



Peerpet

User Manual

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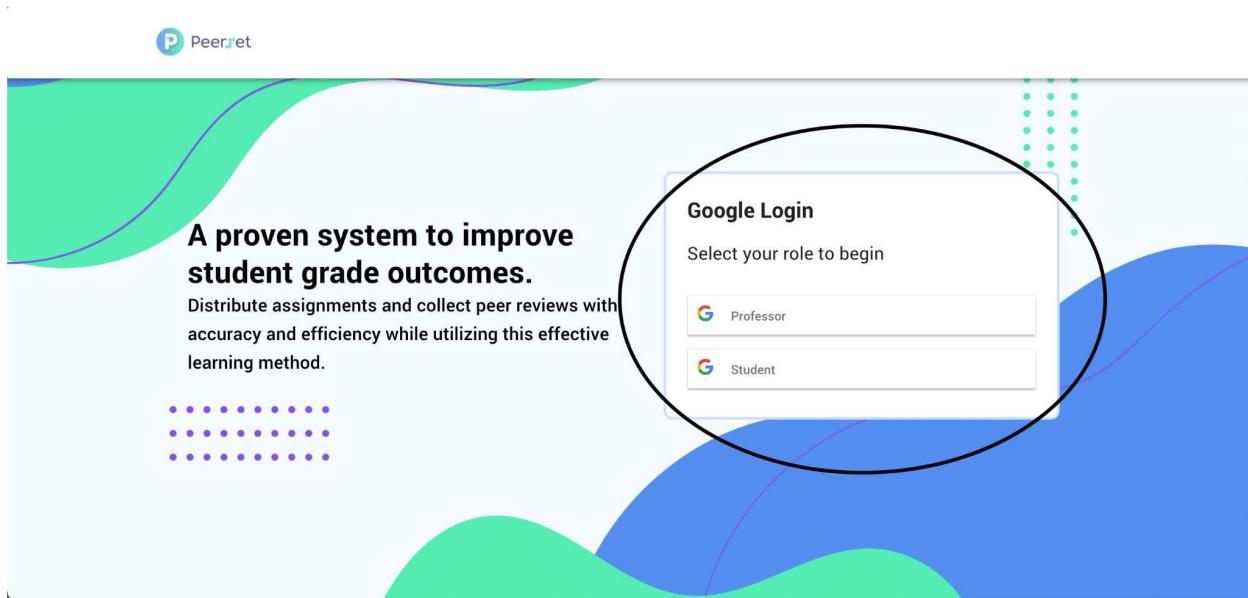
1. Introduction

This User Manual will guide you through using PeerSet in your course(s). PeerSet is a web-based application that professors and students can use to conduct [Calibrated Peer Reviews \(CPRs\)](#).

2. Logging In

In order to log in to PeerSet, you must use a laptop or desktop computer. If you try to log in using a tablet or smartphone, you will receive an error message that reads, “This content is unavailable on mobile.”

Once you’ve arrived at the login page for PeerSet, you must select your role using the buttons on the right side of the page. Professors can select their role by clicking the “I am a Professor” button. Students can select their role by clicking the “I am a Student” button.



After you’ve selected your role, you will be redirected to the Google Login screen, where you will be able to enter your university Google credentials. Once you’ve correctly entered your credentials, you will be able to access your PeerSet account.

3. For Professors

The following subsections contain instructions for PeerSet users in the role of **Professor**.

3.1. Navigation Bar

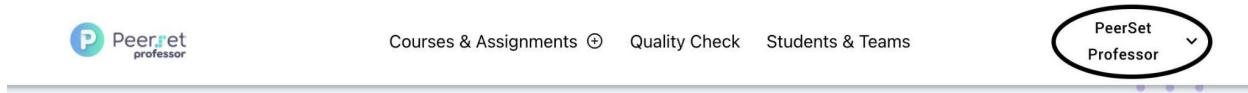
At the top of each page, there is a navigation bar. The navigation bar has three tabs: **Courses & Assignments, Quality Check, Students & Teams.**



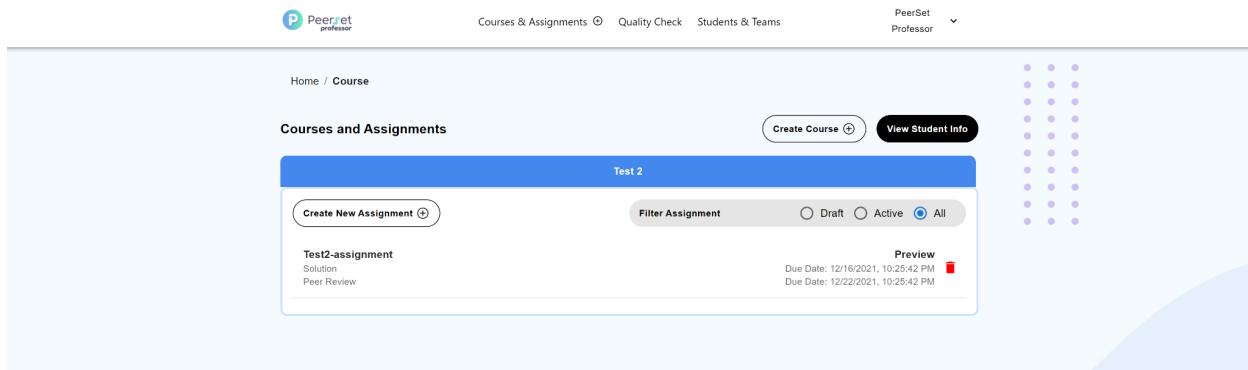
To the left of the tabs, there is a **PeerSet logo** with the word “professor” beneath it.



To the right of the tabs, your **username** is displayed.



The **Courses & Assignments** tab will direct you to the **Courses & Assignments** page.



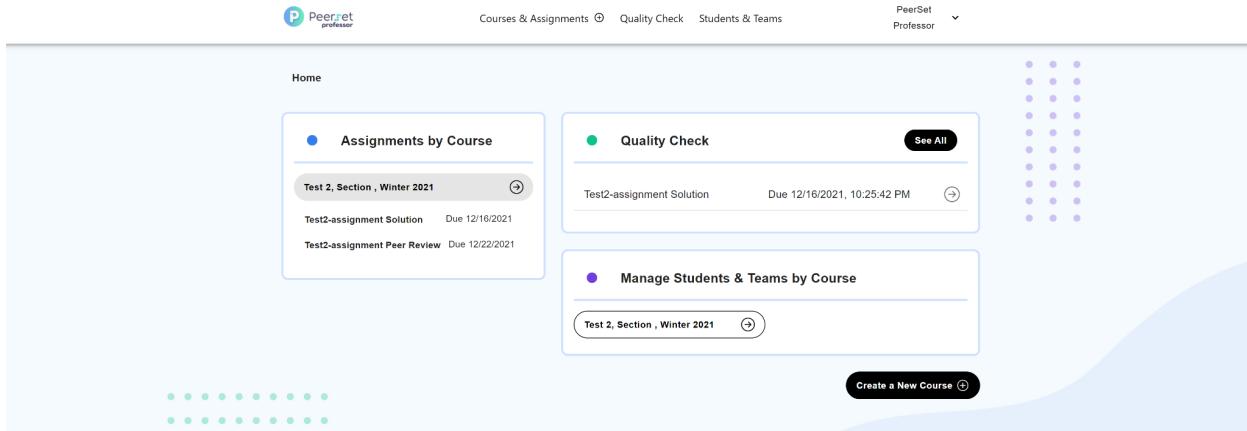
The **Quality Check** tab will direct you to the **Quality Check** page.

The screenshot shows the PeerSet Quality Check interface. At the top, there are navigation links: Courses & Assignments, Quality Check, Students & Teams, and a dropdown for PeerSet Professor. Below the header, the URL is Home / Course Results. The main section is titled "Quality Check" and displays "Test 2". A "Filter Results" bar includes radio buttons for "Needs Review", "Completed", and "All" (which is selected). Below the filter are two rows of information: "Test2-assignment Solutions" and "Due 12/16/2021, 10:25:42 PM", followed by a status indicator "Needs Review" with a circular icon.

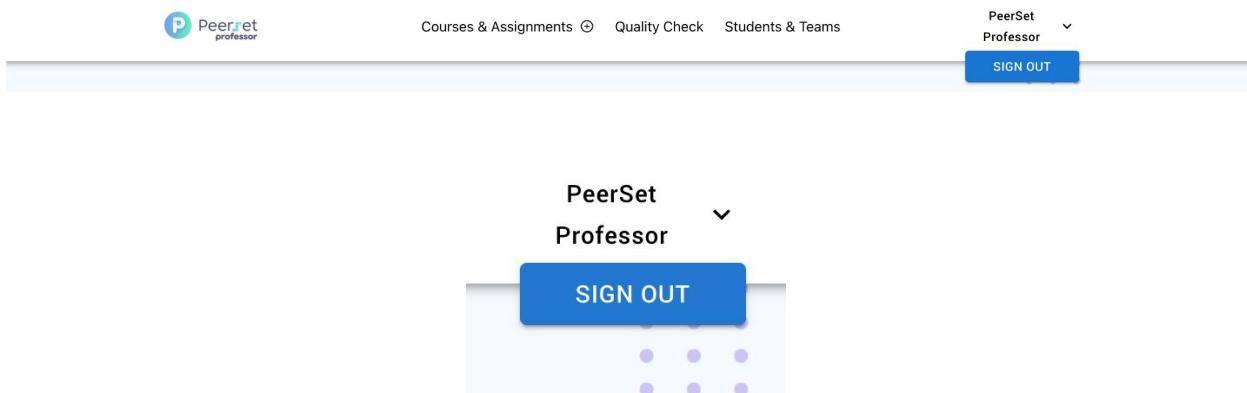
The **Students & Teams** tab will direct you to the **Student Information** page.

The screenshot shows the PeerSet Student Information interface. At the top, there are navigation links: Courses & Assignments, Quality Check, Students & Teams, and a dropdown for PeerSet Professor. Below the header, the URL is Home / Course Results / Student Information. The main section is titled "Student Information" and displays "Test". A "Delete Course" button with a plus sign is visible at the top right. On the left, there's a "Student List" toggle switch. On the right, there's a "Add new student" button with a plus sign. The central area lists student entries, each with a red trash can icon for deletion. The entries are: "Added via CSV upload 08/13/21", and "Added via CSV upload 08/13/21".

Clicking on the **PeerSet** logo will direct you to the Home Dashboard.



Clicking on the arrow to the right of your **username** will cause a drop-down with a **sign out** button to appear. Clicking the **sign out** button will log you out of PeerSet.



3.2. Home Dashboard

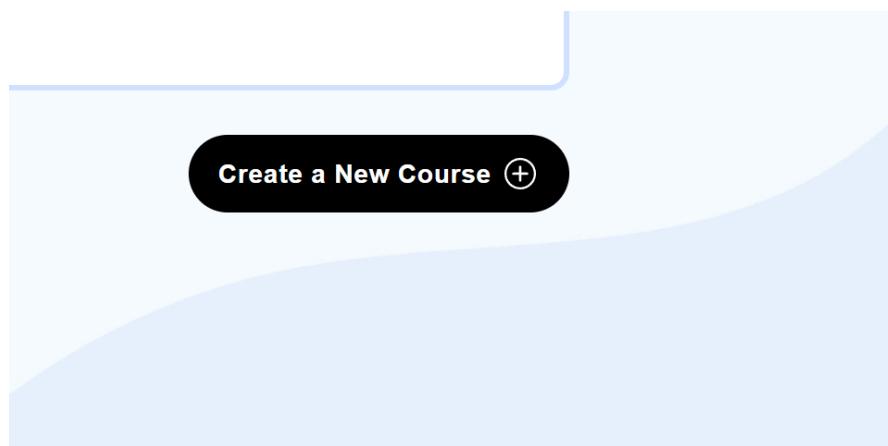
Once you've logged into PeerSet, you will be directed to the **Home Dashboard**. The **Home Dashboard** displays upcoming assignments by course, results in need of review, and links to student or team information for each of your existing courses.

The screenshot shows the Peerjet professor Home dashboard. At the top left is the Peerjet professor logo. To its right are navigation links: Courses & Assignments, Quality Check, and Students & Teams. On the far right is a dropdown menu for 'PeerSet Professor'. Below the header, the word 'Home' is centered. The main content area is divided into three main sections:

- Assignments by Course**: Contains a card for 'Test 2, Section , Winter 2021' with two items: 'Test2-assignment Solution' (Due 12/16/2021) and 'Test2-assignment Peer Review' (Due 12/22/2021). A 'Create a New Course' button is located at the bottom right of this section.
- Quality Check**: Contains a card for 'Test2-assignment Solution' (Due 12/16/2021, 10:25:42 PM). A 'See All' button is located in the top right corner of this section.
- Manage Students & Teams by Course**: Contains a card for 'Test 2, Section , Winter 2021'.

At the bottom left of the dashboard are two rows of six teal dots each. On the right side, there is a vertical column of five purple dots.

