

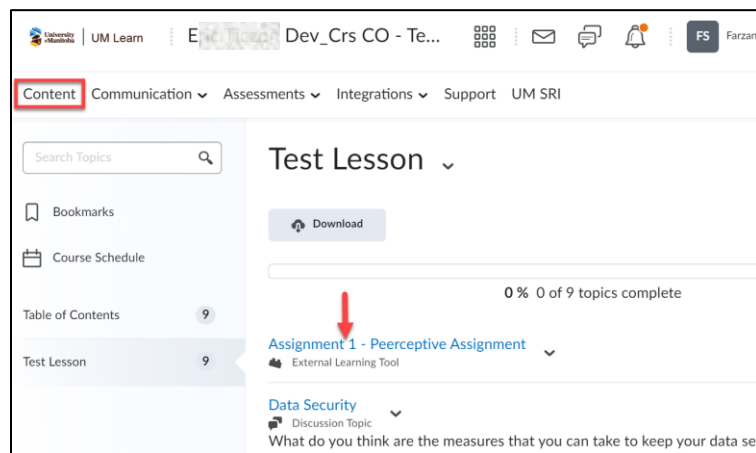
PEERCEPTIV STUDENT GUIDE: ASSIGNMENTS

Peerceptiv assignments follow a process that involves three stages: submit your assignment, review your peers' submissions, and provide feedback to peers who reviewed your assignment. This process helps promote collaboration, teamwork and critical thinking among you, your peers, and your instructor.

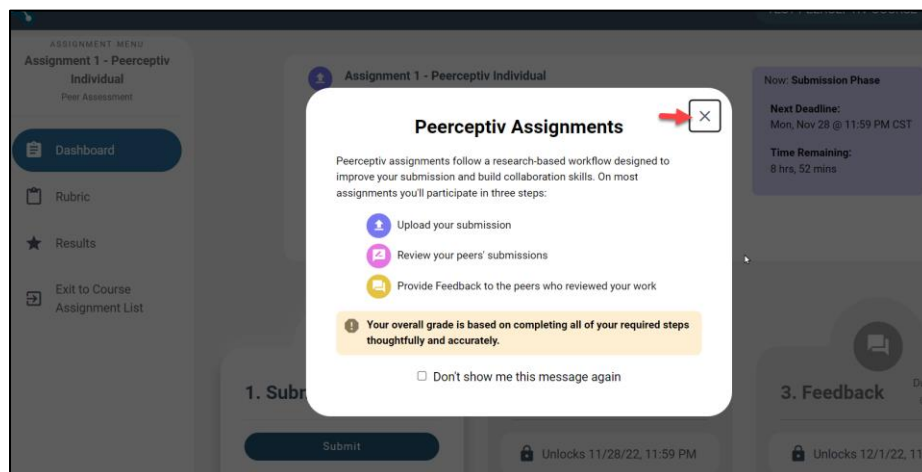
Your overall grade in the assignment is based on completing all the required steps in the process.

SUBMIT A PEERCEPTIV ASSIGNMENT

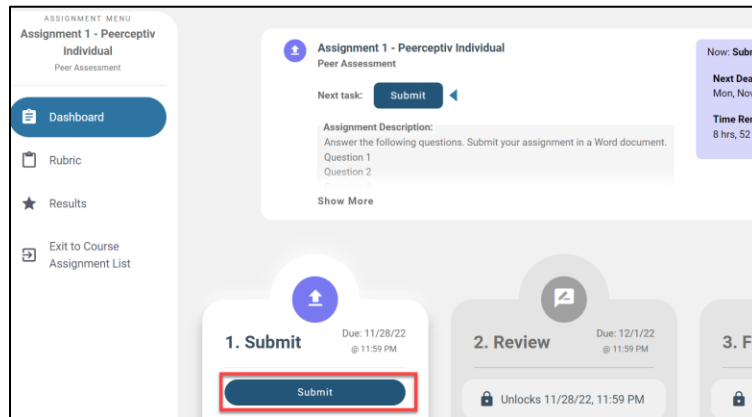
1. Log into UM Learn, and then open your course. Click the **Content** tab, locate the Peerceptiv assignment, and then click it.



