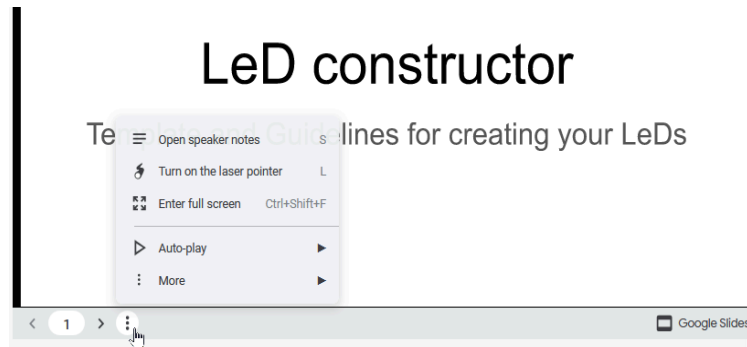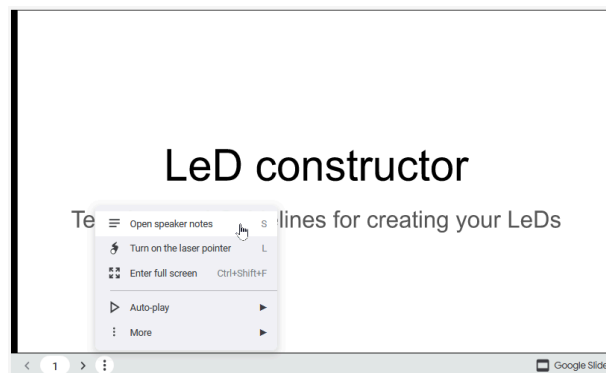# Instructions for Peer Review Assignment 1:

Phase 1 - Your own LeD Plan submission: Create your own LeD Plan and submit it for peer evaluation.
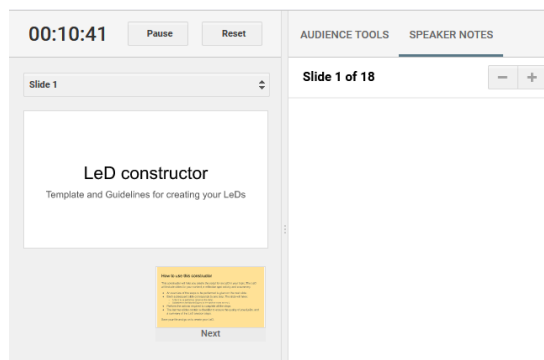
1. Phase 1 - Submission of your LeD Plan begins on 4-Feb-2022.
2. The constructor deck below has guidelines and templates to help you create a plan for an LeD in your own chosen topic.
3. Right click on this link and select the "*Save Link As*" option to download the "LeD Constructor" slides and use it as a template.
4. Refer to the "*How to use this constructor*" slide for detailed instructions, and complete each step to create an LeD Plan in your chosen topic.
5. Please make sure that you refer to following on each slide while accessing it on the course page:
   1) Actions to be performed on the slide.
   2) Guidelines to be followed in the speaker notes section.
   3) To access the Speaker notes please follow the below given steps:
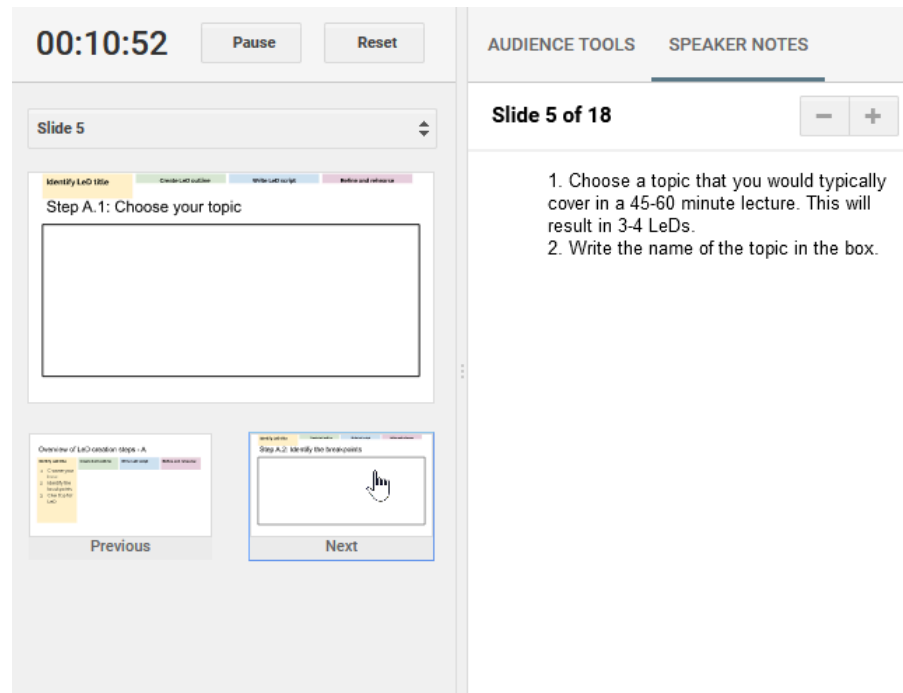   a) Click on the three dotted button (as shown in below image):

