Workflow #Tsp

Section 3: Administer

The following document is intended to be used by administrative staff, however, it may also be useful for markers who administer their own assignments.

For further information on marking and administering marking online:
- Health and safety (display screen equipment) – [bris.ac.uk/safety/guidance/#workplace](bris.ac.uk/safety/guidance/#workplace)
- Bristol Education Administration Manual (BEAM) – [bris.ac.uk/beam](bris.ac.uk/beam)
- Regulations and Code of Practice for Taught Programmes, Conduct of Assessment – [bris.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/conduct/](bris.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/conduct/)
Tracking submissions
To track submissions, see the assignment inbox for the base assignment:
1. Under the Control Panel click **Course Tools**.
2. Click **Turnitin Assignments**.
3. Click on the base assignment.

If you are using an anonymous assignment (i.e., for assignments which will also be marked by an academic) please follow the appropriate EMA workflow to set up, track, and administer submissions.

Starting the review period
Once you are happy that all students who need to submit have submitted, you can begin the review period.

When setting up the PeerMark assignment, if you selected **Allow papers submitted late to be included in Peer Review** and a student submits to the base assignment after the review period begins, they may not receive a paper to review or other students may not receive their paper.

If you need to change the start date/time of the review period:
1. Ensure that **Edit Mode** is **On**.
2. Locate the PeerMark Assignment and click the down arrow next to it.
3. Click **Edit**.
4. Edit the **Peer Review** dates/times as appropriate.
5. Click **Save & Continue**.
6. Let students know when the review period will begin.

Viewing reviews
To track reviews, see the assignment inbox for the PeerMark assignment:
4. Under the Control Panel click **Course Tools**.
5. Click **Turnitin Assignments**.
6. Click on the PeerMark assignment.