PEER EDIT QUICK REFERENCE GUIDE

INTRODUCTION: WHAT IS PEER EDIT?
Peer Edit is an app you can download to your iPad for free. It facilitates the ability of students to critique other students’ essays by providing the:

- Elements they need to consider when reviewing an essay; organized by category
- Rules and best practices associated with the elements
- Language to talk about the elements

“GLOW AND GROW”
When reviewing a peer’s work, it is important to use the “glow and grow” approach. Begin by “glowing” about what was done really well, and then move onto “growing” by mentioning areas that could use some improvement. Peer Edit provides novice reviewers with the language and approach to give their peers’ essays a professional-quality review.

INSTRUCTIONS FOR USING PEER EDIT

REVIEW YOUR PEER’S ESSAY
1. Access your peer’s essay (via email, Live Text, paper, etc.)
2. Read the essay and mark it up with your thoughts.

DOWNLOAD THE PEER EDIT APP
1. Press the App Store icon on your iPad.
2. Type Peer Edit in the Search box and press Search.
3. Press the FREE button next to Peer Edit by Gatsby’s Light.
4. Once downloaded, press Open.

CREATE A NEW PROJECT
1. Press New.
2. Enter the author of the essay’s first name. This will become the salutation of the email. For example, Jane.
3. Enter the name of the assignment. For example, Satirical Essay.
4. Enter the email address of the recipient.
5. Press Save. The Opening tab appears.
CREATE FEEDBACK

1. Enter an opening paragraph. This begins the “glow” part of the “glow and grow” approach. You do not have to enter a salutation here because it will be generated automatically using the name you entered in the Name field.

2. Press Praise to go to the first tab.
   - Note the column headings.
   - Note the elements under each heading.
   - To see the feedback that will be provided, press \( \text{ɪ} \) next to an element.

3. Select the checkboxes next to the desired elements.

4. To add your own comment, Press + Add your comment under the appropriate column heading.

5. When you are finished with the Praise tab, press the next tab, Organization. This begins the “grow” part of the “glow and grow” approach.

6. Continue selecting checkboxes as appropriate and proceed through all of the tabs.

7. On the Closing tab, enter a closing statement to summarize your feedback.

8. On the Grade tab, you may enter a (letter, number or AP) grade, if desired.

9. You may return to any of the tabs to review your selections.

10. When you are finished, press Save.

PREVIEW YOUR PROJECT
You may preview how your feedback will look to the recipient before you send it.

1. Press List and select your project from the list.
2. Press Preview. You may view it, but may not edit it here.
3. Press Close to leave the preview.

REOPEN YOUR PROJECT
You may reopen a project to add or remove elements or make changes to the Opening or Closing text.

1. Press List and select your project from the list.
2. Press Open.
3. Make your changes.
4. Press Save to save and close the project.

EMAIL YOUR PROJECT

1. Press List and select your project from the list.
2. Press Email. Your feedback appears in an email message. The recipient email address is the one you entered when you created the project.
3. Send the feedback as is, or edit it to be more specific to your peer’s essay (recommended).
4. Press Send.