

My Reviewers

Student Guide

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Getting Started

Logging in

To log in to *My Reviewers*, you will need your USF NetID and password, and access to a computer connected to the Internet. Follow these steps to sign in:

1. Open a web browser.
2. Type the following URL in the address bar: <http://myreviewers.usf.edu>
3. Enter your USF NetID and password in the User Login screen that appears. Click **Sign In**.

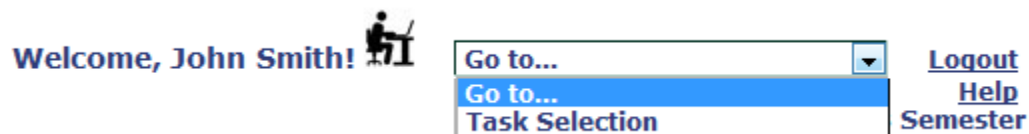


Having trouble with your USF NetID? For more information about activating or looking up your NetID, refer to the *Troubleshooting* section of this guide.

Getting Started

Navigating the site

Accessing the range of features in *My Reviewers* is simple. You can easily jump between sections by using the navigation menu located in the upper right-hand corner of the interface; simply click on the menu and select a page to move to.



Avoid using the "Back" button in your web browser while working in *My Reviewers*; instead, use the navigation menu to return to previous pages.

Getting Started

Paying for *My Reviewers*

Before you can access the system, you will first need to pay a \$49 resource fee. Follow these steps to pay the resource fee:

1. Go to <http://myreviewers.usf.edu>
 2. Enter your USF NetID and password in the User Login screen that appears. Click **Sign In**.
 3. Click **Submit Payment** to proceed to the payment screen.
 4. Enter your credit card information and billing address as indicated on the screen. Note that an asterisk (*) indicates required information.
 - a. Select your **credit card type**.
 - b. Enter your **account number** without any spaces or dashes.
 - c. Enter the **expiration date** of your credit card in the month/year (mm/yyyy) format.
 - d. Enter your credit card's **security code**: these are the last 3 digits on the back of your credit card.
 - e. Enter the **full name** that appears on the credit card from which you are paying.
 - f. Enter the **billing address** associated with the credit card from which you are paying.
- Note that your billing address may differ from your mailing address.*
- g. Verify that you have entered the correct information in each field.
 - h. Click the **Continue** button *once* to proceed.

Avoid clicking "Continue" more than once; your credit card could be charged multiple times.

5. **Wait** for the "Processing" screen to direct you to the completion page. Please do not exit, re-fresh, or press the "Back" button on your browser while your transaction is being processed.
6. **Review** and **print** your receipt.
7. Complete the process by clicking the button "Thank you for your payment. Click here to continue." You will be directed to the Student Task Selection screen.

Success! You are now ready to begin using *My Reviewers*.

Getting Started

Student Task Selection screen

The **Student Task Selection** screen is the landing screen that follows your login to the rubric tool. The options on this screen will enable you to perform the following tasks:

- Upload a draft or completed project
- View your grades at the Student Project Grade Center
- View your team members' reviews of your assignment
- View your peer review assignment grade(s)

Please select a task from the list below and press the "Go" button.

Projects

- ☐ Upload a Draft or Completed Project
- ☐ Go to Student Project Grade Center

Peer Review

- ☐ View a List of Team Members' Reviews of Your Draft(s) or Completed Project(s)
- ☐ View Your Peer Review Assignment Grade(s)

