

**PEERWISE 'USER GUIDE' FOR SYSTEM ADMINISTRATORS**

**CREATED ON: 14/11/2012**

**UPDATED: 30/01/2013**

**AUTHORS : SAM GREEN & KEVIN TANG**

**sam.green.10@ucl.ac.uk kevin.tang.10@ucl.ac.uk**

**DEPARTMENT OF LINGUISTICS**

**UNIVERSITY COLLEGE LONDON**

**Contents**

1	Introduction .....	2
2	Create instructor account .....	2
3	Create course .....	3
4	Add students to a course .....	4
5	Add instructors/administrators to a course .....	6
6	Create questions .....	8
7	Editing and Deleting questions.....	10
8	Answer questions .....	11
9	Answered questions .....	13
10	Student monitoring .....	13
11	Peerwise Forum/Community .....	14
12	Frequently asked questions .....	14

## 1 Introduction

This user guide is intended for lecturers, course directors, and teaching assistants. Step-by-step instructions will be used to guide you through the initial setup of PeerWise.

## 2 Create instructor account

First you will need to create an instructor account which will give you system administrator access.

1. Go to the central PeerWise website. <http://peerwise.cs.auckland.ac.nz/> (see Figure 1)



Figure 1

2. Click on “Request an instructor account” (see Figure 2)



Figure 2

3. Enter “Your name”, “Institution / school” (University College London) and “Work email” (...@ucl.ac.uk), (see Figure 3). Then Click “Request instructor account”. Once you submit this information, you will be sent a short email to

confirm that they can contact you. They will then contact you personally with details of your new instructor account.

---

### My new instructor account

With an **instructor account**, you can easily create new repositories on PeerWise and can monitor student activity at any time.

Please let us know who you are, where you teach, and how we can get in contact with you.

<b>Your name:</b>	<small>Who you are</small> <input type="text"/>
<b>Institution / school:</b>	<small>Where you teach</small> <input type="text"/>
<b>Work email:</b>	<small>How we can contact you</small> <input type="text"/>

Figure 3

## 3 Create course

Now you are ready to create a course or courses.

1. After you have logged in, click on the button “Create new course” (see Figure 4)

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



Figure 4

2. Enter a course name (see Figure 5). Once the new course is created, you will be given an opportunity to upload a list of “identifiers” to provide students with access to the course.

<b>Course name:</b>	<input type="text" value="Testing (Term 2, 2011-12)"/>
<small>The course name should be fewer than 50 characters</small>	
<small>You do not need to include the institution in the name of the course. It is recommended to include the term and year.</small>	
<small>e.g. CompSci 101 (Term 1, 2010)</small>	
<small>e.g. Introduction to Biology (Semester 2, 2010)</small>	

Figure 5

3. Confirm your course (see Figure 6).

### Create new course (confirm)

You are about to create the following PeerWise course repository:

Course name:	<b>Testing (Term 2, 2011-12)</b>
Institution:	<b>University College London</b>
Course creator:	<b>kevin</b>

Is this correct?

[Yes, create this course](#)

[No, I would like to change the name of the course](#)

[No, take me back to the Home menu](#)

Figure 6

4. You should now see your course on your Home Page, under *Your Courses, Pending courses*. Click “Upload identifier list” next to the your course. Make a note of the Course ID, you will need this for your students.

### Your courses

**Pending courses** - there are not yet any student "identifiers" associated with th provide in order to access the course. Students provide this "identifier" informatic

- [PLIN1102 \(2012:2013\)](#) (admin, Course ID = **6705**) [Upload identifier list](#)
- [PLIN113 \(Term1\) \(2012:2013\)](#) (admin, Course ID = **6706**) [Upload identifier list](#)
- [PLING113 \(Term2\) \(2012:2013\)](#) (admin, Course ID = **6708**) [Upload identifier list](#)
- [Testing \(Term 2, 2011-12\)](#) (admin, Course ID = **6879**) [Upload identifier list](#)

Figure 7

## 4 Add students to a course

Having created a course, it is now time to add students to the course.

1. Now you define the student "identifiers" for this course (**one per line**) in the text area below (see Figure 8). It is recommended to use the Student ID of the students, because you can just copy and paste the whole column of IDs from your register which is usually in a spreadsheet format.

