

How to set up a PeerMark assignment - a staff guide

A PeerMark assignment allows students to review one another's work; it has to be built within a Turnitin assignment.

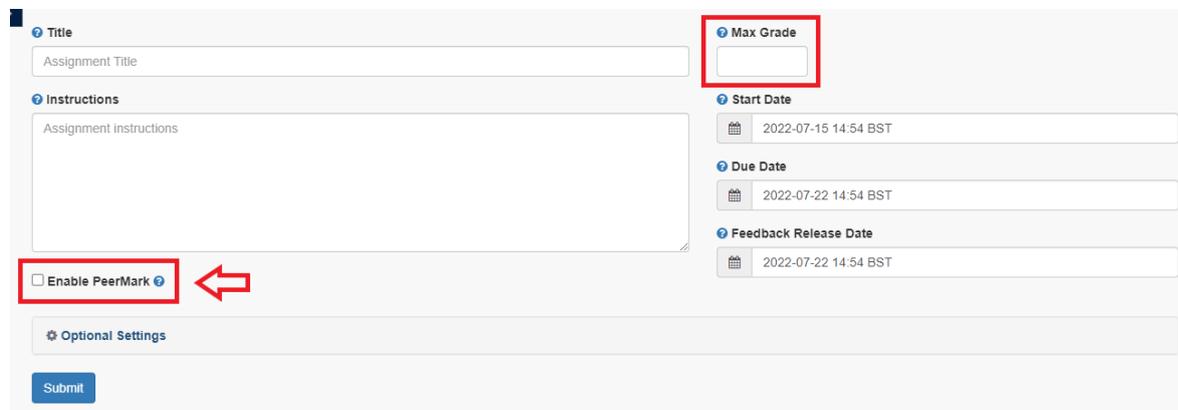
This guide contains information on the following:

- A. Create a Turnitin assignment p.2
- B. Create the PeerMark Setup (within the Turnitin assignment) p.3
 - a) PeerMark Assignment settings p.3
 - b) PeerMark Questions p.5
 - c) PeerMark Distribution p.9

A. Create a Turnitin assignment

The Turnitin assignment is to enable student to submit their work for review.

1. Complete the Settings, such as **Title** and **Instructions**, as you would for any Turnitin Assignment.
2. Make sure that the **Feedback Release Date** is set such that there is time for the students to complete the reviews and for the instructor to grade the submissions after the review, if they are doing so.
3. Consider how you will include students who have extensions (you may not be aware of who this is when you set up this Assignment). Individual late submission/extensions cannot be set up within an assignment, so you need to decide whether to arrange the dates to accommodate the whole cohort or have separate assignments.
4. There does not need to be anything added to the **Max Grade**.
5. Take care when setting up the **Start Date**; once this has passed, you will not be able to change the PeerMark settings later.
6. Select the **Enable PeerMark** tick box.



The screenshot shows the Turnitin assignment creation interface. It includes fields for 'Title', 'Instructions', 'Max Grade', 'Start Date', 'Due Date', and 'Feedback Release Date'. The 'Enable PeerMark' checkbox is highlighted with a red box and a red arrow pointing to it. The 'Optional Settings' section is visible below.

7. Click on **Optional Settings** and make sure these suit your requirements.



The screenshot shows the 'Optional Settings' section. The 'Enable PeerMark' checkbox is checked. The 'Optional Settings' link is highlighted with a red box.

8. We advise that you **do not make the inbox anonymous marking** as this can cause issues for those using screen readers; you can prevent reviewers seeing the identity of the author of the work they are viewing when you set the PeerMark Set up (see [PeerMark Assignment Settings](#)).



The screenshot shows the 'Enable anonymous marking' checkbox, which is unchecked and highlighted with a red box.

9. Once the Optional Settings are made, click **Submit**.



The screenshot shows the 'Submit' button, which is highlighted with a red box and a red arrow pointing to it.

