



Lecturer



## Workshop Activity Phases

### On this guide:

- A. [The Workshop Activity Page](#)
- B. [Setup Phase](#)
- C. [Submission Phase](#)
- D. [Assessment Phase](#)
- E. [Grading evaluation Phase](#)
- F. [Close Phase](#)

### Pre-condition

1. 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](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

For more details about Moodle Workshop, see [https://docs.moodle.org/311/en/Workshop\\_activity](https://docs.moodle.org/311/en/Workshop_activity)

## A. The Workshop Activity Page | [Top of the Document](#)

### Procedure

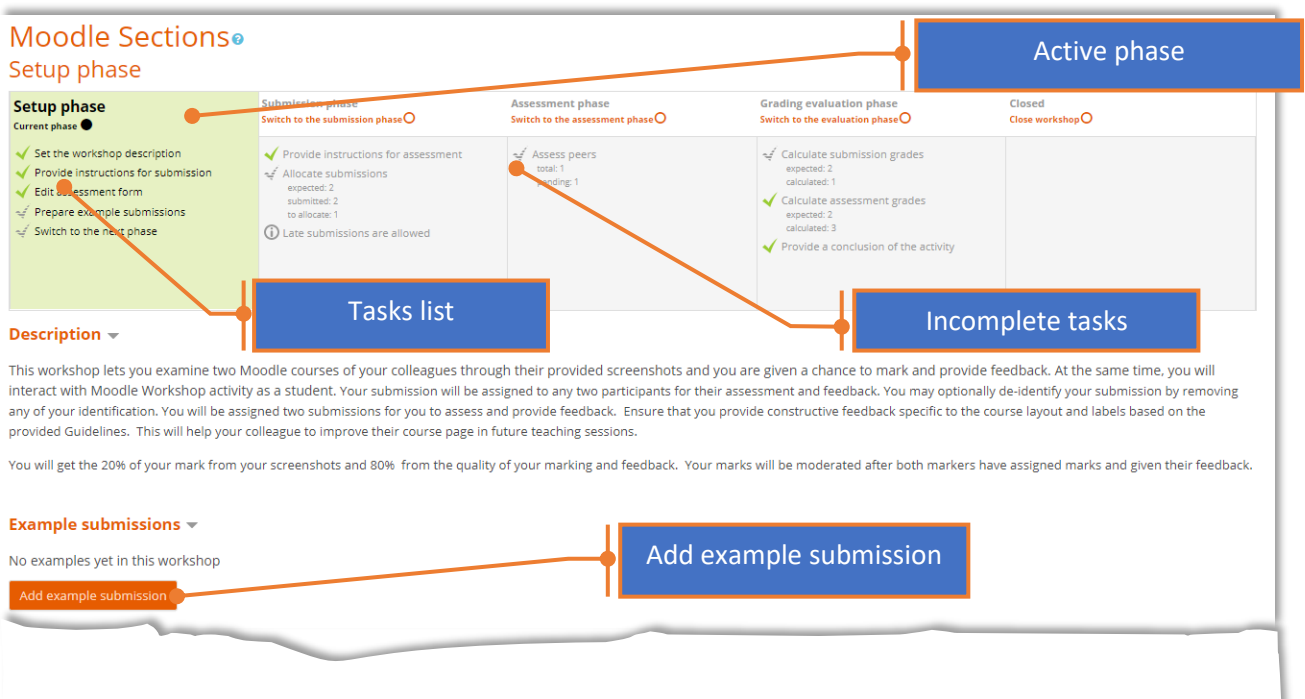
1. Accessing Workshop Activity page.
  - a. Find the Workshop Activity link on your Moodle course page. An assessable Workshop Activity can be found in the **Assessment section**, while non-assessable Workshop Activity can be found in the teaching sections.

- b. Click on the Turnitin link with icon  to access the Workshop submission page.

2. Examining Workshop activity page
  - a. On the *Workshop activity page*, include the summary of information about the assignment. This may include:
    - A brief description of the assessment
    - The total marks allocated for each part.
    - The submission start date, due date, and post date.
    - The period for peer review.
    - The assignment paper and supporting files. Click to download the assignment paper.

### Notes:

- Highlighted phase is the active phase.
- Each phase has corresponding tasks checklist that needs to be completed.
- A full green checkmark beside a task means completed. A broken gray checkmark means the task is incomplete. The lecturer needs to complete the tasks before moving to the next phase.



The screenshot shows the Moodle Workshop activity page with several phases and tasks. Annotations highlight key elements:

- Active phase:** The 'Setup phase' is highlighted in green, indicating it is the current active phase.
- Tasks list:** A box labeled 'Tasks list' points to the checklist of tasks for the current phase.
- Incomplete tasks:** A box labeled 'Incomplete tasks' points to tasks that have a broken gray checkmark, indicating they are not yet completed.
- Add example submission:** A box labeled 'Add example submission' points to the 'Add example submission' button at the bottom of the page.

