

COLLAGE Peer-Editing Software Manual

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1 Introduction

The COLLAGE (COLLaborative Approach to Global Education) peer-editing software can be used for a class, by students and instructors, to manage assignments and peer-edit online. The students submit their assignments online to the COLLAGE Web site and then their assignments can be peer-edited by their classmates. The students can revise their submitted document, taking into consideration the comments made by their classmates, and resubmit it for grading. Now the instructor grades the assignment and reposts it to be viewed by the student.

Students can create their own student accounts using the COLLAGE software. Once they create their student accounts, they can join the class account created by their instructor. By joining a class account the student can submit assignments, view their submitted assignments, check due dates and peer-edit fellow classmate's work.

With the COLLAGE software an instructor can create an instructor account, which enables them to create class accounts. Each class account that they create allows them to set due dates, download submitted assignments, grade assignments, and view completed peer edits.

The following manual contains a student guide (§2) and an instructor guide (§3) on how to configure and use the COLLAGE Web site. The name of each COLLAGE Web page is italicized when it is referred to in this manual. This manual assumes that you are familiar with using Internet Explorer or Netscape Navigator to browse the World Wide Web (WWW). The student guide can be distributed to the students in class to explain how to set up and use their student accounts.

The URL for the COLLAGE PeerEdit software is www.collage.soe.ucsc.edu/PeerEdit. Please visit this site for updates and announcements.

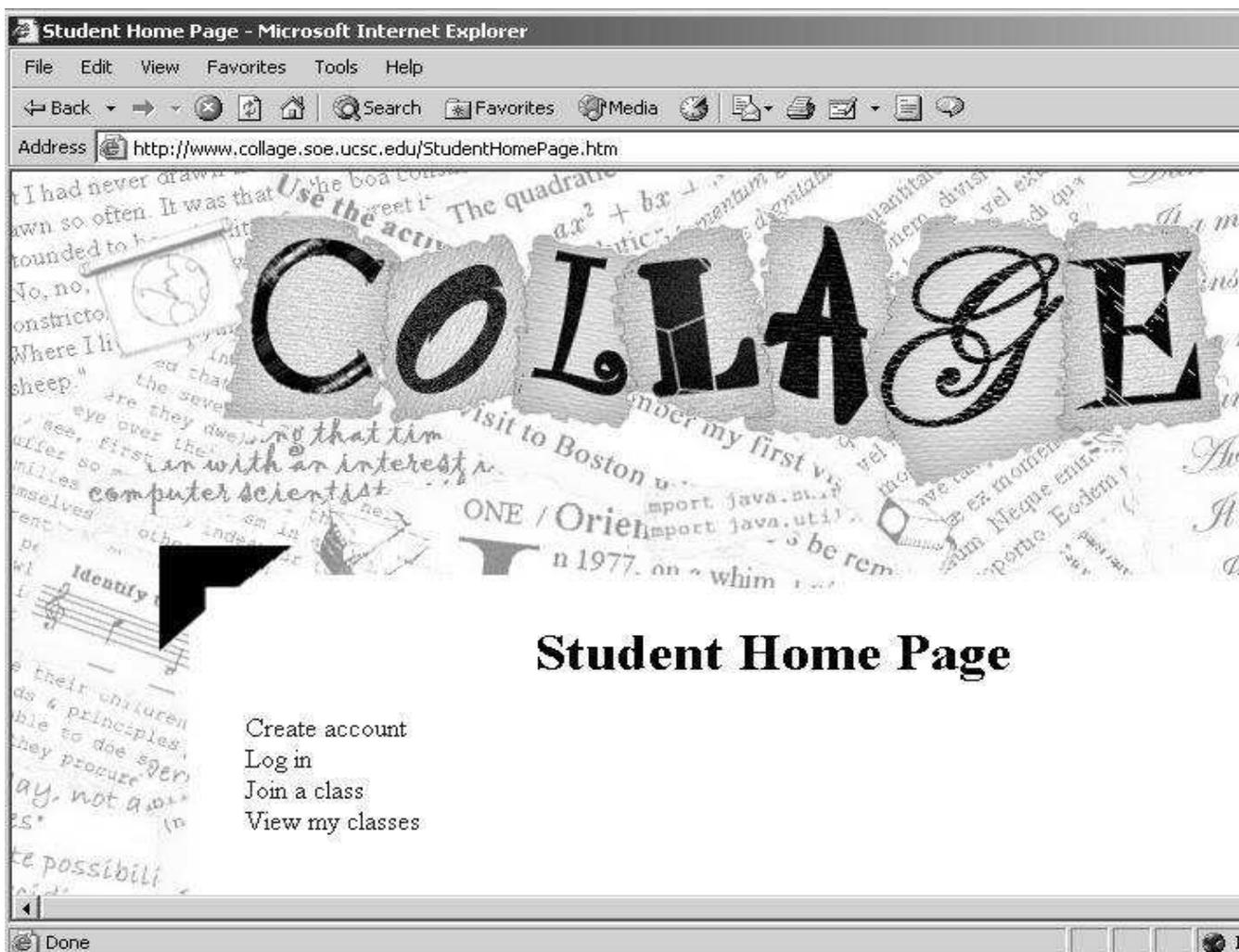


Figure 1: COLLAGE Student Home Page.

2 Student Guide

This student guide will teach you how to create your own COLLAGE student account, log into your class Web page, and join a class account. Once you have completed these three steps, you will learn how to navigate and perform various operations within a class account. These operations will include viewing assignment due dates, submitting and viewing assignments, and peer-editing classmates' work.

2.1 Student Home Page

The *COLLAGE Student Home* Web page (Figure 1) is the starting point for creating a student account, joining a class, and logging into a class. You can access the *COLLAGE Student Home* Web page at <http://www.collage.soe.ucsc.edu/StudentHomePage.htm> The options listed on the *COLLAGE Student Home* Web page (create account, log in, join class, and view classes) are described in the next four subsections.

2.1.1 Create a Student Account

To create a student account, click on the ‘Create account’ link shown in Figure 1. This will open the *Create Student Account* Web page that is shown in Figure 2. You must fill in all of the fields to successfully create your student account. The following list explains what each field in Figure 2 should contain.

- *First Name* — Enter your first name. This field may contain spaces between names. For example, if your first name is Mary Jo, you may enter it in just like this.
- *Last Name* — Enter your last name. Make sure you enter in your last name the same as it appears on your instructor’s enrollment list. Hyphenated last names are acceptable entries.
- *Email Address* — Enter your email address. Make sure to check your email regularly during the quarter or semester that your course is in session.
- *Birth Date* — Enter the month, day, and year of your birth in the following format (mm/dd/yy).
- *Choose a Security Question* — Choose a security question from the drop-down menu. If you forget your password when logging into the COLLAGE web system you will need to remember your chosen security question and your answer to this question to retrieve your forgotten password.
- *Answer* — Enter your answer to the security question you selected in the previous field. Remember this answer because you will need it to log in if you forget your password.
- *Desired Login* — Choose and then enter your login name. You will use this name to log into your COLLAGE student account, and to access your assignments.
- *Desired Password* — Choose and then enter your password. It is suggested that you choose a password that is at least eight characters long and that contains both letters and digits. This will make it harder for others to guess your password.

When you have completed filling in all of the fields, click on the Create Account button shown at the bottom of Figure 2. A banner indicating that your account has been created successfully, as in Figure 3, will be displayed when your student account has been created. If your account has not been created successfully, the banner in Figure 3 will display an error message. Follow the suggestions given with the error message for fixing the problem with creating your account. If you are still unable to create your student account, contact your instructor. When your account is created successfully you are ready to join a class.

2.1.2 Join a Class

Joining a class account enables you to check assignment and peer-editing due dates, submit assignments, and peer-edit fellow students’ work. To join a class, you will need to know the class call number, scholastic department, passphrase, and the term and year the class is offered. The instructor of your class is responsible for giving you the passphrase for the class account. Click on the ‘Join class’ link on the *COLLAGE Student Home* Web page (Figure 1) to open the *Join a Class* Web page shown in Figure 4. The following list explains what should be entered into each field.

- *Class Call Number* — Enter the class call number. For example, if the course offered is English 101 then enter 101 as the class call number.
- *Department* — Enter the abbreviated department name for the course being offered. For example, if the department for the course is English (ENGL) then enter ENGL.