**NB:** You might find that the ID numbers in the standard UCL registers are all nine digits long, however some ID numbers are in fact shorter than nine digits (and this is the version shown on the UCL student ID card), the register version would make those non-nine-digit ID numbers nine digit, by adding as many zeros as necessary. E.g. On my UCL card, my ID could be “123456”, but on the register, it would be shown as “000123456”. This information needs to be added to the prompt instruction for the students in the next step, e.g. “Your identifier is

your UCL ID number and can be found on the front of your card. Please add as many zeros as necessary to make the number 9-digits long.”

## Manage student identifiers

There are **0** student identifiers defined for this course  
**0** are currently associated with students  
**0** have not yet been associated

Define the student "identifiers" for this course (**one per line**) in the text area below.

Each value should be unique, and Student identifiers should be distinct from Administrator identifiers.  
You can return to edit the identifiers in this list at any time.

The screenshot shows a large empty text area for entering student identifiers. To the right, there is a box labeled 'Course ID: 6879'. Further right is a tip box with a speech bubble icon, containing the text: 'Tip: Simply copy and paste into the text area. For example, if you have a UCL ID number, simply copy and paste it into the text area.'

Figure 8

2. You can also edit the prompt the students see when they are entering their identifier to register on your course (see Figure 9). You should do so if you are using UCL Student ID as the identifiers (see previous step)

The screenshot shows a 'Prompt:' field with the text 'Please enter your identifier for this course'. Below this, there is a block of text explaining the prompt: 'This message should prompt students to enter their "identifier" (i.e. one of the values from the text area above) e.g. Please enter your identifier for this course, as indicated by your course instructor e.g. Please enter your student ID number e.g. Please enter your email address'

Figure 9

3. When you are ready, click the *Update identifier list and prompt*. The page will get updated with the message in Figure 10, indicating if the update was successful, how many new identifiers have been added, and how many existing ones removed.

The screenshot shows a green-bordered box with the title 'Student identifiers successfully updated'. Below the title, there are two bullet points: '• Number of new identifiers added: 1' and '• Number of existing identifiers removed: 0'

Figure 10

- On the right hand side of that green box, you will see a link “View instructions for students (see Figure 11). Click on it, to see instructions.

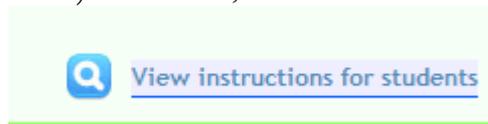


Figure 11

- The instruction can generated is very convenient, because it contains the Course ID, links to the course page, and the instruction to the students on what to do. You can simply copy and paste this message via class e-mails or post it on to Moodle announcement (see Figure 12).

### Instructions for students

Below are a set of instructions that you can share with your students (perh

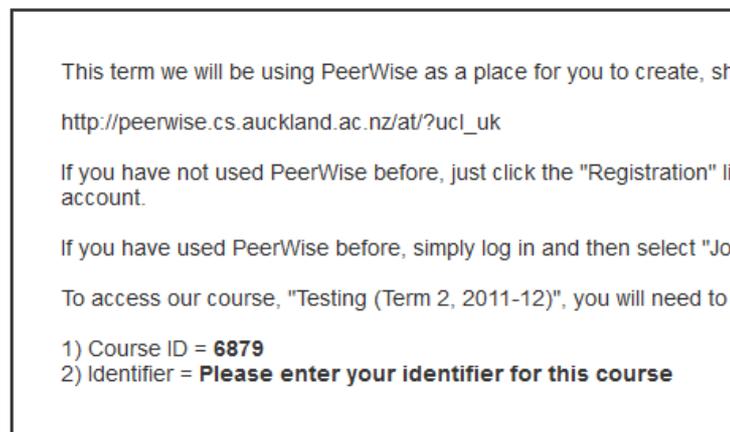


Figure 12

## 5 Add instructors/administrators to a course

You might want to add other instructors to a course.

- You can add additional administrators by going to the main page and clicking on the Administration icon at the bottom right (see Figure 13). Then click “manage administrator and student access” (see Figure 14), and finally click “Edit administrator identifiers” (see Figure 15).



Figure 13

What would you like to do?