The phases shown are:

- Setup phase (Current phase):**
  - Set the workshop description
  - Provide instructions for submission
  - Edit assessment form
  - Prepare example submissions
  - Switch to the next phase
- Submitted phase:**
  - Provide instructions for assessment
  - Allocate submissions (expected: 2, submitted: 2, to allocate: 1)
  - Late submissions are allowed
- Assessment phase:**
  - Assess peers (total: 1, pending: 1)
- Grading evaluation phase:**
  - Calculate submission grades (expected: 2, calculated: 1)
  - Calculate assessment grades (expected: 2, calculated: 3)
  - Provide a conclusion of the activity
- Closed:**
  - Close workshop

**Description:** 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 after both markers have assigned marks and given their feedback.

**Example submissions:** No examples yet in this workshop. [Add example submission](#)

## B. Setup Phase | [Top of the Document](#)

### Procedure

1. Completing the Setup phase tasks.
  - a. Click a task under the Setup Phase. The link will take you to the corresponding page where you can complete the task. If the task has no link, find the task on the same page, e.g., Prepare example submission is just below the description area.

**Note:** Some of the tasks may have been completed during the process of creating the Workshop activity. A complete green checkmark beside a task indicates the task has been completed; otherwise, you need to complete it. E.g., the first three tasks below are already complete.

### Moodle Sections 🔗

#### Setup 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"> <li>✔ Set the workshop description</li> <li>✔ Provide instructions for submission</li> <li>✔ Edit assessment form</li> <li>⚡ Prepare example submissions</li> <li>⚡ Switch to the next phase</li> </ul>	<ul style="list-style-type: none"> <li>✔ Provide instructions for assessment</li> <li>⚡ Allocate submissions expected: 2 submitted: 2 to allocate: 1</li> <li>ⓘ Late submissions are allowed</li> </ul>	<ul style="list-style-type: none"> <li>⚡ Assess peers total: 1 pending: 1</li> </ul>	<ul style="list-style-type: none"> <li>⚡ Calculate submission grades expected: 2 calculated: 1</li> <li>✔ Calculate assessment grades expected: 2 calculated: 3</li> <li>✔ Provide a conclusion of the activity</li> </ul>	

**Description** ▾

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 after both markers have assigned marks and given their feedback.

**Example submissions** ▾

No examples yet in this workshop

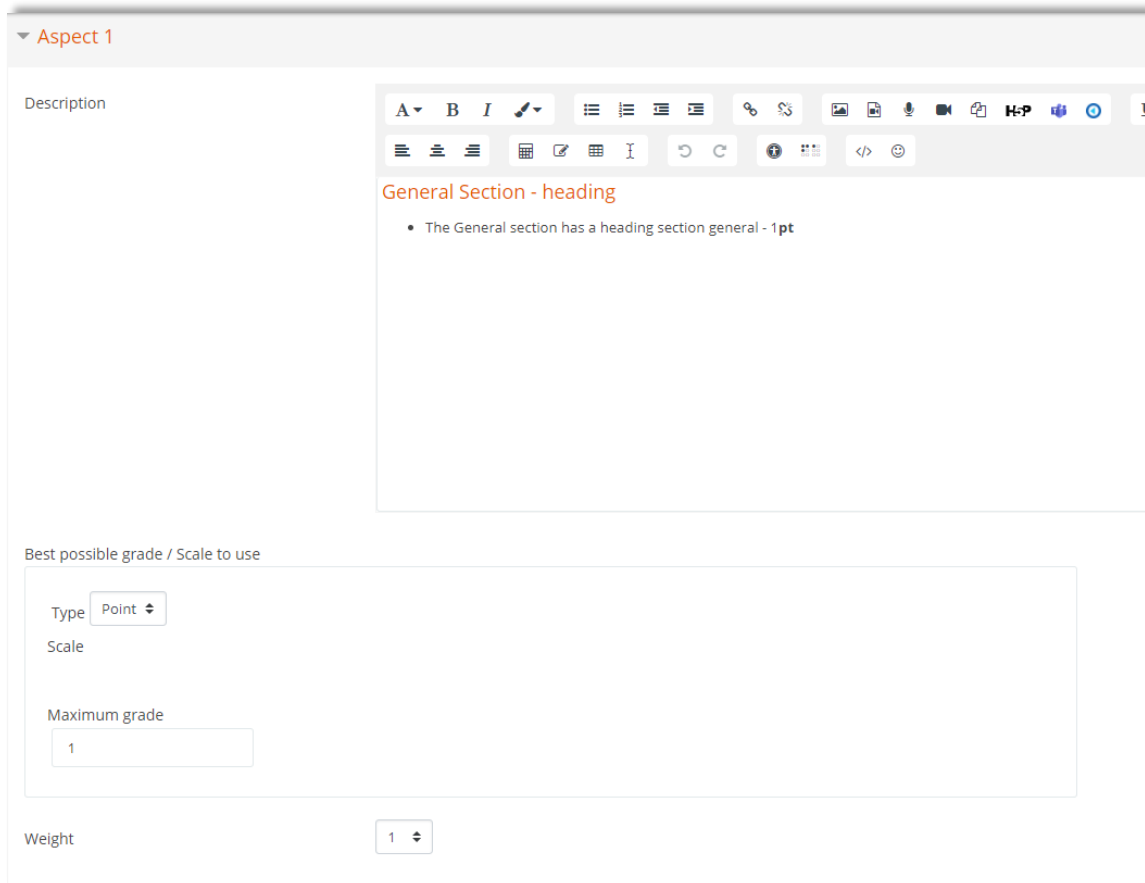
[Add example submission](#)