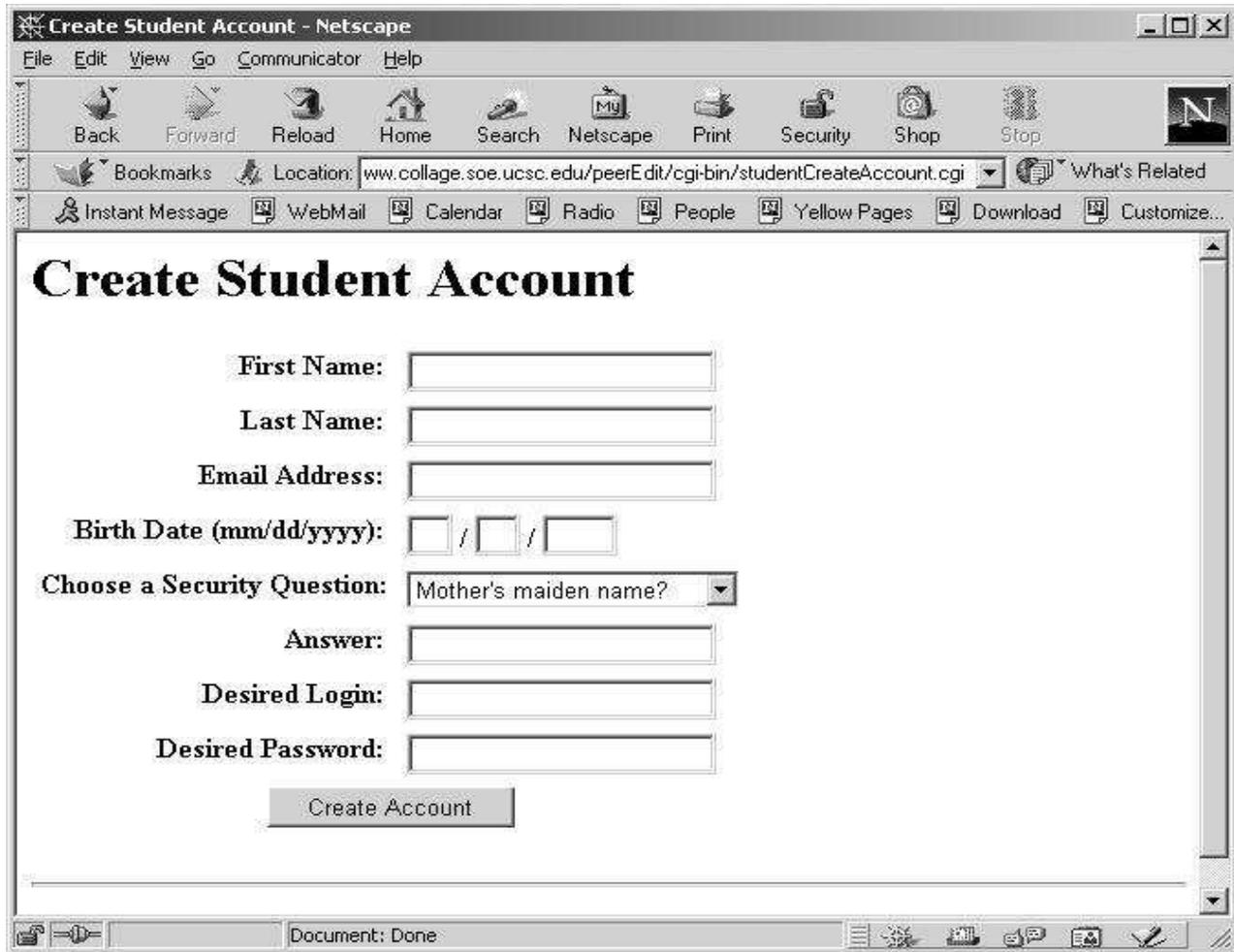


Figure 2: Create Student Account.

- *Term* — Enter the semester or quarter that the course is offered. For example, if the course is offered during the fall quarter, enter 'Fall'. If the course is offered during the first semester, enter 'S1'.
- *Year* — Enter the year that the course is offered.
- *Passphrase* — Enter the passphrase that your instructor has provided you with.

Click the Join button after you have filled in all of these required fields.

If you have successfully joined the class, a banner, as shown at the bottom of Figure 4, will indicate that you are a member of the class. A link to the class home page will be displayed as shown in the bottom of Figure 4. Click on this link to go to the class home page of the newly joined class.

If you have not successfully joined the class, an error message will appear at the bottom of Figure 4. Your instructor should provide you with the correct entries for each of these fields. If you are still unable to join the class, verify with your instructor that you have completed each of the fields correctly.

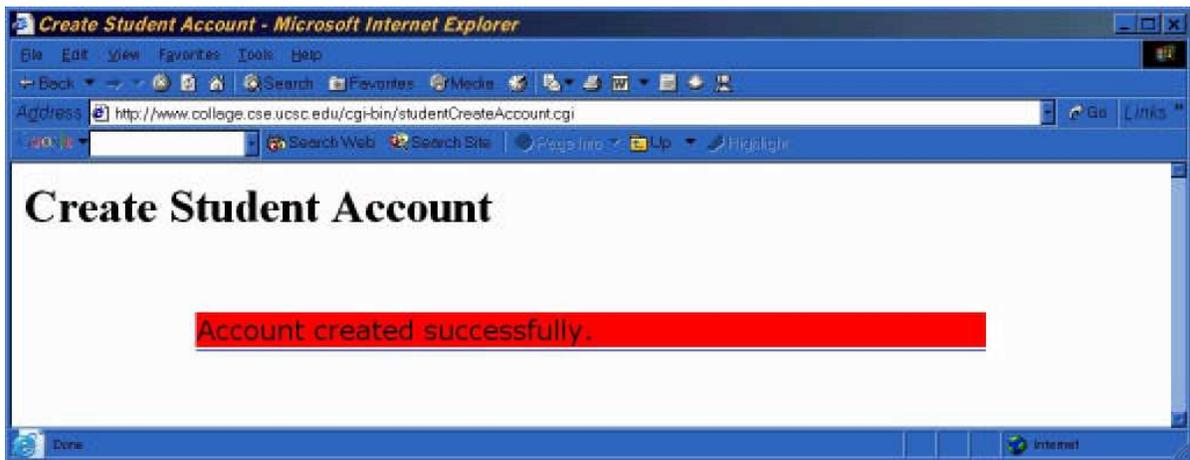


Figure 3: Student Account Created Successfully.

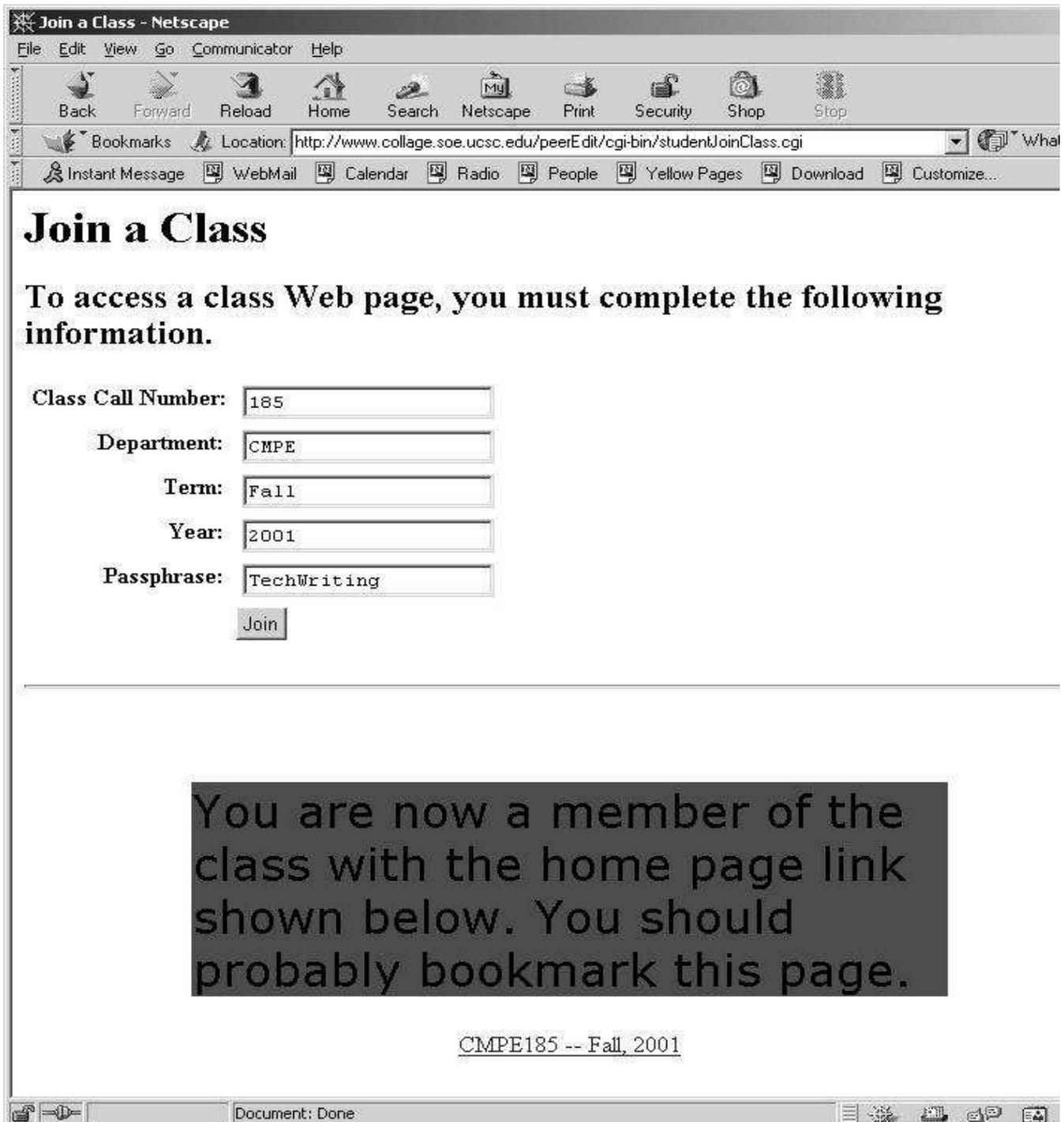


Figure 4: Student Successfully Joined Class.

