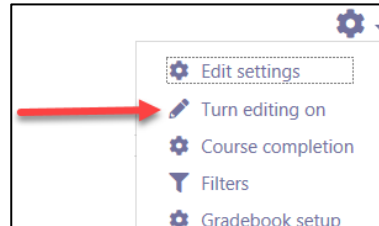


Adding a Workshop Activity

The following steps demonstrate how to add a **Workshop** activity to a course.

1. Click on the course **Actions Menu**.
2. In the drop-down menu, click **Turn editing on**.

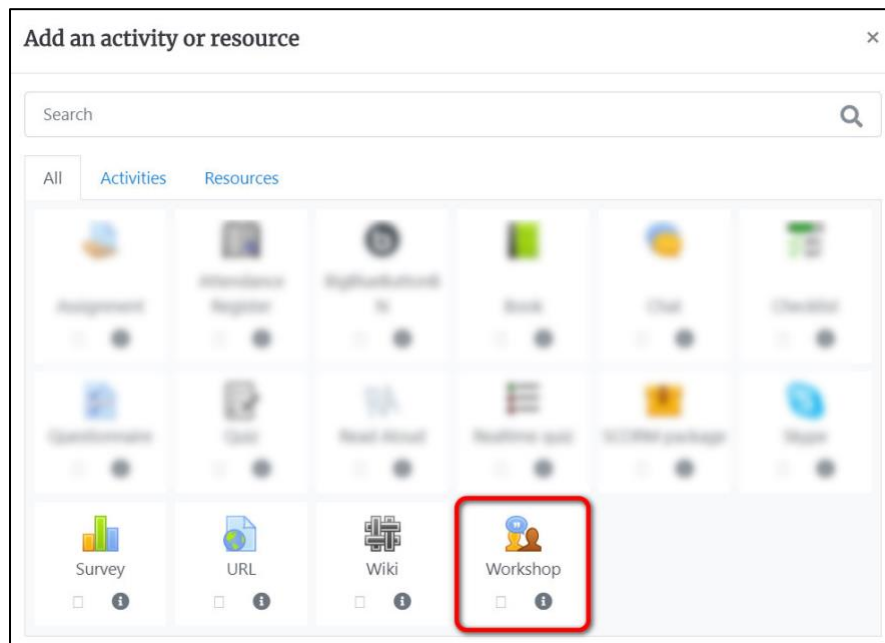


3. Click the **Add an activity or resource** link in the topic where the activity should be added.

[+ Add an activity or resource](#)

The **Add an activity or resource** window appears.

4. Scroll down and select **Workshop** and click the **Add** button.



The **Adding a new Workshop** page opens.

The Setup Phase

In this stage, general workshop functions are set. Settings in the **General** section are used to set the general information about the activity.

1. Type a descriptive name and description in the **Workshop name** text box.

General

Workshop name ! My Favourite Canadian Celebration

Description

Workshop activity for Canadian Celebrations

! Draft saved.

☐ Display description on course page ?

2. To show the description on the course home page, click the **Display description on course page** check box. (To keep the page less cluttered, this is not recommended.)

☐ Display description on course page ?

3. In the **Grading Settings** section, choose your **Grading strategy**.

Accumulative grading

Comments

Number of errors

Rubric

There are four **Grading strategies** to choose from. Here is a summary of each **Strategy**. For more details about each strategy and how to set them up see the **Grading Strategies for the Workshop Activity** help file.

- **Accumulative grading.** Use this strategy when you have a set of criteria and you want to assign a number grade to each (e.g. On a scale of 1 -5, how well do the details support the topic sentence?). Reviewers (participants who are assessing the submissions) can also leave comments for each criterion they assess.
- **Comments.** This strategy is different from **Accumulative grading** in that no grades can be assigned. The person reviewing the submission can only leave comments. The learners can use this feedback later to improve their work.
- **Number of errors.** In its simplest form, this strategy utilizes several **Yes/No** questions that the reviewers answer about the submission (e.g. Does the letter have a greeting? Are there spelling mistakes? Is the first sentence capitalized? Is there a link to a Wikipedia page? Is there a picture?) This method is easy for the learners to understand and is, therefore, suitable for novice users. For advanced participants, the instructor could ask more sophisticated questions (e.g. Is there a clear topic sentence? Are there any formatting issues? Is there an appropriate sense of audience?) The program calculates grades using these binary responses.
- **Rubric.** This grading strategy is based on a set of criteria (e.g. content, organization, vocabulary, grammar, spelling and punctuation), each consisting of several descriptive levels. (e.g. Very good, Good but still needs practice, Needs a lot more work). A number is assigned to these levels, and the final grade is calculated using these numbers.

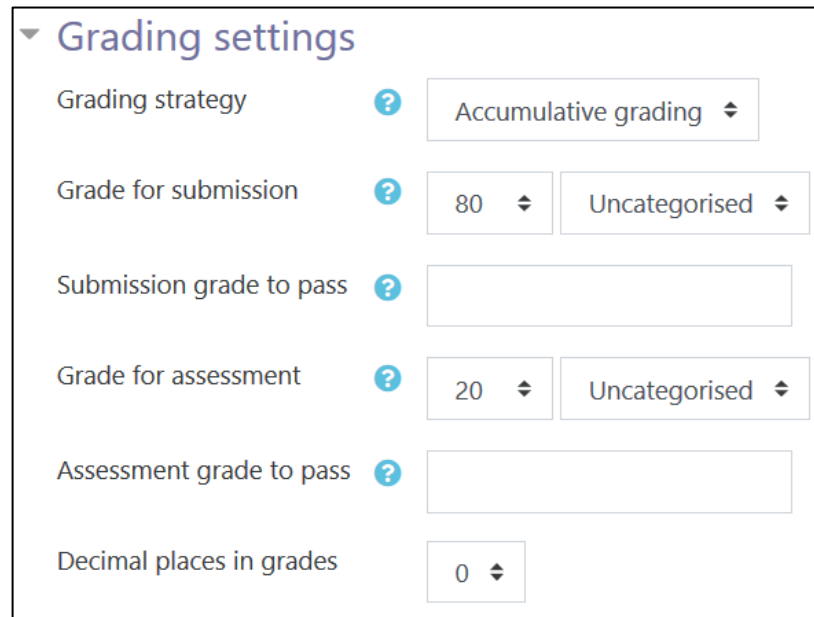
Note that teachers can change these settings any time; however, students will not be able to apply these changes after they have submitted their assessments and the assessment phase is over.