## 2. Editing Assessment Form

**Note 1:** Before you proceed with editing the assessment form, ensure that you already have the pre-planned aspects or criteria for grading.

**Note 2:** The steps below illustrate the Cumulative Assessment as Grading type. The stages for the other Grading types are slightly different.

- a. To start editing the assessment form, click on the **Edit assessment form** on the list under the Setup phase. The *Edit Assessment form* appears.
- b. Click the **Aspect 1** to expand.
- c. In the **Description**, enter a title and the descriptions of marking. See the example below.
- d. Select **Point** from the grading **Type**.
- e. Set the **Maximum grade**. **Note** the cumulative maximum grade for all the Aspects must be equal to the total mark of the assessment submission.
- f. Set the **Weight** to **1**
- g. Repeat steps (b) to (f) for the remaining aspects.



3. Prepares example submission (Optional, available only if Sample submission is enabled in the Workshop setting)
  - a. On the *Workshop activity page*, click **Add example submission** button. The *Sample submission page* appears.

## Moodle Sections

### Setup 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"> <li>✓ Set the workshop description</li> <li>✓ Provide instructions for submission</li> <li>✓ Edit assessment form</li> <li>✗ Prepare example submissions</li> <li>✗ Switch to the next phase</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>✗ Allocate submissions expected: 2 submitted: 2 to allocate: 1</li> <li>ⓘ Late submissions are allowed</li> </ul>	<ul style="list-style-type: none"> <li>✗ Assess peers total: 1 pending: 1</li> </ul>	<ul style="list-style-type: none"> <li>✗ Calculate submission grades expected: 2 calculated: 1</li> <li>✓ Calculate assessment grades expected: 2 calculated: 3</li> <li>✓ Provide a conclusion of the activity</li> </ul>	

### Description

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 after both markers have assigned marks and given their feedback.

### Example submissions

No examples yet in this workshop

[Add example submission](#)

- b. On the *Sample submission page*, enter the *Title*, the *Submission content* (if submission text is enabled), and *Attachment* by uploading the sample submission file (if file submission is enabled).

- c. Click **Save changes** button to save and take you back to the *Workshop activity page*.

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 document. Save the Word file using the convention unitcode + codename eg. IT0101 Marcus. Upload the file to the provided link below.

Submission

Title !


Submission content

Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, image, video, audio, help, undo, redo, source, and smiley.

Maximum number of submission attachments 1

Attachment Maximum file size: Unlimited

Files



2.2 The Mood...

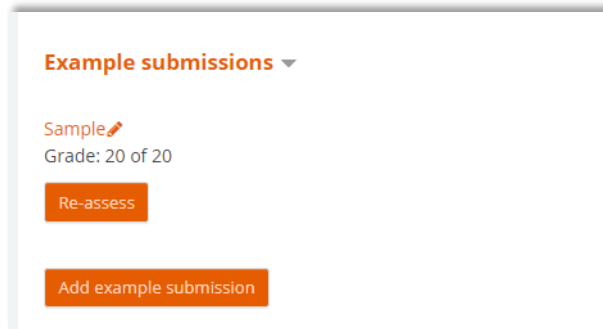
- d. The title of the submitted example is not under the **Example submissions**. Click the edit icon (✎) to edit.
- e. To add another example, repeat the previous steps.