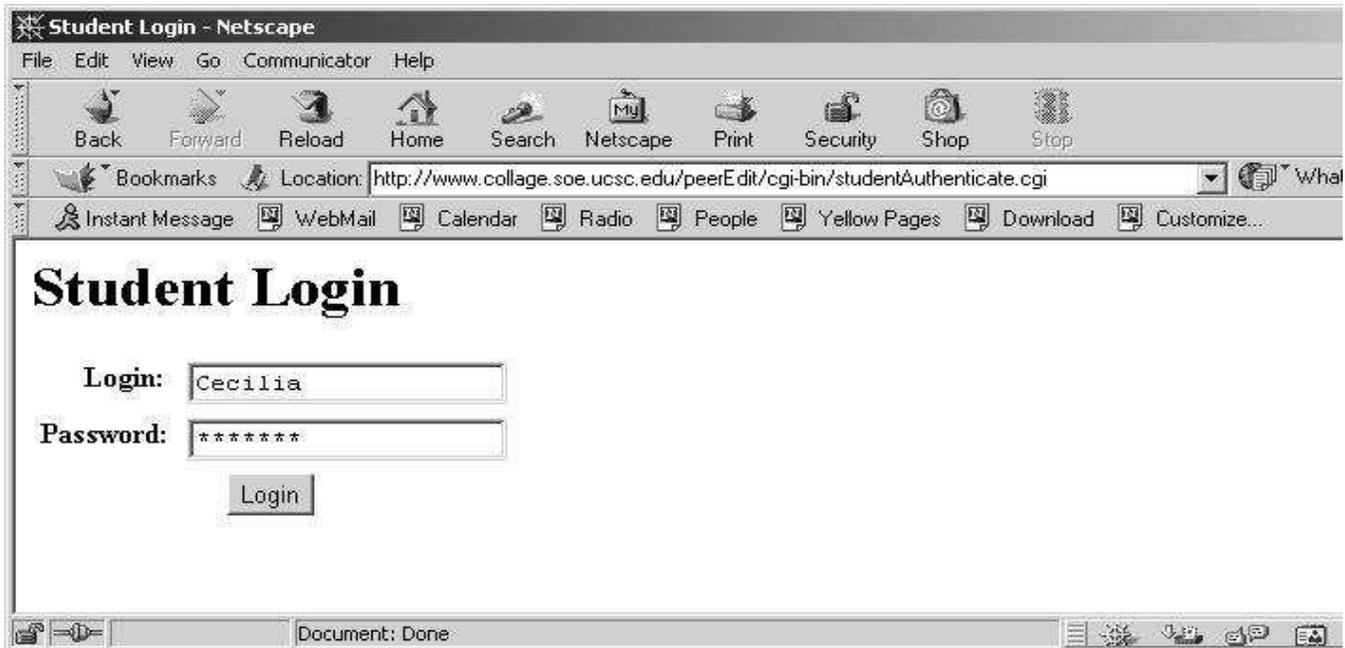


Figure 5: Student Log In.

2.1.3 Student Log In

To access a class account, you must have a COLLAGE student account (described in §2.1.1), be a registered member of that class (described in §2.1.2), and log into the class account. You are unable to log in to a class account without creating a student account and registering for that class.

To login, from the *COLLAGE Student Home* Web page, click on the ‘Log in’ link to open the *Student Log In* Web page shown in Figure 5. Enter your login name and password that you specified when you created your student account (Figure 2), into their respective fields. Now click the Login button to access your class accounts.

2.1.4 View Classes

Students can click on “View Classes” from the *COLLAGE Student Home* Web page to see what classes they belong to.

2.2 Class Home Page

From each *Class Home* Web page (Figure 6) you can select one of four options. You can check assignment deadlines, submit assignments, view submitted assignments and completed peer edits, and edit other students’ work. These options are shown on the *Class Home* Web page for the class CMPE 185 in Figure 6. The next four subsections of this manual will explain each of these four options.

2.2.1 Check Assignment Due Dates

From the *Class Home* Web page (Figure 6), click on the ‘Check assignment deadlines’ link to access the *Assignment Due Dates* Web page (Figure 7). The assignment due date table on this Web page displays the name of each assignment for the class, the due dates for these assignments, the last date to complete peer

Welcome to CMPE 185, Fall 2001

- [Check assignment deadlines](#)
 - [Submit an assignment](#)
 - [View submitted assignments and peer editing status](#)
 - [Edit other students' work](#)
-

Figure 6: Class Home Page.

edits, and the format (PDF or MSWord) that the assignment must be submitted in. The table is color coded to emphasize the status of the assignment's due dates. When a due date has passed the cell block for that date is shaded dark blue. When an assignment or peer edit is due within the next week the cell block for those due dates are colored red. Due dates that are more than a week away are colored a lighter shade of blue.

2.2.2 Submit Assignments

To submit an assignment, click on the 'Submit an Assignment' link on the *Class Home* Web page (Figure 6), and complete the fields in the *Assignment Upload Form* (Figure 8) that appears.

- *Assignment* — Select the assignment name from the drop-down menu for the assignment that you are submitting.
- *Select a PDF File to Upload* — Click the Browse button to select the document that you want to upload from your computer.

After you have finished filling in each of these fields, click the Submit button to upload your assignment. A banner will indicate that you have successfully submitted your assignment if the upload was successful.

2.2.3 View Submitted Assignments

To view assignments that you have submitted for the class, click on the 'View submitted assignments and peer editing status' link that is on the *Class Home* Web page (Figure 6). This will show you a table of all of your submitted assignments, as shown in Figure 9. The table will contain the name of each of the assignments you have submitted, the date and time it was submitted, and the number of students that have edited your assignment. To view a document that you submitted, click on the link with the name of the assignment you want to view.

