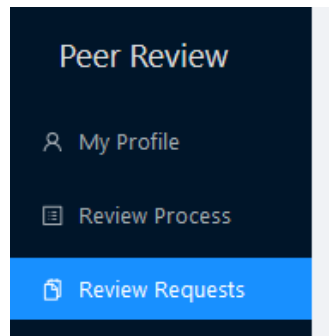


How to enter Summative Peer Review Reports into the online system

1. Log into the online system (<https://peerreview.unsw.edu.au/>)
2. In the navigation pane on the left, click Review Request



3. In the Review Request table, click on the Show link that corresponds to the reviewee in question.

SYNC:FACE-TO-FACE	completed	Show
SYNC:FACE-TO-FACE	scheduled	Show
SYNC:FACE-TO-FACE	completed	Show

4. On the Pre-Observation page, click the Confirm button.
5. This will take you to the Review page, where you can see the report template.

The screenshot shows the "Review" page in the system. At the top, there are three steps: "1 Pre Observation" (checked), "2 Review" (active), and "3 Confirmation". Below this, the first dimension is "Dimension 1: Students are actively engaged in learning". It features a rich text editor with a toolbar (bold, italic, underline, link, unlink, bulleted list, numbered list) and a large text area. To the right of the text area are two sliders. The first slider is labeled "Examples" and has three positions: "No apparent examples", "Some examples", and "Many examples". The second slider is labeled "Effectiveness" and has three positions: "Effectiveness not clear", "Effective", and "Very effective". Below this, the second dimension is "Dimension 3: Teaching caters for student diversity", which also has a rich text editor and a slider labeled "Examples".

6. Enter your comments and use the slider to rate the number of examples and the effectiveness of the observed teaching.
7. At the bottom of the page, you will find 3 buttons:
 - a. The Previous button allows you to return to the previous page
 - b. The Save Draft button will save what you have entered. You can log out and return later to complete your report, if necessary.

- c. The Next button will take you to the Confirmation page.



The screenshot shows a form interface. At the top, there is a search bar with the text 'clear' below it. Below the search bar, there is a horizontal line. Underneath the line, there are three buttons: 'Previous' on the left, 'Save Draft' in the middle, and 'Next' on the right. The 'Previous' button is light blue, while 'Save Draft' and 'Next' are dark blue.

8. On the Confirmation page, please check the information you have entered.
- If you would like to make any changes, click the Previous button to return the Review page.
 - If you are happy with your report, click the Submit button.

Please note that you cannot make any further changes once you have clicked the Submit button.

9. Congratulations! You have entered your first report.

If you have any questions, please contact peer.review@unsw.edu.au.