4. In the **Grading settings**, set the **Grade for submission** and **Grade for assessment**.

- The **Grade for submission** setting is the average of all grades the reviewers have given to a submission. The maximum grade is set to 80 by default, but instructors can change the grade as per their requirements. They can also choose a passing grade.
- The **Grade for assessment** setting is the grade Moodle assigns to a participant's assessment based on its quality, and how close it is to the classroom's average

grade. The maximum grade is set to 20 by default, but instructors can change the grade as per their requirements. They can also choose a passing grade.

- Finally, teachers can decide whether to have decimals in the grades by setting the values in the **Decimal places in grades** boxes, respectively.



▼ Grading settings

Grading strategy ? Accumulative grading ▾

Grade for submission ? 80 ▾ Uncategorized ▾

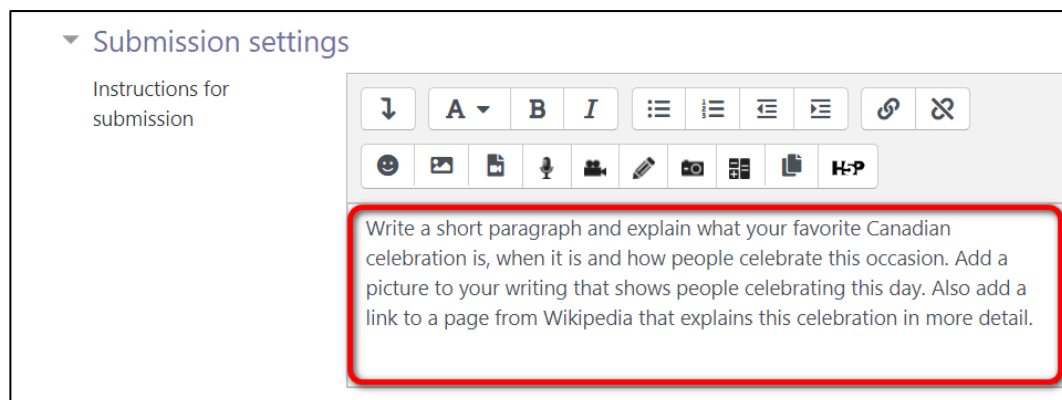
Submission grade to pass ?

Grade for assessment ? 20 ▾ Uncategorized ▾

Assessment grade to pass ?

Decimal places in grades 0 ▾

5. Scroll down and click on the link to open the **Submission settings** section.
6. Write clear instructions for the task in the **Instructions for submission** text box. You can use the **Record audio** button to record your voice or **Record Video** to add a video.



▼ Submission settings

Instructions for submission

Write a short paragraph and explain what your favorite Canadian celebration is, when it is and how people celebrate this occasion. Add a picture to your writing that shows people celebrating this day. Also add a link to a page from Wikipedia that explains this celebration in more detail.

7. In the **Submission types** section, check the type of submission students are allowed to send. The program allows both **Online text** and **File attachment** by default. At least one of the file types should be checked. Teachers choose which file type is necessary by clicking the **Required** box next to each type. If both submission types are acceptable, do not click the **Required** boxes.

Submission types

☒ Online text ☒ Required

☐ File attachment ☐ Required

Note that if only one file type is selected, it will become **Required** automatically.

8. If you checked the **File attachment** box from the previous section, add a number for the **Maximum number of submission attachments**. You can allow up to 7 attachments for each submission.
9. To specify the acceptable file type, click on the **Choose** button next to **Submission attachment allowed file types**.
10. A menu appears with all possible file types included. Select the acceptable file type from this menu and click the **Save changes** button.

Note: If you would like this to be a speaking activity, choose audio file formats from this menu and ask students to attach their voice recordings.

Submission types	<input checked="" type="checkbox"/> Online text <input type="checkbox"/> Required
	<input checked="" type="checkbox"/> File attachment <input type="checkbox"/> Required
Maximum number of submission attachments	<input type="text" value="1"/>
Submission attachment allowed file types	<input type="text"/> <input type="button" value="Choose"/> No selection
Maximum submission attachment size	<input type="text" value="Site upload limit (2GB)"/>
Late submissions	<input type="checkbox"/> Allow submissions after the deadline

11. Select the **Maximum submission attachment size** from the drop-down menu.

12. To allow students to submit their work after the deadline, check the box near **Allow submissions after the deadline**.

Note that late submissions cannot be edited by students.

13. Click on the **Assessment settings** section.
14. Write the **Instructions for assessment** in the text box. Here the instructor explains how they want the students to assess the submissions. They can also include a list of guidelines, criteria, or questions pertaining to the assessment.

▼ Assessment settings

Instructions for assessment

Please assess your classmate's paragraph. Look for:

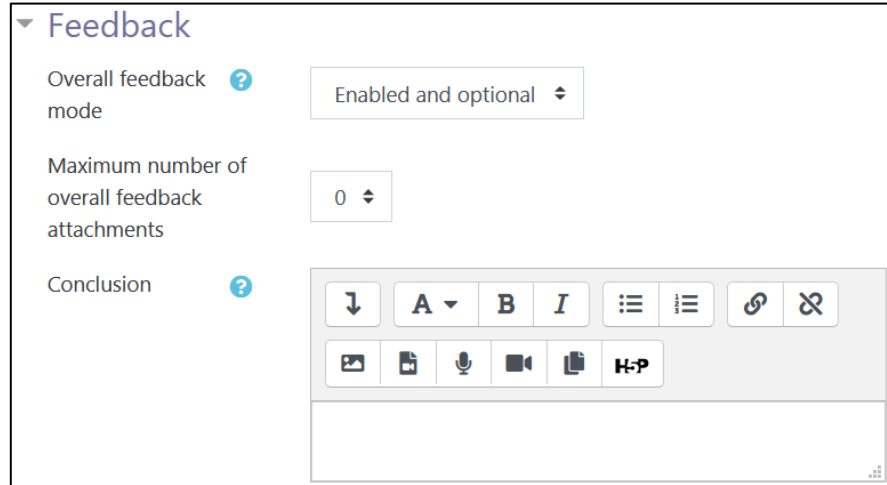
- The topic sentence
- The concluding sentence
- The details
- A picture
- A link to Wikipedia

☐ Use self-assessment ☒ Students may assess their own work ?

