

# A. How to get started

Login using your PeerWise account.  
Start at the home page.



# Create your course

Note: you must have administrative access to create a course.

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You may create a new course by clicking the "Create new course" button below.

Create new course

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# Course Title

Consider whether you want all students in all sections to be part of one large repository.

e.g.

Create one large course for all sections OR  
Create a separate course for each section.

I recommend you use year, term and section so that you can differentiate between classes later.

Eg BIOL 112-2012W-T1

or BIOL 112-2012W-T1 Sec 101 ( you have 50 characters!)

## Create new course

You are about to create a new PeerWise course repository for **The University of British Columbia**.

At this stage, you only need to **choose the name** that you would like the course to have. Once the new course is created, you will be given

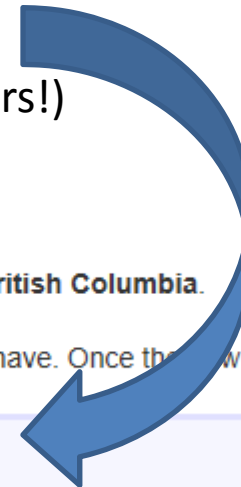
**Course name:**

The course name should be fewer than 50 characters

You do not need to include the institution in the name of the course. It is recommended to include term/semester and year in the course name

e.g. CompSci 101 (Term 1, 2010)

e.g. Introduction to Biology (Semester 2, 2010)



# Course ID

PeerWise will assign a course ID to your course. Later, you will need to provide this ID number to your students.

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## Your courses

**Pending courses** - there are not yet any student "identifiers" associated with the following courses. :  
with PeerWise:

- [Biol 112 - 2012W-Term 2](#) (admin, Course ID = 6917) [Upload identifier list](#)

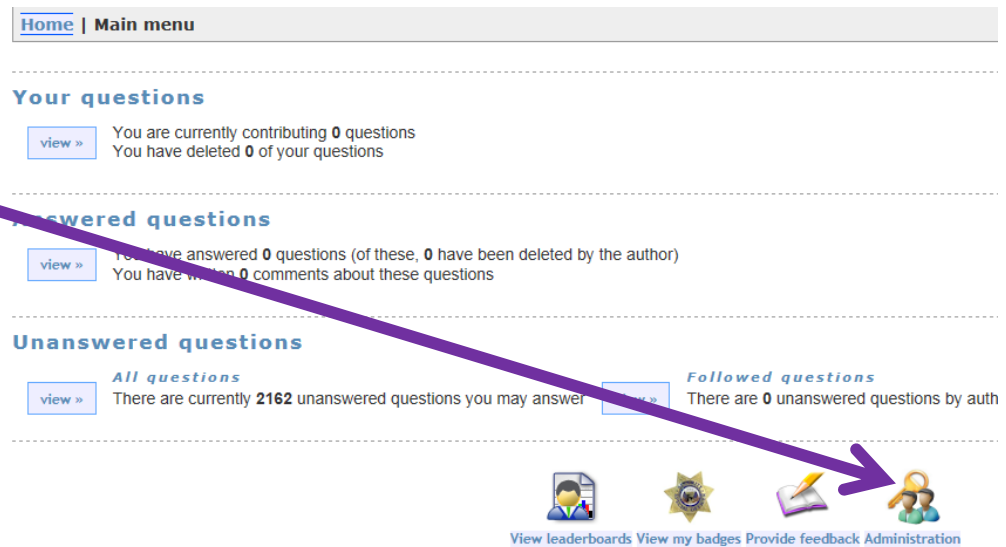


Next step: uploading student identifiers- BUT FIRST...

# Assigning Administrative Access

With your PeerWise account, you are automatically assigned administrative access. You can add other instructors and/TA's to as well.

On the Homepage, go to Administration area.



The screenshot shows the PeerWise homepage navigation menu. At the top is a grey bar with "Home" and "Main menu" links. Below this are four sections, each with a "view »" button and a summary of activity:

- Your questions**: You are currently contributing 0 questions. You have deleted 0 of your questions.
- Answered questions**: You have answered 0 questions (of these, 0 have been deleted by the author). You have written 0 comments about these questions.
- Unanswered questions**: *All questions* - There are currently 2162 unanswered questions you may answer. *Followed questions* - There are 0 unanswered questions by auth.

At the bottom of the page is a navigation bar with four icons and links: "View leaderboards", "View my badges", "Provide feedback", and "Administration". A large purple arrow points from the text "Administration area." to the "Administration" link.

Skip the next 2 slides if you do not need to add anyone.

