



PEER REVIEW PORTAL

PROJECTS



HOW TO SET UP A NEW PROJECT
HOW TO INVITE OTHERS TO UPLOAD
HOW TO INVITE COLLABORATORS
HOW TO INVITE REVIEWERS
HOW TO DOWNLOAD REPORTS

How to set up a New Project



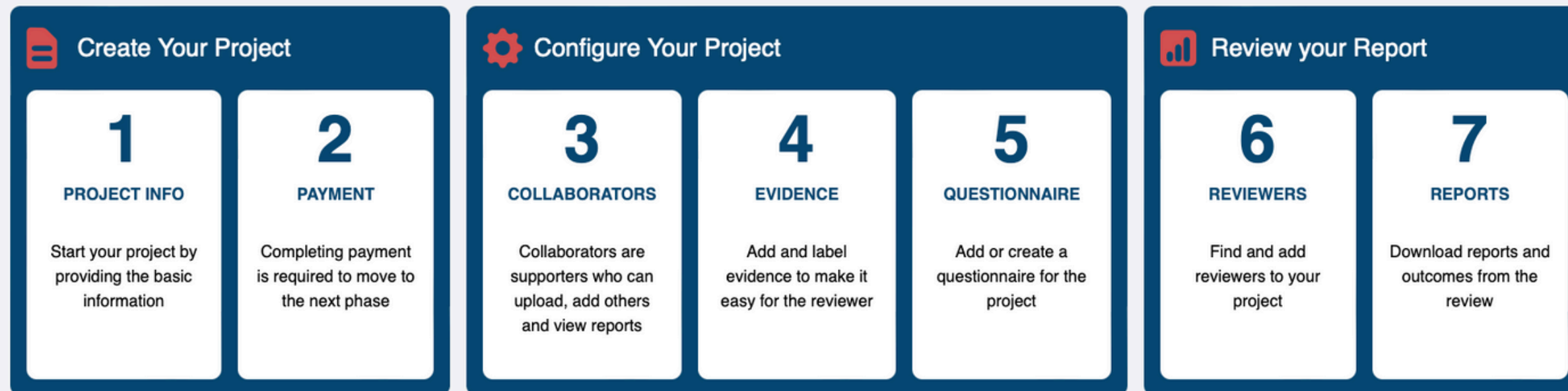
[MY PROJECTS](#) | [MY UPLOADS](#) | [MY REVIEWS](#) | [MY COLLABORATIONS](#) | [MY DATASETS](#) | [MY DOCUMENTS](#)

NEW PROJECT

Create a new project

An easy 7-step process in 3 phases to ensure your projects have all the ingredients to be successful.

Start



Things to consider before you start a new project

1. Who is involved
2. What will be reviewed
3. What shared definitions will be used
4. What review template will you use
5. What review template will you see
6. What measure will you use to assess the project

You also need to gather the review materials. Remember that all information needs to be de-identified before it's uploaded onto the Portal.

We will guide you through the steps involved, but thinking about these items before you start, can help speed up the Project configuration process

01 Click on New Project on your dashboard

02 To create a new project is an easy 7-step process in 3 phases. We have added some things to consider before you start a new project

03 **PLEASE NOTE: Check all information is correct as you go through each phase. You can only go forward not backwards. This will speed up the project configuration process and securely lock the data in place.**



Project Info & Project Type



Project info

Project Name

Unit Code

Field of Education



Classification



What type of project would you like to create?

Assessment Moderation (Assessment inputs/outputs)

Program Review

Benchmarking

Accreditation Support

Course / Unit Review



Scholarly Activity

Student Evaluation/Review

Next

01 Fill in your project information, including project name, code and other details if required.

PLEASE NOTE: Make sure you put in the correct details before clicking 'next' as you cannot go back.

