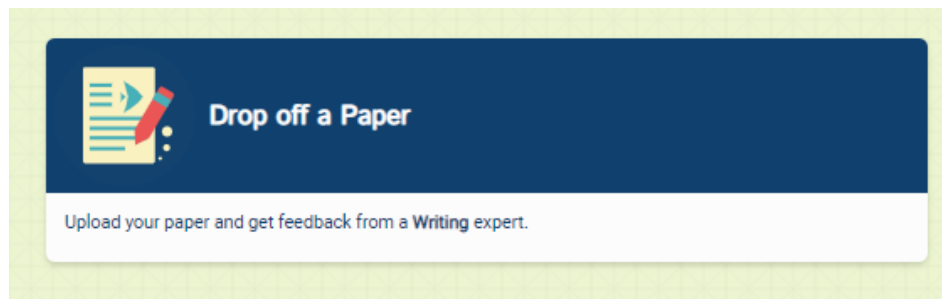# Pisces for Paper Review

Student Paper Submission

To drop off a paper, a student selects the "Drop off a Paper" option from his or her dashboard.

This takes the student to a form. On the first page of the form, the student is asked for the title of the paper, a description of the writing assignment, and has an option to denote that English is not his or her first language.

On the next page of the form, the student can select two areas of feedback for the writing tutor to focus on, the citation style of the paper, the type of paper, and whether there is a page length requirement.
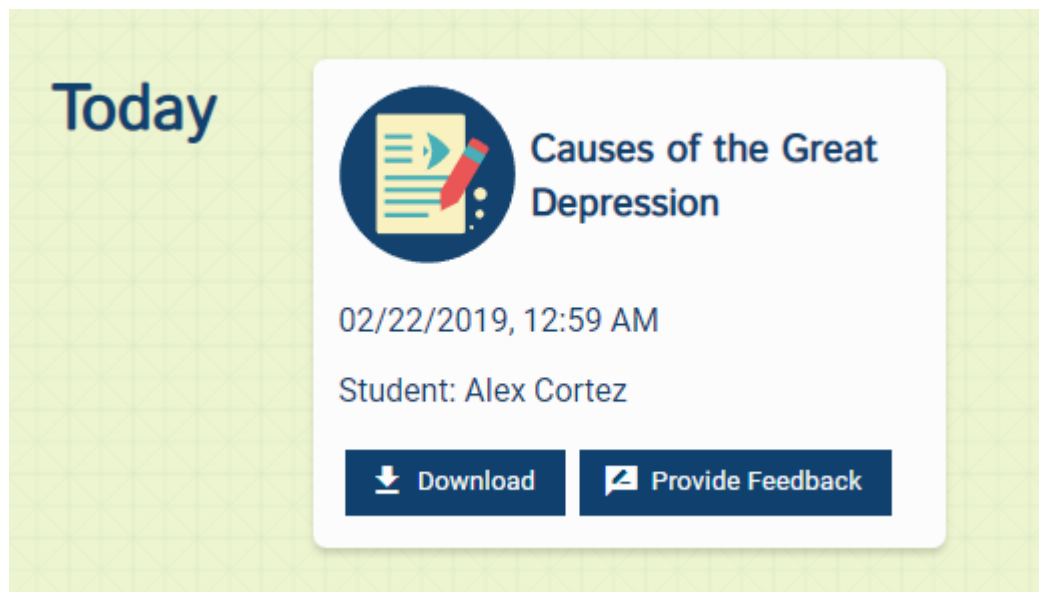

On the last page of the form, the student selects the paper to upload. The paper can be a PDF or a Word document.

Providing Feedback for a Dropped-Off Paper

A few minutes after the student uploads his or her paper, it will be available for you to review. To start your review, select the "Provide Feedback for Dropped-Off Papers" option from your dashboard.