You can create a course from the Home Dashboard by clicking the **Create a New Course** button at the bottom right side of the page. This will direct you to the **Create Course** page.



In the **Quality Check** section, you have two possible routes. Clicking on a result from the displayed list will direct you to the **Quality Check** for that specific solution or peer review. The **Quality Check** page with all the peer reviews can be accessed by clicking on the **See All** button.

A screenshot of a user interface titled "Quality Check". At the top right is a black button labeled "See All". Below the title, there is a list item consisting of the text "Test2-assignment Solution" followed by the due date "Due 12/16/2021, 10:25:42 PM" and a small circular arrow icon.

In the **Assignments by Course** section, gray buttons displaying the name of each course will direct you to the **Courses & Assignments** page, with the tab for that course selected. Beneath each of these buttons, there is a list of upcoming assignments. Clicking on these items will direct you to their individual assignment pages.

A screenshot of a user interface titled "Home". Below it is a section titled "Assignments by Course". Inside this section, there is a button labeled "Test 2, Section , Winter 2021" with a circular arrow icon to its right. Below this button, there are two more items: "Test2-assignment Solution Due 12/16/2021" and "Test2-assignment Peer Review Due 12/22/2021". To the right of the "Assignments by Course" section, there is a vertical list of course names: "Math 101", "Math 102", and "Math 103".

In the **Manage Students and Teams by Course** section, there will be a set of buttons for each of your existing courses. Clicking on these buttons will direct you to the **Student Information** page, with the student list for the selected course displayed.

● Manage Students & Teams by Course

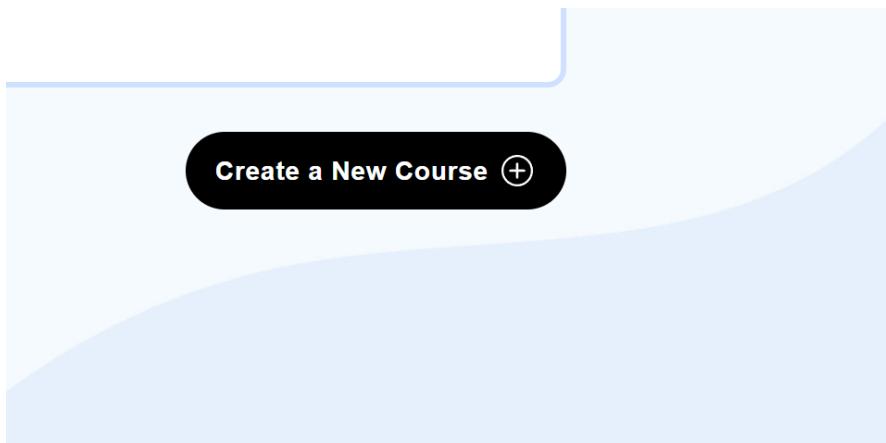
Test 2, Section , Winter 2021



3.3. Creating and Managing Courses

3.3.1. Creating a New Course

To create your first course, click on the **Create a New Course** button at the bottom of the Home Dashboard. This will direct you to the **Create Course** page.



If you have already created your first course and need to create another course, you can click on the **Courses & Assignments** tab at the top of the page.



Courses & Assignments



Quality Check

Students & Teams

PeerSet
Professor

This will direct you to the **Courses and Assignments** page. To create a new course, click on the **Create Course** button in the upper right side of the page.

Home / Course

Courses and Assignments

Create Course +
View Student Info

Test 2

Create New Assignment +
Filter Assignment

 Draft
 Active
 All

Test2-assignment

Solution

Peer Review

Preview
Due Date: 12/16/2021, 10:25:42 PM
edit

Edit
View

This will direct you to the **Create Course** page.

Home / Course / **Create Course**

Create Course

Course Settings:

Course Title To Display

Course reference number (CRN) recommended

Please select team settings:

Independent
 Randomized Teams

Teams
2

Please upload the course student list CSV file provided by your administrator.

Upload CSV file
Cancel
Publish

Start by entering the course title or course reference number (CRN) in the **Course Title** field.

Home / Course / Create Course

Create Course

Course Settings:

Course Title To Display
Title

Course reference number (CRN) recommended

Please select team settings:

Independent Randomized Teams

Teams
2

Please upload the course student list CSV file provided by your administrator.

Upload CSV file

Cancel Publish

After entering the title of the course, use the **radio buttons** beneath the **Course Title** field to finalize the team settings for the course. Clicking the “**Independent**” radio button will set all course assignments to be completed independently. Clicking the “**Randomized Teams**” radio button will assign each of the students in the course to random teams, and assignments will be completed in these teams for the duration of the semester. Use the **Number of Teams** drop-down to the right of the **radio buttons** to set the number of teams for the course. Students will be distributed as evenly as possible into the number of teams you select.

Home / Course / **Create Course**

Create Course

Course Settings:

Course Title To Display Course reference number (CRN) recommended

Please select team settings:

Independent Randomized Teams 4

Please upload the course student list CSV file provided by your administrator.

Cancel

Once you've finalized the team settings, click the **Upload** button. This will open the file management system on your computer, which will allow you to select the CSV file with student information that was provided to you by your administrator.



Once the CSV file has been successfully attached, the file name will be displayed to the right of the **Upload** button.

Home / Course / Create Course

Create Course

Course Settings:

Course Title To Display _____
Title _____ Course reference number (CRN) recommended

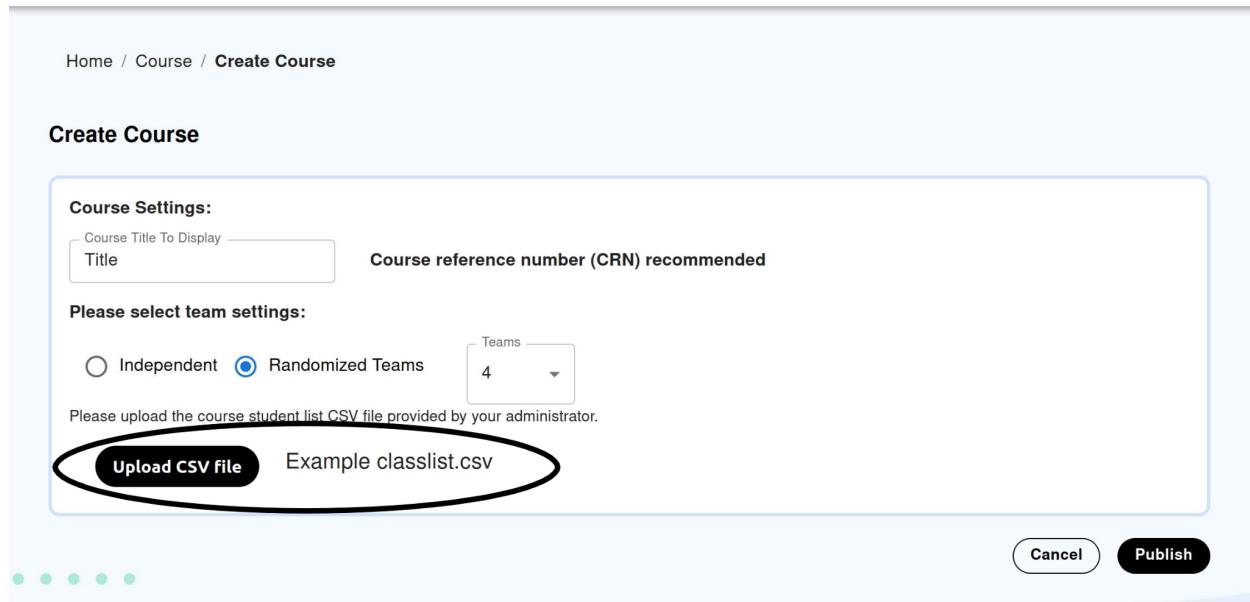
Please select team settings:

Independent Randomized Teams Teams _____
4

Please upload the course student list CSV file provided by your administrator.

Upload CSV File Example classlist.csv

Cancel Publish



Once you've uploaded the CSV file, click on the **Publish** button in the lower right corner to finish creating the course. If you need to cancel the creation of the course, click on the **Cancel** button.



3.3.2. Viewing Courses

From any page of the application, you can access all your courses by clicking the **Courses & Assignments** tab at the top of the page.

To view an assignment list for one of your individual courses, click on the **Course Tab** for the course you want to view.

The screenshot shows a user interface for managing assignments. At the top, there's a navigation bar with 'Home / Course'. Below it, a section titled 'Courses and Assignments' displays two courses: 'GEO-101' and 'HCI 521'. A large black oval highlights the 'GEO-101' section. On the right side of the GEO-101 section, there are three radio buttons labeled 'Draft', 'Active', and 'All'. The 'All' button is selected, indicated by a blue circle around it. Below the course sections, there are three assignment items: 'Non-euclidean shapes', 'Logic of Infinity', and 'The Ouroboros and You'. Each item has a 'Preview' link, a due date, and a trash can icon. The 'Non-euclidean shapes' assignment has a due date of 12/10/2021, 2:39:45 PM, and 1/2/2022, 12:59:45 AM. The 'Logic of Infinity' assignment has a due date of 12/14/2021, 8:45:57 PM, and 12/25/2021, 10:26:57 PM. The 'The Ouroboros and You' assignment has a due date of 2/2/2022, 4:59:27 AM, and 3/1/2022, 4:59:27 AM.

There are 3 **radio buttons** for filtering assignments: All, Active and Drafts.

Filter Assignment Draft Active All

The **All** button will display all assignments for the chosen course. The **Active** button will filter the display so only published assignments are shown, and the **Drafts** button will filter the display so only assignments that have been saved as drafts are shown. All assignments are shown by default. Clicking on an assignment from the list will take you to the page for that assignment.

3.3.3. Manually Adding Students to a Course

To manually add a student to a course, start by clicking on the **Students & Teams** tab at the top of the page.

This will take you to the **Student Information** page.

The screenshot shows the 'Student Information' page. At the top, there are course tabs for 'GEO-101' (selected) and 'HCI 521'. Below the tabs, there is a 'Student List' button with a switch, an 'Add new student' button, and a 'Delete Course' button. A grid of purple dots is visible in the top right corner. The main area displays three student entries: Gregor Gregorsson (added via CSV upload 08/13/21), Tiff Apples (added via CSV upload 08/13/21), and Bob Smith (added via CSV upload 08/13/21). Each entry has a red trash icon to its right.

From here, use the **course tabs** to select the course to which you need to add the student.

The screenshot shows the same 'Student Information' page as above, but with the 'GEO-101' tab circled in black. The rest of the interface is identical to the first screenshot.

Next, click on the **Add New Student** button.

Home / Courses / Students & Teams

Student Information

GEO-101 HCI 521

Student List

Add new student

| Student | Date Added | Action |
|-------------------|-------------------------------|--------|
| Gregor Gregorsson | Added via CSV upload 08/13/21 | |
| Tiff Apples | Added via CSV upload 08/13/21 | |
| Bob Smith | Added via CSV upload 08/13/21 | |

When this button is clicked, the **Add Student to Course** form will appear at the top of the student list.

Home / Courses / Students & Teams

Student Information

GEO-101 HCI 521

Add Student to Course

Add

| First Name | Last Name | Student ID | Email |
|------------|------------|------------|-------------------------------|
| Gregor | Gregorsson | | Added via CSV upload 08/13/21 |
| Tiff | Apples | | Added via CSV upload 08/13/21 |
| Bob | Smith | | Added via CSV upload 08/13/21 |

Enter the student's first and last name, student ID, and email address in the fields provided, then click the **Add** button.

Add Student to Course

| First Name | Last Name | Student ID | Email |
|------------|-----------|------------|---------------------------|
| Lisa | Rogers | 01234567 | peersetstudent3@gmail.com |

Add

Once the Add button has been clicked, the form will disappear and you should be able to see the new student in the Student List for the selected course.

The screenshot shows a web interface for managing student information. At the top, there's a navigation bar with 'Home / Courses / Students & Teams'. Below it, a section titled 'Student Information' is shown. There are two tabs: 'GEO-101' (selected) and 'HCI 521'. Underneath, there's a 'Student List' toggle switch which is turned on. A button 'Add new student +' is visible. The student list table contains four rows:

| Student Name | Added via | Date | Action |
|-------------------|----------------------|----------|--------|
| Gregor Gregorsson | Added via CSV upload | 08/13/21 | |
| Tiff Apples | Added via CSV upload | 08/13/21 | |
| Bob Smith | Added via CSV upload | 08/13/21 | |

The last row, 'Lisa Rogers', is highlighted with a black border. The entire screenshot is set against a light blue background with decorative dots.

3.3.4. Deleting a Course

To delete a course, start by clicking on the **Students & Teams** tab at the top of the page.

The screenshot shows a navigation bar with several items: 'PeerSet professor' logo, 'Courses & Assignments +', 'Quality Check', 'Students & Teams' (which is circled in red), and 'PeerSet Professor' dropdown menu.

This will take you to the **Student Information** page.