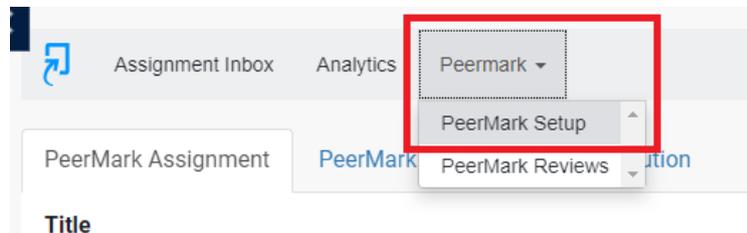
10. The Turnitin assignment will then be created within the required content area

B. Create the PeerMark Setup (within the Turnitin assignment)

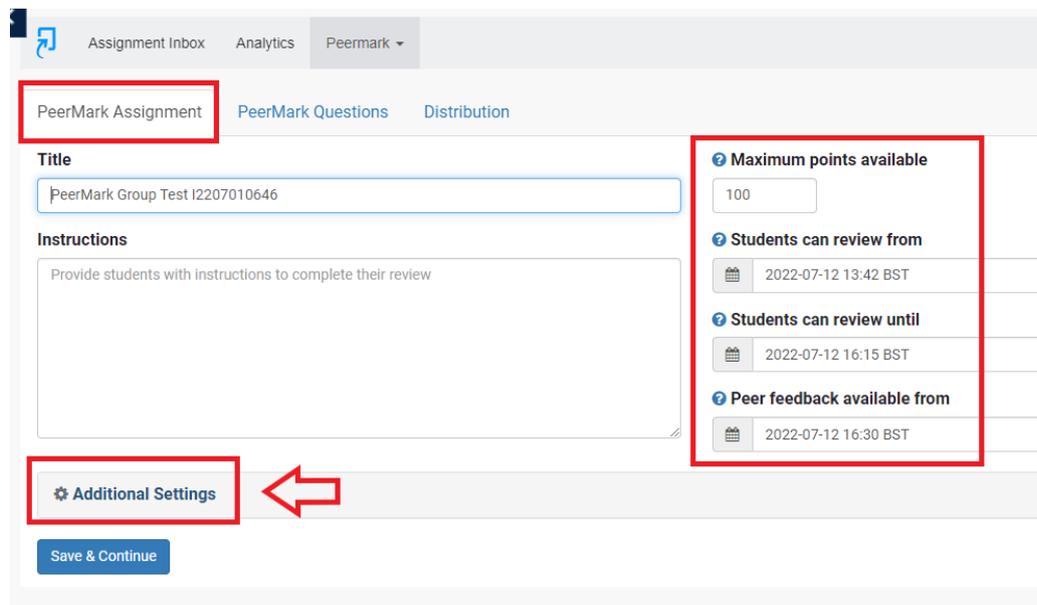
Locate and open the Turnitin assignment you created.

a) PeerMark Assignment settings

1. Click on the **Peermark** tab to reveal the drop-down menu; select **PeerMark Setup**.



2. Complete the **Title** and **Instructions** such that students will understand what this is and what they need to do; complete the dates for the submission of work for review.
3. Add the **Maximum points available** for the review of a submission (100 will allow easy conversion to a percentage).



11. Set the **Students can review from** date at least 24 hrs after the **Due date** in the Turnitin assignment to make sure you will also be able to include late submissions in the review process; note that once the **Students can review from** date has passed, the settings for reviewing papers cannot be changed.
12. Set the **Peer feedback available from** after the date for **Students can review from**; once passed, it cannot be changed.
13. Click on **Additional settings**.
 - a. **Award maximum points on review:**
 - **Yes** - students will be awarded full marks if the instructor has not gone in to review and grade the student's work.

Award maximum points on review
 Yes No

b. **Students can view the names of their peers during review:**

- **No** - students will not be able to see the author of the work they are reviewing until after the review process (but staff will still be able to see who reviewed which submission throughout).

Yes No

c. **Students without a submission can review:**

- **No** - students will only be able to review once they have themselves submitted.
- **Yes** - students will be able to review even if they have not themselves submitted (this will also mean that a reviewer will be paired with them and have no paper to review).