02 Identify the type of project you would like to use and click on the selected box.

03 Click next





Pay for your project

[Pay with Credits](#) [Pay by Credit Card](#) [Delegate Payment Authority](#)

01 You have three ways to pay for your project.

- 1) Pay with credits
- 2) Pay by credit card
- 3) Delegate payment authority

Each project credit is \$90+GST

02 You can pay for your project using credits from your subscription plan

Pay for your project

[Pay with Credits](#) [Pay by Credit Card](#) [Delegate Payment Authority](#)

✓ **Pay with my credits**
1 credit is required to pay for this project

Unlimited CREDITS AVAILABLE

● **Pay with Institution Credits**
1 credit is required to pay for this project

755 CREDITS AVAILABLE

Project	1 Credit
PROJECT NAME	
Course / Unit Review	
Total	1 Credit

[Back](#)

[Pay project](#)

Pay for your Project



03 You can pay for your project by credit card

[Pay with Credits](#) [Pay by Credit Card](#) [Delegate Payment Authority](#)

Payment Details

Name on Card

Credit Card Number

Month

Year

CVC

Billing Information

Full Name

Phone

Email Address

Address

04 You can also delegate payment to a register user or to an external user

[Pay with Credits](#) [Pay by Credit Card](#) [Delegate Payment Authority](#)

Delegate Payment to a Registered User

You can delegate the payment authority to any other registered user. Your nominated payee's will receive an email notification



Delegate Payment to an External User

External users do not need to register in order to make payment on a project. Delegate payment to an external user by completing the fields below

First Name

Last Name


Email Address

[Invite External User](#)



Add Collaborators to support your Project Set up

Collaborators support the **Project Owner** in the uploading of evidence, questionnaire figuration and the invitation of reviewers. Collaborators can also view all reviewer submitted data.

**PEER REVIEW PORTAL**

Project Info — Payment

3531

Comprehensive Course Review

Course / Unit Review

Do you want to add any collaborators?

luke

Luke x

Prof Luke McCallum

Professional Legend!

luke@peerreviewportal.com

Mr Luke McCallum

Developer

luke_2@cdwsydney.com.au

Dr Luke Bereznicki

Head of Pharmacy



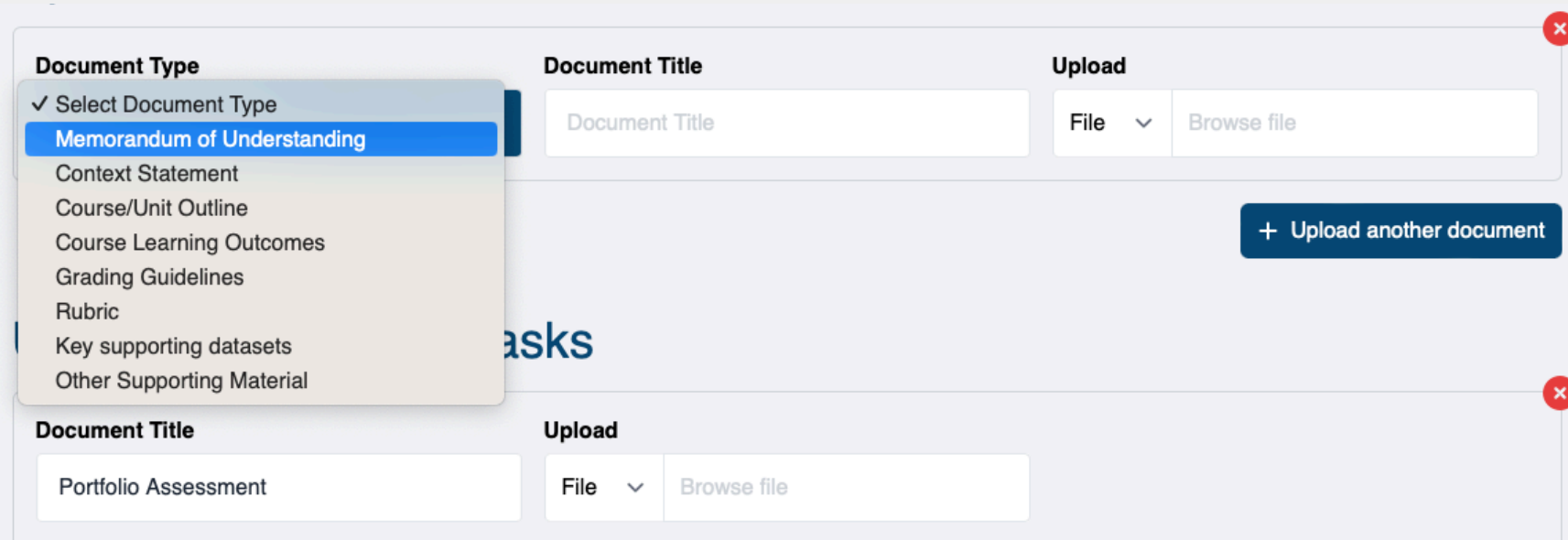
- 01 Search the PRP search engine for your collaborators. They need to be registered with a PRP account prior to you adding them
- 02 You can also add collaborators to your review project once the project has been submitted and it is 'in progress'.
- 03 Collaborators can **add other collaborators and reviewers** when the project is 'in progress'.



