

# Peer Review

## User Manual

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Step-by-step guide to using the Peer Review system

For Faculty

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# FACULTY ACCOUNT

As an IPRO instructor, you will have a Faculty account to access the Peer Review system. Your username and password is the same as for iGROUPS. The system can be found at the following URL: <http://sloth.iit.edu/~iproadmin/peerreview/>

Once in the system, you will be able to check on the status of your IPRO student's peer reviews and download their responses in a form of a report (an Excel file). If you still have problems after reading this user manual, please contact the IPRO system administrator for help at [iproadmin@iit.edu](mailto:iproadmin@iit.edu).

## VIEWING STATUS OF PEER REVIEW REPORTS

1. Click on "View Status" on the left-hand side navigation
2. Choose an IPRO group from the drop-down menu and click "Select Group"

You will be presented with a table that shows the number of surveys completed by each member of the group (see example in the image below). If the student has completed all the peer review surveys, the row will turn grey. Those who have not yet completed all the surveys will appear in white rows.

The screenshot shows the IPRO Peer Review System interface. The main content area is titled "IPRO Peer Review System | Quick Review Process". Below this, there is a section "Administer Your Surveys" with instructions on how to send messages to users. A "Select a Group" dropdown menu is set to "IPRO 101". Below this, there is a "Send a Message" section with a dropdown menu for "Still Time to Complete Your IPRO Peer Review" and a "Send" button. The main table displays the survey completion status for IPRO 101. The table has three columns: "Reviewer", "Surveys Completed", and "Send Message Check / Uncheck All". The rows are: Sample One, Sample Two, Sample Three, Sample Four, Sample Five, Sample Six, Sample Seven, Sample Faculty (F), and a "TOTAL" row. The "TOTAL" row shows 49 / 49 surveys completed. A "Reset IPRO 101" button is located below the table.

Reviewer	Surveys Completed	Send Message Check / Uncheck All
Sample One	7 / 7	<input type="checkbox"/>
Sample Two	7 / 7	<input type="checkbox"/>
Sample Three	7 / 7	<input type="checkbox"/>
Sample Four	7 / 7	<input type="checkbox"/>
Sample Five	7 / 7	<input type="checkbox"/>
Sample Six	7 / 7	<input type="checkbox"/>
Sample Seven	7 / 7	<input type="checkbox"/>
Sample Faculty (F)	0 / 0	<input type="checkbox"/>
<b>TOTAL</b>	<b>49 / 49</b>	

# DOWNLOADING PEER REVIEW REPORTS

After students of your IPRO team have completed the peer review surveys, you can download the reports and distribute them to students so they can see how they have been rated by their peers. The reports only show survey results, not specific student names.

The screenshot shows the IPRO Peer Review System interface. On the left, a navigation menu includes 'Reports' (marked with a yellow circle '1'). The main content area is titled 'Reports' and contains three sections:

- Team Report:** Described as comparing mean scores across all students in a team. It includes a 'Download Report' button (marked with 'a') and a 'Preview in Browser' button (marked with '2').
- Individual Reports:** Described as showing a student's average rating and others' comments. It includes a 'Select Group' button (marked with 'b') and a 'Distribute Reports' button.
- Download Individual Reports (zipped):** Described as zipping all individual reports into one file. It includes a 'Download Reports' button (marked with 'c').

1. Click on "Reports" on the left-hand side navigation
2. Choose to do one of the following:
  - a. **Team Report** – generates an overall report, which is a detailed summary of all the individual peer reviews.
    - To download an Excel sheet:**
      1. Choose an IPRO group from the drop-down menu and click "Select Group"
      2. Click "Download Report"
    - To view online:**
      1. Choose an IPRO group from the drop-down menu and click "Select Group"
      2. Click "Preview in Browser"

- b. **Individual Report** – generates only a report for a selected individual.