      b) Click on the menu item "Open speaker notes" (as shown in below image):
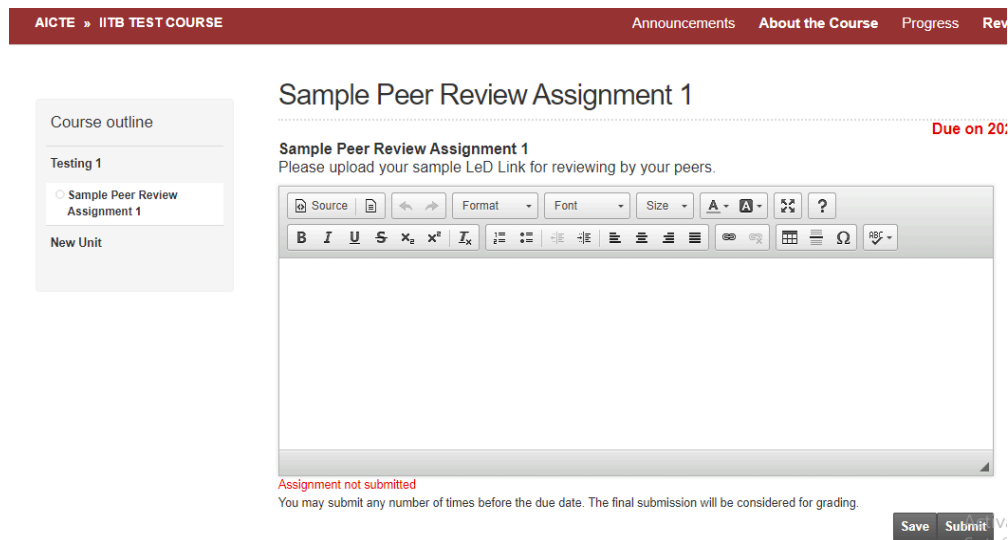

      c) A window will appear having presenter view (as shown in below image):

d) You can click on the slide icons labeled as Next / Previous in order to navigate through the slides and see the speaker notes (as shown in below image):

6. Perform the actions required to complete all the steps to create your LeD Plan in the downloaded version of the LeD constructor.

7. Before submitting, self evaluate your LeD Plan using the rubric given at this link. The same rubric will be utilized for peer evaluation of the LeD Plans in the next phase.

8. After you complete all the above mentioned steps, submit your LeD Plan assignment on the Peer Review Assignment 1 page on or before 13-Feb-2022, 11:59 PM IST (Phase 1 - LeD Creation and submission deadline).

9. For submitting your LeD Plan for evaluation by peer click on the "Phase 1 - LeD Creation & submission" link on the course navigation. For submitting your LeD Plan, you will see a Text area / Option to upload file (as shown in the image below):

10. Put some details about your LeD Plan in the Text area to introduce your LeD idea to the Peer who will evaluate your LeD Plan submission. Click on the "Save" button in order to save your submission (as shown in the image below). But remember that your LeD Plan is not yet submitted until you click on the "Submit" button.

11. Once you are done with putting some details about your LeD Plan in the Text area, to introduce it to your peer, click on the Submit button, to submit your LeD Plan for peer evaluation (as shown in the image below):

12. You cannot edit your LeD Plan submission after the Submission date ends. But you will be able to see the content you have submitted (as shown in the image below):
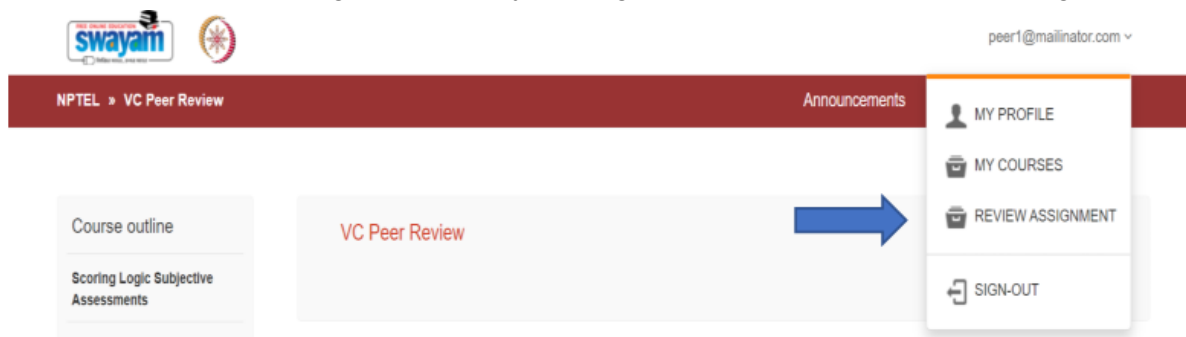
Phase 2 - Evaluation of your peer's LeD Plan:

