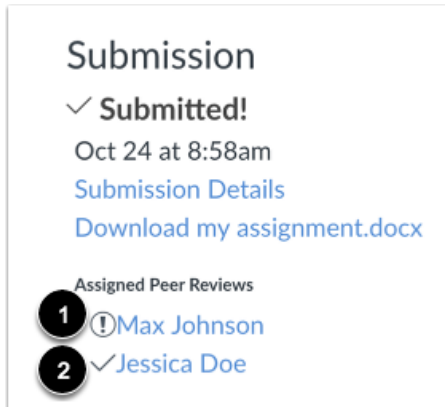# How to Submit a Peer Review In Canvas
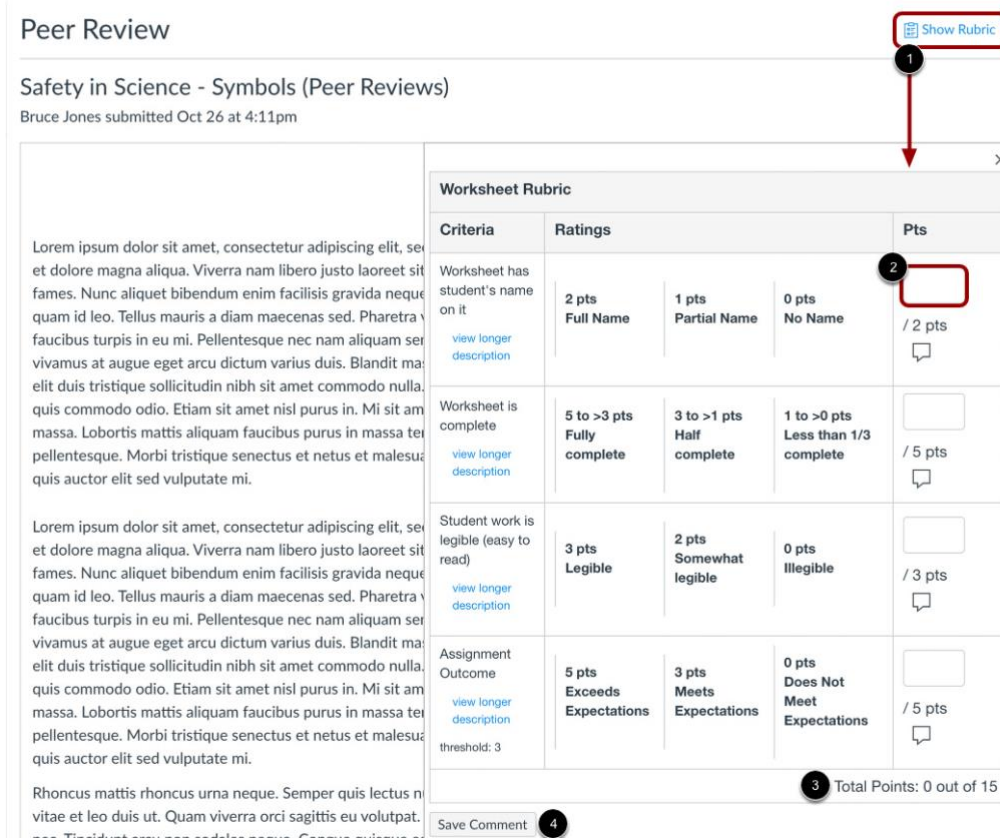
Step 1: Open the assignment. Navigate to the assignment and click on the title to open it.

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.

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.

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.