**To download an Excel sheet:**

1. Choose an IPRO from the drop-down menu and click "Select Group"
2. Select a name form the newly added drop-down menu
3. Click "Download Report"

**To view online:**

4. Choose an IPRO from the drop-down menu and click "Select Group"
5. Select a name form the newly added drop-down menu
6. Click "Preview in Browser"

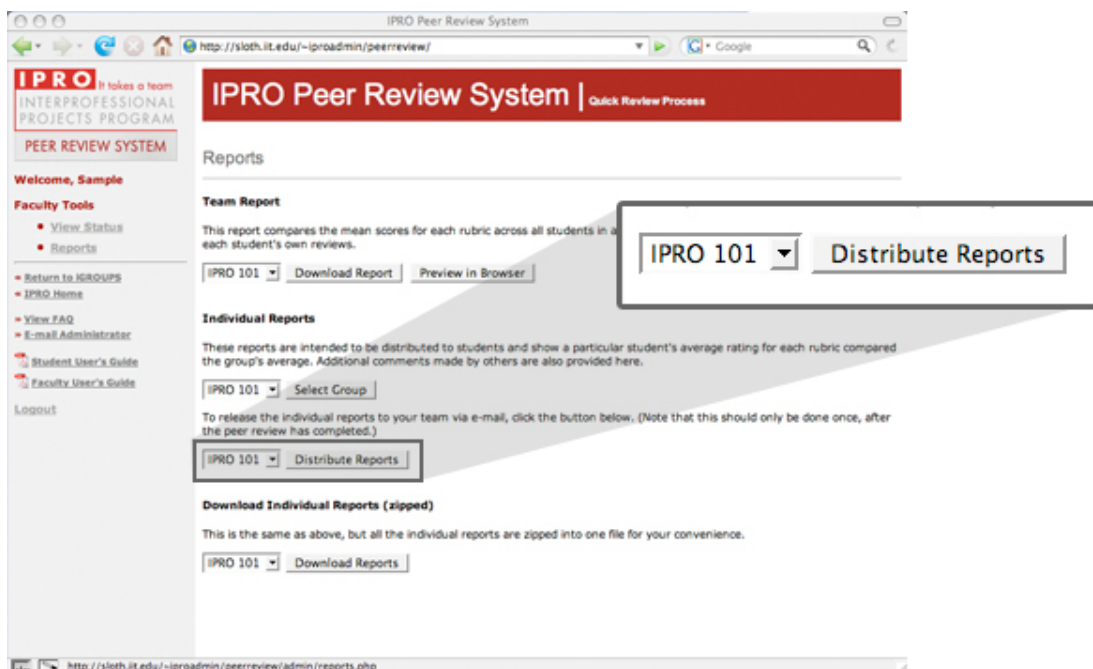
- c. **Individual Reports (zipped)** – generates a bundle of files of each individual survey in a compressed folder

## DISTRIBUTING PEER REVIEW REPORTS

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Faculty may email students their individual peer review reports after students have completed this assignment. The system lets you automatically email all students their own report, by doing the following:

1. Click on "Reports" on the left-hand side navigation
2. Under **Individual Reports** heading, click on the second drop-down menu and select the IPRO team you wish to email the report to
3. Click the "Distribute Reports" button