Upload evidence

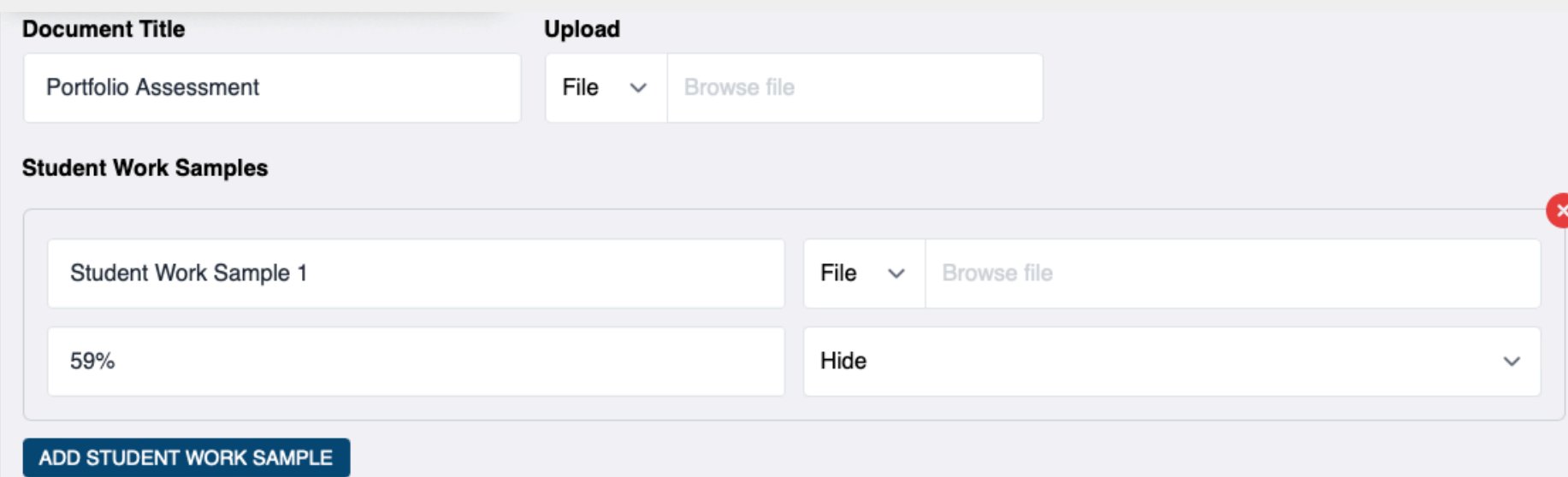


01 Upload evidence for your project. Click on the drop down box to identify the document type. Give each document a title. You can upload any file or a URL.