Yes No

d. **Automatically distribute papers for review:**

- **Add a number** (of submissions to review) to have papers automatically (randomly) assigned to each reviewer
- **Type in '0'** if you want to use self-selection or manual distribution for reviews. Some manual calculation may be necessary if you have an odd number of students.

e. **Students can self-select papers for review:**

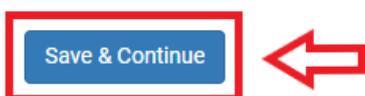
- **Add a number** (of submissions to review) if you want students to be able to select this number of submissions to review for themselves.
- **Leave the number as zero** if you have already selected automatic distribution or if you want to manually pair reviewers to submissions later (see [PeerMark Distribution](#)).

f. **Students must review their own paper:**

- **Yes** - All students will be asked to review their own submission.
- **No** - No student will be able to review their own submission.

Yes No

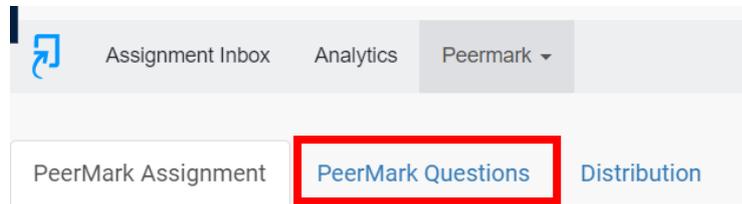
g. Click **Save & Continue**.



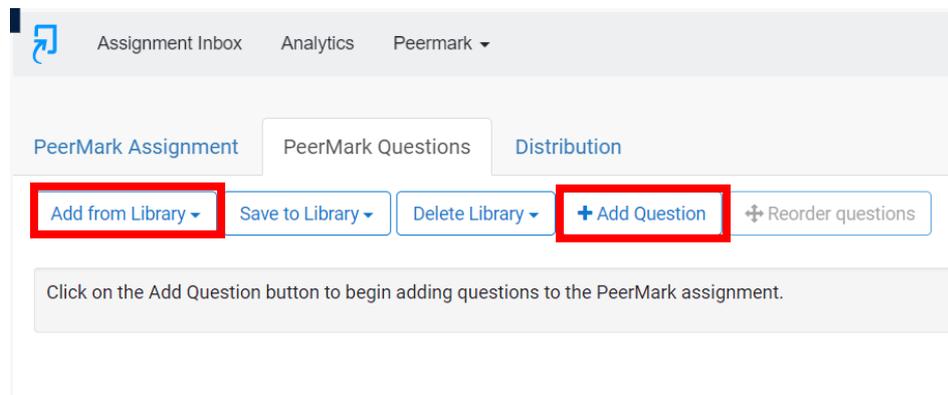
b) PeerMark Questions

This is the area to create what is essentially a rubric for students to use to structure their review. You can use one or multiple questions which you can build or select from the question libraries.

1. Start by selecting the **PeerMark Questions** tab.

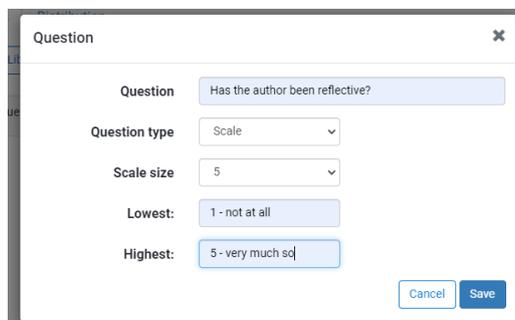


2. You have the choice to build new questions or use existing questions from a library.



3. All questions in PeerMark are either:

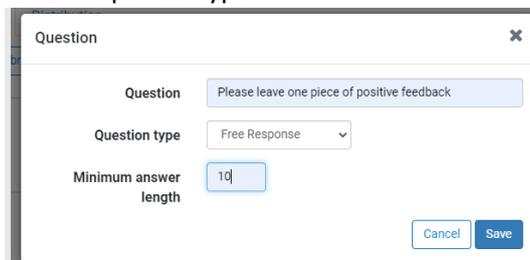
- 'scale' type:



The screenshot shows a 'Question' dialog box with the following fields:

- Question: Has the author been reflective?
- Question type: Scale
- Scale size: 5
- Lowest: 1 - not at all
- Highest: 5 - very much so
- Buttons: Cancel, Save

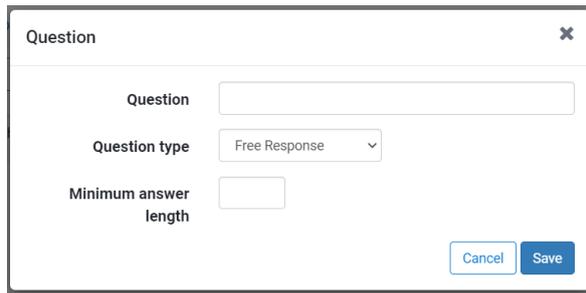
- 'free response' type:



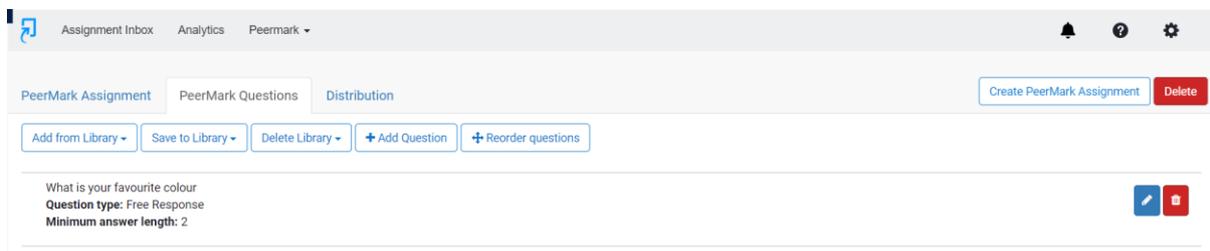
The screenshot shows a 'Question' dialog box with the following fields:

- Question: Please leave one piece of positive feedback
- Question type: Free Response
- Minimum answer length: 10
- Buttons: Cancel, Save

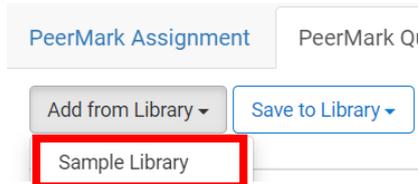
4. To create a new question, click on **+ Add Question**, after which you will be presented with a window in which to build your new question. The **Minimum answer length** is in terms of words.



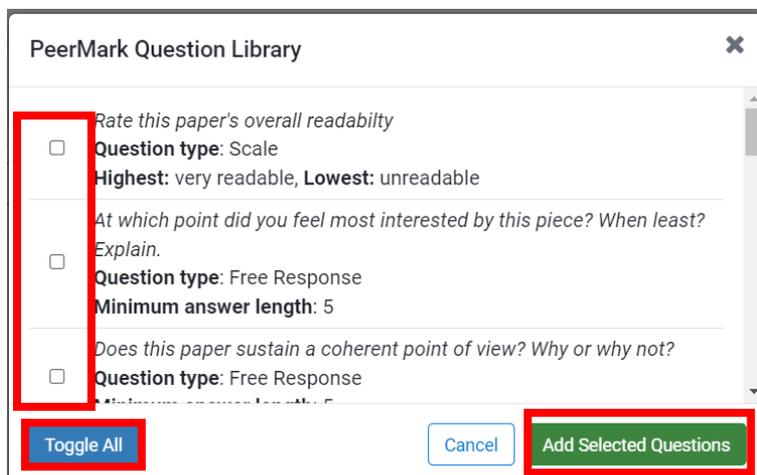
5. When you have done this, click **Save** and your question will be listed.