# SAMPLE TEAM REPORT

## IPRO 101 Peer Review - Team Overall

	Three	One	Two	Four	Five	Six	Seven	← Student's last name
Demonstrates Teamwork Skills [Rate each item from 1-5: 5=high; 1=low]								
1. Attends Meetings	4.1	3.7	3.9	3.4	2.9	2.4	2.1	
2. Defines Tasks	4.3	3.6	3.7	3.1	2.9	2.7	2.4	
3. Communicates Clearly	4.4	4.1	3.3	3.7	2.7	3	2.4	← Average score derived from all reviewers
4. Inspires a Vision	4.4	4	3.7	2.9	3	2.9	2.4	
5. Seeks Alternatives	4.1	3.7	3.6	3.1	3	2.3	3	
Demonstrates Project Management Skills [Rate each item from 1-5: 5=high; 1=low]								
6. Sets Realistic Goals	4.4	3.7	3.6	3.4	3.4	2.7	2.7	
7. Listens to Others	4.3	3.7	3.7	3	2.6	2.1	2.4	
8. Makes Commitment	4.1	3.9	4.1	3	2.9	2.7	2.6	
9. Takes Responsibility	4.4	4.1	3.7	2.9	2.6	2.9	2.3	
Exhibits Communication Skills and Ethical Behavior [Rate each item from 1-5: 5=high; 1=low]								
10. Assigns Tasks	4.1	4.4	3.3	3.3	2.7	3	3	
11. Resolves Conflicts	4.3	3.7	3.6	2.9	2.6	2.3	2.9	
12. Establishes Rapport	4	3.7	3.9	3.1	2.7	2.9	2.4	
13. Shares Responsibility	4	3.3	3.6	3	2.9	2.6	2.3	
14. Creates and Monitors Milestones	4.1	3.9	3.4	2.9	2.4	3	2.7	
15. Maintains Confidences	4.4	3.9	3.3	3.4	2.4	2.4	2.6	
Demonstrates Leadership Effectiveness [Rate each item from 1-5: 5=high; 1=low]								
16. Seeks Input	4.1	4	3.4	3	2.9	2.6	2.7	
17. Recognizes Others	3.9	3.7	3	2.6	2.9	2.3	2.6	
18. Rejects Bias in Decisions and Work	4.1	3.6	4	3	2.7	2.7	2.7	
19. Influences Others	4.4	3.9	3.6	3.3	2.7	2.7	2.3	
20. Completes Work Assignments on Time	4.1	4	3.7	3	2.4	2.7	2.3	
Total	84.4	76.6	72	62	55.1	52.9	50.9	
Avg Rank by Peers	1.8571	2.4286	3.4286	4.2857	4.8571	5.4286	5.7143	← Actual rank based on student judgement
Actual Rank	1	2	3	4	5	6	7	← Automatically calculated rank based on total score

## Detailed Individual Reporting

### Rater: Sample Three

Name	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13	R14	R15	R16	R17	R18	R19	R20	Rank
Sample One	3	4	4	4	3	2	3	4	4	4	4	5	4	4	4	5	5	4	4	5	2
Sample Two	4	5	4	5	5	5	5	5	4	4	5	5	4	3	4	4	4	5	5	5	3
Sample Three	3	4	4	4	3	4	4	3	4	4	5	4	3	3	4	4	4	3	4	4	3
Sample Four	2	2	3	1	1	2	2	2	1	2	3	2	2	1	2	2	2	1	2	2	7
Sample Five	3	2	3	3	3	3	2	3	3	3	2	2	2	2	2	2	2	3	2	3	6
Sample Six	3	3	3	4	3	3	2	3	3	3	2	3	2	3	3	2	4	4	4	4	4
Sample Seven	3	2	3	3	3	3	4	4	3	3	3	4	3	3	2	2	3	3	1	1	5

This number means the following: student "Sample Three" awarded 5 points to student "Sample Two" for rubric #20 (Student completes assignments on time)

This number means the following: student "Sample Three" ranked student "Sample Six" in 4th place

### Rater: Sample One

Name	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13	R14	R15	R16	R17	R18	R19	R20	Rank
Sample One	4	3	4	4	4	4	4	4	5	4	3	3	2	3	4	4	4	3	3	2	4
Sample Two	5	4	3	3	3	2	2	2	3	2	3	4	3	3	2	2	2	3	2	3	6
Sample Three	4	4	5	4	5	5	4	5	5	5	4	4	5	5	4	4	4	4	5	5	1
Sample Four	4	4	5	4	4	5	4	3	3	3	3	4	3	4	4	4	3	4	4	3	3
Sample Five	4	3	4	4	3	4	4	4	5	4	4	4	4	4	5	5	4	4	4	4	2
Sample Six	2	2	3	2	1	2	1	2	3	3	2	3	3	3	2	3	3	2	3	2	7
Sample Seven	3	2	3	4	3	3	2	3	3	4	3	2	3	3	3	3	3	3	3	3	5

