



**PEER™
ASSESS**
PRO.

Manage a Peer Assessment Activity using Xorro

Reference Guide for Teachers and Students

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QUICK START GUIDE

This table shows the sequence of steps required to register, launch, manage, and download the final gradebook for a Peer Assess Pro peer assessment using Xorro.

Step / Xorro ¹	Task / Reference Manual ²	Section ³
REGISTER	once for your free⁴ Xorro Teacher's account.	1.1
PARTICIPANTS	Create a Participants CSV file containing your class list organised into teams. Adapt this sample format of a Comma Separated Variables, CSV file.	2.1
LOGIN	to your Xorro Teacher's account dashboard, at https://qf.xorro.com/	1.2
ORIENT	yourself to launching and managing a peer assessment activity using Xorro.	1.3
LAUNCH	a peer assessment activity. You will be presented with the option to import your Participants CSV.	2.3
MANAGE	your running (launched) peer assessment activity through carrying out the following tasks.	3.0
WARNING	Action your responses to Active Warnings presented in the Peer Assess Pro Teacher's Dashboard.	3.1
TEAM RESULTS	may be entered. Not required in certain cases.	3.3
SELECT	the Personal Result Calculation Method.	3.4
REVIEW	class, team, and individual results, charts, statistics and qualitative feedback.	3.5
PUBLISH	Provisional (optional) then final official results and feedback for view by team members.	3.6
FINALISE	the peer assessment activity to prevent further responses from students.	4.0
DOWNLOAD	Finalised Teacher's Gradebook, Qualitative and Teacher's Feedback as CSV files.	4.3

[Hyperlinked at www.peerassesspro.com/quickstart-guide-for-teachers](http://www.peerassesspro.com/quickstart-guide-for-teachers)

¹ Hyperlinked to Xoro site. Teacher must be a registered Xorro user.

² Hyperlinked to web version of Reference Guide.

³ Internal links within pdf version of Reference Guide.

⁴ Conditions of use apply to a free Xorro Account. See [Discover Xorro-Q](#)

Most Frequently Asked Questions (FAQs)

>>> [More FAQs at www.peerassesspro.com/frequently-asked-questions-2](http://www.peerassesspro.com/frequently-asked-questions-2)

FAQ: Show me a quick video overview of the whole Peer Assess Pro system

FAQ: What is the purpose of peer assessment?

FAQ: What questions are asked in the peer assessment survey?

FAQ: How do I decide which Personal Result method to apply in my peer assessment activity

FAQ: How do I correct the Team Composition in a **running** peer assessment activity?

Quick Link Map

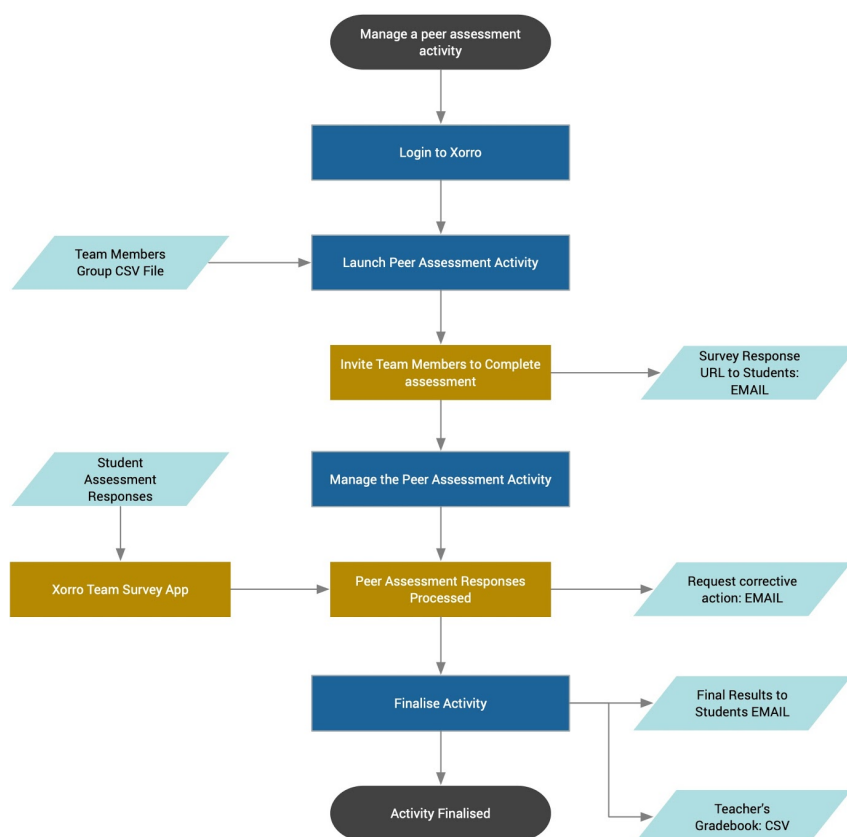
Everyone	For teachers	For team members
Xorro-Q help	Login to Xorro-Q	Join peer assessment activity
www.peerassesspro.com	The peer assessment survey	The purpose of peer assessment
Reference guide: Table of contents	Login and orientation	Undertake the peer assessment
FAQs on the web at http://tinyurl.com/papFAQ	Launch peer assessment activity	Use peer assessment results for better performance
Videos	Manage the peer assessment activity	
Quickstart guide for teachers	Definitions, calculations, and examples	
Contact us	Miscellaneous	

