

## Instructions on the use of Perusall platform

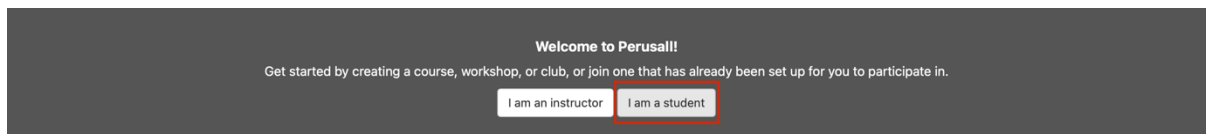
### Contemporary Marketing Issues Reading Package course

Perusall provides general instructions on working with the platform, however, you can review the general instructions necessary for completing the assignments of the course and viewing the grades here. However, it is strongly recommended to go through the guide automatically provided by Perusall within the platform, as well as watch the video / read the article provided by the instructors in the Introductory presentation, as it will make it easier to navigate the platform.

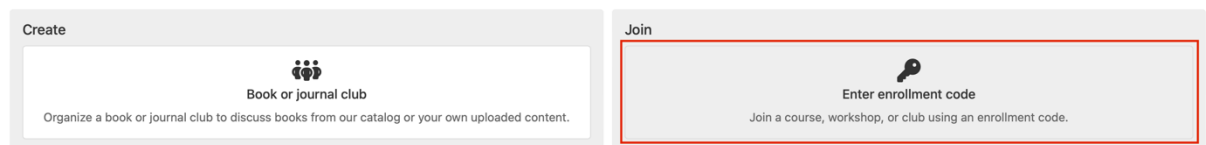
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#### A) Enrolment to the Reading Package page:

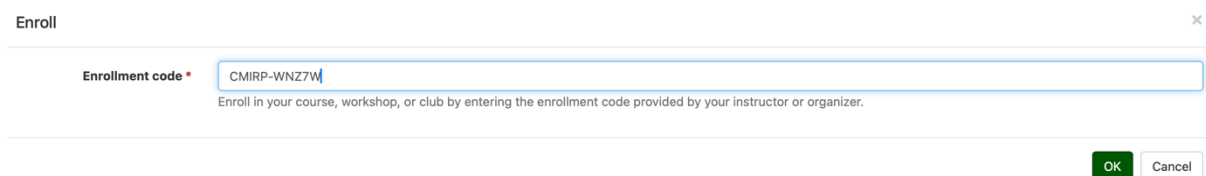
1. Go to <https://www.perusall.com>, click “**Login**”, then “**Register**”, and create an account with your real name & surname and Aalto email address.
2. Choose the option “**I am a student**” (*Picture 1*), join the course by clicking “**Enter enrollment code**” (*Picture 2*) and by entering the **code** provided at the MyCourses page that corresponds to your Reading Package (*Picture 3*).



Picture 1.



Picture 2.



Picture 3.

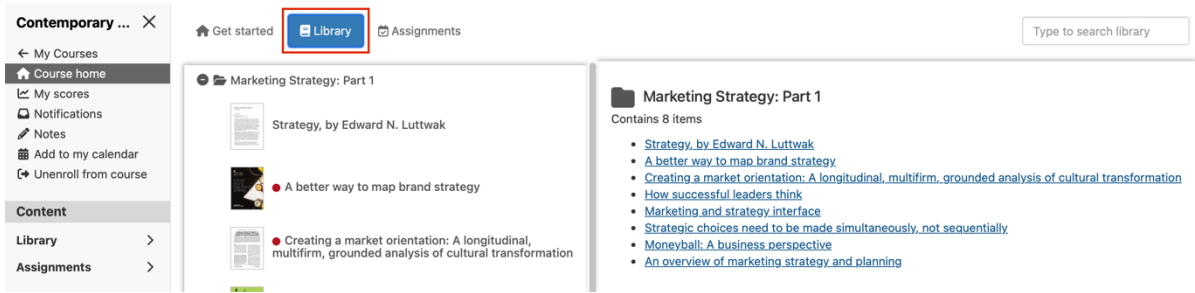
Note that the code used on the screenshot is an example – you will need to copy the code corresponding to your Reading Package from the MyCourses page!

