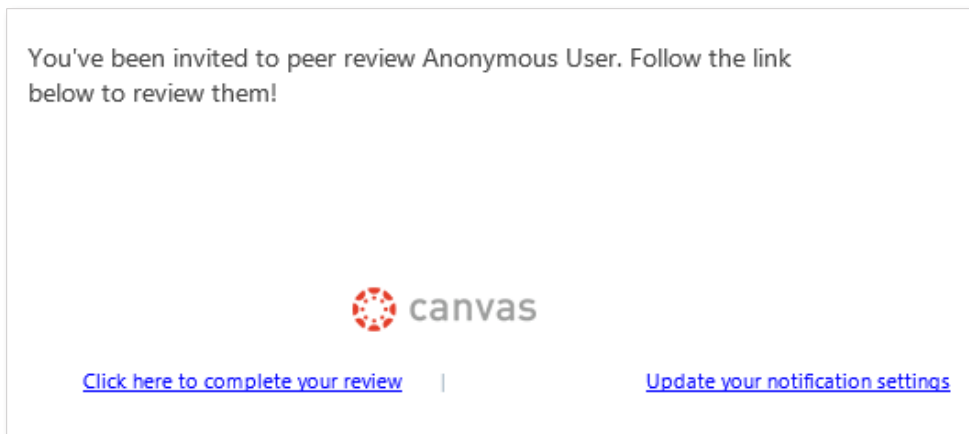
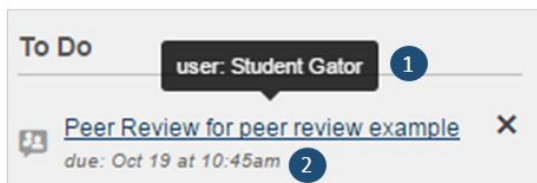


How to Submit a Peer Review to an Assignment

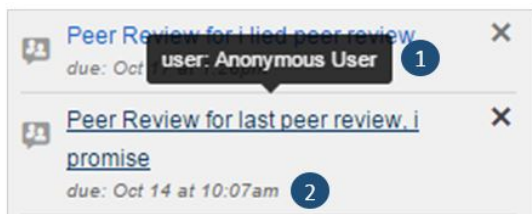
1. When the submission deadline has been reached, you as a student reviewer will receive a notification email from e-Learning reminding you have a paper to review. If it is anonymous, the email will say Anonymous User. If not, it will contain the name(s) of the student you need to review.



2. The notification also shows up in your To Do list on the dashboard.
 - a. If the review is *not* anonymous, you will see the student's name [1] whose submission you are reviewing. Note the due date [2]*.

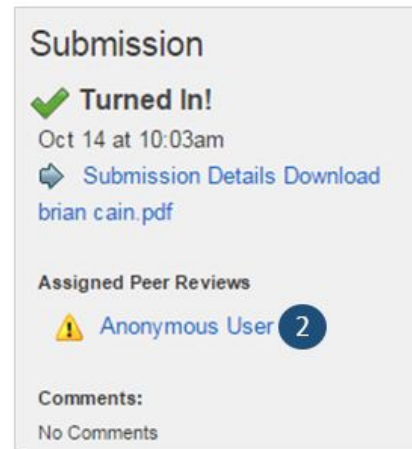
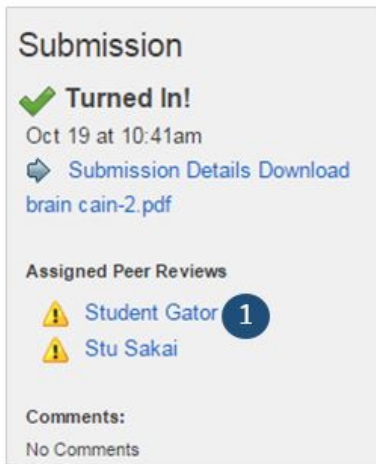


- b. If the review is anonymous, you will not see the student's name [1]. Note the due date [2]*.



*Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. Please contact your instructor if you are unsure of the due date.

