# Peer Review User Manual

Step-by-step guide to using the Peer Review system

For Faculty

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# **FACULTY ACCOUNT**

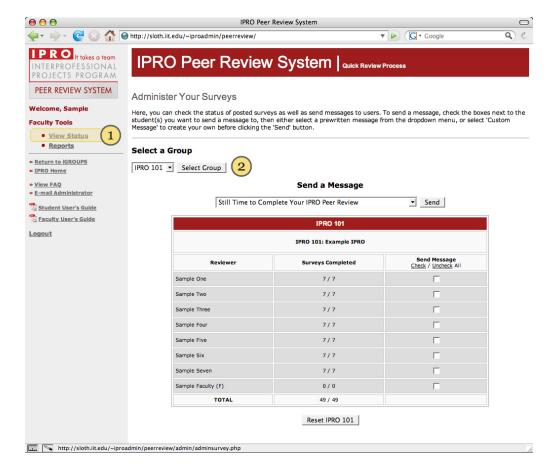
As an IPRO instructor, you will have a Faculty account to access the Peer Review system. Your username and password is the same as for iGROUPS. The system can be found at the following URL: <a href="http://sloth.iit.edu/~iproadmin/peerreview/">http://sloth.iit.edu/~iproadmin/peerreview/</a>

Once in the system, you will be able to check on the status of your IPRO student's peer reviews and download their responses in a form of a report (an Excel file). If you still have problems after reading this user manual, please contact the IPRO system administrator for help at <a href="mailto:iproadmin@iit.edu">iproadmin@iit.edu</a>.

### VIEWING STATUS OF PEER REVIEW REPORTS

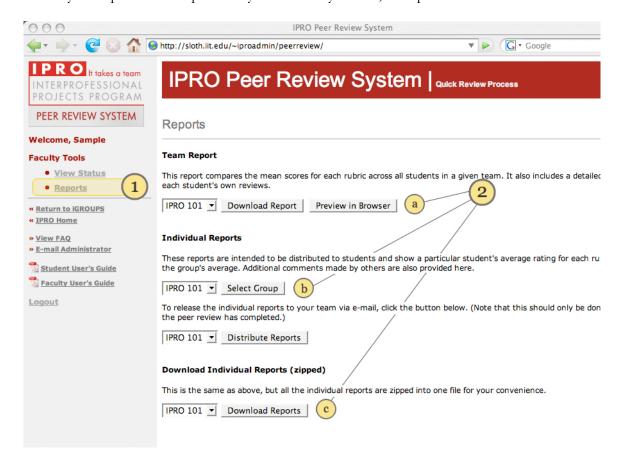
- 1. Click on "View Status" on the left-hand side navigation
- 2. Choose an IPRO group from the drop-down menu and click "Select Group"

You will be presented with a table that shows the number of surveys completed by each member of the group (see example in the image below). If the student has completed all the peer review surveys, the row will turn grey. Those who have not yet completed all the surveys will appear in white rows.



# DOWNLOADING PEER REVIEW REPORTS

After students of your IPRO team have completed the peer review surveys, you can download the reports and distribute them to students so they can see how they have been rated by their peers. The reports only show survey results, not specific student names.



- 1. Click on "Reports" on the left-hand side navigation
- **2.** Choose to do one of the following:
  - **a. Team Report** generates an overall report, which is a detailed summary of all the individual peer reviews.

### To download an Excel sheet:

- Choose an IPRO group from the drop-down menu and click "Select Group"
- 2. Click "Download Report"

### To view online:

- Choose an IPRO group from the drop-down menu and click "Select Group"
- 2. Click "Preview in Browser"

**b.** Individual Report – generates only a report for a selected individual.

### To download an Excel sheet:

- 1. Choose an IPRO from the drop-down menu and click "Select Group"
- 2. Select a name form the newly added drop-down menu
- 3. Click "Download Report"

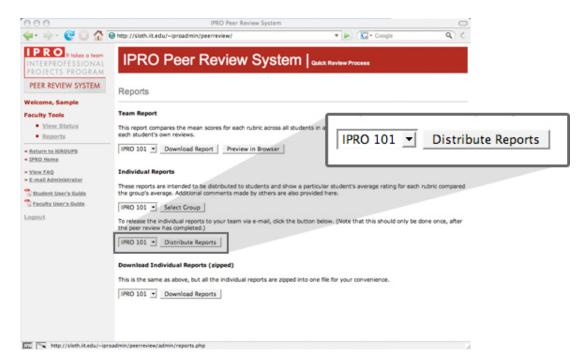
### To view online:

- 4. Choose an IPRO from the drop-down menu and click "Select Group"
- 5. Select a name form the newly added drop-down menu
- **6.** Click "Preview in Browser"
- **c. Individual Reports (zipped)** generates a bundle of files of each individual survey in a compressed folder

# DISTRIBUTING PEER REVIEW REPORTS

Faculty may email students their individual peer review reports after students have completed this assignment. The system lets you automatically email all students their own report, by doing the following:

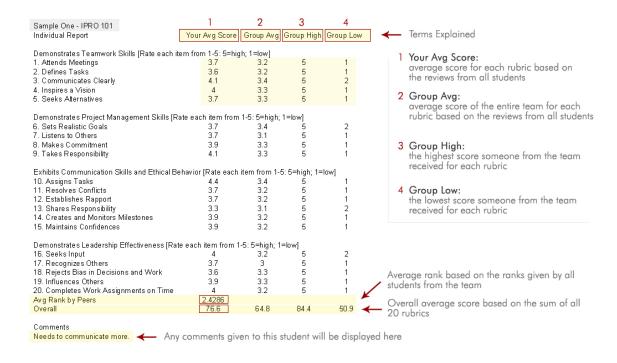
- 1. Click on "Reports" on the left-hand side navigation
- **2.** Under **Individual Reports** heading, click on the second drop-down menu and select the IPRO team you wish to email the report to
- 3. Click the "Distribute Reports" button



# SAMPLE TEAM REPORT

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### SAMPLE INDIVIDUAL REPORT



### RESETTING PEER REVIEW

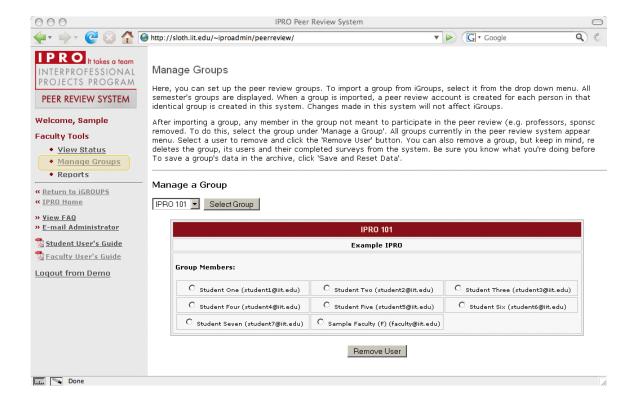
Faculty may choose to do more than one running of the peer review surveys; for example in the middle of the semester and at the end of the semester. The system lets you reset survey of a previous running of the peer review and start over. Make sure you download the reports of the previous running by going to "Reports" before taking this action.

- 1. Click on "View Status" on the left-hand side navigation
- 2. Choose an IPRO group from the drop-down menu and click "Select Group"
- 3. Click on the "Reset Peer Review" button located under the IPRO number

## REMOVING USERS

Using the "Manage Groups" feature, you can make changes to your group such as removing sponsors/consultants from the list of peer review participants.

- 1. Click on "Manage Groups" link on the left-hand side navigation
- **2.** Under **Manage Groups** heading, click on the drop-down menu and select the IPRO team you need to remove a user from
- 3. Click the "Select Group" button
- 4. Check the radio button in front of the name of the user you wish to remove
- 5. Click the "Remove User" button

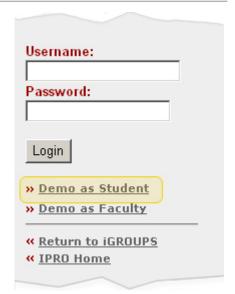


# **TEST A STUDENT ACCOUNT**

If you would like to check what a student account looks like and how it works, you can view the demo accessible from the navigation.

### To test a student account:

- 1. Click on "Demo as Student" on the left-hand side navigation
- **2.** Browse around the system
- **3.** Click on "Logout from Demo" when you are done to get back to the default system



# **NEED MORE HELP?**

If you encounter any problems with the IPRO Peer Review system, please contact the IPRO administrator at <a href="mailto:iproadmin@iit.edu">iproadmin@iit.edu</a>.