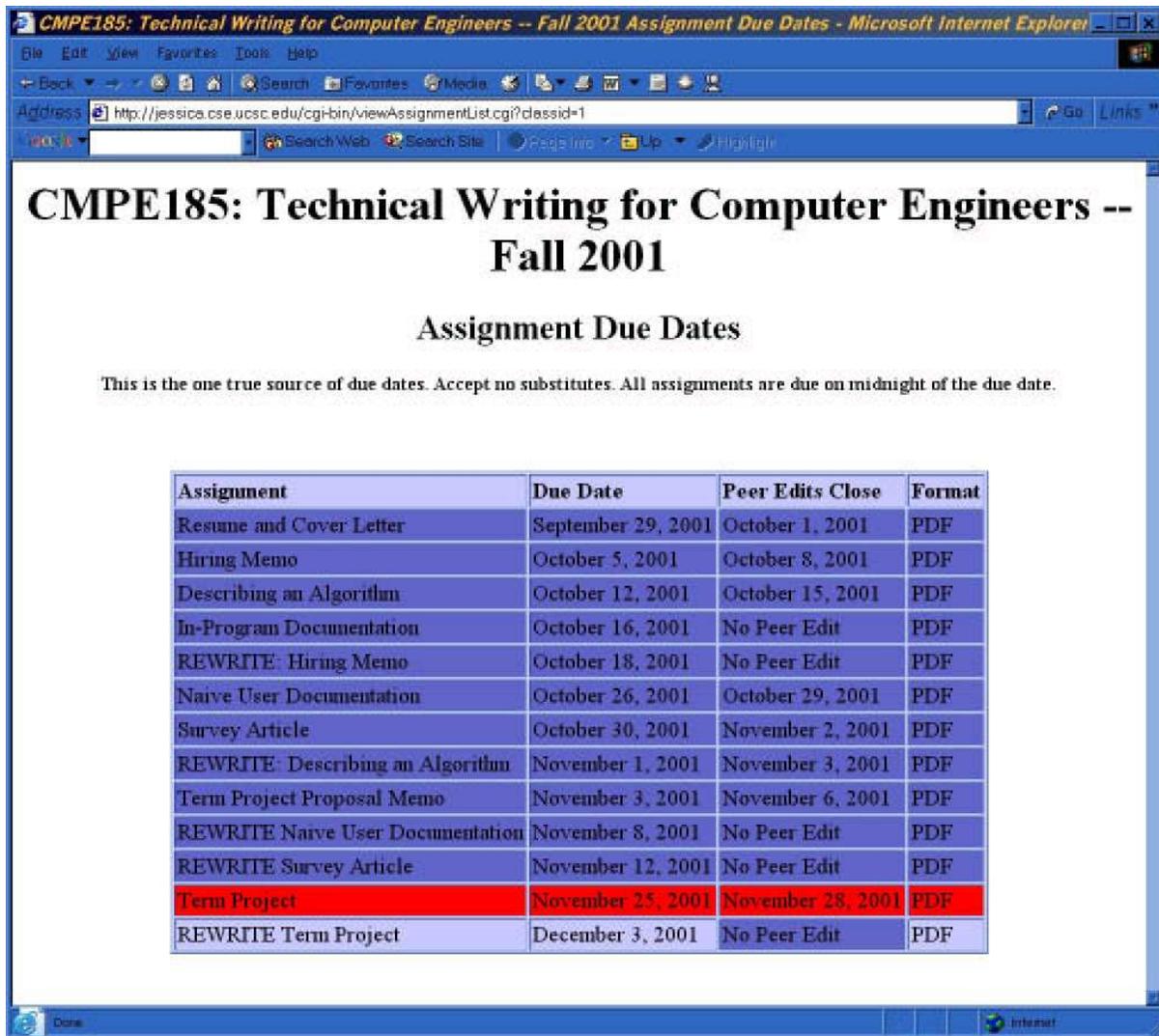


Figure 7: Assignment Due Dates.

2.2.4 Peer Edit

From the *Class Home* Web page (Figure 6), click on the ‘Edit other students’ work’ link to open the *Peer-Editing* Web page (Figure 10). There are three options you can choose from on this page. You can check out an assignment to edit, turn in an assignment you have finished editing, or you can view the assignments that you have edited. First, fill in the first two fields of Figure 10 with your full name and your password, then select one of the three options.

- *Check Out Assignment to Edit* — Allows you to edit classmates’ assignments. Select which assignment you want to peer-edit from the assignment drop-down menu. Now, click on the Submit button and a link to a student’s assignment will appear. When you click on this link to the student’s assignment, the document will open either in PDF or MSWord format, depending on the assignment format specified by your instructor. Save this file on your computer and then peer-edit the document with either the Adobe Acrobat Distiller or MSWord software. Save the file after you are finished peer-editing the student’s assignment. You can now check the student’s assignment back into the class webpage.

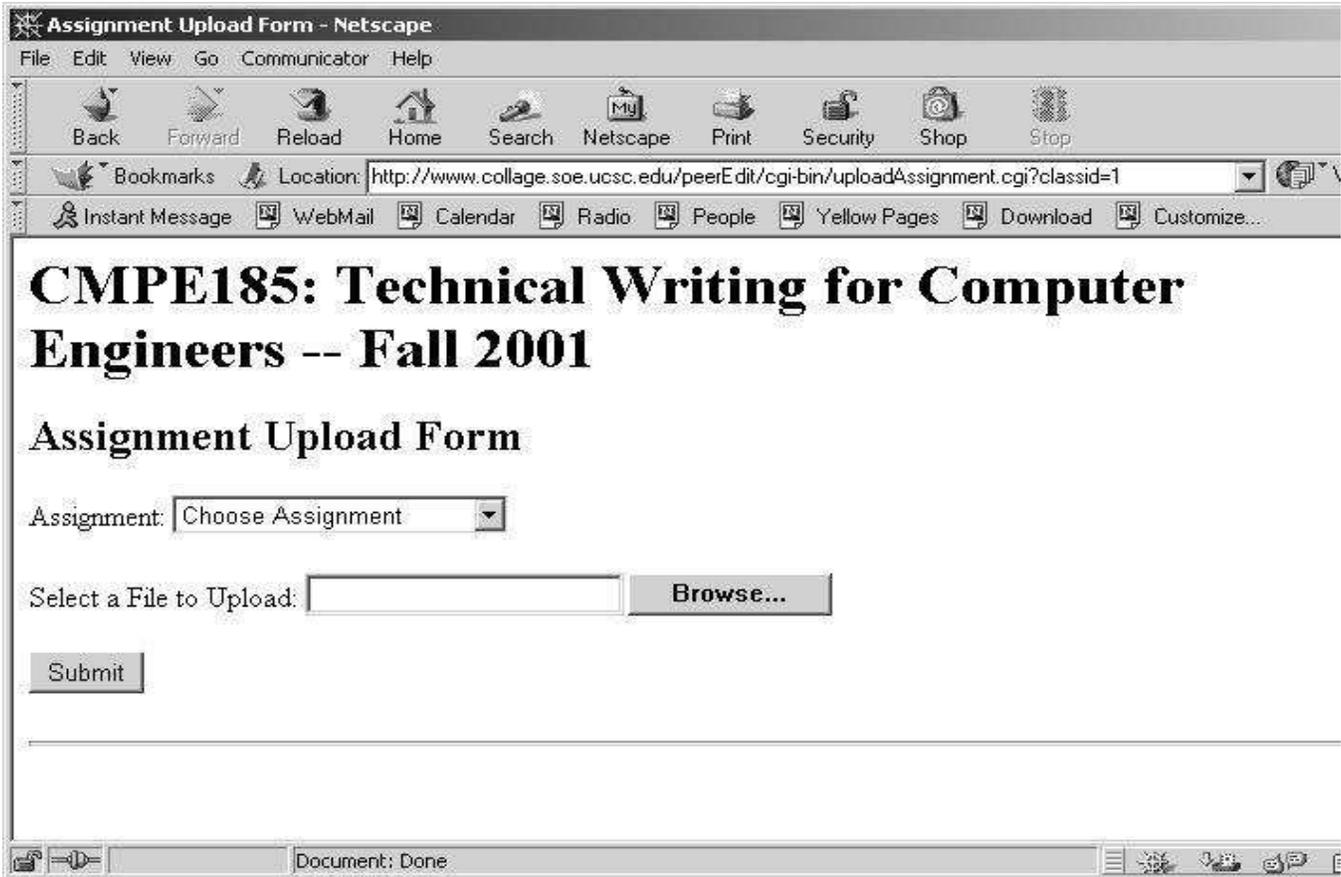


Figure 8: Submit an Assignment.

- *Check in Assignment* — Allows you to submit (upload) an assignment when you have finished peer-editing the document. Select the assignment from the drop-down menu that you are uploading the peer-edited document to. To complete the 'File to Upload' field, click the Browse button and select the student's document that you peer-edited and saved on your computer. Now click the Submit button. A banner will be displayed to indicate that your peeredit document was submitted successfully. If your peer edit document was not uploaded successfully, the banner will display an error message. Make sure that you have selected the correct file to upload.
- *View Completed Peer Edits* — Allows you to view your classmates' assignments that you have peer-edited. Select the name of the assignment from the drop-down menu. Click the Submit button. A table containing your completed peer edits for the chosen assignment will appear as shown in Figure 11. To view a document containing your peer-edit comments, click the assignment link that you want to view from the table.

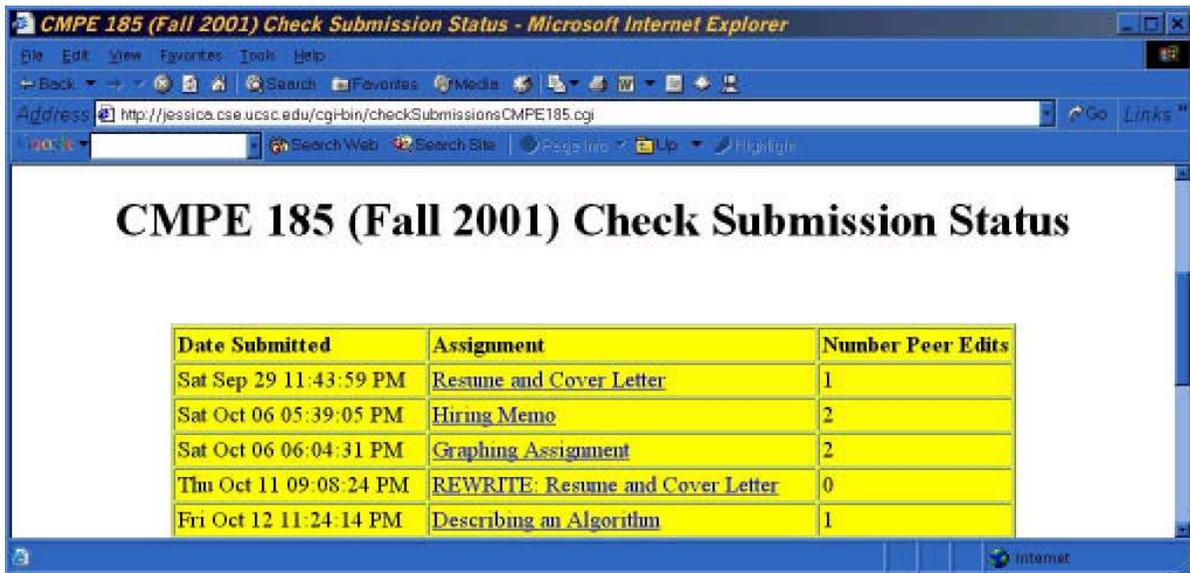


Figure 9: View Submitted Assignments.

