<u>User Instructions for Online Peer Assessing</u>

As part of the Edinburgh Award you and other students from across the Award will be assessing each other's reflections.

This is done through PeerMark, a course within LEARN which you access through MyEd. Please see instructions below:

To submit your reflection
To complete your Peer Reviews
**Reviewing feedback from your peers**
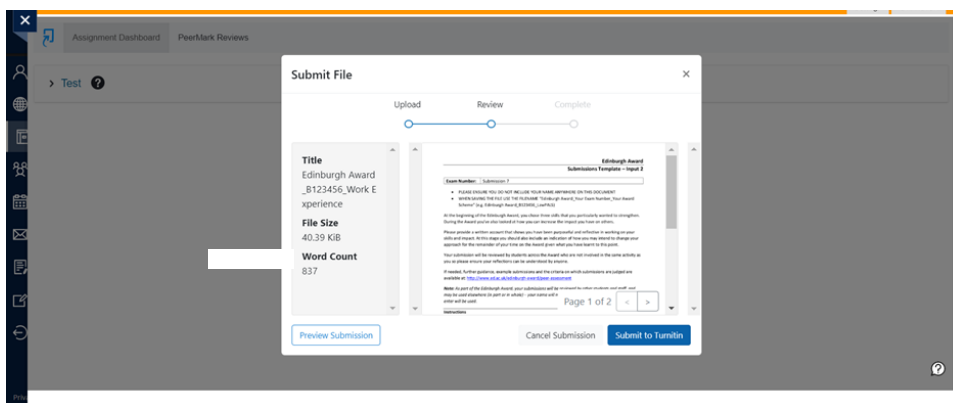
To submit your reflection

- To submit your work log in to Learn via MyEd and click on the LEARN tab.
- Once you have logged in your will see the courses that are available to you. You are looking for the course entitled "Edinburgh Award: Submit and Review Input 2". The course title will also include the year and whether you are doing a one or two semester version of the Award.
- Click into this course. You will see information at the top of the page about the Award and the tasks you are being asked to do.
- There will be one link available to you – 'Submit your reflection and complete your peer reviews here'
- To submit your reflection:
  - Click on 'Submit your reflection and complete your peer reviews'
 - Click on Upload Submission
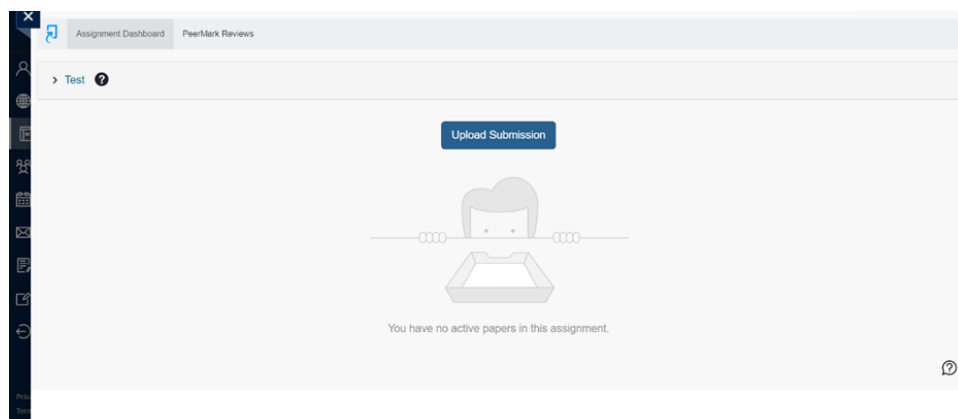
  - Your submission title should follow this formal 'Edinburgh Award_Exam Number _Your Version' (Example: Edinburgh Award_B123456_Sports Union Volunteers) *DO NOT USE YOUR NAME*
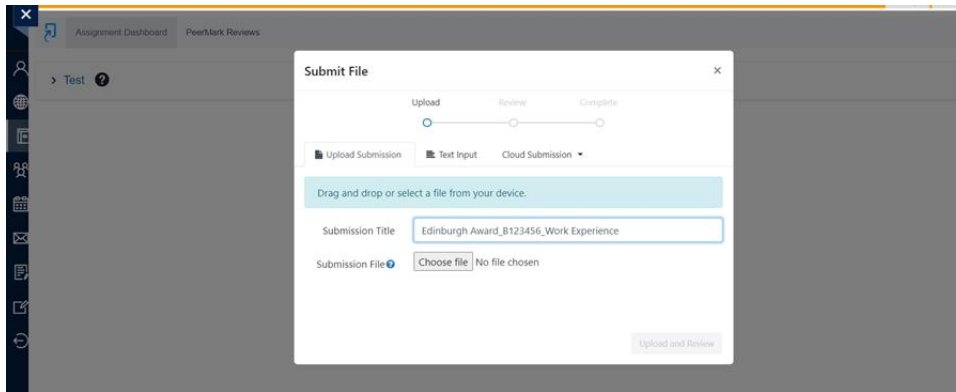
o Choose the correct file and you will get a preview of the document.

