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Welcome!

Welcome to the Peer Review of Teaching (PRT) Management System - an online application that provides faculty with tools to assist with:

- scheduling a review by your peers of your best teaching methods
- collecting feedback from peer evaluators, online, in real time or soon after the event
- monitoring and tracking your feedback

The following document is designed to offer you a quick tour of the Peer Review of Teaching (PRT) application.
Getting Started

The use of the Peer Review of Teaching application is a departmental decision. Once you have consensus from your department chair, the first step towards participation is to register.

With a current web browser (Chrome, Firefox, Internet Explorer or Safari), open a location to the USU Peer Review of Teaching Self-Service page:

http://www.lrc.usuhs.edu/prt

On this page, you may:

1. Apply for an account
2. Login with your PRT account (or your USU Single-Sign-On account after you have linked it to the Peer Review of Teaching system)
3. Retrieve a forgotten password

Let's apply for an account by clicking the "Apply for an Account" tab as highlighted below.
Registering in the Peer Review of Teaching System

Complete the registration form as in the example below. Your e-mail address will become your account username.

1) You can select your own password or take our random suggestion - following DoD password rules. If you don't like the suggestion, you can ask for another password by clicking the "Suggest a Password" button.
2) Please consider the consent to have your de-identified information used for research.
3) Please answer the arithmetic question (used to discourage robotic form completion from unwanted sources.)
4) Click the Submit button when finished.
Registration Acknowledgements

The system will acknowledge your application in two ways:

1. The website will offer a simple "Account has been requested" response.
2. You will receive an e-mail message acknowledging your request similar to the example below.

Each USU school has a program administrator for Peer Review of Teaching. The administrator for your school will be notified of your pending application. The administrator will verify that you are a legitimate member of the faculty and then he/she will activate your account. Please allow them time to complete this task.

If you need to follow up with the administrator, send an e-mail to the Google Group as highlighted at the bottom of your acknowledgement.

---

LRC Remote Computer Remote Computer Services
To: srbrown@usuhs.edu, Peer Review

Peer Review Account for Dr. Steven Z. Brown has been requested.

Dr. Steven Z. Brown

This is to acknowledge that a Peer Review account has been requested for you today at 07/25/2014 11:13:36.

PLEASE NOTE: Your account is not active until the system administrator has processed your request. You will receive notification when this occurs.

You have provided the following information:

- Email Address: srbrown@usuhs.edu
- Phone: 301-319-4042
- Department: LRC
- School: SOM
- Account Active: No
- Comments: testing

If you have any questions or concerns regarding this message, please reply to lrc.peerreview-qqe@usuhs.edu

Created by Self-Requested
Activated Account Notice

Once the administrator has activated your account, you will receive another e-mail message. Please note:

1) Your user name is your e-mail address followed by your selected password.
2) You can follow the link to return to the PRT Self-Service web site. (see below)

---

**Peer Review**

To: srbrown@usuhs.edu, Peer Review
Cc: Peer Review

Peer Review Account for Dr. Steven Z. Brown has been modified.

Dr. Steven Z. Brown

This is to inform you that a Peer Review account has been modified today.

Your Account has following information:

- **User**: srbrown@usuhs.edu
- **Password**: [redacted]
- Evaluator Eligible: NO
- Department: LRC
- Department Chair? NO
- School: SOM
- Account Active: YES
- Comments: testing

You can manage many features of your account, propose a review, or see the results of an review by visiting the Peer Review Self Service web site: [https://er.lrc.usuhs.edu/prt](https://er.lrc.usuhs.edu/prt)

If you have any questions or concerns regarding this message, please reply to lrc.peerreview-qmg@usuhs.edu.
Log In

Once you have received an e-mail acknowledgement from the administrator, you may revisit
http://www.lrc.usuhs.edu/prt
to log in to the Peer Review of Teaching Self-Service system. Enter your e-mail address in the
User field and the password as selected. Then, click the Login button.
Peer Review Home

Using the tabs on the Peer Review of Teaching home page, you can:

- manage your account
- preview a sample evaluation instrument that your peers will use
- propose a review and suggest one evaluator
- monitor the progress of your reviews and examine feedback that your peers provide
- log out of the system

First, select the My Account tab.
My Account

In the My Account tab, you can:

- change your account password to something more intuitive to you
- link your Peer Review of Teaching account to USU Single-Sign-On (SSO) so you can use the same credentials that you use for Sakai and USU Google Apps mail
- link your Peer Review of Teaching account to your Common Access Card (CAC)

Click the tab and follow the instructions to enable any of these features. For your security, any changes made in this tab generate an e-mail message notifying you of the change.
Select a Sample Review

Select the "Sample Review Instrument" tab to get a sense of the criteria your peers will use to evaluate you. A sample instrument will be displayed.
Sample Review

The Sample Review depicts 10 criteria, an overall conclusion and a comment/suggestion box for detailed feedback.

