


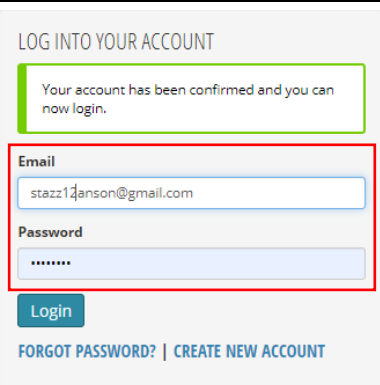
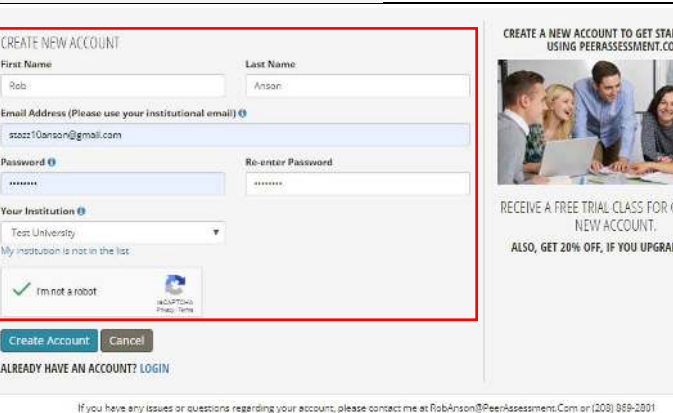
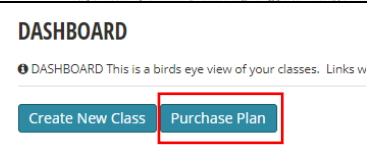
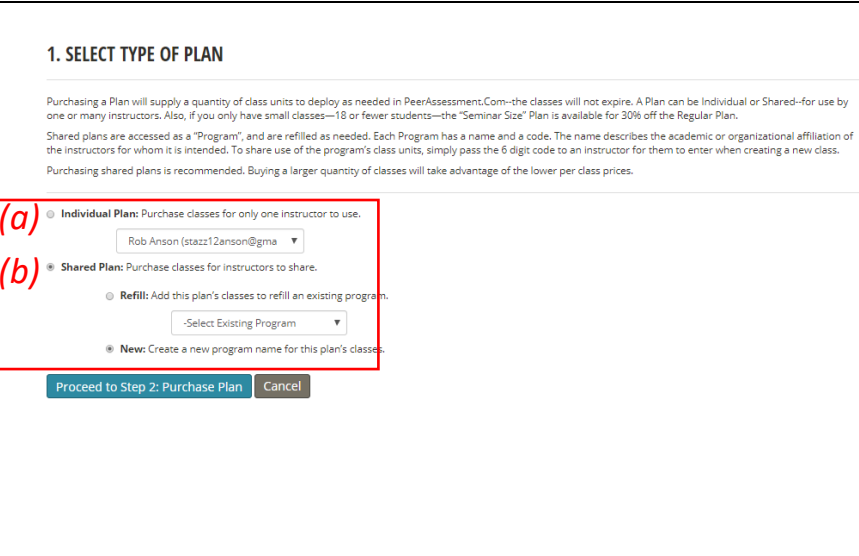
How to Purchase Classes for PeerAssessment.Com

Thank you for purchasing a PeerAssessment.Com plan.

The instructor may do their own purchasing, or another person can do it on their behalf. A credit card or PayPal is usually the easiest, but you may also use a Purchase Order.

Here is a summary of the steps; the next page has more detailed instructions.

1. Go to <https://PeerAssessment.Com>
2. **SIGN IN > LOG IN**
 - If you (*the person making the purchase*) do not yet have an account:
 - a) Click SIGN IN > CREATE ACCOUNT
 - b) Complete the account information
 - c) Find the confirmation email sent to your inbox and click to Confirm.
 - d) Log in with your email and password.
3. Press **Purchase Plan** button on the Dashboard.
4. Complete **Step 1: Select Type of plan**
 - Usually multiple instructors will share your plan. If so, under **Shared Plan** select an existing plan to refill or create a new one. 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. The Last Step!
 - If you are made this purchase for other faculty to use, there is a very important final step--notify the instructors. Your email inbox will receive an email with the subject title: **Instructions for using PeerAssessment.Com** This contains the Program Code they will need to enter to use these classes. Simply forward this email to the instructors who will be using PeerAssessment.com in their classes.

Steps	Visuals
<p>1. Go to https://PeerAssessment.Com</p>	
<p>2. SIGN IN > LOG IN</p>	
<ul style="list-style-type: none"> If you do not yet have an account: <ol style="list-style-type: none"> Click SIGN IN > CREATE ACCOUNT Complete the account information Find the confirmation email sent to you, and click to Confirm. Log in with your email and password. 	
<p>8. Press Purchase Plan button</p>	
<p>9. Complete Step 1: Select Type of plan</p> <p>(a) <i>If this will only be used by one person, create it as an Individual Plan.</i></p> <p>(b) <i>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.</i></p>	

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)

2. PURCHASE PLAN

NEW PROGRAM PLAN

When you buy a shared plan, the class units are stored in a Program, with a Name and a Code.

- Program Name describes the intended users of these class units (often it is a department, college, or set of courses).
- Program Code (6 digits) provides some security—you will need to distribute the code to instructors. The instructor enters the code when they create a new class. (You may change the as needed to prevent unauthorized use.)

Plans can be purchased for regular or small sized classes.

- Regular Plan classes cost 1 class unit per class; if it exceeds 100 students, a 2nd unit is charged.
- Seminar Plans support classes of 18 or fewer students; for 30% off Regular price. If a Seminar Class exceeds 18 students, a 2nd unit is charged.

NEW PROGRAM INFORMATION (a)

Program Name: My Department Program

Program Code: 5b56ed [Generate New Code](#)

PROGRAM ADMINISTRATORS (b)

Rob Anson stazz12anson@gmail.com 2088692801

PURCHASE NEW PLAN (c)

Quantity of Class Units to Purchase: 6

Start-Up Discount (20% off)

Apply Seminar* Discount (30% off)

* Seminar Classes should be 18 or fewer students. If a Seminar Class exceeds 18, a 2nd class unit will be applied.

Regular Price Per Class: \$23.00

Discounted Price Per Class: \$18.40

[Proceed to Step 3: Checkout](#) [Cancel](#)

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.

3. CHECKOUT PLAN

TEST UNIVERSITY

YOUR CART

License	Price	Quantity	Subtotal
NEW PROGRAM Program Name: My Department Program (Regular) Program Code: 5b56ed Administrator: Rob Anson Plan Type: Regular	\$18.40	6	\$110.40

Change Plan Details

TOTAL ORDER \$110.40

(a)

BILLING INFORMATION

First Name: Rob Last Name: Anson

Address: 3100 Main

Address 2:

City: Boise State: Idaho

Zip: 83706

Phone: 2088692801 Email: stazz12anson@gmail.com

Notes/Special Instructions:

PAYMENT INFORMATION

Purchase Order

Paypal

Credit Card

Credit Card Number: 4444 3333 2222 1111 **VISA**

Expires Date: 07 / 2019

Security Code: 123

[Place Order](#) [Cancel](#)

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) Instructions for using PeerAssessment.Com*
- (b) The Checkout page*
- (c) The receipt emailed to you*
- (d) 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.