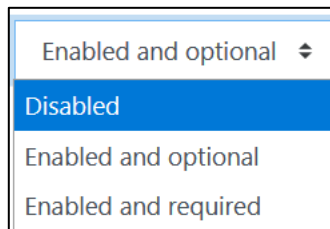
15. Check the box for **Students may assess their own work** if you want to allow learner self-assessments.

Note that if this box is ticked, students will receive two grades; one for submission and another for assessment.

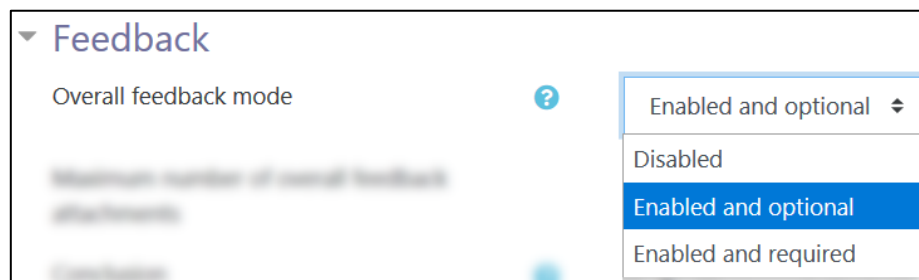
16. Click on the **Feedback** section.
17. The **Overall feedback mode** drop down menu allows students to leave feedback. Click on the small arrows next to this section to see the options.



18. To disallow learners to leave feedback, select **Disabled** from the drop down menu.



19. To **enable** feedback, choose one of the other two options, depending on whether you want the feedback to be **optional** or **required**. These two options allow students to write comments about the submissions they assess.

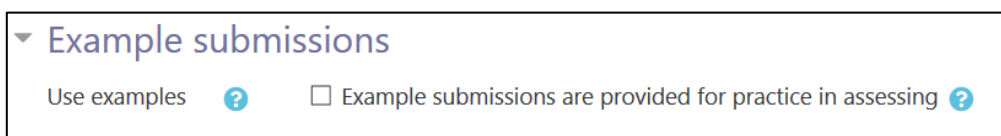


Note that if any of the two **enabled** settings are selected, teachers can choose to set the **Maximum number of overall feedback attachments** from the pull-down menu next to this section. In this case, they need to indicate the allowed file types in the **Feedback attachment allowed file types**. To do this, click on the **Choose** button, select the file type from the drop-down menu and click on the **Save changes** button on the bottom of the list.

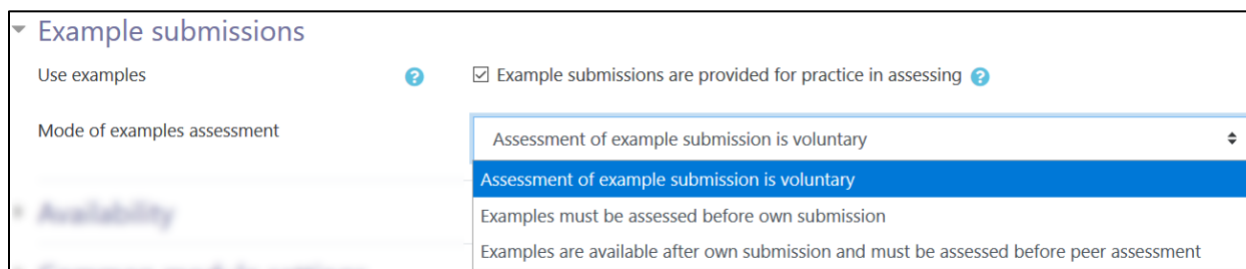
20. Hover your mouse over to the drop-down menu next to the **Maximum overall feedback attachment size**, and choose a limit for the size of student attachments.
21. In the **Conclusion** text box, type in the message you want your students to see at the end of the activity. This could be a note saying they have reached the end of the activity, or a Thank You message for their participation.

The **Example submissions** section allows the students to practice assessing submissions and compare their work with a model assessment. To activate this function:

22. Click on the **Example submissions** section.





23. Check the box near **Example submission are provided for practice in assessing**, and choose a **Mode of examples assessment** from the pull-down menu that appears.



Teachers can choose the assessment of example submissions by students to be voluntary, or required. In the latter case, the instructor can choose whether the learners need to assess the examples before submitting their own work or after it.

24. Click on the **Availability** section. This section is used to control when the activity is available to students.
25. Click the **Enable** boxes near the **Open for submissions** and **Submission deadlines** sections to set the opening and deadline dates and times.



Open for submissions from	11	March	2020	08	20		<input checked="" type="checkbox"/> Enable
Submissions deadline	12	March	2020	08	20		<input checked="" type="checkbox"/> Enable

Note that when you enable the **Submission deadline**, the **Switch to the next phase after the submissions deadline** option appears. Tick the box next to this option if you wish to allow Moodle to move to the **Assessment stage** of the **Workshop** automatically. If you prefer to move to the next stage manually, leave the box unticked.

☐ Switch to the next phase after the submissions deadline 




Also note that if you choose a **Submission deadline**, you need to make sure to set up the **Scheduled allocations** later, otherwise students will not be able to access their peer's work even when the assessment phase has begun.

26. Click the **Enable** boxes near the **Open for assessment** and **Deadline for assessment** to set the opening and deadline dates and times.

Open for assessment from	12	March	2020	08	21		<input checked="" type="checkbox"/> Enable
Deadline for assessment	13	March	2020	08	30		<input checked="" type="checkbox"/> Enable

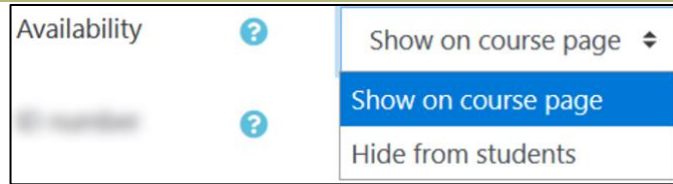
27. The **Common module settings** section is common to many Moodle activities and resources.

