

Class Purchasing Instructions for PeerAssessment.Com

Purchasing Options

PeerAssessment.Com provides different options for purchasing class units. This document describes purchasing class units directly. If you are interested in a site license, please contact Rob Anson.

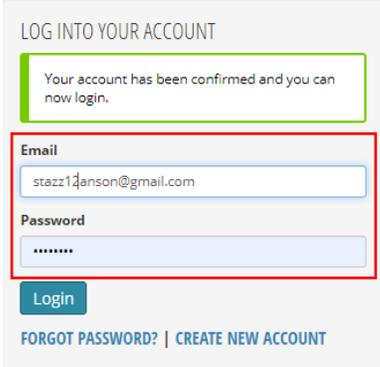
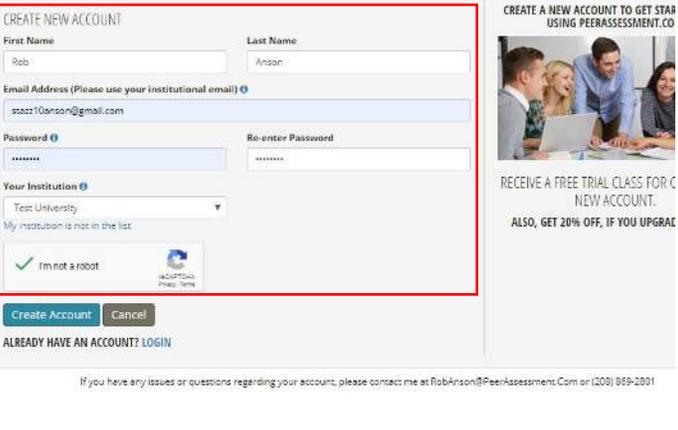
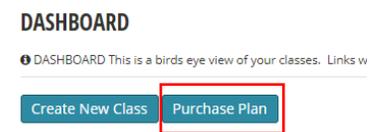
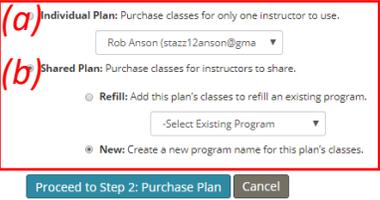
Here are the important distinctions to keep in mind

- **How many instructors will use the purchased class units?**
 - A **'shared program'** conveniently accommodates multiple instructors, such as in a department or a college. A central person can purchase the class units initially, then refill the shared program as needed. Also a program administrator may be identified to oversee use of the shared program with the ability to set up or edit classes created within the program.
 - An **'individual program'** can only be used by one instructor.
- **What size of classes are involved?**
 - **'Regular units'** accommodate classes of up to 100 students. If your class exceeds 100 students, 2 units will be applied for the class.
 - **'Seminar units'** are discounted, used for smaller classes with 18 or fewer students. Over 18, and a second unit is applied.
- **How to make the purchase?**
 - Quantity discounts begin at 4 or more classes. [Please see the Price List for details.](#)
 - An instructor may purchase classes themselves, or someone can do it on their behalf.
 - Purchasing may use [Credit Card](#), [PayPal](#), or [Purchase order](#). *(Please contact Rob Anson if you wish to use a Purchase Order or Invoice.)*
 - Purchased classes never expire.

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. If you are purchasing classes on behalf of the instructor, please create your own account to log in to PeerAssessment.Com. Then you may purchase classes for the instructor(s) to use.
1. At <https://PeerAssessment.Com>, SIGN IN > LOG IN or Create Account
 2. At Dashboard, press **Purchase Plan** button
 3. Complete **Step 1: Select Type of Plan**
 4. Complete **Step 2: Purchase Plan** with the quantity and type of classes
 5. Complete **Step 3: Checkout**
 6. If instructors will share the plan, please distribute to instructors the email you receive titled "Instructions for using PeerAssessment.Com".

| Steps | Visuals |
|---|---|
| <p>1. Go to https://PeerAssessment.Com</p> |  |
| <p>2. SIGN IN > LOG IN</p> <p>If you are purchasing classes on behalf of another person, please create your own account to log in to PeerAssessment.Com. After you log in, you can purchase classes for one instructor or a shared program.</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 on Confirm. Log in with your email and password. |  |
| <p>2. Press Purchase Plan button</p> |  |
| <p>3. Complete Step 1: Select Type of plan</p> <p>(a) If this will only be used by one instructor, create it as an Individual Plan.</p> <p>(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, with a new program name and code.</p> | <p>1. SELECT TYPE OF PLAN</p> <p>Purchasing a Plan will supply a quantity of class units to deploy as needed in PeerAssessment.Com--the classes will not expire. A Plan can be Individual or many instructors. Also, if you only have small classes--18 or fewer students--the "Seminar Size" Plan is available for 30% off the Regular Plan. Shared plans are accessed as a "Program", and are refilled as needed. Each Program has a name and a code. The name describes the academic or the instructors for whom it is intended. To share use of the program's class units, simply pass the 6 digit code to an instructor for them to enter via. Purchasing shared plans is recommended. Buying a larger quantity of classes will take advantage of the lower per class prices.</p>  |

4. 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, use the department name.

(b) You may have one or more program administrators who have access to information about all classes using this plan.

(c) Complete the purchase information.

- Note 1: Only check 'Seminar Discount' if this plan will be used for small classes (under 18 students)
- Note 2: If a class exceeds 100 students (regular class) or 18 students (seminar class) a 2nd class unit is automatically applied.

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 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 charge

NEW PROGRAM INFORMATION (a)

Program Name: My Department Program

Program Code: 5b56ed

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

5. Complete Step 3: Checkout

(a) Please confirm the purchase information is correct.

(b) Complete the Billing Information.

(c) Complete the Payment Information

- **Credit Card**—allows you to enter your information for processing. No credit card information is saved on our system.
- **PayPal**—Sends you to the PayPal site.
- **Purchase Order**—If you have a PO ready, enter the PO# and a copy of the PO itself. If you first require an invoice, contact Rob Anson.

3. CHECKOUT PLAN

TEST UNIVERSITY

YOUR CART (a)

| 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

BILLING INFORMATION (b)

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 (c)

Purchase Order
 Paypal
 Credit Card

Credit Card Number: 4444 3333 2222 1111

Expires Date: 07 / 2019

Security Code: 123

6. For Shared Programs, notify instructors using PeerAssessment.com in their classes.

If you refilled an existing Shared Program, instructors probably do not need to be notified. They will just continue to use the units.

If you created a brand-new Shared Program for a group of instructors, please forward to the instructors the email sent to you, titled "Instructions for using PeerAssessment.Com". This contains a 6 digit instructors will need to begin accessing the class units in the Shared program. (After entering the code, instructors can simply select the name of the program.)

If Instructors need the Program Name and Code to use class units from a Shared Program, you can find this information in multiple places:

(a) *On an email sent to you:*

- a. *An email sent to you titled, "Instructions for using PeerAssessment.Com"*
- b. *The receipt sent to you*

(b) *Log into PeerAssessment.Com. Select the menu ADMIN > PROGRAMS & PLANS. This list includes all programs created for your institution. Click on the Edit icon for the appropriate program. (Do NOT click on "Generate Code" unless you need to create a new code. All instructor users will need to be notified of the new code.*

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