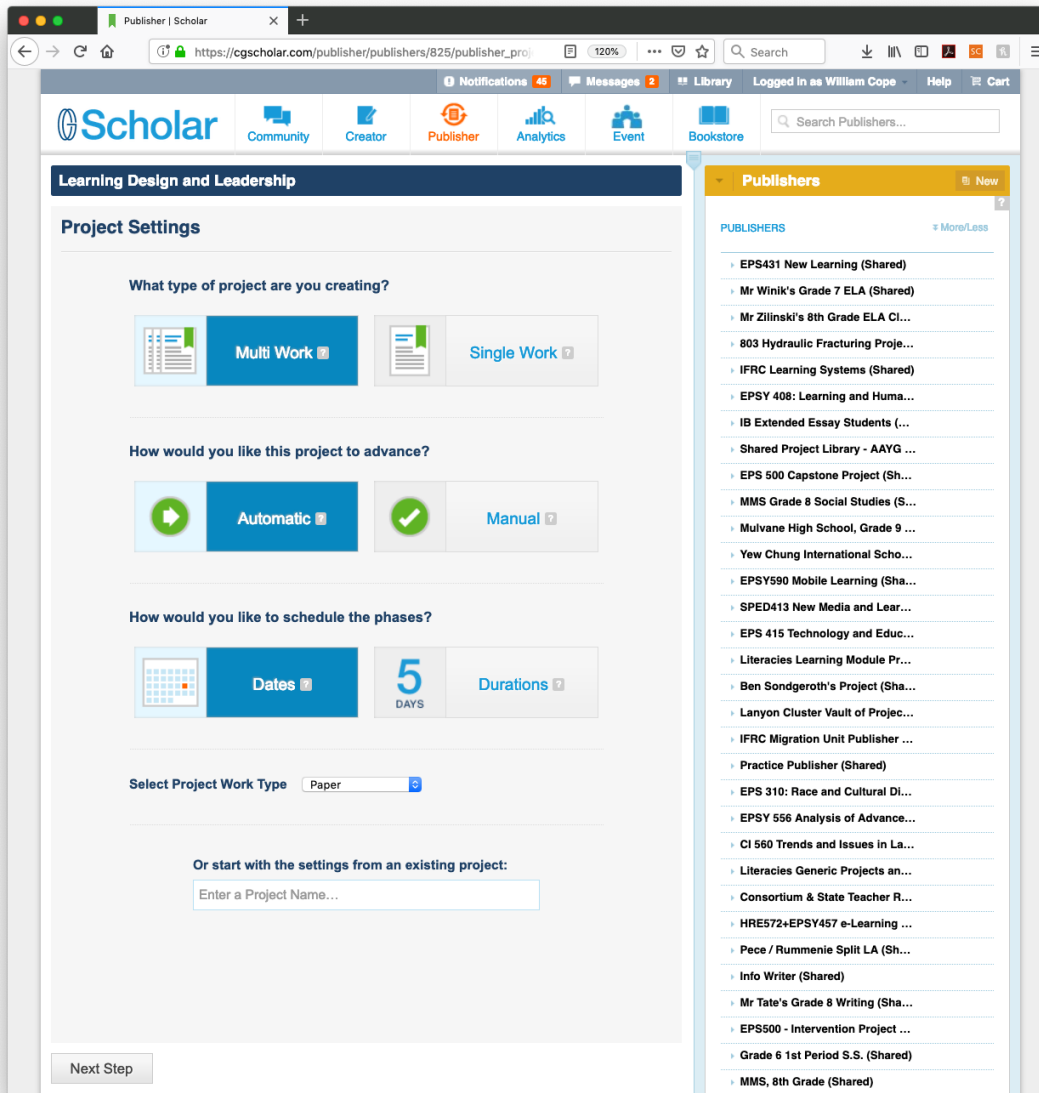


Tutorial A3.1: Getting Creators Started in a Project

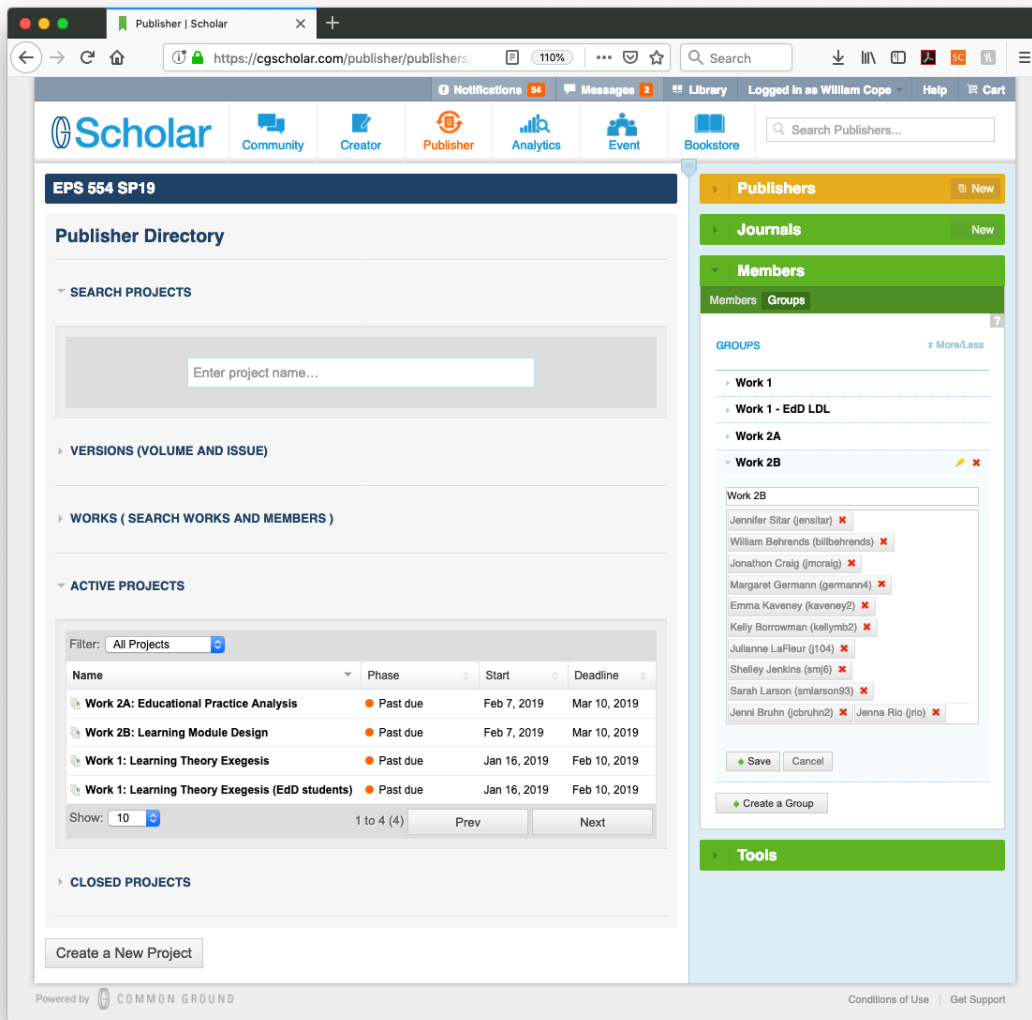


A3.1.1 Ways to Get Creators Started in a Project

As an admin, you can set up a peer-reviewed publishing project in CGScholar's Publisher app. There are two ways to get scholars started with a project in Creator:

