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.

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

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

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.

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 are working on.

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 this one).

"Edit student identifiers": Registering a new account (or joining this one).

<table>
<thead>
<tr>
<th>Administrator username (identifier)</th>
<th>Unclaimed identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>kshea (kshea)</td>
<td>roseoh, wbingle</td>
</tr>
</tbody>
</table>

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!
Here, we generated random strings with 8 digits. 6-8 characters are a good idea.

Consider:
-size of class – can use less than 8 characters.
-using letters & numbers

<table>
<thead>
<tr>
<th>UBC Student number</th>
<th>Last Name</th>
<th>First Name</th>
<th>PeerWise Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111111</td>
<td>Adi</td>
<td>L</td>
<td>31611480</td>
</tr>
<tr>
<td>22222222</td>
<td>Bates</td>
<td>T</td>
<td>24191558</td>
</tr>
<tr>
<td>33333333</td>
<td>Lee</td>
<td>K</td>
<td>31637660</td>
</tr>
<tr>
<td>44444444</td>
<td>Smith</td>
<td>H</td>
<td>36324651</td>
</tr>
<tr>
<td>55555555</td>
<td>Wong</td>
<td>Y</td>
<td>42589338</td>
</tr>
</tbody>
</table>
Correlate your identifiers to students

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

<table>
<thead>
<tr>
<th>UBC Student number</th>
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<th>First Name</th>
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</tr>
<tr>
<td>55555555</td>
<td>Wong</td>
<td>Y</td>
<td>42589338</td>
</tr>
</tbody>
</table>

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

PeerWise

The University of British Columbia

Home

Your courses

Pending courses - there are not yet any student "identifiers" associated with the following courses. Select 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.
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\textsuperscript{nd} column with the identifiers (see below). Save as a csv file.

Example:

<table>
<thead>
<tr>
<th>user name</th>
<th>PeerWise Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>64528060</td>
<td>40527248</td>
</tr>
<tr>
<td>39935119</td>
<td>74825731</td>
</tr>
</tbody>
</table>
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.

On the Homepage, go to Administration area.
Retrieving Data

Choose

- 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.*

Click on Update
Retrieving Data

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

<table>
<thead>
<tr>
<th>Username (if active)</th>
<th>Identifier</th>
<th>Questions</th>
<th>Answers</th>
<th>Comments</th>
<th>Question marks</th>
<th>Answer marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>11giggs11</td>
<td>13636456</td>
<td>1</td>
<td>19</td>
<td>0</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>aarbuah</td>
<td>14371611</td>
<td>1</td>
<td>7</td>
<td>0</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>aaron92</td>
<td>71134785</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>aarshia</td>
<td>92831009</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0.5</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**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.