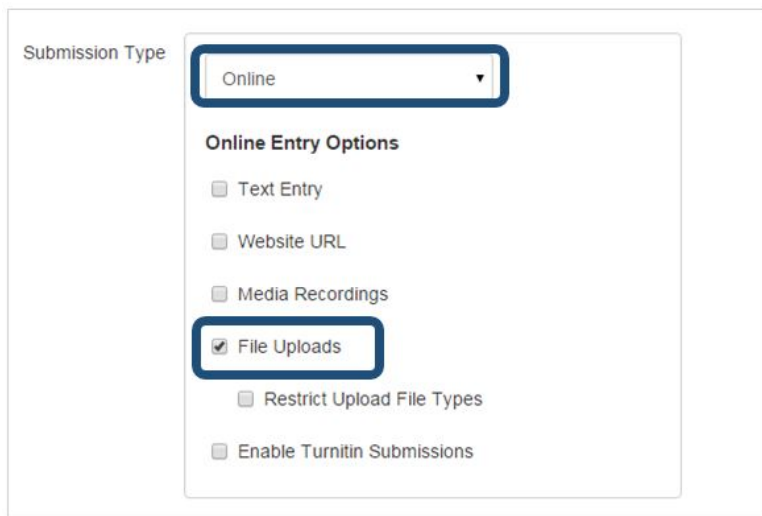


## How to Create a Peer Review Assignment in e-Learning

1. Create an assignment. Under Submission Type, select Online and File Uploads.



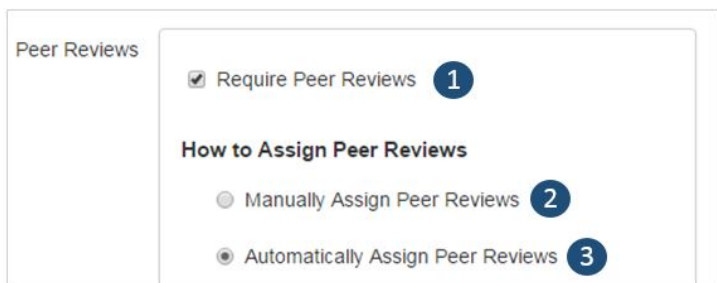
Submission Type

Online

**Online Entry Options**

- Text Entry
- Website URL
- Media Recordings
- File Uploads
  - Restrict Upload File Types
  - Enable Turnitin Submissions

2. Under Peer Reviews check Require Peer Reviews [1].
  - 2.1 If Manually Assign Peer Reviews is checked [2],
    - You can assign certain students to review other students manually. However, in large classes, this may not be ideal.
    - For more information on how to manually assign the reviews to the student reviewers see Step 5 Check your peer review assignments section.
  - 2.2 If Automatically Assign Peer Reviews is checked [3],
    - Canvas randomly draws from all students participating in the assignment (i.e. those that turned in an assignment) and assigns them reviews.
    - If students did not submit an assignment, they do not get a review assigned to them.



Peer Reviews

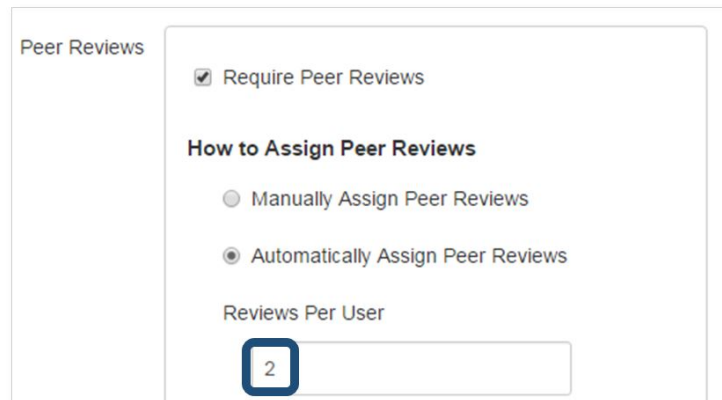
Require Peer Reviews 1

**How to Assign Peer Reviews**

- Manually Assign Peer Reviews 2
- Automatically Assign Peer Reviews 3

### Under Automatically Assign Peer Reviews

- Enter the number of reviews you would like to assign to each student. All students will receive the same number of reviews.
- A student can be assigned an extra review or have a review assignment removed if needed. This has to be done manually. (For more information see Step 5 Check your peer review assignments section.)



