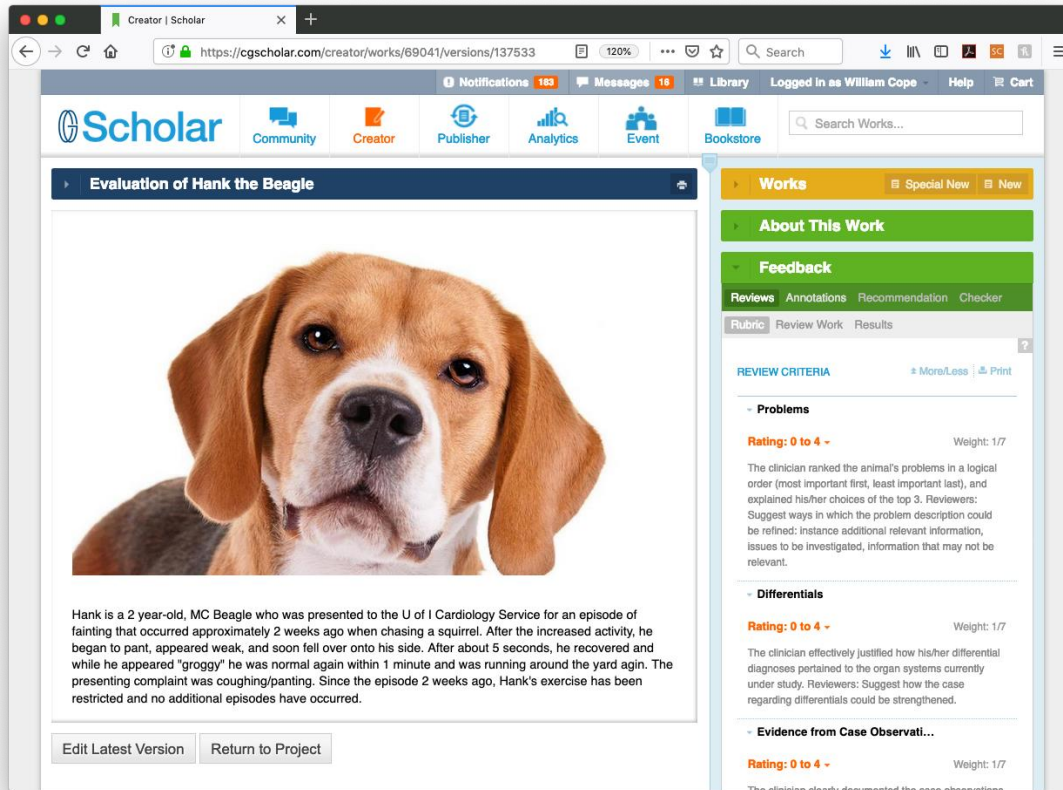# Tutorial 3.5: Offering Feedback

3.5.1 Kinds of Feedback in Creator

One of the most powerful features of Creator is that more than one person can give and receive feedback at the same time, or at any time. There's no having to pass files backwards and forwards so one person can comment on the work one at a time as is the case with Word files. Nor is there the confusing "jumping cursor" of Google Docs. In Creator, the feedback is clearly structured and neatly organized.

- Depending on the project settings made by your publishing admin, reviews may be anonymous or with names of either or both creators and reviewers visible.
- When giving feedback you may be asked to work on one or more of these areas, depending on the settings your admin has created for this particular project:
  1. *Reviews:* Ratings and general comments against review criteria in a rubric.
  2. *Annotations:* Specific comments and suggestions made about a highlighted section of texts.
  3. *Recommendation:* Whether you believe the work is nearly ready for publication or requires extensive revision.

