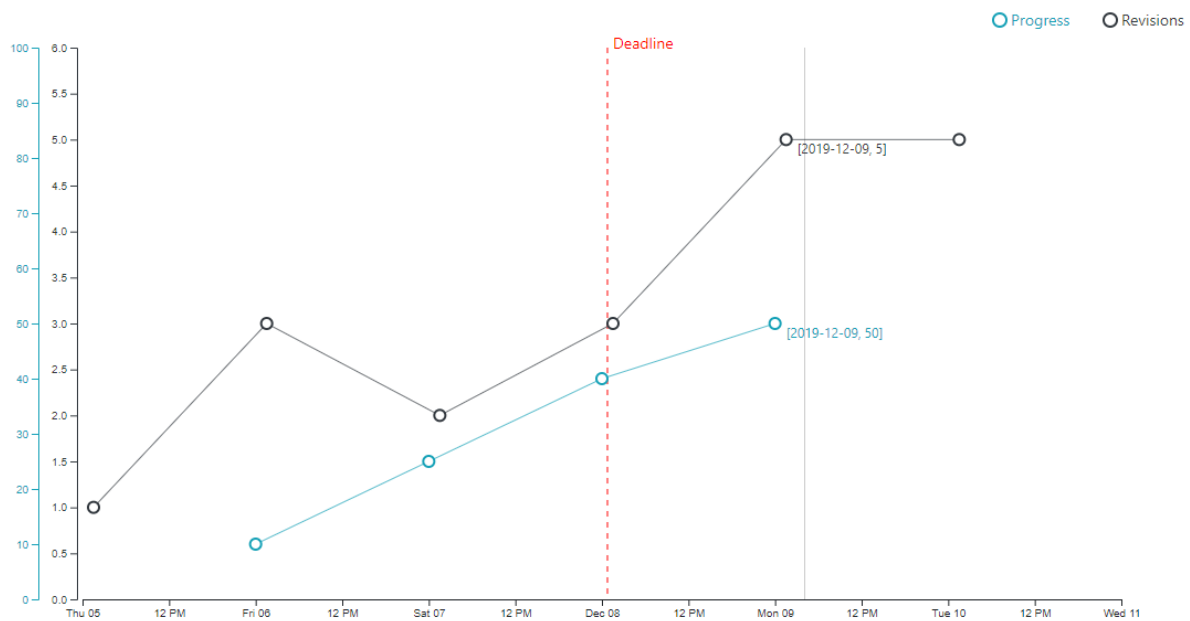
Discussions   « Go Back

About Assessments

💬 **Lilias Elcom** on 09-Jan-20 17:28

I think the use of loops is proper in the code. I wonder why most of us thought and assessed otherwise.

% The corresponding rubric item: The code properly uses the loops to minimize hard-coding.   [💬 Discuss]

💬 **Lilias Elcom** on 07-Nov-19 20:14

I think the code produces the desired output. Why you gave a low score?

% The corresponding rubric item: The code produces the desired outcome correctly.   [💬 Discuss]

About Learning Actions

💬 **Chauncey Agar** on 08-Nov-19 06:27

I like this one. I think you understood well my feedback. But, I think you should still consider creating a separate function to handle this task.

% The corresponding learning action: To improve the code   [💬 Discuss]

About Feedback Tasks

💬 **Chauncey Agar** on 07-Nov-19 20:32

Thanks! I just wonder if you can help me understand better the use of the while loop as well.

% The corresponding feedback task: Warn to add comments   [💬 Discuss]

11. Notifications

Synergy uses notifications to inform the users about the recent activities in the platform. Depending on your role as a student or a reviewer you may receive different notifications.

