# Peer Review over Slack

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The following assignments illustrate how I use Slack as a peer review platform. The course in question is EN306B: Business Communications, usually delivered in a face-to-face or hybrid format using Canvas. In Canvas, I set these up as two separate assignments so that I can give them independent due dates that appear in students' calendars and notifications. Feel free to adapt these materials for your own use.

Peer Review: Post Draft

Post a complete draft of your Unit 1: Business Correspondence Portfolio to the `#peerreview` channel on Slack by this assignment's deadline.

- Name your file like this: `Lastname, Correspondence Portfolio.docx` (obviously you should use your own last name in place of `Lastname`; also, you don't need to type the `.docx`).

- Upload your document as a `.docx` file. To upload, choose the file upload icon in the message box and then choose the file from your hard drive. I recommend doing this early so you can contact me if you can't figure it out.
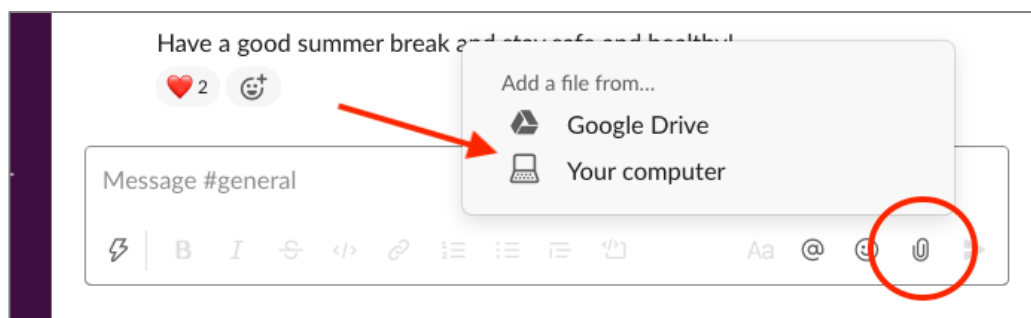
In the desktop version of Slack, click the paperclip in the message box, then choose "Your computer."

Turn It In

All you need to do is properly name your file and post to Slack by the deadline; there's nothing to turn in or do here on Canvas.

If you do not post by the deadline, you will be disqualified from participating in "Unit 1 Peer Review: Post Feedback." **Late work will not be accepted.**

Why so strict, you ask? Because it is not fair to judge another's work if you aren't prepared to have your own work judged. Sharing your writing with others is scary—you must be vulnerable to other people if they are going to be vulnerable to you. Also, if you haven't actually struggled to produce this document, you aren't yet qualified to give others advice on it.

Peer Review: Post Feedback

Once the deadline for "Peer Review: Post Draft" has passed, I will post a message to `#peerreview` on Slack assigning each person two other students' work to review. Your job is then to carefully read and respond to those students' work and offer them help identifying what their drafts are doing effectively and ineffectively. Follow this protocol:

1. **Download** your assigned drafts to your hard drive and rename them this way: `Lastname, Correspondence Portfolio, reviewed by Yourlastname.docx` (substitute your own last name for `Yourlastname`).

2. **Comment** extensively on the drafts you've been assigned (I recommend using Microsoft Word's or Google Doc's commenting function, though other methods are fine so long as the author can tell what comments you've left them. If you use Google Docs, you'll need to export the file as a .docx before uploading to Slack). **Scant, poor, tactless, or unhelpful feedback will not receive a passing grade.**

3. **Save** your work in case something goes wrong.

4. **Upload** your commented-on drafts to the `#peerreview` channel.

Turn It In

All you need to do is post your peer-reviewed drafts to Slack by the deadline; there's nothing to turn in or do here on Canvas.

Late work will not be accepted.

Why so strict? Because others are counting on you to be on time so that they can complete their own work on time. Don't let them down.