**Example submissions** ▼

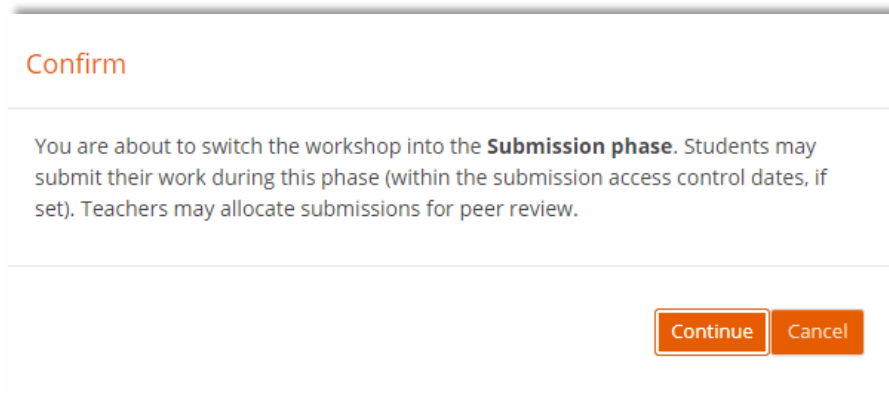
Sample ✎  
Grade: 20 of 20

4. Assessing the sample submission (Optional, available only if Sample submission is enabled in the Workshop setting)

- a. Click the **Asses** or **Re-asses** button under the sample submission title to assess based on the defined assessment form.



5. Switching to the Submission phase
  - a. Confirm that all checkmarks beside the tasks under the Setup phase have turned green.
  - b. Click **Switch to the next phase** on the list under the Setup phase. The confirmation dialog box appears.
  - c. On the confirmation dialog box, click **Continue** to confirm. This will take you to the next phase.



## C. Submission Phase | [Top of the Document](#)

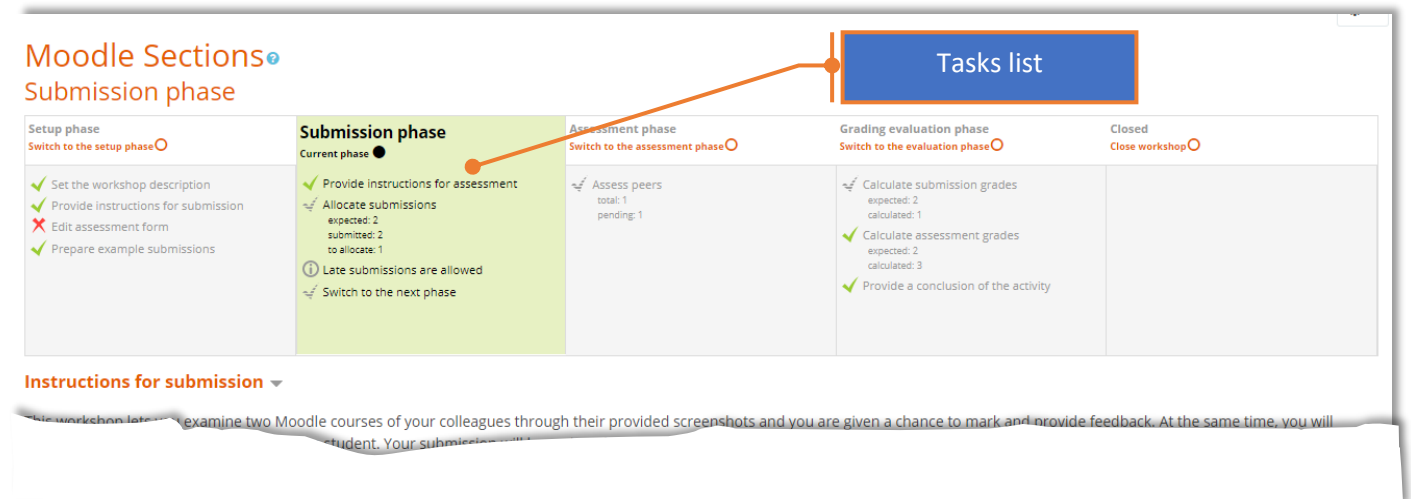
### Procedure

#### 1. Completing the Submission phase tasks.

- a. Click the task **Provide instruction for assessment** under the Submission Phase. The link will take the *Workshop editing* page.

**Note 1:** Some tasks may have been completed during the process of creating the Workshop activity. A complete green checkmark beside a task indicates the task has been completed; otherwise, you need to complete it.

