



Add and Configure a Workshop Activity



Lecturer

On this guide:

- [Creating Workshop Activity](#)
- [Configure Workshop Options](#)

Overview

The *Workshop* activity allows students to submit their work, review, and assess peers' work. Students can submit **Online text**, **File submission**, or **both**. Students evaluate their peers' work based on the set criteria. Allocations of submission and assessments are both configured by the Lecturer. The submissions and reviewers can be assigned at anonymous.

Students can get grades in *Workshop* activity, one from the submitted work and the other from assessing their peers' submission. Both are recorded in the grade book.

The *Workshop* activity comprises the setup phase, submission phase, assessment phase, and grading evaluation phase.

Setup phase Current phase ●	Submission phase Switch to the submission phase	Assessment phase Switch to the assessment phase	Grading evaluation phase Switch to the evaluation phase	Closed Close workshop
<ul style="list-style-type: none"> ✓ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form ✓ Switch to the next phase 	<ul style="list-style-type: none"> ✓ Provide instructions for assessment ✓ Allocate submissions expected: 4 submitted: 0 to allocate: 0 ⓘ Open for submissions from Friday, June 21, 2019, 6:19 AM (32 days ago) ⓘ Submissions deadline: Wednesday, June 26, 2019, 4:19 PM (27 days ago) ⓘ Late submissions are allowed ⓘ Time restrictions do not apply to you 	<ul style="list-style-type: none"> ⓘ Open for assessment from Wednesday, June 26, 2019, 10:19 PM (27 days ago) ⓘ Assessment deadline: Friday, June 28, 2019, 11:19 AM (25 days ago) ⓘ Time restrictions do not apply to you 	<ul style="list-style-type: none"> ✓ Calculate submission grades expected: 4 calculated: 0 ✓ Calculate assessment grades expected: 4 calculated: 0 ✓ Provide a conclusion of the activity 	


- **Setup phase.** In this phase, the Lecturer sets the general settings for the activity.
- **Submission phase.** In this phase, students submit their work.
- **Assessment phase.** In this phase, students evaluate their peers' work. Allowing students to examine their peers' work and assign a mark.
- **Grading evaluation phase.** The final phase is where students' grades are finalized based on the weighted components configured by the Lecturer. Lecturers can override grades assigned by students in the previous phase.

Pre-condition

- The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
- The Course Editing is on. See [Course Editing On/Off](#).

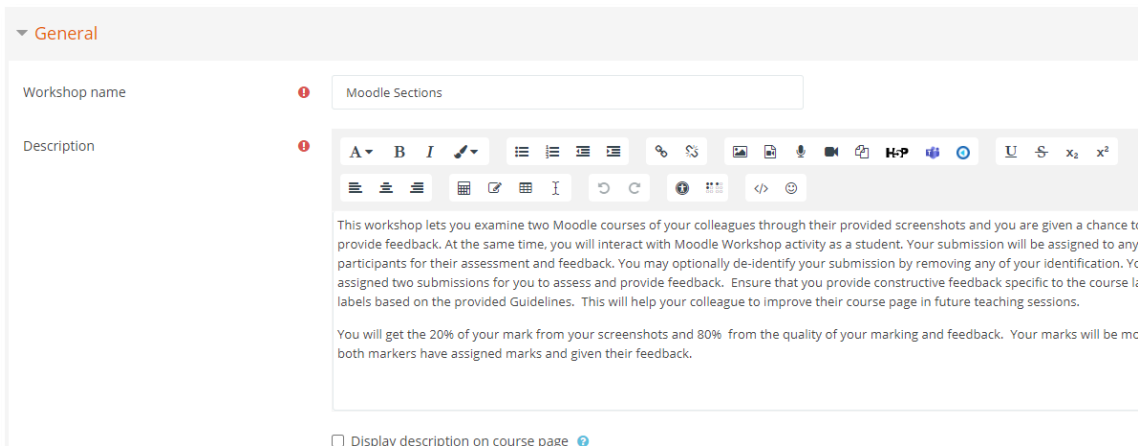
A. Creating Workshop Activity

Procedure

1. Planning for a Workshop activity
 - a. Review the [Configure Workshop Options](#) for details of Workshop activity settings.
2. Adding a Workshop activity
 - a. Go to the section where you want to add a Workshop activity.
 - b. Create a Workshop activity . The Workshop Activity can be found under Activities or All tabs. See [Adding an Activity or Resource in a section.](#)