Peer Reviews

Require Peer Reviews

**How to Assign Peer Reviews**

Manually Assign Peer Reviews

Automatically Assign Peer Reviews

Reviews Per User

2

- Assign reviews.
  - i. This tells Canvas when you want the review notifications to go out to the students letting them know that a paper has been assigned to them.
  - ii. If Automatically Assign Peer Reviews is checked, nothing more needs to be done.
  - iii. If Manually Assign Peer Reviews is checked, those student reviewers need to have who they are to review assigned before the date set for the notification to go out.
  - iv. If you leave the Assign Reviews blank, Canvas will send the submitted material to the student reviewers immediately after the due date for the submitted assignment.
    - i. Drawback - the “due date” for the students’ reviews are the same as the original submission due date which usually causes panic in students.
    - ii. For a workaround see Step 5 Check your peer review assignments section.

Peer Reviews

Require Peer Reviews

**How to Assign Peer Reviews**

Manually Assign Peer Reviews

Automatically Assign Peer Reviews

Reviews Per User

2

**Assign Reviews**

Oct 19 at 10:45am

Mon Oct 19, 2015 10:45am

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

**Anonymity**

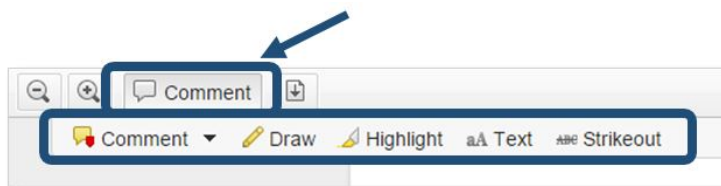
Peer Reviews Appear Anonymously

3. Peer reviews can be anonymous or not.

**Anonymity**

Peer Reviews Appear Anonymously

- If reviews *are not* anonymous, then students can use the annotation tool for their review. This is the same Comment tool that instructors use in SpeedGrader.



- If reviews *are* anonymous, the annotation tool in SpeedGrader is *not* available for the instructors or students to use.



4. Assign the submitted assignment to your students [1].
  - Set the due dates for the original submission [2].
    - i. It is not necessary to set the until date later than the due date in order for students to see the papers that they need to review.
    - ii. The until date only applies to the original submission assignment, not the peer reviews [3].

Assign

Assign to

Everyone × 1

Due

Oct 26 at 11:00am 2

Mon Oct 26, 2015 11:00am

Available from

until 3

+Add

- It is possible to assign peer reviews automatically but within certain groups. Here is how:
  - i. Set up false sections in myUFL, one for each group of students.
  - ii. Duplicate the assignment for each section created.
  - iii. For each different assignment, under Assign To, assign it to a different section. Reviewers will be taken from only that section, not the course membership at large.