- I would like to [manage “administrator” and “student” access](#) to this course

Figure 14

Administrators	
<a href="#">Edit administrator identifiers</a>	
Administrator username (identifier)	Unclaimed identifiers
kevin (kevin)	

Figure 15

- To grant another user administrator access to this course: Simply enter any unique “identifier” for this new administrator into the “identifier” field on the left, then click “Create new administrator identifier”. A new user can then create an account using this identifier, or an existing user can log in and join the course using this identifier, and they will then have administrator access to this course. Repeat for multiple new administrators. (see Figure 16). I entered “samgreen” as a new identifier, the creation was successful, and it gave me the message ‘Administrator identifier “samgreen” successfully created’.

### Manage administrator identifier

There are **1** administrator identifiers defined for this course  
**1** are currently associated with administrators  
**0** have not yet been associated

You can create another administrator identifier for this course

Identifier:

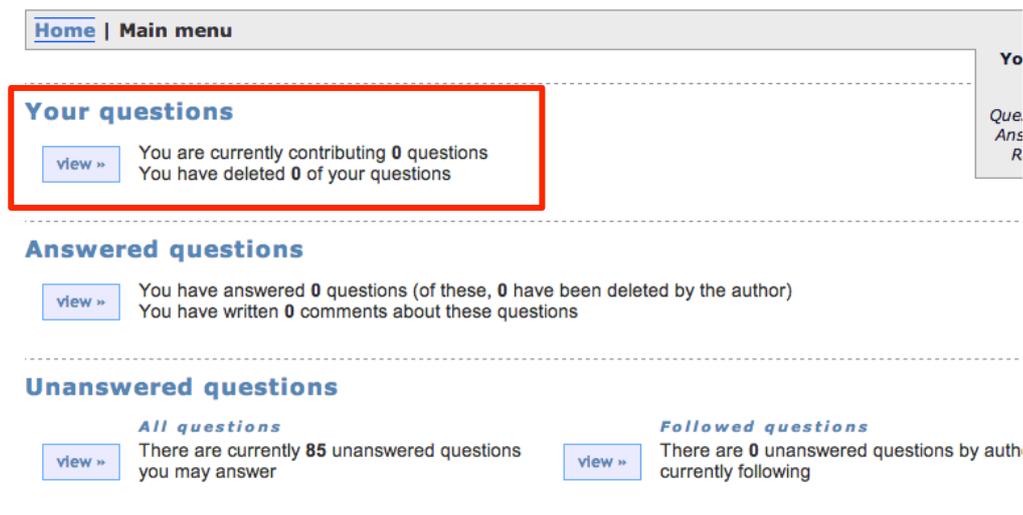
Figure 16

The following parts of the user guide explain how to use PeerWise once the course and users are set up.

## 6 Create questions

One of the most important parts of – and usually the first steps when using – PeerWise is creating questions.

1. First go to the Home page of the course for which you want to make a question, and click the “view »” button next to “Your questions” (see Figure 17). Within here you can create new questions, as well as viewing your current questions.



The screenshot shows the PeerWise user interface. At the top, there is a navigation bar with "Home | Main menu" and a user profile section on the right labeled "Yo" with "Que.", "Ans", and "R" below it. The main content area is divided into several sections. The first section, "Your questions", is highlighted with a red rectangular box. It contains a "view »" button and the text: "You are currently contributing 0 questions" and "You have deleted 0 of your questions". Below this is the "Answered questions" section, which also has a "view »" button and text: "You have answered 0 questions (of these, 0 have been deleted by the author)" and "You have written 0 comments about these questions". The next section is "Unanswered questions", which is split into two sub-sections: "All questions" with a "view »" button and text: "There are currently 85 unanswered questions you may answer", and "Followed questions" with a "view »" button and text: "There are 0 unanswered questions by auth currently following".

Figure 17

2. To create a new question, click “Create new question »” (Figure 18).

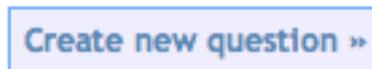


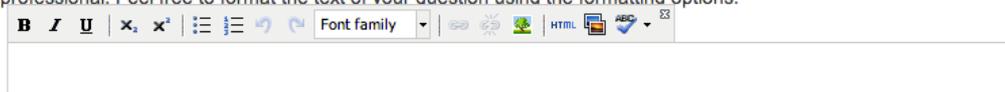
Figure 18

3. Then you need to write your question in the “Write question” box. All questions on PeerWise must take the form of multiple choice questions, advice on making these can be found in the FAQ section. Once you click on the box, you can take advantage of the various formatting options available (Figure 19). See also points 1 and 2 in §12 Frequently asked questions for using media from external sites

*These can be altered to include e.g. embedding of YouTube videos, via the “Choose editor profile” on the Administrator’s pages.*

### Write question

Write the **main text** of the question below. Make sure the question is clear and unambiguous, and use language which is professional. Feel free to format the text of your question using the formatting options.