Home / Courses / Students & Teams

Student Information

Delete Course +

| | GEO-101 | HCI 521 |
|-------------------|-------------------------------------|---|
| Student List | <input checked="" type="checkbox"/> | Add new student + |
| Gregor Gregorsson | | Added via CSV upload 08/13/21  |
| Tiff Apples | | Added via CSV upload 08/13/21  |
| Bob Smith | | Added via CSV upload 08/13/21  |
| Lisa Rogers | | Added via CSV upload 08/13/21  |

From here, use the **course tabs** to select the course you need to delete.

Home / Courses / Students & Teams

Student Information

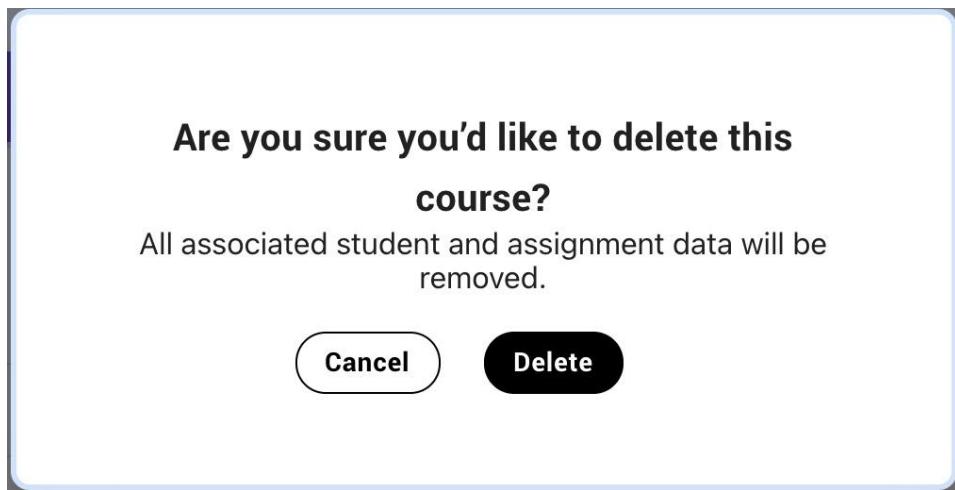
Delete Course +

| | GEO-101 | HCI 521 |
|-------------------|-------------------------------------|---|
| Student List | <input checked="" type="checkbox"/> | Add new student + |
| Gregor Gregorsson | | Added via CSV upload 08/13/21  |
| Tiff Apples | | Added via CSV upload 08/13/21  |
| Bob Smith | | Added via CSV upload 08/13/21  |
| Lisa Rogers | | Added via CSV upload 08/13/21  |

At the top of the page and to the right, there will be a **Delete Course** button.

The screenshot shows the 'Student Information' section of a course management system. At the top, there are navigation links: Home / Courses / Students & Teams. Below this, there are two tabs: 'GEO-101' (selected) and 'HCI 521'. Under 'GEO-101', there is a 'Student List' toggle switch, an 'Add new student' button with a plus sign, and a table with four rows. Each row contains a student's name and a small red trash can icon. The students listed are Gregor Gregorsson, Tiff Apples, Bob Smith, and Lisa Rogers, all added via CSV upload on 08/13/21.

After you click on **Delete Course**, a pop up will appear, asking if you're sure that you want to delete the selected course.



If you're sure you want to delete the course, click on the **Delete** button. This will remove the tab for that course, along with any other associated information. Otherwise, click **Cancel**.

3.3.5. Deleting a Student From a Course

To delete a student from a course, start by clicking on the **Students & Teams** tab at the top of the page.

This will take you to the **Student Information** page.

Home / Courses / Students & Teams

Student Information

GEO-101 **HCI 521**

Student List

Add new student

| | | |
|-------------------|-------------------------------|--|
| Gregor Gregorsson | Added via CSV upload 08/13/21 | |
| Tiff Apples | Added via CSV upload 08/13/21 | |
| Bob Smith | Added via CSV upload 08/13/21 | |
| Lisa Rogers | Added via CSV upload 08/13/21 | |

From here, use the **course tabs** to select the course from which you need to delete the student.

Home / Courses / Students & Teams

Student Information

GEO-101 **HCI 521**

Student List

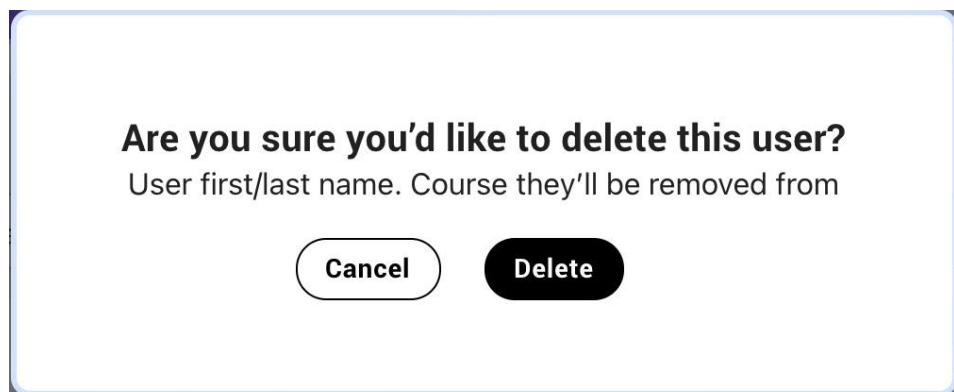
Add new student

| | | |
|-------------------|-------------------------------|--|
| Gregor Gregorsson | Added via CSV upload 08/13/21 | |
| Tiff Apples | Added via CSV upload 08/13/21 | |
| Bob Smith | Added via CSV upload 08/13/21 | |
| Lisa Rogers | Added via CSV upload 08/13/21 | |

To the right of each student's name, you will find a description of how the student was added, along with a **trash can icon**. To delete the student, click on this icon.



After you click on the **trash can icon**, a pop up will appear, asking if you're sure that you want to delete the selected student.



If you're sure you want to delete the student, click on the **Delete** button. This will remove the student from that course, along with any other associated information. Otherwise, click **Cancel**.

3.3.6. Viewing Student Teams

To delete a student from a course, start by clicking on the **Students & Teams** tab at the top of the page.



This will take you to the **Student Information** page.

Home / Courses / Students & Teams

Student Information

GEO-101 **HCI 521**

Delete Course +

Student List

Add new student +

| | | |
|-------------------|-------------------------------|--|
| Gregor Gregorsson | Added via CSV upload 08/13/21 | |
| Tiff Apples | Added via CSV upload 08/13/21 | |
| Bob Smith | Added via CSV upload 08/13/21 | |

From here, use the **course tabs** to select the course with the teams you wish to view.

Home / Courses / Students & Teams

Student Information

GEO-101 **HCI 521**

Delete Course +

Student List

Add new student +

| | | |
|-------------------|-------------------------------|--|
| Gregor Gregorsson | Added via CSV upload 08/13/21 | |
| Tiff Apples | Added via CSV upload 08/13/21 | |
| Bob Smith | Added via CSV upload 08/13/21 | |

In the upper left corner of the **Student List**, there will be a **toggle button** to the right of the words, "Student List."

Student Information

Title **csc480**

Delete Course +

Student List

Add new student +

Clicking this **toggle button** will change the display from the **Student List** to the **Teams List**. The text to the left of the toggle button will change accordingly.

The screenshot shows a 'Student Information' page for a course titled 'csc480'. At the top right is a 'Delete Course' button with a plus sign. Below it is a purple header bar with the word 'Title'. On the right side of the header bar, the course code 'csc480' is displayed. In the center, there is a toggle switch labeled 'Team List' which is currently turned on. To the right of the toggle is a button labeled 'Add new student' with a plus sign. The main content area displays three teams: 'Team 2' with '1 team members' and an upward arrow icon; 'Team 3' with '1 team members' and an upward arrow icon; and 'Team 1' with '1 team members' and an upward arrow icon.

To the right of each team name, you will find the number of students on each team, along with an **upward pointing arrow**.

This screenshot is identical to the one above, but the 'Team List' toggle switch is now turned off. The text 'Team List' is no longer visible, and the upward arrow icons to the right of the team names are also missing.

To view the list of members for a team, click on the **arrow**.

| <input checked="" type="checkbox"/> Team List | <input type="button" value=""/> | <input type="button" value="Add new student +"/> |
|---|---------------------------------|--|
| Team 2 | | 1 team members <input type="button" value=""/> |
| Gregor Gregorsson | | <input type="button" value=""/> |
| Team 3 | | 1 team members <input type="button" value=""/> |
| Team 1 | | 1 team members <input type="button" value=""/> |

3.4. Creating and Managing Assignments

The following subsections describe the processes of creating and managing assignments in PeerSet. PeerSet assignments are completed in two phases. During the **solution** phase, students must submit solutions to assignments posed by the professor. Once students have submitted their solutions, the professor transitions the assignment into the **peer review** phase by distributing solutions to students, so they can complete peer reviews and assign grades. The assignment is completed when the professor distributes feedback and grades to students.

3.4.1. Creating a New Assignment

To create a new assignment, start by clicking the **Courses & Assignments** tab at the top of the page.



This will take you to the **Courses & Assignments** page.

Home / Course

Courses and Assignments

GEO-101 HCI 521

Create New Assignment +

Filter Assignment Draft Active All

Non-euclidean shapes
Solution
Peer Review

Logic of Infinity
Solution
Peer Review

The Ouroboros and You
Solution
Peer Review

Preview
Due Date: 12/10/2021, 2:39:45 PM
Due Date: 1/2/2022, 12:59:45 AM

Preview
Due Date: 12/14/2021, 8:45:57 PM
Due Date: 12/25/2021, 10:26:57 PM

Preview
Due Date: 2/2/2022, 4:59:27 AM
Due Date: 3/1/2022, 4:59:27 AM

Once you've arrived at the **Courses & Assignments** page, use the **course tabs** to select the course for which you need to create the new assignment.

Home / Course

Courses and Assignments

GEO-101 HCI 521

Create New Assignment +

Filter Assignment Draft Active All

Non-euclidean shapes
Solution
Peer Review

Logic of Infinity
Solution
Peer Review

The Ouroboros and You
Solution
Peer Review

Preview
Due Date: 12/10/2021, 2:39:45 PM
Due Date: 1/2/2022, 12:59:45 AM

Preview
Due Date: 12/14/2021, 8:45:57 PM
Due Date: 12/25/2021, 10:26:57 PM

Preview
Due Date: 2/2/2022, 4:59:27 AM
Due Date: 3/1/2022, 4:59:27 AM

After you've selected a course, click on the **Create New Assignment** button in the upper left corner of the assignment list.

GEO-101

HCI 521

Create New Assignment +

Non-euclidean shapes

Solution
Peer Review

Logic of Infinity

Solution
Peer Review

The Ouroboros and You

Solution
Peer Review

Preview
Due Date: 12/10/2021, 2:39:45 PM
Due Date: 1/2/2022, 12:59:45 AM

Preview
Due Date: 12/14/2021, 8:45:57 PM
Due Date: 12/25/2021, 10:26:57 PM

Preview
Due Date: 2/2/2022, 4:59:27 AM
Due Date: 3/1/2022, 4:59:27 AM

Clicking the **Create New Assignment** button will direct you to the **Build New Assignment** page.

Home / Courses / Course Name / **New Assignment**

Build New Assignment

Title Assignment:

Title 'Solution' and 'Peer Review' will be added to title in their respective phases.

Solution Assignment Content:

Please set the due date and upload instruction PDFs to be displayed within solution assignment.

Solution Due Date

Peer Review Assignment Content:

Please set the due date and upload instruction PDFs to be displayed within Peer Review Assignment. Please note that peer reviews must be manually sent for review by professors after quality checking.

To begin, enter the assignment title into the **Title** field, in the **Title Assignment** section of the page.

Title Assignment:

Title

Example Assignment

'Solution' and 'Peer Review' will be added to title in their respective phases.

Next, set the parameters for the solution phase of the assignment in the **Solution Assignment Content** section of the page.

Solution Assignment Content:

Please set the due date and upload instruction PDFs to be displayed within solution assignment.