### Rater: Sample Two

Name	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13	R14	R15	R16	R17	R18	R19	R20	Rank
Sample One	4	3	4	4	3	2	3	3	3	4	3	3	3	4	3	3	4	3	3	4	3
Sample Two	4	4	3	4	4	4	5	4	4	3	4	4	3	4	4	3	4	4	4	4	2
Sample Three	5	5	4	5	5	5	5	4	5	5	5	4	5	5	5	5	4	4	5	5	1
Sample Four	2	3	3	2	3	2	2	3	4	4	2	3	3	3	4	2	2	3	2	3	4
Sample Five	3	4	3	2	3	4	1	2	1	2	2	3	2	2	1	3	3	3	3	3	5
Sample Six	2	2	2	3	2	2	2	2	3	3	2	2	3	3	2	2	2	2	1	2	6
Sample Seven	1	1	2	1	2	2	1	1	2	3	2	2	2	2	2	3	2	2	2	2	7

### Rater: Sample Four

Name	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13	R14	R15	R16	R17	R18	R19	R20	Rank
Sample Seven	3	4	2	2	3	3	2	3	2	4	4	3	2	3	3	3	2	3	3	3	6
Sample Six	3	4	4	4	3	3	3	3	3	4	3	4	3	3	3	3	2	3	4	4	3
Sample Five	1	1	2	2	3	3	2	2	2	2	2	2	3	2	2	2	1	1	1	1	7

## SAMPLE INDIVIDUAL REPORT

Sample One - IPRO 101 Individual Report	1	2	3	4	← Terms Explained
	Your Avg Score	Group Avg	Group High	Group Low	
Demonstrates Teamwork Skills [Rate each item from 1-5: 5=high; 1=low]					
1. Attends Meetings	3.7	3.2	5	1	<b>1 Your Avg Score:</b> average score for each rubric based on the reviews from all students  <b>2 Group Avg:</b> average score of the entire team for each rubric based on the reviews from all students  <b>3 Group High:</b> the highest score someone from the team received for each rubric  <b>4 Group Low:</b> the lowest score someone from the team received for each rubric
2. Defines Tasks	3.6	3.2	5	1	
3. Communicates Clearly	4.1	3.4	5	2	
4. Inspires a Vision	4	3.3	5	1	
5. Seeks Alternatives	3.7	3.3	5	1	
Demonstrates Project Management Skills [Rate each item from 1-5: 5=high; 1=low]					
6. Sets Realistic Goals	3.7	3.4	5	2	Average rank based on the ranks given by all students from the team  Overall average score based on the sum of all 20 rubrics
7. Listens to Others	3.7	3.1	5	1	
8. Makes Commitment	3.9	3.3	5	1	
9. Takes Responsibility	4.1	3.3	5	1	
Exhibits Communication Skills and Ethical Behavior [Rate each item from 1-5: 5=high; 1=low]					
10. Assigns Tasks	4.4	3.4	5	1	← Any comments given to this student will be displayed here
11. Resolves Conflicts	3.7	3.2	5	1	
12. Establishes Rapport	3.7	3.2	5	1	
13. Shares Responsibility	3.3	3.1	5	2	
14. Creates and Monitors Milestones	3.9	3.2	5	1	
Demonstrates Leadership Effectiveness [Rate each item from 1-5: 5=high; 1=low]					
16. Seeks Input	4	3.2	5	2	← Overall average score based on the sum of all 20 rubrics
17. Recognizes Others	3.7	3	5	1	
18. Rejects Bias in Decisions and Work	3.6	3.3	5	1	
19. Influences Others	3.9	3.3	5	1	
20. Completes Work Assignments on Time	4	3.2	5	1	
Avg Rank by Peers	2.4286				
Overall	76.6	64.8	84.4	50.9	
Comments					
Needs to communicate more.					