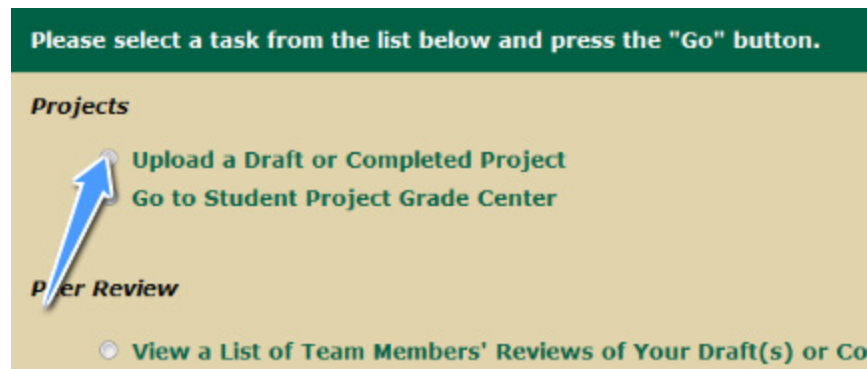
[Help Center](#)

Go **Reset**

You can return to this screen at any time using the navigation menu at the top of the screen.

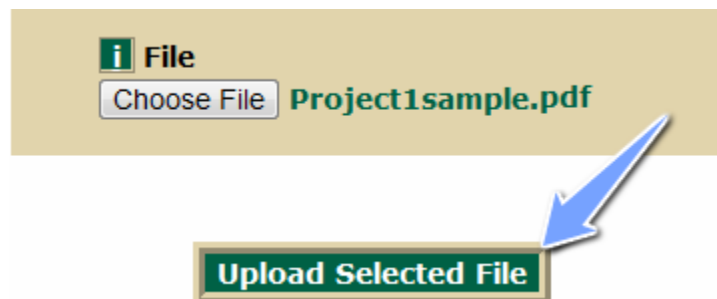
Uploading a Document

A 3-step process



To upload a document to *My Reviewers*, follow these steps:

1. On the Task Selection screen, select **Upload a Draft or Completed Project**. Click **Go**.
2. Follow the 3-step process to upload your document:
 - a. Select the **project** and **draft** from the drop-down menus.



- b. Click **Choose File** to browse your computer for the file you want to upload. Click **Upload Selected File**.
- c. **Validate document upload.** Your document has been uploaded successfully if:
 - A preview of the document appears on the right-hand side of the screen.
 - A yellow confirmation message appears at the top of the page:

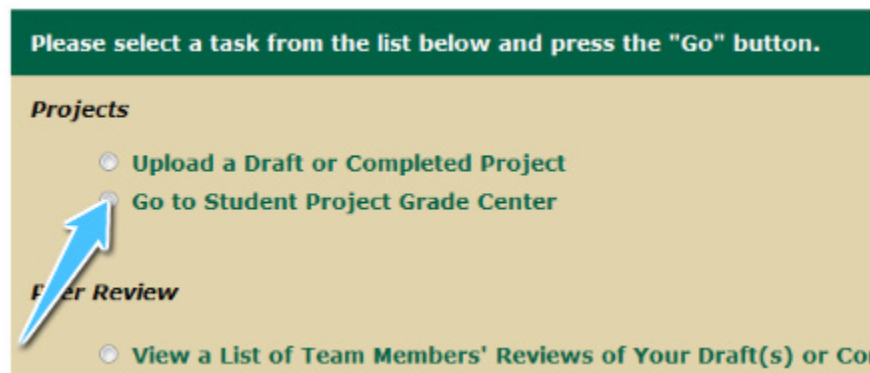
Confirmation: Project1_Early_Draft uploaded successfully! Thank you!

Viewing Teacher Feedback

On an uploaded draft

To view your teacher's feedback on an assignment you have uploaded to *My Reviewers*, follow these steps:

1. On the Task Selection screen, select **Go to Student Project Grade Center**. Click **Go**.



Please select a task from the list below and press the "Go" button.

