Moodle – Workshop

Moodle Workshop is a peer review activity suitable for use with students. It is similar to Moodle Assignment in many ways and it is recommended that both staff and students are familiar with using Assignment before using Workshop.

Use

Workshop can be used so that students can assess the work of their peers and to receive feedback from their peers. Staff can define assessment criteria for students to use. The activity grades the students in two ways: students can grade each other and staff can look at the quality of feedback and give students a grade for that (so they get one grade for how good their work is, and another for how good they are at giving feedback). It can also be used for students to self-assess. Remember that the maximum file upload for Moodle is 100mb per single file.

Set up

1. Go to the front page of your course and click on the **Gear Icon**.
2. Click turn editing on.
3. Choose the topic that you want to add your activity to and click on **Add an activity or resource.**
4. From the menu choose **Workshop**.
5. Complete the following sections:

General

Workshop name: This will be the link text on the front page of your course

Description: Give an overview of what this activity is and what action is required by the student.

Grading Settings

Grading strategy: What you decide here will determine how students grade each other

- Accumulative – Comments and grades given
- Comments – Comments but no grades
- Number of errors – Comments and yes/no responses
- Rubric - Marked against specified criteria

Grade for submission: Sets the maximum gat that can be given by staff

Submission grade to pass: Pass level can be added

Grade for assessment: Sets the maximum grad that can be received for assessing another student's work.

Assessment grade to pass: Pass level can be added

Submission settings

Instructions for submission: These are the instructions the student will see when they go to the workshop activity.

Maximum number of submission attachments: Determines how many files a student can upload (set to'0' will only allow students to enter text directly in to Moodle).

Maximum submission attachment size: How large a file can be.

Late submissions: if students are allowed to submit late a staff member must manually assign the submission for marking as this will not happen automatically.

Assessment settings

Instructions for assessment: Give clear instructions on how students are expected to assess allocated assignments.

Use self-assessment: If ticked students can assess their own work.

Feedback

Overall feedback mode: Depending on what you choose students can or will be required to give overall feedback on the assignment that they assess.

Maximum number of overall feedback attachments: This allows the student to attach files if they want to.

Maximum overall feedback attachment size: How large the file attachment can be.

Conclusion: This is displayed to participants at the end of the activity. You can add additional information here along with further instructions.

Example submission

Use examples: You can choose to upload an example submission for students to assess.

Mode of example assessment: You can set the example answer to read only or require students to assess it as a practice run before assessing student submissions.

Availability

Open for submissions: When students can start submitting work

Submissions deadline: End date for submissions

Switch to next phase after the submission deadline: This automatically switches to the submission phase. You need to use the **'scheduled allocation method'** too otherwise this will not work (You still need to manually move this along in the Phase screen however).

Open for assessment from: When students can assess from.

Deadline for assessment: When assessing stops.

Workshop phases

This screen allows you to see what action is to be taken and what 'phase' the workshop is at by which column is coloured green. To 'switch phase' click on the light bulb icon.

A green tick represents a setup or completed stage and a red cross means that action is required by the staff member.

Setup Phase
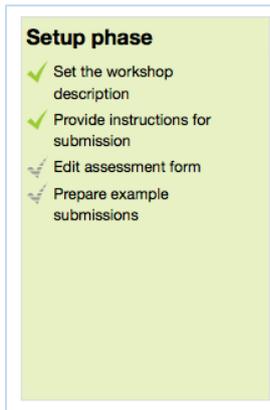
Edit assessment form: This allows you to fill out the marking criteria for your students to use.

Prepare example submission: This allows you to add an example submission (if required) once you have set up your assessment form.

Setup phase

- ✔ Set the workshop description
- ✔ Provide instructions for submission
- ✔ Edit assessment form
- ✔ Prepare example submissions

Submission phase

In the submission phase you need to set up how assignments will be allocated to students for assessment.

To do this click on the 'set up scheduled allocation' in the submission phase column. This will take you to a screen with three tabs. Choose the allocation type you want to use.

Manual allocation: You manually assign submissions to students for marking.

Random allocation: Moodle assigns submissions to students for marking. You have various others options available to you here including allowing students to mark more than one assignment and allowing students who have **not** submitted to mark.

Scheduled allocation: If set this puts this automatically starts the random allocation otherwise the staff member will have to move the assignment to the submission phase manually.

Assessment phase

There are three potential assessment types for students.

Example: If the teacher has supplied an example answer it is possible to set it that students must submit this first before they can mark their allocated students work.

Assessing fellow students (Peer) work: The student will mark work allocated to them using whatever criteria the staff member has provided through the workshop activity. Students are given a grade for both the work they grade and the grade for their own submission.

Self-marking: If enabled students can assess their own submission using the provided marking criteria. Staff can review this to see if it the student as been able to be objective whilst reviewing their own work.

Grading phase

When you switch to this phase you have two options available to you along as being able to manually grade student submissions.

In this phase you will see student submissions and grades and comments given by student marking.

Grading evaluation method

Comparison with the best assessment is the only option available at the moment. This will compare all assessments with the best assessment and grade accordingly (best gets 100% and then sliding scale).

Comparison of assessments

This setting dictates how strict a match the assignment must have with the 'best assignment'. If it is a strict comparison it means that the more similar the submission the higher the mark.