# Assigning Administrative Access

## Administration

**Welcome to the administration area.**

From here, you can monitor student participation, browse the questions your students ai

**What would you like to do?**

- I would like to [manage "administrator" and "student" access](#) to this course
- I would like to [select the functionality of the editor](#) available for authoring content
- I would like to [browse the questions](#) my students have created



Choose “manage administrator and student access”.

# Assigning Administrative Access

"**Edit administrator identifiers**": Registering a new account (or joining

"**Edit student identifiers**": Registering a new account (or joining this

Administrators	
<a href="#">Edit administrator identifiers</a>	
Administrator username (identifier)	Unclaimed identifiers
kshea (kshea)	roseoh wbingle



Add a login name for each person you would like to add as an administrator.

Note that their login will remain unclaimed until they set up their own account.

# Assigning Students Identifiers

You need to assign a unique number to each student in your class.

This seems easy as each UBC student has their own student number. However, UBC student numbers cannot be posted on a non-Canadian databases.

Here is an easy way to obtain a set of random numbers – go to:

<http://www.random.org/strings/>

Notice that you can specify numbers and/or letters!

## RANDOM.ORG

### Random String Generator

This form allows you to generate random text strings. The randomness comes from atmospheric noise, not from the pseudo-random number algorithms typically used in computer programs.

#### Part 1: The Strings

Generate  random strings (maximum 10,000).

Each string should be  characters long (maximum 20).

Which characters are allowed to occur in the strings?

- Numeric digits (0-9)
- Uppercase letters (A-Z)
- Lowercase letters (a-z)

Do you want each string to be unique?

- Each string should be unique (like raffle tickets)
- Identical strings are allowed (like dice rolls)

#### Part 2: Go!

Be patient! It may take a little while to generate your strings...



# Randon Strings = Identifiers

Here, we generated random strings with 8 digits.

6- 8 characters are is a good idea.

Consider:

-size of class – can use less than 8 characters.

-using letters & numbers

UBC Student number	Last Name	First Name	PeerWise Identifier
11111111	Adi	L	31611480
22222222	Bates	T	24191558
33333333	Lee	K	31637660
44444444	Smith	H	36324651
55555555	Wong	Y	42589338

# Correlate your identifiers to students

Use your classlist  
(download from the Faculty  
Service Centre) to enter the  
random numbers you generated  
into a spreadsheet.

UBC Student number	Last Name	First Name	PeerWise Identifier
11111111	Adi	L	31611480
22222222	Bates	T	24191558
33333333	Lee	K	31637660
44444444	Smith	H	36324651
55555555	Wong	Y	42589338

**Remember that you will need to match identifiers with students later.**

For example, when you download participation from PeerWise, you can import directly into your excel spreadsheet using the VLOOKUP function.

# Back to PeerWise



*The University of British Columbia*

Home

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## Your courses

**Pending courses** - there are not yet any student "identifiers" associated with the following courses. Set with PeerWise:

- [Biol 112 - 2012W-Term 2](#) (admin, Course ID = 6917) [Upload identifier list](#)

**Upload your identifiers to PeerWise**

# Back to PeerWise

Cut and paste all identifiers in the box (1 per line).  
You can highlight a column in excel and paste directly.

Students will now be able to add the course code and their unique identifier to create their own account.

Remember to click on **“Update”**

*You will now need to inform students of their identifier.*

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## Manage student identifiers

There are **0** student identifiers defined for this course  
**0** are currently associated with students  
**0** have not yet been associated

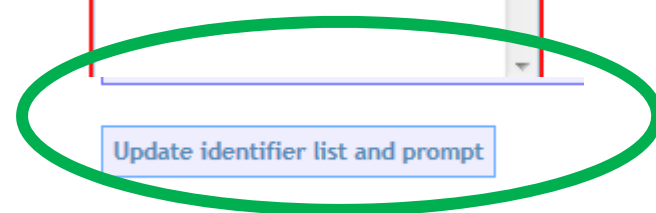
Define the student "identifiers" for this course (**one per line**) in the

Each value should be unique, and Student identifiers should be distinct from Adm  
You can return to edit the identifiers in this list at any time.



