

User Instructions for Online Peer Assessing

As part of the Edinburgh Award you and other students from across the Award will be assessing each other's reflections.

This is done through PeerMark, a course within LEARN which you access through MyEd. Please see instructions below:

[To submit your reflection](#)

[To complete your Peer Reviews](#)

[Reviewing feedback from your peers](#)

To submit your reflection

- To submit your work log in to Learn via MyEd and click on the LEARN tab.
- Once you have logged in you will see the courses that are available to you. You are looking for the course entitled "Edinburgh Award: Submit and Review Input 2". The course title will also include the year and whether you are doing a one or two semester version of the Award.
- **If the course doesn't appear in your list then click 'Launch LEARN' at the top of the list.**
- Click into this course. You will see information at the top of the page about the Award and the tasks you are being asked to do.
- There will be one link available to you – 'Submit your reflection here'
- To submit your reflection:
 - Click on 'View/Complete' under 'Submit your reflection here'
 - The fields on the next page i.e. First name, Last name should already be populated
 - Submission title – Edinburgh Award_Version you are doing i.e. Sports Union_Exam number i.e. B123456 *DO NOT USE YOUR NAME* (Example: Edinburgh Award_Sports Union_B123456)

University of EDINBURGH | [Learn](#)

My Learn Self-Enrol Content Collection Courses Help

Submit your reflection > SUBMIT TURNITIN ASSIGNMENT Edit Mode is: ON

Submit Turnitin Assignment

Submit: [Single File Upload](#) STEP ● ○ ○

Author
Ruairidh Maxwell

First name
Ruairidh

Last name
Maxwell

Submission title

[What can I submit?](#)

Choose the file you want to upload to TurnitinUK:

- To upload your file choose whether it is saved on your computer or in a DropBox or GoogleDrive. Select the correct document and then click 'Upload'.

The screenshot shows the 'Submit Turnitin Assignment' window in the University of Edinburgh Learn system. The window title is 'Submit: Single File Upload'. It displays the following information:

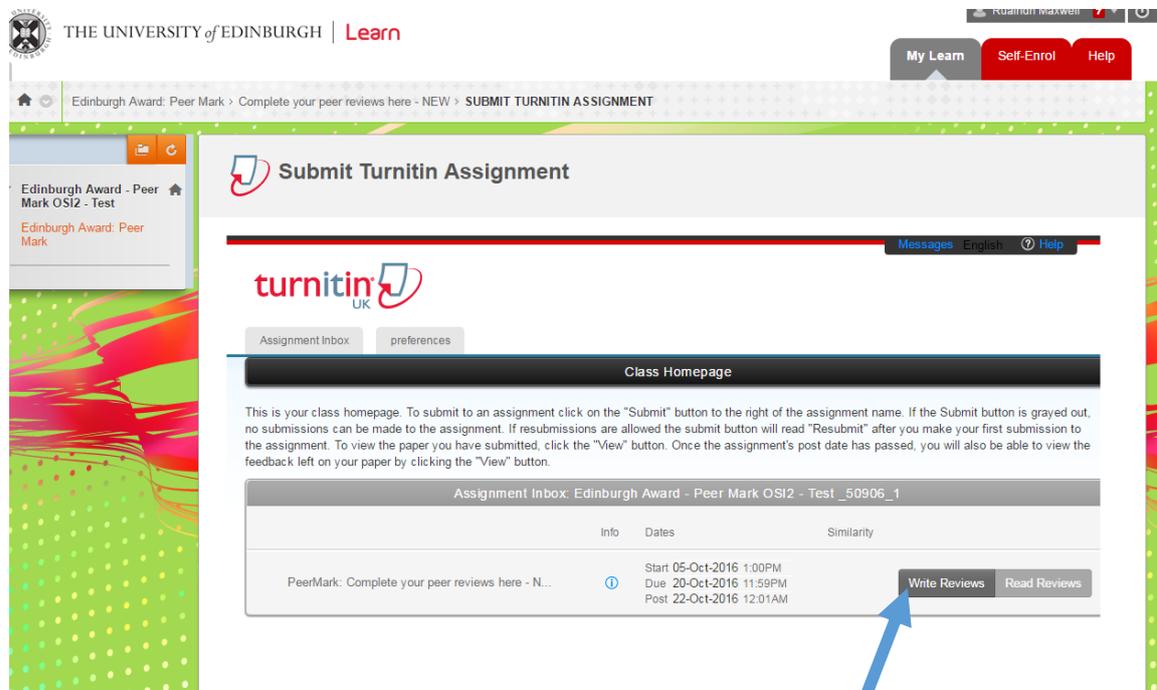
- Author:** Chrystal Macmillan
- Assignment title:** Submit your reflection here - NEW
- Submission title:** Edinburgh Award - TEST 8
- File name:** EdinburghAward-B043912-LitPALS.docx
- File size:** 28.78K
- Page count:** 2
- Word count:** 1167
- Character count:** 5502

