

Workshop

The workshop activity module enables the collection, review and peer assessment of students' work. Students can submit any digital content, such as word-processed documents or spreadsheets and can also type text directly into a field using the text editor. Submissions are assessed using a multi-criteria assessment form defined by the teacher.

The process of peer assessment and understanding the assessment and undertaking the assessment form can be practised in advance with example submissions provided by the teacher, together with a reference assessment. Students are given the opportunity to assess one or more of their peers' submissions. Submissions and reviewers may be anonymous if required.

Students obtain two grades in a workshop activity – a grade for their submission and a grade for their assessment of their peers' submissions. Both grades are recorded in the gradebook.

- **Step 1:**
- **Step 2:** **+ Add an activity or resource**
- **Step 3:** Add Workshop
- **Step 4:** Add name and description

 Adding a new Workshop ©

▼ General

Workshop name*

Description

Display description on course page ?

- **Step 5:** Select Grade settings

Grading Strategy

This determines the assessment form students will use and also the strategy for grading submissions. For more detailed descriptions see Grading Strategies. Note:

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Grading strategies can't be changed once we have entered the submission phase of a workshop

- **Accumulative grading:** Comments and a grade are given regarding the aspects of the workshop specified.
- **Comments:** Comments are given but no grade can be given to the specified aspects
- **Number of Errors:** A yes/no assessment is used and comments are given for specified assertions
- **Rubric:** A level assessment is given regarding specified criteria

Grade for Submission

This sets the maximum grade a student can attain from a teacher for a given submission. It is scaled between 0-100

Grade for Assessment

Sets the maximum grade a student can receive for assessing other students' work. It is also scaled between 0-100.

(The student will be given a grade here based on his/her accuracy in grading. The system determines what the average range of marks were for the submissions. Each student is then given a grade to demonstrate his/her alignment with the average range of marks. For example, the average grades are 75, 66, 80... Johnny gives his classmate a mark of 40. The system will then penalise Johnny for giving a grade which is outside of the average range, i.e. his final mark will be lowered. As a lecturer, you are encouraged to look at those marks that the system has flagged in this way and override the grade if you feel it is needed.)

Decimal places in grade

Decide here how many decimal places are allowed in the grade.

▼ Grading settings

Grading strategy ?	Accumulative grading ▼	
Grade for submission ?	80 ▼	Uncategorised ▼
Grade for assessment ?	20 ▼	Uncategorised ▼
Decimal places in grades	0 ▼	

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➤ **Step 6: Select Submission settings**

Instructions for submission

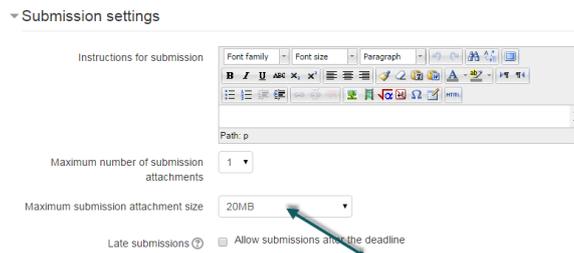
Explain here what students must submit.

Maximum number of submission attachments

If you wish students to attach files, select how many here, up to a maximum of 7. If you leave it at 0 then they can only enter text.

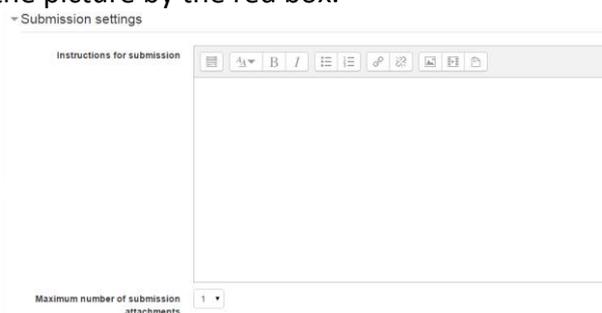
Maximum File Size

Select the maximum file size: 20MB



Late Submissions

Ticking this box will allow students to submit after the deadline. Once the workshop has been made we can then set more settings relating to submissions. This is done through clicking on the menu highlighted below which is found when you click on the workshop's link or after clicking "Save and Display" on completion of the workshop. To access the menu simply click on "Allocate Submissions". It is highlighted in the picture by the red box.



