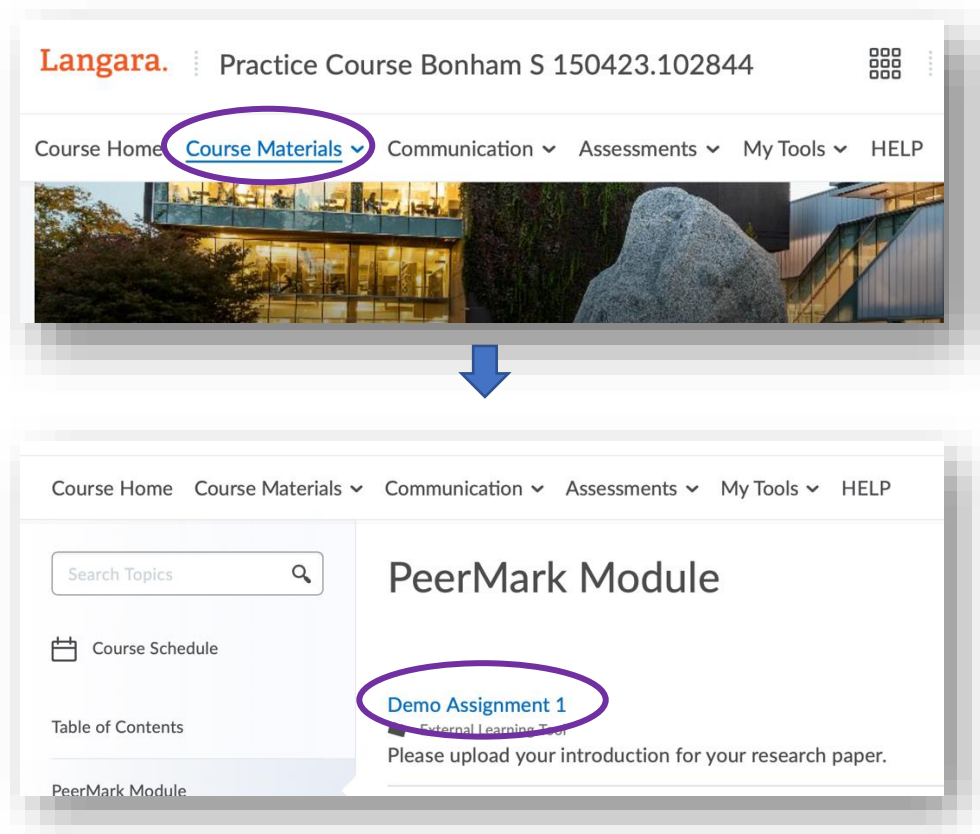


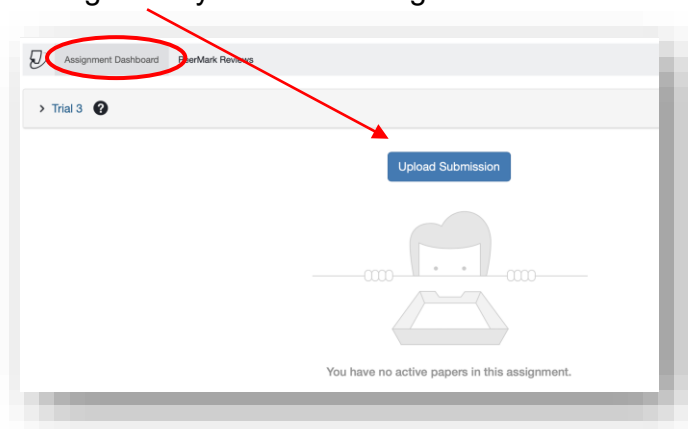
PeerMark™ Student Guide

1) Submit Your Assignment for Review

- a. Click on **“Course Materials”** in your Brightspace course and select **“Content”**. Find the module with the PeerMark assignment and click on the blue link (its name).