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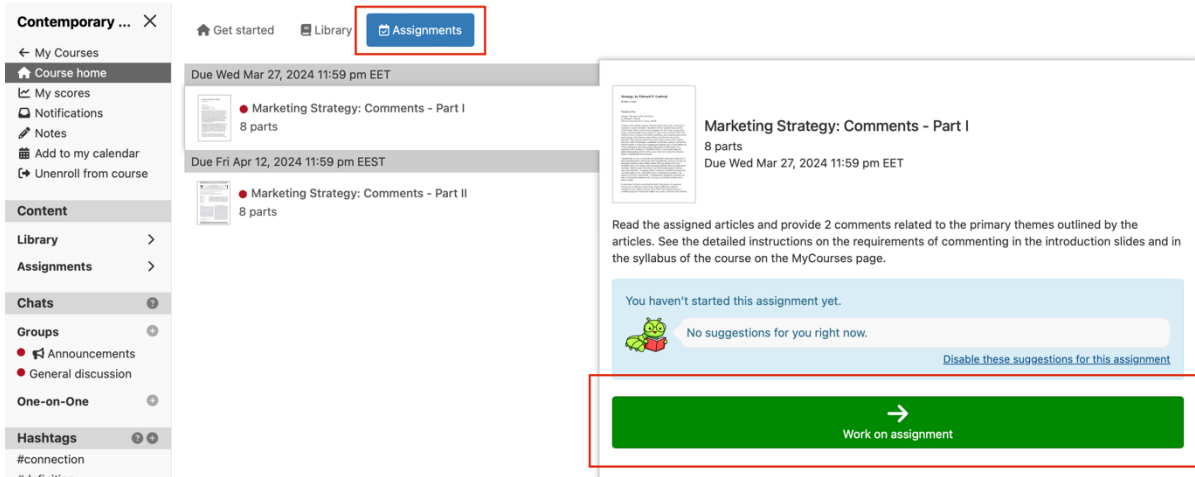
#### B) Working on the assignments:

1. You can review all the readings available for the Reading Package in the “**Library**” tab in the upper panel of the “**Course home**” page (*Picture 4*).
2. The assignments and deadlines can be accessed through the “**Assignments**” tab in the upper panel of the “**Course home**” page. In order to start commenting on the articles, choose the assignment and click “**Work on assignment**” under the description of the task (*Picture 5*).
3. To provide a new comment click one of the toolbar buttons in the upper panel: either “**Annotate text**” or “**Annotate figure**”. The “**Annotate text**” mode allows to highlight the text within the article and provide a comment on the panel “**Current conversation**” on the right (*Picture 6*). Some documents

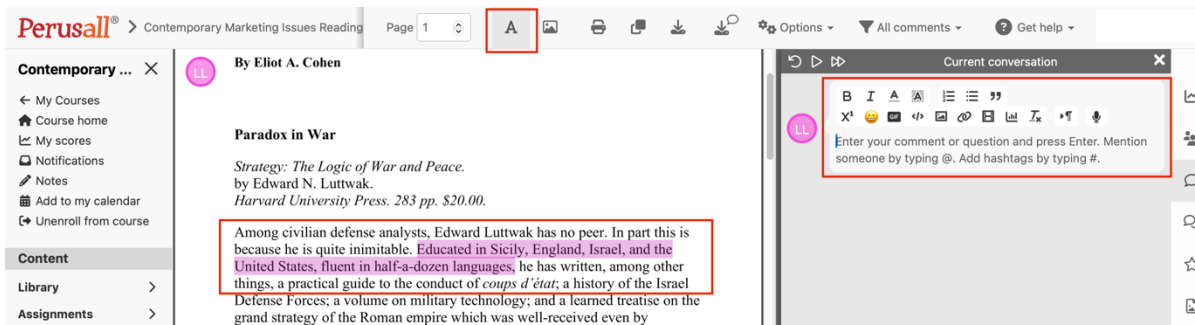
will not allow you to highlight the text – then use the “Annotate figure” mode to manually highlight a part of the article (Picture 7). Press Enter or “Submit” for the comment to be submitted.



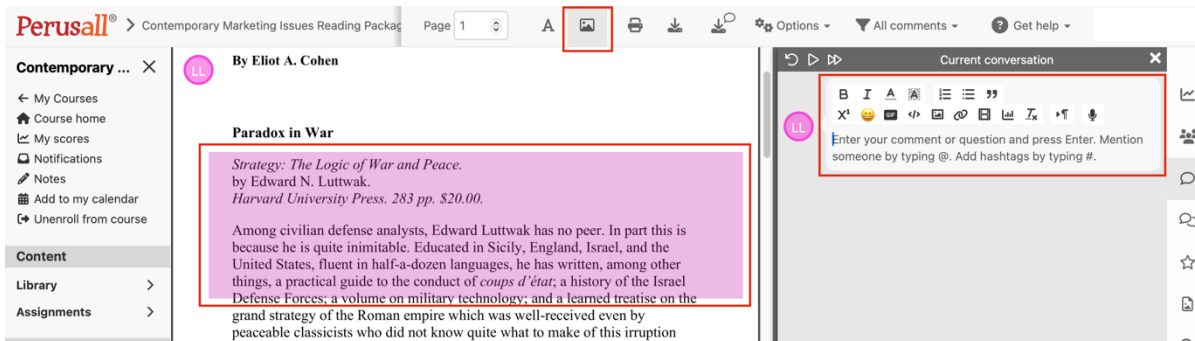
Picture 4.



