



# *My Reviewers* User Manual Series

Version 4.1

## Student Guide

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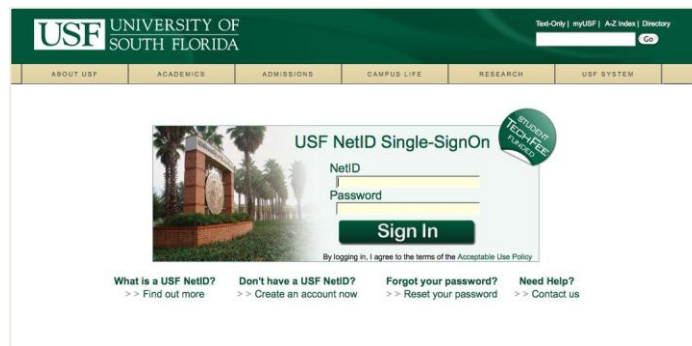
# Getting Started

## LOGGING IN TO THE *MY REVIEWERS* TOOL

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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:

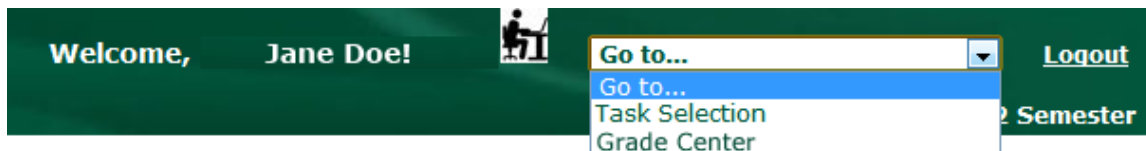
1. Open a web browser.
2. Type the following URL in the address bar: <http://myreviewers.usf.edu>
  - **TIP:** For best functionality, view in Firefox or Safari.
3. Enter your USF NetID and password in the User Login screen that appears. Click **Sign In**.



## NAVIGATING THE SITE

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Accessing the range of features in the *My Reviewers* tool 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.



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

# Uploading a Document

## FROM START TO FINISH

The Student Task Selection screen is what you see when you log in to *My Reviewers*. To upload a document to *My Reviewers*, follow these steps:

1. Select **Upload a Draft or Completed Project** under the “Projects” section. Click **Go**.

**Student Task Selection**

You currently are enrolled in **ENC 1101 SEC 001** with Instructor **Doe, John**

**Go** **Reset**

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

[Help Center](#)

**Go** **Reset**

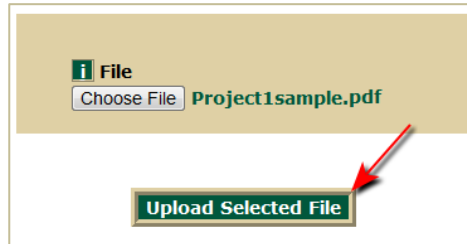
2. Follow the 3-step process to upload your document as outlined by the screen that follows.
  - a. **Select the project.**
    - i. Select the appropriate project from the drop-down menu.
    - ii. Select the appropriate draft from the second drop-down menu that appears.

**Project**  
Project1

**Draft**  
Please Select  
Please Select  
Early\_Draft  
Intermediate\_Draft  
Final\_Draft

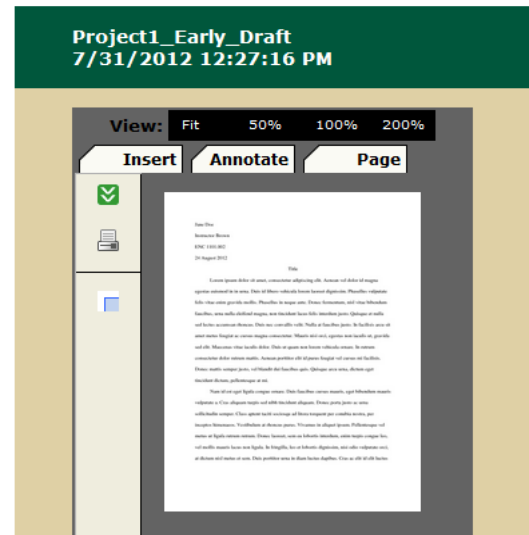
b. **Find your document.**

- i. Click **Choose File** to locate the file on your computer for upload.
- ii. Click **Upload Selected File**.
  - **TIP:** Your file must be in PDF format to be uploaded successfully.



c. **Validate document upload.** Your document has been uploaded successfully if:

- i. A preview of the document appears on the right-hand side of the screen.



