



Workshop Activity



Student

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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

1. The user must be on a Moodle course page as a Student of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).

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 Workshop link with icon  to access the Workshop submission page.
2. Examining Workshop activity page
 - a. On the *Workshop activity page*, examine and find the summary of information about the workshop. 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. The page is divided into several phases: Setup phase, Submission phase, Assessment phase, Grading evaluation phase, and Closed. The Setup phase is highlighted in green and is the current phase. The Submission phase contains a task 'Submit your work' with a broken gray checkmark and a note 'Late submissions are allowed'. The Assessment phase contains a task 'Assess peers' with a green checkmark and a note 'total: 1 pending: 0'. The Grading evaluation phase and Closed phase are currently empty. Annotations with orange lines and blue boxes point to the 'Active Phase' (Setup phase), 'Tasks list' (the list of tasks in the Submission and Assessment phases), and 'Description' (the text below the phases).

Moodle Sections 

Setup phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
<p>Current phase ●</p> <p>ⓘ The workshop is currently being set up. Please wait until it is switched to the next phase.</p>	<p>✍ Submit your work</p> <p>ⓘ Late submissions are allowed</p>	<p>✓ Assess peers</p> <p>total: 1 pending: 0</p>		

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.

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

Procedure

1. Examine the description section.
 - a. Examine the description section. Write important notes.
 - b. Start working on your assessment paper and ensure it is ready on the submission date.
 - c. Wait for your lecturer to switch to the **Submission phase** before you can submit your assessment. You may also remind your lecturer that the indicated submission period is already progressing.

Note: During the setup phase, you can examine the workshop instruction. It is also time to download and work based on the instruction paper.

Moodle Sections

Setup phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
<p>Setup phase Current phase ●</p> <p>ⓘ The workshop is currently being set up. Please wait until it is switched to the next phase.</p>	<p>📄 Submit your work</p> <p>ⓘ Late submissions are allowed</p>	<p>✅ Assess peers</p> <p>total: 1 pending: 0</p>		

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.

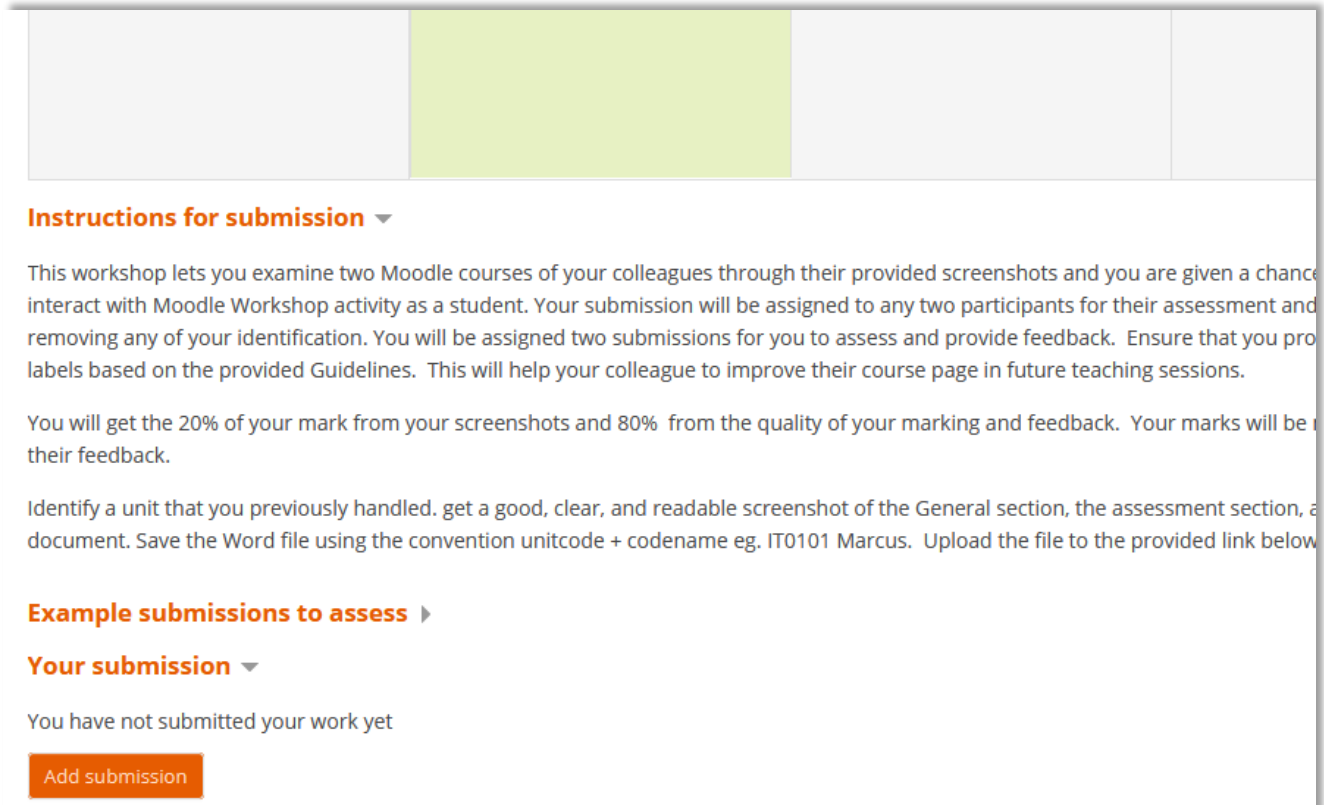
◀ Assessment 2 Lab Report 20%	Jump to...	Assessment 3: Lab report 30% ▶
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B. Submission Phase | [Top of the Document](#)

