Class Purchasing Instructors for PeerAssessment.Com

Thank you for purchasing a PeerAssessment.Com plan. The purchasing procedure can be done by either the instructor her/himself, or by another person on their behalf. When completed, please send the program information to your instructors who will need it to set up classes.

Here are the high level steps, more detailed instructions are included below.

1. Go to https://PeerAssessment.Com

2. SIGN IN > LOG IN
   - If you do not yet have an account:
     a) Click SIGN IN > CREATE ACCOUNT
     b) Complete the account information
     c) Find the confirmation email sent to you, and click to Confirm.
     d) Log in with your email and password.

3. Press Purchase Plan button

4. Complete Step 1: Select Type of plan
   - Usually multiple instructors will share your plan. If so, create a Shared Plan, that is either brand new or refilling a program plan already in use. If it will only be used by one person, create it as an Individual Plan.

5. Complete Step 2: Purchase Plan
   - If it is a new shared plan, please enter a Program Name that your instructors will recognize. For example, if it is for use by your department’s instructors, type in the department name. Then complete the purchase information.

6. Complete Step 3: Checkout

7. Finally, notify instructors who will be using PeerAssessment.com in their classes, by forwarding to them the email you receive with user instructions. They will need the Program Name and Code (from your receipt) to use your new Program Plan.
Steps | Visuals
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1. Go to [https://PeerAssessment.Com](https://PeerAssessment.Com) | ![Sign In Visuals]

2. SIGN IN > LOG IN

   - If you do not yet have an account:
     - a) Click SIGN IN > CREATE ACCOUNT
     - b) Complete the account information
     - c) Find the confirmation email sent to you, and click to Confirm.
     - d) Log in with your email and password.

8. Press Purchase Plan button

9. Complete Step 1: Select Type of plan
   - (a) If this will only be used by one person, create it as an Individual Plan.
   - (b) Usually multiple instructors will create classes with this plan. If so, create a Shared Plan. Select “Refill” if you already have an existing program plan in use—then instructors can simply continue using it as is. Select “New” if it is a brand new program plan, with a new program name and code.
10. Complete Step 2: Purchase Plan
   (a) If it is a new shared plan, please enter a Program Name that your instructors will recognize. For example, if it is for use by your department’s instructors, type in the department name.
   (b) You may have one or more program administrators.
   (c) Complete the purchase information. Only check the Seminar Discount option if this plan will be used for small classes (under 18 students).

11. Complete Step 3: Checkout
   (a) Complete the Billing and Payment information.
   (b) Please note the Program information to distribute to instructors who will be sharing use of this program plan.
12. Finally, **notify instructors** using PeerAssessment.com in their classes.

*Please Note—To minimize maintenance work on your part, you do not need to enter faculty who are approved to use your program in PeerAssessment.Com. Instead, simply send them the Program information.*

Instructors will need the Program Name and Code to use your new Program Plan. You can find this information in multiple places:

(a) The Checkout page
(b) The receipt emailed to you
(c) In the application, select from the menu ADMIN > PROGRAMS & PLANS.

From the ADMIN menu, you may also run reports on who is using your programs.