- ii. 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. Go to the **Student Task Selection** screen using the drop-down menu in the upper right-hand corner of the screen.
2. Select **Go to Student Project Grade Center** under the "Projects" section. Click **Go**.



3. Select an assignment you'd like to view.

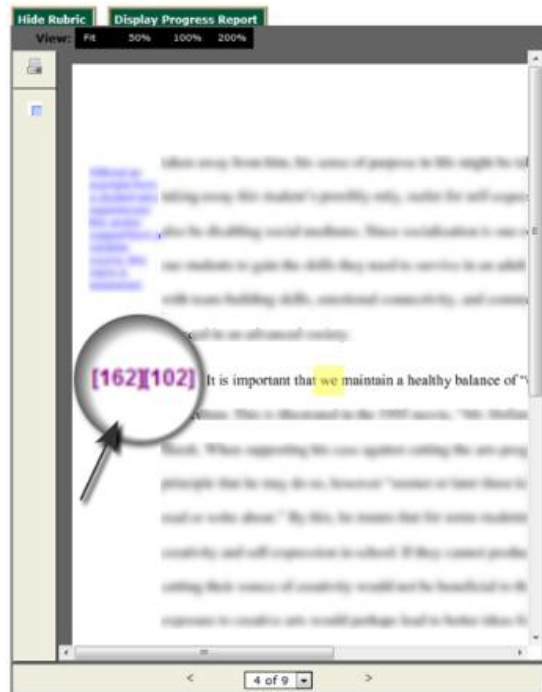
Select an Assignment to View:	Assignment	Modified Date	Final Grade
<b>Project1 Early_Draft</b>	Project1 Early_Draft	2/10/2012	
<b>Project1 Intermediate_Draft</b>	Project1 Intermediate_Draft	2/10/2012	C
<b>Project1 Final_Draft</b>	Project1 Final_Draft	2/15/2012	A-
<b>Project2 Early_Draft</b>	Project2 Early_Draft	2/23/2012	
Unavailable	Project2 Intermediate_Draft		
Unavailable	Project2 Final_Draft		
Unavailable	Project3 Early_Draft		
Unavailable	Project3 Intermediate_Draft		
Unavailable	Project3 Final_Draft		

# Viewing Teacher Feedback

## UNDERSTANDING COMMON COMMENTS

### What are Common Comments?

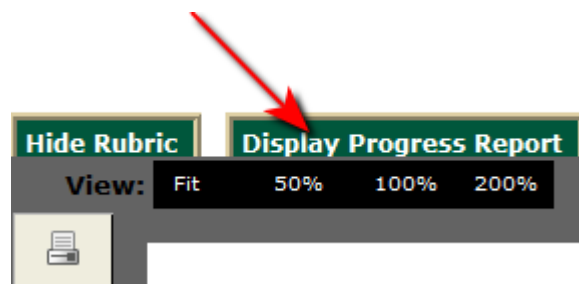
When you view your teacher's feedback on an assignment in *My Reviewers*, you may see your work marked up with comments, highlights, and numerical codes. These numerical codes, displayed in purple, represent "Common Comments," or comments aimed at having students improve their writing by consciously reflecting on the decisions they made and how these decisions relate to the rubric.



### What do the Common Comments mean?

To view what each code represents, follow these steps:

1. Click the **Display Progress Report** tab at the upper left-hand side of the interface to view what each code represents.