▼ Common module settings

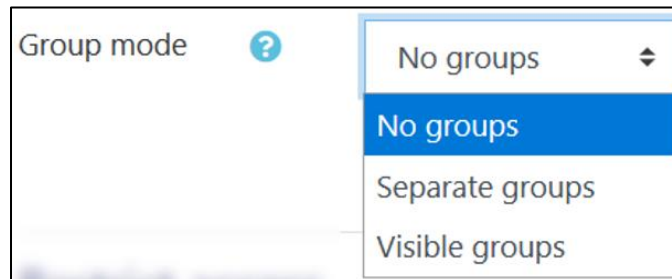
Availability		Show on course page
ID number		
Group mode		No groups

Add group/grouping access restriction

- The **Availability** settings for the Workshop activity are either **Hide from students** or **Show on course page**. This is identical to using the **Show/Hide** icons when the **Turn editing on** function is enabled on a course home page.

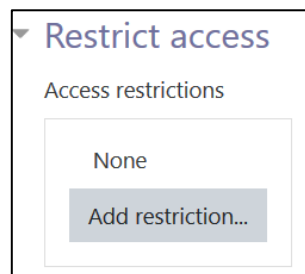


- The **ID Number** setting sets an ID number for the activity for advanced use of the grade book. (This is not used in the LINC courseware.)
- The **Group mode** setting enables the use of groups. (More information is available in the **Groups** documentation in the Stage 3 **Course Management** section.)



- A **Grouping** option appears if either Separate groups or Visible groups is chosen. This enables the use of groupings (a large group made of a collection of smaller groups).

28. Click on the **Restrict access** section. The settings can be used to limit access to the activity.



29. Note: Upon selecting the **Add restriction...** button... a pop-up appears. (More information about these settings is available in the **Conditional Release** documentation in the Stage 3 **Course Management** section.)

Add restriction...

Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
Mobile app	Require students to access (or not access) using the Mobile app.
Password	Require students to enter a password.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

30. The **Tags** section can be used to add keywords to the assignment.
31. The **Competencies** section can be used to describe different CLB competency levels, and assess learners according to any given evaluation framework. (This function is not enabled in your courseware, so we will not change this setting for this **Workshop** activity.)

▼ **Competencies**

Course competencies ? No selection

Search ▼

Upon activity completion: Do nothing ▾

32. Click the **Save and display** button to continue with the setup of the **Workshop** activity.

Save and return to course

Save and display

Cancel

The five **Workshop** stages appear.

Setup phase				
Setup phase Current phase ●	Submission phase Switch to the submission phase [RL]	Assessment phase Switch to the assessment phase [RL]	Grading evaluation phase Switch to the evaluation phase [RL]	Closed Close workshop [RL]
<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: 5 submitted: 0 to allocate: 0 		<ul style="list-style-type: none"> ✓ Calculate submission grades expected: 5 calculated: 0 ✓ Calculate assessment grades expected: 5 calculated: 0 ✓ Provide a conclusion of the activity 	

Each stage is represented in a column. The active stage is highlighted and shown with a black dot.

Setup phase
 Current phase ●

- ✗ Set the workshop description
- ✓ Provide instructions for submission
- ✓ Edit assessment form
- ✓ Switch to the next phase

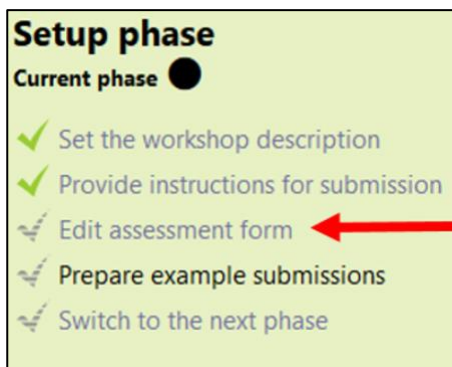
In each column, there is a list of tasks that are marked with a red X, or a solid green or dotted grey checkmark.

The red X shows that the function has not been set in the activity settings. Click on the link next to the X to go back and edit the settings. Once the edit is done, click on **Save and display** to see an updated green checkmark next to that function.

The solid green checkmarks indicate functions that have already been set when the activity was created. Click on these links to go back and edit the settings.

The dotted grey checkmarks show functions that are not set up yet. Click on these tasks to update or complete them.

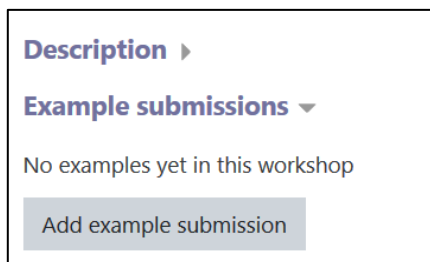
33. Click on **Edit assessment form**.



Here you set the assessment grading criteria, depending on the **Grading strategy** you chose earlier in the **General settings** section.

Adding Example submissions

1. Scroll down below the table to see the activity **Description** and the **Example submissions** links.

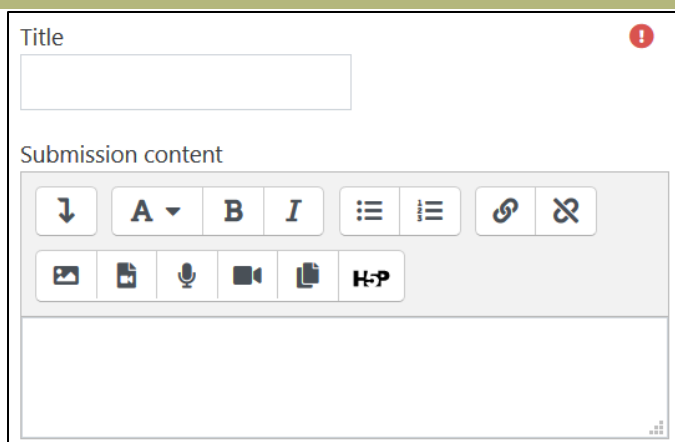


Note that **Description** is the same as that added previously in the **Set the workshop description** setting and cannot be edited from here. If any changes are needed, navigate to the top of the **Setup phase** and click on **Set the workshop description**.