Launching Peer Assess Pro™ using Xorro-Q

>>> [Reference Guide at http://tinyurl.com/papRefPdf](http://tinyurl.com/papRefPdf)

This guide helps teachers familiar with peer assessment⁵ to use our Peer Assess Pro™ team peer assessment platform through the Xorro-Q interface. Once logged in to Xorro-Q, you **launch a peer assessment** activity. During the launch process, you upload a Peer Assessment **Participants CSV** that specifies team members, their team, login id and, optionally, their email. The **Participants CSV** is a comma separated variable (csv) file illustrated below. The Peer Assess Pro peer assessment activity notifies by email to each team member a unique, student-specific survey **activity URL** that gathers the peer assessments of their team members. Timely **reminders** and final **result** announcements are generated automatically and communicated to the students from Peer Assess Pro via the email addresses you provided in the Participants CSV.

Teachers Process Flowchart: Overview



⁵ New to peer assessment? See our [FAQ: What is the purpose of peer assessment?](#)

>>> [Hyperlinked chart at http://tinyurl.com/papChart](http://tinyurl.com/papChart)

Questions, Feedback and Contact

Ask us for help, give us feedback, and request additional features.

<https://www.peerassesspro.com/contact/>

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Example Peer Assessment Participants CSV File

id	first	last	email	team	group_id
AMTO01	Amanda	Tolley	Amanda.Tolley@noreply.com	Bear	BUS123.101/PMell/TutB/2020-05-28/SUM
ANWO08	Anna	Worth	Anna.Worth@noreply.com	Bear	BUS123.101/PMell/TutB/2020-05-28/SUM
HOBR03	Holly	Brown	Holly.Brown@noreply.com	Bear	BUS123.101/PMell/TutB/2020-05-28/SUM
ALJO11	Alice	Jones	Alice.Jones@noreply.com	Panda	BUS123.101/PMell/TutB/2020-05-28/SUM
GRGR15	Greta	Green	Greta.Green@noreply.com	Panda	BUS123.101/PMell/TutB/2020-05-28/SUM
JEWA06	Jeff	Wang	Jeff.Wang@noreply.com	Panda	BUS123.101/PMell/TutB/2020-05-28/SUM
BOWI12	Bob	Wilson	Bob.Wilson@noreply.com	Tiger	BUS123.101/PMell/TutB/2020-05-28/SUM
HEJO19	Henry	Jones	Henry.Jones@noreply.com	Tiger	BUS123.101/PMell/TutB/2020-05-28/SUM
JOSM13	John	Smith	John.Smith@noreply.com	Tiger	BUS123.101/PMell/TutB/2020-05-28/SUM

>>> [Download CSV](#), [EXCEL](#), or [Google Sheet](#)

Example Survey Questions for a Team Member

Part A: Overall Recommendation



How likely is it that you would recommend this team member to a friend, colleague, or employer?

	Very Unlikely		Neutral		Very Likely
Karl MARC:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quinten CRISP:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ritchie CHOR:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sandy SHORE (Self):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Screenshots of the peer assessment activity

The screenshots illustrate the following steps in the Peer Assessment Pro workflow:

- Launch a Peer Assessment:** The first screenshot shows the main dashboard with the 'Launch a Peer Assessment' button highlighted. A 'Launch Peer Assessment' dialog box is shown, where an activity title, group, teamset, and start date are configured.
- Import Teamset:** The second screenshot shows the 'Import Teamset' dialog, where a CSV file is selected and the teamset is reviewed. A table of team members is displayed below.
- Review the teamset:** A detailed view of the teamset table is shown, listing team members with their identification IDs, first and last names, and email addresses.
- Activity Configuration:** A third screenshot shows the 'Launch Peer Assessment' dialog with specific settings for 'My new peer assess activity for class 123'.
- Results and Statistics:** The final screenshot shows the 'Result info (Running)' page for the activity. It includes a 'Class statistics for: Peer Assessed Score, PA Score' section with a histogram and a table of statistics.

Team	Identification (ID)	First Name	Last Name	Email
American	0044_350v1	Blue	ColorSad	
	0075_350v1	Clarke	Clerk	
	0082_350v1	Dakota	Friend	
	0155_350v1	Journey	Day'Sjourney	
	0086_350v1	Lyric	OffTheLyne	
	0221_350v1	Dylan	SOCHI/ieswa	
	0236_350v1	Morgan	PossiblyGreat	
	0259_350v1	Owen	Wellborn	
	0326_350v1	Reese	Ardent	
	0335_350v1	Kristan	PossiblySad	
	0340_350v1	Walter	FromWales	
	0345_350v1	Winn	Handsome	
	0345_350v1	Wynne		

Statistic	Value
Count	9/350
Minimum	40
Average	62.5
Maximum	22.5
Range	6.08
SD	