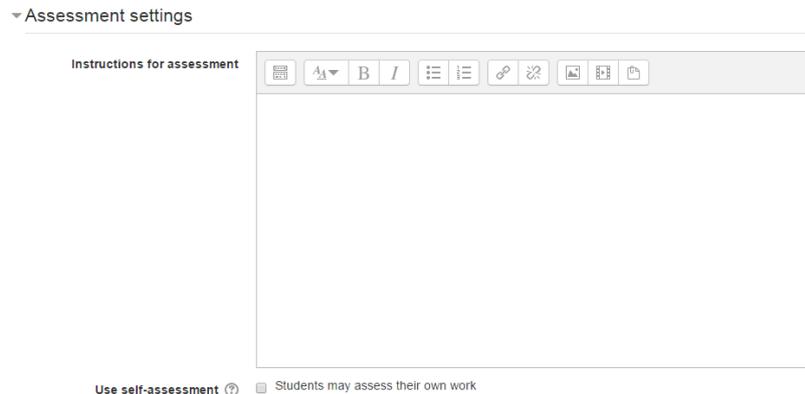
➤ **Step 7: Select Assessment Settings**

Teachers can write instructions for assessments online. This is very useful to help students have a better understanding about the important points of a task before

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assessing their classmates' submissions. After the workshop has been made, teachers can set more settings related to assessments.



➤ **Step 8: Select Feedback**

Overall feedback mode

If this is enabled, a text box appears at the bottom of each assessment form for reviewers to give an overall comment about the submission. Depending on whether it is set to "Enabled and optional" or "Enabled and required", reviewers will either have the choice of leaving overall feedback or they will be forced to do so.

Maximum number of overall feedback attachments

Choose how many files you wish reviewers to attach to their overall feedback, up to a maximum of 7.

Maximum overall feedback attachment size

Decide here how large a feedback file students can upload. The size will depend on the course upload limit.

Conclusion

It is possible to add some custom text which the students will see once they reach the end of the workshop process. This might be a general summary or suggestions on what should be done next, such as writing a blog post to reflect on the experience.

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Feedback

Overall feedback mode

Maximum number of overall feedback attachments

Maximum overall feedback attachment size

Conclusion

➤ **Step 9: Select Example Submissions**

There are three options in this drop down menu: The first option means that the assessment of the example submission is voluntary, while the second and the third ones make it mandatory, which either requires students to assess example submissions before submitting their own work or after their own submission but before peer-assessment.

Note: Assessments of the example submission are not counted when calculating the grade for assessment.

Example submissions

Use examples Example submissions are provided for practice in assessing

Mode of examples assessment

➤ **Step 10: Select Availability**

- This section deals with setting submission times and assessment times for the workshop. That is the time when students can start submitting as well as the deadline for submitting, and similarly the time assessments for other students' work start and when they must finish assessing other students work.
- All dates - open for submissions from, submissions deadline, open for assessment from and assessment deadline - are displayed in the course calendar.
- Availability lets teacher decide if they want a workshop with a closed schedule or one that is open ended. Setting an opening time but leaving the

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deadline open makes it an ongoing activity. To set the opening time and deadline for either submissions or assessments teachers must click the enable button next to the option they want to set. Once the enabled has been checked the 5 drop down boxes will be activated and available for change.

- The first three boxes correspond to the date and we can either set this box by box or by selecting the date in the calendar that pops up when any of the date boxes are selected. The last two boxes correspond to the time in 24 hour time, the first of the two being hours and the second being minutes. Teachers simply set the desired time for each of the sections they wish to activate.
- If teachers check the box "switch to the next phase after the submissions deadline", the workshop will automatically switch to the assessment phase after the next cron job.

➤ **Step 11:** [Save and return to course](#)

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