2. To create an **Example submission**, click on the **Add example submission** button.

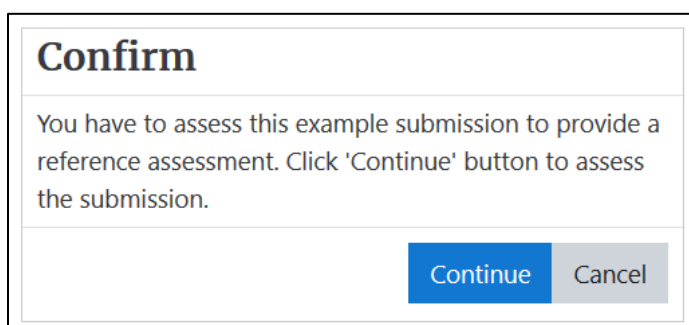
The **Instructions for submission** appear as added before **Set the workshop description**.

3. Click on **Submission** to expand the settings. Note that this might be already expanded on some browsers.
4. Add **Title** and **Submission content**.



The screenshot shows a form with a 'Title' field at the top. Below it is a 'Submission content' section containing a rich text editor toolbar with icons for bold, italic, text color, background color, bulleted list, numbered list, link, and unlink. Below the toolbar is a large text area for the submission content.

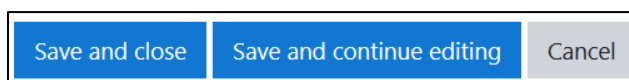
5. Add an **Attachment** if needed. You can either browse to select a file or drag and drop it to the designated area.
6. Click the **Save changes** button.
7. A message appears asking you to assess the example submission. Click on the **Continue** button.



The screenshot shows a 'Confirm' dialog box with the text: 'You have to assess this example submission to provide a reference assessment. Click 'Continue' button to assess the submission.' At the bottom right are two buttons: 'Continue' (blue) and 'Cancel' (grey).

The **Assessment form** appears.

8. Assess the sample according to your **Grading Strategy** and click on **Save and close**.



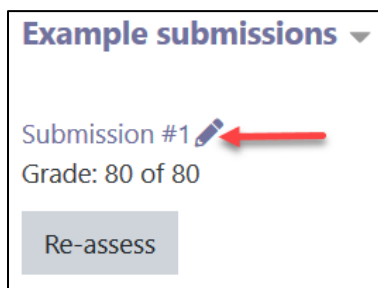
The screenshot shows three buttons: 'Save and close' (blue), 'Save and continue editing' (blue), and 'Cancel' (grey).

Note that you can do this example assessment activity in the class to show the learners the assessment process step-by-step.

The **Workshop** table appears.

9. Navigate below the table to **Example Submissions**.

10. If the example needs to be edited, click on the pencil icon.



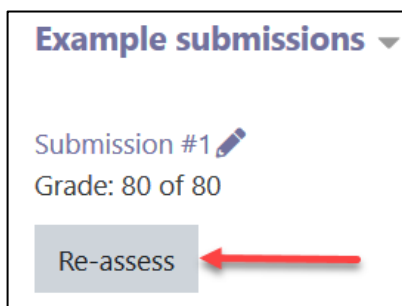
This will take you to the **Instructions for submission page**, where you can edit or change the settings.

11. Click **Save changes** when you finish editing.

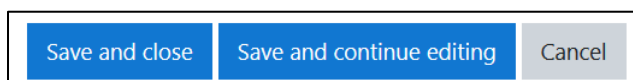
The **Workshop** table appears.

12. Navigate below the table to **Example Submissions**.

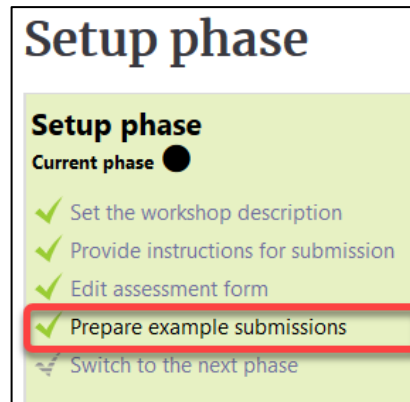
13. To change or edit the previous assessment, click on **Re-assess**.



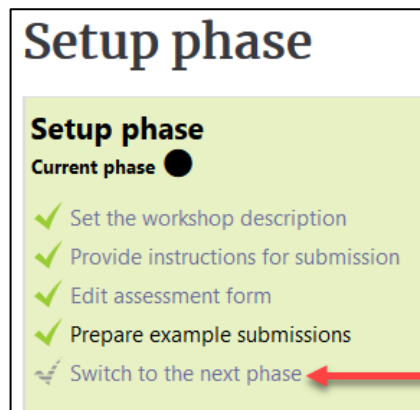
14. Click on **Save and close** when your re-assessment is done.



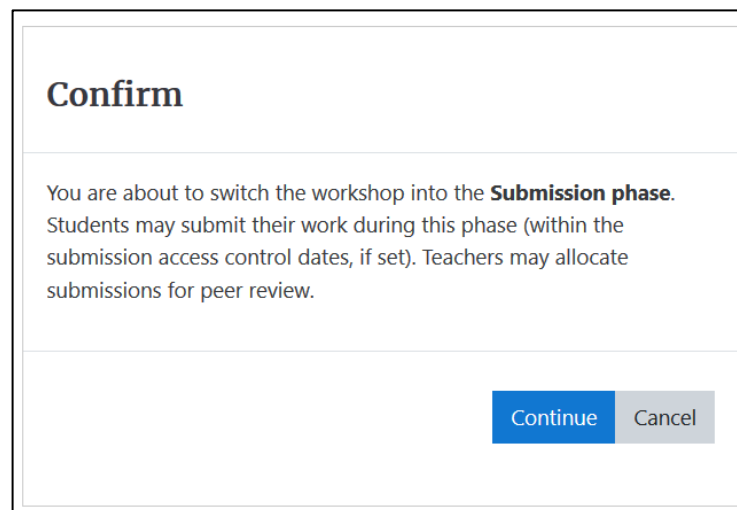
The **Workshop** table appears and the checkmark near the **Prepare example submission** in the **Setup phase** is now green.



