A CPR assignment consists of three stages:

**Stage 1:** Text Entry Stage

**Stage 2:** Calibration and Review Stage

**Stage 3:** Results Stage

Only one stage can be accessed at any time.

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**Stage 1: Text Entry Stage**

You will explore the assignment source material. The source material provides you with information about the assignment topic. Source material can include: web sites, articles, text books, pictures, movies, animations, etc.

You will submit a text based on the assignment source material.

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**Stage 2: Calibration and Review Stage**

You will evaluate several example texts, called calibration essays. These calibrations will develop your ability to effectively review the work of your peers.

You will evaluate the work of your peers.

You will evaluate your own work.

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**Stage 3: Results Stage**

You will view your assignment results.
Now that you understand how a CPR assignment works, you are ready to tour specific assignment parts.
Every assignment has information called source material that you will explore before writing your text.

Below is a screen capture of the source material interface. Note that the "Source Material" link in the CPR Stages menu is highlighted.
Step 1
You may have to explore extra material like other web sites before writing your text.

<table>
<thead>
<tr>
<th>Resources</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Measurers</td>
<td>A Web site from the Museum of the History of Science, Oxford University, UK.</td>
</tr>
<tr>
<td>A Dictionary of Units</td>
<td>A Web-based reference site from the University of Oxford, UK on units of measure. The English, U.S. and SI systems are covered in detail.</td>
</tr>
<tr>
<td>HTML Tutor</td>
<td>This page explains how to use simple HTML commands to format your essay. It includes such formatting items as subscripts and line returns.</td>
</tr>
</tbody>
</table>

Screen capture of a portion of the Resources section. In the actual CPR assignment, clicking on one of the links opens a new window displaying a web site.

Step 2
You will also be given instructions and other material that will help you write your text.

This material may include learning goals and a series of guiding questions.
After exploring the source material, you will enter your text. The button shown below appears at the bottom of the "Source Material" page. You will click on it to advance to the text entry page. You will use similar buttons to advance from stage to stage throughout the assignment.

Continue to Text Entry Stage
Stop 3: Entering your text

After exploring the source material, you must enter your text.

Below is a screen capture of the text entry interface. Note that the "Text Entry" link in the CPR Stages menu is highlighted, but that the "Source Material" page is also still available.
**Step 1** Enter your text in the text entry box. The length of your text must conform to the required word count range shown. The program will automatically count the words in your text.

**Step 2** Preview your text before submitting it by clicking on the *Preview Text* button.

**Step 3** Submit your text by clicking on the *Submit Text* button. You can also save the text if you have not completed it by clicking on the *Save Text* button.

You can submit your text as many times as you like until the text entry deadline. Note that your submission status is shown next to the save and submit buttons.

**Important Note:** After entering your text, you must wait until the text entry deadline has passed before you can continue to Stage 2 of the assignment, the Calibration and Review stage.

You can check the text entry deadline by clicking on the *Assign Info* link at the top of the CPR stages menu.
Stop 4: Performing calibrations

When Stage 2 begins, you must read three example texts called calibration essays and answer a series of questions for each.

During this calibration process, your ability to effectively review texts based on the assignment topic is being evaluated.

Below is a screen capture of the calibration interface. Note that the "Calibration 1" link in the CPR Stages menu is highlighted. Note also that the "Source Material" page is still available, but that the "Text Entry" page is not.
Step 1  Read the example text in the top frame.

Step 2  Answer the questions in the bottom frame. The final question is a rating of the text's quality.

Step 3  Submit your answers. You can also use the Save option to record an incomplete set of answers. You can submit your answers as many times as you like within the assignment deadlines.

After completing all three calibrations you will receive feedback on your performance.

Important Note: If you do not accurately evaluate any of the calibration essays, you will have to repeat those calibrations.
Stop 5: Viewing calibration results

After completing the calibrations, you then view your calibration results to see how well you did on each calibration.

