Students: Tips for Peer Review

## How the Peer Review tool works

1. You must first submit the assignment/discussion before you are assigned a peer to review
2. You will be assigned a peer to review **on or after the due date** for your first submission. Your instructor can designate the date when you will be assigned a peer to review **but it will never be assigned before the due date.**

**It may take up to one hour AFTER the due date for your peer to review shows up.**

1. You can see what peer (student) you will review in four places:
   1. Notifications in Canvas, (sent to your email if you set your notifications to receive it)
   2. Recent Activity Stream
   3. The To Do list on the home page
   4. The individual discussion or assignment page.   
      [How do I know if I have a peer review discussion to complete?](https://community.canvaslms.com/docs/DOC-10676-4212253442)
2. Once peer reviews are assigned you can be notified according to your Canvas notification preferences. For example, you might receive a notification in your email that is in Canvas if you set that up in your notifications.  
   [How do I set my Canvas notification preferences as a student?](https://community.canvaslms.com/docs/DOC-10624-4212710344)

### TIPS:

* You must make a comment in the comment box for the review to be considered finished. If there is a rubric assignment, that must be completed.
* When you submit comments in the comment box or attach a file for the peer review, **there is a delay before it will show up after you submit. DO NOT SUBMIT A SECOND TIME. Give it a few minutes to show.**
* You can write comments in the document using the Canvas doc viewer  
  <https://community.canvaslms.com/docs/DOC-10537-4212710319>

**Suggestion: If your comments are long,** write and edit your responses in a word document, then copy and paste into the rubric comments and/or the comment box. This is always a good idea so you have a copy in case there are any internet issues in the middle of commenting.

**You cannot delete your comments after you submit.**

## Trouble shooting **Problem:** I don’t see my peer to review?

**Solutions:**

* Be sure you have submitted your first response and you are checking after the due date.
* If your instructor set the peer review to manually assign a peer review, check with your instructor for the date they will assign your peer to review

Problem: I submitted my work and completed the peer review but it still shows that I did not complete a peer review.

**Solution:**

* Be sure to add a comment in the side bar and complete the rubric if a rubric was assigned.  
  To complete the peer review, you must review the student's discussion reply or assignment and add a comment in the comment sidebar. If your instructor includes a rubric, which is an outline of how an assignment is graded, you must also assign a grade using the rubric.

## Canvas Guides:

[How do I submit a peer review to a discussion?](https://community.canvaslms.com/docs/DOC-10484-4212253061)

[How do I know if I have a peer review discussion to complete?](https://community.canvaslms.com/docs/DOC-10676-4212253442)

[Where can I find my peers' feedback for peer reviewed discussions?](https://community.canvaslms.com/docs/DOC-10679-4212253449)