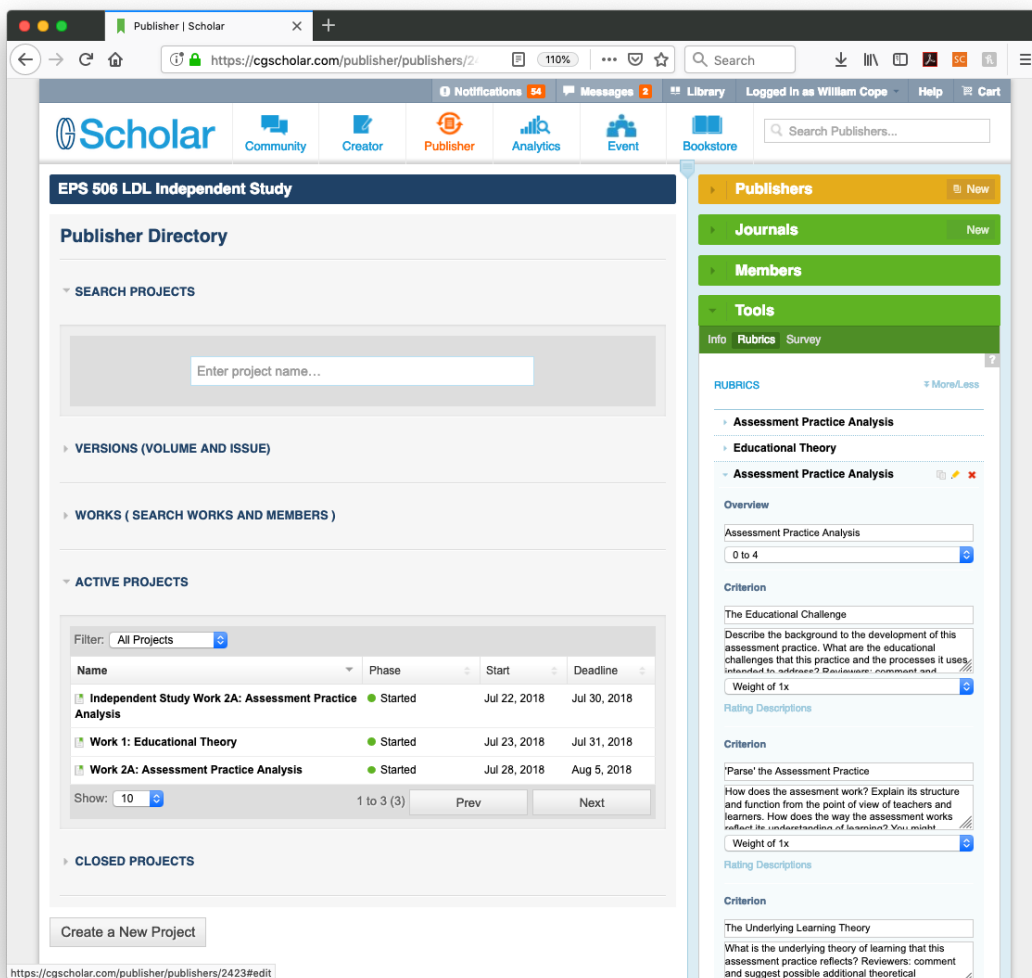
1. An admin-initiated project. This will generate a notification for the Creator with a link to a blank work.
2. A creator-initiated project. This will generate a request for an admin to connect to a project. This will be a stand-alone Single Work project, so in group contexts is more work to administer. See Tutorial 3.1.5.

A3.1.2 Creating Project Groups



- Membership in the Publisher app is created from a synced community.
- Different groups of members can work on different projects. Create groups within the membership of a community at Members => Groups.
- To edit a group, hover over that group. Add members to the group, or delete them. If the group has already started to work on a project and you want a person who has just been added to be a part of that project, you will also need to add that person to the project.

A3.1.3 Creating a Rubric



Rubrics are used in Projects for peer, admin, and self-reviews. They can be created by admins at Publisher => Tools => Rubrics.

- To create a new rubric, [Add a Rubric].
- To edit an existing rubric, hover over its name and select the edit pencil.
- To duplicate a rubric for use in a different publisher where you are an admin, hover over its name and select the duplicate icon.