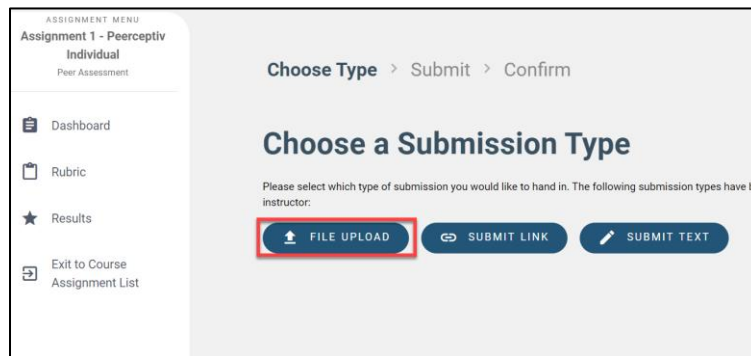
2. The Peerceptiv website opens in another tab. Close the initial dialog box that explains the process of working with assignments.'



3. On the Submit section of the page, click **Submit**.



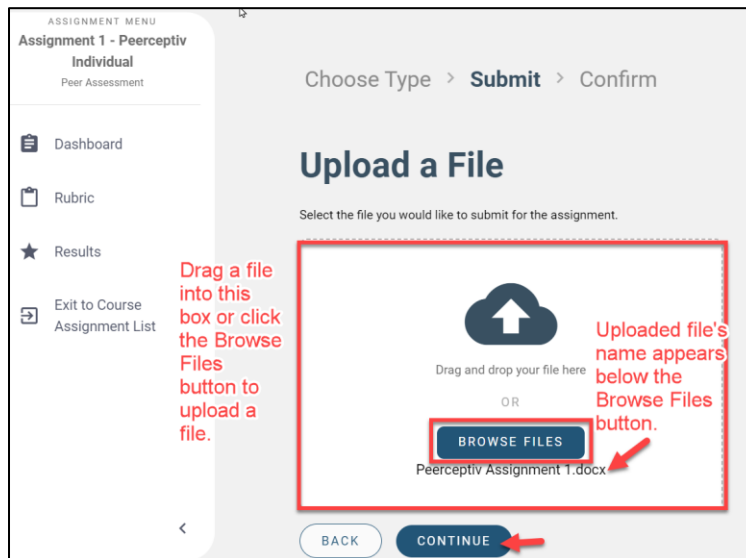
4. Select what kind of submission you will make. In this example **File Upload** is selected.



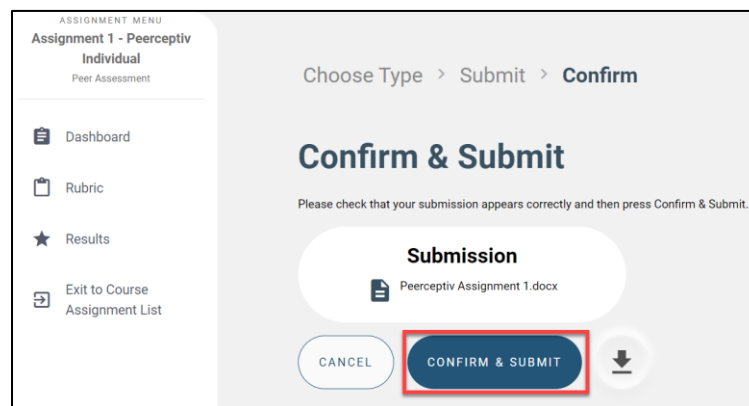
Note

The type of assignment submission you can make depends on how your instructor set this up in the Peerceptiv assignment. The types of submissions could be a file (Word, PDF, PowerPoint, etc.), a link (to a video or webpage), or plain text.

5. To upload a file (Word, Excel, PowerPoint, etc.), drag it into the box shown in the screenshot below, or click **Browse Files** to select the file. Click **Continue** when done.



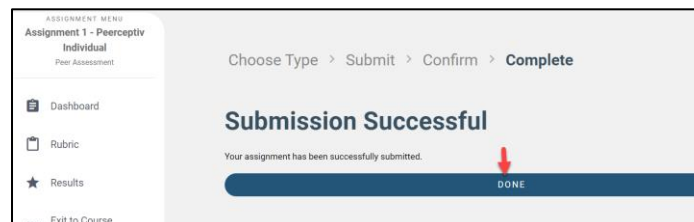
6. Click **Confirm & Submit**.