Selecting the download button will cause the original PDF or Word document to download. Selecting the button to provide feedback opens the paper-review version of the Pisces drawing canvas, as shown below. Note that the first page contains information from the form the student filled out, as well as space to put a summary of your feedback.
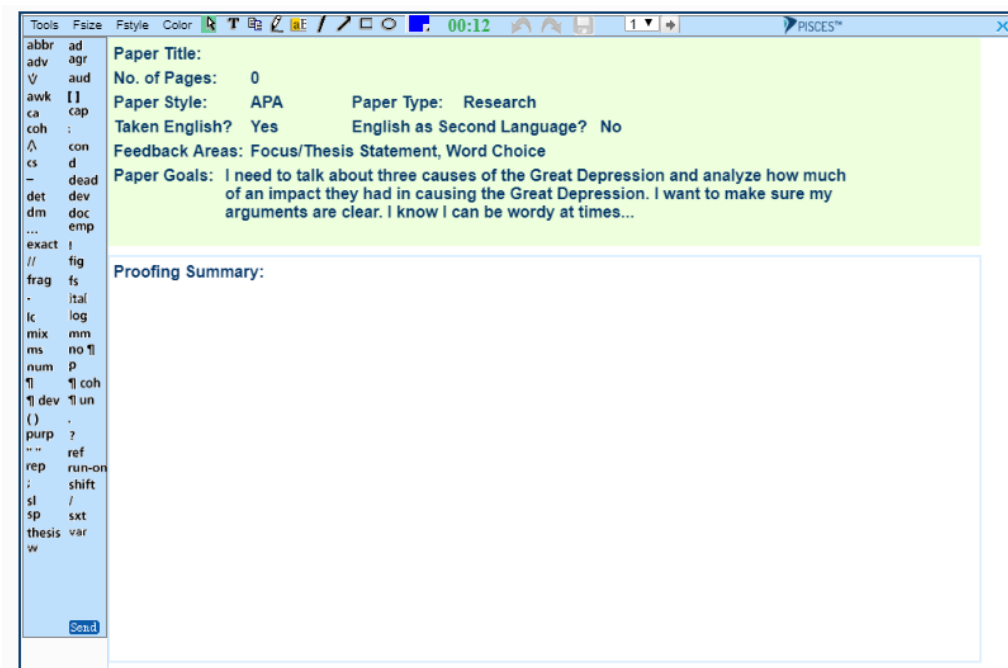
Use the drop-down menu or right arrow at the top of the canvas to move through the different pages of the paper. You can then use the proofing stamps on the left and the tools at the top of the board to create inline comments.
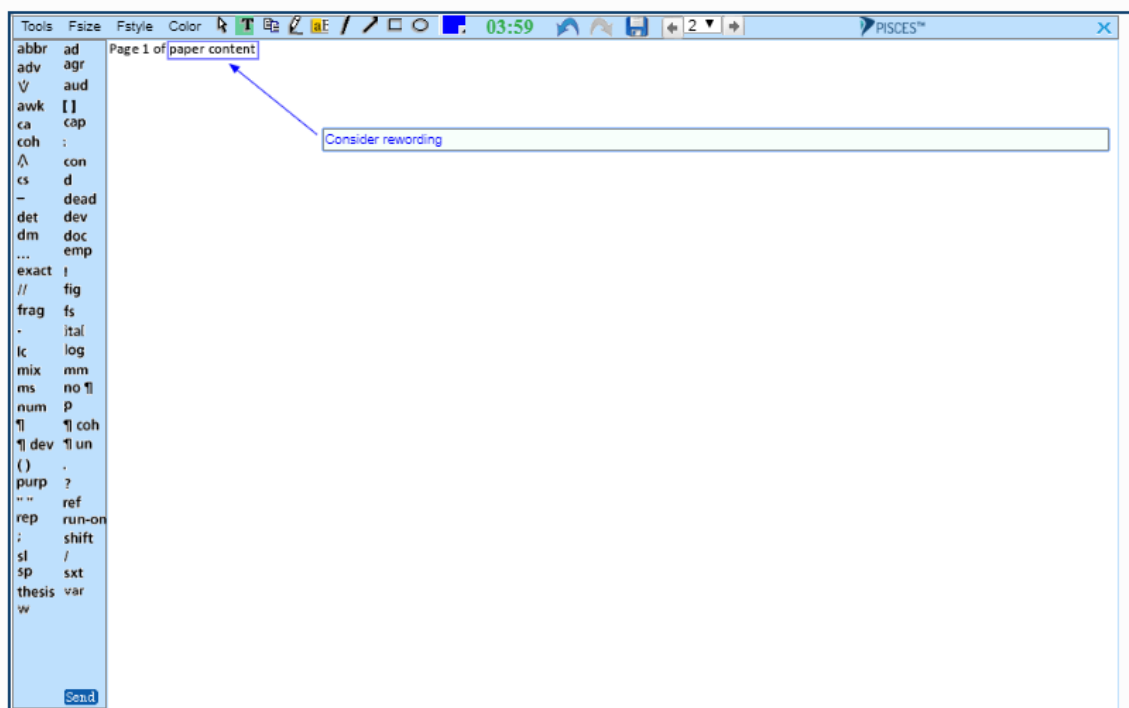
When you are ready to send your review back to the student, select the "Send" button in the lower-left corner. The review will be returned to the student as a PDF. Both you and the student can view the returned paper in the locker. To get to your locker, select the locker option from your dashboard.