Edinburgh Award

How To Guide: Peer Mark

Creating the courses in Learn

Contact IS to set up the course in Learn. At this start of the year you can ask them to set up all required courses (2). This covers Inputs 2 and 3 for all students.

Email to IS – DRAFT

Hello,

Please could the below courses be set up in LEARN, they are ongoing courses. My UUN is ##.

Give titles of courses here:

Many thanks,

Adding content to the courses in Learn

Create the Dropboxes

- Go to Assessments
- Turnitin Assignment

To add introductory content to the course

- Build content, choose Item
- Include text to introduce students to the task you are asking them to do.

By the submission deadline ## ## you must submit your reflection to the DropBox below entitled 'Submit your reflection here'. If that DropBox is not visible then it is too early for you to submit.

On or after ## ## you should click on 'Complete your peer reviews here', this will take you to another DropBox where you will be automatically assigned 8 different pieces of work to review. You will have until ## ## to complete these reviews.

At Input 2 you must leave feedback on every piece of work that you review and you must rate each piece of work against the two Learning Objectives below: DON'T INLCUDE THIS AT INPUT 3

1) Has the author reflected on their experiences?

2) Has the author been purposeful in their development?

You will not be able to move on to review the next piece of work until you have done both the rating and the free text feedback for each of the Learning Objectives on each piece of work you review.

To create the DropBox for students to submit their work
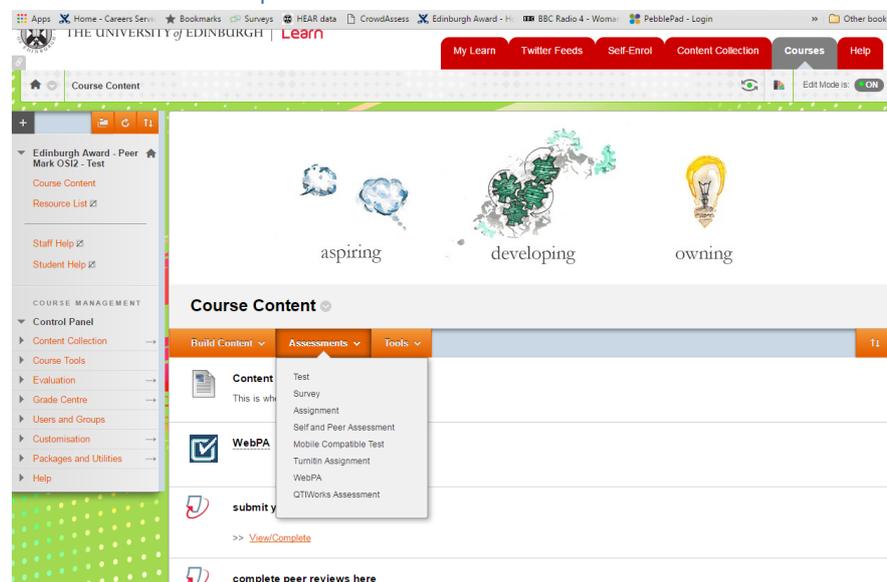
- Choose 'Paper Assignment'
- Add an assignment title i.e. Submit your reflection here
- Leave point value blank
- Check 'Allow only file types that Turnitin can check for originality'
- Complete the Start and Due dates – the dates between which students can submit and have to submit.
  - Make the due date after the deadline that students are given. This buffer should be in the timeline given to staff but not advertised to students. E.G we tell students the deadline is 9am but the system will let them submit until 3pm.
- Optional settings
  - Add special instructions – this will appear below the assignment title e.g. *Click above to submit your reflection for Input # of the Edinburgh Award.*
  - Don't allow submissions after the due date - if you allow submissions after the due date the student's reflection will be accepted but they won't be assigned peer reviews.
  - Tick Generate Originality Reports for submissions
  - At Generate Originality Reports for student submissions – choose 'immediately (can overwrite reports until due date)'
  - Click 'No' for - Exclude bibliographic materials from Similarity Index for all papers in this assignment, exclude quoted materials from Similarity Index for all papers in this assignment, Exclude small matches and Allow students to see Originality Reports
  - Reveal grades to students only on post date - Yes
  - Enable anonymous marking – No
  - Submit papers to: standard paper repository (TurnItIn will NOT check a student against their own work within the course)
  - We don't need a rubric
 - Click No for Enable grammar checking

