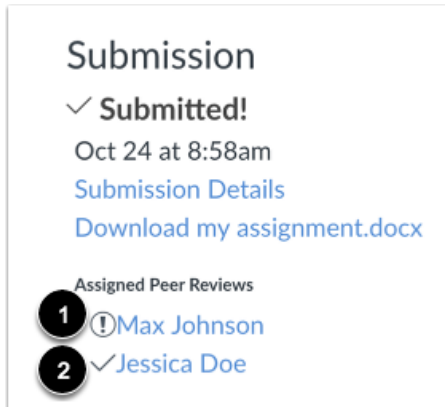


How to Submit a Peer Review In Canvas

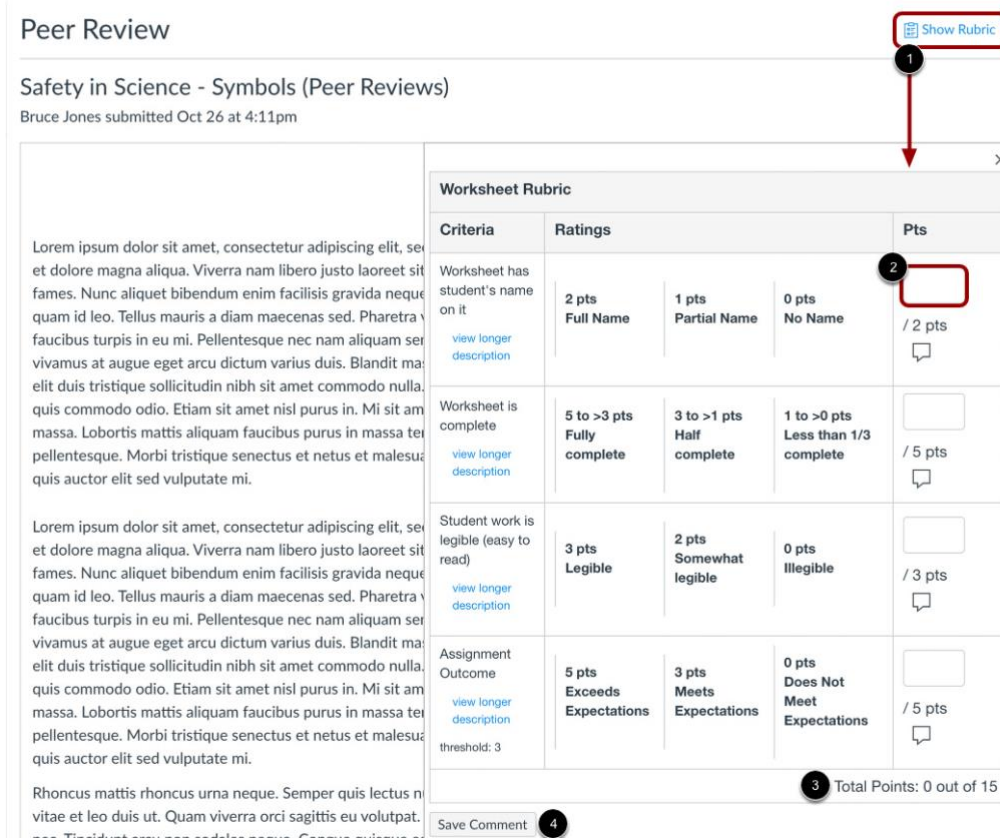
Step 1: Open the assignment. Navigate to the assignment and click on the title to open it.

Step 2: Open the assigned peer review. Under **Assigned Peer Reviews**, you will see the peer review(s) assigned to you. Click the name of the assigned peer whose work you will be reviewing. The caution sign icon [1] indicates the peer review has not been completed. A checkmark icon [2] indicates that you have completed the peer review.



WARNING: If your peer review is anonymous, you will not see the name of the student. Instead you will see *Anonymous User*.

Step 3: Complete the rubric. To view the rubric, click the **Show Rubric** link in the upper right corner [1]. Enter a score for each criterion in the **Points** column [2]. Each rubric score will create the total points for the assignment [3]. When you're finished, click the **Save** button at the **bottom of the rubric** [4]. You may need to scroll through the rubric to get to the rubric's **Save** button.



Criteria	Ratings	Pts
Worksheet has student's name on it view longer description	2 pts Full Name 1 pts Partial Name 0 pts No Name	/ 2 pts
Worksheet is complete view longer description	5 to >3 pts Fully complete 3 to >1 pts Half complete 1 to >0 pts Less than 1/3 complete	/ 5 pts
Student work is legible (easy to read) view longer description	3 pts Legible 2 pts Somewhat legible 0 pts Illegible	/ 3 pts
Assignment Outcome view longer description threshold: 3	5 pts Exceeds Expectations 3 pts Meets Expectations 0 pts Does Not Meet Expectations	/ 5 pts

Important – please read carefully!

This is a sample rubric found on the web. In our rubric, you will see a **"Self-evaluation"** criteria and a **"Peer Review"** criteria. However, you cannot read your classmates' self-evaluation and peer reviews, so give "zero points" for each of these criteria.

When I grade the assignment, I will use the rubric to assign all points – including points for the self evaluation and peer reviews. Only the points assigned by me will count for a grade.

Continued on the next page ...

Step 4: Add assignment comment. You are required to add comments explaining the scores you posted in the rubric (but no need to explain the zeros you entered for the Self-evaluation and Peer Review criterion. If you deducted points, explain what the author needs to correct in order to earn a higher score when I grade the assignment. If you did not deduct points, explain what the author did well to earn full credit. Type your comments in the **Add a Comment:** field [1]. Please do NOT leave a media comment [2]. Please so NOT attach a file [3]. Click the **Save** button [4]. You may need to refresh your browser to see that you've completed the required steps for the peer review.

Peer Review

[Show Rubric](#)

Safety in Science - Symbols (Peer Reviews)

Max Johnson submitted Oct 24 at 12:49pm

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.

[Essay 1.1.pdf](#) 35.7 KB

[View Feedback](#)

As a peer reviewing student, you will only see comments written by you.

Add a Comment:

1

2 [Media Comment](#) **3** [Attach File](#)

4 [Save](#)