Solution Due Date

12/08/2021 01:06 pm



Upload PDF file

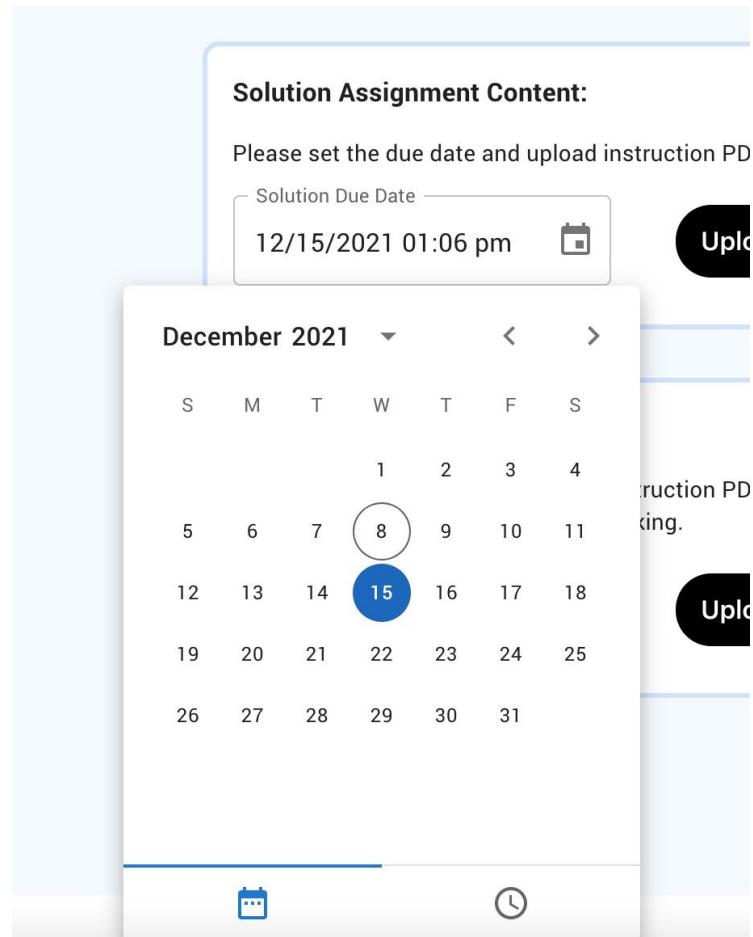
The current date and time populate automatically in the **Solution Due Date** field. You can change this to your desired solution deadline by clicking on the **calendar** icon next to the date and time.

Solution Due Date

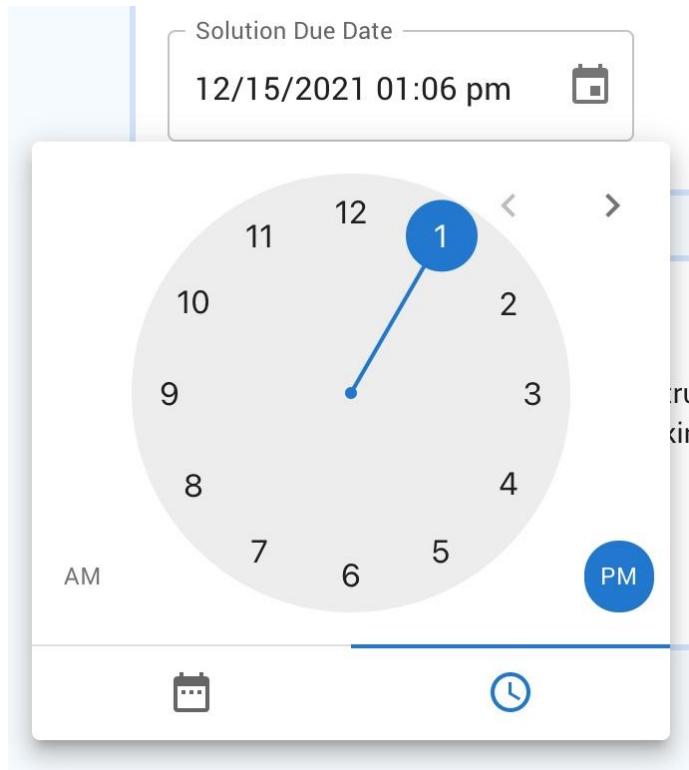
12/08/2021 01:06 pm



This will cause a **calendar widget** to appear, which you can use to select a due date.



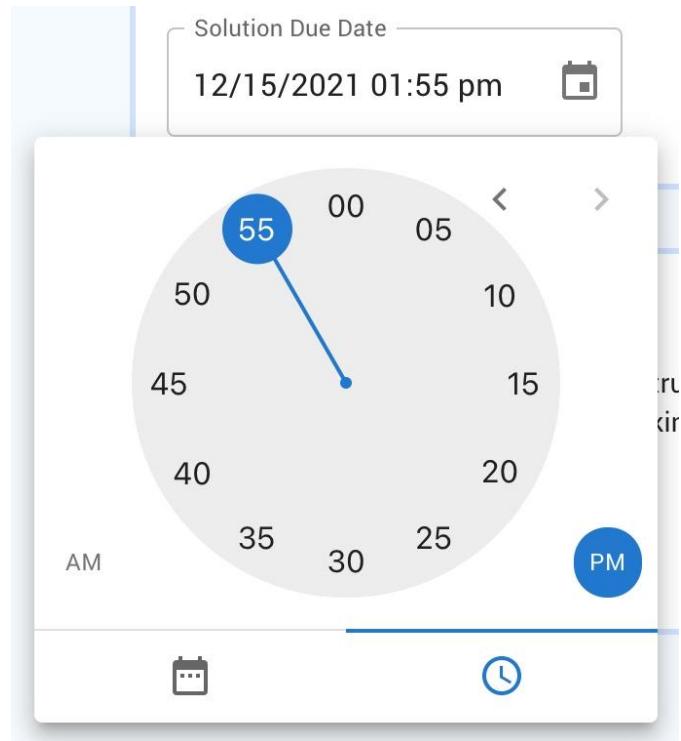
After you've selected a date, the **calendar widget** will be replaced by a **clock widget**, which will allow you to select a time.



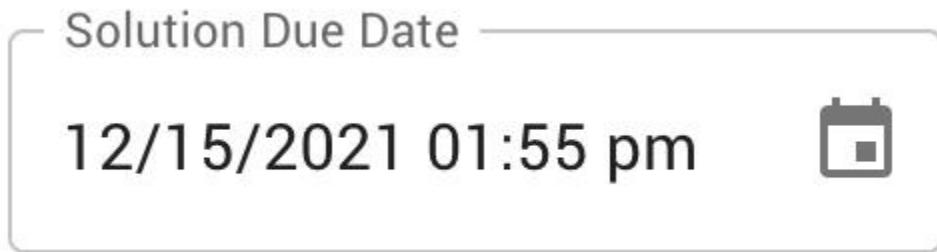
First, you'll need to use the **AM** and **PM** circles on either side of the clock to set the deadline for either the morning or the afternoon.



Next, select the hour by clicking the **circle** at the outer edge of the clock and dragging it to your desired hour. When you release the **circle**, the numbers on the clock will switch from hours to minutes.



Click and drag the **circle** again to set your desired minute. When you release the **circle**, the widget will disappear, and the **Solution Due Date** field will display the date and time you selected.



To upload a PDF document with assignment instructions, click on the **Upload PDF file** button to the right of the **Solution Due Date Field**.

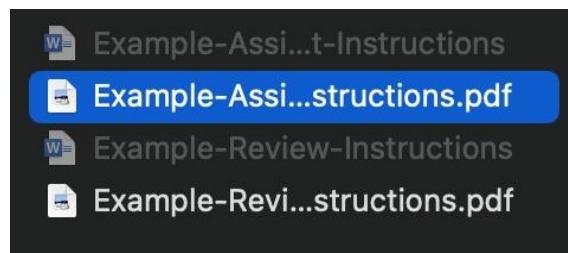
Solution Due Date

12/15/2021 01:55 pm



Upload PDF file

This will open the file management system on your computer, allowing you to select the correct document.



Once the PDF file has been successfully attached, the file name will be displayed to the right of the **Upload** button.

Solution Assignment Content:

Please set the due date and upload instruction PDFs to be displayed within solution assignment.

Solution Due Date

12/15/2021 01:55 pm



Upload PDF file

Example-Assignment-Instructions.pdf

To set the parameters for the peer review phase of the assignment, simply follow the previous instructions, but in the **Peer Review Assignment Content** section of the page.

Peer Review Assignment Content:

Please set the due date and upload instruction PDFs to be displayed within Peer Review Assignment. Please note that peer reviews must be manually sent for review by professors after quality checking.

Peer Review Due Date

12/22/2021 01:55 pm



Upload PDF file

Example-Review-Instructions.pdf

To preview your assignment, click on the **Preview** button in the upper right corner of the **Build New Assignment** page.

The screenshot shows the 'Build New Assignment' interface. At the top, there's a navigation bar with 'Home / Courses / Course Name / New Assignment'. Below it, a section titled 'Build New Assignment' contains three main input fields: 'Title Assignment' (with 'Test-Assignment' entered), 'Solution Assignment Content' (with a due date set to 12/13/2021 11:18 am and a PDF file uploaded named 'CSC436 Assignment Sheet 4 Grading Scheme and Review Template.docx.pdf'), and 'Peer Review Assignment Content' (with a due date set to 12/22/2021 1:55:58 PM). In the top right corner of the preview area, there's a 'Preview' button, which is circled in black.

This will direct you to the **Preview Page**, where you can see what the assignment will look like when it's published. To return to the **Build New Assignment** page, click on the **Close Preview** button.

The screenshot shows the 'Example Assignment' preview page. It displays basic information: Publish Date (Wed Dec 08 2021), Solution Due Date (12/15/2021, 1:55:58 PM), and Peer Review Due (12/22/2021, 1:55:58 PM). Below this, there are two tabs: 'Solution' (which is blue and active) and 'Peer Review'. Under the 'Solution' tab, there's a section titled 'Example Assignment Instructions' containing placeholder text about assignment requirements. In the top right corner of the preview area, there's a 'Close Preview' button, which is circled in black.

To save your assignment as a draft, click on the **Save Draft** button in the lower right corner of the page. To publish your assignment, click on the **Publish** button, to the right of the **Save Draft** button.

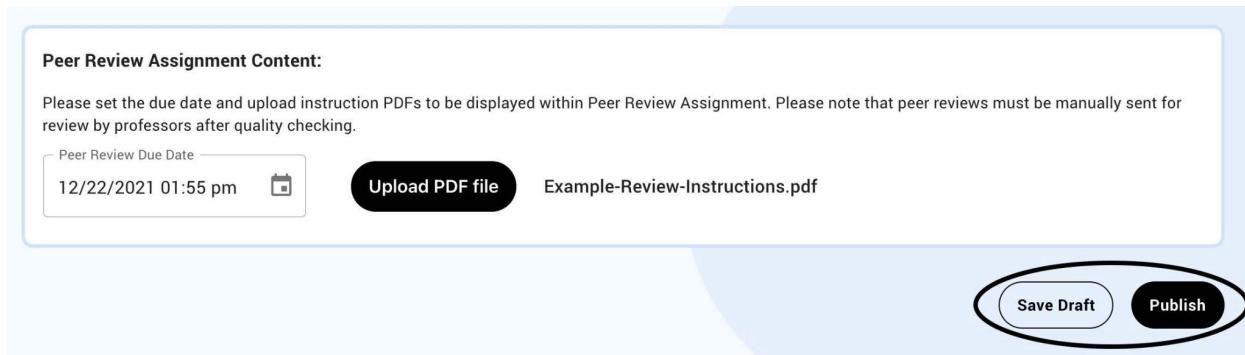
Peer Review Assignment Content:

Please set the due date and upload instruction PDFs to be displayed within Peer Review Assignment. Please note that peer reviews must be manually sent for review by professors after quality checking.

Peer Review Due Date
12/22/2021 01:55 pm 

Upload PDF file Example-Review-Instructions.pdf

Save Draft **Publish**



After you publish your assignment, you will be directed back to the **Courses & Assignments** page. The assignment you created will now be visible in the assignment list for the selected course.