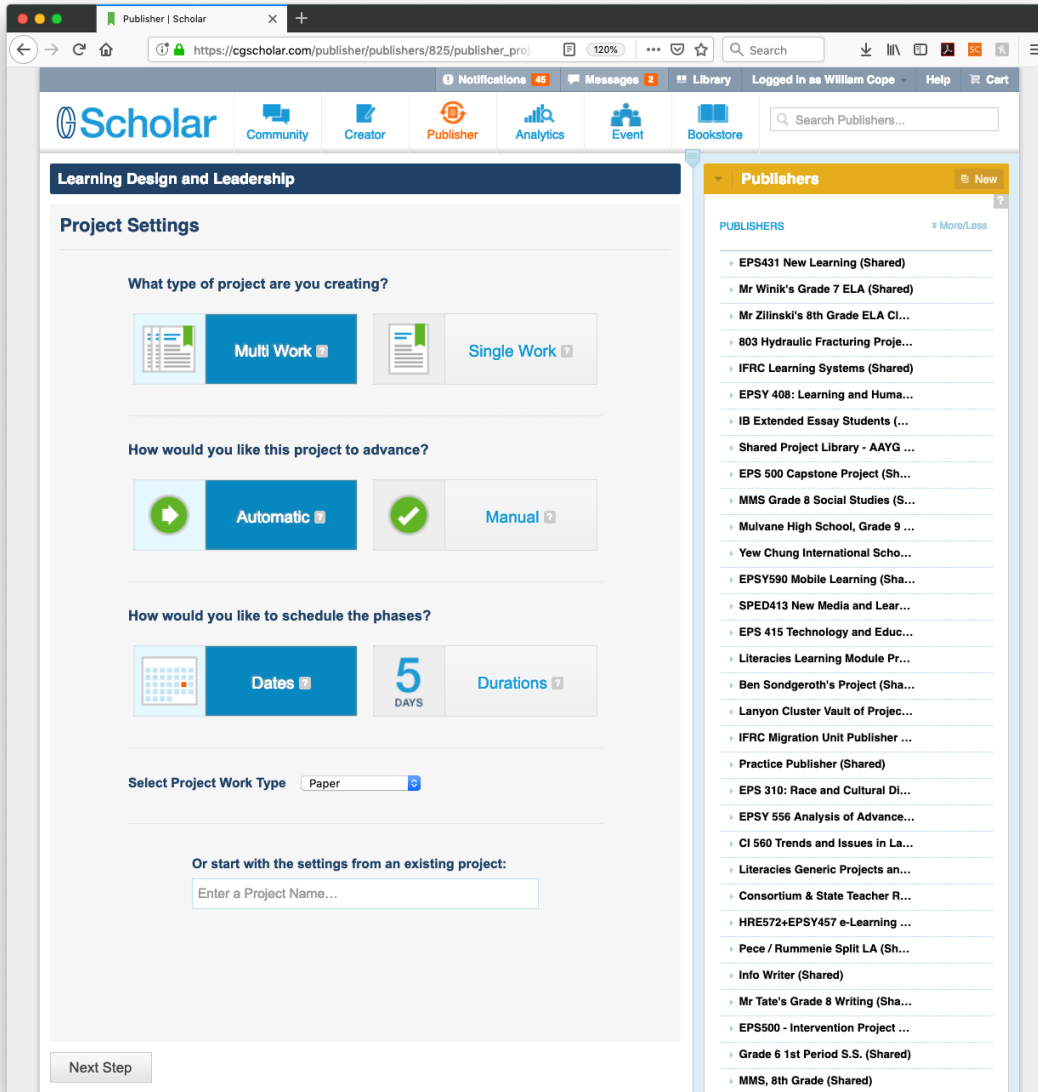
You will be asked to provide the following information in a rubric:

- An overview or name for the rubric.
- Selection of the number of levels in the rating scale.
- Review criteria: title and description. While writing the description of your review criteria, remember that you will want the reviewer to take a perspective which is prospective and constructive, and not the retrospective and judgmental perspective of traditional assessment rubrics. Suggest to reviewers some of the ways, against this rubric item, they might be able to offer feedback that will be helpful to creators when they come to revise their work.
- Weighting of each review criterion.

- Descriptions of each rating level—clear specification of rating levels ensures good inter-rater reliability, or consistency of rating between different raters.
- Revise the suggested feedback-on-feedback text.

A3.1.4 Creating a Project

To create a Project, take the [Create a New Project] at the bottom of the screen in the Publisher Directory landing page in the Publisher app.

