PRAZE USER GUIDE: STRUCTURED 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.

Create a Structured Pairing Assignment

A structured pairing assignment will allow distribution of students' work to other students in the class for anonymous review based on topic or group /class. Staff will determine how many reviews each student will complete and create the form and questions that reviewers will use. Students may also provide feedback to their reviewers.

1. Log in to the LMS http://www.lms.unimelb.edu.au
2. Open your subject and click on the link to your PRAZE site.
3. PRAZE (student view) opens in a new browser tab opens. Existing assignments are listed.
4. In the top right corner, click your name to display a drop-down list. Select **Switch to Admin View**.
5. Click **New Assignment.**
6. Click **Structured Pairing**; it should change to display in green.
7. Click **Next**.

About this assignment

8. Replace the default title with a meaningful name.
   Note: Assignment titles must be unique within the subject.
9. Enter a description (optional and not visible to students).
10. Decide if students will submit **Individually** or **In Groups** (a single submission is made by one person on behalf of a number of people).
    If **In Groups** is selected you will need to define these groups. There is an opportunity to do this on the following page by manually entering the group data, uploading a list or cloning the information from another assignment.
11. Click **Continue**.

Users, classes and groups

12. 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.
13. You are asked if this assignment has classes or groups.
    If you selected **In Groups** in the previous page **Yes** will already be selected here.
    If you choose to create groups now, this may be done by: manually entering the data; uploading a list or cloning the information from another assignment.
    You can also choose to decide how this information will be added later.
    Detailed information on adding classes and groups appears on page 4 of this guide.
14. Click **Continue**.

Setting up topics

Topics may be used to allow students to review within or outside of a set of submissions. This could be structured so that students who write about Topic A will also review other essays about Topic A. Alternatively, students can be directed to review different topics. Students who write about Topic A will only review essays on Topic B or Topic C.

15. If you want to restrict who can review by topic, select **Yes**.
16. Select the method that will be used to determine topic membership from: Administrators create topics and allocate users, Individuals sign up (but can't create topics) and Users create their own topics.
    Further detail about managing Topics is available on page 7.
17. Click **Continue**.

Submitting assignments

18. 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.
19. 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.
20. Select who will submit assignments, **Students only** is usual.
    Note: Staff can submit on behalf of students if necessary.
21. Click **Continue**.

Setting Up Review Rules

22. 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.
23. Select who can review submissions.
24. 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** on page 8.
25. At **Reviews to do** select the number of reviews for each student to complete.
26. If selected, the **Can reviewers view…** option will not allow reviewers to see other reviewers' comments until after the close date.
27. Distribution rules for student reviewers lets you select whether class, group and topic members may review any other student, or only a student from a different class, group or topic.
28. Choose if reviewers can review submissions from the same topic more than once.
29. Click **Continue**.

Setting Up Feedback

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

Setting your dates

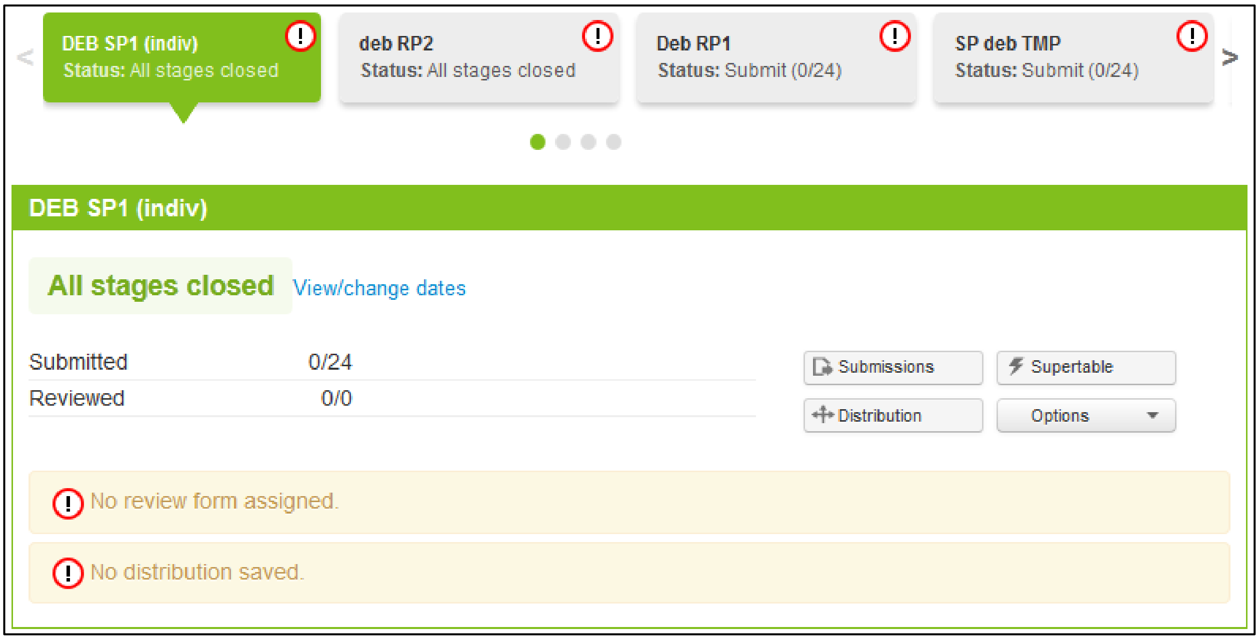
32. Enter appropriate dates and times for each stage of the submission and review process