o At this stage, please ensure that you have uploaded the correct file – you should be submitting **four** reflections of 200 words each: **three** reflections on your three chosen skills and **one** reflection on the impact you have been having in your activity. You should be using the template given to you by your Award Leader, it is also available at the bottom of this web page - https://www.ed.ac.uk/edinburgh-award/information-for-students-doing-the-edinburgh-award/peer-assessment
  ▪ NOTE: Your peers who will be reviewing your reflection will only see the document you upload. They will be from various versions of the Award so make sure you write your reflection so that someone with no connection to your activity can understand it.
o Make sure you click 'Submit to Turnitin', if you don't do this your work will not be uploaded to the system
o You will then see the screen below, you won't get a digital receipt via email but you can download a digital receipt
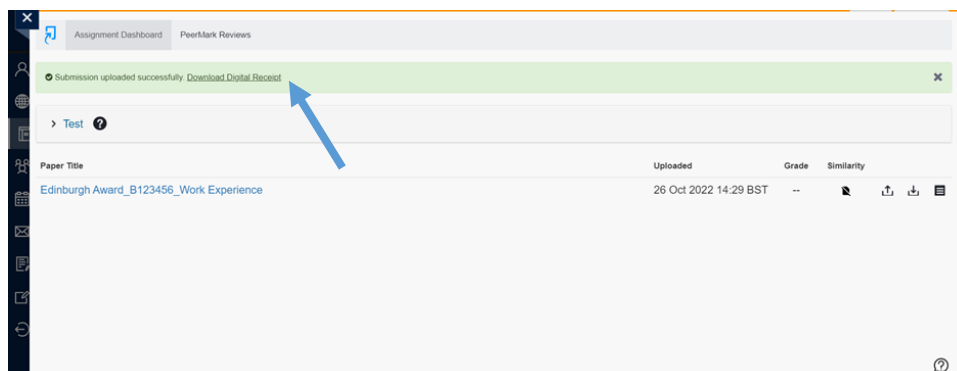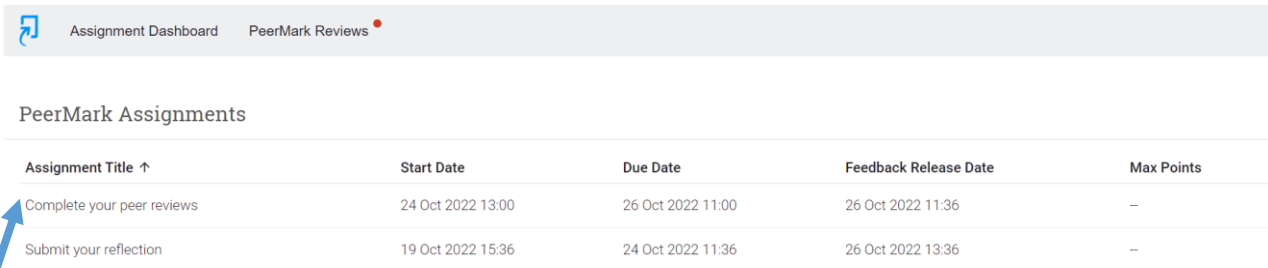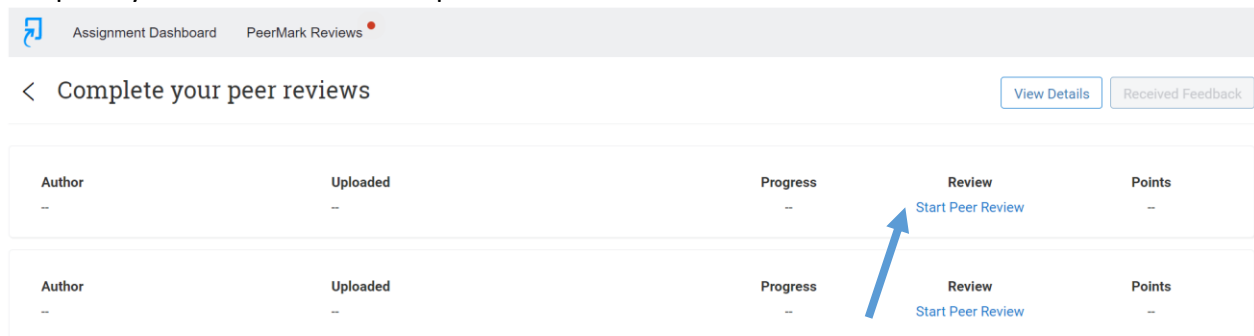
To complete your Peer Reviews