- b. Click on **“Upload Submission”** → you will be taken to a screen where you can upload the assignment you’re submitting for review:



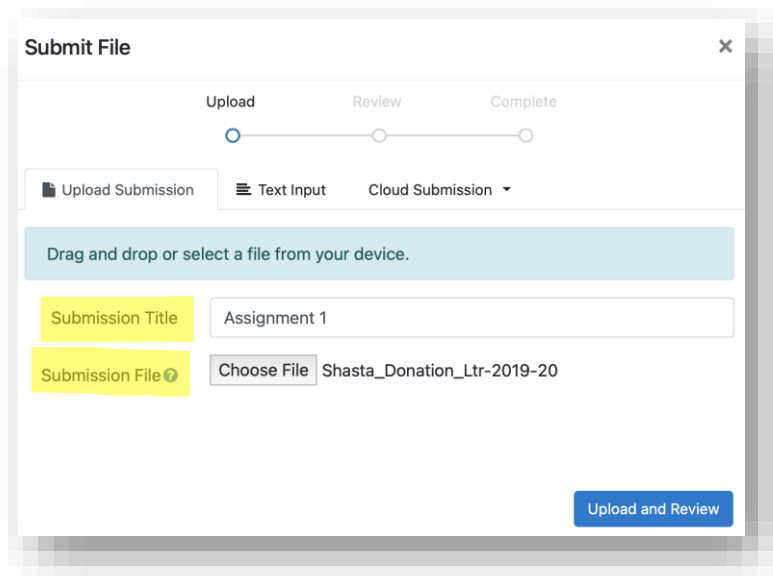
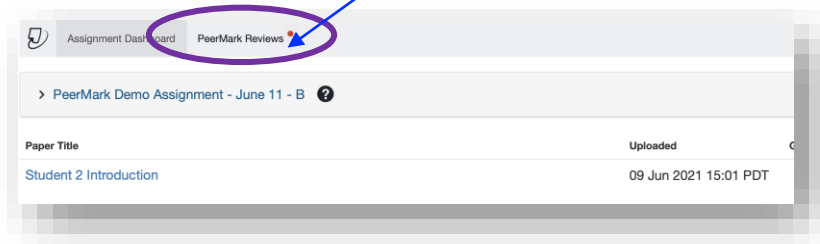


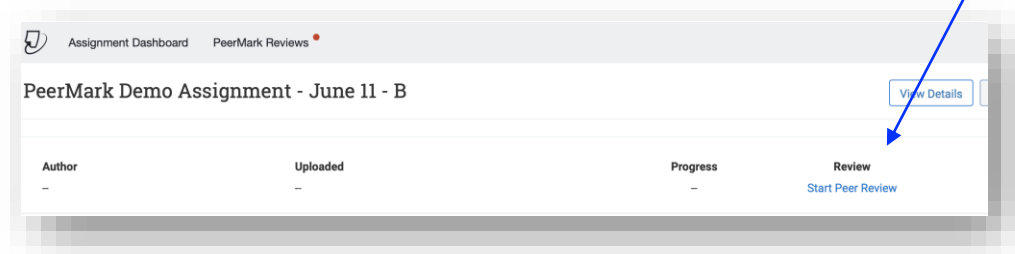
Figure 1 Note: do not to put your name on the assignment itself (Submission Title field) or in the filename (Submission File field) if you are doing anonymous reviews (i.e. your reviewer is not supposed to know whose paper they're reviewing).

2) Review Classmates' Submissions

- a. Once the review period starts, click on the assignment link in the "Content" area of your Brightspace course again. When you have papers to review, there will be a small red dot next to the "PeerMark Reviews" tab. You need to click on that tab to start reviewing.



- b. Once you've clicked on the PeerMark Reviews tab, then click on "Start Peer Review"



- c. Follow your instructor's instructions to review your classmates' work. When you are finished your review, click "Submit".

click on "Tools" to reveal the markup tools (highlighter, etc.)

toggle between answering questions and adding comments (if you are asked to add comments)

answer instructor's questions about the writing here

3) Getting Feedback from Reviewers on Your Work

- a. When the peer reviews are released, you will be able to see the peer review(s) for your own assignment:

click here to see peer feedback

Author	Uploaded	Progress	Review	Points
Authors names are hidden	Sample 3	Submitted		-

4) (If applicable) Check Final Grade

- a. Note: **Most instructors don't give the assignment a final grade through PeerMark** because you will likely be submitting another draft of your work to an assignment folder in Brightspace for grading. However, if your instructor does grade the assignment you initially submitted through PeerMark, you can access their grade after the final feedback release date in the Assignment Dashboard tab:

click here to see final feedback from instructor

Paper Title	Uploaded	Grade	Similarity
Sample	10 Jun 2021 12:27 PDT	55	67%