Note

You can click **Cancel** and re-upload the file if needed.

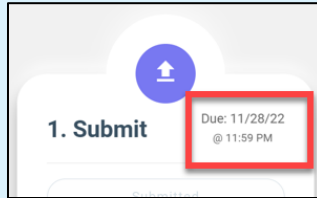
7. On the next page, click **Done**.



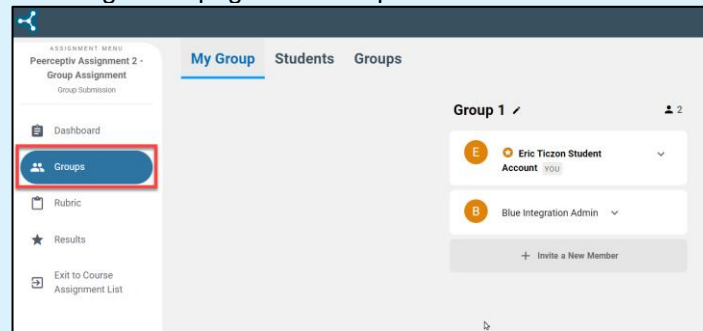


Note

- Ensure that you do not miss the assignment submission deadline.



- In a group assignment scenario,
 - you can check who the members of your group are by clicking **Groups** from the assignment page in Peerceptiv.

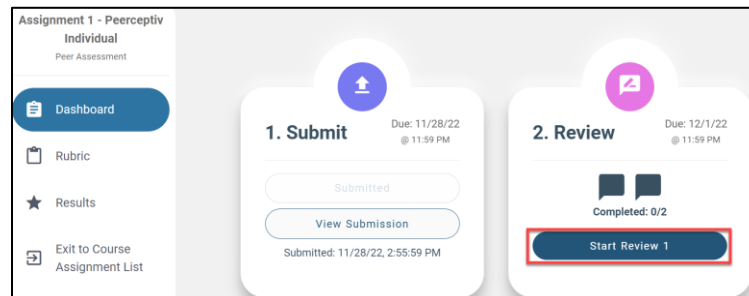


- a group member can submit the assignment on behalf of the other members.

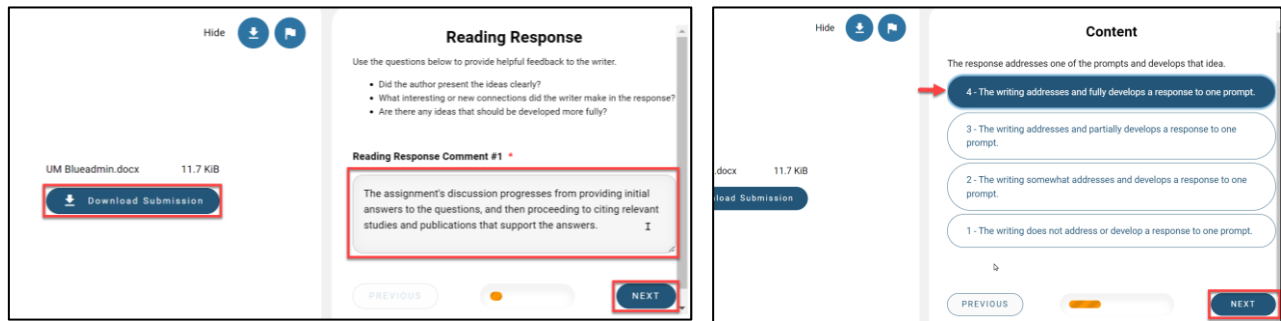
REVIEW ASSIGNMENTS

At this stage, you will provide anonymous reviews for assignments submitted by your peers. The students or groups that submitted the assignments you will review are not identified.

1. Open your course in UM Learn, and then open the Peerceptiv assignment from the **Content** tab.
2. From the Peerceptiv assignment page, click the **Start Review** button.



3. Download the file at the left and read the assignment. Upon completing your reading, you can provide comments and ratings for the assignment.

