Turnitin PeerMark Staff Guide

Creating a Turnitin PeerMark assignment

- Log in to Blackboard and switch on **Edit Mode**.
- In the relevant content area go to the **Build content** menu and select **Turnitin Assignment (current)**.
- Give the assignment a **Title** and add any **Instructions** into the box below.
- Set the point value for the assignment in the **Max Grade** box.
- Set the **Start Date**, **Due Date** and **Feedback release date** and times*.
- Ensure the **Enable PeerMark** checkbox is ticked.
- This is the basic setup – you could click **Submit** here to create your assignment and the corresponding grade centre column.
- If you'd like further information on Optional settings check out [How to set up a Turnitin assignment](#)
- Click **Submit** (This will create your Turnitin assignment submission link).

NOTE: To ensure that your students receive feedback on their own assignment after the peer review process has been completed plan your dates accordingly. (Set the **Feedback release date** for the Turnitin submission to fall after the **Student can review to** date that you set up for your PeerMark assignment.)

Setting up your Turnitin PeerMark assignment

Once you have created your Turnitin assignment, you can set up your PeerMark assignment via the Turnitin submission inbox.

- Click on your assignment link in Blackboard to launch Turnitin.
- Next, click on the dropdown arrow next to **Peermark** to access and select **PeerMark Setup**.

The **PeerMark Setup** screen is split into three sections.

- **PeerMark Assignment** where you can control the dates that submissions for review and feedback from the review will become available to students.
- **PeerMark Questions** used to determine the questions you'd like students to complete during the peer review.
- **Distribution** - this screen provides an overview of your students and can be used to manually allocate students to review specific submissions.

PeerMark Assignment

- The **Title** and **Instruction** fields will display the information you entered for your Turnitin Assignment in Blackboard.
- Check and select the dates and times you'd like the review to be available to students using the **Student can review from, Student can review to** fields.
- Once the date set in the **Peer feedback available from** has passed, students will be able to access any peer review feedback via their Turnitin submission inbox.
- As an optional setting you can award points to students for completing the Peer review. To do this enter a score in the **Maximum Points**. (Points awarded for completing a peer review are not synced with Blackboard Gradecentre)
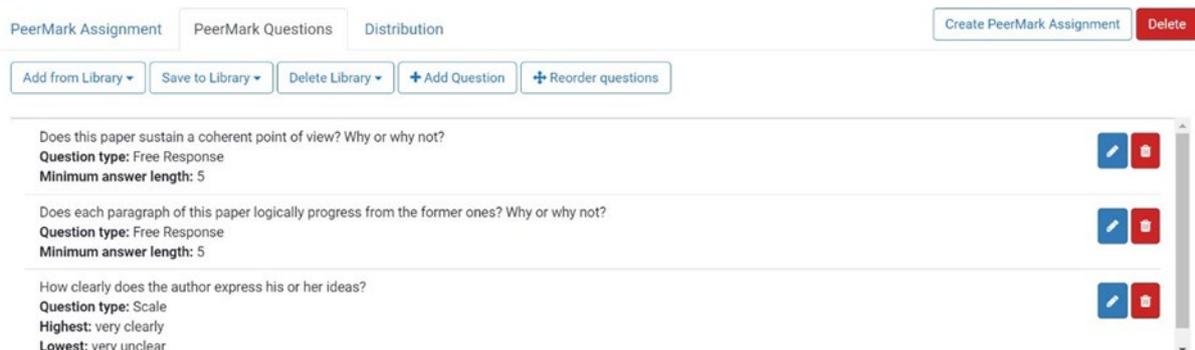
Additional settings:

- We recommend that you use the default settings in the additional settings panel. Settings here determine factors such as whether a students can see the names of peers during review and if a student who has not submitted their own work is still able to complete a peer review.
- The default setting is for students to be automatically assigned one student submission for review. If you wish to change that amend the value in the **Automatically distribute papers for review** field.

PeerMark Questions

PeerMark offers two question types**:**

- **Free Response** (text field), where the minimum answer length (number of words) can be defined.
- **Scale** (where the lowest and highest value can be determined).

- Click **Add from Library** to access and add pre-built questions.
- Click **+Add Question** to create your own question.
- You can also **Save to Library** to create your own question bank for re-use.
- Click on **Reorder questions** to allow you to drag and drop questions to your preferred order.

Distribution

Within the distribution screen you'll see a list of your students. Students will be automatically assigned one submission for peer review (unless you have amended this setting via **PeerMark Assignment: additional settings)**.

- Next to each student's name you will see (Forced 0, System Assigned 1), this is the default set up.
- If you wish to manually assign a student to review a specific student, you can do this by clicking on the **+ symbol** to pair authors. You can then search for and pair the chosen student(s).
- If a student has been manually paired with one other students they will show as (Forced 1, System Assigned 0).

NOTE: If you a student has been paired with a peer who does not submit, then the system *should* automatically assign them another submission.

- Once you are happy with the PeerMark assignment settings click **Create PeerMark Assignment.** You should one Peer Assignment for your submission, but it can be easy to accidentally create a duplicate. Check in the **PeerMark Setup** if you have accidentally created two, then you can simply delete one using the **Trash can icon**.

Student Guidance

Students follow the usual steps for submit their own work ([Student guidance: Submitting a Turnitin assignment).](#)

NOTE: We recommend students **do not** include their name in the title of their Turnitin submission, to maintain anonymity during the peer review process. (Students will see the title of the Turnitin submission during the Peer Review process. Students will not see the name of the peer they are reviewing unless this is enabled by the instructor).

To access and submit a Peer Review students click on the Turnitin link that they used to submit their own work.

Within the Turnitin inbox, students will see the:

- The **Assignment Dashboard**. (This area is used for solely for submission and access to feedback for their own work).
- A **PeerMark Reviews** tab. This area has two functions. During the Peer Review phase students will locate and access the submission they have been assigned to Peer Review. Once the Peer Review phase has closed, students will use this area to access the Peer feedback provided for their own work.

You can refer students to our: [Student Guide on using TurnitinPeerMark](#).

Checking and managing PeerMark reviews

Staff can monitor progress of reviews from within the Turnitin submission inbox. To do that:

- Navigate to and click on the relevant Turnitin submission link in Blackboard.
- Within Turnitin, click on **Peermark**, then select **PeerMark Reviews**.

PeerMark Reviews

The PeerMark Review area provides an overview of students, the number of reviews each student has **submitted** and **received**.

- To access a review submitted by an individual student click on the number eg. 1/1 in the **submitted** column.
- Similarly, to access the review a student has received click on the number eg. 1//1 in the **received** column.
- Clicking on the **pencil icon** enables the instructor to leave a review. (This should not be necessary as the instructor will usually have graded all submissions Turnitin and any grades from this marking will be linked to Blackboard Gradecentre).