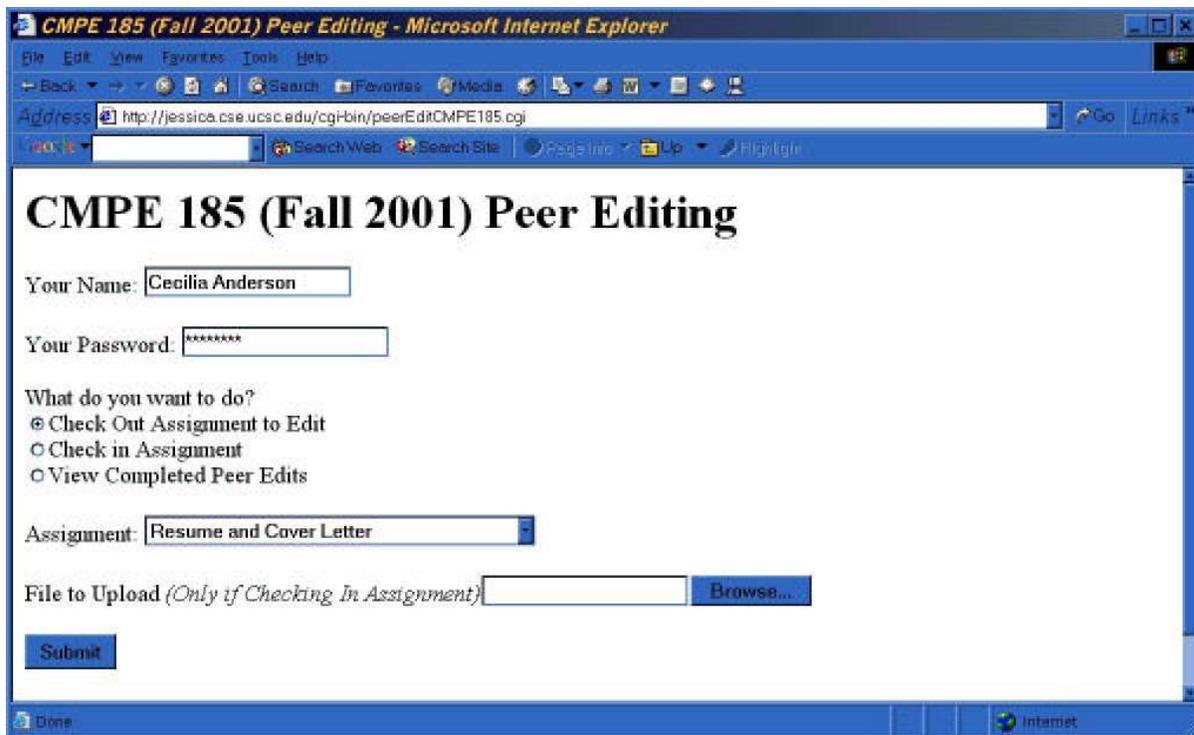


Figure 10: Peer Edit Options.

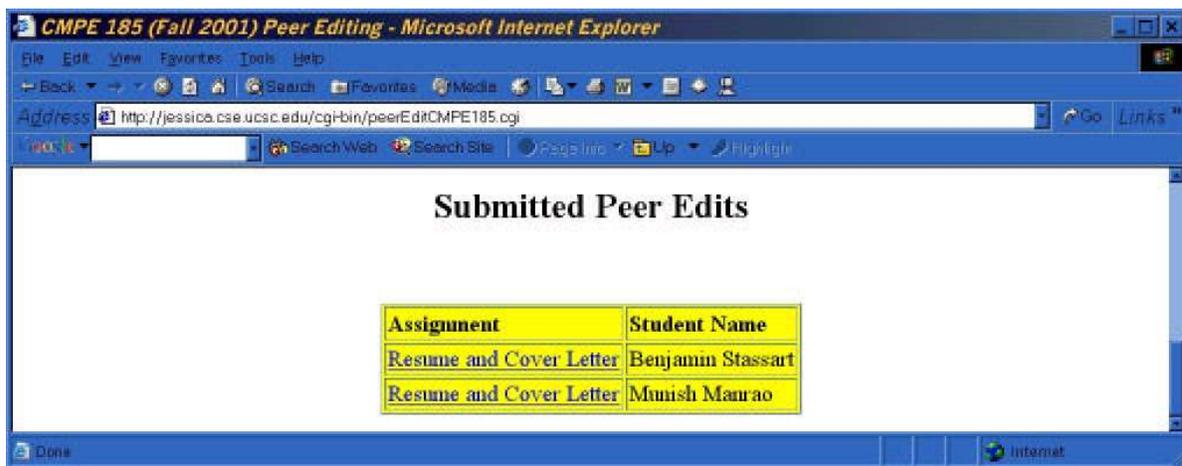


Figure 11: View Completed Peer Edits.

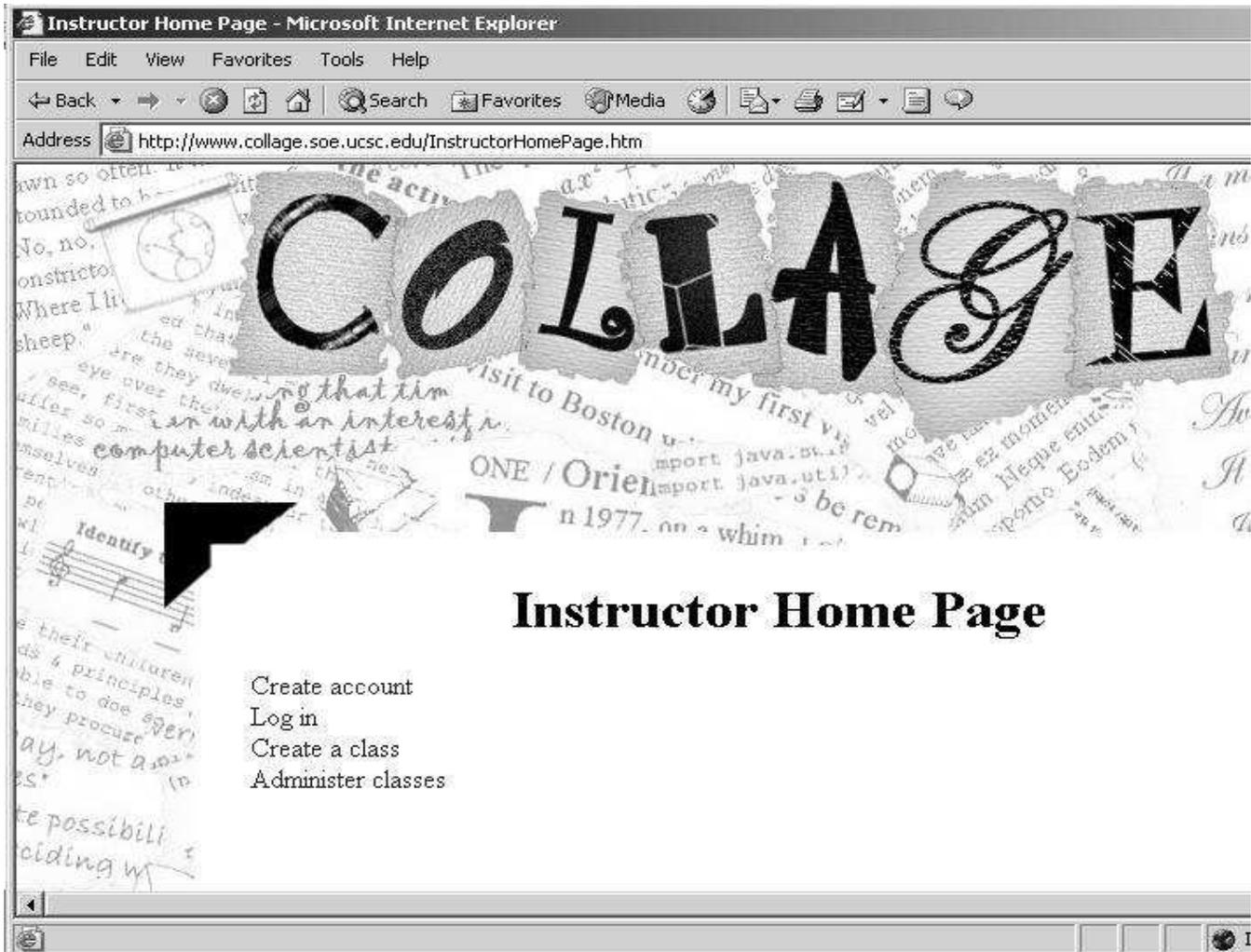


Figure 12: COLLAGE Instructor Home Page.