Below is an example notifications window for a student receiving reviews from others.
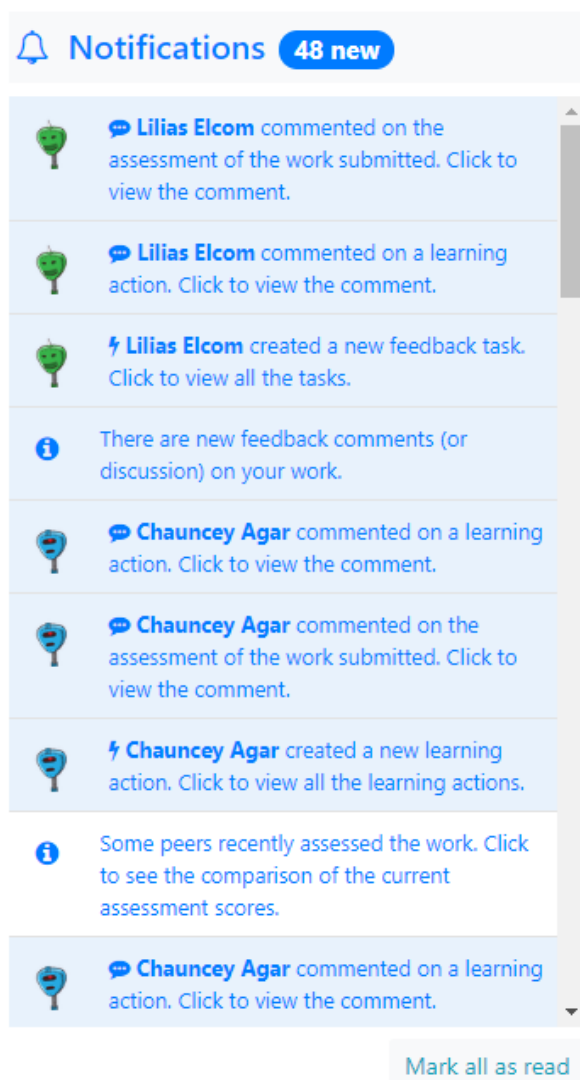
With your role as a student, you will receive notifications when:

- Your work is assessed by others (with the goal of allowing you to see the comparisons of scores assigned on your work, see the section 6. Comparing and Discussing the Assessment Scores for further details),

- Peers (reviewing your work) create a feedback task (with the goal of updating you about peers feedback plan in advance, see the section 7. Feedback Tasks and Feedback Planner for further details),
- Peers (reviewing your work) post a new comment or reply in your work during feedback provision (see the section Task 2: Check the feedback received and discuss for further details),
- Your teammates create a new learning action (for collaborative submissions),
- There is a discussion entry about learning actions, assessment scores, or feedback tasks associated with your submitted work (with the goal of keeping you updated about the ongoing discussions, see the section 10. Discussion Tool for further details).

Below is an example notifications window for a student reviewing a peer's work.
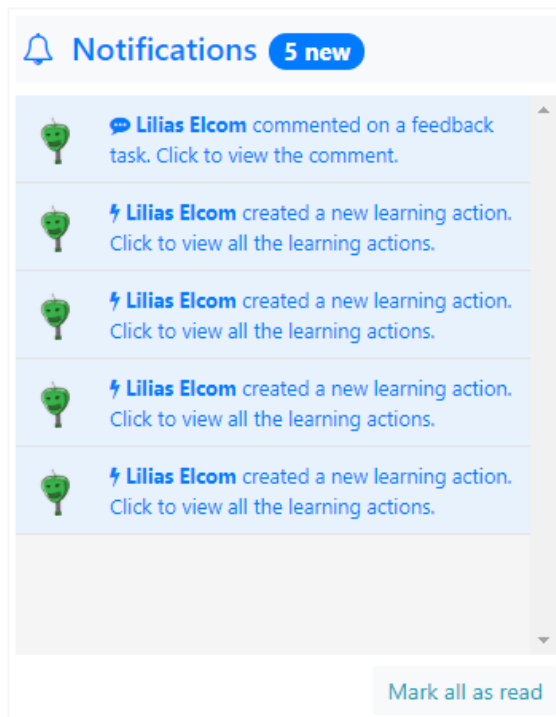
With your role as a reviewer, you will receive notifications when:

- The work you are assigned to review is assessed by others (with the goal of allowing you to see the comparisons of scores, see the section 6. Comparing and Discussing the Assessment Scores for further details),
- Other peers (reviewing the same work) create a feedback task (with the goal of helping you organize your feedback in collaboration with your peers ahead of time, see the section 7. Feedback Tasks and Feedback Planner for further details),

- There is a discussion entry about learning actions, assessment scores, or feedback tasks associated with the work that you are reviewing (with the goal of keeping you updated about the ongoing discussions, see the section 10. Discussion Tool for further details).