The screenshot shows the text editor interface for writing a question. It features a toolbar with various formatting options: bold (B), italic (I), underline (U), strikethrough (x), list creation (bulleted and numbered), indent, link, unlink, font family dropdown, font size dropdown, text color, background color, and a "HTML" button. Below the toolbar is a large, empty text input area.

Figure 19

- Now you have up to five alternatives to enter as possible answers. You can select only one as being the correct answer. You do this by clicking “Select” on the corresponding letter label (Figure 20a&b).

#### Alternatives

Write **up to five** alternative answers for the course, you must ensure that **exactly one** fewer than five alternatives (by simply leavin

You **must indicate** which of the alternatives alternative.

#### Alternatives

Write **up to five** alternative answers for the course, you must ensure that **exactly one** fewer than five alternatives (by simply lea

You **must indicate** which of the alternativ alternative.

Figure 20a & 20b

- You must then provide a valid and full explanation of why that answer is the best one. Again, this can include all the same elements as the question and answers. This explanation will be shown to users once they have selected an answer.
- Subsequently, you can select from previously created topics, or create your own. This positions your question in a group of similar questions for users to access more easily.
- At the bottom of the page, you can select to either **preview** your question or **save it as a draft**. In order to upload a question fully, it is necessary to first preview the question (Figure 21a).

Show me a preview of this question

*... once you see the preview, you can then choose to either publish your question or return here and make changes*

Save what I have done as a draft

*... you will be returned to the main menu, but you can come back here at any time and finish creating your question*

Figure 21a & 21b

- On the “Preview new question” page, you can see what the question will look like to others. You should check for spelling, grammar, layout, images, symbols, and importantly that the correct answer is selected. You also should ensure that your explanation is full, explaining the reason that the selection that you say is the correct one, and also potentially why the others are incorrect. Your choice now is to **make changes**, which returns you to the previous page, or to **save the**

#### Make changes

If there are any changes that you want to make, click the button below:

Go back and make changes

#### Save question

If your question is ready to share with others, click the button below:

Save question

Figure 22

**question**, which uploads the question to PeerWise for others to answer (Figure22). If you choose to make changes, you need to repeat steps 7 and 8 until you decide to “Save question”.

## 7 Editing and Deleting questions

When feedback has been provided that motivates you to make a change to a question, or if you recognise a mistake has been made in the question or possible answers, it might be necessary to edit the question.

1. From the home page for the course for which you want to edit a question, click “Your questions”, and select the question you want to edit.
2. At the bottom of the screen are the options to see any previous version (if you have made an edit previously), edit the question, or delete the question (Figure 23). **Note the warnings under the second two options.**

### View previous version

You last edited this question at 2:58pm, 26 Feb. [View previous version.](#)

### Edit this question

If there is a problem with this question, you may make changes to improve it by pressing the button below. If you edit this question, any responses, ratings and comments **will be reset**. The old version of the question, along with all associated responses, ratings and feedback, will be archived. You may view the archived version, however it will no longer be available for others to answer.

Edit Question

### Delete this question

If there is a problem with this question, you may delete it from the system by pressing the button below. This will permanently delete the question, and all associated ratings and feedback comments.

Delete Question

Figure 23

3. Selecting to “**Edit Question**” will return you to a screen almost identical to that shown in step 6.3 – from here continue as from 6.3 onwards to make changes.  
**Deleting** the question removes it from view for non-administrative users, but administrators can still view it.

## 8 Answering questions

The other key function on PeerWise is answering questions set by others.

- From the home page for a course you want to answer questions on, click the “view »” button next to “*All questions*” under “Unanswered questions” (Figure 24).

### Unanswered questions

**All questions**

There are currently **39** unanswered questions you may answer

[view »](#)

**Followed questions**

There are **0** unanswered questions by authors you are currently following

[view »](#)

Figure 24

Note that from here you can also select to view questions by authors who you are following (explained later).