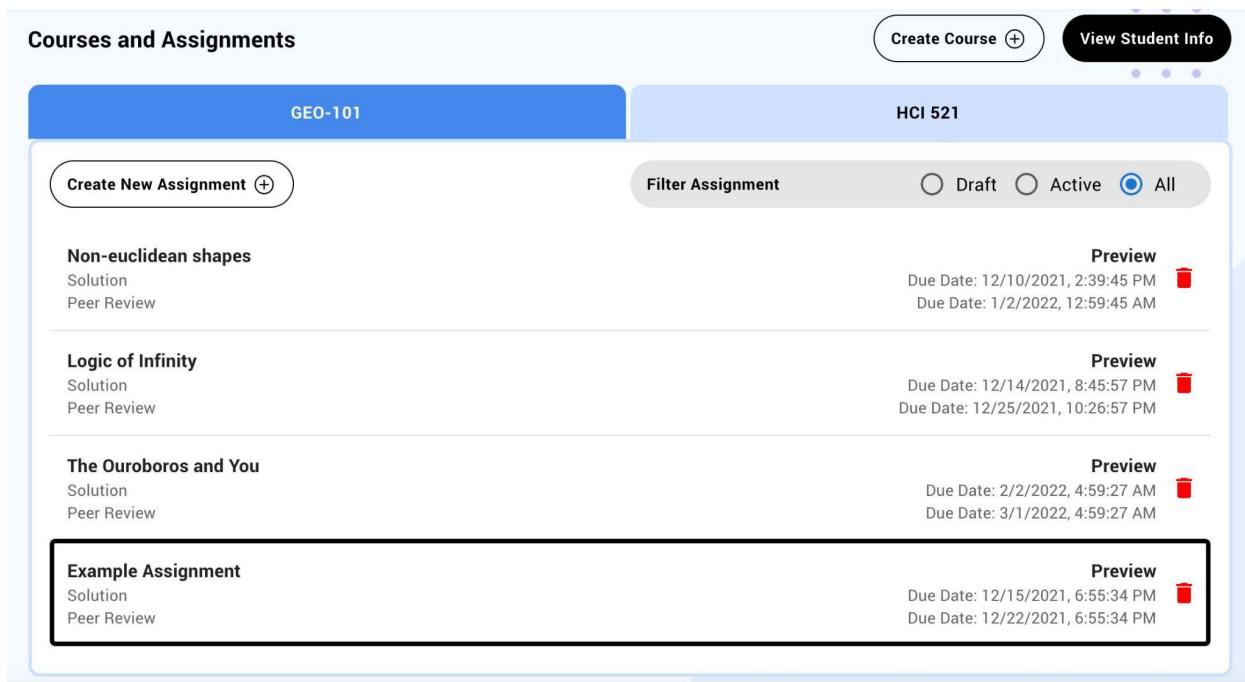
Courses and Assignments

Create Course + **View Student Info**

GEO-101 HCI 521

Create New Assignment + **Filter Assignment** Draft Active All

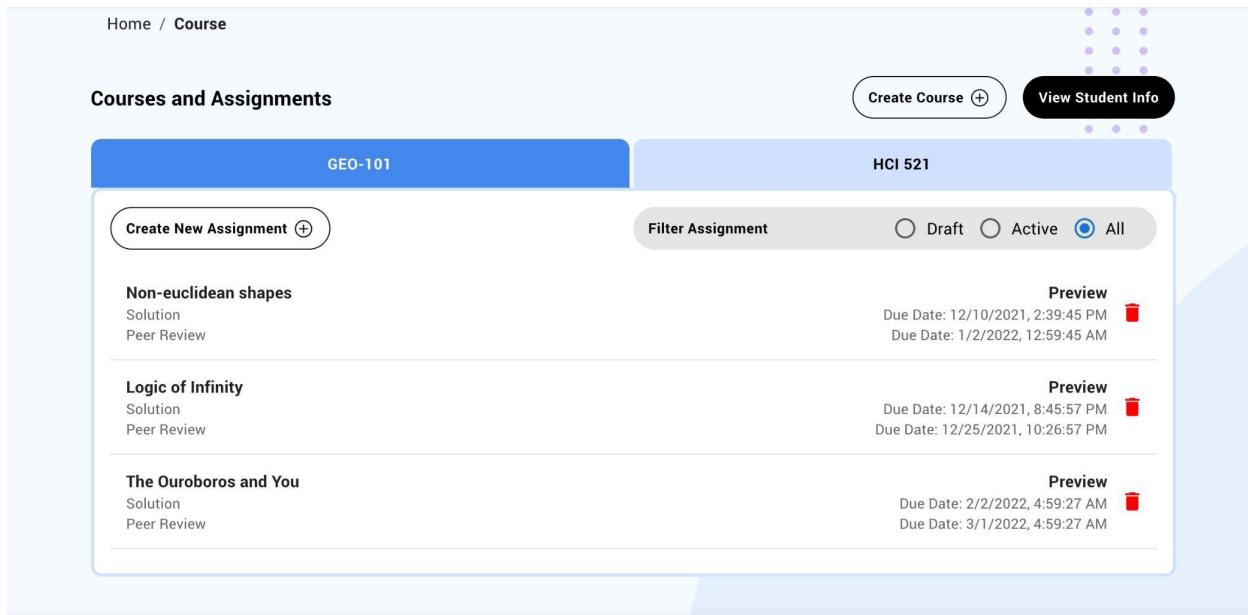
| Assignment Name | Description | Due Date | Preview |
|-----------------------|-------------------------|---|---|
| Non-euclidean shapes | Solution Peer Review | Due Date: 12/10/2021, 2:39:45 PM Due Date: 1/2/2022, 12:59:45 AM |  |
| Logic of Infinity | Solution Peer Review | Due Date: 12/14/2021, 8:45:57 PM Due Date: 12/25/2021, 10:26:57 PM |  |
| The Ouroboros and You | Solution Peer Review | Due Date: 2/2/2022, 4:59:27 AM Due Date: 3/1/2022, 4:59:27 AM |  |
| Example Assignment | Solution Peer Review | Due Date: 12/15/2021, 6:55:34 PM Due Date: 12/22/2021, 6:55:34 PM |  |



3.4.2. Updating an Assignment

To update an assignment, start by clicking the **Courses & Assignments** tab at the top of the page.

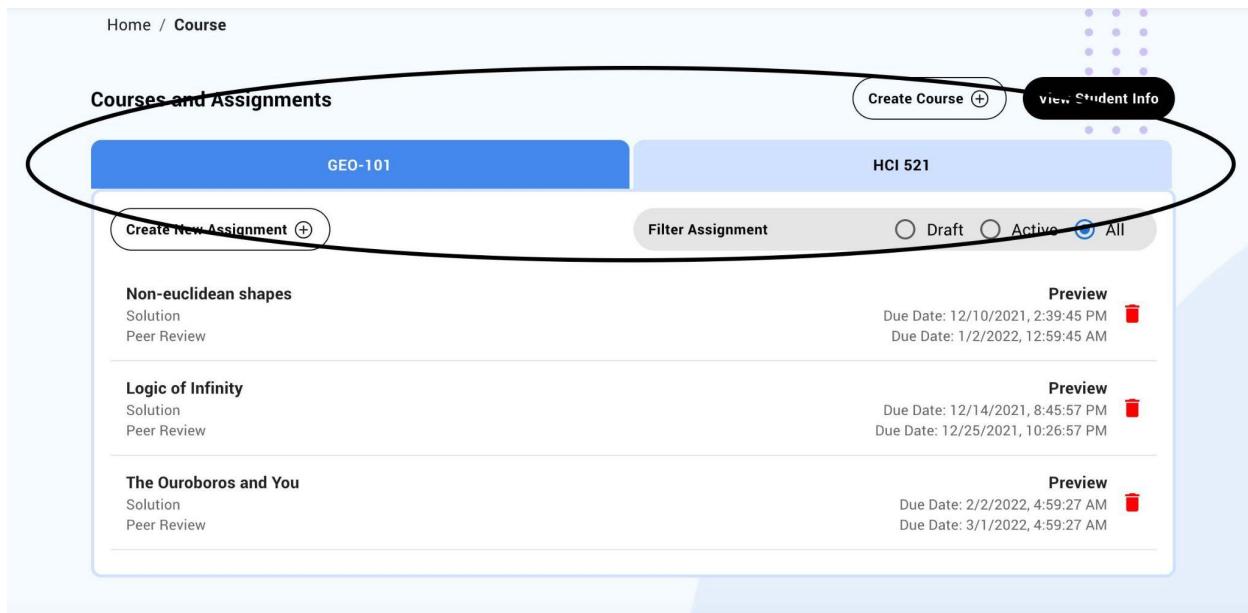
This will take you to the **Courses & Assignments** page.



The screenshot shows the 'Courses & Assignments' page. At the top, there are course tabs for 'GEO-101' (selected) and 'HCI 521'. Below the tabs, there's a 'Create New Assignment' button and a 'Filter Assignment' section with radio buttons for 'Draft', 'Active', and 'All' (which is selected). Three assignment cards are listed:

- Non-euclidean shapes**: Solution, Peer Review. Preview: Due Date: 12/10/2021, 2:39:45 PM; Due Date: 1/2/2022, 12:59:45 AM. Includes a trash can icon.
- Logic of Infinity**: Solution, Peer Review. Preview: Due Date: 12/14/2021, 8:45:57 PM; Due Date: 12/25/2021, 10:26:57 PM. Includes a trash can icon.
- The Ouroboros and You**: Solution, Peer Review. Preview: Due Date: 2/2/2022, 4:59:27 AM; Due Date: 3/1/2022, 4:59:27 AM. Includes a trash can icon.

Once you've arrived at the **Courses & Assignments** page, use the **course tabs** to select the course for which you need to update an assignment.



The screenshot shows the 'Courses & Assignments' page with a large black oval highlighting the 'Courses and Assignments' header and the course tabs ('GEO-101' and 'HCI 521'). Below the tabs, the same three assignment cards are listed as in the previous screenshot.

Selecting the assignment you need to update will take you to the appropriate page for that assignment. There, you will find the **Edit Assignment** button in the top right of the page.

The screenshot shows the assignment details for 'The Ouroboros and You'. At the top right is a black button labeled 'Edit Assignment' with a white border. Below it, the assignment title is displayed. Underneath the title, there are three time-related fields: 'Publish Date: Mon Dec 06 2021', 'Solution Due Date: 2/2/2022, 4:59:27 AM', and 'Peer Review Due: 3/1/2022, 4:59:27 AM'. Below these fields are two blue buttons: 'Solution' and 'Peer Review'. To the right of the assignment title, there is a vertical decorative column consisting of a grid of small purple dots.

When **Edit Assignment** is clicked, you will be directed to the **Build New Assignment Page** for the Assignment you are going to edit.

The screenshot shows the 'Build New Assignment' page. At the top right is a black button labeled 'Apply Changes'. The page is divided into sections for 'Title Assignment', 'Solution Assignment Content', and 'Peer Review Assignment Content'. In the 'Title Assignment' section, the title 'The Ouroboros and You' is entered into a text input field, with a note stating "'Solution' and 'Peer Review' will be added to title in their respective phases.' In the 'Solution Assignment Content' section, the 'Solution Due Date' is set to '02/02/2022 04:59 am' and a PDF file named 'total1.pdf' is uploaded. In the 'Peer Review Assignment Content' section, the 'Peer Review Due Date' is set to '03/01/2022 04:59 am' and a PDF file named 'total3.pdf' is uploaded. The background features a light blue gradient with decorative circular patterns.

Once you have made the changes you want to make, click the **Apply Changes** button at the top right of the page.

The screenshot shows a user interface for creating a new assignment. At the top, there's a breadcrumb navigation: Home / Courses / Course Name / New Assignment. Below this, a title "Build New Assignment" is displayed, along with an "Apply Changes" button which is circled in black. The form is divided into three main sections:

- Title Assignment:** A text input field contains "The Aurora Borealis and I". A note next to it says "'Solution' and 'Peer Review' will be added to title in their respective phases."
- Solution Assignment Content:** It asks to set a due date and upload PDFs. A date input shows "02/01/2022 07:00 am" and an "Upload PDF file" button shows "total1.pdf".
- Peer Review Assignment Content:** It asks to set a due date and upload PDFs. A date input shows "03/01/2022 07:00 am" and an "Upload PDF file" button shows "total3.pdf".

Once **Apply Changes** has been clicked, you will be redirected to the page for the assignment you've finished editing.

3.4.3. Deleting an Assignment

To delete an assignment, start by clicking the **Courses & Assignments** tab at the top of the page.

The screenshot shows a navigation bar with several tabs: "Courses & Assignments" (which is circled in black), "Quality Check", "Students & Teams", and a dropdown menu for "PeerSet Professor".

This will take you to the **Courses & Assignments** page.

Home / Course

Courses and Assignments

Create Course + View Student Info

GEO-101 HCI 521

Create New Assignment + Filter Assignment

Non-euclidean shapes Solution Peer Review Preview Due Date: 12/10/2021, 2:39:45 PM Due Date: 1/2/2022, 12:59:45 AM

Logic of Infinity Solution Peer Review Preview Due Date: 12/14/2021, 8:45:57 PM Due Date: 12/25/2021, 10:26:57 PM

The Ouroboros and You Solution Peer Review Preview Due Date: 2/2/2022, 4:59:27 AM Due Date: 3/1/2022, 4:59:27 AM

| Assignment | Due Date | Action |
|-----------------------|------------------------|--------------------|
| Non-euclidean shapes | 12/10/2021, 2:39:45 PM | Red trash can icon |
| Logic of Infinity | 12/14/2021, 8:45:57 PM | Red trash can icon |
| The Ouroboros and You | 2/2/2022, 4:59:27 AM | Red trash can icon |

Once you've arrived at the **Courses & Assignments** page, use the **course tabs** to select the course for which you need to delete an assignment.

