

Moodle Workshop

The workshop activity module enables the collection, review and peer assessment of students' work. Students can submit any digital content (files), 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. Students are given the opportunity to assess one or more of their peers' submissions. Submissions and reviewers may be anonymous if applicable.

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.

To add a Workshop activity to your Moodle course:

- 1) Click "Turn editing on", click on "Add an activity or Resource" in the topic box in which you want the Workshop to appear, and then choose "Workshop" from the alphabetical menu. Once you click "Add", you will be taken to the "Settings" page to choose all of the customizable options for the workshop module.
- 2) Give the workshop a Title and Description. You also have the option of displaying the description on the main course page.
- 3) Set up grading for the submissions and the assessments – there are 4 options:
 - Accumulative grading - Comments and a grade are given regarding specified aspects
 - Comments - Comments are given regarding specified aspects but no grade can be given
 - Number of errors - Comments and a yes/no assessment are given regarding specified assertions
 - Rubric - A level assessment is given regarding specified criteria
- 4) Instructions for submission: This is an optional field but may be useful if you have specific criteria for the submissions (e.g. format, file type, etc.) that you want to convey to students
- 5) Instructions for Assessment: Also an optional field, but helpful if specific directions need to be given to the students while assessing the other students' work. This is also where the option of self-assessment is if the students are allowed to assess their own work. If applicable, make sure to click on the check-box next to "Students may assess their own work" to enable this feature.
- 6) Overall feedback mode: If enabled, a text field is displayed at the bottom of the assessment form. Reviewers can put the overall assessment of the submission there, or provide additional explanation of their assessment.
- 7) Availability: choose when the dates are for the submissions to be open, as well as the dates for when students assess the work of others
- 8) Scroll all the way to the bottom to click "Save and display" to view your new Workshop module

The “Phase box” is an **interactive box** that you will refer to throughout the peer review process to keep yourself organized and to keep track of students’ progress. Feel free to click on the question marks  for clarification!

You can manually switch phases by clicking on the lightbulb icon  at the top of each column.

Setup phase 	Submission phase 	Assessment phase	Grading evaluation phase 	Closed 
<ul style="list-style-type: none">  Set the workshop description  Provide instructions for submission  Edit assessment form 	<ul style="list-style-type: none">  Provide instructions for assessment  Allocate submissions expected: 6 submitted: 5 to allocate: 1  There is at least one author who has not yet submitted their work  Open for submissions from Tuesday, 6 January 2015, 2:00 PM (2 days ago)  Submissions deadline: Tuesday, 6 January 2015, 3:15 PM (2 days ago)  Time restrictions do not apply to you 	<ul style="list-style-type: none">  Assessment deadline: Tuesday, 6 January 2015, 3:40 PM (2 days ago)  Time restrictions do not apply to you 	<ul style="list-style-type: none">  Calculate submission grades expected: 6 calculated: 0  Calculate assessment grades expected: 6 calculated: 0  Provide a conclusion of the activity 	

(Note: Moodle will not automatically switch from Setup Phase to Submission phase, but will automatically switch from submission to assessment and assessment to grading evaluation based on deadlines you set for submission and assessment when setting up the Workshop. If you manually switch phases, it will override those deadlines. Students won’t be able to submit even if they are within the deadline if the submission phase is not activated.)

			
→ Green checkmark means that you have completed the necessary step	→ Red X means something is incomplete, missing or has not started.	→ Info circle means there are updates and information.	→ Grey checkmark means that a phase must begin before completing