- You are now faced with a list of questions available to answer. These can be reordered by clicking **sort** at the top of the column you want to sort by. Here you can view a preview of each question, when it was created, the number of answers already given to the question, if the author’s answer is the popular answer (i.e. if users who have answered the question agree that the author’s answer is the best one), if there have been any help requests/explanations required for the question, when the most recent comments for the question were given, the number of comments given, and importantly the difficulty rating and the overall ‘quality’ rating (an average of scores given to the question by users) – see Figure 25.

### Unanswered questions

You may answer any of the following questions :

Questions ordered by date

Click to view	Preview	Question created	Number of answers	Author's answer popular?	Help requests	Most recent comment	Number of comments	Difficulty rating	Overall rating
		↓	<a href="#">sort</a>		<a href="#">sort</a>				
<a href="#">1 »</a>	The file below links to the pronunciation of the Icelandic phrase ...	10:40pm, 29 Mar	0	...	0	-	0	not rated	not rated
<a href="#">2 »</a>	In Standard Dutch, the diminutive form of a word is created by adding ...	4:12pm, 29 Mar	0	...	0	-	0	not rated	not rated
<a href="#">3 »</a>	Which of the following features are classified as ...	10:26am, 29 Mar	1	...	0	-	0	not rated	not rated
<a href="#">4 »</a>	Choose the best answerIn English [ŋ] and [h] are different ...	11:10pm, 28 Mar	1	...	0	-	0	not rated	not rated
<a href="#">5 »</a>	Which of these phonemes would have the highest sonority?Hint: think ...	2:17am, 28 Mar	2	...	0	-	0	very easy	4.00
<a href="#">6 »</a>	Gwijde Maegherman is a Belgian. His name is difficult to ...	7:20pm, 26 Mar	6	<input checked="" type="checkbox"/> YES	0	1:54pm, 28 Mar	2	hard	5.00
<a href="#">7 »</a>	Which of the following are true? 1. ...	4:12pm,	11	<input checked="" type="checkbox"/> YES	0	8:57pm,	6	medium	3.86

Figure 25

b.

Also on this page you may wish to see questions within specific topics (as specified by the question creator). Simply click a topic (see Figure 26) to be shown a list of questions within that topic.

### Topics

There are currently questions on the following topics that you may answer (darker topics are more popular):



Figure 26

3. Clicking a number in the “Click to view” column will take you to that question. On the question page you can see the “Question stats” (how many answered it, its rating, and if the questioner’s answer is the popular one), as well as the question, and possible answers.

Hovering over an answer will make it darker blue, and clicking it will submit your answer for the question – **once clicked, your selection is final** (Figure 27).

### Select your answer:

OPTION	ALTERNATIVE
<b>A</b>	<input type="radio"/>
<b>B</b>	<input type="radio"/>

Figure 27

4. a.

Once answered, you can see various metrics for the question, including if your answer is correct, and the number of responses for each alternative answer. The explanation given by the question author is now also visible; you can select extra help for the question, or suggest an improvement for the explanation if you think you can add more to it. Additionally, can see the topics relevant to the question.

You can also see all comments made on the question by other users who have answered the question. You can agree or disagree with these by selecting one of



the radio buttons on the right hand side: In addition, you can “Reply to this comment” and provide your own opinion on the comment given. At the bottom of the comments list you have the option to “Write a new comment” for the questioner and other users to see.

b.

Most importantly for this page, you are asked to **rate** the question. Here you must choose the **difficulty** and **quality** of the question, as well as having the option to report the question and follow the author (to see their questions later, as mentioned in 7.1). To submit your rating, you need to click one of the two options which let you submit your rating and see the list of unanswered questions or submit the rating and see a random question (see Figure 28).

### Please rate this question:

Please rate this question as **fairly** and **accurately** as you can - your rating will help others to find questions of interest.

Difficulty Easy Medium Hard

Quality very poor 0 poor 1 fair 2 good 3 very good 4 excellent 5

**Report this question.**  
All questions should assess material relevant to your course, and should not contain any inappropriate or potentially offensive material. If you are concerned about the content of this question, you may report the question to your course administrator.

**Follow author?**  
If you liked this question, you might also like other questions written by the same person. You are not currently "following" this question author - if you would like to, select this option.