Projects

- ☐ Upload a Draft or Completed Project
- ☒ Go to Student Project Grade Center

Peer Review

- ☐ View a List of Team Members' Reviews of Your Draft(s) or Completed Project(s)

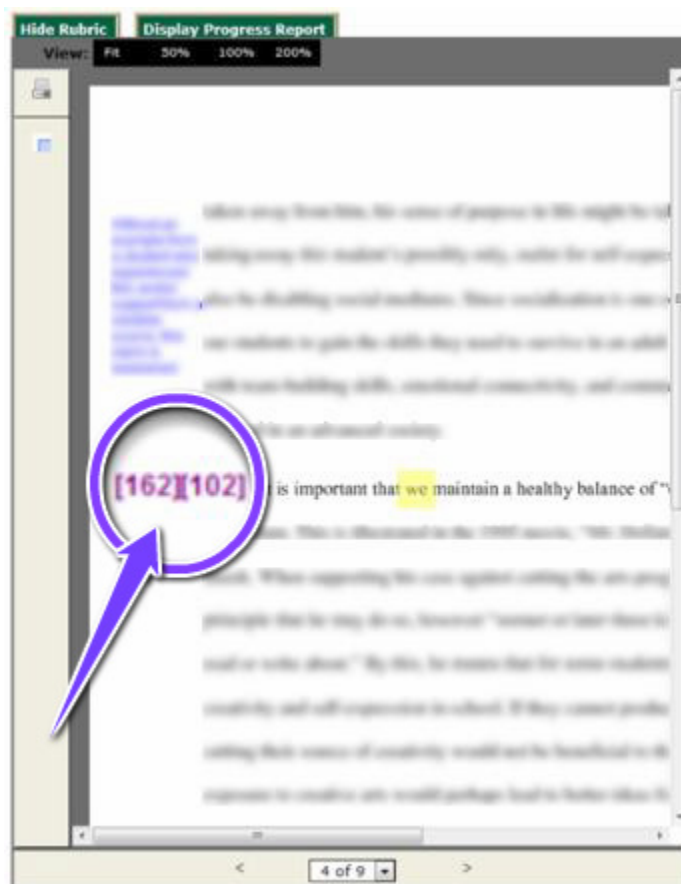
2. Select an **assignment** you'd like to view.

Select an Assignment to View:	Assignment	Modified Date	Final Grade
Project1 Early_Draft	Project1 Early_Draft	2/10/2012	
Project1 Intermediate_Draft	Project1 Intermediate_Draft	2/10/2012	C
Project1 Final_Draft	Project1 Final_Draft	2/15/2012	A-

Common Comments

What are common comments?

When you view your teacher's or peer's feedback on an assignment in *My Reviewers*, you may see your work marked up with comments, highlights, and numerical codes. These numerical codes, displayed in purple, represent **common comments**, or comments that are aimed at having you improve your writing by consciously reflecting on the decisions you make as a writer and how these decisions relate to the rubric.



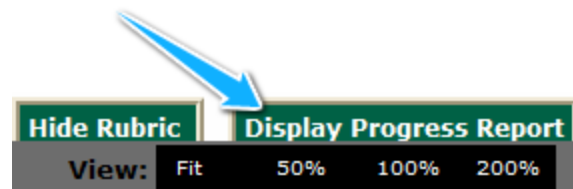
After your assignment has been reviewed by your instructor or peer, you will receive a numerically ordered list of comments at the end of your marked-up document. Each comment is a clickable hyperlink that leads to a resource page where you can learn more about the topic.

Common Comments

What do they mean?

On your document, common comments will appear as purple numerical codes. To view what each code represents, follow these steps:

1. While viewing your graded document, click the **Display Progress Report** tab at the upper left-hand side of the interface.



2. Use the numeric codes and definitions that appear on the **Student Progress Report** screen to understand how each comment corresponds to your paper.

Definition of Selected Comment:

Comment 72

[Weak introduction](#)

Definition of Comments Used in this Document:

[7] Review assignment requirements

[10] Where is your Annotated Bibliography?

[19] Consider your context

[72] Weak introduction

[79] Unify the ideas in this paragraph

3. While in the Student Progress Report view, click on a code in your paper to:
 - Bring the selected comment to the top of the list.
 - Display a link to the comment's resource page, where you can learn more about the topic.

