

AROPÄ PEER REVIEW: A STUDENT GUIDE

PEER REVIEW PROCESS

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

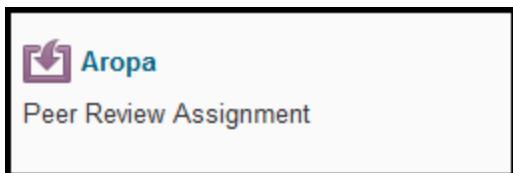
1. Upload a document, or type in the Aropä editor the assignment for submission.
2. Read a selection of assignments written by other students. These are typically allocated anonymously and randomly by the system.
3. Fill in the review form with your feedback and possibly some marks for each assignment 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

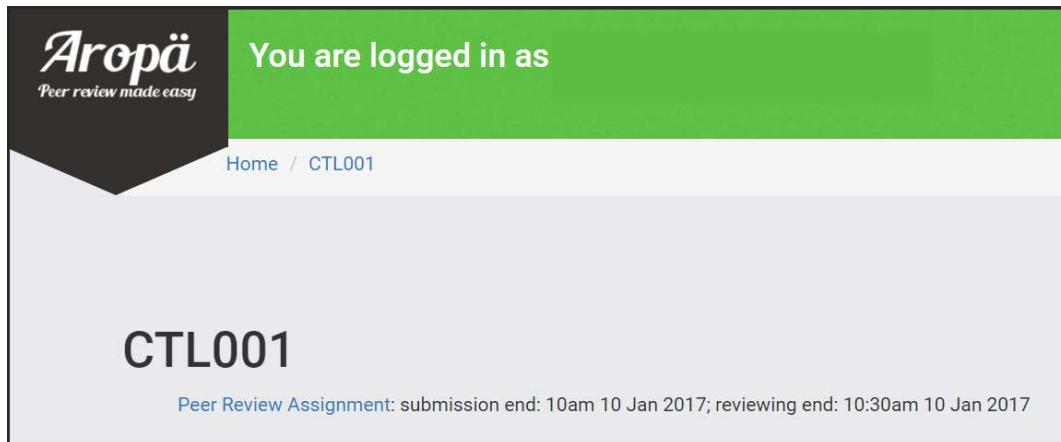
1. Login to your course in onQ. <http://onq.queensu.ca>
2. Select “Content” on the Navbar.
3. In the Table of Content locate the assignment with the link to Aropä.
4. Click the “Aropä” link.



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

SUBMITTING AN ASSIGNMENT

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



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

Write your submission for Peer Review Assignment in the editor below

Instructions....

Type or copy-and-paste in your submission

A screenshot of a rich text editor interface. At the top is a toolbar with buttons for File, Edit, Insert, View, Format, and Table. Below the toolbar is a main content area containing the text "Here is my submission for the Peer Review Assignment.". At the bottom of the editor are two buttons: "Save" and "Cancel".

OR

- Click the "**Choose File**" button and locate the file on your computer and click "**Save**"

A screenshot of a file upload dialog box. It has a title "Select a "PDF/Word" file to upload." and a "Choose File" button followed by the message "No file chosen". At the bottom are "Save" and "Cancel" buttons.

9. If you need to edit or upload a new version of your assignment, select the white "**Click here to check or change your submitted documents**" button. The assignment can be edited until the submission close date which is flagged in the blue box.

The screenshot shows the Aropä peer review platform. At the top left is the logo 'Aropä' with the tagline 'Peer review made easy'. To the right, a green bar displays the message 'You are logged in as'. Below this, the navigation path is shown as 'Home / CTL001 / Peer Review Assignment'. The main title 'Peer Review Assignment (CTL001)' is centered above the sub-section 'Submit documents'. Underneath, a timestamp '9 words at 9:34am 10 Jan 2017' is displayed. A button labeled 'Click here to check or change your submitted documents' is present. A light blue banner at the bottom indicates 'Submissions are due by 10am 10 Jan 2017'.

REVIEWING YOUR ALLOCATIONS

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

This screenshot shows the 'Your reviewing allocations' section of the Aropä platform. It includes a message stating 'Submissions for "Peer Review Assignment" closed on 10am 10 Jan 2017'. Below this, a button 'Click here to view the documents you submitted for this assignment' is visible. Further down, the heading 'Your reviewing allocations' is shown, followed by a note that 'Reviews are due by 10:30am 10 Jan 2017'. A section titled 'Ready to review' lists 'Allocation 1' with a 'View submission' button. At the bottom, there is a link 'Download all submissions' preceded by a download icon.

- 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 ▾

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](#)