3. Setting the General

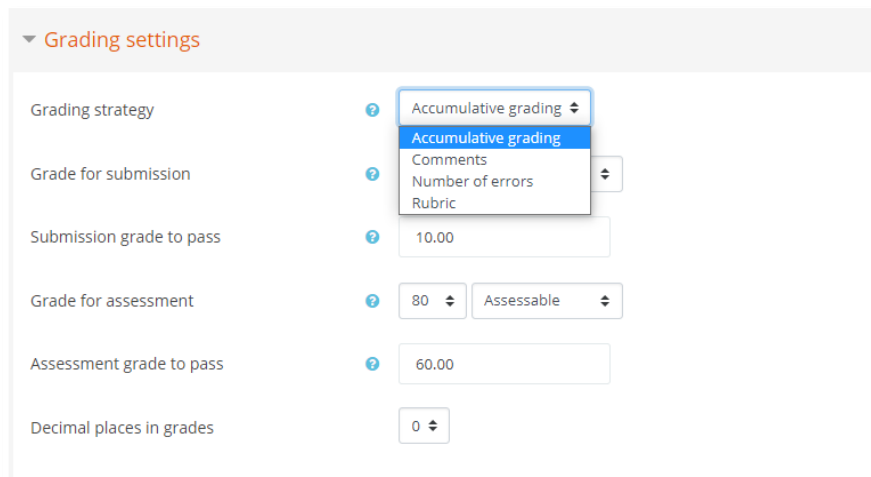
- a. Enter the **name** and **description**. See [Configure Workshop Options](#) for required and optional settings. **Note:** Description may not be elaborate as they will not be shown during the submission phase. See [Convention for Name and Description of an Activity or Resource](#)



The screenshot shows the 'General' tab of the Moodle Workshop activity configuration. The 'Workshop name' field contains 'Moodle Sections'. The 'Description' field contains a detailed text about the workshop's purpose and grading. Below the description, there is a checkbox labeled 'Display description on course page' which is currently unchecked.

4. Setting the Grading

- a. Set the **Grading strategy**.
- b. Set the **Grade for submission** and **Grade for submission to pass**.
- c. Set the **Grade for assessment** and **Assessment grade to pass**.
- d. Set the **Decimal places in grades**. The default value is 2.



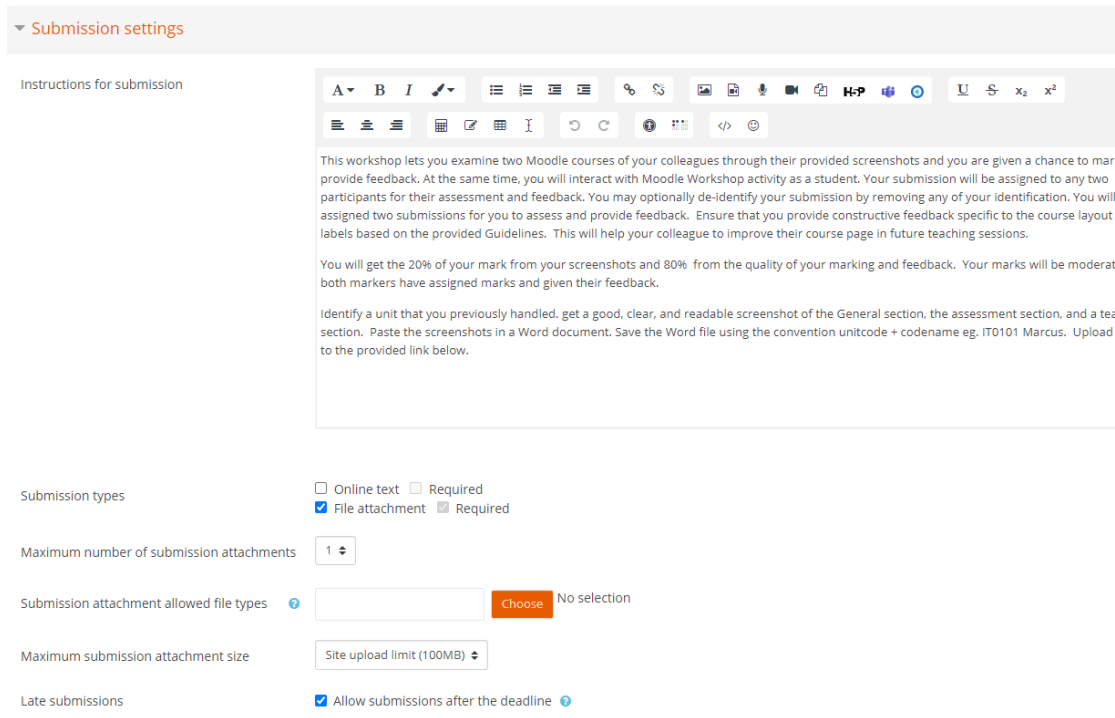
The screenshot shows the 'Grading settings' tab of the Moodle Workshop activity configuration. The 'Grading strategy' dropdown menu is open, showing options: 'Accumulative grading' (selected), 'Comments', 'Number of errors', and 'Rubric'. Other settings include: 'Grade for submission' (10.00), 'Submission grade to pass' (10.00), 'Grade for assessment' (80), 'Assessment grade to pass' (60.00), and 'Decimal places in grades' (0).