Home / Course

Courses and Assignments

Create Course + View Student Info

GEO-101 HCI 521

Create New Assignment + Filter Assignment

Non-euclidean shapes Solution Peer Review Preview Due Date: 12/10/2021, 2:39:45 PM Due Date: 1/2/2022, 12:59:45 AM

Logic of Infinity Solution Peer Review Preview Due Date: 12/14/2021, 8:45:57 PM Due Date: 12/25/2021, 10:26:57 PM

The Ouroboros and You Solution Peer Review Preview Due Date: 2/2/2022, 4:59:27 AM Due Date: 3/1/2022, 4:59:27 AM

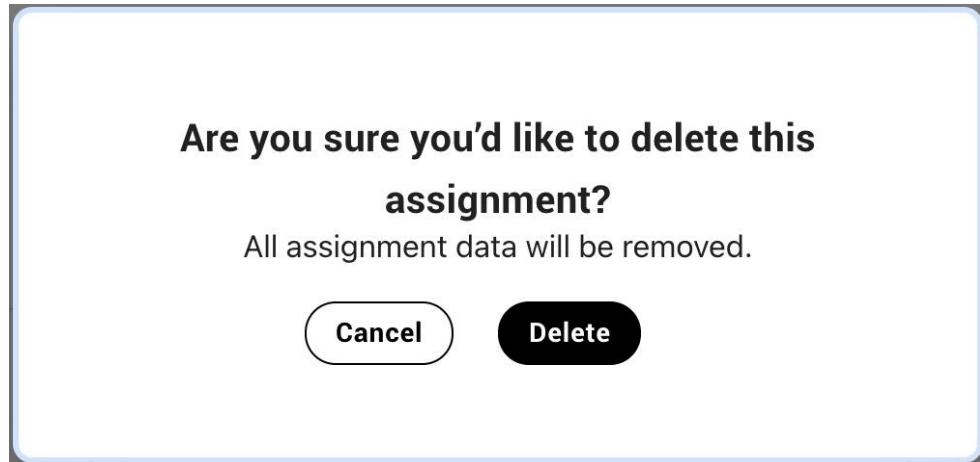
| Assignment | Due Date | Action |
|-----------------------|------------------------|--------------------|
| Non-euclidean shapes | 12/10/2021, 2:39:45 PM | Red trash can icon |
| Logic of Infinity | 12/14/2021, 8:45:57 PM | Red trash can icon |
| The Ouroboros and You | 2/2/2022, 4:59:27 AM | Red trash can icon |

To the right side of an assignment, you will see a red trash can icon.

The Ouroboros and You Solution Peer Review Preview Due Date: 2/2/2022, 4:59:27 AM Due Date: 3/1/2022, 4:59:27 AM

| Assignment | Due Date | Action |
|-----------------------|----------------------|--------------------|
| The Ouroboros and You | 2/2/2022, 4:59:27 AM | Red trash can icon |

After you click on the trash can icon, a pop-up will appear asking if you are sure you'd like to delete the assignment.



To confirm deletion of the assignment, click on the **Delete** button. Otherwise, click **Cancel**.

3.5. Assisted Quality Checks

To begin an assisted quality check of student submissions, click on the **Quality Check** tab in the main navigation.



This will direct you to the **Quality Check** page.

Home / Course Results

Quality Check

GEO-101HCI 521

Filter Results Needs Review Completed All

| | | |
|-------------------------------------|----------------------------------|--|
| Non-euclidean shapes Solutions | Completed 12/10/2021, 2:39:45 PM | |
| Non-euclidean shapes Peer Reviews | Completed 1/2/2022, 12:59:45 AM | |
| Logic of Infinity Solutions | Due 12/14/2021, 8:45:57 PM | |
| The Aurora Borealis and I Solutions | Due 2/1/2022, 12:00:27 PM | |
| Example Assignmen Solutions | Due 12/15/2021, 11:55:34 PM | |

Clicking on an individual **Course Tab** will display a list of assignments that need to be quality checked for that course.

Home / Course Results

Quality Check

GEO-101HCI 521

Filter Results Needs Review Completed All

| | | |
|-------------------------------------|----------------------------------|--|
| Non-euclidean shapes Solutions | Completed 12/10/2021, 2:39:45 PM | |
| Non-euclidean shapes Peer Reviews | Completed 1/2/2022, 12:59:45 AM | |
| Logic of Infinity Solutions | Due 12/14/2021, 8:45:57 PM | |
| The Aurora Borealis and I Solutions | Due 2/1/2022, 12:00:27 PM | |
| Example Assignmen Solutions | Due 12/15/2021, 11:55:34 PM | |

Beneath the **Course Tabs** there are three **radio buttons** for filtering assignments: All, Needs Review, and Completed.

Filter Results Needs Review Completed All

The **All** button will display all assignments for the chosen course. The **Needs Review** button will filter the display so only assignments that need to be checked are shown, and the **Completed** button will filter the display so only assignments that have already been checked are shown. Clicking on an assignment from the list will take you to the quality check page for that assignment.

3.5.1. Quality Checking Solutions

Clicking on a solution in the assignment list will direct you to the **Solution Quality Check** page. The title of the assignment is displayed at the top of the page, along with the date that submissions closed. The number of teams that submitted a solution is also displayed.

The screenshot shows the 'Solution Quality Check' page for an assignment titled 'Non-euclidean shapes Solution'. The assignment was submitted on 12/10/2021, 2:39:45 PM, and 2 out of 4 teams submitted solutions. A 'Send for Reviews' button is visible. Below the assignment title, there's a summary for 'Team 3', which submitted the solution at 12/7/2021, 12:24:35 AM. It includes a 'Download Solutions' button, a 'View Errors' button with a red exclamation mark, and a 'PeerSet Solution' link. To the right, a sidebar lists 'TEAM 1', 'TEAM 2', 'TEAM 3' (which is highlighted in blue), and 'TEAM 4'. At the bottom, there are navigation arrows for moving between pages of the PDF document.

The solutions submitted by each team will be viewable in a **PDF display**. Clicking the **arrows** to the left and right of the PDF display will allow you to move between the pages of the document.

The screenshot shows the 'Solution Quality Check' interface. At the top, there's a button labeled 'Send for Reviews' with a circular arrow icon. Below it, a box displays 'Non-euclidean shapes Solution' and 'Submissions closed 12/10/2021, 2:39:45 PM'. To the right, it says '2 out of 4 teams submitted'. On the far right, there's a vertical column of purple dots.

In the main area, a box for 'Team 3' is shown, with 'Submitted at 12/7/2021, 12:24:35 AM'. It includes a 'Download Solutions' button with a download icon, a 'View Errors' button with a red exclamation mark, and a 'PeerSet Solution' link. To the left of the submission box, there's a small grid of green dots. Below the submission box are two circular icons with arrows pointing clockwise.

To the right of the submission box is a 'Team List' pane titled 'TEAM 1' which lists 'TEAM 2', 'TEAM 3', and 'TEAM 4' with a dropdown arrow.

The name of the team that submitted the currently displayed solution will be shown at the top of the **PDF display**. Use the **Team List** pane to the right of the **PDF Display** to switch between teams.

Solution Quality Check

Non-euclidean shapes Solution
Submissions closed 12/10/2021, 2:39:45 PM

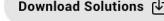
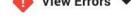
Send for Reviews

2 out of 4 teams submitted

Team 3
Submitted at 12/7/2021, 12:24:35 AM

PeerSet Solution



TEAM 1
TEAM 2
TEAM 3
TEAM 4



At the top of the **PDF Display**, there is a **Download Solutions** button. Clicking this button will download the displayed solution to your computer.

Solution Quality Check

Non-euclidean shapes Solution
Submissions closed 12/10/2021, 2:39:45 PM

Send for Reviews

2 out of 4 teams submitted

Team 3
Submitted at 12/7/2021, 12:24:35 AM

PeerSet Solution

Download Solutions View Errors

TEAM 1
TEAM 2
TEAM 3
TEAM 4

In the upper right corner of the PDF display, there is a **View Errors** icon.

The screenshot shows the PeerSet Solution Quality Check interface. At the top, there's a header "Solution Quality Check" and a button "Send for Reviews". Below that, a box displays "Non-euclidean shapes Solution" and "Submissions closed 12/10/2021, 2:39:45 PM". To the right, it says "2 out of 4 teams submitted". On the far right, there's a vertical column of colored dots (purple, blue, green) representing team status. The main content area shows a submission from "Team 3" submitted at "12/7/2021, 12:24:35 AM". It includes a "Download Solutions" button and a "View Errors" button (which is circled in red). A "PeerSet Solution" link is also present. On the left, there's a small graphic of a grid of dots. On the right, there's a sidebar with "TEAM 1", "TEAM 2", "TEAM 3", and "TEAM 4".

Clicking this icon will cause a gray box to appear. The words “Error Found,” will be displayed in the upper left corner of the box. If PeerSet detects any names or profane words in the document, those words will be displayed in the space beneath, “Error Found.” Otherwise, that space will be empty.

This screenshot shows a submission from "Team 3" submitted at "12/8/2021, 8:56:23 PM". It includes a "Download Solutions" button and a "View Errors" button (with a red exclamation mark icon). A gray box labeled "Error Found" is overlaid on the page. At the bottom, there are two buttons: "Upload PDF file" (in a black button) and "Reject PDF".

Under the error list, there will be two buttons: **Upload PDF file** and **Reject PDF**.

Team 3

[Download Solutions](#) ↴

Submitted at 12/8/2021, 8:56:23 PM

❗ [View Errors](#) ▲

Error Found

[Upload PDF file](#)

[Reject PDF](#)

If you are able to correct student errors yourself, click the **Reupload PDF** button to upload the corrected PDF file. Otherwise, click **Reject PDF** to send an email to the students who submitted the solution. This email will notify the students of errors that need to be fixed, so they can correct the errors and resubmit the solution themselves. To make the gray box disappear, click on the **View Errors** icon again.

Once the quality check has been completed, click on the **Send for Reviews** button on the upper right side of the page. This will transition the assignment from the solution phase to the peer review phase and distribute solutions to teams for review.

Solution Quality Check

[Send for Reviews](#) ↴

Non-euclidean shapes Solution
Submissions closed 12/10/2021, 2:39:45 PM

2 out of 4 teams submitted

TEAM 1

TEAM 2

TEAM 3

TEAM 4

PeerSet Solution

Download Solutions ↴

❗ View Errors ▾

Team 3

Submitted at 12/7/2021, 12:24:35 AM

⊕ ⊖

The screenshot shows the 'Solution Quality Check' interface. At the top, there's a 'Send for Reviews' button. Below it, a box displays a submission for 'Non-euclidean shapes Solution' with a status of '2 out of 4 teams submitted'. To the right, a vertical list shows four teams: TEAM 1, TEAM 2, TEAM 3, and TEAM 4. A 'PeerSet Solution' section is also visible. On the left, there's a grid of green dots. At the bottom, there are navigation arrows (left and right) and a dropdown menu for 'View Errors'.

Once you've sent the solutions for review, you will be directed back to the Quality Check page, and the solution will be marked as completed.

3.5.2. Quality Checking Peer Reviews

Clicking on a peer review in the assignment list will direct you to the **Peer Review Quality Check** page. The title of the assignment is displayed at the top of the page, along with the date that submissions closed.

The screenshot shows a web-based application interface for managing peer reviews. At the top, there's a navigation bar with 'Student Dashboard / Peer Review Results'. To the right is a decorative graphic of colored dots. Below the navigation, the title 'Peer Review Quality Check' is centered, with a 'Send Feedback' button to its right. A large oval highlights the 'Example Assignment Peer Review' section, which includes the text 'Submissions closed 12/24/2021, 12:30:27 AM' and a 'Download Peer Review Instruction' button. Below this section are two tabs: 'Distributions' (highlighted in green) and 'Peer Reviews'. Under 'Distributions', there's a sub-instruction: 'View each team's average score. Expand a team to view each peer review score received.' A table lists four teams with their average scores: Team 1 (8), Team 2 (6), Team 3 (7), and Team 4 (7). Each score has a dropdown arrow next to it.

| Team | Average Score |
|--------|---------------|
| Team 1 | 8 |
| Team 2 | 6 |
| Team 3 | 7 |
| Team 4 | 7 |

On the Quality Check page for peer reviews, there are two **tabs**: Distributions and Peer Reviews.

Student Dashboard / Peer Review Results

Send Feedback

Peer Review Quality Check

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

Download Peer Review Instruction

Distributions Peer Reviews

View each team's average score. Expand a team to view each peer review score received.

| | |
|--------|------------------|
| Team 1 | Average Score: 8 |
| Team 2 | Average Score: 6 |
| Team 3 | Average Score: 7 |
| Team 4 | Average Score: 7 |

Clicking on the **Distributions** tab will display a list of all of the teams in the course. The team name will be displayed on the left, and the average grade received by that team will be displayed on the right.

Student Dashboard / Peer Review Results

Send Feedback

Peer Review Quality Check

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

Download Peer Review Instruction

Distributions Peer Reviews

View each team's average score. Expand a team to view each peer review score received.

| | |
|--------|------------------|
| Team 1 | Average Score: 8 |
| Team 2 | Average Score: 6 |
| Team 3 | Average Score: 7 |
| Team 4 | Average Score: 7 |

To the right of each team's average score, there is a downward pointing arrow.

Team 1

Average Score: 8 

Clicking this **arrow** will expand the grade information for the team, allowing you to view each of the grades that were received by the team, as well as the teams that assigned each grade. Clicking the **arrow** again will collapse the grade information.