Picture 5.



Picture 6.

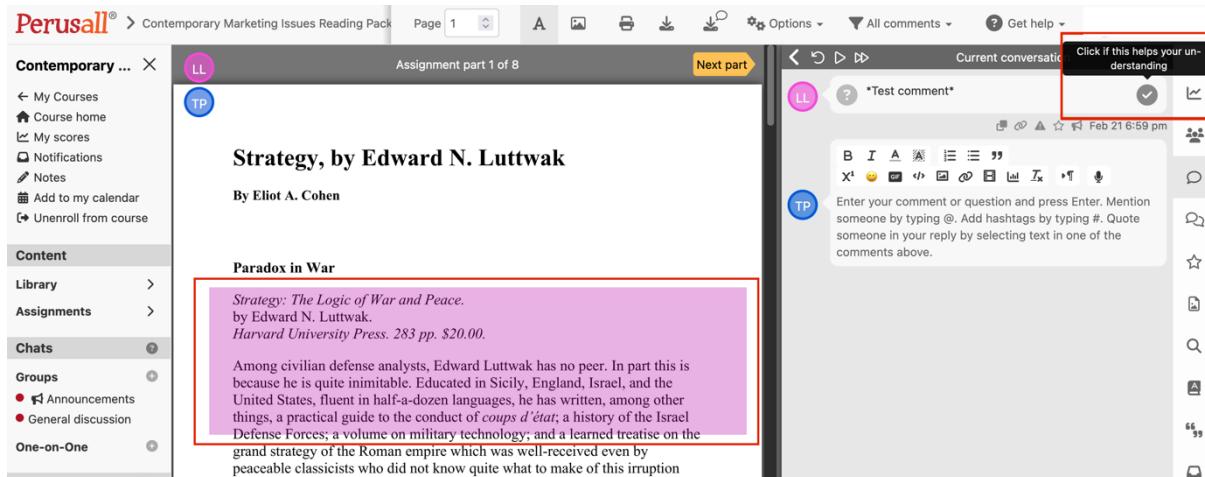


Picture 7.

If you feel that your comment mostly relates to the whole theme outlined by the article, you can use the “Annotate figure” mode to highlight any place on the first page of the article.

4. If you want to comment on the part of the article that was already commented by other students, click on the text or part of the article highlighted in yellow, and enter the comment in the panel “**Current conversation**” on the right. If you want to reply to other student’s comment, you can mention a student by typing @. Press Enter or “**Submit**” for the comment to be submitted.

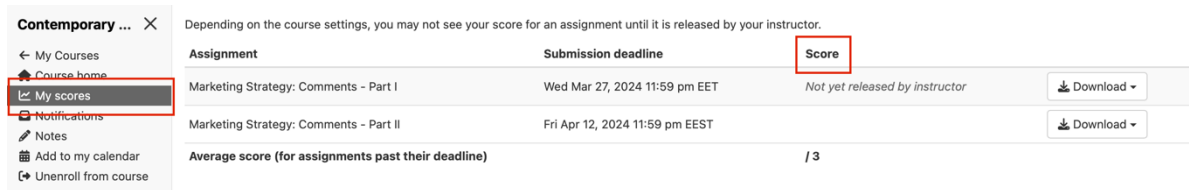
5. Please, do not provide any comments except for ones that are going to be graded, as the system will not distinguish them from the quality ones. For example, do not leave the comments like “sure”, “thank you for pointing it out”, etc. If you want to reply/react to the other students’ comments, but do not want Perusall to evaluate the quality of your comment, just use the “thumbs up” tool on the right of the posted comment (Picture 8).



Picture 8.

### C) Viewing the grades:

1. When your grades are available, you will be able to see them in the “**My scores**” page (Picture 9). The grades are not going to be automatically shown after you submit, as the instructors have to review them and adjust, if necessary.



Picture 9.