

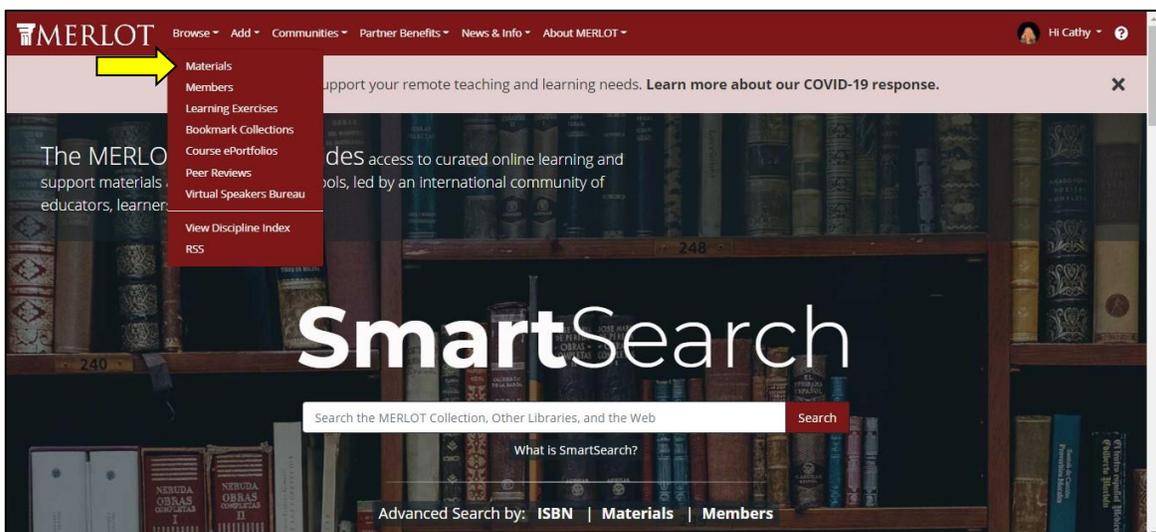


## Contributing a User Rating

When Users look at materials in MERLOT, they usually look at the Peer Review first, as it provides an expert opinion by the MERLOT Editorial Board. Users also look at the User Ratings to see shorter descriptions by MERLOT Members.

When you have examined a material cataloged in MERLOT, it is helpful to add User Ratings to let others know what you think of the resource. These instructions will walk you through the simple process of providing a User Rating.

From the MERLOT Home Page, click on **Browse Materials** from the drop-down list.



From the category list on the left, drill down until you find a category that pertains to your teaching. In this case, we have selected **Business**, and then **Management**, and then **Org Behavior** as the category.





Look through the resources (Hit List) and find one that you would consider for your class. In this case, Interpersonal Communication Skills. Click on the **Go to Material**

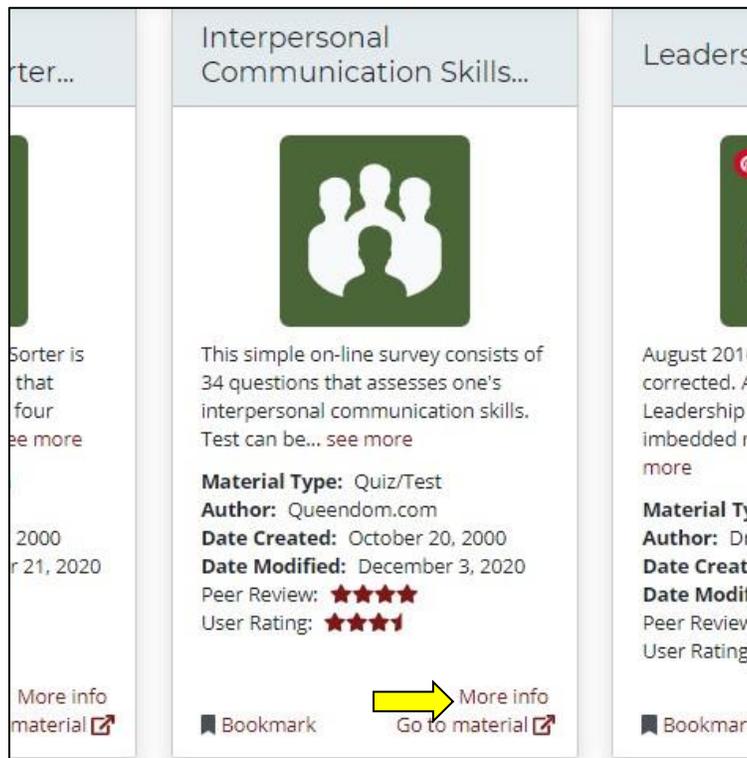
The screenshot shows a search result for 'Interpersonal Communication Skills...'. It features a green icon of three people. The description states: 'This simple on-line survey consists of 34 questions that assesses one's interpersonal communication skills. Test can be... see more'. Below the description, it lists: 'Material Type: Quiz/Test', 'Author: Queendom.com', 'Date Created: October 20, 2000', 'Date Modified: December 3, 2020', 'Peer Review: ★★★★★', and 'User Rating: ★★★★★'. At the bottom, there are two buttons: 'Bookmark' and 'Go to material', with a yellow arrow pointing to the latter.