At the bottom of the window, there are two buttons: 'Confirm' (highlighted with a blue arrow) and 'Cancel'. A preview of the document is visible on the right side of the window.

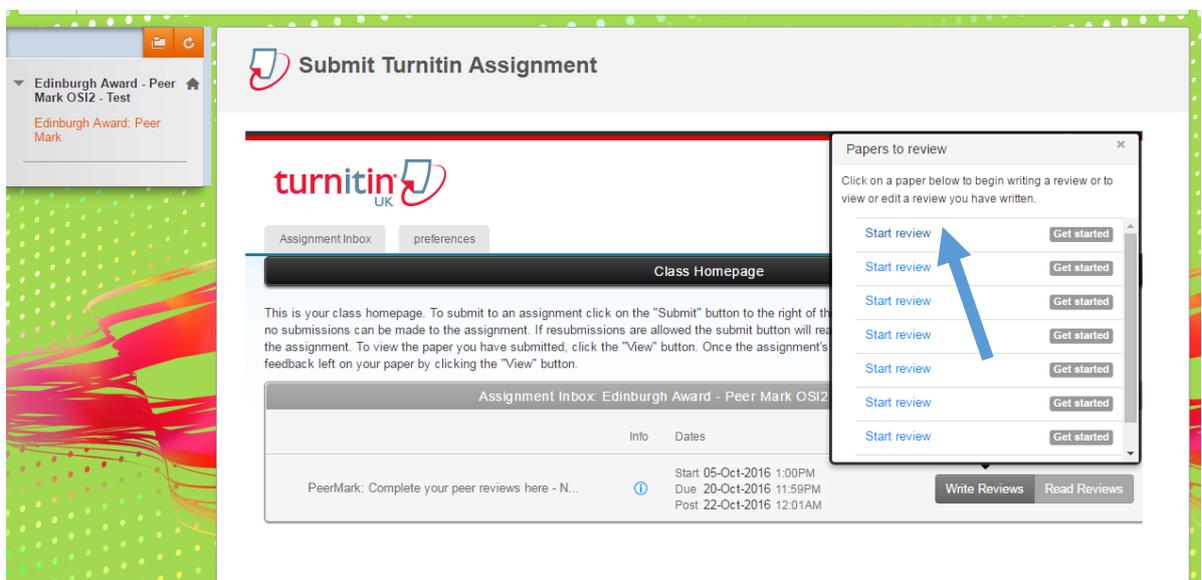
- At this stage, please ensure that you have uploaded the correct file – you should be submitting **four** reflections of 200 words each: **three** reflections on your three chosen skills and **one** reflection on the impact you have been having in your activity. You should be using the template given to you by your Award Leader, it is also available at the bottom of this web page - <https://www.ed.ac.uk/edinburgh-award/peer-assessment/your-reflections>
 - NOTE: Your peers who will be reviewing your reflection will only see the document you upload. They will be from various versions of the Award so make sure you write your reflection so that someone with no connection to your activity can understand it.
- ***PLEASE NOTE* There is a known ongoing issue with Turnitin when used through the Safari browser on Macs. If you are asked to login to Turnitin please try using a different browser such as Google Chrome.**
 - Make sure you click 'Confirm', if you don't do this your work will not be uploaded to the system
 - You should then receive an email from TurnItIn (to your University email address) to confirm your submission.
 - If you want to check on Learn that the submission has gone through just click back on 'View/Complete' under 'Submit your reflection here' on the Course home page and you can choose to 'View' or 'Download' the original file that you uploaded.
- ***PLEASE NOTE* You can only submit one piece of work to the DropBox, if you are doing more than one Edinburgh Award using Peer Mark then please email any subsequent reflections to Edinburgh.Award@ed.ac.uk and they will be manually added to the system on your behalf.**