- Once the deadline for you to submit your reflection has passed you should go into the Dropbox again and follow the PeerMark Reviews link
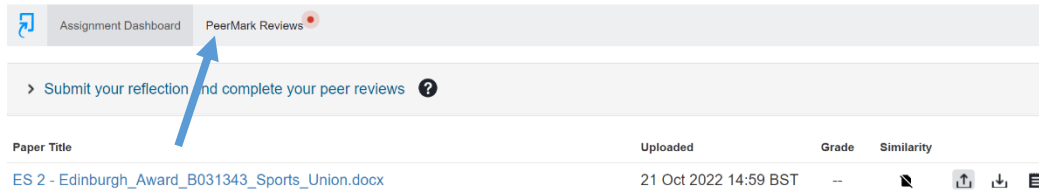

- Then click on 'Complete your peer reviews'

- You will then see a list of the pieces of work you need to review, select Start Peer Review to complete your feedback for each piece of work

- When reviewing other students' work you are ranking the work on a 5-point scale against the learning objectives that you used when writing your own submission
  - Have they been reflective?
  - Have they described the purposeful steps they took to improve their skills and have impact
  - You are **not** basing your decision on spelling and grammar
- **AT INPUT 2 ONLY** you **must** also leave free text feedback to give more detail on why you have given those scores. You should include both positive and constructive feedback.
  - Providing feedback is essential at this stage, if you fail to leave feedback on both elements you will receive an error message from the system.
  - Your feedback will be seen by the person whose work you are reviewing. Please ensure you are honest in your feedback but that you write this in an appropriate manner. Feedback may be reviewed by staff and if deemed to be inappropriate you will be contacted.
- You will have 5 days to review 8 pieces of work and leave feedback on each.
- Once you have left your feedback and clicked submit the below screen will appear, you need to select Return to Assignment Inbox and repeat for all 8 pieces of work.
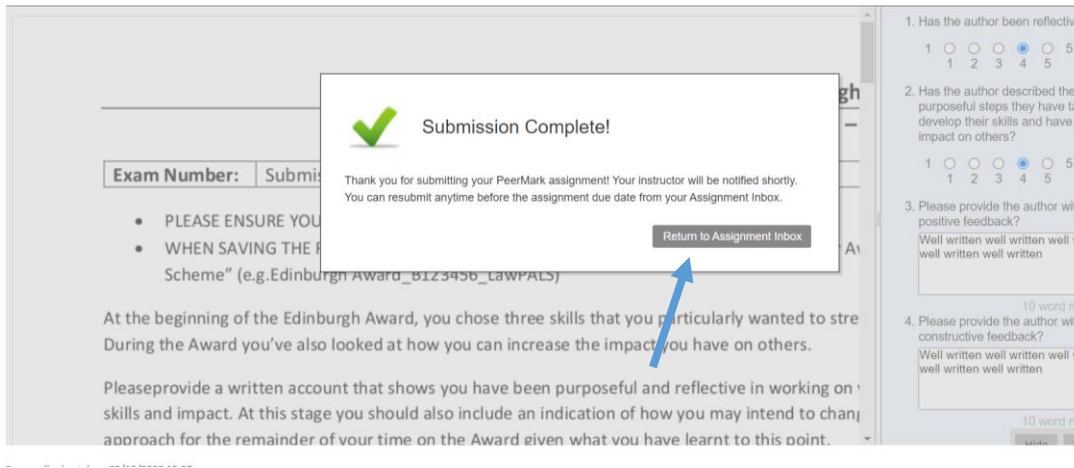
- When you have left feedback 'Submitted' will appear next to the work you have reviewed
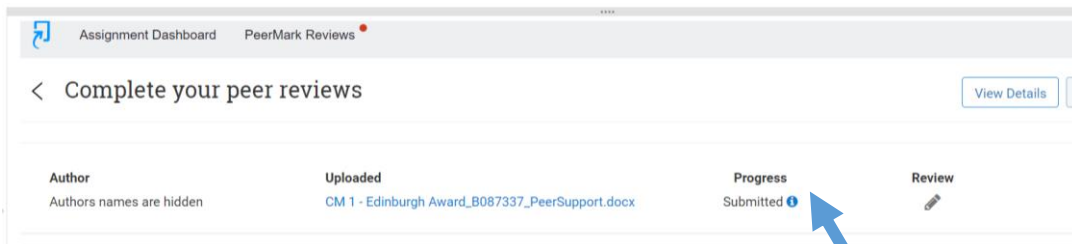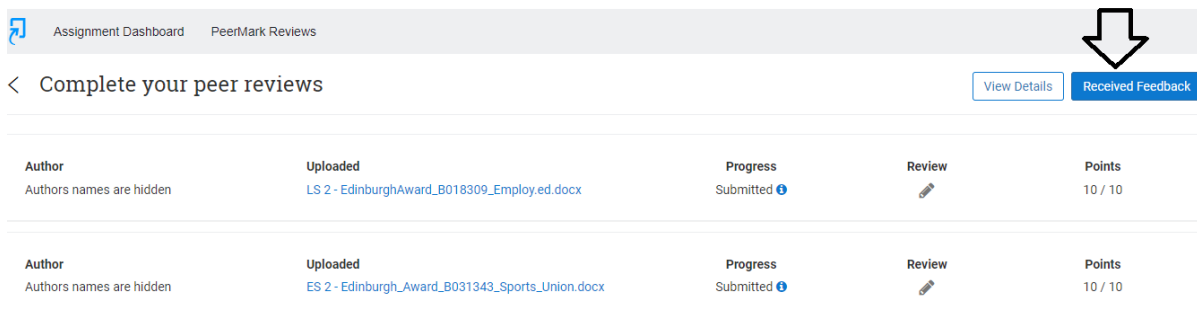