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

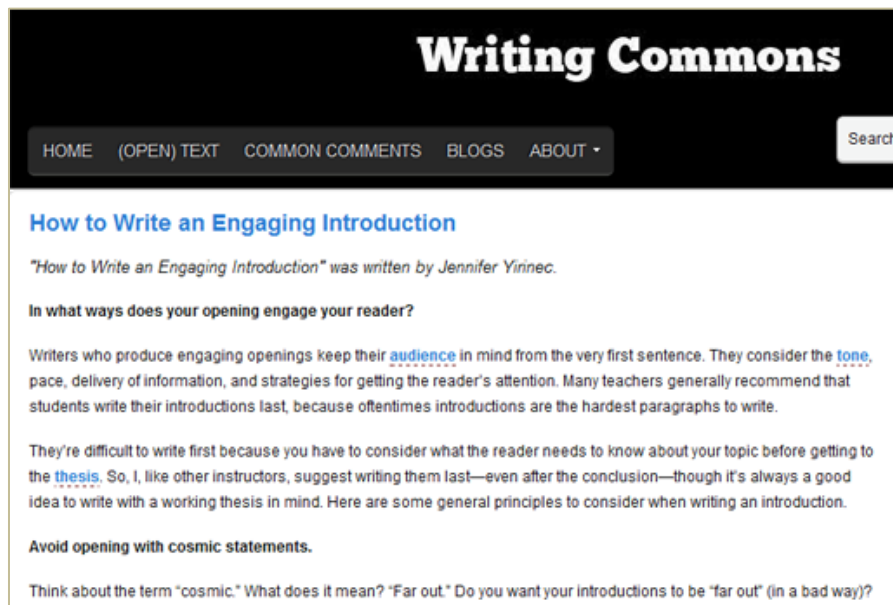
[90] Review subject/verb agreement

### How should I use the Common Comments to revise my paper effectively?

In the Student Progress Report view, clicking on individual codes in your paper will:

- Bring the selected comment to the top of the list.
- Display a link to the comment's relevant article on Writing Commons.

Reading the linked articles will help you revise and improve your paper by enriching your knowledge of core writing concepts.



The screenshot shows the Writing Commons website interface. At the top, there is a navigation bar with links for HOME, (OPEN) TEXT, COMMON COMMENTS, BLOGS, and ABOUT. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area displays the title "How to Write an Engaging Introduction" in blue. Underneath the title, it states that the article was written by Jennifer Yiniec. The article text discusses the importance of engaging openings, mentioning audience, tone, pace, and thesis. It also includes a section titled "Avoid opening with cosmic statements" and a thought-provoking question about the term "cosmic."

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# Peer Review, Step by Step

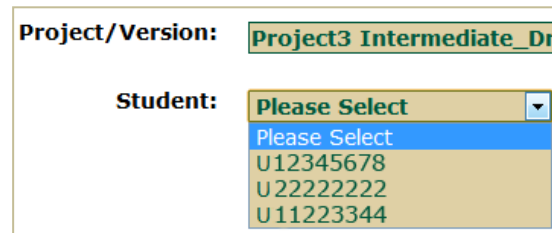
## GETTING STARTED

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

1. Go to the **Student Task Selection** screen using the drop-down menu in the upper right-hand corner of the screen.
2. Select **Grade a Team Member's Draft or Completed Project** under the "Peer Review" section. Click **Go**.
  - **TIP:** This option is only available if your instructor has assigned a peer review.

3. 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.



The screenshot shows a form with two fields. The first field is labeled "Project/Version:" and contains the text "Project3 Intermediate\_Dr". The second field is labeled "Student:" and is a dropdown menu. The dropdown menu is currently open, showing a list of options: "Please Select" (highlighted in blue), "U12345678", "U 22222222", and "U11223344".

After you select a student, the document will appear on the left side of the screen that follows. 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:
  - Click the **Hide Rubric** tab at the upper left-hand corner of the interface.
  - Choose a different level of magnification: Fit, 50%, 100%, or 200%.



