Peer Review Process for Students

Updated Spring 2015
1. Student views assignment

To a student, an assignment set up with the "peer review" option does not look any different than any other Canvas assignment initially.

NOTE: Peer reviewers will be assigned to each student after the due date for submissions.

2. Student submits the assignment

Student submits the assignment by the due date.

NOTE: In order to be assigned peer reviewers, the student MUST have submitted the assignment. Whether the instructor sets peer reviewers manually or automatically, late submissions after this process will not be provided peer reviewers without further attention from the instructor. **Timeliness is essential.**
In this example, the student is submitting a file by (1) browsing computer to select their paper, (2) making a comment to the instructor (optional), and (3) clicking the **Submit Assignment** button.
3. Student reviews submission

Once a student has submitted the assignment they can see submission information (1) in the right-hand column. They will not see any peer reviews assigned (2) until after the due date and after the instructor assigns peer reviews. Peer reviews may be set up automatically or manually.
4. Student views assigned peer review(s)

Once peer reviews are assigned, an "Assigned Peer Reviews" item becomes visible on the assignment submission page (accessible via the assignment page or via the student's grades page).

Now the student can click on the name of the student to be reviewed. The yellow icon indicates the peer review is not yet complete.

5. Peer reviewer reviews paper

After clicking the name of the student to be reviewed, the student reviewer can view the work submitted for review by clicking the View Feedback button (1) to view/read the
paper as well as to **Add a Comment** (2) that will be viewable by both the instructor and student being reviewed.

NOTE: Peer Reviewer comments are viewable via the assignment submission page AND they are sent via the Canvas notification system. They may arrive via email to the student, so consider giving some context for the comments.
6. Peer reviewer uses assignment comments tool (Crocodoc)

Once the paper opens in preview mode, the peer reviewer can add comments directly to the paper and use the other markup tools to review the paper.

By clicking on the "Comment" button (1), the peer reviewer gains access to the comment tools (2), including three kinds of comments, drawing, highlighting, text, and strikeout. The comments and marks are saved automatically on a copy of the paper that is accessible by both the student submitter and the instructor. The student reviewer can download a copy of the paper with the comments (if needed) by clicking on the download icon (3).

NOTE: There is no "save" button since notations are saved automatically. Also, notations and comments can be edited or deleted by hovering over them.
7. Peer reviewer completes rubric (if available)

By clicking on "Show Rubric" on the top-right of the screen (1), the peer reviewer can open the rubric associated with the assignment and enter points (2) and comments.
(optional) for each criteria (3) to the rubric, and then save the feedback via the Save Comment button (4). Adding comments to the rubric is optional, but allows the student reviewer to add an explanation for each score on the rubric.

NOTE: The score submitted does not get entered into the grade book; only the instructor can actually grade the assignment.

The rubric provided to the reviewer is the same rubric the instructor would use to grade the assignment. The student submitter will be able to view each peer review evaluation (note these have no affect on the actual grade), AND the instructor's review/grading, as separate evaluations.

NOTE: The page may show the statement, "This peer review is not finished yet..." even after the rubric is complete or comments are written. Once both a comment AND the rubric are done, refresh the screen and it will change the message to, 'You have finished the required steps for this peer review.' If you have been assigned another student to peer review, you can then proceed to the next one.
Peer Review

This peer review is not finished yet. For it to be considered finished, you need to leave at least one comment and fill out the rubric form to the right.

Paper Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Honesty</td>
<td>Full Marks 5 pts</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Grammar</td>
<td>Excellent 5 pts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Good 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poor 0 pts</td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td>Excellent 5 pts</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Good 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poor 0 pts</td>
<td></td>
</tr>
<tr>
<td>Content</td>
<td>Excellent 5 pts</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Very Good 4 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fair 2 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poor 0 pts</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 17 out of 20

Save Comment
8. Student submitter notified of feedback

Once a peer review is complete, the student submitter will be notified via Canvas.
9. Student submitter checks grade

Once the paper has been peer reviewed and/or graded by the instructor, the student can see comments and rubric evaluations from peer reviewer(s) and the instructor as follows:

- Comments about the paper can be seen in the right-hand column (1).
- Rubrics can be seen as left by both the reviewer and the instructor via the Show Rubric link in the upper right (2). Comments made within the rubric will be stored in this view.
- The grade as given by the instructor can be seen in the upper right (3).
- Notations and comments on the submitted assignment can be seen via the View Feedback button (4).
10. Student submitter reads reviews

After clicking the View Feedback button on the Submission Details Page, the student submitter can see all comments made on the document by both peer reviewer(s) and the instructor (1) and access the rubrics left by each reviewer (2).

NOTE: If an instructor allows for a re-submission of work based upon addressing the feedback, only the instructor will see both the original submission (with the marked up feedback) and the re-submission. The student will ONLY see the latest submission and will no longer have access to the marked up version (as of 8/14). If having the marked up version is important to the students, they should be directed to download the document to save a local copy before resubmitting.
Reflections for 3.6.6 (S22PP13):

When I read about our current president’s gay rights agenda, I realized that this is the first time a gay president has ever been elected to office. As a gay person, I feel that this is a step in the right direction for our society. However, I also recognize that there are still many obstacles to overcome before we can achieve complete equality.

In recent years, there has been a significant increase in anti-LGBTQ+ hate crimes. Despite this, I believe that we are making progress. The recent Supreme Court decision on same-sex marriage is a significant victory for the LGBTQ+ community. However, there is still much work to be done.

I believe that education is key in promoting understanding and acceptance. It is important to teach children about the diversity of humanity and to encourage them to celebrate their differences. As a teacher, I strive to create an inclusive classroom environment where all students feel valued and respected.

Overall, I am optimistic about the future of LGBTQ+ rights. While there are still many challenges to overcome, I believe that we are making progress, and I am committed to doing my part to support this movement.