3 Instructor Guide

This Instructor Guide will teach you how to use the COLLAGE software to manage your class assignments online. First, you must create an instructor account and then a class for your students to submit their assignments to. You will need to have an email address and obtain an instructor key to create an instructor account. To obtain an instructor key, email Tara Madhyastha, Department of Computer Engineering at the University of California, Santa Cruz, at tara@soe.ucsc.edu.

3.1 Instructor Home Page

The main functions that an instructor may perform can be accessed from the instructor home page, shown in Figure 12. The URL for this page is <http://www.collage.soe.ucsc.edu/InstructorHomePage.htm> this page, an instructor can create an account, log in, create a class, and administer an existing class.

3.2 Create an Instructor Account

An instructor account enables you to create your own class accounts to manage your students' electronically submitted assignments. The *Create Instructor Account* Web page in Figure 13 is the form you will need to fill out to create your account. You can get to this page by clicking on 'Create account' in the *COLLAGE Instructor Home Page*. Figure 13 is an example of a completed instructor account form. The following list explains each of the fields.

- *First Name* — Enter your first name. This field may contain spaces between names. For example if your first name is Mary Jo, you may enter it in just like this. First and last names are used to identify who you are, so make sure to type them correctly.
- *Last Name* — Enter your last name. Hyphenated last names are acceptable entries.
- *Email Address* — Enter your email address. This email address will be used to send you current news about the COLLAGE Web System and your instructor account.
- *Birth Date* — Enter the month, day, and year of your birth. This is used for identification purposes.
- *Choose a Security Question* — Choose a security question from the drop-down menu. If you forget your password when logging into the COLLAGE web system, you will need to remember your chosen security question and your answer to the question to retrieve your forgotten password.
- *Answer* — Enter your answer to the security question you selected in the previous field. Remember this answer because you will need it to log in if you forget your password.
- *Instructor Key* — To obtain an instructor key, email Tara Madhyastha, Department of Computer Engineering at the University of California, Santa Cruz, at tara@soe.ucsc.edu. When you receive an instructor key, you can begin creating your instructor account.
- *Desired Login* — Choose and then enter a login name. You will use this name to log into the COLLAGE Web system.
- *Desired Password* — Choose and then enter a password. It is suggested that you choose a password that is at least eight characters long and contains both letters and digits. This will make it harder for others to guess your password.

Once you have completed filling in each of these fields click the Submit button to create your instructor account. A banner with the text 'Account created successfully' (Figure 14) will be displayed if your account has been created successfully. If the account has not been created successfully, verify that you have completed each field correctly. Contact Tara Madhyastha at tara@soe.ucsc.edu if you are still unable to create your account.

3.3 Instructor Log In

Every time you access your COLLAGE instructor account you must enter your login and password. The *Instructor Login* Web page (Figure 15), accessible by clicking on the 'Log in' link from the *COLLAGE Instructor Home Page*, contains the two fields for your login and password that you selected when creating your instructor account in §3.2. When you have filled in these two fields click the Login button to access your instructor account.

If you have forgotten your user name or password, you can retrieve them by going back and filling out the ‘Create account’ form. As long as you type the same first name, last name, and birth date that you did when you initially created your account, you will be asked to confirm your identity by answering the security question. In this way, you can reset your login and password.

3.4 Create a Class

To create a class account, click on the ‘Create a class’ link on the *COLLAGE Instructor Home Page* and the *Create New Class Web page* (Figure 16) will open. You must fill out the fields shown in this *Create New Class Web page* (Figure 16). The following list explains each of these fields. They are used to create directories and names for files and Web pages, and students must enter them to join a class, so you should enter them carefully.

- *Class Name* — Enter the class name (e.g., “Introductory Compositon”).
- *Department* — Enter the abbreviated department’s name for the class. For example, if the course is English (ENGL) 101, enter the abbreviation ENGL.
- *Call Number* — Enter the call number of the course. For example, if the course is English 101, then the call number is 101.
- *Term* — Enter the semester or quarter that the course is offered. For example, if the course is offered during the fall quarter, enter ‘fall’. If the course is offered during the first semester, enter ‘S1’.
- *Year* — Enter the year that the course is offered.
- *Class Start Date* — Enter the date that the course begins. This is not currently used, but will be used for error checking in the future.
- *Class End Date* — Enter the date that the course ends. This is not currently used, but will be used for error checking in the future.
- *Passphrase* — Choose and enter a passphrase. You will give this word or phrase to your students to create their student accounts (Figure 2).

After you have filled in these required fields, click on the Create Class button to create your class account.

3.5 Instructor Command Central

Once you have created at least one class, you can administrate it by clicking on ‘Administer class’ from the *COLLAGE Instructor Home Page*. This will bring you to the *Instructor Command Central Web page* shown in Figure 17. Any classes you have created will be listed, or you may create a new class from this page.

3.5.1 Administer an Existing Class

Once you create a class, a link containing the name of that class will be displayed under the heading ‘Administer existing class:’ on the *Instructor Command Central Web page* (Figure 17). Click on this link to access your *Course Administration Web page* (Figure 18) for this class.

3.6 Course Administration

The *Course Administration* Web page is the central management site for your class. From this Web page you may choose to edit the assignment list, view the assignment list, view peer editing activity, grade an assignment, or download all of the class assignments. The next five sections describe each of these options and how to use them.

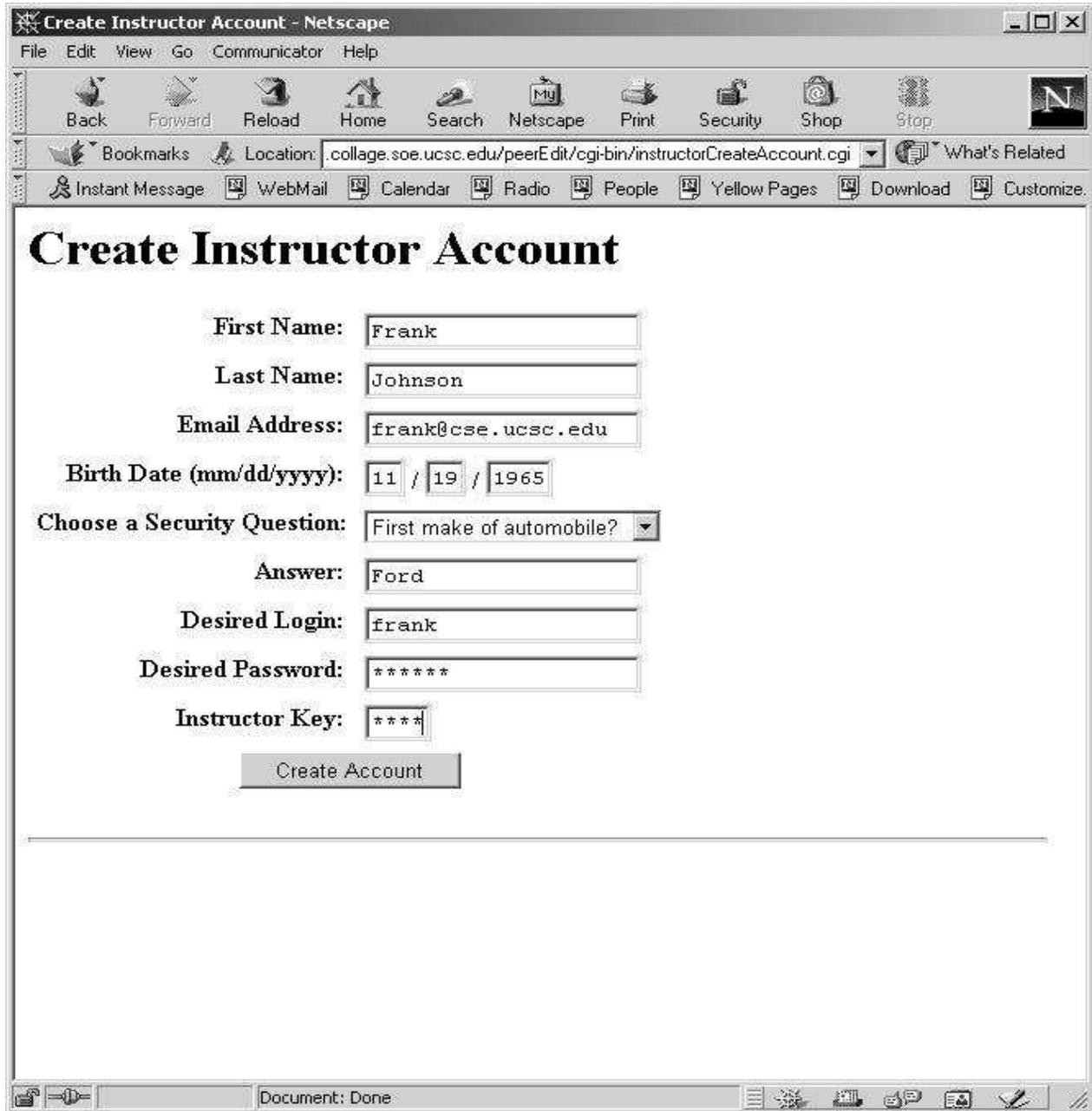


Figure 13: Create Instructor Account.