Visiting the comment's resource page will help you revise and improve your paper by enriching your knowledge of core writing concepts.

Read "[Adding a common comment](#)" to learn how to insert a comment into your peer's paper.

Peer Review

Getting started

To access a team member's draft or completed project, follow these steps:

1. On the Student Task Selection screen, select **Grade a Team Member's Draft or Completed Project**. Click **Go**.

This option is only available if your instructor has assigned a peer review.

2. Select a **U-number** from the drop-down menu titled "Student" on the following screen.

Students in this menu are listed by U-number, not by name, to ensure greater objectivity in the peer review process.

Project/Version: Project3 Intermediate_Dr

Student: Please Select

- Please Select
- U12345678
- U22222222
- U11223344

After you select a student, the document will appear on the left side of the screen. The rubric and comment box will appear on the right side of the screen, but you can choose to display or hide the rubric while working.

To **expand** the draft size:

1. Click the **Hide Rubric** tab at the upper left-hand corner of the interface.



2. Choose a different level of **magnification**: Fit, 50%, 100%, or 200%.

To **re-open** the rubric if you've hidden it, simply click the **Display Rubric** tab.

Peer Review

Using mark-up tools

Using the annotation tools in *My Reviewers* is easy; you can add text, shapes, images, and other graphics to your peer's draft. The following table describes some of the common uses for each markup tool.

ADD	COMMON USES
Arrow	Point directly to an element in the text
Free Form	Circle problematic areas or direct attention
Highlight	Draw attention to a specific word or sentence
Link	Direct your peer to a particular source on the web
Sticky Note	Add specific marginal questions or comments
Text	Write a note directly to your peer
Whiteout	Omit or "white out" incorrect or irrelevant words

Saving your markup


When you're *completely* finished with the peer review, you can:

- Save your markup by clicking the **Save** button at the bottom of the rubric view.
- Notify your peer that the draft is ready for viewing by clicking the **Email Final Grade** button at the bottom of the rubric view.

Disabling a tool

Once a tool has been selected, it will remain active until you disable it. When you have finished using a tool, click the yellow bar at the top of the screen that says "**Click here to disable**" to prevent additional markups from appearing every time you click the page.


Add a sticky note

1. Select  **Add Sticky Note** from the Tools tab.
2. Click on the area of the draft where you'd like to place the sticky note.
3. Type your comment or question in the box that appears.

You can:

- Minimize the sticky note by clicking the “—” button at the corner of the text box.
- Adjust the size of the sticky note by dragging the black boxes at the corners.
- Delete the sticky note by clicking DEL at the top of the interface, OR by right-clicking the sticky note and selecting Delete Object.


Highlight text

1. Select  Add Highlight from the Tools tab.
2. Drag the mouse over the text you'd like to highlight.

You can:

- Adjust the size of the highlighted area by dragging the black boxes at the corners.
- Change the color of the highlighted area by using the editing tools.


Add an arrow

1. Select  Add Arrow from the Tools tab.
2. Drag the mouse on the screen in the direction you want the arrow to appear.

You can:

- Adjust the size or direction of the arrow by dragging the black boxes at either end.
- Change the color and width of the arrow by using the editing tools.
- Delete the arrow by clicking DEL at the top of the interface, OR by right-clicking the arrow and selecting Delete Object.

Add a link

1. Select  Add Link from the Tools tab.
2. Drag the mouse on the screen in the desired size and area.
3. Enter the link's destination in the box that appears. You can link to a web page on the Internet or another page in your peer's document. Click Ok.