15. Click on **Switch to next phase** to move to the Submission phase.



16. A **Confirm** message appears.



17. Click on the **Continue** button.

18. The **Setup phase** turns gray and the **Submission phase** becomes active.

Submission phase				
Setup phase Switch to the setup phase [R]	Submission phase Current phase ●	Assessment phase Switch to the assessment phase [R]	Grading evaluation phase Switch to the evaluation phase [R]	Closed Close workshop [R]
<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: 0 submitted: 0 to allocate: 0 ⓘ Open for submissions from Wednesday, 11 March 2020, 8:20 AM (today) ⓘ Submissions deadline: Thursday, 12 March 2020, 8:20 AM (tomorrow) ⓘ Time restrictions do not apply to you ✓ Switch to the next phase 	<ul style="list-style-type: none"> ⓘ Open for assessment from Thursday, 12 March 2020, 8:21 AM (tomorrow) ⓘ Assessment deadline: Friday, 13 March 2020, 8:30 AM (2 days left) ⓘ Time restrictions do not apply to you 	<ul style="list-style-type: none"> ✓ Calculate submission grades expected: 0 calculated: 0 ✓ Calculate assessment grades expected: 0 calculated: 0 ✓ Provide a conclusion of the activity 	

The Submission Phase

At this stage, the workshop becomes available to the students. Teachers can still go back to the **Setup phase** and edit any settings if they wish. If no further edits are required, teachers wait for students to submit their work before the deadline and allocate student submissions to be assessed by their peers later on.

1. Instruct students to click on the **Workshop** activity on the course page and submit their assignments.

Below is the student view of the **Submission phase**.

2. If you have uploaded an **Example submission**, instruct students to navigate below the table to **Example submissions to assess** and click on the **Assess** button.

Submission phase				
Setup phase	Submission phase Current phase ●	Assessment phase	Grading evaluation phase	Closed
	<ul style="list-style-type: none"> ✓ Assess examples expected: 1 assessed: 0 ✓ Submit your work ⓘ Open for submissions from Thursday, 7 May 2020, 7:09 AM (today) 	<ul style="list-style-type: none"> ⓘ Open for assessment from Thursday, 7 May 2020, 7:09 AM (today) 		

Instructions for submission ▸

Example submissions to assess ▾

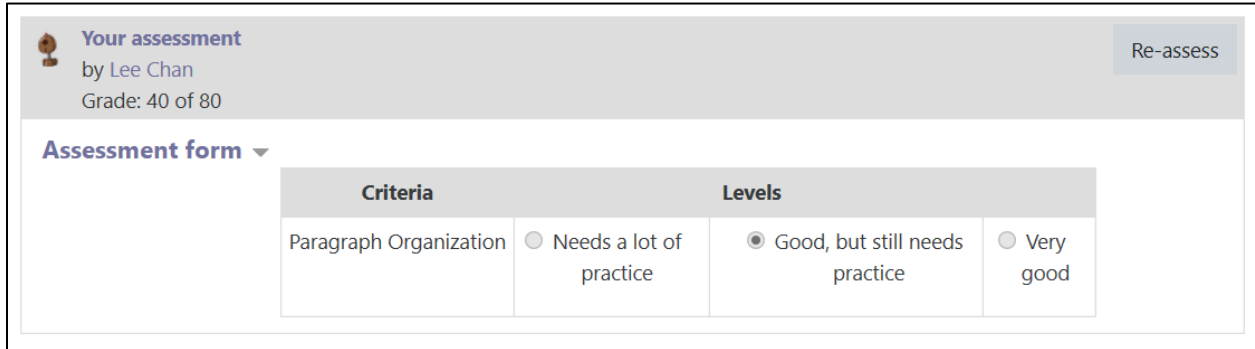
Submission #1

No grade yet

Assess

The **Assessment form** opens for the students.

3. Show students how to assess the sample.



Your assessment
by Lee Chan
Grade: 40 of 80

Re-assess

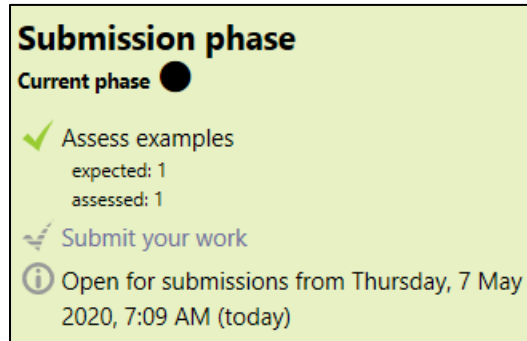
Assessment form ▼

Criteria	Levels		
Paragraph Organization	<input type="radio"/> Needs a lot of practice	<input checked="" type="radio"/> Good, but still needs practice	<input type="radio"/> Very good

4. When the sample assessment is completed, ask students to use the breadcrumb links to return to the activity.

The **Workshop** phases appear.

5. Instruct students to click on the **Submit your work** link.



Submission phase

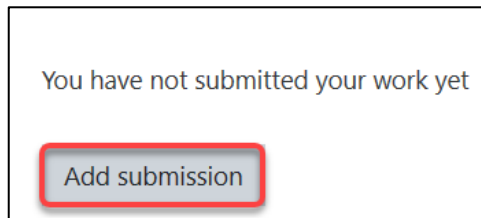
Current phase ●

- ✓ Assess examples
expected: 1
assessed: 1
- ✍ Submit your work

ⓘ Open for submissions from Thursday, 7 May 2020, 7:09 AM (today)

The **My submission** page appears.

6. Ask students to click on the **Add submission** button.



You have not submitted your work yet

Add submission

The **My submission** form appears.

7. Ask students to complete the form by choosing a title and adding their submission content.

The screenshot shows a web form titled "Submission". It has two main sections: "Title" and "Submission content". The "Title" field is a text input box with a red border and a red "x" icon, indicating it is required. Below it, a red error message reads: "- You must supply a value here." The "Submission content" section is a rich text editor with a red border and a red "x" icon, also indicating it is required. Below it, a red error message reads: "- You must supply a value here." At the bottom of the form, there are two buttons: "Save changes" (in blue) and "Cancel" (in grey). A footer message at the very bottom states: "There are required fields in this form marked ⓘ".