Below is a screen capture of the calibration results interface. Note that the "Calibration Results" link in the CPR Stages menu is highlighted, and that the "Calibrations" link is no longer available.
**Step 1** Compare your answers with the instructor's answers. Incorrect answers appear in red.

**Step 2** Read extra feedback provided by the instructor for certain questions. Any answer displayed in blue and underlined has extra feedback. Just click on the answer to view the feedback.

After exploring your calibration results, you can begin reviewing the work of your peers.
Stop 6: Performing Peer Reviews

After viewing your calibration results, you must review the work of your peers.

The peer review interface is very similar to the calibrations interface. The only difference is that now the texts belong to your peers.

Below is a screen capture of the Peer Reviews interface. Note that the "Review 1" link in the CPR Stages menu is highlighted, and that the "Calibration Results" link is still available.
Step 1  Read the peer text in the top frame.

Step 2  Answer the questions in the bottom frame. The final question is a rating of the text's quality. For this question (and possibly for others) you will have to explain your rating by entering comments into a text box.

Step 3  Submit your answers. You can also use the Save option to record an incomplete set of answers. You can submit your answers as many times as you like until the assignment ends.

After completing three peer reviews, you will review your own text.
Stop 7: Performing Self-Assessment

After completing three peer reviews, you must assess your own text. This self-assessment interface is very similar to the calibrations and reviews interface.

Below is a screen capture of the self-assessment interface. Note that the "Self-Assessment" link in the CPR Stages menu is highlighted, and that the "Calibration Results" link is still available.
Step 1  Read your text in the top frame.

Step 2  Answer the questions in the bottom frame. The final question is a rating of your text's quality.

Step 3  Submit your answers. You can also use the Save option to record an incomplete set of answers. You can submit your answers as many times as you like until the assignment ends.

Important Note: After completing your self-assessment, you must wait until the assignment ends before you can continue to Stage 3 of the assignment, the Results stage.

You can check when the assignment ends by clicking on the Assign Info link at the top of the CPR stages menu.
When Stage 2 ends, you can access your assignment results. Below is a screen capture of a portion of the results interface. Note that the "Results" link in the CPR Stages menu is highlighted.
Step 1  View the results of the peer reviews that you performed.

CPR calculates an average score for each text you reviewed. CPR then determines whether you did a good job reviewing that student text. If you did a good job, then you receive all of the points for a satisfactory peer review.

Step 2  View the detailed reviews for your text.

Individual answers to assignment questions and the peer ratings of your text appear here.

Step 3  View your overall score for the assignment. Below is a screen capture of this portion of the Results interface.

<table>
<thead>
<tr>
<th>Scores and Overall Grade</th>
<th>Performance</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Entry</td>
<td>Avg. Weighted Text Rating = 7.33</td>
<td>22.00 out of 30</td>
</tr>
<tr>
<td>Calibrations</td>
<td>Avg. Calibration Deviation = 0.00</td>
<td>30.00 out of 30</td>
</tr>
<tr>
<td>Reviews</td>
<td>Avg. Review Deviation = 0.33</td>
<td>30.00 out of 30</td>
</tr>
<tr>
<td>Self-Assessment</td>
<td>Self-Assessment Deviation = 0.33</td>
<td>10.00 out of 10</td>
</tr>
<tr>
<td>Overall Score</td>
<td></td>
<td>92.00 out of 100</td>
</tr>
</tbody>
</table>

An overall score is generated for each student. The score is out of 100 points and includes points for:

1. the quality of your text
2. the quality of your calibrations
3. the quality of your peer reviews
4. the quality of your self-assessment
Congratulations, you have finished the **Taking an Assignment** tour!

**A FEW REMINDERS:**

- You can use CPR from any place where you have access to the Internet.
- CPR uses a central server time for managing assignment deadlines. This may NOT match the time on your clock or computer. Make sure to check the CPR server time by clicking on the **CPR Time** menu bar link if you are working near a deadline.