You can:

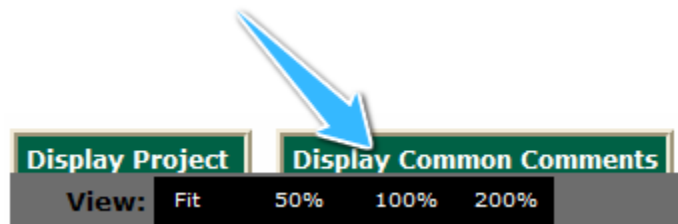
- Adjust the size of the boxed link by dragging the black boxes at the corners.
- Delete the link by clicking DEL at the top of the interface, OR by right-clicking the link box and selecting Delete Object.

Peer Review

Adding a common comment

To insert a common comment into your peer's paper, follow these steps:

1. Click the Display Common Comments tab in the upper left-hand corner of the interface.



2. Click **Annotate** and select the **Highlight** tool.
3. Highlight the portion of the text to which you want to attach the comment.
4. Click the checkbox beside each comment you want to add. You can:
 - **Browse** each category of comments by expanding the tree-view
 - Use the **search bar** to look for comments containing a certain word
 - Right-click and open each comment's **resource page** in a separate browser tab

You can select up to 3 comments per highlight.

5. Click **Insert Checked Comments Into Document**.



6. **Click back** on the highlighted text. This will:
 - a. refresh the page, and
 - b. display the numbered codes on the document.

Success! The comment will appear as a purple, bracketed number code on the document.

Peer Review

Numeric- and discussion-based feedback

In addition to using common comments and mark-up tools, remember to leave feedback for your peer that corresponds to the 5 categories of rubric criteria:

- **Focus** : 25%
- **Evidence** : 25%
- **Organization** : 25%
- **Style** : 20%
- **Format** : 5%

You'll find these rubric categories on the right-hand side of the peer review screen. Hover your mouse over each category's "Basics" and "Critical Thinking" to view the rubric category's criteria.

Depending on your instructor's directions, your feedback will take one of two forms: numeric- or discussion-based.

1. **Numeric feedback:** Assign a numeric score to your peer's paper for each rubric category.

Focus 25%					
<u>Basics</u>	0	1	2	3	4
<u>Critical Thinking</u>	0	1	2	3	4
Evidence 25%					
<u>Critical Thinking</u>	0	1	2	3	4
Organization 25%					
<u>Basics</u>	0	1	2	3	4
<u>Critical Thinking</u>	0	1	2	3	4
Style 20%					
<u>Basics</u>	0	1	2	3	4
<u>Critical Thinking</u>	0	1	2	3	4
Format 5%					
<u>Basics</u>	0	1	2	3	4

2. **Discussion feedback:** Write helpful feedback for your peer's paper for at least three of the five rubric categories.