Assign

Assign to

SBX-tester2 ×

Due

Sep 10 at 11:59pm

Thu Sep 10, 2015 11:59pm

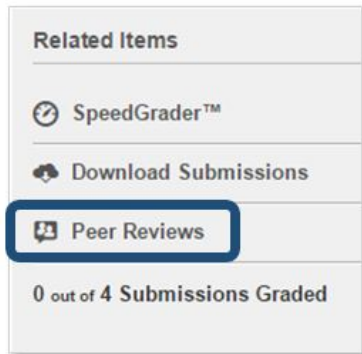
Available from

until

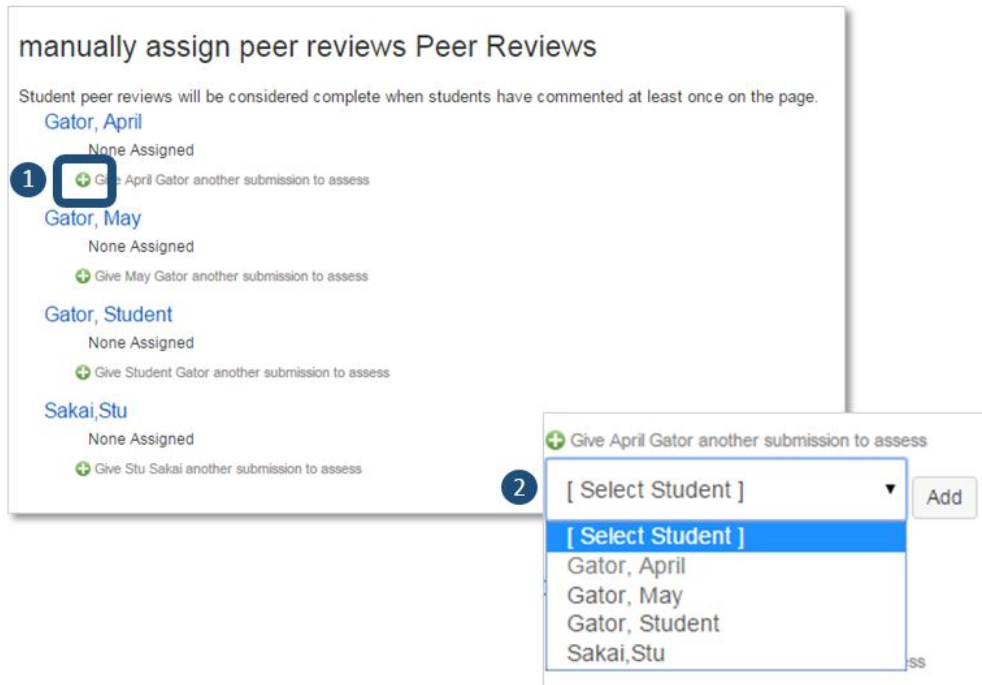
+Add

5. Check your peer review assignments.

- It is best practice to check your peer review assignment before the notifications are sent out to the students.
- In addition, if you are manually assigning peer reviews, this is where it is done.
- Under Assignments click on your assignment. On the right hand side of the screen click Peer Reviews under Related Items.



- If you are *manually* assigning peer reviews, there is a list of students. Click the green circle with the plus sign in it [1] to assign this person a review from the dropdown menu [2] that pops up.
- If you are *automatically* assigning peer reviews, these students get notified that their review(s) has been assigned to them that time.



- If you have chosen to automatically assign peer reviews, you can see who has been assigned to review each student.

peer review example Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page.

**Gator, April**

- ⚠️ Gator, Student
- ⚠️ Sakai,Stu

➕ Give April Gator another submission to assess

**Gator, May**

- ⚠️ Gator, Student
- ⚠️ Sakai,Stu

➕ Give May Gator another submission to assess

**Gator, Student**

- ⚠️ Gator, April
- ⚠️ Gator, May

➕ Give Student Gator another submission to assess

**Sakai,Stu**

- ⚠️ Gator, April
- ⚠️ Gator, May

➕ Give Stu Sakai another submission to assess

- As mentioned earlier, the Assign Reviews date refers to the due date of the reviews which may cause frustration and anxiety among students.
  - A workaround is to enter the date you want the reviews due by in the Assign Reviews box under Assignment settings.