**Note 2:** You can switch back and forth to another phase if you have missed out on tasks.



**Moodle Sections**  
Submission phase

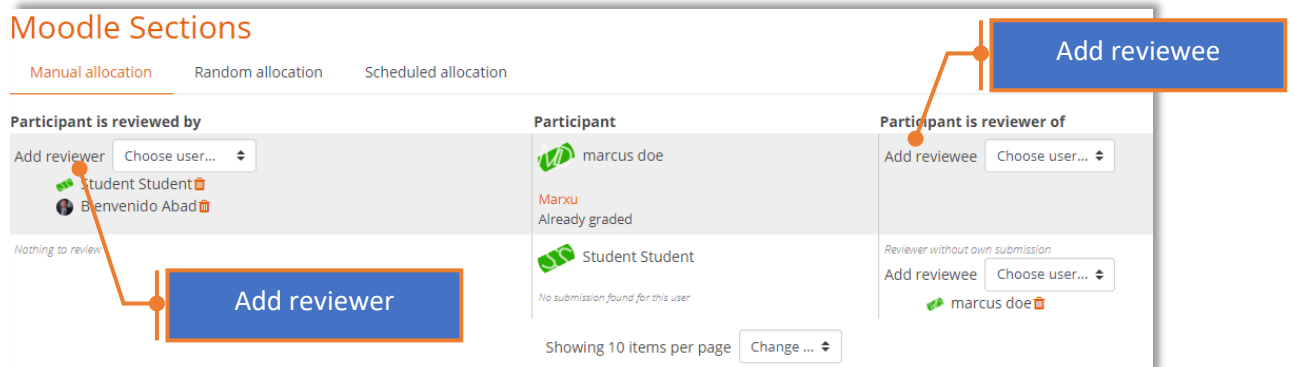
Setup phase Switch to the setup phase	Submission phase Current phase	Assessment phase Switch to the assessment phase	Grading evaluation phase Switch to the evaluation phase	Closed Close workshop
<ul style="list-style-type: none"> <li>✓ Set the workshop description</li> <li>✓ Provide instructions for submission</li> <li>✗ Edit assessment form</li> <li>✓ Prepare example submissions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>✗ Allocate submissions expected: 2 submitted: 1 to allocate: 1</li> <li>ⓘ Late submissions are allowed</li> <li>✗ Switch to the next phase</li> </ul>	<ul style="list-style-type: none"> <li>✗ Assess peers total: 1 pending: 1</li> </ul>	<ul style="list-style-type: none"> <li>✗ Calculate submission grades expected: 2 calculated: 1</li> <li>✓ Calculate assessment grades expected: 2 calculated: 3</li> <li>✓ Provide a conclusion of the activity</li> </ul>	

**Instructions for submission**

The 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...

#### 2. Allocate submissions

- a. Click the task **Allocate submission** under the Submission Phase. The *Submission allocation* page appears.
- b. Allocation options ( Manual allocation, Random allocation, Scheduled allocation)
  - i. Manual allocation
    1. To add a reviewer for a participant, pick a reviewer from the **Add reviewer**.
    2. To add a reviewer for a participant, pick a review from the **Add reviewee**.



**Moodle Sections**

Manual allocation Random allocation Scheduled allocation

Participant is reviewed by	Participant	Participant is reviewer of
Add reviewer Choose user... Student Student Benvenido Abad	marcus doe Marxu Already graded Student Student No submission found for this user	Add reviewee Choose user... Reviewer without own submission Add reviewee Choose user... marcus doe

Nothing to review

Showing 10 items per page Change ...

- ii. Random allocation and Scheduled Allocation (Scheduled allocation has only a slight difference with Random Allocation)
  1. Set the **Group mode** if group is enabled.
  2. Set other settings.
  3. Click on **Save changes** to save.

Manual allocation   **Random allocation**   Scheduled allocation

▼ Allocation settings

Group mode   No groups

Number of reviews   5   per submission

Remove current allocations

Participants can assess without having submitted anything

Add self-assessments

Save changes   Cancel

### 3. Manage students submission

- On the *Workshop activity* page, scroll down to see the list of the submitted report.
- Click on the submission title to take you to the *Submission editing page*, where you can delete the submission.

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 their feedback.

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



**Your submission** ▼

You have not submitted your work yet

Add submission

**Workshop submissions report** ▼

Submitted (1) / not submitted (1)

First name ▲ / Surname ▼	Submission ▼ / Last modified ▲
 marcus doe	My sub modified on Wednesday, 22 September 2021, 10:01 AM
 Student Student	No submission found for this user

Showing 10 items per page   Change ▲

**Submission title**

### 4. Switching to the Submission phase

- Confirm that all checkmarks beside the tasks under the Submission phase have turned green.
- Click **Switch to the next phase** on the list under the Setup phase. The confirmation dialog box appears.
- On the confirmation dialog box, click **Continue** to confirm. This will take you to the next phase.



### Confirm

You are about to switch the workshop into the **Assessment phase**. In this phase, reviewers may assess the submissions they have been allocated (within the assessment access control dates, if set).