- o Submit
- o OK

To create the DropBox for students to do their peer reviews

- Choose 'Peer Mark Assignment'
- Select an assignment – choose the group of submissions to be peer reviewed
- Point value – 80 (10 points per reflection they are being asked to review)
- Tick Award full points if review is written
- More options
  - o Assignment title i.e. complete your peer reviews here
  - o Add instructions i.e. *Click above to complete your 8 peer reviews before ## [TIME] on ## [DATE].*
  - o Don't tick either of the additional settings options
- Assignment Dates – put in start and end dates. Post relates to when students can see their work having been reviewed. Post date should be after the end date.
- Leave both 'View Access' options blank
- Late papers – don't allow because if we do then their paper will get feedback but they can't complete their Peer Reviews. This delays the conversation with the student about completing their Peer Reviews
- Save & Continue
- Distribution of Papers – here is where you allocate the number of papers to be reviewed
  - o Go to Edit in the pale grey banner
  - o Type 8 into the 'Paper(s) automatically distributed by PeerMark'
  - o Save
  - o Save & Finish
    - On the next page you will add the questions for reviewers to review against
- To add questions for students to review against
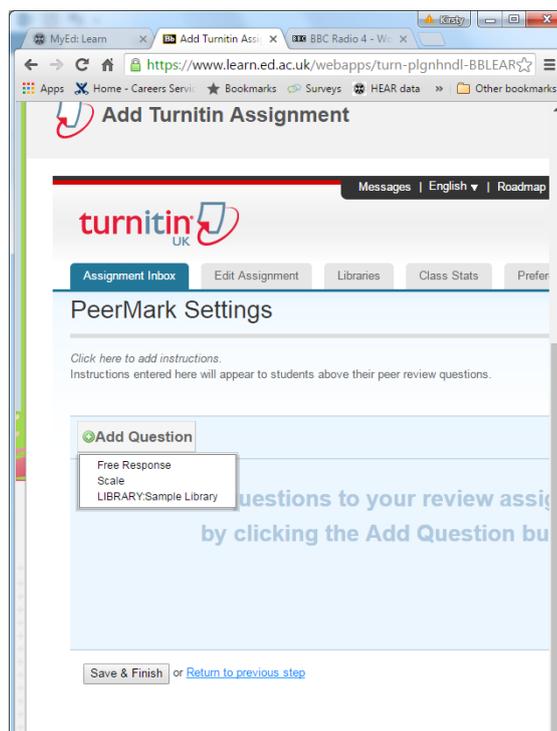
- o At Input 2 we want a combination of scale and free text options so we will have a scale question, followed by a free text question, followed by another scale question and then finally a free text question.
    - o At Input 3 we only need to include the scale questions
- o Choose scale
- o Type the question i.e. 'Has the author been reflective'? 'Has the author described the purposeful steps they have taken to develop their skills and have an impact on others?'
- o Choose 5 for the Scale Size
- o Label 1 – not at all and 5 very much so.
- o For the free text boxes the questions should be 'Please leave one piece of positive feedback' and 'Please leave one piece of constructive feedback to help the author improve their work'.
- o Save
- o Save & Finish

Adding students to the course in Learn

- In the course in Learn go to Users and Groups
- Click on 'Find users to enrol'
- Paste the students' UUNs into the 'Username' box and then click 'submit'.
- Double check the same number of students are enrolled as expected by going to users (under Users and Groups) and scrolling to the bottom, it will say there how many are enrolled.
    - o NOTE this number will include any staff you have added to the course so bear that in mind.

Checking who has submitted their reflection and completed peer reviews

- On the left hand side go to Course Tools>Turnitin Assignments> select the Dropbox that you want to view. If you want to see who has submitted a reflection select 'Submit your reflection here' and if you want to see who has completed their peer reviews select 'Complete your peer reviews here'.