5. Setting Submission

- Enter the elaborative **Instruction for submission**.
- Set the **Submission types**,
 - If **File attachment** is *enabled*, set the **Maximum number of submission attachments, Submission attachment allowed filetypes, Maximum submission attachment size**.
 - If both are enabled, choose the required submission types.

See [Convention for Name and Description of an Activity or Resource](#)

- Tick the *Allow submissions after the deadline*.



The screenshot shows the 'Submission settings' form in Moodle. The 'Instructions for submission' text area contains the following text:

This workshop lets you examine two Moodle courses of your colleagues through their provided screenshots and you are given a chance to mark and provide feedback. At the same time, you will interact with Moodle Workshop activity as a student. Your submission will be assigned to any two participants for their assessment and feedback. You may optionally de-identify your submission by removing any of your identification. You will be assigned two submissions for you to assess and provide feedback. Ensure that you provide constructive feedback specific to the course layout and labels based on the provided Guidelines. This will help your colleague to improve their course page in future teaching sessions.

You will get the 20% of your mark from your screenshots and 80% from the quality of your marking and feedback. Your marks will be moderated by both markers have assigned marks and given their feedback.

Identify a unit that you previously handled, get a good, clear, and readable screenshot of the General section, the assessment section, and a teaching section. Paste the screenshots in a Word document. Save the Word file using the convention unitcode + codename eg. IT0101 Marcus. Upload to the provided link below.

The 'Submission types' section shows the following settings:

- ☐ Online text ☐ Required
- ☒ File attachment ☐ Required

The 'Maximum number of submission attachments' is set to 1.

The 'Submission attachment allowed file types' is set to 'No selection'.

The 'Maximum submission attachment size' is set to 'Site upload limit (100MB)'.

The 'Late submissions' section shows the following setting:

- ☒ Allow submissions after the deadline

6. Setting Assessment

- Enter **Instruction for assessments**.
- Depending on the nature of assessments, set the **Students may assess their own work**.

▼ **Assessment settings**

Instructions for assessment

Download the paper assigned to you for marking and examine and make yourself familiar with the marking guide. downloaded and start looking for the main items referred to by the marking guide. Start assigning marks to the pa provide comments. Repeat the procedure for the second time and realign your marking and comments. Provide c possible this will help your colleague to improve his work.

Use self-assessment ☒ Students may assess their own work

7. Setting Feedback

- Set the **Overall feedback mode**.
 - If enabled, set the **Maximum number of overall feedback attachmets**. The default is 0.
- Set the **Conclusion** text.

▼ **Feedback**

Overall feedback mode

Maximum number of overall feedback attachments

Conclusion

Thank you for allowing your colleagues to examine your paper and also for helping out your colleagues identifying their work strengths and weaknesses. In this activity, you have been given a chance to examine your colleagues' works using a marking guide in which you may have back at your work and realized that there is further work that needs to be done. It's great when you realize this as this will help you improv subsequent work.

8. Setting Example submissions

- Set **Example submissions are provided for practice in assessing**.
 - If enabled, choose the **Mode of examples assessments**.

▼ **Example submissions**

Use examples ☒ Example submissions are provided for practice in assessing

Mode of examples assessment

9. Setting Availability

- Tick the corresponding **Enable** checkbox if setting **Open for submissions from, Submissions deadline, Open for assessments from and Deadline for Submission**.

▼ Availability

Open for submissions from	21	September	2021	10	11		<input type="checkbox"/> Enable
Submissions deadline	21	September	2021	10	11		<input type="checkbox"/> Enable
Open for assessment from	21	September	2021	10	11		<input type="checkbox"/> Enable
Deadline for assessment	21	September	2021	10	11		<input type="checkbox"/> Enable

10. Setting Turnitin plagiarism plugin

- Select **Yes** if the requires the students paper to be feed to Turnitin.

