

PRAZE USER GUIDE: GETTING STARTED

To use the PRAZE peer review tool you first need to register a PRAZE site for your subject. A link may then be made from your LMS subject to the PRAZE site. You can then create assignments and populate the PRAZE site with staff and students.

Request a PRAZE site

1. Fill in the online support form at: <http://www.lms.unimelb.edu.au/support/helpdesk/>
2. Required information will include:
 - Name
 - Username
 - Phone number
 - Name and username of the Administrator (if not the person making the request)
 - Subject name
 - Full subject code as it appears in the LMS e.g. ABCD12345_2015_SM1
3. You will be notified when your PRAZE site is available.

Link to PRAZE

Turn on Tool Provider

1. Log in to the LMS <http://www.lms.unimelb.edu.au>
2. Open your subject.
3. From **Control Panel** select **Customisation >> Tool Availability**.
4. Scroll down to **LTI**.
5. Click the check box for **Available** (left-most column) to select it.
6. Click **Submit** (top or bottom of the page).

Create a link to PRAZE

Students will access PRAZE via a web link that you provide them in the LMS. The web link can be added to a new or existing content page.

1. Ensure Edit mode is **ON**.
2. Navigate to the content page where you want the link to PRAZE to appear.
3. From **Build Content** select **Web Link**.
4. Enter a **Name** e.g. PRAZE Peer Review
5. Enter the PRAZE URL <https://edtech.le.unimelb.edu.au/services/BbBltiLogin>
6. Click the box for **This link is to a Tool Provider**.
Note: *Tool Provider* links may have a description, but this is restricted to one line of unformatted text. If a longer description is required, make an item to appear on the same page **Build Content >> Item**.
7. *Open in a New Window* is automatically set to **Yes**.
It is recommended that you keep this option. It will allow students to simply close the new window when they are finished and continue using the LMS.
8. *Permit Users to View this Content* is automatically set to **Yes**.
If you are not ready for students to view the PRAZE space select **No**. You may edit the link later to make it available.
9. Click **Submit**.

Manage staff and student access

The person who requested the PRAZE site is automatically added to it as a subject administrator unless another person is nominated in the online support form. Administrators are able to add other staff and students as required. This may be done manually or via an uploaded list.

Subject administrators are also able to delete staff and students if necessary.

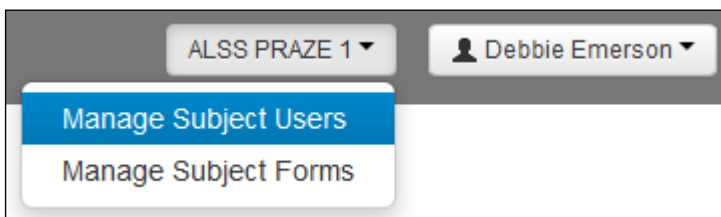
Note: If a person has already participated in an activity, exclude them from the distribution of future activities, rather than deleting them, so the record of that activity is retained.

It is recommended that staff be added to a PRAZE site first. Students can be added close to the start of the first activity when class lists are more stable. Additional staff and students can be added as needed later.

1. Log in to the LMS.
2. Open your subject.
3. Click the PRAZE web link.
4. In the top right corner, click your name to display a drop-down list. Select **Switch to Admin View**.
5. In the top right corner a new drop-down list has appeared to the left of your name. The new list is labelled with your subject name e.g. ALSS PRAZE 1.

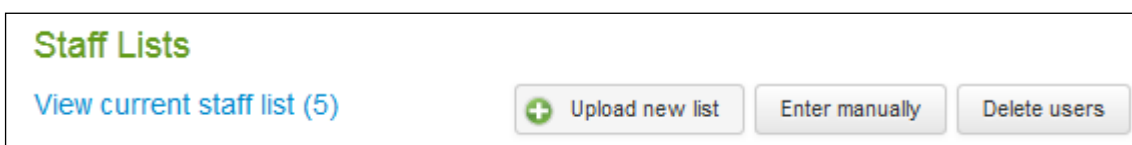
Staff

From the subject name drop-down list select **Manage Subject Users**.



The number of staff in the PRAZE site will be listed. You can **View the current staff list** for staff details including name, level of access (subject administrator or tutor), how many times they have logged in and the date of their last login.

Note: Only subject administrators are able to manage staff and students.



Upload new list

If you have a large number of staff to add to the PRAZE site with the same access level this option may suit you best.

A CSV file containing username, staff ID, surname, given names, full name and email can be used to add staff. An example CSV file is available within the PRAZE screen.