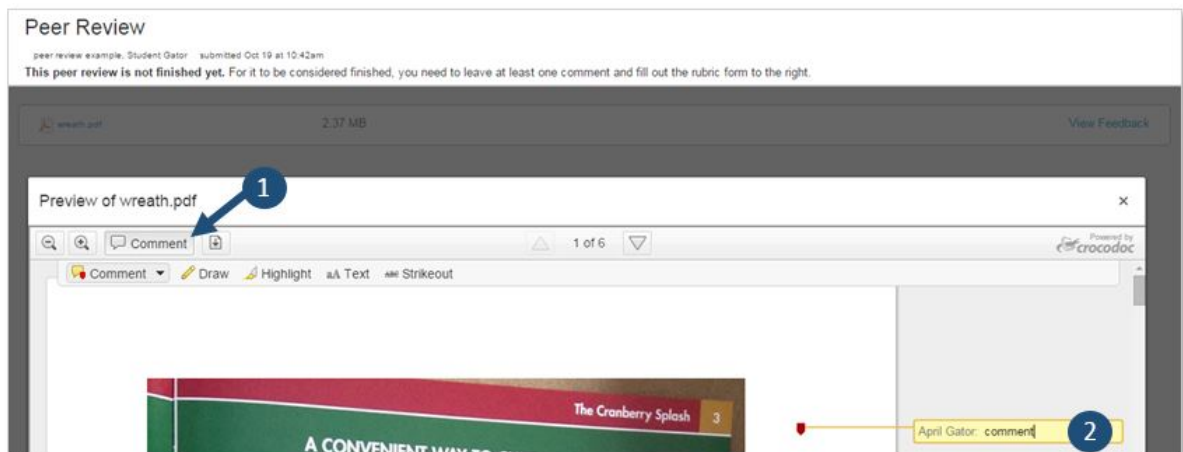
3. The notification also shows up in the assignment under Assignments.
 - a. When you click on your assignment entry in Assignments, it says that you have a peer review to complete [1].
 - b. You can click on the name of the person you are to review. However it will say Anonymous User if the review is set up as anonymous [2].



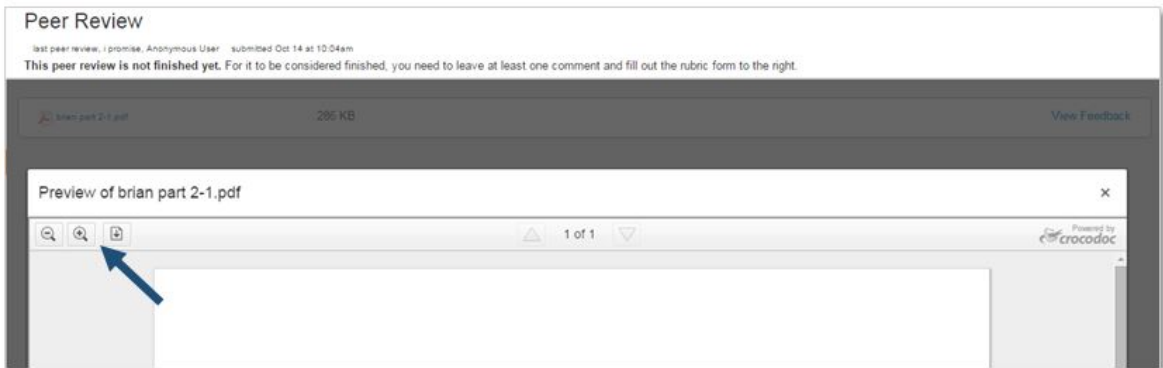
4. You can review the paper by clicking on the View feedback link [1] or you can download the assignment by clicking on it [2].



5. If the review is *not* anonymous, you can use the annotation tool [1] found under View Feedback button to provide your comments and suggestions [2].



However if the peer review is anonymous, you will not have the Comment button.



6. In order for a peer review to be considered complete, you must submit a comment. If there is a rubric [1] associated with the assignment, fill out the rubric and submit a comment.
 - a. If the review is anonymous, your name is not revealed either in the rubric or with the comments.
 - b. Make comments in the general comment field [2] *and* in the rubric (if assigned) to fulfill the “submit a comment to complete the peer review” requirement.