- **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.

33. 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.



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

Manage assignment

View / change dates

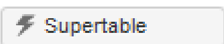
The **View / change dates** link appears at the top right of the summary. Use this page to alter any of the dates associated with this assignment including visibility, submit, review and view review dates.

Submissions

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

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, to all users and excluding users from the assignment.

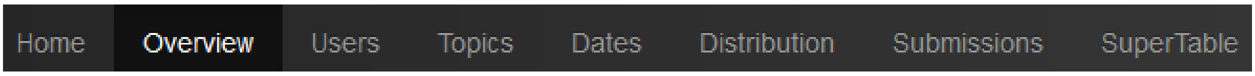
Home link (top left) or back button on browser to return to the *Admin View* page.

Options

Edit Assignment

Edit assignment by default takes you to a page where you can change *Overview* options including title, description, submission type (individual or group), submission method (file, URL, text, form), review preferences (reviewers, form to be used and number to complete).

While in *Edit Assignment*, other options are available at the top of the page.



Some of these options are duplicates of those available via other buttons in the Sys Admin page (*Dates, Distribution, Submissions, Supertable*). Others are described more fully later in this guide including *Users* (see *Classes and Groups* page 4) and *Topics* (page 7).

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.

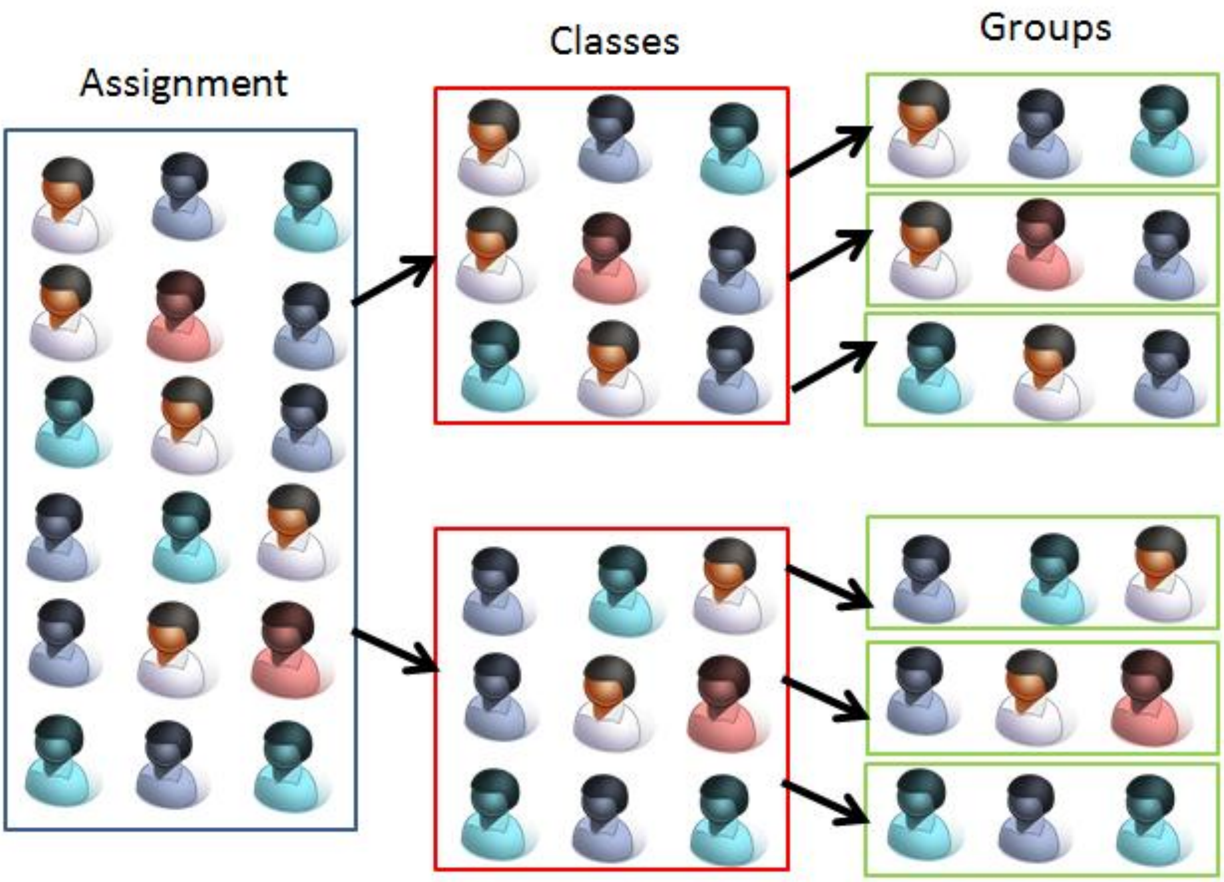
Clone

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

Classes and Groups

Assignment may contain classes (e.g. tutorials) and each of the classes may contain groups (e.g. project groups).

Students may only belong to a single class and a single group within that class.



A group must belong to a class, so you will need to set up at least one class if you have chosen the group submission option for your assignment.

When to make a class

Classes and groups may be added to an assignment when it is being created (at the Users, classes and groups step) or after creating an assignment (via Edit Assignment >> Users).

There are three options for making classes and groups: manually, upload or clone. Each method is outlined below.

Manually enter/edit

Manually enter will let you create classes and groups one by one and then populate them.

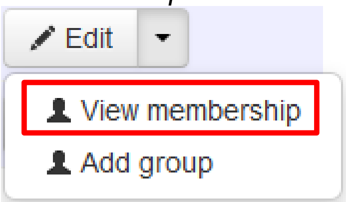
1. Under **Add classes or groups** select **Manually enter / edit**.
2. Click the **Add class** button.

3. Enter a name and description (optional).
4. Select the Primary and Secondary Assessor from the drop down list of staff.
5. Enter the maximum class size.
6. Click **Update**.
7. Repeat as desired until all classes are made.
   Note: The second time you click Add class, the fields