1. Click **Upload new list**.
2. Click **Choose file**.
3. Locate your CSV file on your local computer and click **Open**.
4. Select the **Access level** these staff will have: **Tutor** or **Subject Administrator**.
5. **Do not** select **Remove admin type users...** option unless you are certain that all staff not contained within the current CSV file should be removed from the PRAZE site.

6. Click **Update**.

A green success message appears at the top of the *Staff Lists* area.

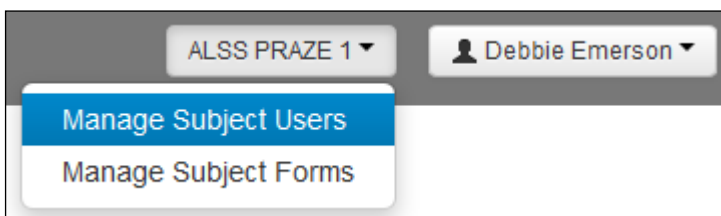
Enter Manually

If you only have a few staff to add or want to add staff with different access levels then this option may suit you best.

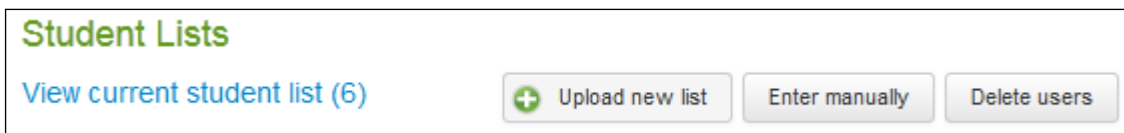
1. Click **Enter manually**.
2. Enter the staff username.
3. Click **Look up username**.
First name, surname and email information matching the username will be automatically populated. If nothing appears, then the username is not valid. Retype and try again.
4. Select the **Access Level**: *Tutor* or *Subject Administrator*.
5. Click **Update**.
A green success message appears at the top of the *Staff Lists* area.
6. Repeat as required.

Students

From the subject name drop-down list select **Manage Subject Users**.



The number of students in the PRAZE site will be listed. You can **View the current student list** for student details including name, how many times they have logged in and the date of their last login.



Upload new list

If you have a large number of students to add to the PRAZE site this option may suit you best.

A CSV file containing username, student ID, surname, given names, full name and email can be used to add students. An example CSV file is available within the PRAZE screen.

You are also able to download this information from the LMS via **Control Panel >> Users And Groups >> Enrolment List >> Export**.

1. Click **Upload new list**.
2. Click **Choose file**.
3. Locate your CSV file on your local computer and click **Open**.
4. By default students in your CSV file will be **added** to the existing student list.
Please do not change this default unless you are certain you want the new list of students to **replace** the existing list of students.
5. Click **Update**.
A green success message appears at the top of the *Student Lists* area.

Enter Manually

If you only have a few students to add then this option may suit you best. An example of this is adding late enrolments. The late enrolment data may be available via the LMS **Control Panel >> Users And Groups >> Enrolment Changes**.

1. Click **Enter manually**.
2. Enter the student username.
3. Click **Look up username**.
First name, surname, email and student ID information matching the username will be automatically populated. If nothing appears, the username is not valid. Retype and try again.
4. Click **Update**.
A green success message appears at the top of the *Staff Lists* area.
5. Repeat as required.

Delete users

The two **Delete users** options both open the same screen, where both staff and students may be deleted if necessary.

Note: If a person has already participated in an activity, exclude them from the distribution of future activities, rather than deleting them, so the record of that activity is retained.

1. Click **Delete users**.
A new window containing a list of all staff and students currently in the PRAZE site will appear.

To re-order the user information, click the up/down arrow to the right of any column title.



To see a subset of users enter text in the search box on the top right of screen.

Note: The search will search all fields displayed.

2. Click the check box to the left of any user(s) to be deleted.
3. Click **Delete Selected Users**.
Warning: You will NOT be asked to confirm the deletion. Please be certain this is what you want before you click the button.

Creating an assignment

Detailed information on creating a PRAZE assignment is available in other guides:

Random Pairing:

http://www.lms.unimelb.edu.au/teaching/assessment/praze/praze_userguides/PRAZE_RP.pdf

Structured Pairing:

http://www.lms.unimelb.edu.au/teaching/assessment/praze/praze_userguides/PRAZE_SP.pdf

Team Member Rating:

http://www.lms.unimelb.edu.au/teaching/assessment/praze/praze_userguides/PRAZE_TMR.pdf