

CPR Student Handout

TAMU CPR Server: <https://cpr.tamu.edu/cpr/cpr/login.asp>

Calibrated Peer Review is a web-based tool that allows you to write an essay in response to your instructor's writing prompt. After you have submitted your essay, you will learn how to evaluate responses to your instructor's writing prompt using a grading checklist and practice essays. You will get feedback on your practice evaluations and then anonymously evaluate three of your peers' essays. Finally, you will evaluate your own essay with your instructor's criteria.

Learning to evaluate is a big part of CPR assignments. In fact, it usually counts for more than half of your CPR assignment grade. Learning how to evaluate what you read is a critical thinking skill prized by employers and required for managers, teachers, writers, and other knowledge-based professions. In fact, **critical thinking** is one of four skills that will distinguish you in your career (the others are **perseverance**, **creativity**, and **networking ability**—try typing these four characteristics into Google). CPR also touches on perseverance and creativity, by the way.

Getting Started with CPR: You need a browser (Netscape v.4/later or Internet Explorer v.4/later or Mozilla v.1.0/later) and an Internet connection (Ethernet, DSL, Cable, Dial-Up, etc).

New Users: *All users are new users in Spring 2004 due to a change of server for CPR software.* All New Users MUST complete their account profile. To do this, you will need to know your Universal I.D. Number (UIN) [not your SSN]. Your UIN can be found at the TAMU website: myrecord.tamu.edu. Once you login, you will see your UIN right after your name at the top of the page. It is the 9 digit number with 00 in the middle.

To complete an account profile for a New User:

1. Go to the following URL: <https://cpr.tamu.edu/cpr/cpr/login.asp>
2. Select "New Users: first time logging in?"
3. Select YOUR SCHOOL from the pull down menu.
4. Enter your UIN. (_____) Click Next.
5. Select a password. (_____)
6. Enter a challenge question and answer. If you forget your login information, this challenge question will be asked of you to confirm your identity, so choose a question/answer that you will not forget and others to not know. (_____)
7. Enter your neo email address.
8. Upon completion of your account profile, you will be given your unique CPR username (alphanumeric six character string in RED_____). Make sure that you save your CPR username. You will need it along with your password every time you access CPR.

Before starting your first CPR assignment:

- After entering your CPR username and password, you will be directed to take a 10-minute tour of the website.
- Click on the "Take the CPR Tour.". When you have completed the tour, take the short pretest for new users. All information necessary to complete the PreTest can be found in the CPR Tour. You must take this tour prior to taking the pretest. You must complete the tour and pretest before you can access assignments.

Assignment Structure – There are two parts to a CPR assignment. Both must be completed.

<p>Part A: Begins with Assignment Start Time During this stage you will: a) Explore source material about the assignment topic. b) Write about the topic. You can submit your paragraph as many times as you want until the due date. Ends with Text Entry End Time</p>	<p>Part B: Begins with Text Entry End Time During this stage you will evaluate: a) Three example texts written specifically for this assignment. These evaluations are called “calibrations.” You have only two opportunities to do each calibration; then you must go on. b) Three texts written by your classmates. This stage is called “reviews.” BE KIND in your comments to your classmates. c) Your own text. This stage is called the “self-assessment”. Ends with Assignment End Time</p>
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To access CPR technical support:

- (1) Inform your instructor about any problems you encounter and see if they have a solution.
- (2) If your instructor does not have a solution, send an email to the CPR Administrators at **bgodkin@tamu.edu** or **j-layne@tamu.edu**. Include your CPR username, instructor’s name, course, and section. **All requests must have the approval of your instructor.**

Important CPR facts:

- o Either the CPR server or the browser you are using may time out while you are working on an assignment. If this happens, your work will be lost. For this reason, it is strongly recommended that you compose your CPR assignments in Text Editor, perform a spelling and grammar check, and then **SAVE YOUR WORK** on a local computer, a separate computer, or portable disk before copying and pasting your assignment into CPR. Once you have pasted it into the CPR assignment window, save it and then add any necessary HTML code (see below for more information).
- o If you miss a deadline due to technical problems, notify your instructor immediately and include the assignment as an attachment. They can post your work after the deadline so you can go on to the next phase of the assignment.
- o CPR uses server time (Central Time Zone) and does NOT use the time on a local computer (i.e. your home computer). You can check the CPR time by clicking on the “CPR Time” link on the top of the assignment screens.
- o CPR depends on ALL students finishing assignments. Problems should be reported immediately to your INSTRUCTOR to insure the highest possible completion rate by students.
- o CPR does NOT work with the AOL browser. Make your Internet connection with AOL, then switch to the Internet Explorer, Netscape or Mozilla browsers.

HTML Tags for formatting your text in CPR:

(Tags are invisible to word count, but the fewer the tags, the easier it is to check your work.)

 text Displays the enclosed text in boldface; Hi gives **Hi**.

<I>text </I> Displays the enclosed text in italics; <I>Hi</I> gives *Hi*.

_{text} Displays the enclosed text subscripted; H₂O gives H₂O.

^{text} Displays the enclosed text superscripted; x² gives x².

<CENTER> text </CENTER> Centers the text on the line.

 Inserts a line break after the text.

<P> Starts a new paragraph.

Always preview your text. If the preview button isn’t working, try a different computer.

For more on HTML, see

http://itsinfo.tamu.edu/workshops/handouts/pdf_handouts/html_basics.pdf