

# PRAZE USER GUIDE: RANDOM PAIRING ASSIGNMENT

PRAZE is a peer review tool. Before you can use PRAZE you need to request a PRAZE site for your LMS subject.

For information on requesting a PRAZE site, linking to the site from your LMS subject and managing staff and students access see the PRAZE Getting Started guide:

[http://www.lms.unimelb.edu.au/teaching/assessment/praze/praze\\_userguides/PRAZE\\_GettingStarted.pdf](http://www.lms.unimelb.edu.au/teaching/assessment/praze/praze_userguides/PRAZE_GettingStarted.pdf)

## Create a Random Pairing Assignment

A random pairing assignment will randomly distribute students' work to other students in the class for anonymous review. Staff determine how many reviews each student will complete and create the form and questions that reviewers use. Students may also provide feedback to their reviewers.

Log in to the LMS <http://www.lms.unimelb.edu.au>

Open your subject and click on the link to your PRAZE site.

PRAZE (student view) opens in a new browser tab opens. Existing assignments are listed.

In the top right corner, click your name to display a drop-down list. Select **Switch to Admin View**.

Click **New Assignment**.

Ensure **Random Pairing** is selected; it should be displayed in green. If it is not, click to select.

Click **Next**.

### About this assignment

Replace the default title with a meaningful name.

Note: Assignment titles must be unique within the subject.

Enter a description (optional and not visible to students).

Click **Continue**.

### Users

Subject Membership shows the number of students and staff currently in the subject. This list is for your information only. Staff and students are managed from the drop down **Manage Subject Users** tab in the top right corner.

Click **Continue**.

### Submitting assignments

Introductory text may be added if desired on the submission page.

If you select Yes here, a field for entering the introductory text will be displayed.

Select the method of assignment submission from:

- Uploaded assignment: Students will upload a file (no restrictions on file format).
- Form field (URL): Students will type in a URL.
- Form field (Text): Students will have a single field to type in text.
- Form submission: Students will fill in a form.

Select who will submit assignments, **Students only** is usual.

Note: Staff can submit on behalf of students if necessary.

Click **Continue**.

## Setting Up Review Rules

Introductory text may be added if desired on the reviews page.

If you select **Yes** here, a field for entering the introductory text will be displayed.

Select who can review submissions.

At **Select a review form** choose from the drop down list.

Note: If you have not yet created your form, you can do so using the **Create new form** option here.

For more information see **Form Builder** the end of this guide.

At **Reviews to do** select the number of reviews for each student to complete.

If selected, the **Can reviewers view...** option will not allow reviewers to see other reviewers comments until after the close date.

Click **Continue**.

## Setting Up Feedback

If you select **Yes** for *Will reviewers get feedback?* more options will appear that allow you to add introductory text and a feedback form.

Click **Continue**.

## Setting your dates

Enter appropriate dates and times for each stage of the submission and review process

- **Assignment visibility** – The period which the assignment will be visible to student. Only the first date is required; the assignment may remain visible for the duration of the subject if desired.
- **Submit Work Open, Due and Grace period** – The time during which students will be submitting their work for review. The grace period allows for late submissions.
- **Review Work Open, Due and Grace period** – The time during which students will be reviewing the work of others. The grace period allows for late reviews.
- **View Reviews** – The time at which students will be able to see reviews of their own work.

Click **Finish**.

Once your assignment is finished it appears in a bulleted list in the student view (most recently created at the bottom) and across the top of the screen in Admin View.

In Admin View click the title of the assignment to display summary information.

The screenshot displays the Admin View interface for an assignment. At the top, there is a horizontal navigation bar with four assignment cards: 'deb RP2' (Status: All stages closed), 'Deb RP1' (Status: Submit (0/24)), 'SP deb TMP' (Status: Submit (0/24)), and 'Viv test 1' (Status: Review (0/72)). Each card has a red exclamation mark icon. Below the navigation bar, the 'deb RP2' assignment is selected, showing a green header with the title 'deb RP2'. Underneath, there is a green box with the text 'All stages closed' and a link 'View/change dates'. A table shows the progress: Submitted (0/24) and Reviewed (0/0). To the right of the table are buttons for 'Submissions', 'Supertable', 'Distribution', and 'Options'. At the bottom, a yellow warning box contains a red exclamation mark icon and the text 'No distribution saved.'

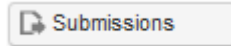
Warnings will appear here regarding sections of the assignment yet to be set up e.g. distribution.

## Manage assignment

### View / change dates

The **View / change dates** link appears at the top right of the summary. Use this page to alter any of the dates associated with this assignment including visibility, submit, review and view review dates.

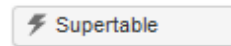
### Submissions



View the students within the assignment and submission details. Submit by proxy for a student, if required.

Home link (top left) or back button on browser to return to the Admin View page.

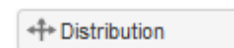
### Supertable



Student list including details of submission (yes/no), reviews (number allocated, saved and received) and feedback (number saved and received).

Home link (top left) or back button on browser to return to the Admin View page.

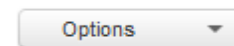
### Distribution



Options for distributing the assignment to students: only to those who have submitted work, or to all users, and excluding specific users from the assignment.

Home link (top left) or back button on browser to return to the Admin View page.

### Options



#### Edit Assignment

Edit assignment lets you change selected options for the assignment including title, description, submission type (individual or group), submission method (file, URL, text, form), reviews preferences (who reviews, form to be used and number to complete).

#### Delete

The delete option allows you to remove the assignment and all associated submissions and reviews. A confirmation code needs to be entered before the delete will take place as this action may not be undone.

#### Clone

Makes a copy (clone) of the assignment. In many instances, cloning then editing the clone will be quicker than creating a second assignment 'from scratch'.

## Form Builder

Form builder is displayed in a new browser window when staff create a form that will be used to guide a student submission or review.

1. Enter the form **Name** (required) and **Description** (optional) at the top of the page.
2. Drag a question into the drop area to use it in the form.  
Six question types are available: Multiple Choice, Likert, Yes/No, True/False, Text response and Numeric.  
The same question type may be used multiple times in the one form.
3. Click the title of a question in the drop area to open it for review/editing.

4. Click the **Preview/edit** link (top right) to toggle between editing and viewing the question in its final format.

Drop area

Text response: What did you like most about this submission? x

Preview/edit

#. What did you like most about this submission?

\_\_\_\_\_

5. Remove a question from the drop area by clicking the cross in the top right of the question.
6. Click **Save Form** and close the window when finished.  
The form will now be available to select.