▼ Turnitin plagiarism plugin settings

[QM Launch Quickmark Manager](#)

Enable Turnitin	Yes
Display Similarity Reports to Students	Yes <small>This setting is locked at the site level</small>
Allow submission of any file type?	Yes <small>This setting is locked at the site level</small>
Store Student Papers	Standard Repository

11. Setting Activity completion

- Set the Activity completion as below.

▼ Activity completion

Completion tracking	Show activity as complete when conditions are met
Require view	<input type="checkbox"/> Student must view this activity to complete it
Require grade	Assessment
Expect completed on	21 September 2021 10 11 <input type="checkbox"/> Enable

12. Save

- Leave other settings then click **Save and return to course** to go back to the course page or **Save and display** to display the **Workshop activity page**.

B. Configure Workshop Options

	Setting	Moodle Description	IBS Workshop Required and Recommended settings
General	Workshop name	Identifier and text display	<ul style="list-style-type: none"> See Convention for Name and Description of an Activity or Resource
	Description	Note about the Workshop.	<ul style="list-style-type: none"> See Convention for Name and Description of an Activity or Resource
	Display description on page	If enabled, the description will be displayed on the page just below the name activity or resource.	<ul style="list-style-type: none">
Grading Settings	Grading Strategy	<p>The grading strategy determines the assessment form used and the method of grading submissions. There are 4 options:</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none">
	Grade for submission	<p>This setting specifies the maximum grade that may be obtained for submitted work.</p> <ul style="list-style-type: none"> You can also specify the grade category. 	<ul style="list-style-type: none"> The Grade for submission and the Grade for assessment must be equal to the total grade of the assessment.
	Submission grade to pass	<p>This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.</p>	
	Grade for assessment	<p>This setting specifies the maximum grade that may be obtained for submission assessment.</p> <ul style="list-style-type: none"> You can also specify the grade category. 	<ul style="list-style-type: none"> The Grade for submission and the Grade for assessment must be equal to the total grade of the assessment.
	Instructions for submission	<ul style="list-style-type: none"> Students will see the instructions for submitting their work when the workshop is in the Submission phase. 	<ul style="list-style-type: none"> Include detailed submission instructions.

Submission Settings	Submission types	<ul style="list-style-type: none"> Online text allows students to enter their responses to the question directly. File attachment allows the student to upload a file containing their response to the question. 	<ul style="list-style-type: none">
	Maximum number of submission attachments	<ul style="list-style-type: none"> The number of attachments students can be uploaded. 	<ul style="list-style-type: none"> Default 1
	Submission attachments allowed file types	Submission attachment file types can be restricted by providing a list of allowed file types. If the field is left empty, then all file types are allowed.	<ul style="list-style-type: none">
	Late submissions	If enabled, an author may submit their work after the submissions deadline or during the assessment phase. Late submissions cannot be edited though.	<ul style="list-style-type: none"> Tick to allow submissions after the deadline.
Assessment Settings	Instruction for assessment		<ul style="list-style-type: none"> This should include the details of how students assess their peer's work. Information about the grading strategy may be included here.
	Use Self-assessment.	If enabled, a user may be allocated their own submission to assess and will receive a grade for assessment in addition to a grade for their submission.	<ul style="list-style-type: none">
Feedback	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.	<ul style="list-style-type: none"> Optional.
	Maximum number of overall feedback attachments	If set to >0, settings such as file types, Maximum overall feedback attachment size can be set.	
	Conclusion	Conclusion text is displayed to participants at the end of the activity.	

Example Submission	Use examples	If enabled, users can try assessing one or more example submissions and compare their assessment with a reference assessment. The grade is not counted in the grade for assessment.	•
Availability	<ul style="list-style-type: none"> • Open for submission from • Submissions deadline • Open for assessment from • Deadline for assessment 	<ul style="list-style-type: none"> • These are the dates of the submission period and assessments period if enabled. • If enabled, the phase move to the next once the date has passed otherwise, you have to manually shift the phases 	•
Turnitin plagiarism plugin settings	Enable Turnitin	Set to Yes to feed the submission to Turnitin; otherwise, set to No.	• Default No
	Rubric Other settings	Access rubric Manager to set rubric. All other settings follow sitewide Turnitin settings.	•
Activity completion	Completion tracking	<p>If enabled, activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.</p> <p>A tick next to the activity name on the course page indicates when the activity is complete.</p>	• For assessable, set to Show activity as complete when conditions are met.
	Required grade		• For assessable, set to enabled.