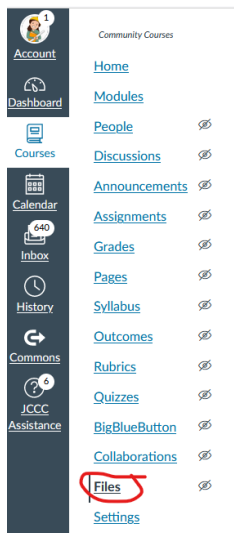
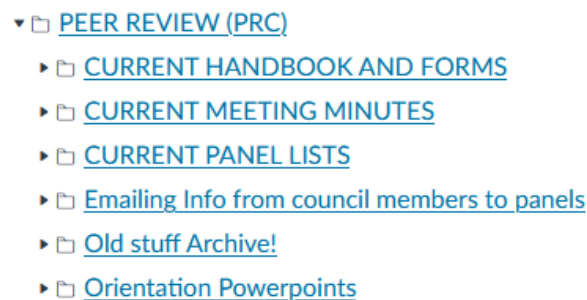


How to Update Document on Peer Review Canvas Site

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

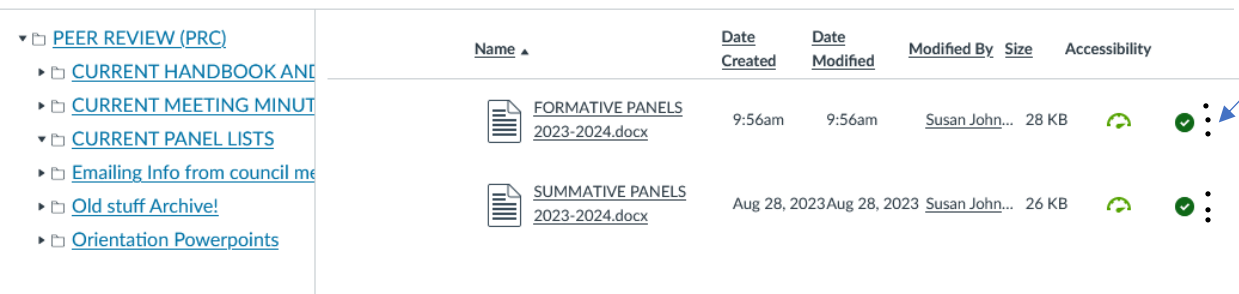


You may need to pick on
“PEER REVIEW (PRC)” for
the sub-folders to show up



2. Download the document

Select the three
Dots to the right
and “download”

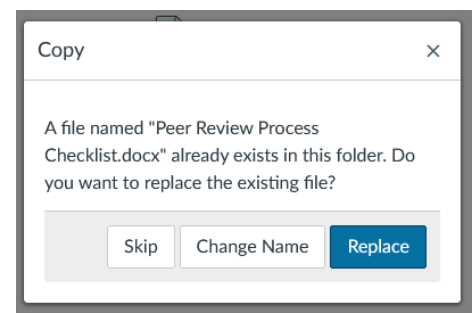


3. Make the desired changes to the document and save it to your computer USING THE EXACT SAME FILENAME.

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

4. 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!