Add users to a manually created class

Students may only belong to a single class. Once they have been added to a class, they will no longer appear in the list of available people when adding class members.

1. From the *drop down arrow* next to the **Edit** button for that class select **View Membership**.



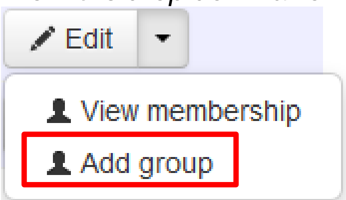
2. A new browser window showing the list of available students is displayed on the left.
3. Select people from this list: click to select an individual; Shift-click to select a range; Ctrl-click to add to the selection.
4. Click the right pointing arrow (in the middle of the screen) to add the selected people as Class Members.
5. Click **Save Membership** when finished.
6. Close the new browser window.

Add groups to a manually created class

A class must be created before you can create a group.

If you create a group inside a class, only members of that class will be available to become members of the group.

1. From the *drop down arrow* next to the **Edit** button for that class select **Add Group**.



2. Enter a name and description (optional).
3. Select the Primary and Secondary Assessor from the drop down list of staff.
4. Enter the maximum group size.
5. Click **Update**.
6. Repeat as desired until all groups are made for that class.

Add users to a manually created group

Add users to a group via the **View membership** option attached to the group. This is very similar to the process used for adding users to classes (see above for details).

Delete a class / group

Classes and groups may be overwritten or added to using either the upload or clone of the methods (shown below).

If you want to delete a class or group without making other changes, this may only be done when the **Manually enter / edit** option is selected. Even then, before a group may be deleted it must first be empty of members, and before a class may be deleted it must first be empty of groups and members.

1. **View membership** of a group. A new browser window will open.
2. Move all group members back to the **Available** side of the screen using the arrows in the centre of the page.
3. **Save Membership** and close the new browser window.
4. Repeat for all other groups in that class.
5. **View Membership** of a class that has empty groups (no members). A new browser window will open.

6. Move all members back to the **Available** side of the screen using the arrows in the centre of the page.
7. **Save Membership** and close the new browser window.
8. Click the **check box** to the left of *Title* (top of the list of classes / groups) OR
   Click the check box of each group / class to be deleted.
   All the groups / classes eligible to be deleted should now be selected.
9. Click **Delete selected**.

