

AROPÄ PEER REVIEW: A STUDENT GUIDE

PEER REVIEW PROCESS

Taking part in a peer review activity in Aropä involves these steps:

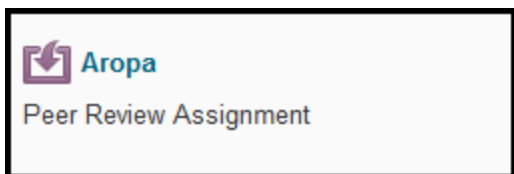
1. Upload a document, or type in the Aropä editor the assignment for submission.
2. Read a selection of assignments written by other students. These are typically allocated anonymously and randomly by the system.
3. Fill in the review form with your feedback and possibly some marks for each assignment that you read.
4. Once the reviewing deadline has passed, you will be able to have a look at the feedback other students have written about your work. You will also be able to read reviews written by other students on the same assignments you reviewed.

ADDITIONALLY

Your Instructor may choose to grade you on the feedback you have provided. In Aropä this is called Review Marking.

ACCESSING AROPÄ

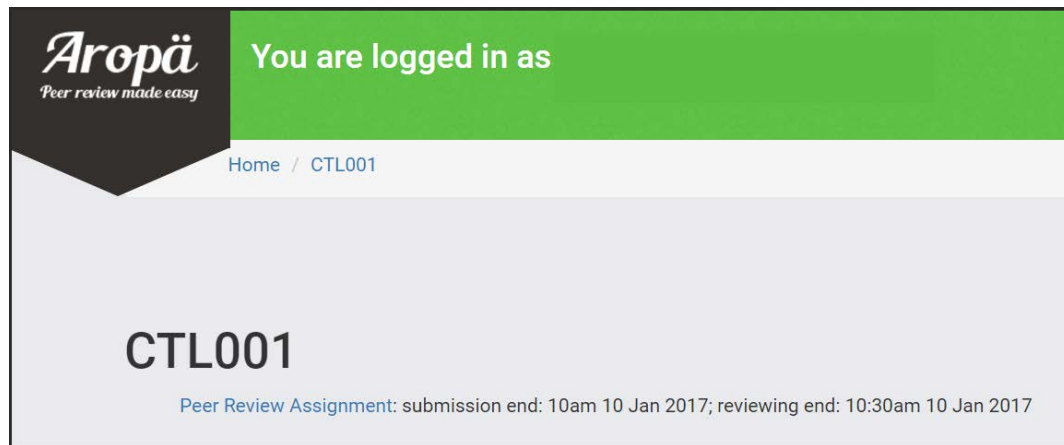
1. Login to your course in onQ. <http://onq.queensu.ca>
2. Select "**Content**" on the Navbar.
3. In the Table of Content locate the assignment with the link to Aropä.
4. Click the "**Aropä**" link.



5. Clicking the link should take you directly to **Aropä** without the need to sign in.

SUBMITTING AN ASSIGNMENT

6. You will then be taken to the assignment page. Click the assignment link.



7. Select the white "**Click here to submit documents for this assignment**" button.
8. Next, depending on the assignment settings:
 - Type or copy and paste your assignment into the box provided and click "**Save**".

The screenshot shows the Aropä logo with the tagline "Peer review made easy". A green banner at the top right says "You are logged in as". Below the banner is a breadcrumb trail: "Home / CTL001 / Peer Review Assignment". The main heading is "Peer Review Assignment (CTL001)" followed by "Submit documents". A status message indicates "9 words at 9:34am 10 Jan 2017". A button says "Click here to check or change your submitted documents". A light blue box contains the message "Submissions are due by 10am 10 Jan 2017".

REVIEWING YOUR ALLOCATIONS

10. Once the submission deadline has passed you will be able to view your reviewing allocations by selecting the **"View submission"** button.

The screenshot shows the Aropä Peer Review Assignment page after the submission deadline. The heading is "Peer Review Assignment (CTL001)" followed by "Submit documents". A light blue box contains the message "Submissions for 'Peer Review Assignment' closed on 10am 10 Jan 2017". A button says "Click here to view the documents you submitted for this assignment". Below this is a section titled "Your reviewing allocations" with the sub-heading "Ready to review" and the text "Reviews are due by 10:30am 10 Jan 2017". Under "Ready to review", there is an "Allocation 1" entry with a "View submission" button. At the bottom, there is a button with a download icon and the text "Download all submissions".

11. Once you have viewed the submission the **"Write your review"** button will appear. Click the button.

Peer Review Assignment (CTL001)

Submit documents

Submissions for "Peer Review Assignment" closed on 10am 10 Jan 2017

[Click here to view the documents you submitted for this assignment](#)

Your reviewing allocations

Reviews are due by 10:30am 10 Jan 2017

Ready to review

Allocation 1 [View submission](#) [Write your review](#)

[Download all submissions](#)

13. Click "Save" once your review is complete.

Marking for allocation #1

Peer Review

Instructions :

File Edit Insert View Format

Undo Redo Formats **B** *I* A **A** ☺ ☰ ☷ ☹ ☺

Here is my review...

p

[Save](#) [Cancel](#)

14. Click "Finished".

Summary of marking for allocation #1

Your submitted review is shown below. Please check your responses, and use the re-mark button below if you need to make changes

[Re-mark](#) [Finished](#)

Peer Review

VIEWING YOUR FEEDBACK

12. Once the reviewing deadline has passed you will be able to view your reviews and/or marks of your assignment.
13. Select the white **“Click here for feedback on your submission to”** button.

Feedback on your submission

[Click here for feedback on your submission for Peer Review Assignment](#)