## RESETTING PEER REVIEW

Faculty may choose to do more than one running of the peer review surveys; for example in the middle of the semester and at the end of the semester. The system lets you reset survey of a previous running of the peer review and start over. **Make sure you download the reports of the previous running by going to “Reports” before taking this action.**

1. Click on "View Status" on the left-hand side navigation
2. Choose an IPRO group from the drop-down menu and click "Select Group"
3. Click on the “Reset Peer Review” button located under the IPRO number

# REMOVING USERS

Using the “Manage Groups” feature, you can make changes to your group such as removing sponsors/consultants from the list of peer review participants.

1. Click on "Manage Groups" link on the left-hand side navigation
2. Under **Manage Groups** heading, click on the drop-down menu and select the IPRO team you need to remove a user from
3. Click the "Select Group" button
4. Check the radio button in front of the name of the user you wish to remove
5. Click the "Remove User" button

The screenshot shows the IPRO Peer Review System interface. The browser address bar displays `http://sloth.iit.edu/~iproadmin/peerreview/`. The page title is "IPRO Peer Review System".

**Manage Groups**

Here, you can set up the peer review groups. To import a group from iGroups, select it from the drop down menu. All semester's groups are displayed. When a group is imported, a peer review account is created for each person in that identical group is created in this system. Changes made in this system will not affect iGroups.

After importing a group, any member in the group not meant to participate in the peer review (e.g. professors, sponsc removed. To do this, select the group under 'Manage a Group'. All groups currently in the peer review system appear menu. Select a user to remove and click the 'Remove User' button. You can also remove a group, but keep in mind, re deletes the group, its users and their completed surveys from the system. Be sure you know what you're doing before To save a group's data in the archive, click 'Save and Reset Data'.

**Manage a Group**

IPRO 101

IPRO 101		
Example IPRO		
<b>Group Members:</b>		
<input type="radio"/> Student One (student1@iit.edu)	<input type="radio"/> Student Two (student2@iit.edu)	<input type="radio"/> Student Three (student3@iit.edu)
<input type="radio"/> Student Four (student4@iit.edu)	<input type="radio"/> Student Five (student5@iit.edu)	<input type="radio"/> Student Six (student6@iit.edu)
<input type="radio"/> Student Seven (student7@iit.edu)	<input type="radio"/> Sample Faculty (F) (faculty@iit.edu)	

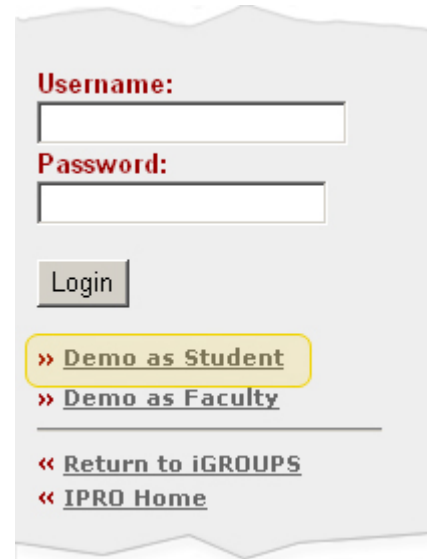
## TEST A STUDENT ACCOUNT

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If you would like to check what a student account looks like and how it works, you can view the demo accessible from the navigation.

### To test a student account:

1. Click on "Demo as Student" on the left-hand side navigation
2. Browse around the system
3. Click on "Logout from Demo" when you are done to get back to the default system



The screenshot displays a login interface with the following elements:

- Username:** A text input field.
- Password:** A text input field.
- Login:** A button to submit the login information.
- Navigation Links:**
  - >> Demo as Student:** A link highlighted with a yellow border.
  - >> Demo as Faculty:** A link.
  - << Return to iGROUPS:** A link.
  - << IPRO Home:** A link.

## NEED MORE HELP?

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If you encounter any problems with the IPRO Peer Review system, please contact the IPRO administrator at [iproadmin@iit.edu](mailto:iproadmin@iit.edu).