Continue

Cancel

## D. Assessment Phase | [Top of the Document](#)

### Procedure

1. Assessment phase
  - a. Please wait for the reviewer to complete their assigned submission. You may also remind the students that the indicated submission period is already progressing. You can monitor the progress and assigned marks using the **Workshop grades report**.

### Moodle Sections

#### Assessment phase





Setup phase <a href="#">Switch to the setup phase</a>	Submission phase <a href="#">Switch to the submission phase</a>	Assessment phase Current phase ●	Grading evaluation phase <a href="#">Switch to the evaluation phase</a>	Closed <a href="#">Close workshop</a>
<ul style="list-style-type: none"> <li>✓ Set the workshop description</li> <li>✓ Provide instructions for submission</li> <li>✓ Edit assessment form</li> <li>✓ Prepare example submissions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>✓ Allocate submissions expected: 2 submitted: 1 to allocate: 0</li> <li>ⓘ There is at least one author who has not yet submitted their work</li> <li>ⓘ Late submissions are allowed</li> </ul>	<ul style="list-style-type: none"> <li>↔ Switch to the next phase</li> </ul>	<ul style="list-style-type: none"> <li>✗ Calculate submission grades expected: 2 calculated: 0</li> <li>✓ Calculate assessment grades expected: 2 calculated: 3</li> <li>✓ Provide a conclusion of the activity</li> </ul>	

#### Your submission

You have not submitted your work yet

[Add submission](#)

#### Workshop grades report

First name / Surname	Submission / Last modified	Grades received	Grades given
 marcus doe	My sub modified on Wednesday, 22 September 2021, 10:01 AM	- (-) <  Student Student	-
 Student Student	No submission found for this user	-	- (-) >  marcus doe

## 2. Switching to the Grading Evaluation phase

- a. Confirm that all checkmarks beside the tasks under the Submission phase have turned green.
- b. Click **Switch to the next phase** on the list under the Assessment phase. The confirmation dialog box appears.
- c. On the confirmation dialog box, click **Continue** to confirm. This will take you to the next phase.

### Confirm

You are about to switch the workshop into the **Grading evaluation phase**. In this phase, users cannot modify their submissions or their assessments. Teachers may use the grading evaluation tools to calculate final grades and provide feedback for reviewers.

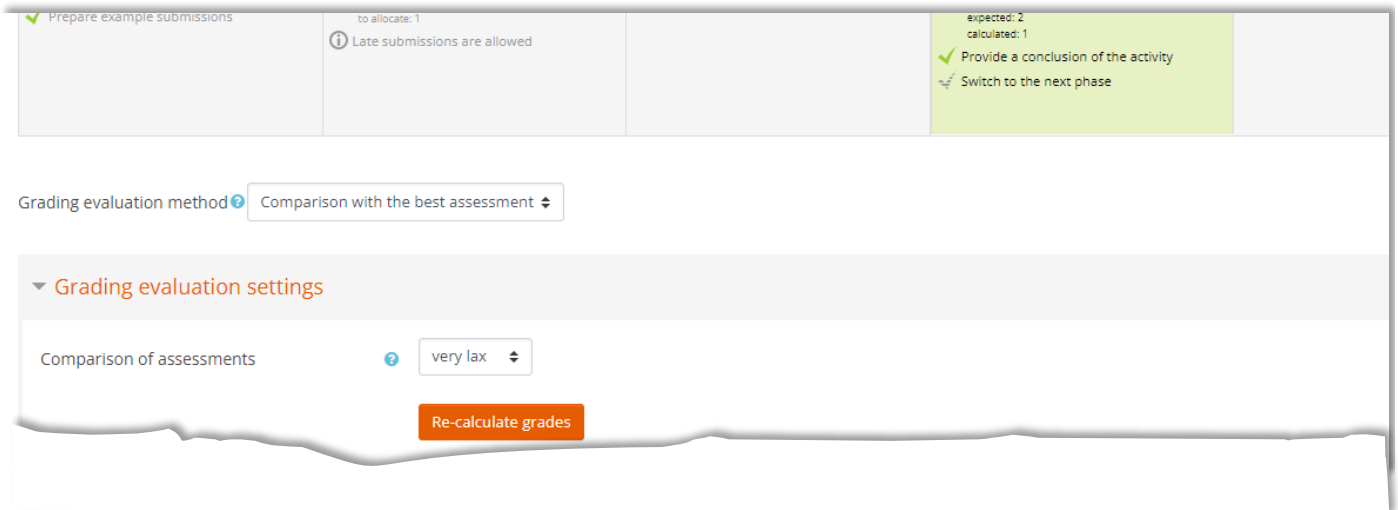
[Continue](#)

[Cancel](#)

