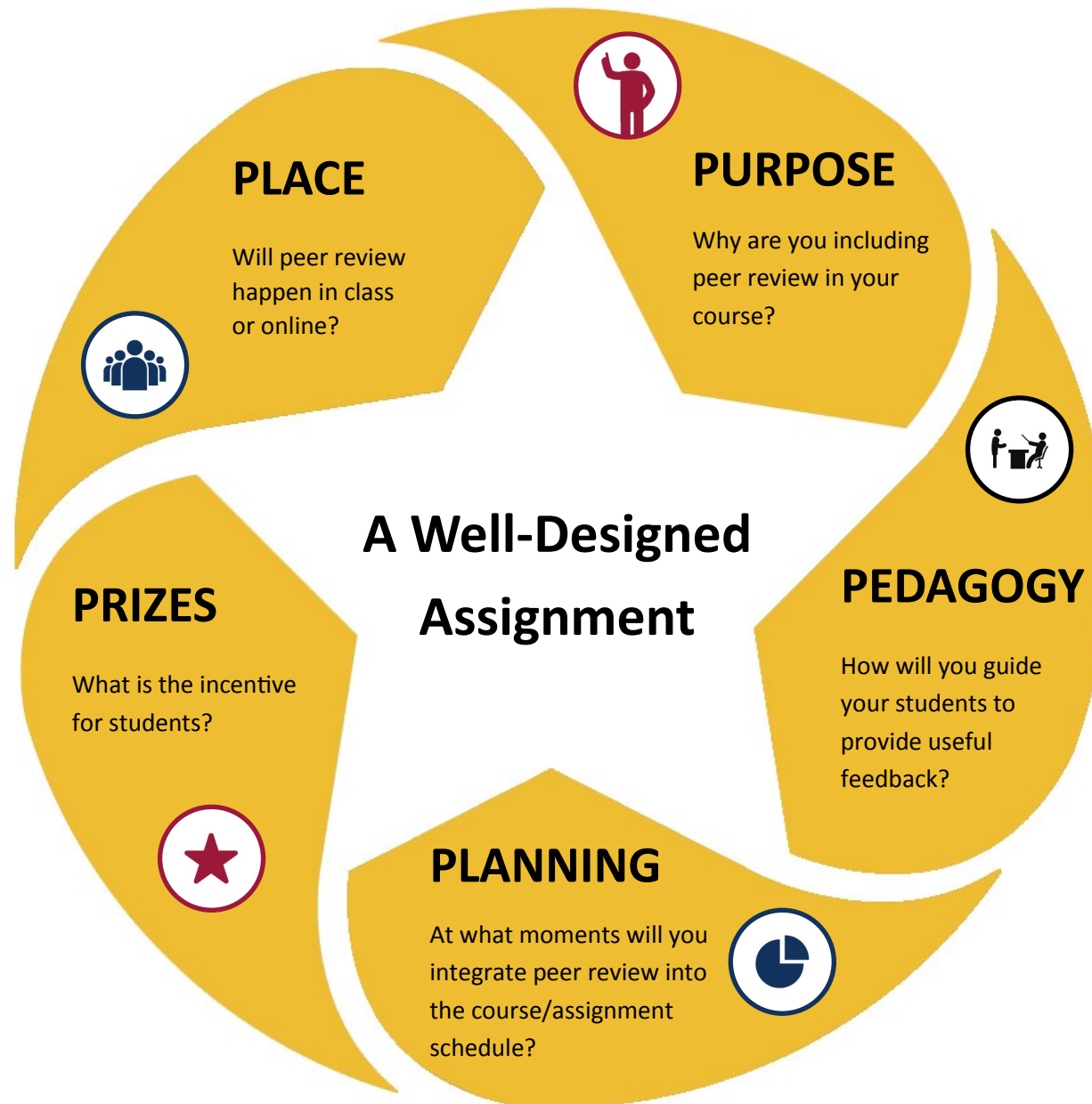


# THE 5 Ps OF PEER REVIEW



# Steps to creating a peer review assignment in Aropä



## STEP 1

### Create a Course

Create a class in Aropä including course details and enrollment.



## STEP 2

### Setup Assignment

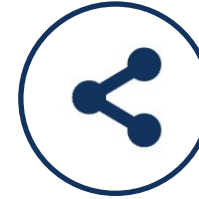
Specify the requirements including assignment details, type, due date and review closing date.



## STEP 3

### Setup Assessment

Define allocations and rubric.



## STEP 4

### Make Course Active

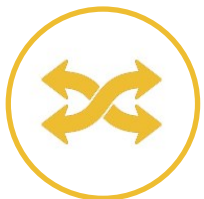
Activate course in Aropä and add instructions for students in onQ.



## STEP 5

### Submission Period

The submission period opens and students upload their assignment to Aropä.



## STEP 6

### Allocations

As soon as the submission period closes Aropä allocates assignments for review to each student.



## STEP 7

### Review Period

During the Review period students review other students' submissions online using the specified rubric.



## STEP 8

### Feedback

Students can see reviews of their own work, as well as all reviews they have completed.



## STEP 9

### Download Marks

If the rubric has included quantitative judgements, the instructor can download marks for each submission.

### TIPS:

Wait until the add/drop period has ended before creating a peer review assignment.

Make sure submission dates are during University hours so support staff are available to help if any issues arise.

This will also avoid any issues with system updates which usually happen overnight. (Glasgow time).