As you know, MERLOT does not host these materials, so you will be going to the actual website where the resource is located. Take the time to explore the website to determine what is offered there.

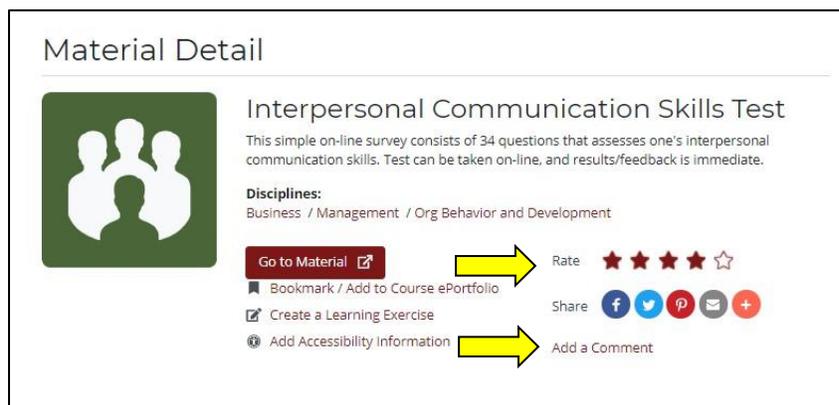
The screenshot shows the homepage of the Queendom website. The browser address bar shows 'https://www.queendom.com'. The website has a dark navigation bar with the Queendom logo and links for 'POPULAR ON QUEENDOM', 'TESTS, QUIZZES & POLLS', 'LIFE TIPS & BLOG', 'THERAPISTS COUCH', and 'TESTS FOR BUSINESS'. A yellow arrow points to the address bar. Below the navigation bar is a blue banner with a warning icon and the text: 'HOW WELL ARE YOU COPING WITH THE COVID-19 CRISIS? TAKE THE FREE PANDEMIC RESILIENCE TEST.'. The main content area features a large image of a person's hands holding a straw hat over a scenic view of a bay with sailboats. The text on the image reads: 'Welcome to Queendom! Would you like to learn more about yourself? You've come to the right place!'.



Once you are aware of what information is there, you are ready to make your Comment. Go back to the Material Detail of the resource. You can go back to the MERLOT tab and on the Hit List, click on **More Info**.

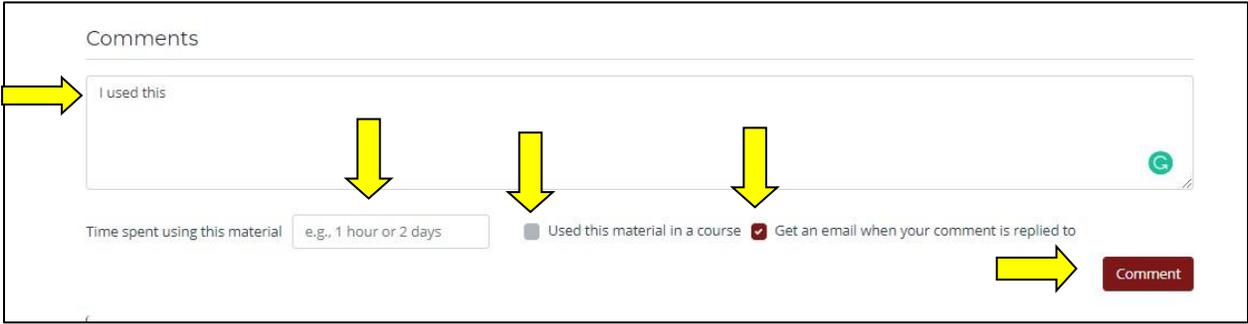


This will take you to the Material Detail page of the resource. You can provide an overall **rating** of the resource by clicking on the appropriate star (here, it is a 4-star rating, with 1 being Poor and 5 being Outstanding). Then click on **Add a Comment**.





Then you comment on the material, keeping in mind the three criteria, Quality of Content, Potential Effectiveness as a Learning Tool, and Ease of Use. Here, the **comment** was just started. You are also asked how long you **spent reviewing** the material and whether you've **used it in a class**. You can also click a box to be notified if anyone **replies to your comment**. This helps build community and sharing. When you're done, click on **Comment**



Once you make the comment, it will appear at the top of the list of Comments. You are also able to **Edit** it. Others who are looking at the material will have the ability to **Like** yours or to **Reply** to it.



As a MERLOT Peer Reviewer, you are always encouraged to submit User Ratings for materials in your discipline. We hope you will! And MERLOT will keep track of them on your Profile.