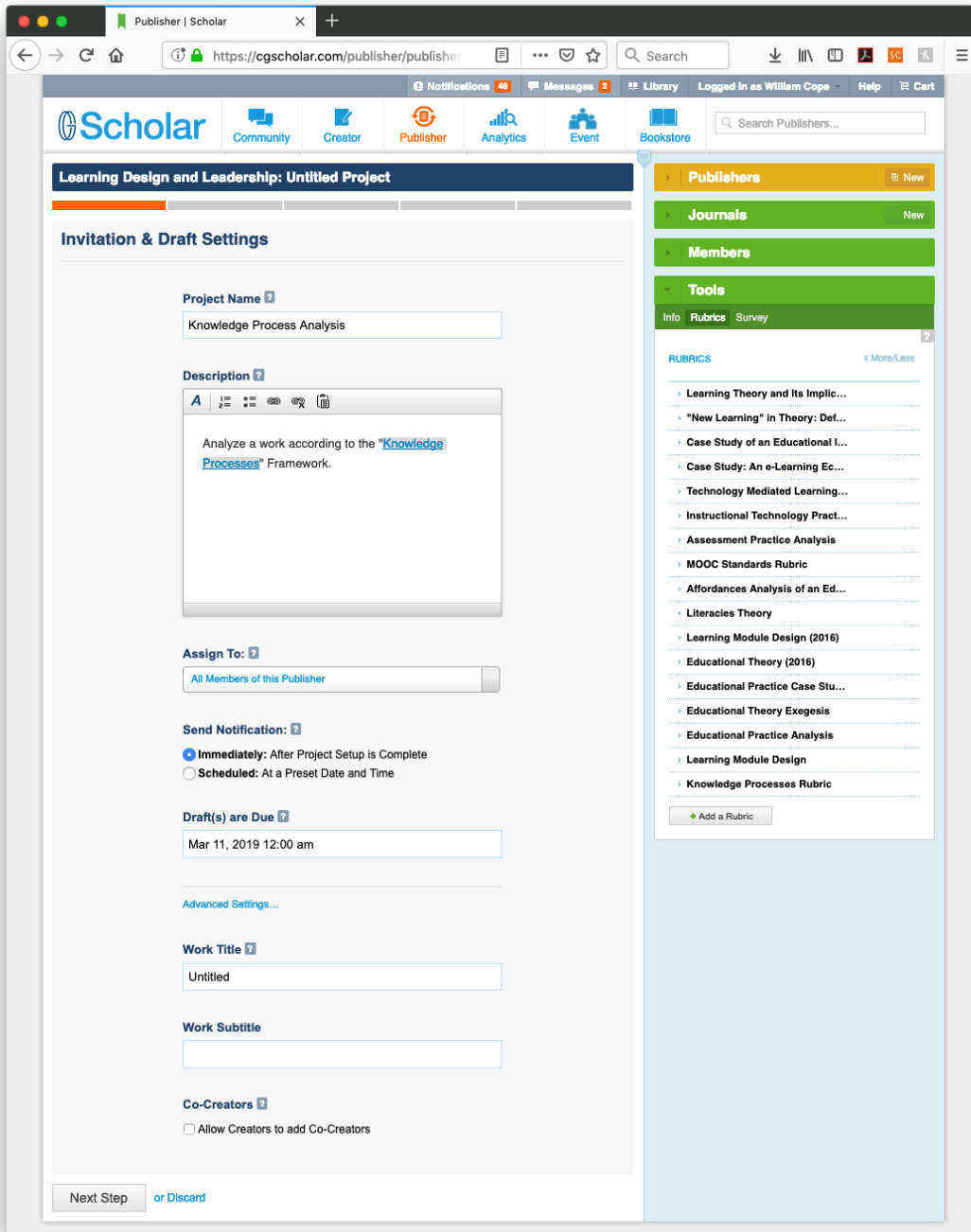


Start Project setup by determining the Project type:

<p><i>Multi Work</i> projects involve a group working together on a project with the same deadlines, each writing their own work and reviewing each other's works. Reviewers are randomly assigned.</p>	<p><i>Single Work</i> projects travel at their own pace, with their own deadlines. Reviewers must be manually assigned in this project type.</p>
<p><i>Automatic</i> projects proceed without</p>	<p><i>Manual</i> projects only proceed when</p>

<p>the admin checking each phase. Admins do not receive notifications as the project proceeds from phase to phase.</p>	<p>the admin has checked and approved each phase. Admins receive a notification when a work in a project requires their attention.</p>
<p><i>Date</i> scheduling sets predetermined deadlines for each phase. These cannot be changed after a project has commenced, but are advisory only—creators are not locked out if they submit late.</p>	<p><i>Duration</i> scheduling sets the length of time for each phase, which means that the length of a project will vary according to how responsive creators, reviewers, and admins are once they receive a notification that a task needs to be undertaken.</p>