10. The selected groups / classes will now be gone.
11. Note: If a class is not yet empty of groups, even if there are no members, it will sometimes require two deletions to get rid of the class. Once to delete the groups, and a second time to delete the class.

Upload a list

A CSV file may be uploaded to create the classes and groups and populate these with users. The file must contain three columns: **username** (of the student), **class** name and **group** name.

All new groups create this way will not have a maximum size limit.

1. Under **Add classes or groups** select **Upload a list**.
2. An example CSV file is available to download from this page if needed.
3. Choose if you have identified your students by username (recommended) or by student ID.
4. Choose if the list you upload should overwrite existing classes, groups and membership.
5. Click **Choose file,** locate your CSV file and **Open**.
6. Click **Upload**.

7. The classes and groups will be created and populated and then displayed for you on screen.

Clone from another assignment

If a class / group structure has been created in another assignment it may be cloned into the current assignment.

1. Under **Add classes or groups** select **Clone from another assignment**.
2. At Class / group clone click the drop down menu to see the options available.
   Assignments are listed in the form: **(class number, group number) Title**.
3. Select each of the areas you want to clone from: **Classes, Groups and Class / group membership**.
4. Choose if you want to overwrite existing classes, groups and membership.
5. Click Clone classes / groups.

Topics

Topics may be set so that review distribution may be organised based on topic (as well as, or instead of, class or group).

If you selected group submission for this assignment, one user will submit on behalf of the group and nominate a topic as they submit. If this was your selection, your work on topics is done!

If you selected individual submission for this assignment, you can allow users to nominate their own topic, set up topics and assign students to them, or allow students to sign up to the topic of their choice from your list.

These options are in reality very similar to uploading or creating groups. Brief instructions follow, but online help is also available within the tool.

Topics must be created after creating an assignment. Access the option via Edit Assignment >> Topics (option appears at the top of the page once Edit Assignment is open).

Administrators create topics and allocate groups

Three options are given: Manually enter / edit topics; Upload a list of topics or Decide later… The first two are briefly talked about here.

Manually enter / edit topics

1. When the **Manually enter / edit topics** option is selected you will be able to click the **Add topic** button.

2. Enter a name for the topic.
3. Choose if topic membership is to be revealed, and if yes, when. Options are: Never, Pre sign up only, Post sign up only or Pre & Post sign up.
4. Choose the maximum number of people allowed to be in the topic.
5. Click Update to add the topic.
6. Repeat as required for other topics.

Upload a list of topics

1. When the **Upload a list of topics** option is selected you will be able to download an example of the CSV file type that is required.
2. Click **Choose file**, locate your CSV file and **Open**.

3. Click **Upload**.
4. The topics will be created and then displayed for you on screen.

Allocate topics to students

1. While *Administrators create topics & allocate users* is still selected, click the option at the bottom of the page to **View and allocate users in topics**.
2. A new browser window opens to display all the students currently allocated to classes and / or groups.
3. Click the **Change to** drop down to the far right of a student and select the topic they will be participating in.
4. Repeat for all students.
5. Click **Save Updated Allocation** when finished and close the browser window.
6. The topics page will be updated to show the member numbers added to topics.

Note: Students may also be *removed* from topics using the process above and at step 3 selecting **Remove from topic**.