Peer Reviews

Require Peer Reviews

**How to Assign Peer Reviews**

Manually Assign Peer Reviews

Automatically Assign Peer Reviews

Reviews Per User

2

Assign Reviews

Oct 19 at 10:45am

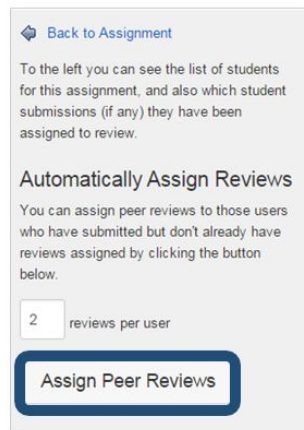
Mon Oct 19, 2015 10:45am

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

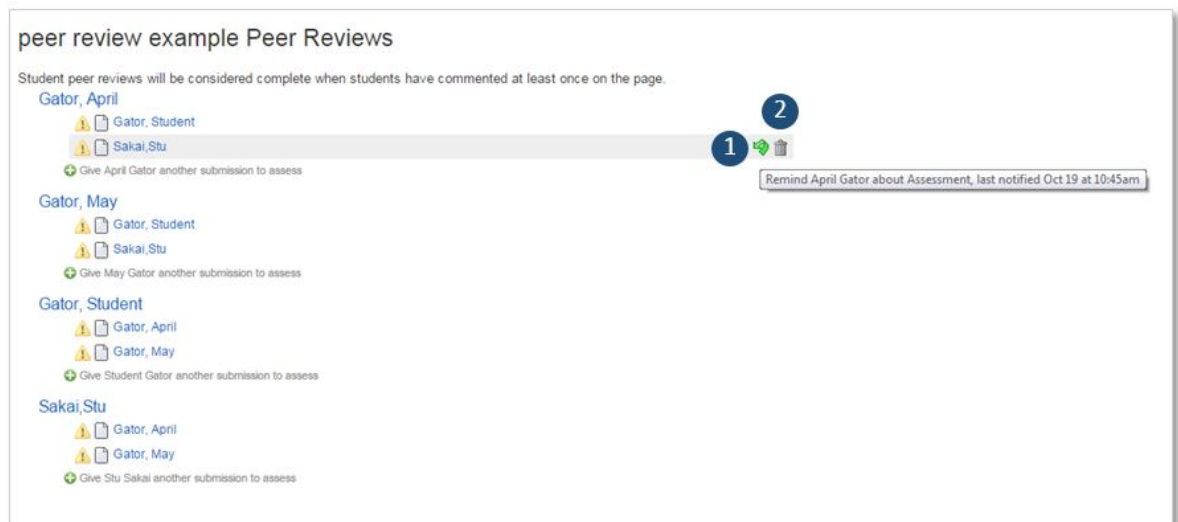
**Anonymity**

Peer Reviews Appear Anonymously

- ii. After all papers have been submitted, go to Peer Reviews under Related Items in Assignments.
- iii. Click the Assign Peer Reviews button. This releases the papers that are to be reviewed to the students and sends a notification to the student reviewers that they have a review to complete. For the students, the “due date” for the review is what you entered in the Assign Reviews box.

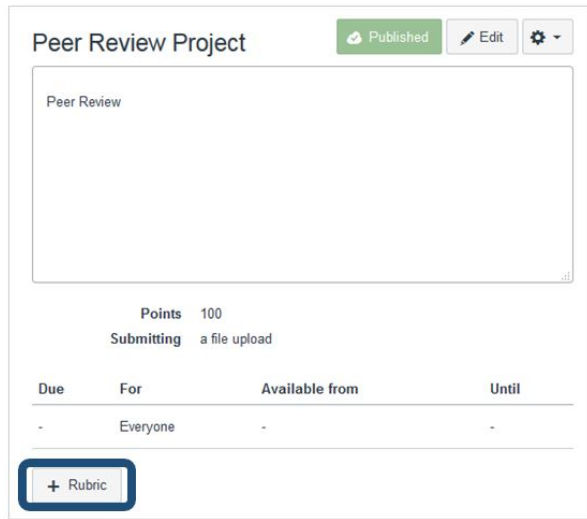


- This page also tells you when the last notification went out to students indicating that they had a review to make (green arrow [1] next to trash can – hover over the paper that is to be reviewed under the reviewers name).
  - i. If you click on the green arrow [1], another notification will be sent to the student reviewer.
  - ii. In addition, if you do not want a student reviewing a paper that was assigned to them, click the trash can [2] and it will be removed.