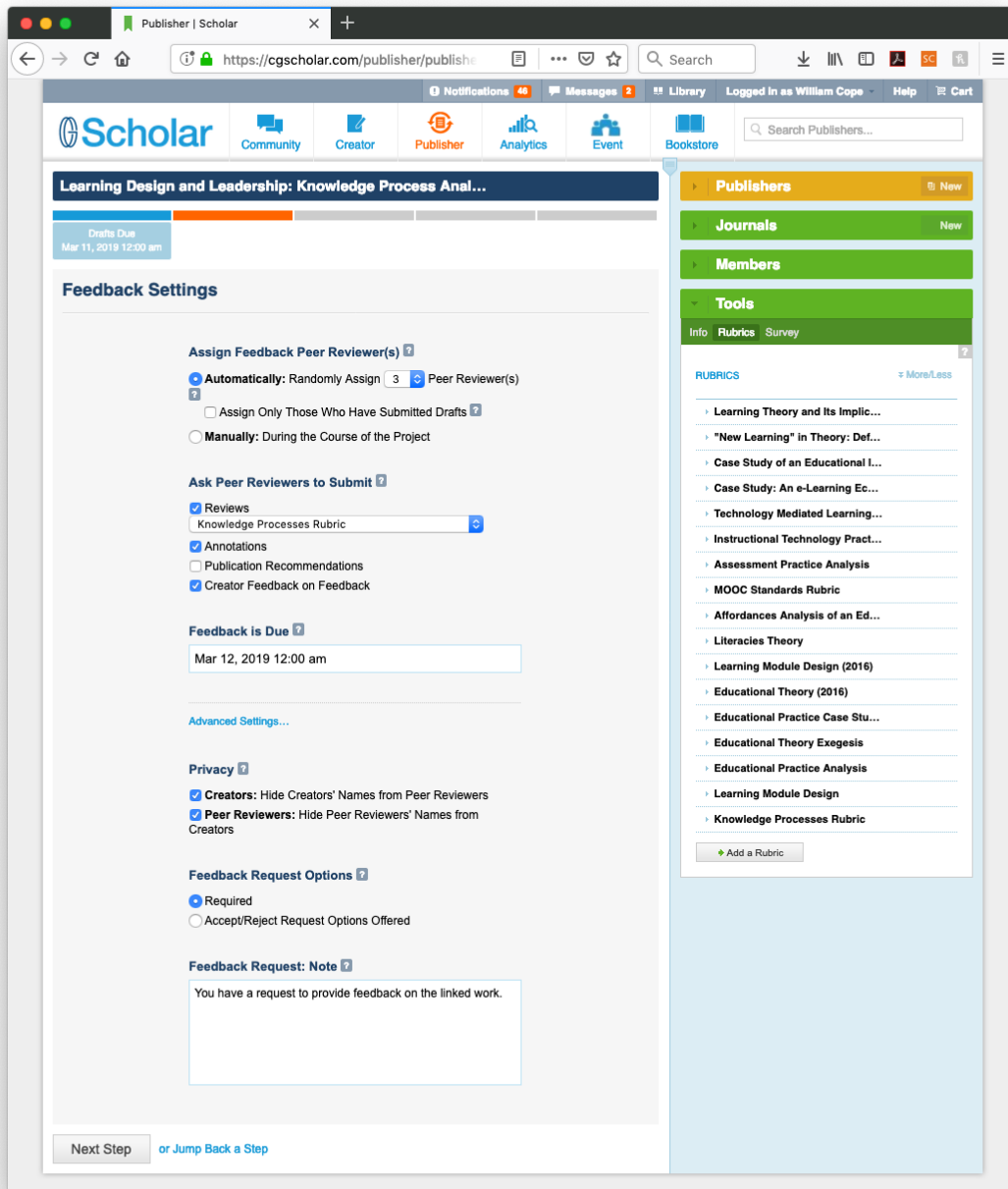
Rather than set up a project from the beginning every time, admins can duplicate and then edit a previously created project. However, the Project type cannot be edited in a duplicated Project. You need to start a new Project if you want it to be a different type.



Invitation and Draft Settings:

- Project Name
- Project Description: Sent to creators in a notification, appears in the project tab beside their work, and appears in the published work.
- Assign To: All members of the publisher and linked community, or a group created within that community (see Tutorial A3.1.2).
- Send Notification: Immediately, or set a date when the notification is to be sent.
- Drafts Due: Set a date and time. Note that all deadlines in projects are advisory; creators and reviewers can submit late.