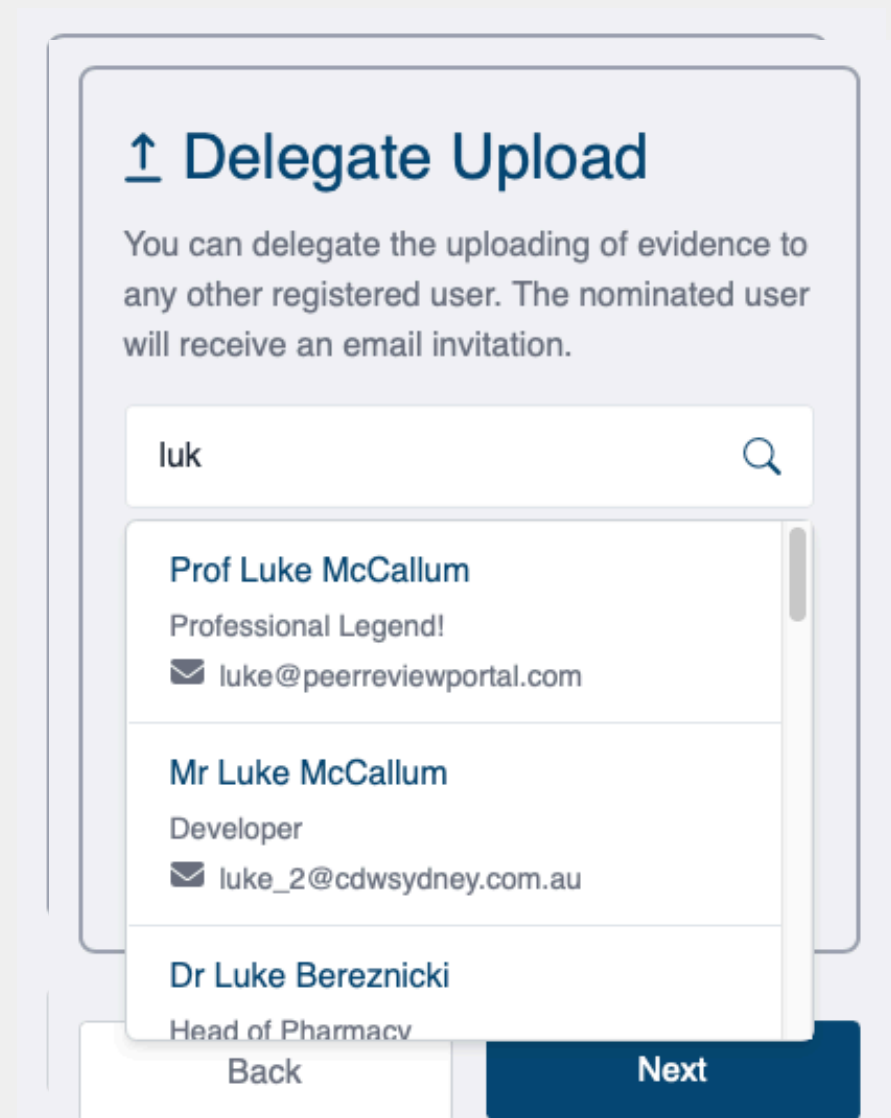
The screenshot shows the 'Upload evidence' form. It has two main sections. The top section is for a general document upload, with a 'Document Type' dropdown menu open, showing options like 'Memorandum of Understanding', 'Context Statement', 'Course/Unit Outline', 'Course Learning Outcomes', 'Grading Guidelines', 'Rubric', 'Key supporting datasets', and 'Other Supporting Material'. The 'Document Title' field contains 'Document Title'. The 'Upload' section has a 'File' dropdown and a 'Browse file' button. A '+ Upload another document' button is also present. The bottom section is for 'Assessments', with a 'Document Title' field containing 'Portfolio Assessment' and an 'Upload' section with a 'File' dropdown and a 'Browse file' button.

02 If you are uploading an assessment task, you can also add student work samples to support the review.



The screenshot shows the 'Upload evidence' form with the 'Assessments' section expanded. It shows a 'Document Title' field with 'Portfolio Assessment' and an 'Upload' section with a 'File' dropdown and a 'Browse file' button. Below this, there is a 'Student Work Samples' section with a table. The table has two rows: 'Student Work Sample 1' and '59%'. The 'Student Work Sample 1' row has a 'File' dropdown and a 'Browse file' button. The '59%' row has a 'Hide' button and a dropdown arrow. An 'ADD STUDENT WORK SAMPLE' button is at the bottom.

03 You can also delegate uploading of evidence to any other user. The nominated users will receive an email invitation. They will find their invitation under 'Uploads' on their dashboard.



The screenshot shows the 'Delegate Upload' form. It has a title 'Delegate Upload' with an upward arrow icon. Below the title is a description: 'You can delegate the uploading of evidence to any other registered user. The nominated user will receive an email invitation.' There is a search bar with the text 'luk' and a magnifying glass icon. Below the search bar is a list of users: 'Prof Luke McCallum' (Professional Legend! with email luke@peerreviewportal.com), 'Mr Luke McCallum' (Developer with email luke_2@cdwsydney.com.au), and 'Dr Luke Bereznicki' (Head of Pharmacy). At the bottom are 'Back' and 'Next' buttons.