- Repeat the above until all 8 pieces of work say 'Submitted' next to them.

Reviewing feedback from your peers

- After the deadline has passed for reviewing submissions you will be able to see the feedback you received from your peers by going to the DropBox where you viewed your reviews i.e. 'Submit your reflection and complete your peer reviews here'.
- Select PeerMark Reviews and then select 'Complete your peer reviews'
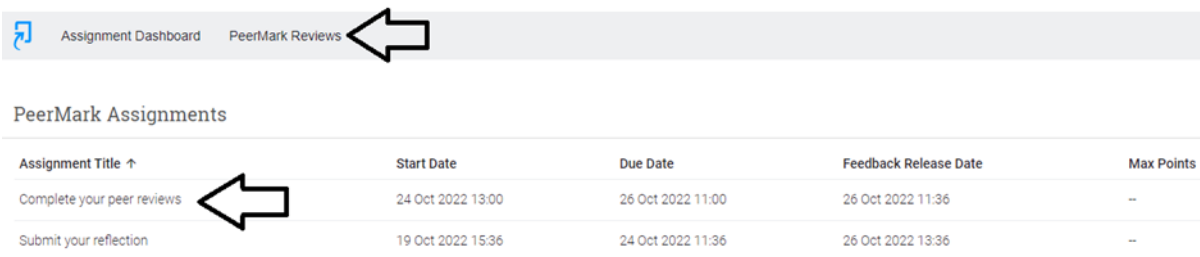
- Select the blue 'Received Feedback' button

- **Use the blue buttons at the top of the page to navigate through your feedback**

PeerMark® Complete your peer reviews
by Turnitin   Paper by Claire MacGregor   <>

Print   Rate this Review

QUESTIONS   COMMENTS

Instructions

Edinburg[

Submissions Template –

| Exam Number: | Submission 4 |

- PLEASE ENSURE YOU DO NOT INCLUDE YOUR NAME ANYWHERE ON THIS DOCUMENT
- WHEN SAVING THE FILE USE THE FILENAME "Edinburgh Award_Your Exam Number_Your A Scheme" (e.g.Edinburgh Award_B123456_LawPALS)

At the beginning of the Edinburgh Award, you chose three skills that you particularly wanted to str During the Award you've also looked at how you can increase the impact you have on others.

Pleaseprovide a written account that shows you have been purposeful and reflective in working on

1. Has the author been reflective?

   3 of 5

2. Has the author described the purposeful steps they have taken to develop their skills and have an impact on others?

   3 of 5

3. Please provide the author with some positive feedback?

   great great great great great great great great great great

4. Please provide the author with some constructive feedback?

   better next time better next time better next time better