How do I manually assign peer reviews for an assignment?

When you create a peer review assignment with manual peer reviews, you can choose which students will be assigned peer reviews.

Notes:

- When manually assigning peer reviews, students need to submit their own assignment first before being able to complete their assigned peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Assignments

Open Assignments
In Course Navigation, click the **Assignments** link.

Open Assignment

Open Assignment
Click the name of the assignment.

Open Peer Reviews

Open Peer Reviews
Under Related Items in the sidebar, click the **Peer Reviews** link.

Manually Assign Peer Reviews

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Below the name of a student, click the **Add** link.

Select Student

Select Student
Click the **Select Student** drop-down menu.

Select Student to Assign Review
Select the peer you would like the student to review [1]. Remember, a student cannot review themselves. Click the **Add** button [2].

View Assigned Peer Reviews

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Assigned peer reviews appear underneath the student names. A **check mark** [1] indicates a peer review as been completed. A **warning icon** [2] indicates a peer review still needs to be completed.

Note: A student's peer review is considered complete after they comment on the submission. If a rubric has been added to the assignment, they must also fill out that rubric.

Manage Peer Review

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You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [1]. To cancel a peer review, click the **Delete** icon [2].

To manually assign or reassign a peer review, click the **Give [student name] another submission to assess** link [3].

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