Individuals sign up to topics

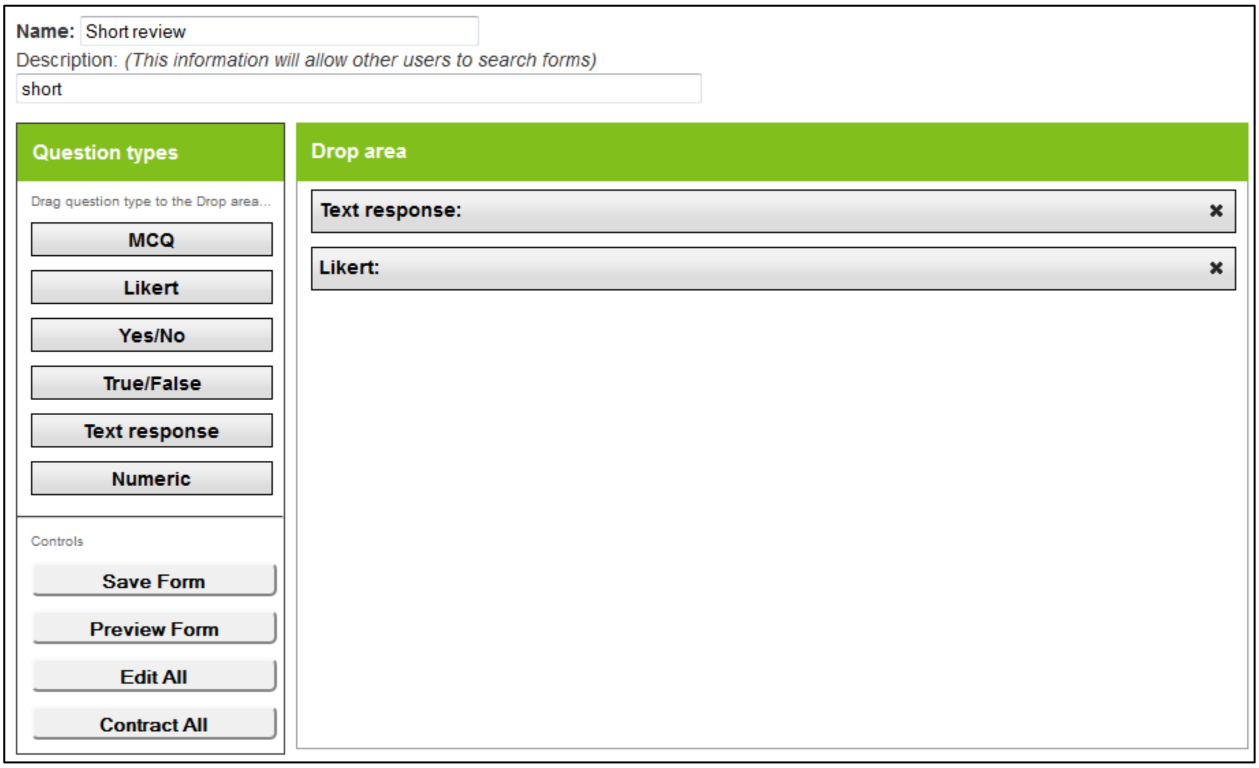
Topics still need to be created as per in the **Administrators create…** section above, but students will sign themselves up to the topics. Staff have the option of adding introductory text.

Users create their own topics.

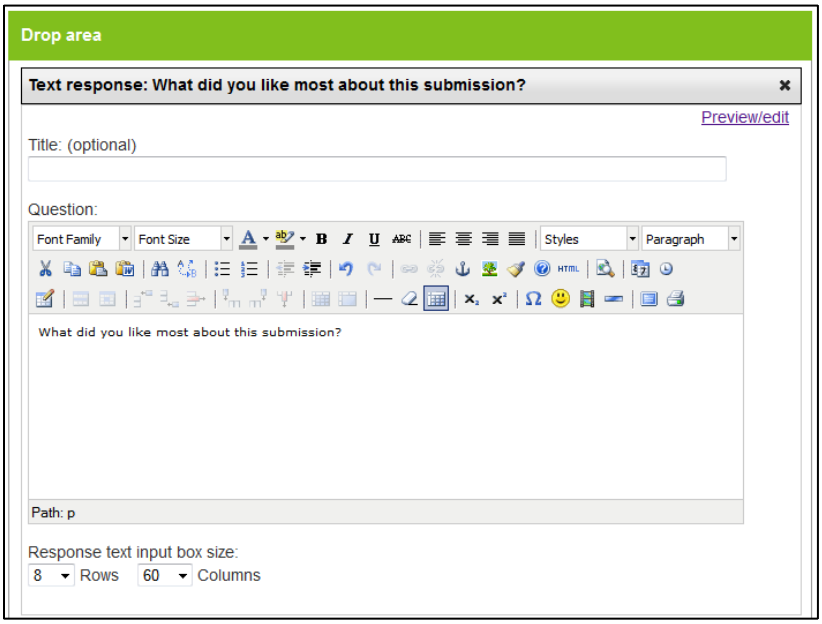
No further input from staff is required to create topics when this option is selected.

Form Builder

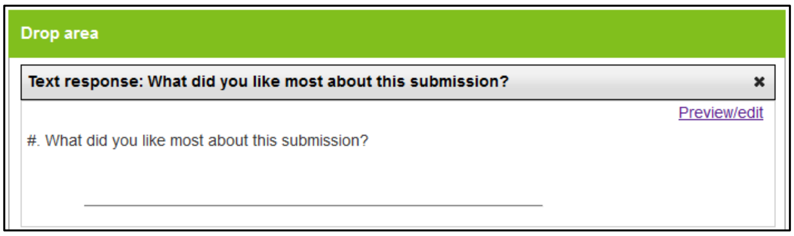
Form builder is displayed in a new browser window when staff create a form that will be used to guide a student submission or review.



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.



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.