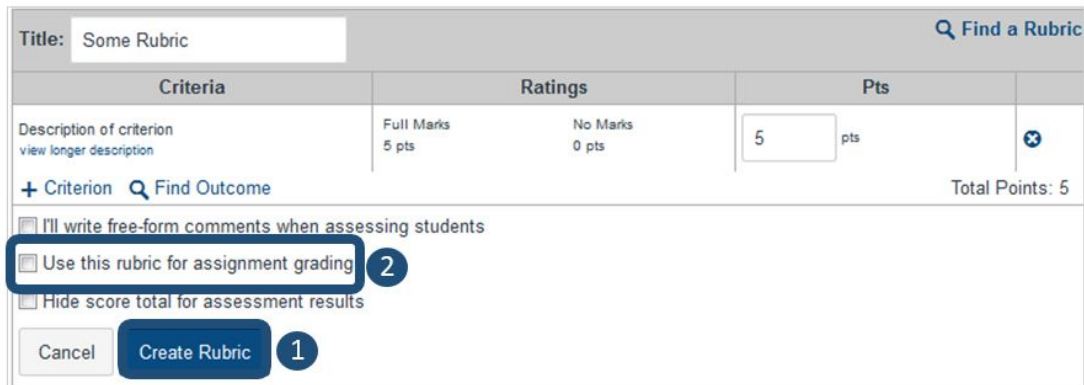


6. Using rubrics in peer review

6.1 Create a rubric for the assignment adding the required criterion.



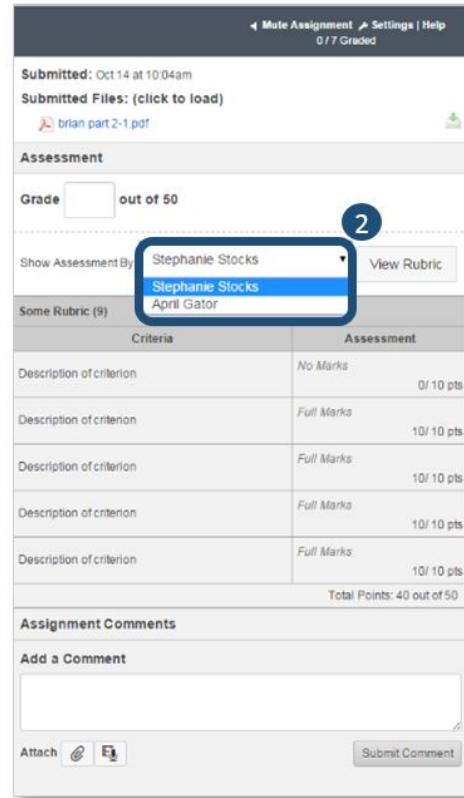
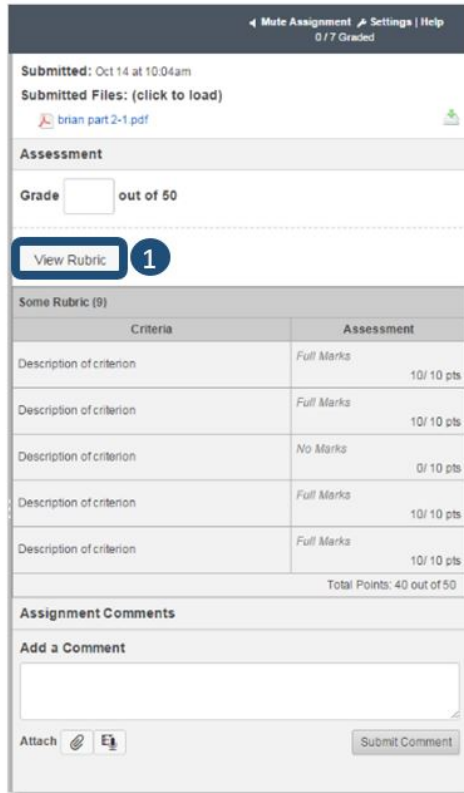
6.2 The rubric you create [1] will be seen by the student reviewer and can be used by you as well to grade the submitted assignment if you click on the Use this rubric for assignment grading box [2].



6.3 When viewing this assignment in SpeedGrader, you can see the rubric that the student reviewer filled out. However, you do not get a copy of an unmarked rubric.



- i. To fill out your own rubric, open an existing student rubric [1, 2] and override the numbers.



- ii. If you have chosen to use the rubric for grading, the grade will be pushed to the gradebook. However, both rubrics are actually saved.

6.4 If you grade the paper *before* a student reviews it and you fill out the rubric, the student reviewer will not see what you put into the rubric. They get a copy of an unmarked rubric.