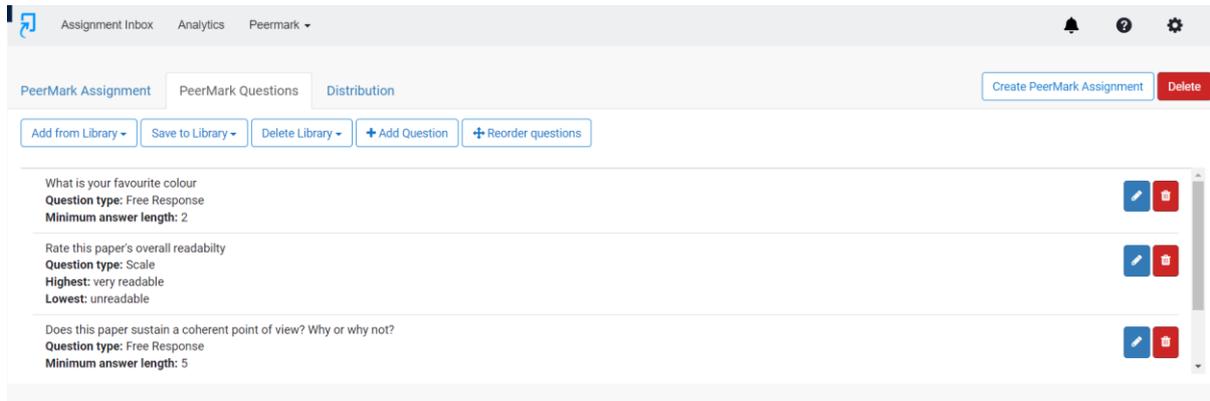
6. To use a question from a library, click on **Add from Library** and select the Library you wish to use.



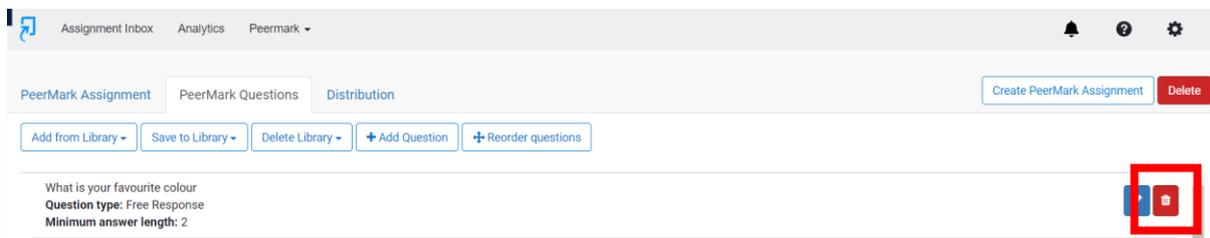
7. You will then be presented with a list of questions from that Library, and either:
- tick the **box** next to each question you want to use, and click **Add Selected Questions**
 - click **Toggle All** to select all the questions in the Library, and click **Add Selected Questions**
 - click **Cancel** if there are no questions here that you want to use



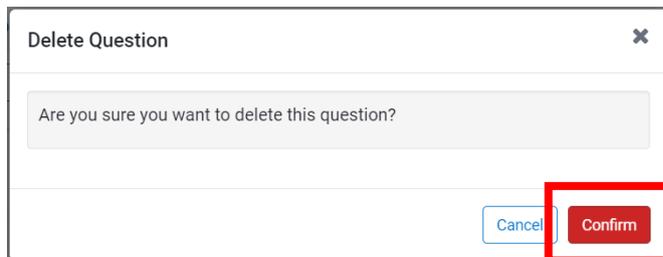
8. Continue building new questions or reusing Library questions.



