Spalding University Peerceptiv Guide for Students

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What is Peerceptiv?

Peerceptiv is an objective, research-validated platform for sharing work products with your classmates and benefiting from the feedback you generate on the work of your peers.

Commenting on your classmate’s work, both good and bad, is a valuable learning opportunity. You’ve heard the adage, “You don’t know a subject until you try to teach it.” The more effort put forth in the review phase, the more effective the learning experience will be.

Peerceptiv is double-blind; you won’t know whose work product you are reviewing, nor will you know who is commenting on your work. More than a decade of research has validated that feedback provided by multiple peers is as valid and is more reliable than even a single, expert instructor. The unique accountability algorithms included in Peerceptiv make this a more effective platform for sharing and commenting on the work of your peers than other online peer review solutions or any type of in-class peer review.

If you’ve used Peerceptiv before in other classes, welcome back. Peerceptiv may be used in a number of different configurations – listen carefully to your instructor, and don’t assume Peerceptiv will be used the same way in this course as it was in past courses.

Accessing Peerceptiv

When accessing Peerceptiv in your course website on Moodle, there’s no need to create a Peerceptiv account directly or login to the Peerceptiv website at any time during that course.

You’ll join your course within Peerceptiv and gain access to all published Peerceptiv assignments, when you first access the link to the Peerceptiv assignment.

You’ll access Peerceptiv through an assignment link within your course website. Once you access Peerceptiv for the first time in your LMS, you’ll be automatically registered and join the course in Peerceptiv.

In Moodle you’ll see something like the links depicted below.

- Position paper
- paper 2

Please follow your instructor’s directions carefully. Every time you access Peerceptiv, please make sure that you are going through the link to that particular assignment.
You need to access the link to each Peerceptiv assignment so that you can see all assignments within the Peerceptiv interface.

Again, please do not log into the Peerceptiv website for any activities relating to courses that are using Peerceptiv within a course website.

Peerceptiv Assignment Timeline

The 3 Basic Steps of the Peerceptiv Process

Peerceptiv is a simple process of uploading your completed work products into Peerceptiv, reviewing the work of your peers, and then reading your reviews and rating their helpfulness and specificity (a step we call back-evaluation).

The 3 Steps of Peerceptiv

1. Upload your work product to the web
   - Follow course instructions on whether to upload a .pdf, .doc, .xls, .ppt, a weblink, or some other format. Always check to be sure the proper file is uploaded and all data is intact.

2. Review the work of your peers
   - Offer constructive feedback, and rate performance 1-low to 7-high in accordance with your teacher’s instructions.

3. Back Evaluate the reviews your peers made on your work
   - Is the review helpful? Is it specific? Did it help you improve skills or better understand the concept? Exceptional reviews earn a rating of 5.

On the Assignments page of each course, you’ll be able to intuitively follow which step you’re in, and what’s coming next.

A timeline tracks where you should be at any particular time and tasks are color-coded to indicate stage of completion. Blue and green are for current tasks, and grey is for tasks not yet ready to be done or tasks already completed and no longer actionable.
Please refer to the black bar at the top of the timeline view for the specific start and end times of each assignment step.

The sample timeline below depicts an assignment in the submission phase.

Upload Your Submission

assignments, you’ll click on Upload a Document button on the assignment timeline page, browse your hard drive, identify the work product to be shared with your peers, and click on Submit.

Then, you’ll look over the document you’ve uploaded in Step 2 of Upload, the Confirmation step, carefully reviewing your document to make sure that all content and formatting has been preserved in upload. Peerceptiv is designed to be an anonymous peer assessment tool. Please make sure that all identifying information is deleted from your document including: your name, email, id number, etc.

Peerceptiv uses the word “Document” in this context, but the uploaded artifact may be an essay, lab report, business plan, PowerPoint presentation, computer code project, or Dropbox link. Please pay attention to the course requirements about file type, assignment formatting, etc.