Procedure

Note: In the case, **Late submission is allowed**, it does not mean that late submission is ok unless you have a good reason and got permission from the lecturer, you are allowed to submit late.

1. Examine the instruction section.
 - a. Examine the instruction section before your upload your assessment.
 - b. Once you are certain and ready, click **Add submission**. The *My submission* page appears.



The screenshot shows a Moodle submission page. At the top, there is a navigation bar with a green highlight under the 'Submission' tab. Below the navigation bar, the page title is 'Instructions for submission'. The main content 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 interact with Moodle Workshop activity as a student. Your submission will be assigned to any two participants for their assessment and removing any of your identification. You will be assigned two submissions for you to assess and provide feedback. Ensure that you provide 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 based on 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 document. Save the Word file using the convention unitcode + codename eg. IT0101 Marcus. Upload the file to the provided link below.

Below the text, there is a section titled 'Example submissions to assess' with a right-pointing arrow. Underneath, there is a section titled 'Your submission' with a dropdown arrow. Below this, it says 'You have not submitted your work yet' and there is an orange button labeled 'Add submission'.

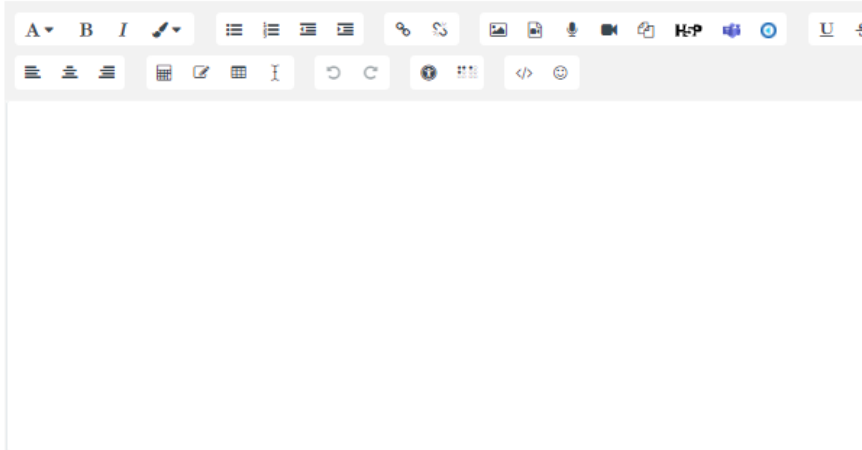
- d. On the *My submission page*, acknowledge the **Anti-Plagiarism Policy statement**.
- e. Enter the **Title**, the **Submission content** (if submission text is enabled), and the **Attachment** by uploading the sample submission file (if file submission is enabled).
- f. Click **Save changes** button to save. The *My submission* page should now display your submission and allow you to edit or delete your submission.
- g. Wait for your lecturer to switch to the next phase.

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




Maximum number of submission attachments 1

Attachment Maximum file size: Unlimite



Files



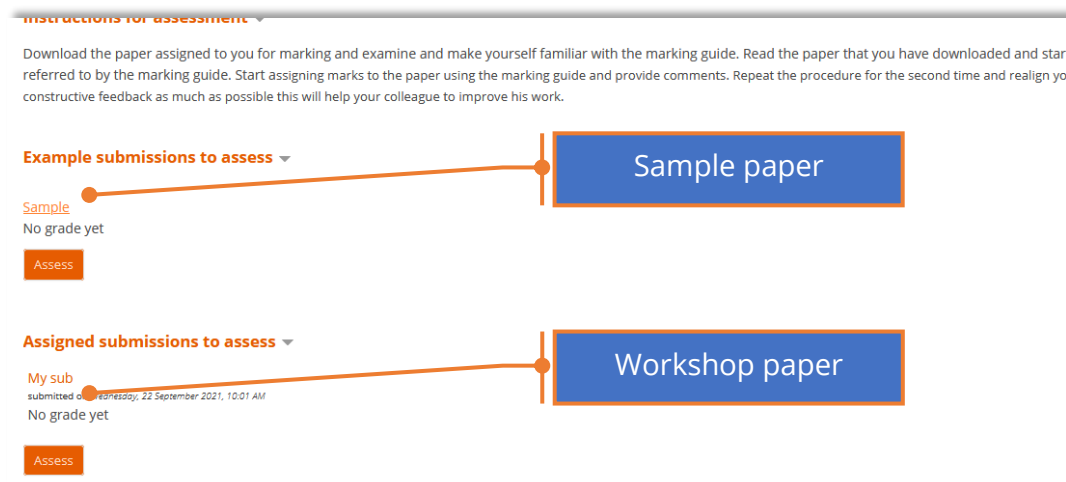
2.2 The Mood...