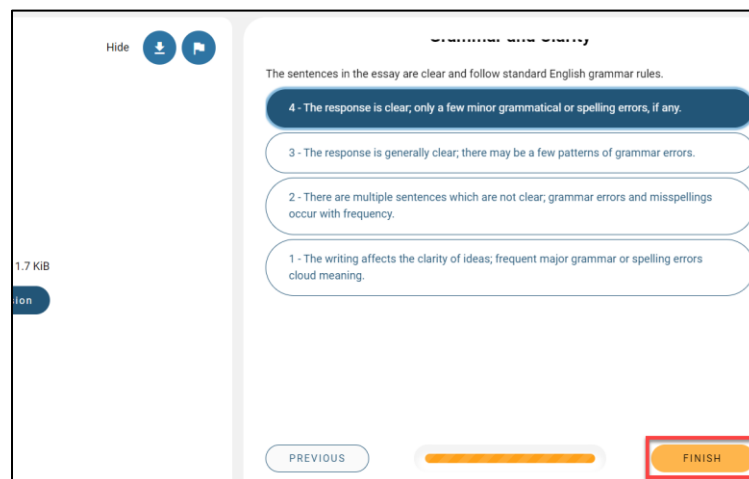


Note

Before providing comments and ratings for the assignment, the tips dialog boxes for commenting and rating will appear. Read the instructions carefully and then close them.

The image shows two dialog boxes. The first is titled 'Tips for Helpful Commenting' and lists three steps: 1. Read the prompt carefully, 2. Point out strengths of the submission, and 3. Offer specific ideas for how to improve your peers' work. The second is titled 'Tips for Accurate Rating' and lists three steps: 1. Take your time, 2. Read the prompt and descriptions carefully, and 3. Rate each submission as if you were the instructor. Both dialog boxes include a close button (X) and a red arrow pointing to the right.

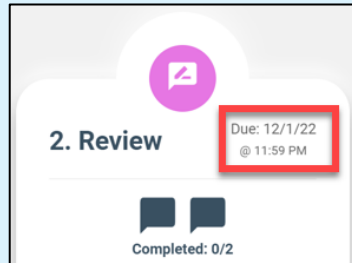
4. Upon completing the last review item, click **Finish**.





Note

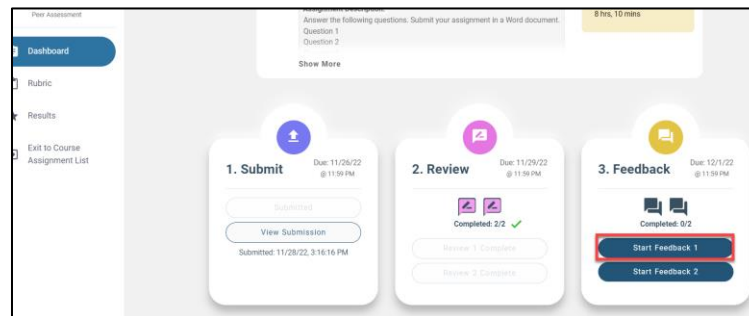
- Depending on the requirements set by the instructor, you may be providing two or more reviews.
- The amount and content of the review items depend on how the instructor set up the rubrics for the assignment review.
- In a group assignment scenario, each student is required to provide anonymous reviews for group assignments submitted.
- Ensure that you do not miss the deadline for providing reviews.



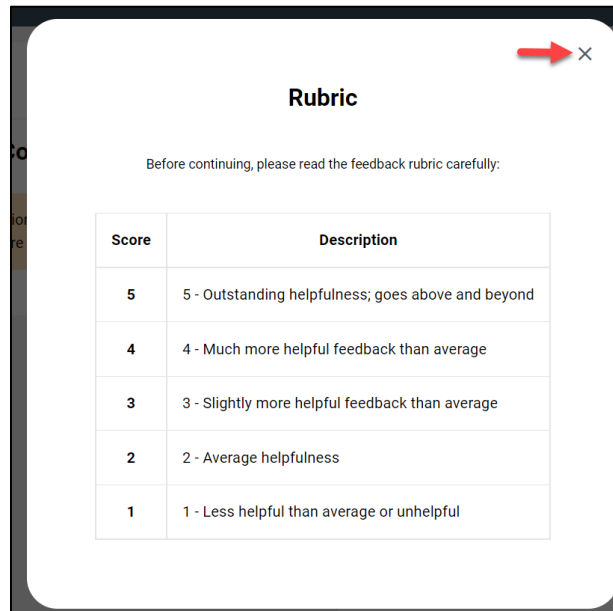
PROVIDE FEEDBACK TO PEERS WHO REVIEWED YOUR ASSIGNMENT

At this stage, you will provide feedback for the reviews given by your peers.