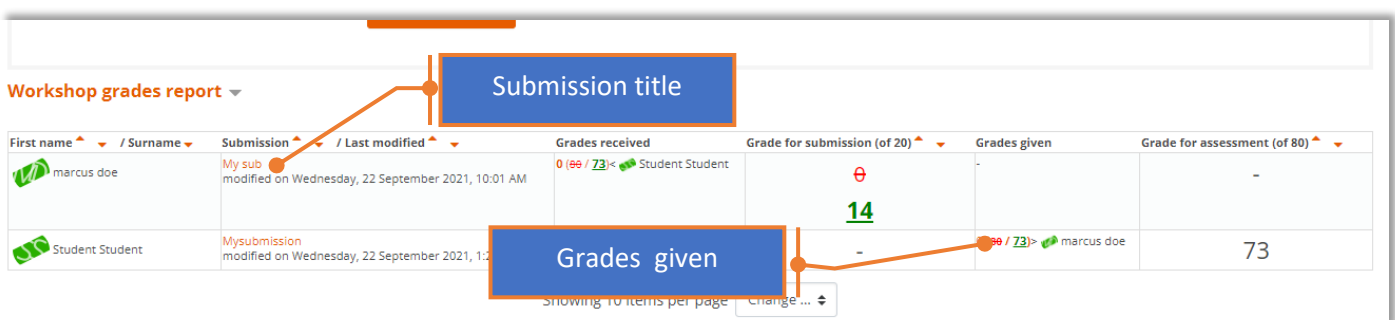
## E. Grading Evaluation Phase | [Top of the Document](#)

### Procedure

1. Grading evaluation settings
  - a. Scroll down to the Grading evaluation settings session.



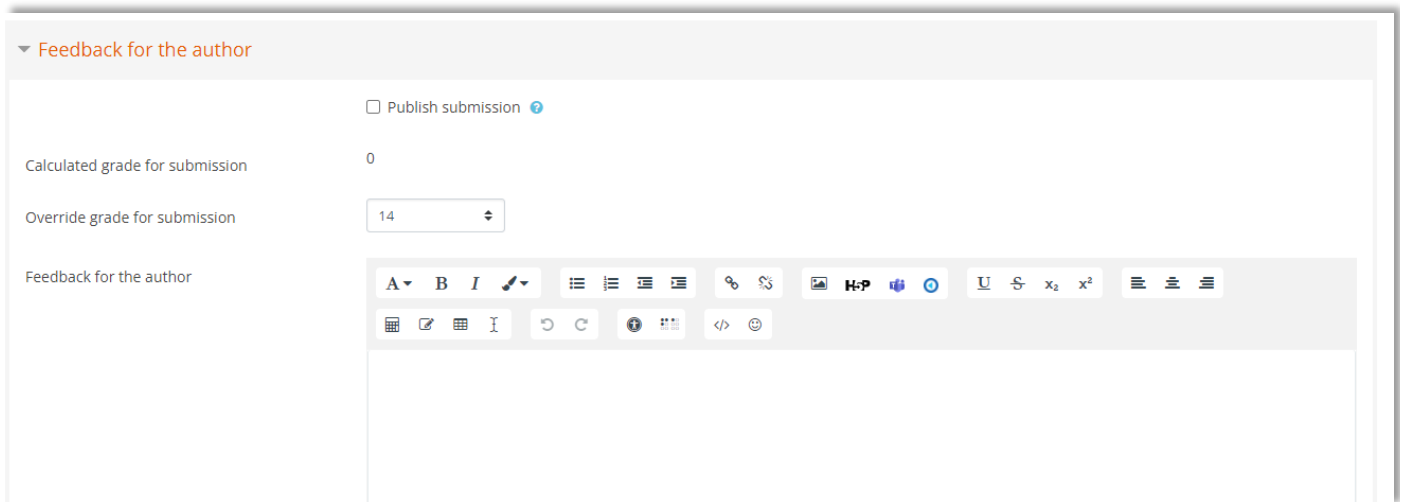
- b. Select **Comparison of assessments**. Then click **Re-calculate grades** to calculate new marks based on the selected comparison method.
2. Examine and override Workshop grades report.
  - a. Proceed to the Workshop grades report section and examine the marks provided by the marker and the auto marks.
  - b. If satisfied with the marking, leave and proceed to the next phase. Otherwise, proceed to the next step.
  - c. To examine the details of marking or/and assign an override to marks allotted to the student's submission, click a submission title. The *Submission page appears*.
  - d. To examine the details of marking or/and assign an override to marks assigned for marking a student's submission, click the grade given by the corresponding student. The *Submission page appears*.