Course  
ID:  
**6917**

Update identifier list and prompt



# Using Connect (Blackboard) to post student identifiers.

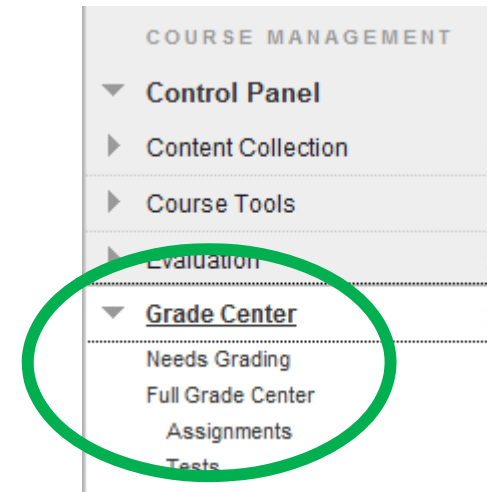
Identifiers need to remain anonymous.

i.e. you should not post a general list of names and their identifier.

One method -you can use “MY GRADES” in Blackboard to post the identifiers.

In the Grade Centre, choose Full Grade Centre.  
Once in the grade centre, choose “Work offline”  
and upload.

You will need to format your excel file with a  
column with student numbers called “Username”  
and 2<sup>nd</sup> column with the identifiers (see below).  
Save as a csv file.



Example:

user name	PeerWise Identifier
64528060	40527248
39935119	74825731

# Tips for Students

- Create a login name that is anonymous.
  - “teddybear2” vs “ksmith”
- One login name/account can be used for multiple courses – they just add each course by the course code.
- Link the login account to their email so they can retrieve the password if needed.
- Set up their account early! Gives them and you time to sort out technical issues.

# B. Retrieving Submission Data

After your submission deadline, you can download the students' results.

[Home](#) | [Main menu](#)

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### Your questions

[view »](#) You are currently contributing **0** questions  
You have deleted **0** of your questions

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### Answered questions

[view »](#) You have answered **0** questions (of these, **0** have been deleted by the author)  
You have written **0** comments about these questions

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### Unanswered questions

[view »](#) *All questions* There are currently **2162** unanswered questions you may answer

[view »](#) *Followed questions* There are **0** unanswered questions by auth

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[View leaderboards](#) [View my badges](#) [Provide feedback](#) [Administration](#)

On the Homepage,  
go to Administration  
area.

# Retrieving Data

Choose



**Students**

[>>> Display participation summary](#)

[>>> View scores of all students](#)

[>>> View badges earned by students](#)

[>>> Show users in leaderboard tables](#)

[>>> Display user list for this course](#)

[>>> Reset user password](#)



# Retrieving Data

Set the **exact** date and time.

*For example, for submissions prior to a midterm exam, the date was set to the initial day students had access to PeerWise (identifiers were added) up to the deadline at midnight.*

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## Participation summary

You are currently viewing a summary of activity for this course involving

### All questions

between:

**Friday 21st of September 2012 12:00:00 AM**

and

**Friday 5th of October 2012 11:59:59 PM**

If you would prefer to view a summary of activity involving only questions with a particular tag, or over a particular tag, click the "Update" button.

	Day	Month	Year	Hour	Minute	Second
<b>start:</b>	21	Sep	2012	00	00	00
<b>end:</b>	05	Oct	2012	23	59	59
<b>Tag:</b>	<input type="text"/> (leave blank to view summary involving all questions)					
	<input type="button" value="Update"/>					

Click on Update



# Retrieving Data

842 students active in this time period

Summary includes: **All questions**  
Activity between Friday 21st of September 2012 12:00:00 AM and Friday 5th of October 2012 11:59:59 PM

Display in order of: [Username](#) [Identifier](#) [Questions](#) [Answers](#) [Comments](#) (Currently showing only active students. Instead, [show all students](#))

 [Download table to disk](#)

Username (if active)	Identifier	Questions (non-deleted)	Answers (all)	Comments written	View contributions
119199511	13636456	1	46	2	<a href="#">view</a>
123456	33446722	1	57	0	<a href="#">view</a>
15187115	11566418	1	4	0	<a href="#">view</a>

The data will appear below the dates.

You can choose to download this data (recommended for large classes)

OR

Highlight, copy, paste in Excel.

# Using Excel

Column A	B	C	D	E	F	G
Username (if active)	Identifier	Questions	Answers	Comments	Question marks	Answer marks
		(non-deleted)	(all)	written		
11giggs11	13636456	1	19	0	0.5	0.5
aarbuah	14371611	1	7	0	0.5	0.5
aaron92	71134785	1	4	0	0.5	0.5
aarshia	92831009	1	2	0	0.5	0.5

## To assign marks:

Here, students will be awarded 0.5 points for submitting 1 question and 0.5 for answering 2 or more questions.

Use the “IF” function in Excel:

=IF(C3>0,0.5,0)

Now you will need to import these marks (columns F and G) into your class spreadsheet using the Identifiers and “VLOOKUP” function.