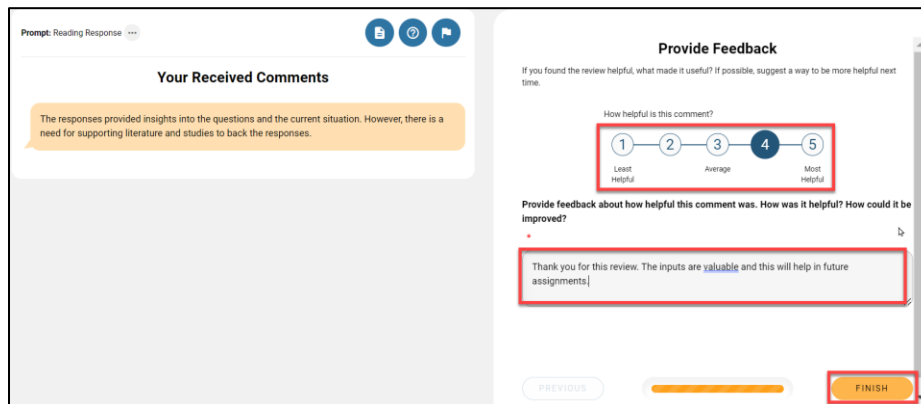
1. From the Peerceptiv assignment page, click **Start Feedback**.



2. Read the feedback rubric before proceeding, and then close it.

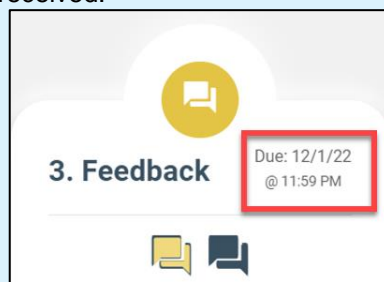


3. Read the comments you received at the left of the page, provide a rating on the helpfulness of the review, enter your feedback on the box provided, and then click **Finish**.



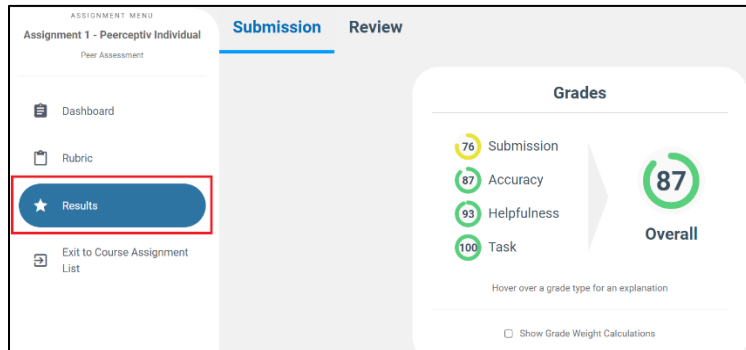
Note

- In a group assignment scenario, any group member can represent the entire group in providing feedback for reviews received.
- Ensure that you do not miss the deadline for providing feedback for reviews you received.



CHECK RESULTS

Once the instructor releases the grades of the assignment, you will find them by clicking **Results** from the Assignment page. The results are also found in the gradebook in UM Learn.



The screenshot shows the 'Assignment Menu' for 'Assignment 1 - Peerceptiv Individual'. The 'Results' button is highlighted with a red box. The 'Grades' section displays the following scores:

Category	Score
Submission	76
Accuracy	87
Helpfulness	93
Task	100
Overall	87

Additional options include 'Show Grade Weight Calculations' and a note to 'Hover over a grade type for an explanation'.

SUPPORT FOR PEERCEPTIV

If you have issues with Peerceptiv or questions, please contact the IST Service Desk:

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 123 Fletcher Argue
 University of Manitoba, Winnipeg, MB R3T 2N2 Canada
 Office: 204-474-8600 Fax: 204-474-7515
 Servicedesk@umanitoba.ca