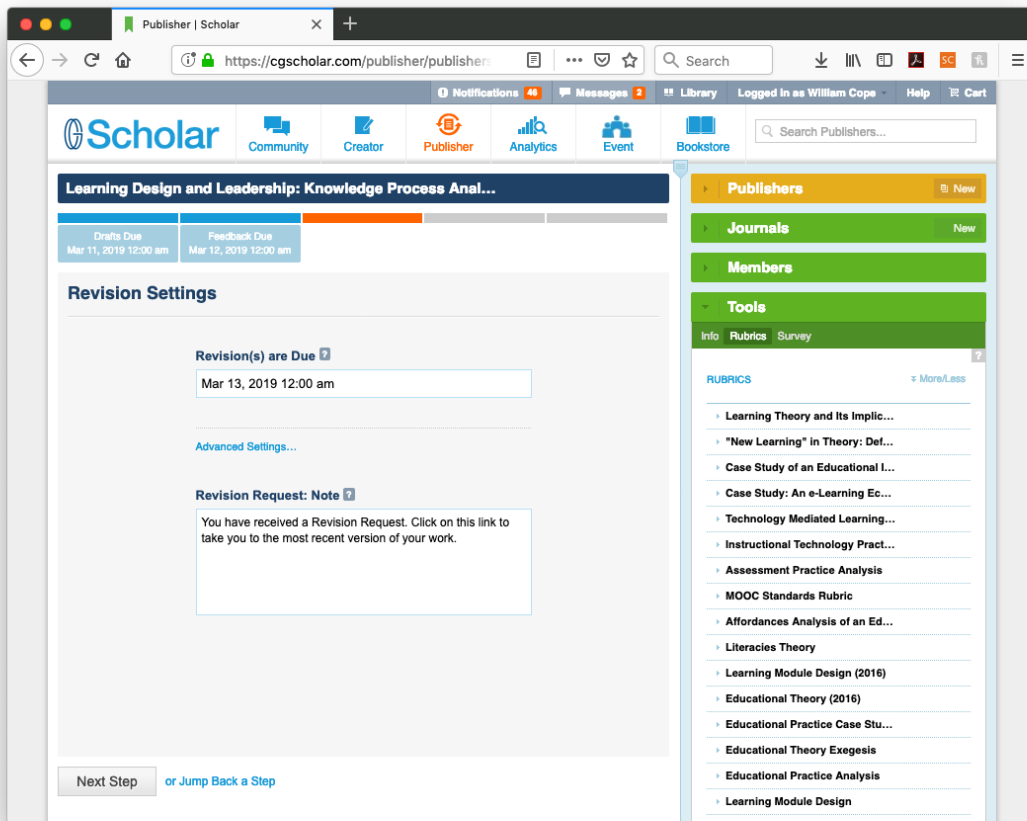
- Work Title: A suggested title and subtitle, which the creator can change if they wish.
- Co-creators: Works can only have a single author unless “Allow Creators to add Co-Creators” is selected. In this case, admins should advise creators to invite co-creators. When they do this, the number of works in a Multi Work project is reduced from one work per person to one work per group of co-creators.



Feedback Settings:

- Select the number of people who will be asked to provide feedback. Everyone in the project will be asked to provide the same number of peer reviews. Peer review requests will be sent when drafts are submitted, whether the creator has submitted their draft or not.

- If the option is selected to assign only those who have submitted drafts, members may receive slightly more or fewer review requests than the nominated number, depending on the number and timing of submissions. This option is recommended for large groups such as MOOCs where everyone may not be expected, or is not expected, to submit drafts.
- Reviewer assignment will be automatic and random unless manual assignment is selected. With manual assignment, admins will receive a notification to select reviewers.
- Select an already made peer review rubric or create a new one (see Tutorial A3.1.3).
- Decide whether the project is also to require annotations and/or a publication recommendation.
- Determine when feedback is due.
- Decide on privacy settings, whether creators and reviewers are to be anonymous.
- Decide whether reviewers can reject feedback requests—and if they do, another reviewer will be assigned.
- Edit the feedback request notification that is sent from the publisher to the reviewers if it is not suitable to your needs.



Revision Settings:

- Determine the date when revisions are due.

- Edit the revision request notification that is sent from the publisher to the reviewers if it is not suitable to your needs.
Note the light blue bar across the top, indicating the phase of the project set up. To go back to an earlier phase, click on that part of the bar.

Learning Design and Leadership: Knowledge Process Anal...