To complete your Peer Reviews

- Once the deadline for all students to submit their reflections has passed another DropBox will become available to you – ‘Complete your Peer Reviews here’. Log into MyEd and access Learn as you did when you were submitting your reflection.
 - Please note this may be a few days after the deadline you were given to submit your reflection.
- When you click on ‘View/Complete’ under ‘Complete your peer reviews here’ this screen will appear



- Go to ‘Write Reviews’ to begin reviewing other students’ work
- A screen like this will appear



- The 8 pieces of work you need to review will be listed – click on one to begin
- On the next page review the script that appears, leave feedback (both rating and free text) and then click submit.

PeerMark[®] Complete your peer reviews here - NEW
Review by Ruairidh Maxwell
Progress: 100% COMPLETED

Edinburgh Award - TEST 3

Print Tools Save Submit

Edinburgh Award Submissions Template – Input 2

Exam Number: B051815

- PLEASE ENSURE YOU DO NOT INCLUDE YOUR NAME ANYWHERE ON THIS DOCUMENT
- WHEN SAVING THE FILE USE THE FILENAME "Edinburgh Award_Your Exam Number_Your Award Scheme" (e.g. Edinburgh Award_123456_LawPALS)

At the beginning of the Edinburgh Award, you chose three skills that you particularly wanted to strengthen. During the Award you've also looked at how you can increase the impact you have on others.

This process of strengthening skills and increasing your impact is central to the Edinburgh Award. In this submission, provide a written account that shows you have been purposeful and reflective in working on your skills and impact. At this stage you should also include an indication of how you may intend to change your approach for the remainder of your time on the Award given what you have learnt to this point.

Your submission will be reviewed by students across the Award who are not involved in the same activity as you so please ensure your reflections can be understood by anyone.

If needed, further guidance, example submissions and the criteria on which submissions are judged are available at: www.employability.ed.ac.uk/Student/EdinburghAward/ACJ

Note: As part of the Edinburgh Award, your submissions will be reviewed by other students and staff, and may be used elsewhere (in part or in whole) – your name will never be attached and only the content you enter will be used.

Instructions

There are four boxes below, one for each of the three skills you wanted to strengthen and one for impact you have had. In each box write about 200 words describing **what progress you have made** (if any), **what steps** you have taken to try to improve this skill, **what you have learned** from your experiences and **what you might change** in your approach for the remainder of your time on the Award.

QUESTIONS COMMENTS

Instructions

- Has the author been purposeful in their development?
Not at all 1 2 3 4 5 Very
- Has the author been purposeful in their development?
They have described the steps they took to develop their skills really well.
5 word minimum
- Has the author reflected on their development?
Not at all 1 2 3 4 5 Very much so
- Has the author reflected on their development?
There was some reflection but not enough for skill 1
5 word minimum

Hide Horizontal

- Please note that if you choose 'Save' rather than 'Submit' you can come back and add more feedback later but make sure you come back and click 'Submit'.
- You will not be able to move onto the next piece of work until you have left feedback.
- After you have submitted your ratings and feedback you will be taken back to the assignment page, you should choose the next piece of work that says 'incomplete' next to it
- If your screen shows a number of your reviews are 'Incomplete' when you think they should say 'Complete' then refresh your screen and this will update to reflect how many of the 8 you have completed.

