

## Calibrated Peer Review - Overview of Instructor's Process

### Typical timeline:

Once you have decided on an assignment, there are six main tasks:

- Create/adapt assignment (steps 1-5)
- Create course & register students (step 6)
- Activate assignment in course (step 7)
- Submission of student writing phase (step 8)
- Review by students phase (step 9)
- Record/evaluate scores (step 10)

1. Design a new or adapt an existing assignment. See the document "Assignment Preview Sample (63)" for what the finished product will look like.
  - Assignment Goals
  - Source Material
  - Student Instructions
  - Guiding Questions
  - Writing Prompt
  - Calibrations, Average Word Count, and Answer Keys
2. Select or create writing samples (excellent; good; poor).
3. Write assignment goals, instructions, guiding questions, prompt.
4. Write rubric.
5. Design CPR assignment: upload prompt, rubric (in the form of evaluation questions), and samples; and score the sample with the rubric to create the calibration standard.
6. Create course and populate with students. This should happen in a parallel process, with course creation and student registration in CPR via class lists by the CPR Administrator, Nathan Finley.
7. Select assignment for course; select calibration parameters and date ranges for assignment.
8. Submission phase: Students write and upload their assignments; in doing so, they perform the calibration reviews of the sample papers with the rubric.
9. Review phase: Students review three classmates' assignments and then their own. The CPR program generates a feedback report.
10. Record calibrated scores.