First name / Surname	Submission / Last modified	Grades received	Grade for submission (of 20)	Grades given	Grade for assessment (of 80)
marcus doe	My sub modified on Wednesday, 22 September 2021, 10:01 AM	0 (00 / 23) Student Student	14		-
Student Student	Mysubmission modified on Wednesday, 22 September 2021, 1:30 PM			73 (73 / 73) Student Student	73

3. Providing feedback and overriding marks for
  - a. Scroll down to the *Assessment form section* to examine the assigned marks.
  - b. Scroll further to go to *feedback for the author* section.
  - c. Tick the **Public submission** to allow other participant to see the submission.
  - d. Select a new grade from the **Override grade for submission** if you decide to override the **Calculated grade for submission**. Otherwise, leave it.
  - e. Enter the **feedback for the author**

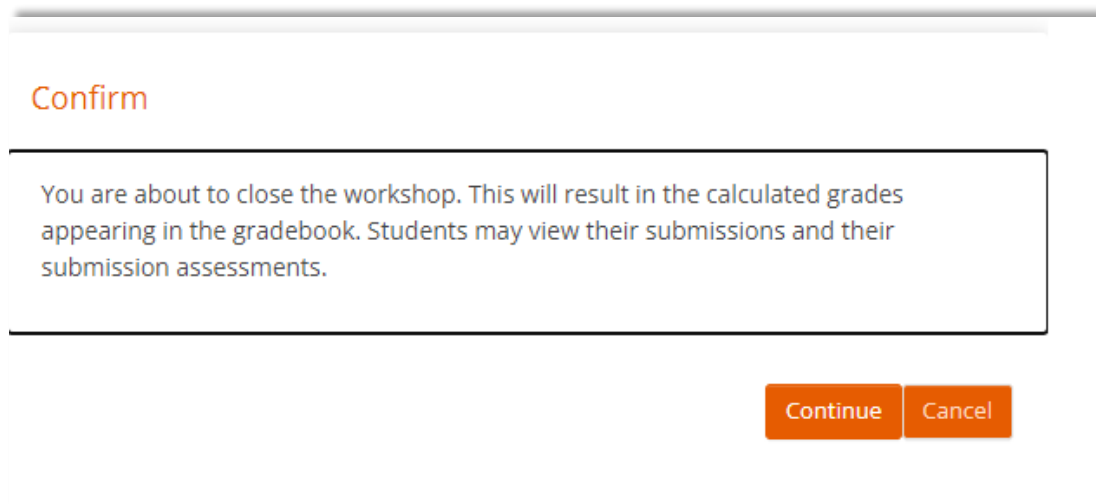
f. Click **Save and close** to the *Workshop* page.



The screenshot shows the 'Feedback for the author' section of a Moodle workshop submission. It includes a 'Publish submission' checkbox, a 'Calculated grade for submission' field showing '0', and an 'Override grade for submission' dropdown menu set to '14'. Below these is a rich text editor with a toolbar containing various icons for text formatting, alignment, and linking.

### 3. Switching to the Closed phase

- a. Confirm that all checkmarks beside the tasks under the Grading Evaluation phase have turned green.
- b. Click **Switch to the next phase** on the list under the Grading Evaluation phase. The confirmation dialog box appears.
- c. On the confirmation dialog box, click **Continue** to confirm. This will take you to the next phase.



The dialog box is titled 'Confirm' and contains the following text: 'You are about to close the workshop. This will result in the calculated grades appearing in the gradebook. Students may view their submissions and their submission assessments.' At the bottom right, there are two orange buttons: 'Continue' and 'Cancel'.

## F. Closed Phase | [Top of the Document](#)

### Procedure

Note No further work can be done. The marks and feedback assigned are not visible to students. Optionally, the lecturer can shift back to any of the previous phases. However, when shifted to an earlier phase, students cannot see their marks and feedback.

### Moodle Sections

#### Closed

Setup phase Switch to the setup phase	Submission phase Switch to the submission phase	Assessment phase Switch to the assessment phase	Grading evaluation phase Switch to the evaluation phase	Closed Current phase
<ul style="list-style-type: none"> <li>✓ Set the workshop description</li> <li>✓ Provide instructions for submission</li> <li>✓ Edit assessment form</li> <li>✓ Prepare example submissions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>✗ Allocate submissions expected: 2 submitted: 2 to allocate: 1</li> <li>ⓘ Late submissions are allowed</li> </ul>		<ul style="list-style-type: none"> <li>✗ Calculate submission grades expected: 2 calculated: 1</li> <li>✗ Calculate assessment grades expected: 2 calculated: 1</li> <li>✓ Provide a conclusion of the activity</li> </ul>	

#### 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 to examine your colleagues' works using a marking guide in which you may have also look back at your work and realized that there is further work that needs to be done. It's great when you this as this will help you improve in your subsequent work.

#### Your grades