Edinburgh Award: Peer Mark > Complete your peer reviews here - NEW > SUBMIT TURNITIN ASSIGNMENT

Submit Turnitin Assignment

Assignment Inbox preferences

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment. If no submissions can be made to the assignment, the submit button will be disabled. To view the paper you have submitted, click the "View" button. Once the assignment's feedback is left on your paper by clicking the "View" button.

Assignment Inbox: Edinburgh Award - Peer Mark OS12

Info	Dates
PeerMark: Complete your peer reviews here - N...	Start 05-Oct-2016 1:00PM Due 06-Oct-2016 11:59PM Post 07-Oct-2016 1:00PM

Papers to review

Click on a paper below to begin writing a review or to view or edit a review you have written.

Edinburgh Award - TEST 3	Complete
Edinburgh Award - TEST 8	Complete
Edinburgh Award - TEST 6	Incomplete
Edinburgh Award - TEST 7	Incomplete
Edinburgh Award - TEST 2	Incomplete
Edinburgh Award - TEST 4	Incomplete
Edinburgh Award - TEST 5	Incomplete

Write Reviews Read Reviews

- Repeat this until all 8 pieces of work say 'Complete' next to them.
- When reviewing other students' work you are ranking the work on a 5 point scale against the learning objectives that you used when writing your own submission
 - Have they been reflective?
 - Have they described the purposeful steps they took to improve their skills and have impact
 - You are **not** basing your decision on spelling and grammar

- You **must** also leave free text feedback under each of the scales to give detail on why you have given that score. You should include both positive and constructive feedback.
 - Providing feedback is essential at this stage, if you fail to leave feedback on both elements you will receive an error message from the system.
 - Your feedback will be seen by the person whose work you are reviewing. Please ensure you are honest in your feedback but that you write this in an appropriate manner. Feedback will be reviewed by staff and if deemed to be inappropriate you will be contacted.
- You will have 5 days to review 8 pieces of work and leave feedback on each.

Reviewing feedback from your peers

- After the deadline has passed for reviewing submissions you will be able to see the feedback you received from your peers by going to the DropBox where you viewed your reviews i.e. 'Complete your peer reviews here'.
- There will be a button marked 'Read reviews', click on this to see the feedback left on your work.

The screenshot shows the Turnitin 'Submit Turnitin Assignment' page. At the top, there's a navigation bar with 'My Learn', 'Self-Enrol', and 'Help' buttons. Below that, the 'Assignment Inbox' is displayed with a table of assignments. The table has columns for 'Info', 'Dates', and 'Similarity'. One assignment is listed: 'PeerMark: Complete your peer reviews here - N...'. In the 'Action' column for this assignment, there are two buttons: 'Write Reviews' and 'Read Reviews'. A blue arrow points to the 'Read Reviews' button.

- Use the blue buttons at the top of the page to navigate through your feedback

The screenshot shows the PeerMark 'Complete your Peer Reviews here' page. At the top, there's a header with 'PeerMark by Turnitin' and 'Paper by'. Below that, there's a 'Print' button and a 'Rate this Review' button. The main content area is titled 'Edinburgh Award Submissions Template - Input'. It includes an 'Exam Number' field and a list of instructions:

- PLEASE ENSURE YOU DO NOT INCLUDE YOUR NAME ANYWHERE ON THIS DOCUMENT
- WHEN SAVING THE FILE USE THE FILENAME "Edinburgh Award_Your Exam Number_Your Award Scheme" (e.g. Edinburgh Award_B123456_LawPALS)

 Below the instructions, there's a paragraph: 'At the beginning of the Edinburgh Award, you chose three skills that you particularly wanted to strengthen. During the Award you've also looked at how you can increase the impact you have on others.' On the right side, there's a 'QUESTIONS' and 'COMMENTS' section with 'Instructions' and three numbered questions:

- Has the author described the purposeful steps they took to develop their skills and have impact?
- Has the author reflected on their development?
- Please provide a piece of positive feedback

 A blue arrow points to the 'Rate this Review' button at the top right.