Peer Review Assignments

1. Create a Peer Review Assignment
2. Manually Assign Peer Reviews
3. Automatically Assign Peer Reviews
4. View Peer Review Comments

Peer reviews allow students to provide feedback on other student submissions. It helps students communicate and learn from each other. Peer reviews can be done on assignments or graded discussions. They can be assigned manually by the instructor or TA, or automatically by Quercus. They can be designed to allow students to view other student names during peer reviews, or made anonymous.

Students need to leave at least one comment to complete a peer review. If the assignment includes a rubric, peer reviewers need to complete the rubric for their peer review to be considered complete.

a. Open the course. In Course Navigation, click the "Assignments" link.

b. Click the "Add Assignment" button

c. Click the "Require Peer Reviews" checkbox.

By default, peer reviews are assigned manually. If you want to assign peer reviews automatically, select the "Automatically Assign Peer Reviews" radio button.

For automatically assigned peer reviews, enter the number of reviews each student will be required to complete in the "Reviews Per User" field.

Enter the date for student peer reviews to be assigned in the "Assign Reviews" field. The date must come on or after the assignment due date. If blank, Quercus will use the assignment due date.

d. Click the "Peer Reviews Appear Anonymously" if you want to make peer reviews anonymous.

e. Enter the remaining assignment details. Click the "Save" or "Save & Publish" button.

For more information, please contact us at quercus@utsc.utoronto.ca
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If you selected to manually assign peer reviews, students can complete their assigned peer reviews without submitting their own assignment first.

a. Click the name of your assignment.

b. Click the "Peer Review" link on right sidebar.

c. To manually assign a peer review task to a student, click "Give [Student_Name] another submission to assess" link.

   Click the "Select Student" drop-down menu
   Select the peer you would like the student to review.

   Click "Add".

d. The assigned review will appear under the student name.
   A check mark indicates a peer review has been completed.
   A warning icon indicates a peer review still needs to be completed.

e. To send a reminder to a student to complete a peer review, hover your mouse over the assigned peer review and click the Reminder icon.
   To cancel a peer review, click the Delete icon.

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If you selected to automatically assign peer reviews, Quercus will assign peer reviews to students automatically once they have submitted their own assignment.

You can have Quercus to automatically assign peer reviews after an assignment due date has passed.

Notes:
- If a student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.
- It may take up to one hour for Quercus to assign peer reviews.

a) To assign peer reviews to students who have submitted their assignment but do not have peer reviews assigned:

   In the sidebar, enter the number of "reviews per user".

   Click "Assign Peer Reviews".

   Automatically Assign Reviews

   You can assign peer reviews to those users who have submitted but don't already have reviews assigned by clicking the button below.

   [2] reviews per user

   Assign Peer Reviews

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a. In the Peer Reviews page, find the student whose peer reviews you would like to view.

   To view all peer reviews left on a student’s submission, click the student’s name.

b. View the peer review comments.

   Each comment includes the name of the reviewer and the time they made the comment.

Note: Peer reviews are not graded. If you wish to give points for peer reviews, you can create a no submission assignment and assign points manually.