**Submit my rating above and then...**

*let me choose my next question*  *just show me a random question*

Figure 28

## 9 Answered questions

The questions you have answered can be viewed by clicking “Answered questions” on the home page of the course you want to view questions for. The layout is the same as Figure 24.

## 10 Student monitoring

As administrators, there are many options available with which to monitor student participation. Mentioned here are a few key operations, available once “Administrator” has been clicked on the home page (see Figure 13).

### 1. “Display participation summary”

This shows a sortable list of all users, their identifiers, number of questions they have made, answers submitted, and comments written. Their contributions can be accessed by clicking the link in the right-most column.

The table can be downloaded as a spreadsheet (.csv file) by clicking the link at the top of the table. see Figure 29.

[Download table to disk](#)

Username (if active)	Identifier	Questions (non-deleted)	Answers (all)	Comments written	View contributions
007licensetotrill	CGL	4	0	0	<a href="#">view</a>
5922	110026317	0	1	1	<a href="#">view</a>
alex	110085867	0	3	0	<a href="#">view</a>
aomlet	110064274	0	11	0	<a href="#">view</a>
...	...	...	...	...	...

Figure 29

### 2. “View student scores”

This shows an aggregate score, as explained on the page. The highest ‘ranked’ student is at the top, and all data can be downloaded. Peerwise score is based on students’

contributions that are valued by their peers. In order to achieve the highest possible score, a student must make regular contributions and:

- author questions that their peers rate highly
- answer questions correctly before their peers
- rate questions as they are subsequently rated by their peers

For more details on Peerwise scores and using it for course credits, please go to <http://www.peerwise-community.org/2013/01/03/scoring-for-fun-and-extra-credit/>

3. "View individual questions"  
This allows administrators to see all Active questions, Archived/Edited versions of questions, and Deleted questions. These are listed using their unique ID, and ordered primarily by the most recent date (number of days since) of creation/modification/deletion.
4. "View daily usage charts"  
Bar charts of questions contributed per day and answers per day are visible. This can help to show if users wait until the latest possible date to create/answer questions.

---

## 11 Peerwise Forum/Community

You are strongly encouraged to join the PeerWise-Community - a new online "community of practice" resource designed to support and develop the community of teachers and instructors using PeerWise in their teaching.

**PeerWise = Community** 

<http://www.peerwise-community.org/>

New instructors are joining PeerWise all the time, and I invite you to share your experience with them. If you have ideas that have worked well, or not worked well, please consider sharing those with the community. Or, if you are simply curious to see how others are using PeerWise in your discipline - please join us! There are lots of good ideas on the site, which is growing all the time, and your contribution is warmly welcomed!

## 12 Frequently asked questions

1. How can I link to/host media for use in a question/answer selection?  
The best way to do this with media you own is to add this to your MyPortfolio page (<https://myportfolio.ucl.ac.uk/>), and link to this. That way you can anonymise your test data, and have it accessible to answerers.  
All students at UCL have a MyPortfolio page (username and password are the same as regular UCL login details).
  - a. Create a new page: click *Portfolio*, then *Create page* (give it an appropriate name)



## Pages

Create page

- b. Click *Share* under the *Portfolio* tab, and select 'Public' to allow anyone (not just UCL users) to view the page; N.B. KEEP FILES ON THIS PAGE ANONYMOUS, WITH NO PRIVATE DATA AVAILABLE. Click 'Save'
- c. Content can be added by clicking *Upload your files*



- d. Tick *Upload file*, and then *Choose file*

## Files

Upload your images, documents or other files for inclusion in pages. You can upload folders.



- e. Select your file (see format options below) for upload
  - f. Copying the uploaded file's address and pasting it as a hyperlink in PeerWise allows the question creator to use audio and video media not usually allowed in PeerWise (though this will direct the person answering the question to MyPortfolio). When inserting as a hyperlink, the question creator should choose "Open link in new window" for 'Target'.
2. What type of media can I use in MyPortfolio?  
Accepted video/audio types are .mp3, .mp4, and .flv – in addition, all file names must be in lower case
  3. Do you have any resources for my students on creating questions?  
<http://moodle.ucl.ac.uk/course/view.php?id=5101>, **Enrolment Key:** testassessment  
<http://moodle.ucl.ac.uk/course/view.php?id=3751> (Particularly Multiple Choice Questions)