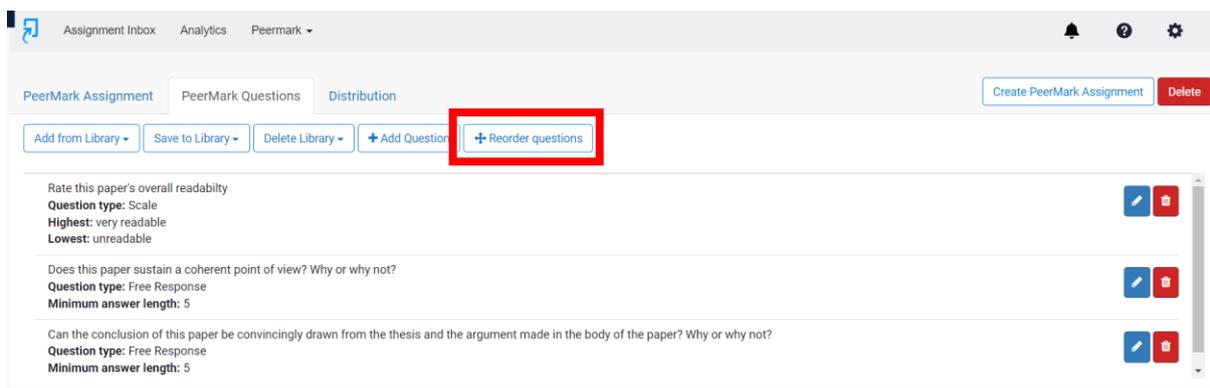
9. You can delete any question you do not need from the question set; click on the **delete** button.



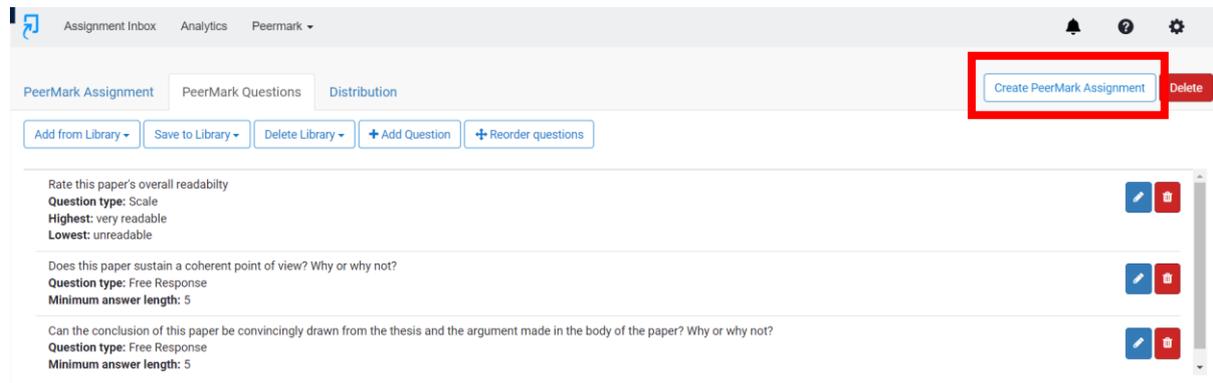
10. You will then be asked to confirm your choice; click **Confirm** if you want to delete the question from the set to be used in the review.



11. You can also reorder your questions.



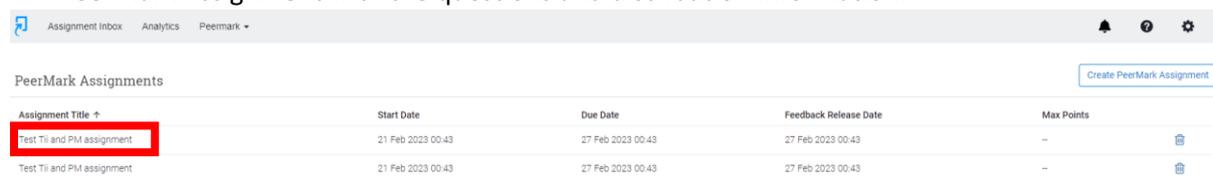
12. When you are satisfied with the set of questions, click **Create PeerMark Assignment**.