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



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# Peer Review, Step by Step

## USING MARKUP TOOLS

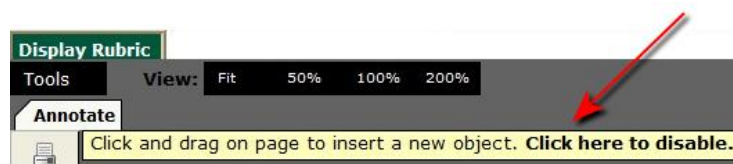
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Using the annotation tools in *My Reviewers* is easy; you can add text, shapes, images, and other graphics to your peer's draft. The following table describes some of the common uses for each markup tool.

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

### 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.



### Saving your markup

When you're 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.

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# Peer Review, Step by Step

## USING MARKUP TOOLS

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### Add an arrow

To add an arrow to the document:


1. Click the **Tools** tab at the upper left-hand side of the screen.
2. Select  **Add Arrow** from the drop-down menu that appears.
3. 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 of the arrow.
- **Change the color** and **width** of the arrow by using the editing tools at the top of the interface.
- **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

To add a clickable hyperlink to the document:


1. Click the **Tools** tab at the upper left-hand side of the screen.
2. Select  **Add Link** from the drop-down menu that appears.
3. Drag the mouse on the screen in the desired size and area.
4. 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.
5. 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**.

## Add a sticky note

To add a sticky note to the document:


1. Click the **Tools** tab at the upper left-hand side of the screen.
2. Select  **Add Sticky Note** from the drop-down menu that appears.
3. Click on the area of the draft where you'd like to place the sticky note.
4. Type your comment or question in the box that appears.
5. Minimize the sticky note by clicking the “—” button at the corner of the text box.

You can:

- **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**.

## Add text

To add text to the document:


1. Click the **Tools** tab at the upper left-hand side of the screen.
2. Select  **Add Text** from the drop-down menu that appears.
3. Click on the area of the draft where you'd like to place the text.

You can:

- **Adjust the size** of the text box by dragging the black boxes at the corners.
- **Change the size, color, font, and style** of the text by using the editing tools at the top of the interface.
- **Delete** the text by clicking **DEL** at the top of the interface, OR by right-clicking the text box and selecting **Delete Object**.

## Draw free form

To draw a free form shape on the document:


1. Click the **Tools** tab at the upper left-hand side of the screen.
2. Select  **Draw free form** from the drop-down menu that appears.
3. Drag the mouse across the screen in the desired shape.
  - **TIP:** While using the “Draw free form” tool, avoid releasing the mouse button until you've finished drawing the desired shape.

You can:

- **Adjust the size** of the shape by dragging the black boxes at the corners of the shape.
- **Change the color** and **line width** of the shape by using the editing tools at the top of the interface.
- **Delete** the shape by clicking **DEL** at the top of the interface, OR by right-clicking the shape and selecting **Delete Object**.

### Highlight text

To highlight a section of the document:


1. Click the **Tools** tab at the upper left-hand side of the screen.
2. Select  **Add Highlight** from the drop-down menu that appears.
3. Drag the mouse across 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 at the top of the interface.
- **Delete** the highlighted area by clicking **DEL** at the top of the interface, OR by right-clicking the highlight and selecting **Delete Object**.

### White out text

To white a section of the document:

1. Click the **Tools** tab at the upper left-hand side of the screen.
2. Select  **Add Whiteout** from the drop-down menu that appears.
3. Drag the mouse across the text you'd like to white out.

You can:

- **Adjust the size** of the white out by dragging the black boxes at the corners.
- **Delete** the white out by clicking **DEL** at the top of the interface, OR by right-clicking the white out and selecting **Delete Object**.

# Using the Rubric Tool

## PDF EDIT MODE AND PDF LOOKUP MODE

The Comments Library feature is what you see when you click the **Display Common Comments** tab in the upper left-hand corner of the tool. There are two modes offered by the rubric tool when you are evaluating and marking up a peer's document:

- **PDF Edit Mode:** This mode allows you to use all of the mark-up tools on the paper, such as annotations, highlighting, and sticky notes.
- **PDF Lookup Mode:** In this mode, clicking on a comment code will display the comment's definition beneath the search bar. Additionally, clicking on the definition will lead you to the comment's associated article on Writing Commons.