8. When the form is completed, learners click on the **Save changes** button. The form refreshes and they can view their submission. They can also edit or delete it by clicking on the **Edit Submission** or **Delete submission** buttons under their submissions.



What is your favorite Canadian Celebration?

by Eduardo Garcia

submitted on Thursday, 10 September 2020, 8:37 AM

The most meaningful celebration is Remembrance Day. It is celebration of last day of World war 1. It is important we remember heroes and their brave actions in war. We put on a small poppy on our clothes to show that we appreciate the soldiers. Prime minister and other generals come to the celebration and bring flowers. A music band plays sad and heavy music. Other people in the ceremony must be quiet. It is a patriotism occasion.



https://en.wikipedia.org/wiki/Remembrance_Day

19. When all participants have uploaded their work, teachers go back to the **Submission phase** of the **Workshop** activity, and click on **Allocate submissions**.

The **Submission allocation** page appears.





There are three tabs that show methods of allocating submissions to students to assess. **Manual allocation**, **Random allocation**, and **Scheduled allocation**.

Manual Allocation

The **Manual allocation** tab opens by default. This setting allows the instructor to choose reviewers for each submission manually. Names of the students enrolled in this activity are shown in this tab.

My Favourite Canadian Celebration

Manual allocation Random allocation Scheduled allocation

Participant is reviewed by	Participant	Participant is reviewer of
Add reviewer Choose user... ▾	 Ahmed Ali What is your favorite Canadian Celebration? No grade yet	Self-assessment disabled Add reviewee Choose user... ▾
Add reviewer Choose user... ▾	 Lee Chan What is your favorite Canadian Celebration? No grade yet	Self-assessment disabled Add reviewee Choose user... ▾
Add reviewer Choose user... ▾	 Eduardo Garcia What is your favorite Canadian Celebration? No grade yet	Self-assessment disabled Add reviewee Choose user... ▾
Add reviewer Choose user... ▾	 Maria Gupte What is your favorite Canadian Celebration? No grade yet	Self-assessment disabled Add reviewee Choose user... ▾

The teacher now has options to choose a **reviewer** for each submission.

Participant is reviewed by

Add reviewer Choose user... ▾

Choose user...

Eduardo Garcia

Add reviewer Maria Gupte

Anje Kraswck

Teachers can also choose a **reviewee** for each participant.

Participant is reviewer of

Self-assessment disabled

Add reviewee Choose user... ▾

Choose user...

Eduardo Garcia

Maria Gupte

Random Allocation

Use the **Random allocation** tab to allow Moodle to randomly allocate submissions to reviewers and reviewees **before the deadline**. You can set the number of reviews for each submission or the number of assessments for each reviewer. If teachers have allocated any submissions

manually, they can click on the **Remove current allocations** checkbox on this screen and allow participants to assess without submitting anything, or allow them to assess themselves.

Allocation settings ⓘ

Group mode

Separate groups

Number of reviews

5 per submission

☐ Remove current allocations

☐ Participants can assess without having submitted anything

☐ Add self-assessments

Note that if there are any set groups, teachers need to make sure that students are assigned to one. A warning about groups also appears under this section to remind teachers to create groups if they want to choose this setting.

Warning: If the workshop is in 'visible groups' mode or 'separate groups' mode, then users MUST be part of at least one group to have peer-assessments allocated to them by this tool. Non-grouped users can still be given new self-assessments or have existing assessments removed.

These users are currently not in a group: Lee Chan, Eduardo Garcia, Maria Gupte, Anje Kraswck

Once these settings are saved, a confirmation message appears with the message **Allocation done**. Here the random allocations of submissions can be viewed.

Manual allocation Random allocation Scheduled allocation

Allocation done

- Trying to allocate 2 review(s) per author
- Randomly assigning 10 allocations
 - Reused assessment: **Ahmed Ali** kept as reviewer of **Beverly Davis**
 - Reused assessment: **Lee Chan** kept as reviewer of **Beverly Davis**
 - Reused assessment: **Ahmed Ali** kept as reviewer of **Lee Chan**
 - Reused assessment: **Beverly Davis** kept as reviewer of **Lee Chan**
 - Reused assessment: **Lee Chan** kept as reviewer of **Ahmed Ali**
 - Reused assessment: **Beverly Davis** kept as reviewer of **Ahmed Ali**
 - Reused assessment: **Eduardo Garcia** kept as reviewer of **Maria Gupte**
 - Reused assessment: **Anje Kraswck** kept as reviewer of **Maria Gupte**
 - Reused assessment: **Maria Gupte** kept as reviewer of **Eduardo Garcia**
 - Reused assessment: **Anje Kraswck** kept as reviewer of **Eduardo Garcia**

Continue

Click on the **Continue** button to go back to the **Workshop** table.

Scheduled Allocation

The **Scheduled allocation** tab allows all submissions to be automatically allocated **after the submission deadline**, previously set in the **Setup phase**. If you have checked the box near **Switch to the next phase after the submissions deadline** in the **Setup** phase (see pps. 8-9 above), scheduled allocation settings will be enabled with the pre-set parameters.

1. If a deadline has been configured in the **Set up phase** before, go to step 7 below.
2. If deadlines have not been set, use the breadcrumb links to go back to the **Workshop** activity.
3. Navigate to the **Setup phase**.
4. Click on **Set the workshop description**.
5. Scroll down to the **Availability** section and choose deadlines for submissions and assessments.
6. Click on the **Save and display** button.

The **Workshop** phases appear.

7. Navigate to the **Submission phase** and click on **Allocate Submissions**.
8. Click on the **Scheduled allocation** tab.
9. Check the box near **Automatically allocate submissions at the end of the submission phase**.

Manual allocation Random allocation Scheduled allocation

▼ Collapse all

▼ Scheduled allocation settings ?

Enable scheduled allocation

☒ Automatically allocate submissions at the end of the submission phase

▼ Current status

Status

To be executed on 11 March 2020, 10:56 PM !

The **Current status** section shows when the allocation will be completed, which is the same date as the deadline.