The following resources are available during the Upload step of Peerceptiv assignments:

- **View Assignment Description**: Double check the assignment description to be certain requirements are being met. Use this button to access a screen where you can view the assignment rubric and download the assignment description and rubric as a PDF.
- **View Your Document**: Once you’ve upload your submission the Upload Your Document button will become the View Your Document button. Examine your uploaded document. Remember to review your document carefully during the Confirmation stage (Step 2 in the Upload process) to be sure the intended document was uploaded and that all data is intact. The View Your Document button allows you to double check the same after you have submitted.
• **Revise Your Document**: Repeat the browse, upload, and confirm procedure to replace the uploaded document. This action is available until you’ve completed your first review on a peer’s document or received a review on your document (after which this action button will be ghosted.)

When you upload a document, you’ll name your submission with a Document Short Name. Please remember that the Document Short Name you select will be visible to reviewers, so please do not include identifying information in this field.

The upload process can differ for certain applications of Peerceptiv. Sometimes, instructors will have students enter text directly into a text box in Peerceptiv, rather than uploading a file (this is useful when using tablets and for in-class assignments). Other times, instructors will require a URL submission for a Peerceptiv assignment.

Please carefully follow any specific instructions from your instructor regarding upload, and pay attention to the on-screen instructions.

**Review Peer Documents**

In Peerceptiv, each reviewing rubric is made up of a number of Dimensions, which are course concepts or skills to be learned. Every Dimension is made up of one Commenting Prompt and one or more Rating Prompts.

Commenting Prompts ask you to provide qualitative, written feedback on peer documents. [Click Here for information about how to write a successful review.](#)

Rating Prompts ask you to select the number (1-7) and description that best describes the value earned document on this particular rubric category. Sometimes all ratings 1-7 are available, other times your professor will create a rubric that includes only a few performance levels.

**A typical Commenting Prompt**

*Provide feedback on how well the author supported his or her argument with explanations that were fully developed and convincing. Be specific about how the writer could improve his or her explanations and provide suggestions for improvements.*
A typical Rating Prompt

_Are the explanations of the textual evidence logical and thorough?_

(7) Explanations of all the evidence provided are thorough and logical.
(5) Explanations are sufficient but not always thorough or logical.
(3) Explanations are simplistic or sometimes absent.
(1) Explanations are missing or unrelated to the prompt (such as based in personal experience).

When responding to rating prompts, click the number that best represents the value earned on that prompt for each of the rating prompts in that Dimension. You want to be constructively critical as you rate documents.

You are being graded on the overall accuracy of your response, with a higher grade awarded if the order of your ratings corresponds to the order of mean peer ratings for all the prompts and documents you reviewed.

In some assignments you may have the option of performing bonus reviews, for which you will be awarded a bonus grade. When bonus reviews are allowed, you can perform as many bonus reviews as the number of required reviews.

As you work on your reviews, they are auto-saved every few minutes.

_An important note about grace periods:_ In some assignments, your instructor will allow for late reviews. During the Reviewing Grace Period, you’ll see the per day penalty displayed on the Assignments page timeline. Do not access your completed reviews during the grace period, since this may cause you to incur a late penalty.
Be a Helpful Reviewer

The reviewing process is designed to help you and your peers become better writers. The more accurate, thoughtful and helpful the feedback you provide, the more you both will improve. Keep this in mind when rating and commenting on your peers’ work.

Here are a few suggestions to keep in mind while reviewing.

Offer Praise

- Mention the strengths of the paper, so peers know where they succeeded.
- You are trying to help your peers improve their work, not evaluate them as a person.

Be constructive

- Give particular ideas for how to improve the work product.
- Don’t just complain about a problem; offer possible solutions for how to fix it.

Be specific

- Follow the rubrics given to you by your instructor for each dimension.
- Be precise about where particular problems occur.
- Give examples.
- If there were some common problems at the basic writing level (spelling/grammar, poor word choice, awkward sentence structures), please describe the type of problem including the location of one instance.

Rate Accurately

- The most helpful action you can take is to rate the document accurately according to the rubric.
- Be careful to read the rating descriptions fully and assign ratings that match up with what is in the document.
- Giving someone a higher (or lower) rating than they deserve is not helpful to the student you are reviewing and can have a negative effect on your grade.