3.5.2 Receiving a Feedback Request
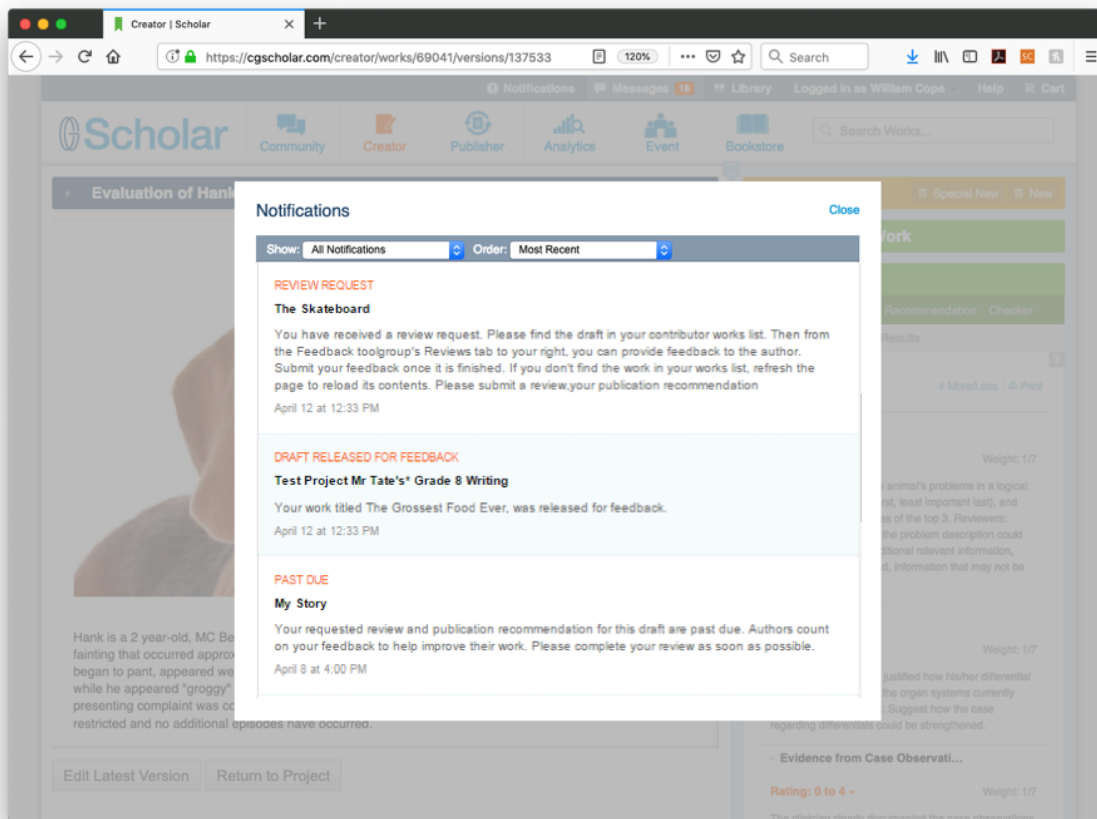
- *Review Requests:* When it is time for you to give feedback on another creator's work, you will receive a notification. You will see an alert in the notifications area in the top bar, and this will be mirrored in an email. Click on the notification, and you will be taken directly to the work requiring your feedback.
- *Number of Reviews:* You may receive slightly fewer or slightly more review requests than the expected number depending on the submissions of other members of your publishing community. If you have not received as many reviews as you expected or the reviews are not sufficient to revise, contact our publishing admin so they can assign new reviewers.
- *Time Priorities:* If you happen to be running late in a project, please prioritize review requests ahead of completing your own work.
- *Late Requests:* You may receive late requests if another creator is running behind time. Please respond to these requests as soon as you can, to give them a chance to catch up.

3.5.3 Writing Reviews
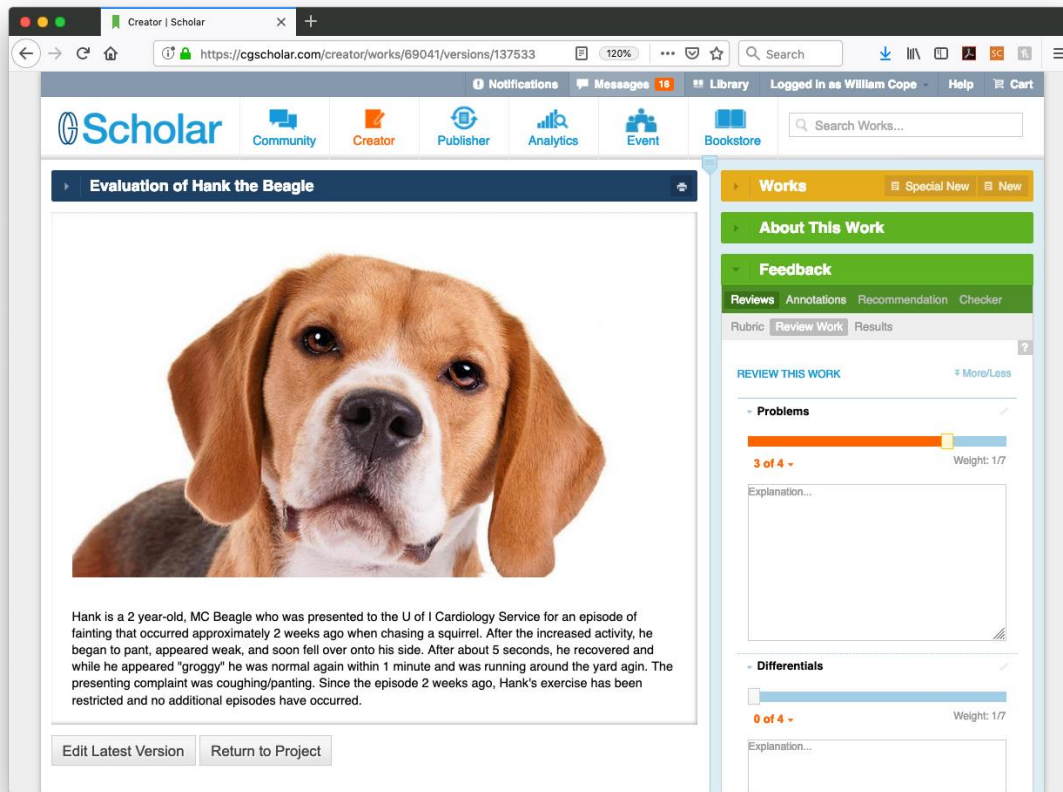
There are two aspects to Reviews: 1) a qualitative judgment expressed on a numbered scale; and 2) an open-ended explanation of this rating.