To **switch** between the two modes, just click the appropriate button in the upper right-hand side of the page view; the interface will remain identical regardless of the current mode.

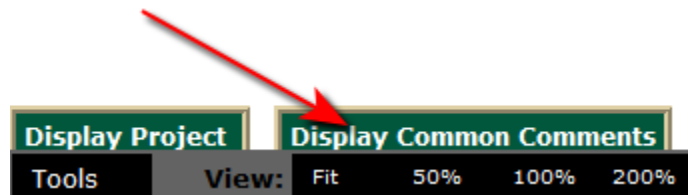


# Using the Rubric Tool

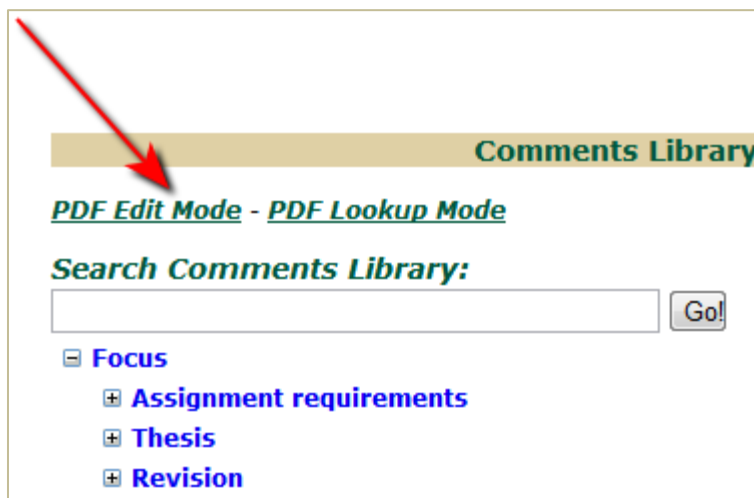
## INSERTING COMMON COMMENTS

To insert Common Comments into your peer's paper, follow these steps:

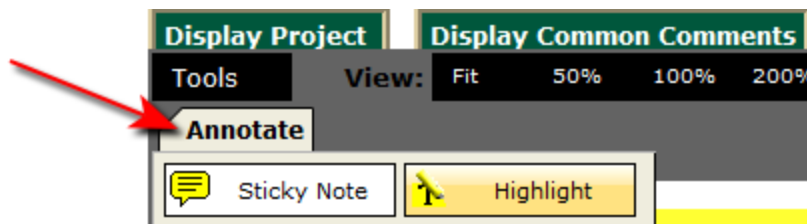
1. Click the **Display Common Comments** tab in the upper left-hand corner of the interface.



2. Click **PDF Edit Mode** in the upper right-hand side of the interface.

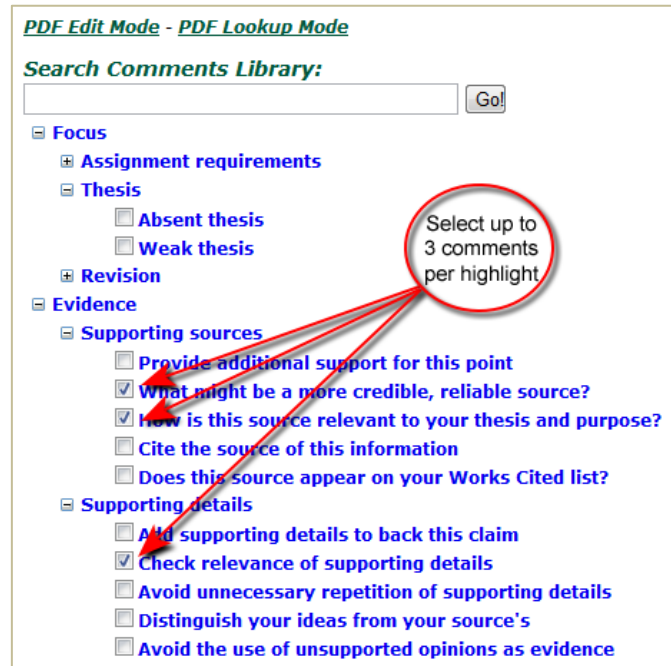


3. Click **Annotate** and select the **Highlight** tool from the drop-down list.



- Highlight the portion of the text to which you'd like to draw attention.
- Click the checkbox beside each comment you'd like to attach to the text. You can:

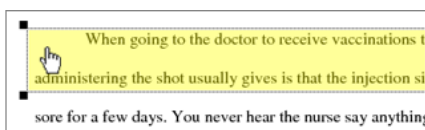
- **Browse** each category of comments by expanding the tree-view.
- Use the **search bar** to look for comments containing a certain word.
- Right-click and open each comment's associated article in a separate browser tab.



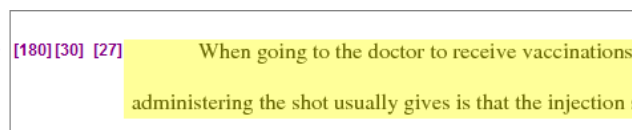
- Click **Insert Checked Comments Into Document**.



- Click back on the highlighted text to refresh the page and display the numbered codes on the paper.



Click on the highlighted text.



The numeric codes will appear in the margin.

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# Student Help Center

## ACCESS HELP FROM WITHIN THE LEARNING TOOL

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Visit the **Help Center**, located at the bottom of the Student Task Selection screen, for more information about the *My Reviewers* tool. At the Help Center, you will find a range of resources, including videos, rubric explanations, and flowcharts, designed to simplify your experience and understanding of the tool.

### Student Task Selection

You currently are enrolled in **ENC 1102 SEC 001** with Instructor

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

#### Projects

- Upload a Draft or Completed Project
- View a list of Drafts and Completed Projects

#### Peer Review

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

[Help Center](#)



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# Troubleshooting

## RESOLVING LOGIN ISSUES

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

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

If you do not have a USF NetID or can't remember it:

- 1) Visit <http://netid.usf.edu>
- 2) Click **Activate your USF NetID**.
- 3) Follow the instructions that appear.
  - **TIP:** *You must allow a day after activating before you can use your new NetID to log in to the rubric system.*

**2. Check your browser.**

*My Reviewers* functions best when viewed in Firefox or Safari.

**3. Restart your browser.**

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

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

- 1) Visit <http://netid.usf.edu>
- 2) To find your USF ID Number, click **Lookup your USF ID Number**.
- 3) To reset your USF NetID password, click **Reset your USF NetID password**.
- 4) Follow the instructions that appear.

**5. Check your enrollment status.**

You may have been dropped from the course or enrolled in the wrong section:

- 1) Visit <http://oasis.usf.edu/>
- 2) Select **Student** under the Main Menu.
- 3) Click **Registration**.
- 4) Select the appropriate term.
- 5) Click **Student Detail Schedule**.

## 6. 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. Follow these steps to clear your cache, depending on your browser:

### Firefox

- 1) Select **Clear Recent History** in the Tools menu.
- 2) Select **Cache ONLY**.
- 3) Click **Clear Now**.

### Safari

- 1) Select **Safari** from the menu bar.
- 2) Select **Empty Cache**.

### Internet Explorer 8

- 1) Click **Delete Browsing History** from the Safety menu in the upper right-hand corner of the screen.
- 2) Deselect Preserve Favorites website data, and select **Temporary Internet files, Cookies, and History**.
- 3) Click **Delete**.

### Internet Explorer 7

- 1) Select **Internet Options** from the Tools menu.
- 2) Click **Delete** under Browsing History.
- 3) Make sure **ONLY Delete Files** is checked.
- 4) Click **Close**.

### If the issue still persists:

1. Take a screenshot of your error message: <http://take-a-screenshot.org/>
2. Visit the *My Reviewers* troubleshooting web page:  
<http://myreviewers.usf.edu/SitePages/Troubleshooting.aspx>
  - **TIP:** This page is also available by clicking on the **Report a Problem** link at the bottom of every page.
3. Click the **Add New Item** link at the bottom of the page.
4. 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](mailto:help@usf.edu)