Be open-minded about style

- Unless instructed otherwise, there is no one way for each paper to be written. For example, the paper doesn’t have to be formal or informal.
- Ask yourself: did you understand the paper, did you believe the argument, and did you learn something? There are many ways for students to communicate a strong argument.

Remember, you are being graded on your reviewing

- Your quantitative ratings are graded according to accuracy. If your peers feel a particular dimension on a work product is good and you grade it harshly, you will be penalized.
• Your commenting feedback is back-evaluated (graded) by authors on helpfulness and specificity – how much did your comments help them improve the work product? Harshly criticizing without offering constructive feedback will only result in a low helpfulness grade.

Consider what aspects of your own work you want to improve

• What aspect of your own writing can improve as a result of your reviews?
• What can you take away from each review that allows you to become a better writer?

It’s important to remember that the ratings you provide do not directly translate to grades. A rating of 7 does not correspond to a grade of 100% and a rating of 1 does not correspond to a failing grade. All ratings are weighted by the reviewer's accuracy and normed according to settings your instructor selects.

Read and Back-evaluate Reviews

After the Reviewing period closes (including any Reviewing Grace Period days), it is time to complete back-evaluations. To do this, you’ll access the Read Reviews on your Document and Send Back-evals to Reviewers button on the assignment timeline page.

Rate the helpfulness and specificity of every comment you received in each review on a scale of 1-5. The most helpful and specific reviews earn a rating of ‘5’, while brief, generic reviews with little detail and no solutions suggested might earn a ‘2’ or a ‘1’. You’ll also provide a comment that supports each Back-evaluation rating you chose.

A typical Back-evaluation prompt:

If you found the review helpful, what made it useful? If possible, suggest a way to be more helpful next time.

(5) 5 - Much more helpful than average
(4) 4 - Slightly more helpful than average
(3) 3 - Average helpfulness
(2) 2 - A little less helpful than average
(1) 1 - Very unhelpful
Access the green Back-Evaluate button to start your back-evaluations. Enter the appropriate rating for each comment you received and write an explanation of the rating you provided, including suggestions about how the reviewer could have offered more helpful and specific feedback. Be sure to click on the Save or Submit button when finished.

Continue this process until you have completed back evaluations for each of the reviews received.

Your back evaluations contribute to the Helpfulness grade earned by the reviewer (and remember, the back evaluations awarded on your reviews contribute to your Helpfulness grade).

If you wish to go back and read the back-evaluations you wrote, click the Show Your Back-Evaluations button. You can also use the blue Edit Back-Evaluations button to revise your back-evaluations after you first submit those back-evaluations.

**Understand Your Grades**

There are three components that make up the Overall grade awarded on a Peerceptiv assignment. You’ll see the Overall Grade for each assignment on the Grades page as well as all 3 components of the grade.
1. **Writing Grade**: This is the grade received on your submission (whether it be a document, essay, presentation, etc.). The ratings received from peers in the review phase and instructor reviews are used to create this grade.

2. **Reviewing Grade**: The Reviewing Grade is made of 2 components: the Accuracy and Helpfulness grades. Helpfulness Grades are calculated based on the back-evaluations you receive from your peers. Accuracy Grades measure how closely the rank order of the ratings you provided matches the rank order of mean peer ratings. Accuracy and Helpfulness grades are curved based on the curve mean and standard deviation selected by your instructor.

3. **Task Grade**: Task Grades are a simple measure of whether the student did all the tasks required of him in the assignment. If you performed all the tasks, you receive 100% of the task grade. The Reviewing Task Grade and Back-Evaluation Task Grade are weighted equally.

The Document, Reviewing, and Task components are weighted in their importance by each instructor, and extended on a 100% scale to calculate the overall grade.

Your grades will be completely calculated after the back-evaluation deadline passes.

Sometimes, your instructor will hold grades for manual release, so please check in with your instructor if you do not see grades posted after the back-evaluation deadline.