

# Quick Reference – Peer Review

## About

Assignments can be created that allow students to submit and then peer review one or more of their classmates submissions. Some of the design questions to answer prior to creating a peer review include:

- **Number of Reviews:** How many peer reviews will each student give?
- **Feedback:** What type of feedback will peer reviewers be providing? Inline commenting, attachments (i.e. downloading to word), video, audio, text, and/or rubrics?
- **Grading:** Will you give credit for the submission of the assignment to be reviewed; will you give credit for completing peer reviews, etc.?




## Create a Peer Review Assignment

Note – There is additionally an option to allow for students to Peer Review within a Discussion but is not covered by this guide. Typically an Assignment is used for Peer Review.

- Create a new Assignment
- Checkmark the option to Automatically Assign Peer Reviews
- Type in the number of reviews each student should complete
- Leave the date BLANK if the peer reviews should be assigned exactly on the due date
- Supply a “Assign Reviews” date if the peer reviews should be assigned on a different date
- Add a Due Date and save

Require Peer Reviews  
 Manually Assign Peer Reviews  
 Automatically Assign Peer Reviews

Reviews Per User

Assign Reviews  

Must come after due date. If blank, uses due date.

**NOTE:** It is recommended the instructor verify the peer reviews were assigned. If the Due Date is changed after the Assignment is created it can cause the Peer Reviews not to be assigned. This is a 2014 bug that should be fixed in the future.

## Manually Assign Peer Reviews

If an instructor prefers to manually assign peer reviews or if a student submits an assignment late and needs to be assigned peers to review, instructors can manually assign reviews.

- Access the peer review Assignment (do not choose to edit it, click on the Title)
- Select Peer Reviews (at the right)
- Click on Assign Peer Reviews for Canvas to automatically assign peer reviews or click on the plus under each student to assign them a specific peer to review

Smith, Joe

None Assigned

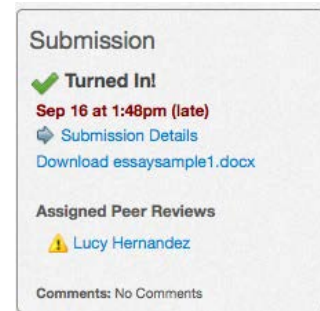
+ Give Joe Smith another submission to assess

## Complete a Peer Review (as a student)

It may not always be apparent to the student that the Peer Reviews are available and where to go to complete the peer reviews so it is recommended that an Announcement be sent with a reminder.

Students can access the Peer Review(s) assigned to them from their Todo list or from their Assignment

- Access the Assignment
- Look at the right for the Assigned Peer Reviews
- Click on one of the Peer Reviews
- Click on the 'View Feedback' icon to use inline editing

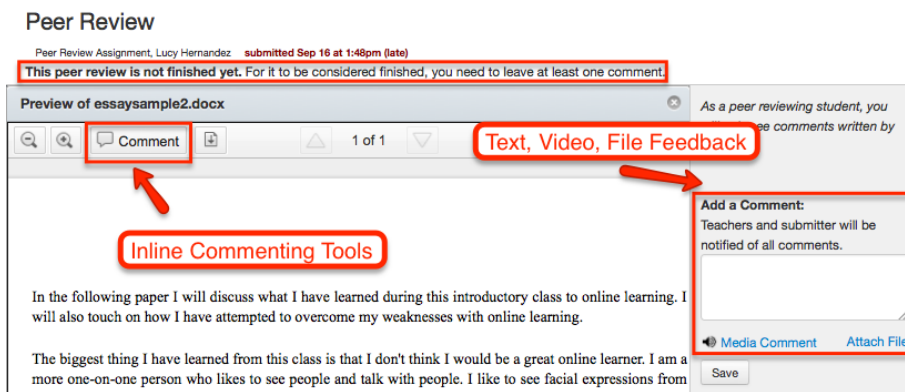


## Providing Feedback

Students can provide inline feedback using the inline commenting options, they can add a text comment at the right, they can record a Media Comment, or they can download the word document and/or attach a word document with feedback within it. Additionally, if the instructor has created a Rubric, students can complete the rubric.

**Note:** The student **MUST** provide at least one text comment at the right to complete their peer review and be marked off as having completed the review.

**Note:** Comments made by peer reviewers are not anonymous, they are always identifiable.



## Grade a Peer Review Assignment

- Instructors can see all feedback combined into one screen when they grade a student's submission.
- Peer reviewers can only see their own comments.
- Students will see all of the peer review feedback on their assignment and their instructor's feedback.

Instructors can review which students completed the peer reviews and who did not.

- Access the Assignment
- Select Peer Reviews (at the right)
- Checkmarks mean that a peer review has been completed; the caution symbol means it has not been completed (or the student did not add the required comment).

Kroening, Melanie

✓ Floam, Juniper

⚠ Smith, Joe

➕ Give Melanie Kroening another submission to assess

## Resources

For more information, refer to these pages on [how to create a peer review assignment](#) and [how to manually assign a peer review assignment](#)