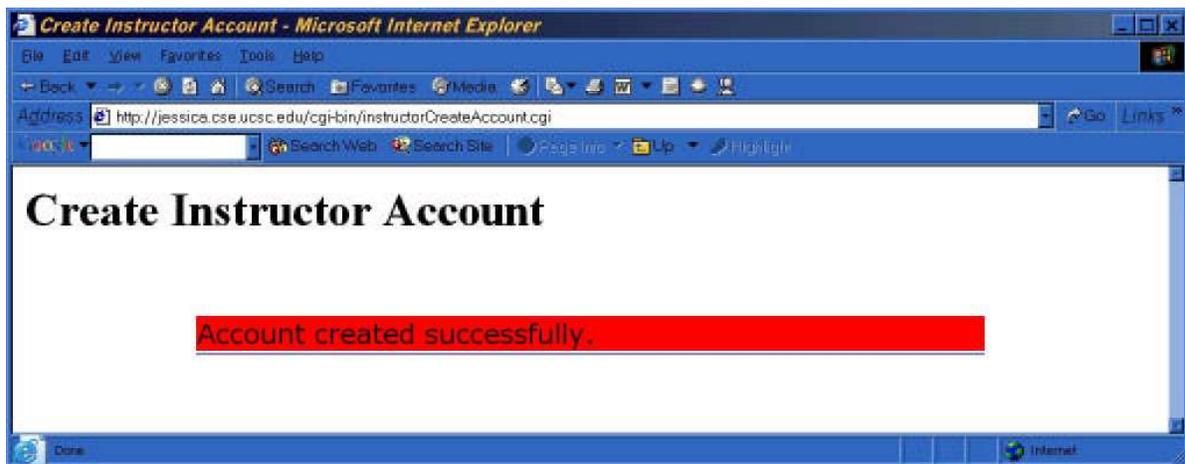


Figure 14: Instructor Account Created Successfully.



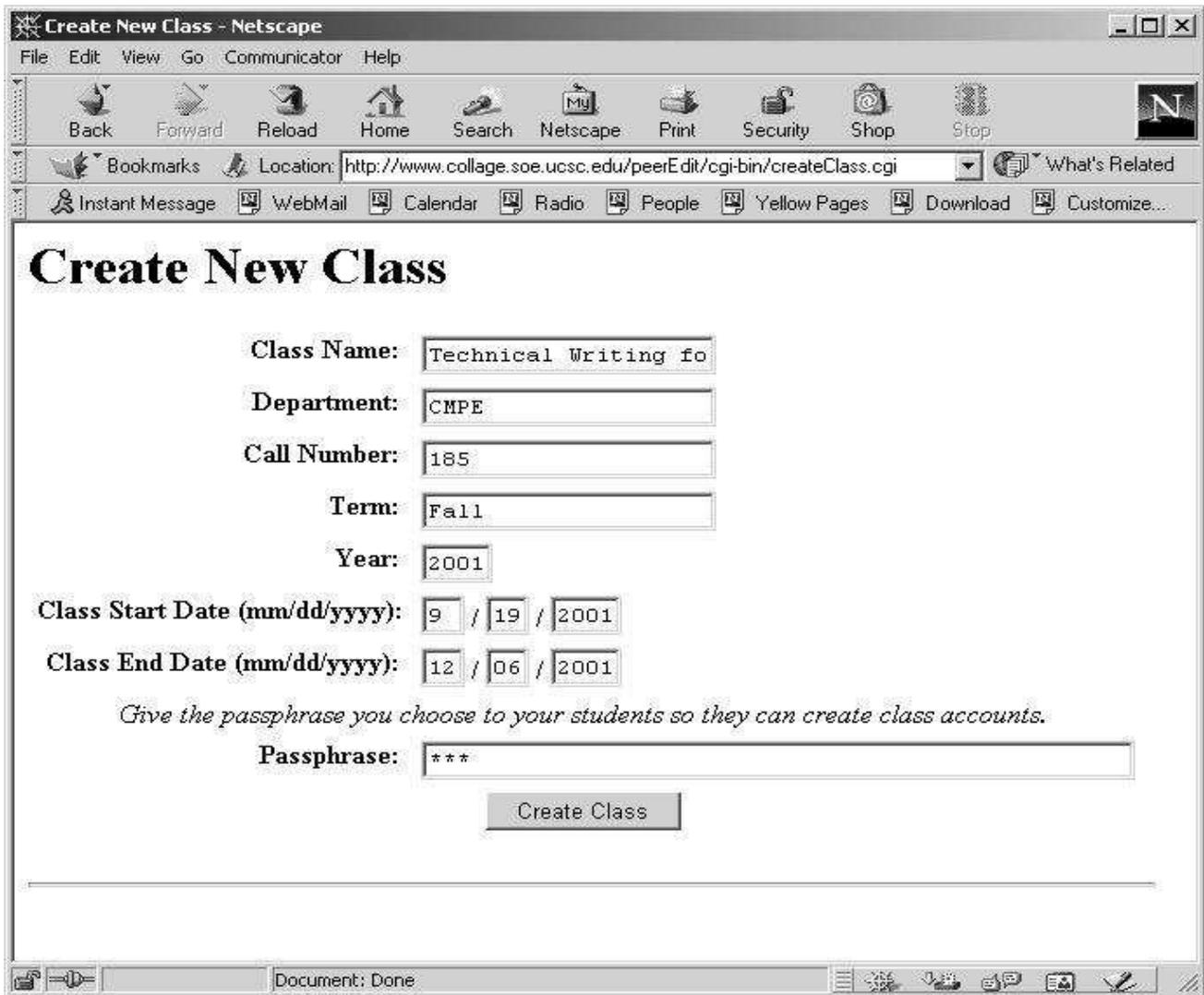


Figure 16: Instructor Create Class.



Figure 17: Command Central with Class Link.

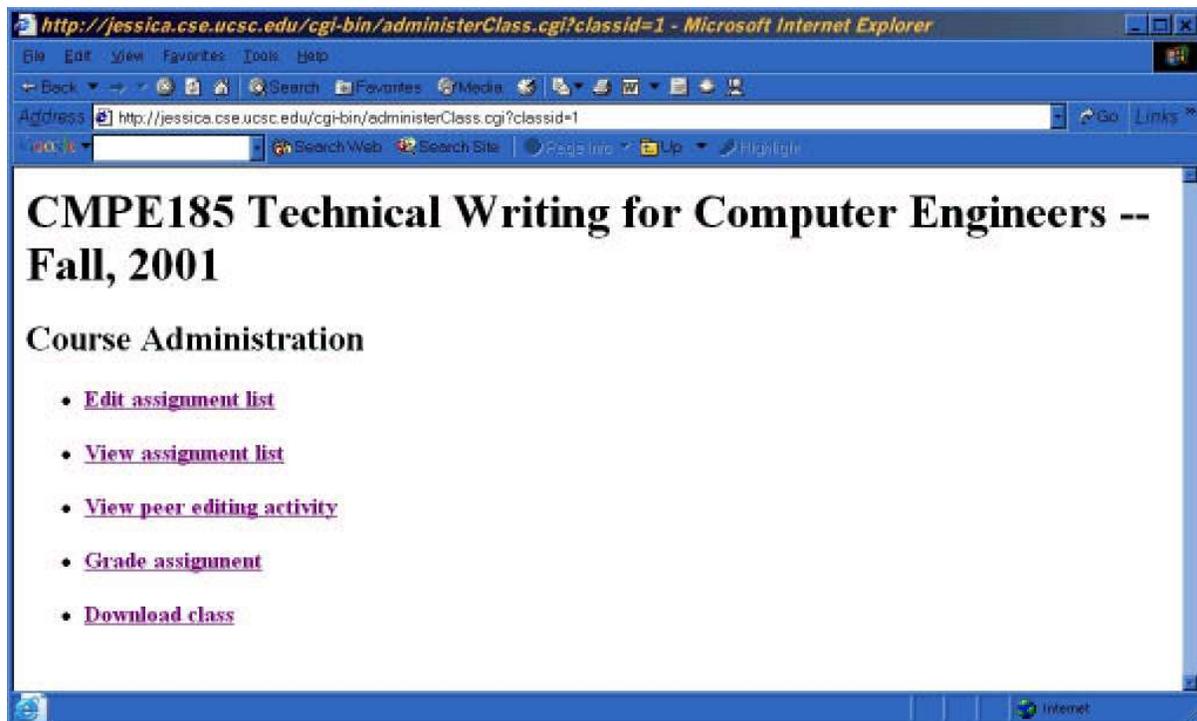


Figure 18: Course Administration.