1) Each criterium can be scored using a 1 - 5 scale or a "not-applicable" response.

2) By hovering your mouse cursor over the blue CRITERIA?, guideposts will pop up to provide assistance with applying an appropriate score.

3) Alternatively, a Microsoft Word-formatted form may also be downloaded.
Propose a Review

When you are ready to schedule a review of your teaching by your peers, click on the Propose Review tab.
Propose a review of your best teaching methods!

1) You specify the date, time and location. Share a brief topic for your teaching event.

2) Evaluators invited to your teaching event must be vetted by the Dean's office with brief training session. You may suggest one peer evaluator for your session - perhaps a content expert. Type the first few letters of your evaluator’s last name and select from the controlled list...

3) or click the List All button to see a complete list of evaluators from which to choose.

4) If you don't see your choice in the list of vetted evaluators, you may fill in a suggestion which will prompt the administrator to try to line up your choice with training before the event.
Peer Review Proposal Form 2

As you continue with the Peer Review of Teaching Evaluation proposal:

1) For the benefit of your evaluator, please describe the students you are teaching

2) Identify the format for your teaching event

3) If you need your evaluators to prepare for the teaching event (advanced reading, "flipped classroom", etc) you can optionally provide a URL to assigned materials

4) If you need to provide additional information to the administrator, enter your message in the Comment field.

5) Click Submit when your proposed evaluation form is complete.

When your proposal is received, the web site acknowledges your submission, the administrator is notified of your proposal by e-mail and you receive an e-mail confirmation.
Proposal Acknowledgement

When the administrator receives your proposal, he or she will "activate it" to begin scheduling evaluators for your teaching event. Watch your e-mail for an acknowledgement that your administrator is working on the proposed event.

---

**Peer Review**

To: Stephen CTR, Peer Review  
CC: Peer Review

Peer Review Event ID 128 for Mr. Stephen R. Brown on 2014-09-30 at 10:00 in D 2013 has been modified.

---

Mr. Stephen R. Brown

This is to inform you that a previously scheduled Peer Review Event has been modified.

Please Note the following changes:

Status: Proposed / new: Active  
Modifier: Mr. Stephen R. Brown / new: Mr. Stephen R Brown

This Event now has following information:

- **Event ID**: 128  
- **Topic**: Recursive Algorithms in PHP  
- **Date**: 2014-09-30  
- **Time**: 10:00  
- **Location**: D 2013  
- **Status**: Active  
- **Student Audience**: Graduate Students  
- **Teaching Format**: Lecture  
- **Comments**: I would like to learn more about becoming a Peer Evaluator

You can manage many features of your account, propose a review, or see the results of an review by visiting the Peer Review Self Service web site:  
[https://er.lrc.usuhs.edu/prt](https://er.lrc.usuhs.edu/prt)

If you have any questions or concerns regarding this message, please reply to  
[lrc.peerreview-gog@usuhs.edu](mailto:lrc.peerreview-gog@usuhs.edu)
Monitor Your Reviews

You may monitor the progress of your proposed event in "My Reviews." Click the My Reviews tab.

My Reviews Tracks Your Progress

In my example,

1) the My Reviews page shows that my "Recursive Algorithms" lecture as Proposed

2) the "PHP Programming" lecture is shown as Active but no evaluators have been assigned

3) the "Demo..." lecture on 7/9/2014 has evaluators assigned. Two evaluators have completed their evaluation of me and two evaluators are still working on my evaluation.

4) I can click on a "Complete" result to view a report of the feedback given to me thus far.
Before and During Your Evaluation

The administrator will invite and secure commitments for three evaluators (ideally) to attend your event. You will receive copies of e-mail messages as evaluators make those commitments. If any changes to your event are required, you are notified of said changes via e-mail. Evaluators are systematically reminded to attend your teaching event.

On the day of your teaching event, evaluators will arrive with a smartphone, a tablet, a laptop or a paper evaluation instrument - depending on their personal preference. They may enter their feedback online in real time or follow up on a desktop system soon after. Once the evaluator finalizes their review, they are automatically thanked for their participation and you are notified that your report is updated via e-mail.
Review Results

The results report has:

1) the details for your teaching event

2) a legend for the criteria

3) a table of responses, comments and suggestions from each reviewer

4) an export function to download this report in a format compatible with Microsoft Excel - an excellent option to keep your own backup copy of the reviews outside of the PRT Management System.
Log Off

When you are finished with your Peer Review of Teaching business, please log off the site to end your session.

Recovering your password

Should you forget your Peer Review of Teaching account password, visit

http://www.lrc.usuhs.edu/prt

and click the Retrieve My Password tab. Answer the questions to request that your password be sent to your registered e-mail address. Remember that your e-mail address itself is your user ID.