- First, read the Rubric carefully. You will find this at Feedback => Reviews => Rubric.
- Then take the 'Review Work' tab at Feedback => Reviews => Review Work. Pull the slider to give the work a number rating on each criterion. You can check the rating level descriptions here by opening the little orange triangle.
- You must write at least something in every explanation box. Then go to the bottom of this panel and save (if you are not finished and want to come back later) or submit (if you have finished all feedback requirements). Once you have submitted you cannot make further changes to a review.
- Be kind to peers in your reviews! Be as helpful as you can, offering them constructive suggestions. Feedback should be unique (not copy/pasted) and be directly relevant to the work under review section.

3.5.4 Annotating the Text
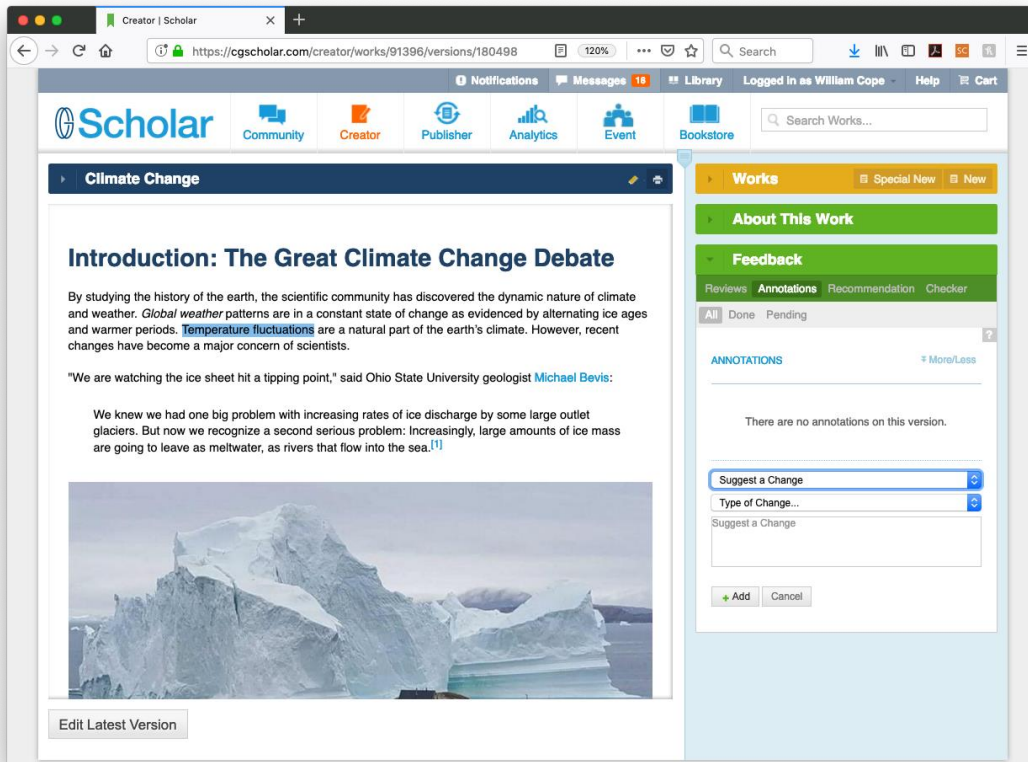
As well as giving feedback through a review, you may be required to annotate the work. An annotation is a comment or a suggested change about a specific part of a work.

