

For the purpose of the Phase I Portfolio, each student should set up a [Catalyst Peer Review Site](#).

1. [Log in](#) to Catalyst Tools using your UWNet ID and password.
2. Click on “Main Menu” under Peer Review
3. Select "Create a new Peer Review"
4. Enter the following:
  - **Peer Review title** - Enter your full name.
  - **URL back to homepage** - none.
  - **Display comments when first read?** - yes
  - **Is this Peer Review for a class?** - no
  - **Do you want to split participants into small groups?** - no
  - **Submitting more than one document for review?** – yes, enter 1.
5. Set up an “assignment”. You will only have 1 assignment: your Phase I Portfolio. Enter the following:
  - **Assignment name** – Phase I Portfolio.
  - **Type of commenting** - entire document
  - **Turn-in begin date** - today
  - **Turn-in end date** – pick a safe date, like 2 years from now
  - **Comment period begin date** - today
  - **Comment period end date** – same as turn-in end date
  - **Allow participants ability to delete documents** - no
  - **Allow participants ability to edit documents** - yes
6. Edit security information. Choose the **Specific UW NetID** option, which will allow only those people whose UW NetIDs you specify to access your Peer Review.
  - Follow the directions to [create a participant group](#). Call your group something like “Advisors” and add their UW NetIDs in the “Group Members” window.
  - **\*\*Be sure to also give the Program Director, Marina Alberti (malberti), and Program Coordinator, Jean Rogers (jeanp)**
7. A url will be created for your peer review site. If you are not given one, go back to the Main Menu and click on “Find the URL of an existing Peer Review”.
  - **\*\*Be sure to email this url to Jean Rogers so that she can add the link to your name from the program website, so that your advisors can easily access your site.**
8. You may only upload files in .txt format.