1. The Phase 2 of the assignment will begin on 14-Feb-2022, 12:00 AM IST.
2. In this phase your submitted LeD Plan will be assigned to a reviewer (your peer from this course) for evaluating and in turn you will also be allotted your peers' LeD Plan submissions for evaluation.
3. You have to evaluate the allotted peers' LeD Plan submissions, as per the rubric given on this link on or before the evaluation deadline 20-Feb-2022, 11:59 PM IST.
4. Once you are allotted your peers' LeD Plans you will be able to see the assigned evaluation in "Review Assignment" tab by clicking on it (as shown in the below image):

5. You will then need to evaluate the assignments which are assigned to you on or before the evaluation deadline 20-Feb-2022, 11:59 PM IST. You can access the allotted assignments for reviewing purpose by clicking on the "Review" button (as shown in the below image):

6. After evaluating your peer's assignments you can put in the score and provide your comment for the peer's work. Since this assignment is non-graded, this score will not be considered for the final evaluation.

Evaluation criteria

Criteria	Bad (Point: 1)	Satisfactory (Point: 2)	Good (Point: 3)	Very Good (Point: 4)	Excellent (Point: 5)	Weightage	Select level
Comprehension of Text	Shows little understanding of the text	Shows a limited understanding of the text	Shows a basic understanding of the text	Shows a comprehensive understanding of the text	Shows a thorough and thoughtful understanding of the text	30	Select level ▾
Textual Evidence	Does not include textual details	Includes 1-2 general textual details in each body paragraph and uses 1 sentence of commentary per concrete detail	Includes 2-3 general textual details in each body paragraph and Uses 1 or 2 sentences of commentary per concrete detail	Includes 3 specific textual details that generally support each topic sentence. Uses 2 sentences of commentary per concrete detail	Includes at least 3 specific textual details that clearly support each topic sentence. Uses at least 2 sentences of commentary	40	Select level ▾

7. Clicking the draft button will only save your Evaluation draft. In order to complete the Phase 2 of this assignment you need to click on the "Submit" button to submit your evaluation of the peer's LeD Plan and also complete evaluating a peer's work (as shown in the below image). After this stage you will not be able to edit your evaluation marks or comments. So please put in the marks and comments with appropriate care:

					commentary per concrete detail		
Sentence Fluency & Grammar	Contains serious grammatical or syntax errors	Contains more than 6 grammatical or syntax errors	Contains 4-5 grammatical or syntax errors	Contains 2-3 grammatical or syntax errors	Contains 0-1 grammatical or syntax errors	30	Select level ▾

Save Submit

8. After evaluating 1 peer's LeD Plan submission, you will get to see the Status as "Review Submitted" and for remaining submissions to be evaluated you will see the Status as "Review Pending" (as shown in the below image):

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Assignments for Reviews

1) SAMPLE PEER REVIEW ASSIGNMENT 1
REVIEW DUE DATE : 2022-01-11, 18:29 GMT

Student Assignment	Status	Marks	Action
4724751636365312	Review Submitted	50.0	Review
4935855587196928	Review Pending	-	Review

9. After submitting both the LeD Plan submissions allotted to you, you will get to see the Status as Review Submitted for both the submissions:

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Assignments for Reviews

1) SAMPLE PEER REVIEW ASSIGNMENT 1
REVIEW DUE DATE : 2022-01-11, 18:29 GMT

Student Assignment	Status	Marks	Action
4724751636365312	Review Submitted	50.0	Review
4935855587196928	Review Submitted	48.0	Review

10. Consider the Phase 2 - Peer Review assignment as complete from your side after you have completed all the Pending reviews. The due date for the evaluation (reviewing the submissions) is 20-Feb-2022, 11:59 PM IST.

11. After both the assignments due dates are met, and once the scores are released from the course page the results would appear on the "Peer Review Assignment 1" page (as shown in the below image):

Note: For peer review, only the participants who have submitted the LeD Plan assignment will be considered while other enrolled students, who have not submitted it, will be ignored. Maximum two LeD Plan submissions of the peers will be assigned to each participant for reviewing.

Important Deadlines:
Follow the below mentioned due dates' timetable in order to complete this assignment on time:

Sr. No.	Deadline title	Due date and time
1	**Phase 1 Deadline:** Your own LeD Plan submission	13-Feb-2022, 11:59 PM IST
2	**Phase 2 Deadline:** Evaluation of your peer's LeD Plan	20-Feb-2022, 11:59 PM IST