3.6.1 Edit the Assignment List

To access the *Edit Assignment List* Web page (Figure 19), click on the ‘Edit assignment list’ link on the *Course Administration* Web page (Figure 18). The *Edit Assignment List* Web page (Figure 19) is used to create the assignments that your students will complete and electronically submit to the class accounts. The information you enter into this edit assignment list spreadsheet will be displayed in an assignment due date table for you and your students to view. As an example, this spreadsheet (Figure 19) is filled in to show how to complete the fields. Under the ‘Assignment Name’ column, enter all of the names of the assignments that your students will be expected to submit throughout the school term. For example, the first assignment for the class CMPE185 in Figure 19 is called ‘Resume and Cover Letter’. Enter the due date that the assignments must be completed by, under the ‘Due Date’ column and the date that each assignment must be peer edited by, under the ‘Peer Edits Close’ column. If you do not wish to have students peer-edit a specific assignment, enter the same date as in the date column into the ‘Peer Edits Close’ column for that assignment. Select the format (Word or PDF) that you want your students to submit the assignments in, from the ‘Handin Format’ drop-down menu.

3.6.2 View the Assignment List

To access the *Assignment Due Date* Web page, click on the ‘View assignment list’ link on the *Course Administration* Web page (Figure 18). The assignment list table created from the edit assignment list spreadsheet is displayed on the *Assignment Due Date* Web page (Figure 20). The assignment list table created from the edit assignment list spreadsheet in Figure 19. The cell blocks in the assignment list table are color coded to emphasize the due date’s status. If an assignment is due within the next week, the cell block is colored red. Cell blocks of assignments that are past due are colored dark blue. The cell blocks of assignments that are due more than a week away are colored light blue.

3.6.3 View Peer Edit Activity

To access the *View Peer Editing* Web page (Figure 21), click on the ‘View peer editing activity’ link on the *Course Administration* Web page (Figure 18). *View Peer Editing Activity* Web page in Figure 21 contains a table listing each of the students that are enrolled in your class, along with a link to each of the peer-edited documents that they have completed.

3.6.4 Grade Assignment

To access the *Grade Assignment* Web page (Figure 22), click on the ‘Grade assignment’ link on the *Course Administration* Web page (Figure 18). On the *Grade Assignment* Web page (Figure 22), select an assignment from the drop-down menu and then select whether you want to ‘Check Out/Grade assignment’ or ‘Check in assignment’.

If you selected ‘Check Out/Grade assignment’ then click on the Submit button. You will be given a tar file of student assignments to save. You can add comments and a grade to a student’s document using Adobe Acrobat Distiller or MSWord depending on the format of the student’s documents. You should not change the names of the files, because they are uniquely generated and used to identify whose assignment is whose. For example, if you overwrite a student’s assignment with a different file and upload this after grading, they will lose access to the original. (To thwart mishaps, original copies of student submissions are saved in the ORIG directory.) After you have completed grading the assignment, you can create a tar file of assignments and check it back in using the *Grade Assignment* Web page (Figure 22).

Assignment Name	Due Date	Peer Edits Close	Handin Format
Resume and Cover Letter	2001-09-29	2001-10-01	PDF
Hiring Memo	2001-10-05	2001-10-08	PDF
Describing an Algorithm	2001-10-12	2001-10-15	PDF
In-Program Documentation	2001-10-16	2001-10-16	PDF
REWRITE: Hiring Memo	2001-10-18	2001-10-18	PDF
Naive User Documentation	2001-10-26	2001-10-29	PDF
Survey Article	2001-10-30	2001-11-02	PDF
REWRITE: Describing an Algorithm	2001-11-01	2001-11-03	PDF
Term Project Proposal Memo	2001-11-03	2001-11-06	PDF
REWRITE Naive User Documentation	2001-11-08	2001-11-08	PDF
REWRITE Survey Article	2001-11-12	2001-11-12	PDF
Term Project	2001-11-25	2001-11-28	PDF
REWRITE Term Project	2001-12-03	2001-12-03	PDF
			PDF
			PDF

Figure 19: Edit Class Assignment List.

If you want to check a graded assignment into the online COLLAGE class account choose 'Check in assignment' (Figure 22). Click the Browse button and select the tar file containing the assignments from your computer and click on the Submit button to upload it. A banner will indicate the names of the students whose assignments were uploaded successfully. If the file was not uploaded successfully, the banner will display an error message.

3.6.5 Download class

Click on the 'Download class' link from the *Course Administration* Web page (Figure 18) to download all of the assignments that have been submitted to your class account. This is useful if you want to save a copy of all the students' submitted assignments on your computer at the end of the semester.

**CMPE185: Technical Writing for Computer Engineers --
Fall 2001**

Assignment Due Dates

This is the one true source of due dates. Accept no substitutes. All assignments are due on midnight of the due date.

Assignment	Due Date	Peer Edits Close	Format
Resume and Cover Letter	September 29, 2001	October 1, 2001	PDF
Hiring Memo	October 5, 2001	October 8, 2001	PDF
Describing an Algorithm	October 12, 2001	October 15, 2001	PDF
In-Program Documentation	October 16, 2001	No Peer Edit	PDF
REWRITE: Hiring Memo	October 18, 2001	No Peer Edit	PDF
Naive User Documentation	October 26, 2001	October 29, 2001	PDF
Survey Article	October 30, 2001	November 2, 2001	PDF
REWRITE: Describing an Algorithm	November 1, 2001	November 3, 2001	PDF
Term Project Proposal Memo	November 3, 2001	November 6, 2001	PDF
REWRITE Naive User Documentation	November 8, 2001	No Peer Edit	PDF
REWRITE Survey Article	November 12, 2001	No Peer Edit	PDF
Term Project	November 25, 2001	November 28, 2001	PDF
REWRITE Term Project	December 3, 2001	No Peer Edit	PDF

Figure 20: Assignment Due Dates.

4 Conclusion

The COLLAGE software is beneficial to both instructors and students. Students have found that their writing skills improve by using the COLLAGE peer-editing software. They are able to complete more peer edits than it is possible to complete during the time allocated for in class peer-editing. As soon as an assignment is graded and checked back into the class account the students can view the comments and grade on their document. The instructors are able to reduce the turnaround time associated with grading submitted assignments. They do not have to collect the students assignments in class which helps to eliminate problems such as students turning in late assignments. In addition, the instructors can easily monitor their students progress because all of the students' assignments are saved in the COLLAGE online database. In conclusion, because of the many benefits, the COLLAGE software is a practical and effective method for course management.

CMPE185 Fall 01
View Peer Edit Activity

Student Name	Resume and Cover Letter	Hiring Memo	Graphing Assignment	Describing an Algorithm	Naive User Documentation	Survey Article	Term Project Proposal Memo	Term Project
Alon Gotesman	1	1	1					
Alvin Shanjeel Datt	1 2	1 2	1 2		1 2	1 2 3	1 2	
Andrew Hale	1 2	1 2	1 2 3	1 2				
Andrew Woodruff	1 2	1 2	1 2		1 2 3 4	1 2 3 4	1 2 3 4	
Anna Neal		1 2	1 2		1 2 3 4	1 2 3 4		
Anna Stepanov	1 2	1 2	1 2	1 2	1 2	1 2	1 2 3 4	

Figure 21: View Peer Edit Table.

Grade Assignment - Microsoft Internet Explorer

Address: <http://jessica.cse.ucsc.edu/cgi-bin/gradeAssignment.cgi?classid=1>

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Grade Assignment

Select an Assignment: What do you want to do?

Check out/Grade assignment

Check in assignment

File to Upload (Only if Checking In Assignment)

Figure 22: Check out an Assignment to Grade.