The screenshot shows the PeerMark interface with three tabs: 'PeerMark Assignment', 'PeerMark Questions', and 'Distribution'. The 'PeerMark Assignment' tab is active. A red box highlights the 'Create PeerMark Assignment' button. Below the tabs are buttons for 'Add from Library', 'Save to Library', 'Delete Library', '+ Add Question', and '+ Reorder questions'. The main area displays three questions with their types and minimum answer lengths:

- Rate this paper's overall readability
Question type: Scale
Highest: very readable
Lowest: unreadable
- Does this paper sustain a coherent point of view? Why or why not?
Question type: Free Response
Minimum answer length: 5
- Can the conclusion of this paper be convincingly drawn from the thesis and the argument made in the body of the paper? Why or why not?
Question type: Free Response
Minimum answer length: 5

13. This PeerMark Assignment will appear in the list of PeerMark Assignments for this Turnitin Assignment; you will see two entries that appear to be identical, however the top one is the PeerMark Assignment with the questions and distribution information.



The screenshot shows the 'PeerMark Assignments' list. A red box highlights the first entry, 'Test Tii and PM assignment'. The table below shows the details of the assignments:

Assignment Title	Start Date	Due Date	Feedback Release Date	Max Points
Test Tii and PM assignment	21 Feb 2023 00:43	27 Feb 2023 00:43	27 Feb 2023 00:43	--
Test Tii and PM assignment	21 Feb 2023 00:43	27 Feb 2023 00:43	27 Feb 2023 00:43	--

14. You can create multiple PeerMark Assignments in this one Turnitin Assignment if you want to create different review conditions for different students but still work with the same submissions.

c) PeerMark Distribution

Distribution concerns how submissions by 'authors' are assigned 'reviewers'. Note: once the **Start Date** (in the Turnitin assignment) has passed you will not be able to make changes to the distribution.

Excluding students from the review process

It is assumed that all students on the course will take part in the review process, so all students will appear. Therefore, you have to manually exclude any students you anticipate not taking part before you proceed with setting up the distribution.

1. Click on the **Distribution** tab.
2. Locate a student that will not be taking part in the review process and click the **minus** button. Repeat this until all such students have been excluded.

Test Account, VLE	Author has been excluded from pairing				+
	Author has been excluded from pairing				+
Account 13, Test	(Forced: 0, System assigned: 2)	-	+	-	
Account 14, Test	(Forced: 0, System assigned: 2)	-	+	-	

3. If you accidentally exclude the wrong student, you can include them again by clicking the **plus** button.

Test Account, VLE	Author has been excluded from pairing				+
	Author has been excluded from pairing				+
Account 13, Test	(Forced: 0, System assigned: 2)	-	+	-	
Account 14, Test	(Forced: 0, System assigned: 2)	-	+	-	

Methods of distribution

Distribution can be done in one of three ways: self-selection (by the reviewing student); manual pairing (by the instructor) or automatic (random) pairing.

- **Self-selection**
 1. If you want to allow students to select which submissions they review, you can do this by selecting **Yes** in the setting for **Students can self-select papers for review** (see [PeerMark Assignment settings](#)).
- **Manual pairing ('Forced')**

This involves manually selecting reviewers for a submission; where this is done the pairing will be labelled **Forced**.

 1. To 'pair an author' select the **plus** button:

Test Account, VLE	Author has been excluded from pairing				+
	Author has been excluded from pairing				+
Account 13, Test	(Forced: 0, System assigned: 2)	-	+	-	
Account 14, Test	(Forced: 0, System assigned: 2)	-	+	-	

2. To un-pair the author, select the **minus** button:

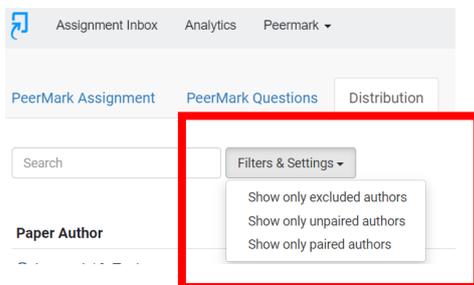


- Automatic pairing ('System assigned')

1. If you do not pair reviewers manually, there will be an automatic (random) pairing; where this is done the pairing will be labelled **System assigned**.



2. You can use **Filters & Settings** to help check the distribution you have created before the assignment is launched.



3. When the distribution details are complete, the assignment is ready for students to use to review.

If you need this in an alternative format contact the Turnitin Service Team via IS Helpline