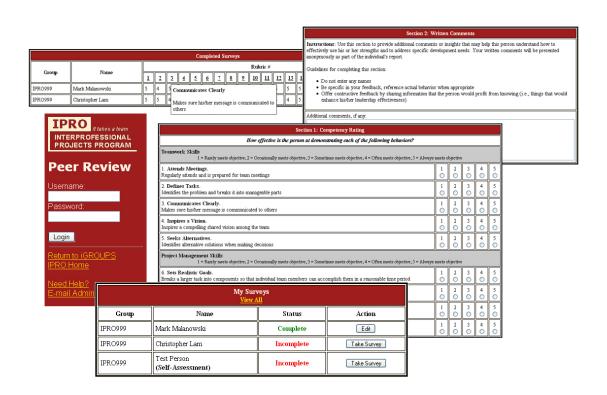
Peer Review User Manual

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



INTRODUCTION

Our goal with the Peer Review system is to reduce the amount of time that comes with paperwork and processing with the current version of the peer review. Also, we seek to create a convenient and fast review process for participants. If you encounter a problem not covered in this manual, please feel free to e-mail the IPRO administrator at iproadmin@iit.edu

LOGGING IN

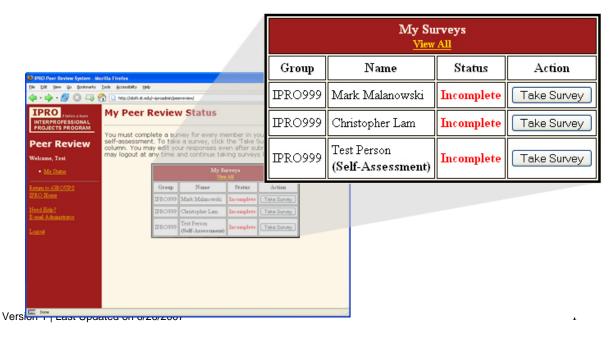
You can find the Peer Review System at: http://sloth.iit.edu/~iproadmin/peerreview



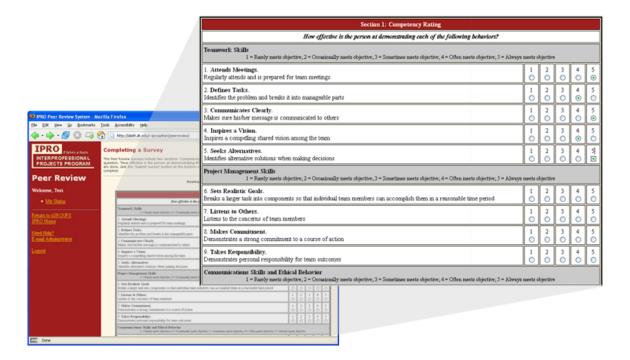
Your login username and password are the same as for iGroups. If you haven't changed your password in iGroups, this login information will also match your IIT email account. After logging in, you will see your status page, which lists all the surveys (peer reviews) you are expected to complete.

TAKING SURVEYS

1. Click the "Take Survey" button corresponding to the person you wish to review



- 2. Complete Section 1: Competency Rating. Answer the question "How effective is the person at demonstrating each of the following behaviors?" by checking one radio button next to each of the 20 characteristics listed on a scale from 1-5, according to the following criteria:
 - Rarely meets objective
 - Occasionally meets objective
 - Sometimes meets objective
 - Often meets objective
 - Always meets objective

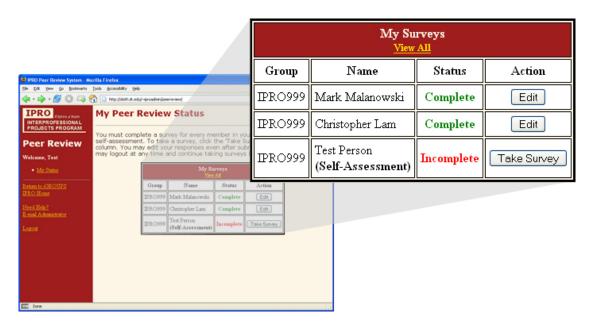


- 3. (Optional) Complete Section 2: Written Comments. If you think it is necessary, provide written comments for the person you are reviewing. Although this section is optional, it is highly encouraged. Your written comments will be presented anonymously to the individual you are reviewing. Follow the guidelines below when completing this section:
 - Do not enter any names
 - Be specific in your feedback, reference actual behavior when appropriate
 - Offer constructive feedback by sharing information that the person would profit from knowing (i.e., things that would enhance his/her leadership effectiveness)
- **4.** Click the "Submit Survey" button at the bottom. If you missed a question, you will have to go back and make sure you answer *all* questions of Section 1 before the survey will be considered as complete (don't worry, your answers will be saved).

EDITING SURVEYS

Once you complete a survey, you will be able to view your responses and edit them until the deadline specified by your instructor.

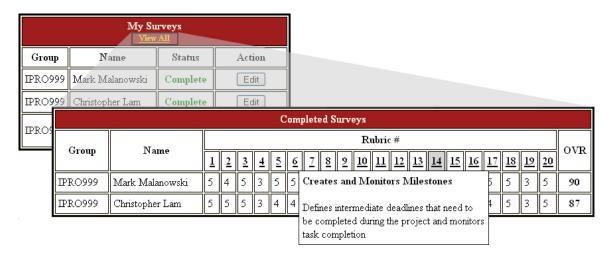
- 1. Click on "My Status" link on the left navigation bar to see the survey table
- 2. Click on "Edit", next to the name for which you would like to change your answers



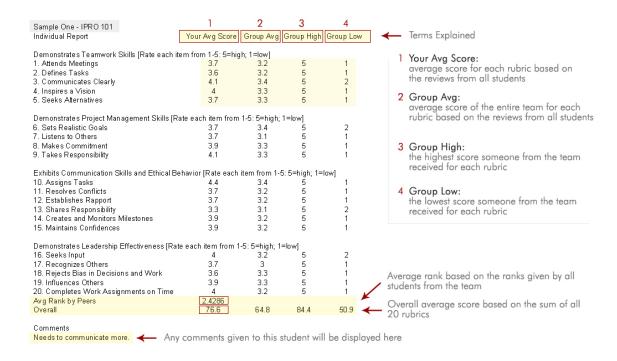
3. Follow the instructions for taking a survey, explained before this section

COMPARING PEER REVIEWS

You can view all of your responses from the completed surveys at once by clicking on "View All" on your status page. This provides a table so that you can compare your ratings across the whole team. To view the description of each question, roll over the numbers on the row located under Rubric #.



SAMPLE INDIVIDUAL REPORT



Thank you for using the IPRO Peer Review System!