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

[Download Peer Review Instruction](#) 

Distributions **Peer Reviews**

View each team's average score. Expand a team to view each peer review score received.

| | |
|--------|--|
| Team 1 | Average Score: 8  |
| Team 2 | Score: 6 |
| Team 3 | Score: 8 |
| Team 4 | Score: 9 |

| | |
|--------|--|
| Team 2 | Average Score: 6  |
| Team 3 | Average Score: 7  |
| Team 4 | Average Score: 7  |

Clicking on the **Peer Reviews** tab will allow you to view the reviews that were submitted by each team.

Peer Review Quality Check

[Send Feedback](#)

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

[Download Peer Review Instruction](#)

Distributions

Peer Reviews

PEER REVIEW 1

PEER REVIEW 2

PEER REVIEW 3

Team 3 Review of Team 1

Submitted at 12/9/2021, 7:48:25 PM

[Download Peer Review](#)

View Errors

Bob Smith Example Review



TEAM 1

TEAM 2

TEAM 3

TEAM 4



When the **Peer Reviews** tab is selected, the reviews submitted by each team will be viewable in a **PDF display**. Clicking the **arrows** to the left and right of the **PDF display** will allow you to move between the pages of the document.

Peer Review Quality Check

[Send Feedback](#) 

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

[Download Peer Review Instruction](#) 

Distributions

Peer Reviews

PEER REVIEW 1

PEER REVIEW 2

PEER REVIEW 3

Team 3 Review of Team 1

Submitted at 12/9/2021, 7:48:25 PM

[Download Peer Review](#) 

 [View Errors](#) 

Bob Smith Example Review



TEAM 1

TEAM 2

TEAM 3

TEAM 4



If you would prefer to download the displayed review to your computer, click the **Download Peer Review** button in the upper right.

Peer Review Quality Check

Send Feedback

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

Download Peer Review Instruction

Distributions **Peer Reviews**

PEER REVIEW 1 **PEER REVIEW 2** **PEER REVIEW 3**

Team 3 Review of Team 1
Submitted at 12/9/2021, 7:48:25 PM

Download Peer Review **View Errors**

TEAM 1
TEAM 2
TEAM 3
TEAM 4

The names of the teams that gave and received the currently displayed review will be shown at the top of the **PDF display**. Use the **Team List** pane to the right of the **PDF Display** to switch between teams.

Peer Review Quality Check

Send Feedback

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

Distributions **Peer Reviews**

PEER REVIEW 1 **PEER REVIEW 2** **PEER REVIEW 3**

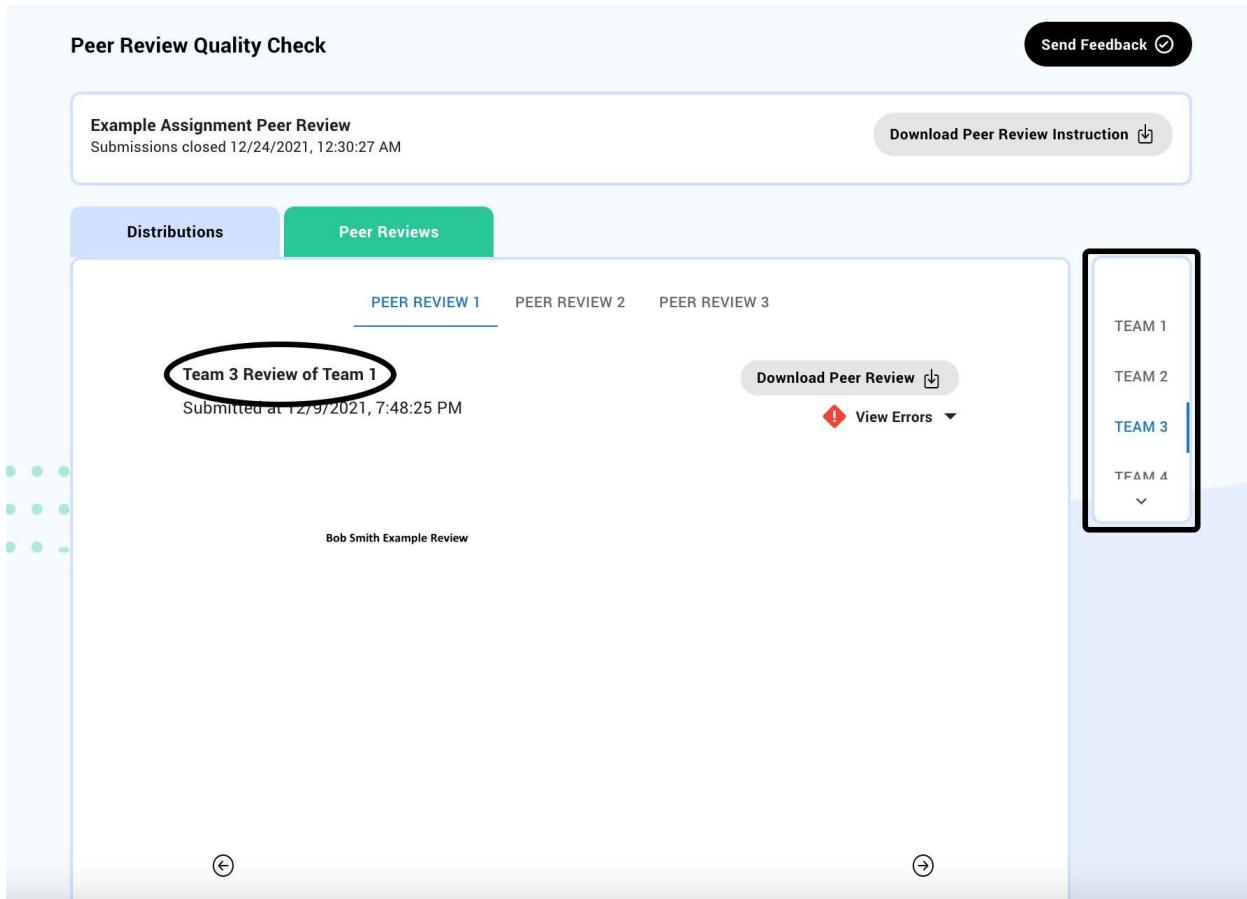
Team 3 Review of Team 1

Submitted at 12/9/2021, 7:48:25 PM

Download Peer Review **View Errors**

Bob Smith Example Review

TEAM 1
TEAM 2
TEAM 3
TEAM 4



Use the **tabs** centered at the top of the **PDF Display** to switch between the reviews. In the example shown below, each of the circled tabs represents a review that was given to another team by Team 3.

Peer Review Quality Check

Send Feedback

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

Download Peer Review Instruction

Distributions **Peer Reviews**

PEER REVIEW 1 **PEER REVIEW 2** **PEER REVIEW 3**

Team 3 Review of Team 1
Submitted at 12/9/2021, 7:48:25 PM

Download Peer Review **View Errors**

Bob Smith Example Review

TEAM 1
TEAM 2
TEAM 3
TEAM 4

In the upper right corner of the **PDF display**, there is a **View Errors** icon.

Peer Review Quality Check

Send Feedback

Example Assignment Peer Review
Submissions closed 12/24/2021, 12:30:27 AM

Download Peer Review Instruction

Distributions **Peer Reviews**

PEER REVIEW 1 **PEER REVIEW 2** **PEER REVIEW 3**

Team 3 Review of Team 1
Submitted at 12/9/2021, 7:48:25 PM

Download Peer Review
View Errors

Bob Smith Example Review

TEAM 1
TEAM 2
TEAM 3
TEAM 4

⊕ ⊖

Clicking this icon will cause a gray box to appear. The words “**Error Found**,” will be displayed in the upper left corner of the box. If PeerSet detects any names or profane words in the document, those words will be displayed in the space beneath, “**Error Found**.” Otherwise, that space will be empty.

Team 3 Review of Team 1

Download Peer Review

Submitted at 12/9/2021, 7:48:25 PM

View Errors

Error Found

Bob
Smit

Reject PDF

If errors are detected in the document, click the **Reject PDF** button to send an email to the students who submitted the solution. This email will notify the students of errors that need to be fixed.

Team 3 Review of Team 1

[Download Peer Review](#) 

Submitted at 12/9/2021, 7:48:25 PM

 [View Errors](#) 

Error Found

Bob

Smit

Reject PDF

To make the gray box disappear, click on the **View Errors** icon again.

Once the quality check has been completed, click on the **Send Feedback** button on the upper right side of the page. This will distribute feedback and results to students.

The screenshot shows the Peer Review Quality Check interface. At the top, there's a header with the title "Peer Review Quality Check" and a "Send Feedback" button. Below the header, there's a section for "Example Assignment Peer Review" with a note that submissions closed on 12/24/2021, 12:30:27 AM, and a "Download Peer Review Instruction" button. A navigation bar at the top has tabs for "Distributions" and "Peer Reviews", with "Peer Reviews" being active. Under "Peer Reviews", there are three tabs: "PEER REVIEW 1", "PEER REVIEW 2", and "PEER REVIEW 3", with "PEER REVIEW 1" selected. The main content area displays a review for "Team 3 Review of Team 1" submitted at 12/9/2021, 7:48:25 PM. It includes a "Download Peer Review" button, a "View Errors" button with a red exclamation mark, and a link to "Bob Smith Example Review". On the right side, there's a sidebar with sections for "TEAM 1", "TEAM 2", "TEAM 3" (which is expanded), and "TEAM 4". At the bottom of the page are two circular icons with arrows.

Once you've distributed the feedback, you will be directed back to the **Quality Check** page, and the review will be marked as completed.

4. For Students

The following subsections contain instructions for PeerSet users in the role of **Student**.

4.1. Navigation Bar

At the top of each page, there is a navigation bar. The navigation bar has three **tabs**: Assignments, Teams, and Results.



The **Assignments** tab will direct you to the **Assignments by Course** page.

The screenshot shows a web interface for managing assignments. At the top, there's a breadcrumb navigation: "Home / Assignments". Below it, a title "Assignments by Course" is followed by a "View Teams" button. A blue header bar contains the text "Course Title". Underneath, a grey bar has "Filter Results" on the left and three radio buttons for "Upcoming", "Completed", and "All" on the right, with "All" being selected. The main content area displays a single assignment entry: "hello-world Solution" on the left, "Due 12/7/2021, 9:09:19 AM" in the center, and a circular arrow icon on the right.

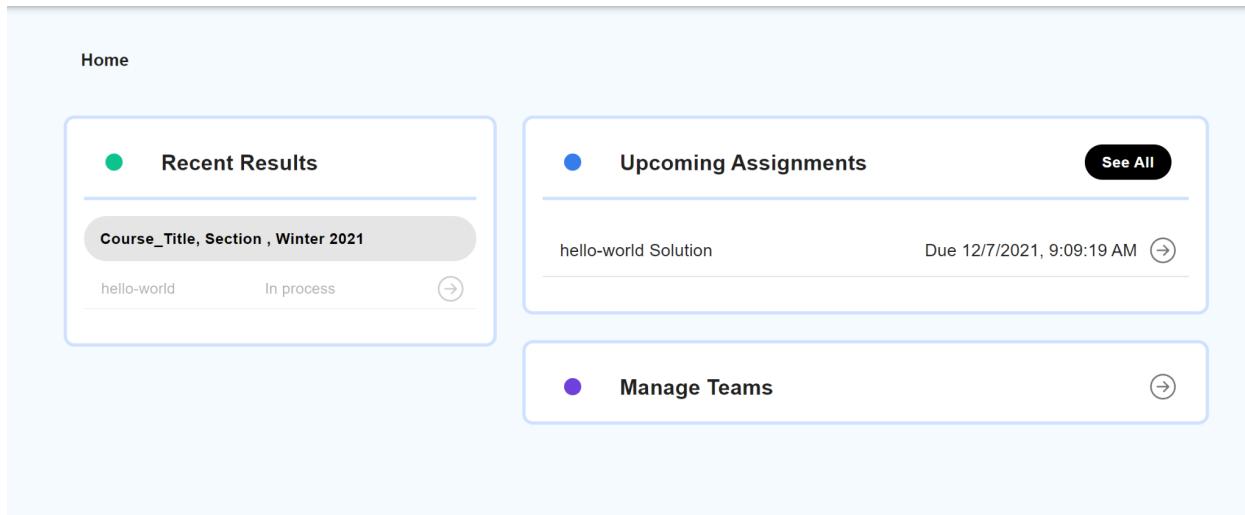
The **Results** tab will direct you to the **Results** page.

This screenshot shows the "Results" page. The top navigation is identical to the previous screenshot: "Home / CourseResults". The title "Results" is displayed above a green header bar with "Course Title". The main content area shows a single result entry: "hello-world" on the left, "In process" in the center, and a circular arrow icon on the right.

In the top left of each page, there is a **PeerSet** logo.