04 **PLEASE NOTE:** You can only delegate one user to upload at any one time. Once one user has completed their upload, you need to delete this user before you can add another. You will receive an email notification when they have completed their uploading of evidence.



Select your Questionnaire Template



Select your Questionnaire Template

All 5 Scale Yes but no but Radio button Custom

Blank	5 Scale	>
Blank	Yes but no but	>
External Referencing of Standards (EROS)	Yes but no but	>
Sample 5 Scale	5 Scale	>
Inter-Institutional Review	5 Scale	>
Interuniversity Moderation: Assessment Template	5 Scale	>
Quality Verification System (QVS): Assessment Template	5 Scale	>
Engineering: Professional Accreditation Template	Yes but no but	>
Curriculum Review	Yes but no but	>
Blank	Custom	>

01

Select your questionnaire template. You have these options:

- 1) Click on a 'blank' template and add your own measures and questions
- 2) Use the questionnaire examples already uploaded on the PRP
- 3) Create your **own institutional questionnaire template** by sending us your questions and we can upload this for you on the PRP.

02

You can also add more information in the description field for the reviewer to support them answering the information

03

If you would like your institution template uploaded, contact info@peerreviewportal.com



Question

Yes but no but



Title

Assess the materials provided and consider the following in your response.
1.1. Does the course meet the Qualification Standards requirement that the award meets the appropriate AQF level criteria? Panel Response

Description

YOU CAN ADD MORE INFORMATION FOR THE REVIEWER HERE SUCH AS SOME EXAMPLES OR REGULATORY FRAMEWORK

Answer

Yes

Yes But

No

No But



Inviting Reviewers

You are nearly there.....



3530

PROJECT NAME

Course / Unit Review

Engage with Your Community

Invite Reviewers

To invite reviewers start by searching for a name or email address or use the Self Join link.

Self Join

You may share the link through which users may Self Join to review the project.

https://v1.peerreviewportal.com/self-join-reviewer/spiE9fjwin4rK0kTisEUlvUsXQeYpiC2IH9XDimM5nf9x2HnsxMmC3ikidF

Copy

Self Joining users can either login using their existing Peer Review Portal username and password, or register for an account via our intuitive Self Join process.

All Done!

Your project configuration has now been completed and reviewers notified. Now to sit back and wait for your Reviewers to complete their reviews. Come back later to see their feedback and generate a project report.

Back to Dashboard

01 You can begin inviting reviewers to your project. You can do this three ways:
1) Send them the self-join link to review the project

2) Invite them by searching them on the PRP.

