



Quick Start Guide for Achieve Peer Review

1. Create peer review drafts as part of a multi-draft writing assignment.

- ✓ Review [this article](#) in our Knowledge Base on setting up a draft of an assignment as peer review.
- ✓ Choose Draft Goals for your peer review draft. These Draft Goals will be prominently featured for students as they review their peers. Selecting Draft Goals will help students read with success criteria in mind and provide scaffolding that supports giving more productive feedback.
- ✓ Add instructions for the draft as well as peer review instructions. Peer review instructions come pre-filled, but you can edit them to communicate your expectations for peer review.
- ✓ When you assign a draft for peer review, you will give it two due dates. The first due date dictates when the students should submit their draft for peer review. The second due date is the date you want students to have completed reviews of their peers.
- 💡 Although you will be asked to provide due dates for peer review when you assign a writing assignment, you do not need to create groups in order to save those due dates. We recommend creating groups closer to the date that peer review is set to begin to give you more time to think about your strategies for grouping students.
- ✓ See the [Guide to Creating and Editing Writing Assignments](#) for additional details about designing writing assignments in Achieve.

2. Create groups for your peer review assignment.

- ✓ You can refer to [this article](#) in our Knowledge Base for an additional walkthrough on creating groups.
- ✓ You can create groups by clicking the People tab and selecting Groups.
- ✓ Give your Group Set a name (we recommend a name that mirrors the assignment the group set will be used in) and select either
 - The number of total groups you want
 - The number of students you want in each group.
- ✓ Click Create Group Set to have empty groups generated
- ✓ Once the empty groups are generated, use the dropdown next to each student's name in the roster to sort them into groups.
- ✓ Save your changes.

3. Associate your groups with your peer review assignment.

- ✓ You can refer to [this article](#) in our Knowledge Base for additional instructions on associating groups with a writing assignment.
- ✓ Before students can begin peer review, you must associate a group set with your writing assignment. You can do this by clicking the three dots (...) next to an assignment, and selecting "Edit Activity Details" or by clicking the calendar icon next to the assignment.
- ✓ Use the dropdown under the heading Peer Review Groups and select the group set you created for this assignment.
- ✓ Click "Save Changes."

What happens when students are absent, unprepared, or negligent?

- **For face-to-face peer review:** When you set up your peer review groups, we recommend you create an extra group to serve as a "parking lot" for students who are absent or unprepared. This will allow students to complete peer review in class, and you can require any absent or unprepared students to complete peer review as homework.
- **Before the peer review due date has passed,** students will not be able to move on to the next draft of the assignment until they have reviewed **and** been reviewed by all members of their group.
- **After the peer review due date has passed,** all students will be able to move on to the next draft, regardless of whether they have completed all tasks required for peer review. Students who have incomplete peer review tasks can always return to the peer review phase to continue their work on peer review.
- **Adapting for online peer review:** If peer review is online and asynchronous, consider that until the peer review due date has passed, students may be blocked from proceeding if they or members of their groups have incomplete peer review tasks. We recommend setting the due dates for peer review with that in mind.
- If all else fails, you may **excuse** a student from peer review, but please note that excusing students will make any reviews they have given or received unavailable. We recommend excusing students from drafts as a last resort only.

Tips for editing groups for assignments in progress.

- As peer review progresses, you may wish to make changes to your group set for a number of reasons. You are free to move students in and out of groups as needed.
- Any reviews a student has **given** before being moved to a different group will still be available to students who received those reviews.
- Any reviews a student has **received** before being moved to a different group will still be available to that student even though the groups have been reconfigured.

Tips for reusing group sets in multiple assignments.

- ! If you create an assignment with multiple peer review drafts, you **must** use the same group set for each of those drafts. Do not modify the groups between drafts.
- We recommend creating a different group for each assignment in which you use peer review.
- If you want to make changes to a group set that is used in multiple assignments, your changes will be saved as a copy. In order to apply the changes to an assignment in progress, you must edit the activity details in the new assignment and choose the updated group set.

Can I grant students a resubmit in peer review?

- For peer review, instructors can allow a resubmit for a student as long as none of the reviewers has started reviewing that student. Once a peer starts a review--which includes opening a peer's draft--the resubmit option will no longer be available.

Can I evaluate peer reviewers?

- Yes! Once peer review has begun, you can access a peer review summary page for each student that displays all comments they have given on each draft submitted to their peer group. You can also leave a comment on the summary page to provide feedback to the peer reviewer.