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

Procedure

1. Assessment phase

- a. Examine the tasks list under the Assessment Phase.
- b. On the *Workshop activity* page, scroll down to see the Instruction for assessment, the Example submission to assess (if they are available), and the workshop paper for you to assess.
- c. Optionally, you can also assess the sample submission before assessing the real workshop paper. Click the **Assess** button below the sample assessment.
- d. Click the **Assess** button below the assigned submission to assess. The *Assessing submission* page appears.



The screenshot shows the 'Instructions for assessment' section with the following text: 'Download the paper assigned to you for marking and examine and make yourself familiar with the marking guide. Read the paper that you have downloaded and start referred to by the marking guide. Start assigning marks to the paper using the marking guide and provide comments. Repeat the procedure for the second time and realign your constructive feedback as much as possible this will help your colleague to improve his work.'

Below the instructions are two sections:

- Example submissions to assess**: Contains a 'Sample' submission with 'No grade yet' and an 'Assess' button. An orange box labeled 'Sample paper' is connected to this submission by a line.
- Assigned submissions to assess**: Contains a submission 'My sub' submitted on 'Wednesday, 22 September 2021, 10:01 AM' with 'No grade yet' and an 'Assess' button. An orange box labeled 'Workshop paper' is connected to this submission by a line.

2. Assessing submission

- a. Read the Instruction for assessment before you proceed. You may also attempt to assess the Example submission to gain confidence.
- b. To start assessing, examine the parameters indicated under Aspect 1. Assess the submission using this parameter.
- c. If you ask for a grade, choose the suitable grade from **Grade** for Aspect 1.
- d. Enter your comment in the **Comment** for Aspect 1. Provide constructive feedback and indicate well why you decided to give the grade for the Aspect.
- e. Click the **Save and close** or **Save and continue editing** to save.
- f. Scroll down to assess using the other Aspects. Repeat steps (b) to (d).

Aspect 2

General Section - synopsis

- The synopsis is suitable for the unit and based on the UIG. - **3 pt**
- The synopsis is 1-2 paragraphs only - **1 pt**
- The synopsis is formatted as a normal paragraph - **3 pt**

Grade for Aspect 2

Choose... ▾

Comment for Aspect 2

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

Procedure

1. Waiting time

- a. Wait for your lecturer to switch to **Closed**. You may also remind your lecturer that the indicated release of mark period has already reached.

Note: During that, the lecturer can switch back to **the Submission Phase** to allow late submissions.

Moodle Sections

Grading evaluation phase

Setup phase Switch to the setup phase	Submission phase Switch to the submission phase	Assessment phase Switch to the assessment phase	Grading evaluation phase Current phase ●	Closed Close workshop
<ul style="list-style-type: none"> ✓ Set the workshop description ✓ Provide instructions for submission ✓ Edit assessment form ✓ Prepare example submissions 	<ul style="list-style-type: none"> ✓ Provide instructions for assessment ✗ Allocate submissions expected: 2 submitted: 2 to allocate: 1 ⓘ Late submissions are allowed 		<ul style="list-style-type: none"> ✓ Calculate submission grades expected: 2 calculated: 0 ✓ Calculate assessment grades expected: 2 calculated: 0 ✓ Provide a conclusion of the activity 	

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

Procedure

1. Check your mark and feedback.
 - a. Wait for your lecturer to switch to **Closed**. You may also remind your lecturer that the indicated release of mark period has already reached.

Note: During that, the lecturer can switch back to any phase to complete another degree; hence you cannot see your feedback and marks. You can only see your mark in the grade book section.

- b. Click the title of your submission to see the details of grades assigned to you and feedback provided by the reviewer and the lecturer.

Moodle Sections

Closed

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	✓ Submit your work			Current phase ●

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 also look 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 improve in your subsequent work.

Your grades ▼

Grade for submission 14.00 / 20.00	Grade for assessment 0.00 / 80.00
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Your submission ▼

 My sub by **marcus doe**
submitted on Wednesday, 22 September 2021, 10:01 AM

[Your submission](#)