Focus 25%	<u>Basics</u>	<u>Critical Thinking</u>
<div></div>		

Evidence 25%		<u>Critical Thinking</u>
<div></div>		

Organization 25%	<u>Basics</u>	<u>Critical Thinking</u>
<div></div>		

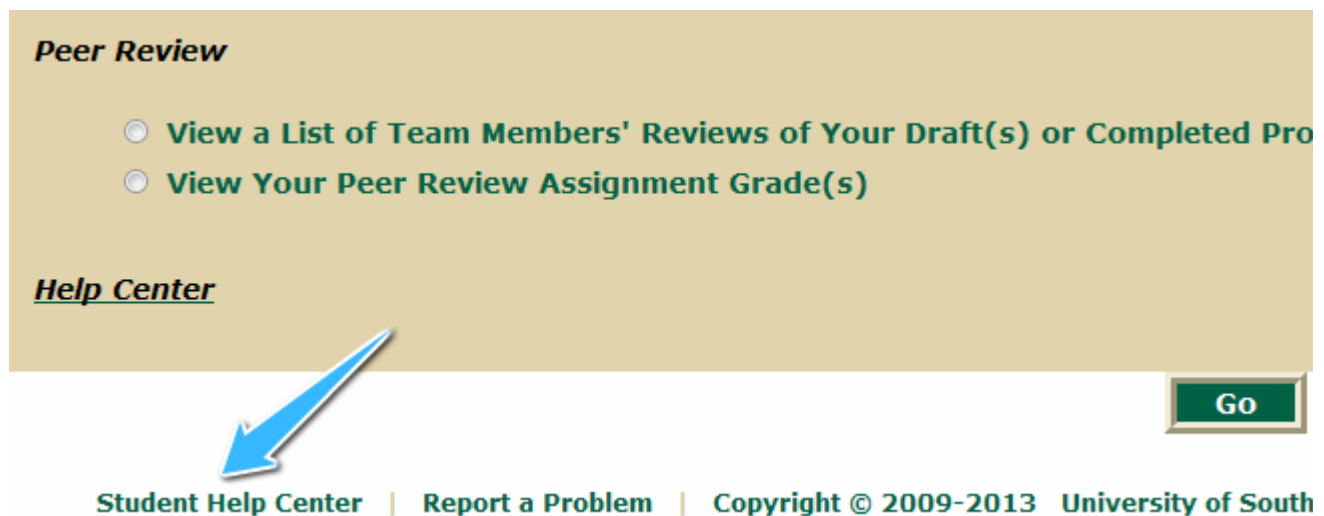
*When providing written feedback for your peer's paper, keep in mind that each comment text box has a **3000-character limit**; this limit pertains to letters, numbers, and even punctuation marks. Avoid exceeding this character limit as the system deletes any words that run beyond the allotted 3000 characters.*

Help

Student Help Center

Visit the **Help Center**, located at the bottom of the Task Selection screen, for more information about *My Reviewers*. At the Help Center, you will find a range of resources, including:

- Videos
- Rubric explanations
- Peer review resources



Peer Review

- ☐ View a List of Team Members' Reviews of Your Draft(s) or Completed Pro
- ☐ View Your Peer Review Assignment Grade(s)

Help Center

Go

Student Help Center | **Report a Problem** | **Copyright © 2009-2013 University of South**

Help

Troubleshooting login issues

If you are experiencing issues while logging in to or using *My Reviewers*, please follow these troubleshooting steps to resolve the problem:

1. **Check your enrollment status.**

To check your enrollment status, follow these steps:

- a. Visit <http://oasis.usf.edu>
- b. Select Student under the main menu.
- c. Click Registration.
- d. Select the appropriate term.
- e. Click Student Detail Schedule.

***You may have been dropped** from the course for a number of reasons; for example, you may be missing immunization records or other unfulfilled requirements. For more information, visit your university's Office of the Registrar.*

2. **Log in with your USF NetID and password.**

If you don't have a NetID or can't remember it:

- a. Visit <http://netid.usf.edu>
- b. Click Activate your USF NetID.
- c. Follow the instructions that appear.

***Please allow a day after activating** before using your new NetID to log in to the system.*

3. **Enter your NetID and password correctly.**

Make sure your caps lock is off. Additionally, check your NetID and password:

- a. Visit <http://netid.usf.edu>
 - To find your USF ID Number, click Lookup your USF ID Number.
 - To reset your USF NetID password, click Reset your USF NetID password.
- b. Follow the instructions that appear.

4. **Clear your cache.**

Websites often store temporary data in your cache to make loading pages a faster process; this process can sometimes lead to errors. Visit <http://www.wikihow.com/Clear-Your-Browser's-Cache> and follow the steps listed there depending on your browser.

If the issue still persists:

1. Visit the *My Reviewers* [troubleshooting](#) web page.

This page is also available by clicking Report a Problem at the bottom of every page.

2. Click the Add New Item link at the bottom of the page.
3. To add your screenshot, use the Attach File icon at the top of the form.

If you are having trouble with your NetID, please contact the IT Help Desk:

Phone: (813) 974-1222

Toll Free: (866) 974-1222

Email: help@usf.edu