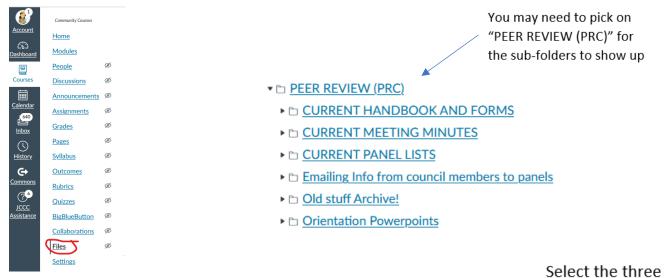
## How to Update Document on Peer Review Canvas Site

1. Find the Document on the Canvas Site (Select Files from the menu)



## 2. Download the document

Select the three Dots to the right

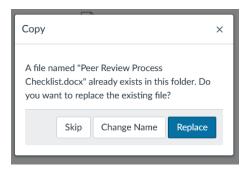
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<ul> <li>► PEER REVIEW (PRC)</li> <li>► CURRENT HANDBOOK AND</li> </ul>	Name 🔺	<u>Date</u> <u>Created</u>	<u>Date</u> Modified	Modified By Size	Accessibility		
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<ul> <li>Emailing Info from council me</li> <li>Old stuff Archive!</li> <li>Orientation Powerpoints</li> </ul>	SUMMATIVE PANELS 2023-2024.docx	Aug 28, 2	023Aug 28, 2	2023 <u>Susan John</u> 26 k	(B 🔿	•	

3. Make the desired changes to the document and save it to your computer USING THE EXACT SAME FILENAME.

The same name is necessary so everything will update correctly when you upload it again.

 Drag and drop your edited document to the correct folder in Canvas (the same folder from which you downloaded it.)

You will be asked if you want to "Replace" it since it has the same name. Answer "Replace." This will ensure the updated document will be updated anywhere it appears or is linked to on the Peer Review Canvas site.



If you don't see this box and select "Replace" it will not update correctly!