Drafts Due	Feedback Due	Revision Due
Mar 11, 2019 12:00 am	Mar 12, 2019 12:00 am	Mar 13, 2019 12:00 am

Publish Settings

Publication Deadline

Advanced Settings...

Publish Notification: Note To Creator When Accepted

Congratulations, your work has now been published.

Publish Notification: Note To Creator When Declined

Thank you for submitting your work to this publisher. It has not been selected for publication at this time.

Publish Notification: Note To Peer Reviewer When Accepted

Thank you for providing feedback to the creator(s) of this work. It has been selected for publication.

Publish Notification: Note To Peer Reviewer When Declined

Thank you for providing feedback to the creator of this work. It has not been selected for publication at this time.

Publishing Agreement

Creator required to sign rights agreement before publication

Rights Notice

© 2015 The creator(s).

© 2015 The publisher (selection and editorial matter).

All rights reserved. Apart from fair dealing for the purposes of study, research, criticism or review as permitted under the applicable copyright legislation, no part of this work may be reproduced by any person without written permission from the publisher.

Next Step or Jump Back a Step

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Publish Settings:

- Set an anticipated publication date.

- Customize publication notifications to creators and feedback contributors.
- Decide whether you want the creator to sign a publishing or rights agreement electronically, and if you do, modify the text of the agreement if you wish.
- Edit the rights statement that appears with the work.

The screenshot displays the Scholar web application interface. The browser address bar shows the URL <https://cgscho...>. The page header includes navigation icons for Community, Creator, Publisher, Analytics, Event, and Bookstore, along with a search bar and user information (Logged in as William Cope). The main content area is titled "Learning Design and Leadership: Knowledge Process Anal..." and features a table with deadlines: Drafts Due (Mar 11, 2019 12:00 am), Feedback Due (Mar 12, 2019 12:00 am), Revision Due (Mar 13, 2019 12:00 am), and Publication Deadline (Mar 14, 2019 12:00 am). Below the table, the "Preview Settings & Start Project" section is expanded to show various settings:

- PROJECT SETTINGS:** Project Type: Multi Work; Project Work Type: Paper; Project Advancement: Automatic; Phase Scheduling: Dates.
- DRAFT & INVITE SETTINGS:** Project Name: Knowledge Process Analysis; Description: Analyze a work according to the "Knowledge Processes" Framework; Invitee(s): All Members of this Publisher; Send Invitations: Immediately; Work Title: Untitled; Work Subtitle: ; Work Draft Due Date: March 11, 2019 12:00 am.
- FEEDBACK SETTINGS:** Assign Feedback Peer Reviewer(s): Automatically, Randomly Assign 3 Peer Reviewer(s); Number of Peer Reviewer(s): 3; Ask Peer Reviewers to Submit: Reviews, Annotations, Creator Feedback on Feedback; Review Requests: To all members, whether they have submitted their drafts or not; Feedback is Due: March 12, 2019 12:00 am; Creator Privacy: Keep creators anonymous; Peer Reviewer Privacy: Keep feedback peer reviewers anonymous; Feedback Request Options: required.
- REVISION SETTINGS:** Revision Due Date: March 13, 2019 12:00 am.
- PUBLICATION SETTINGS:** Publication Deadline: March 14, 2019 12:00 am.
- RIGHTS NOTICE:** Rights Notice.

At the bottom of the settings section, there are buttons for "Finalize" and "or Jump Back a Step". On the right side of the interface, a sidebar menu is visible with categories: Publishers, Journals, Members, and Tools. The "Tools" category is expanded to show a list of rubrics, including "Learning Theory and Its Implic...", "New Learning" in Theory: Def..., Case Study of an Educational I..., Case Study: An e-Learning Ec..., Technology Mediated Learning..., Instructional Technology Pract..., Assessment Practice Analysis, MOOC Standards Rubric, Affordances Analysis of an Ed..., Literacies Theory, Learning Module Design (2016), Educational Theory (2016), Educational Practice Case Stu..., Educational Theory Exegesis, Educational Practice Analysis, Learning Module Design, and Knowledge Processes Rubric. An "Add a Rubric" button is located at the bottom of this list.

Review the project settings.

- Clicking the links to make any changes you consider needed at this stage.
- If you have made any errors in the project setup, you will see an orange alert.
- After you have finalized the project, it will not be possible to change its settings.