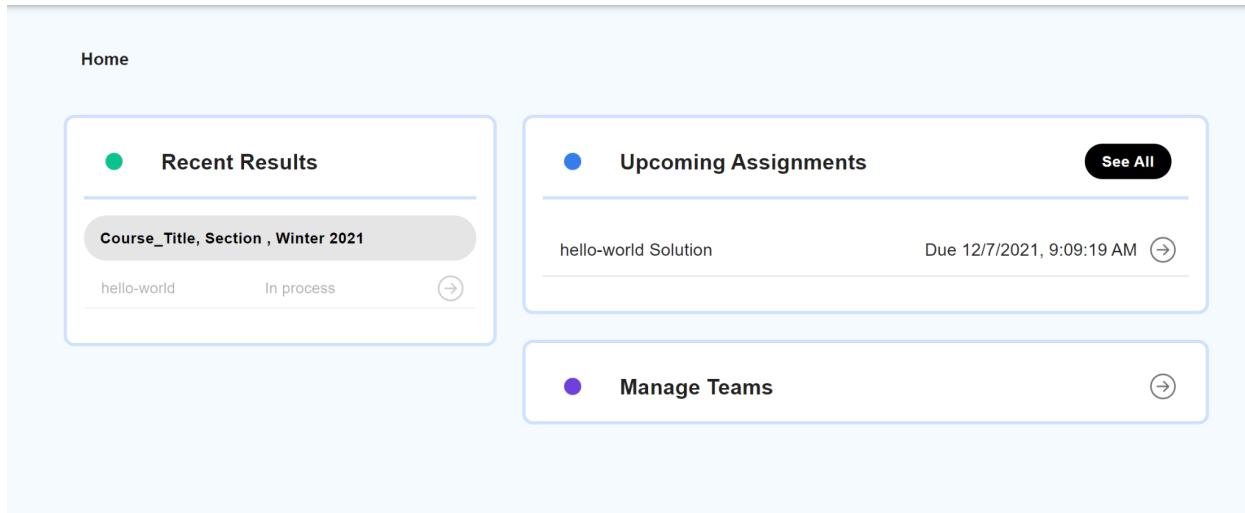


Clicking this logo will direct you to the **Home Dashboard**.

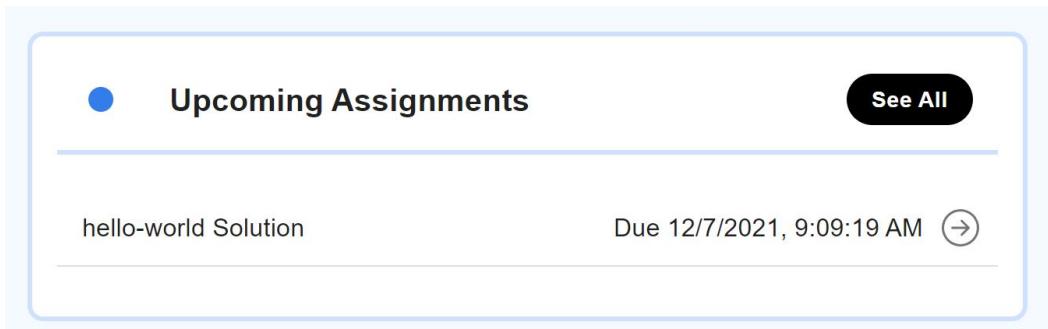


4.2. Home Dashboard

Once you've logged into PeerSet, you will be directed to the **Home Dashboard**. The **Home Dashboard** displays recent review results, upcoming assignments, and a link to view the other members of your teams.

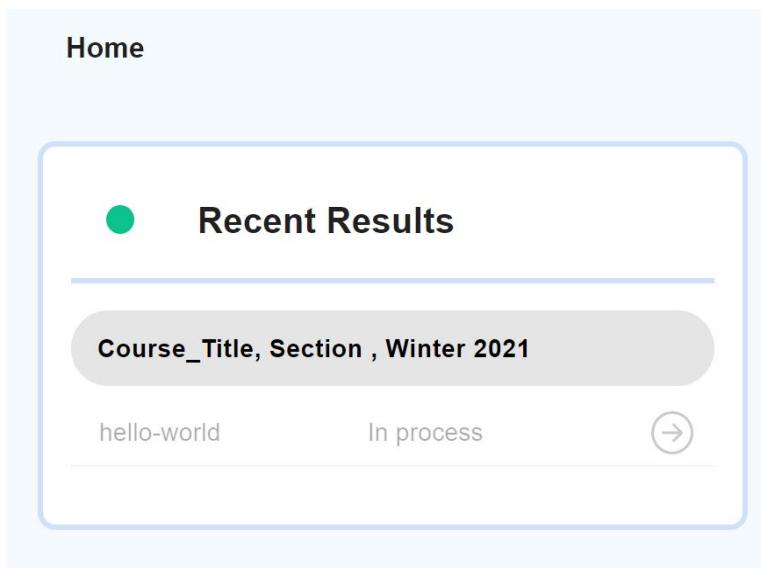


In the **Upcoming Assignments** section, you have 2 possible routes. Clicking on an assignment from the displayed list will direct you to the specific page for that assignment. The **Assignments by Course** page, which displays all of the assignments for each of your courses, can be viewed by clicking on the **See All** button.



The Upcoming Assignments section displays a single assignment entry. It includes a blue circular icon, the title "Upcoming Assignments", a "See All" button, the assignment name "hello-world Solution", the due date "Due 12/7/2021, 9:09:19 AM", and a right-pointing arrow icon.

In the **Recent Results** section, gray buttons displaying the name of each course will direct you to the **Results** page, with the tab for that course selected. Beneath each of these buttons, there is a list of available results, with your average grade for the solution displayed. Clicking on these items will direct you to more detailed results.



The Recent Results section shows a single result for the course "Course Title, Section , Winter 2021". It features a green circular icon, the title "Recent Results", the course information "Course Title, Section , Winter 2021", the assignment name "hello-world", the status "In process", and a right-pointing arrow icon.

The **Manage Teams** section is a clickable section. Clicking on this section will direct you to the **Teams** page, with a list of your teammates for the selected course displayed.



The Manage Teams section contains a purple circular icon, the title "Manage Teams", and a right-pointing arrow icon.

4.3. Submitting Solutions

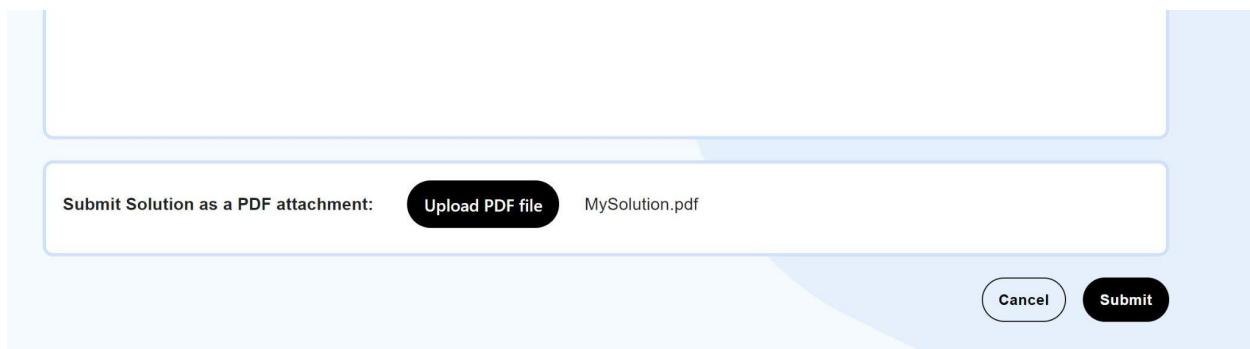
To submit a solution, start by navigating to the **Assignments by Course** page (see [Section 4.1](#)). Once you've arrived at the **Assignments by Course** page, use the **course tabs** to select the correct course.



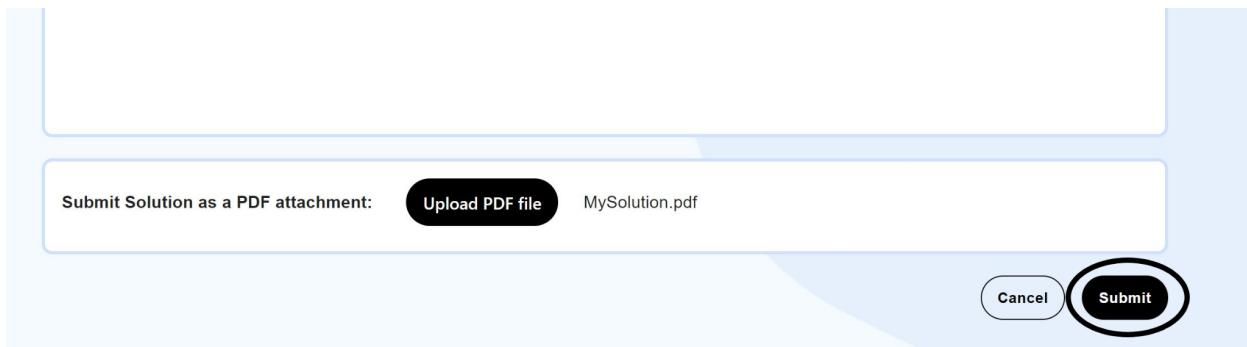
After you've selected a course, click on the solution you wish to submit.



Once you have selected the solution you want to submit, click on the **Upload PDF file** button at the bottom of the page.



Once you have chosen a pdf file, click on the **Submit** button at the bottom of the page.



Once the **Submit** button has been clicked, the solution to the assignment has been submitted and you will be directed back to the **Assignments by Course** page.

A screenshot of the "Assignments by Course" page. At the top left is a "Filter Results" button. To the right are three filter options: "Upcoming" (unchecked), "Completed" (unchecked), and "All" (checked). Below the filters, there is a list of assignments. The first assignment is titled "hello-world Solution". To its right is the status "Completed 12/7/2021, 9:10:52 AM" and a circular arrow icon.

4.4. Submitting Reviews

To submit a peer review, start by navigating to the **Assignments by Course** page (see [Section 4.1](#)). Once you've arrived at the **Assignments by Course** page, use the **course tabs** to select the correct course.

A screenshot of the "Assignments by Course" page. At the top left is the title "Assignments by Course". To the right is a "View Teams" button. Below the title, there are two course tabs: "GEO-101" (selected, indicated by a blue background) and "Title" (unselected, indicated by a light blue background).

After you've selected a course, click on the peer review you wish to submit.

A screenshot of the peer review submission interface. At the top left is the title "Logic of Infinity Solution". To the right is the status "Completed 12/14/2021, 8:45:57 PM" and a circular arrow icon. Below that is another entry titled "Logic of Infinity Peer Review". To its right is the due date "Due 12/25/2021, 10:26:57 PM" and a circular arrow icon. The "Logic of Infinity Peer Review" entry is highlighted with a thick black border.

Once you have selected the peer review you want to submit, click on the **Upload PDF file** button at the bottom of the page, and use the **Score** drop down to set a score.

Score Submission:

Score
9

Upload PDF file

MyReview.pdf

Cancel Submit

Once you have chosen a pdf file, click on the **Submit** button at the bottom of the page.

Score Submission:

Score
9

Upload PDF file

MyReview.pdf

Cancel Submit

Once the **Submit** button has been clicked, the peer review has been submitted and you will be directed back to the **Assignments by Course** page.

| | | |
|-------------------------------|-----------------------------------|---|
| Logic of Infinity Solution | Completed 12/14/2021, 8:45:57 PM |  |
| Logic of Infinity Peer Review | Completed 12/25/2021, 10:26:57 PM |  |

4.5. Viewing Review Results

To access reviews of your own work, navigate to the Results page (see [Section 4.1](#)).

4.5.1. Viewing or Downloading Feedback

To view feedback from your peers, start by using the **course tabs** on the **Results** page to select the correct course.

The screenshot shows a 'Results' page with two tabs at the top: 'GEO-101' (highlighted in green) and 'Title' (highlighted in blue). Below the tabs is a list of assignments.

Under each **course tab**, there will be a list of available review results, with the average grade displayed to the right of the assignment name. Once you've selected a course, clicking on a result from this list will direct you to the **Peer Review Results** page, where you can view your average grade and feedback from your peers.

The screenshot shows a list of assignments under the 'GEO-101' tab:

| Title | Status | Score |
|---------------------------|------------|----------|
| Non-euclidean shapes | In process | |
| Logic of Infinity | Completed | Score: 9 |
| The Aurora Borealis and I | In process | |
| Example Assignmen | In process | |

The screenshot shows a detailed view of a peer review result for 'Review 1' with a score of 9:

Peer Review Results

Averaged Score: 9

Review 1

Score : 9

Download Reviews

Peer Review 1

Your average grade for the solution will be displayed in the upper left side of the page, next to the words **Averaged Score**.

Peer Review Results

Averaged Score: 9

To view individual grades and feedback from peers, use the **review tabs** to view each available review. Use the **arrows** to the left and right of the preview pane to switch between pages.

Review 1 Review 2 Review 3

Score : 9

Download Reviews

Example Review

To download peer reviews, click on the **Download Reviews** button in the upper right side of the page.

Review 1 Review 2 Review 3

Score : 9

Download Reviews

Example Review