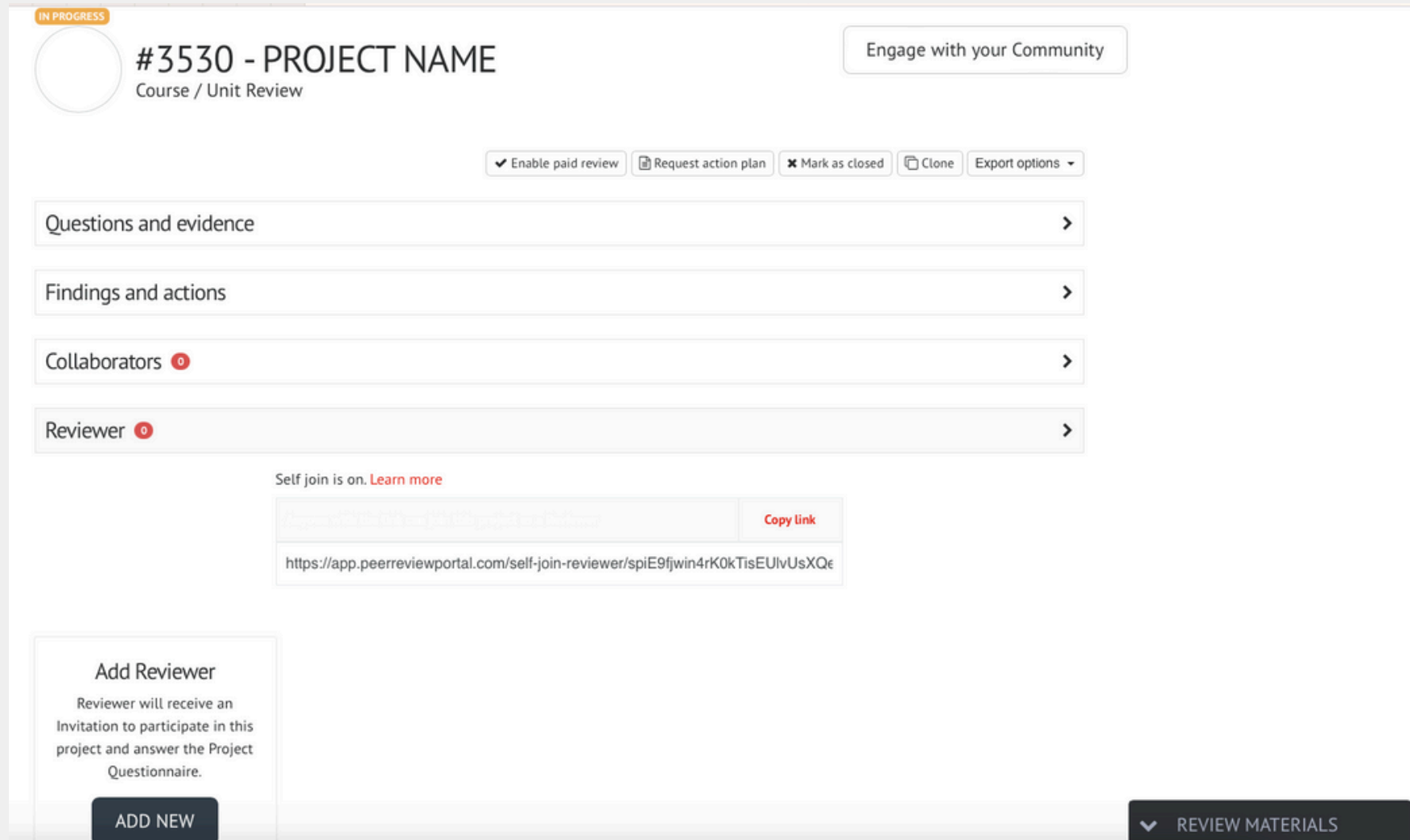
PLEASE NOTE: A **tip for new users** is to contact potential reviewers, prior to adding them to the link or project, to get their acceptance to do the review.

3) Those users on Premium subscription can click on 'engage with your community' and send out a post to the PRP community searching for review.

02 Once your project has been configured, you can go back to your dashboard. All projects have a project number and you can go into the review project and add reviewers and collaborators.



The Project is now in progress...



The screenshot displays the PRP Quality project interface for a project in progress. At the top, it shows the project ID #3530 and the title 'PROJECT NAME'. Below this, there are several tabs: 'Questions and evidence', 'Findings and actions', 'Collaborators', and 'Reviewer'. The 'Collaborators' and 'Reviewer' tabs show zero participants. A 'Self join is on' message is visible. A 'Copy link' button is present next to a URL. At the bottom, there is an 'Add Reviewer' section with an 'ADD NEW' button and a 'REVIEW MATERIALS' button.

A handy tip: You can **clone** your questionnaire by clicking on 'Clone'. All you need to do is change the project info and add evidence.

- 01 When a project is 'in progress', it is ready to add reviewers and collaborators. Each project has a **project ID number (e.g.#3530)** which you can use when seeking support from our IT Team. The **review materials** are located at the bottom right of the project.
- 02 You can add reviewers and collaborators by clicking on the 'add new' button. You can also send reviewers the **secure URL** to access the review.
- 03 Collaborators are able to add other collaborators and reviewers. Collaborators can be both internal and external users. Reviewers can also be internal or external users.
- 04 When the reviews are completed, you can download an **individual report** by each user or download a **summary report** if more than one user using a CSV or PDF file. You can also pay your reviewer through 'Enable paid review'. When you can also close the project, when it is completed