- To make an annotation go to Feedback => Annotations.
- Then highlight the text you wish to annotate, and click "Create Annotation."
- Select whether you want to make a comment or suggest a change. If you are suggesting a change, indicate the type of change you would like to suggest.

- To view annotations, hover over the annotated text in the Annotations tab on the right side of the screen, and it will be highlighted at the same time in the body of the text to the left.
- The creator can discuss a particular comment here with the person who has made the feedback—that contributor will be anonymous or named, depending on the project settings created by the admin.

3.5.5 Submitting Feedback
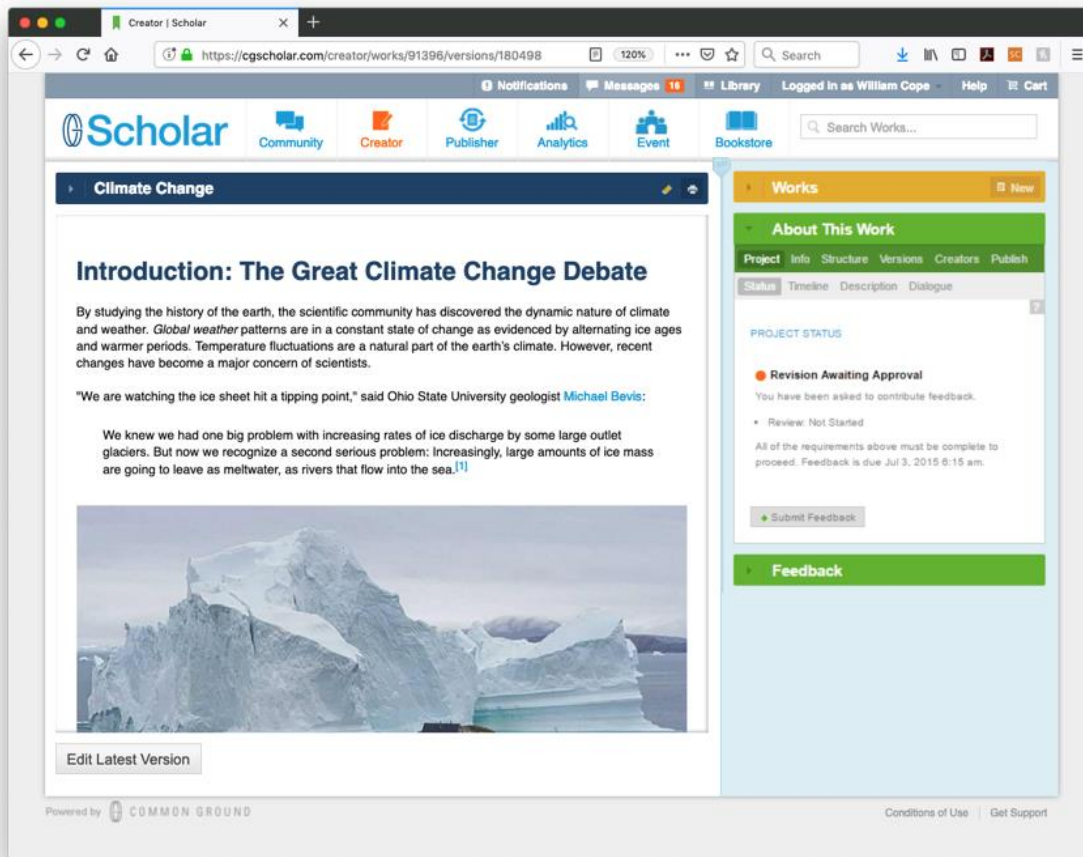
When you have finished your review of a peer's work, make sure you have completed any other requirements such as "Annotations" and a "Publication Recommendation."

- Submit your feedback at About This Work => Project => Status.
- If your publishing admin has requested you to offer more than one of these kinds of feedback, you will only be able to submit your feedback when all of their feedback requirements have been completed.
- It is a good idea to do Annotations (specific comments) before Reviews (more general comments), because ideas will come to you
- Wait until you have completed all pending reviews before submitting. More ideas might come to you while you review another work.

3.5.6 Additional Feedback Cycles

If you, the creator, or your admin believe you should go through another feedback cycle:

1. Go to About This Work => Structure => hover over the version to be duplicated => select the Duplicate icon.
2. Go to About This Work => Publish and request your admin to create a new publishing project.