Teachers can change the **Allocation settings** by choosing the number of reviews per submission. They can also remove all previous allocations by clicking on **Remove current allocations**. They can choose if **Participants can assess without having submitted anything**, and whether each participant can **Add self-assessments**.

▼ Allocation settings ?

Group mode

Separate groups

Number of reviews

2 per reviewer

☐ Remove current allocations

☒ Participants can assess without having submitted anything

☐ Add self-assessments

Save changes Cancel

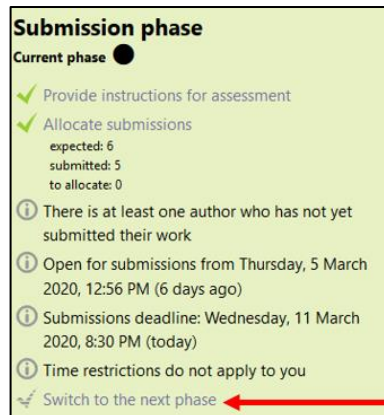
Note that **Group** settings can also affect this allocation method.

Also note that if teachers choose to switch to the next phase manually before the submission deadline, scheduled allocation settings will not be applied.

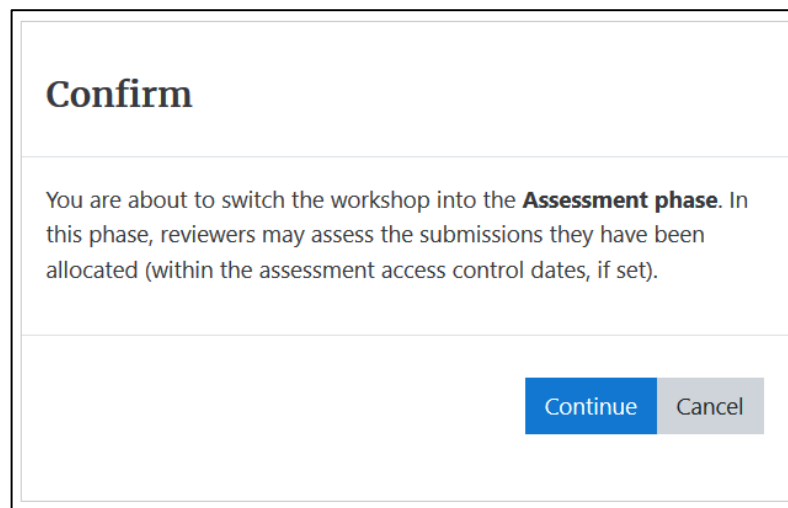
10. After these selections, click on the **Save changes** button.

The **Workshop** phases appear.

11. Click on **Switch to the next phase** to start the **Assessment phase**.



12. Click on the **Continue** button to allow participants access to their allocated submissions.



13. The activity moves to the **Assessment phase**, where participants have until the set deadline to assess each other's work.

Assessment phase				
Setup phase Switch to the setup phase [R]	Submission phase Switch to the submission phase [R]	Assessment phase Current phase ●	Grading evaluation phase Switch to the evaluation phase [R]	Closed Close workshop [R]
<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: 6 submitted: 5 to allocate: 0 ⌚ There is at least one author who has not yet submitted their work ⌚ Open for submissions from Thursday, 5 March 2020, 12:56 PM (6 days ago) ⌚ Submissions deadline: Wednesday, 11 March 2020, 8:30 PM (today) ⌚ Time restrictions do not apply to you 	<ul style="list-style-type: none"> ⌚ Open for assessment from Wednesday, 11 March 2020, 8:31 PM (today) ⌚ Assessment deadline: Wednesday, 11 March 2020, 10:56 PM (today) ⌚ Time restrictions do not apply to you ✓ Switch to the next phase 	<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 	

The Assessment Phase

When the **Assessment phase** is active, students can see the submissions allocated to them below the table. Below is the student view of the **Assessment phase**.


Assessment phase				
Setup phase	Submission phase	Assessment phase Current phase ●	Grading evaluation phase	Closed
	<ul style="list-style-type: none"> ✓ Assess examples expected: 0 assessed: 0 ✓ Submit your work ⌚ Open for submissions from Thursday, 5 March 2020, 12:56 PM (6 days ago) ⌚ Submissions deadline: Wednesday, 11 March 2020, 8:30 PM (today) 	<ul style="list-style-type: none"> ✓ Assess peers total: 2 pending: 2 ⌚ Open for assessment from Wednesday, 11 March 2020, 8:31 PM (today) ⌚ Assessment deadline: Wednesday, 11 March 2020, 10:56 PM (today) 		

Students see the submissions that were assigned to them to assess under the **Workshop** table.


Your submission ▶

Instructions for assessment ▶

Assigned submissions to assess ▼

 ipsum lorem by Ahmed Ali
submitted on *Wednesday, 11 March 2020, 7:34 PM*
No grade yet

Assess

 standard by Lee Chan
submitted on *Wednesday, 11 March 2020, 7:36 PM*
No grade yet


Assess

Students click on each **Assess** button made available to them on this page. Once they assess each work, they click the **Save and close** button to leave the **Assessed submission** page. If they have more than one submission allocated to them, they click **Save and show next** to assess the next one.


Save and show next **Save and close** **Save and continue editing** Cancel

If a student changes their mind about an assessment, they can click **Re-assess**, and review and edit the submission again.

Assigned submissions to assess ▼

 **Advice that I give** by Lee Chan
submitted on *Thursday, 7 May 2020, 11:14 AM*
modified on *Thursday, 7 May 2020, 11:20 AM*
Already graded

Re-assess


 **Giving and receiving advice** by Eduardo Garcia
submitted on *Thursday, 7 May 2020, 11:22 AM*
Already graded


Re-assess


The instructor can wait for the deadline for the **Assessment phase** to close automatically. Otherwise, if all students have submitted their assessments before the deadline, instructors can switch to the next phase manually by clicking on **Switch to the next phase** manually.


Assessment phase

Current phase ●

 Open for assessment from Wednesday, 11 March 2020, 8:31 PM (today)

 Assessment deadline: Wednesday, 11 March 2020, 10:56 PM (today)

 Time restrictions do not apply to you

 Switch to the next phase

A **Confirm** page opens.

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.

ContinueCancel

Click on the **Continue** button. The **Grading evaluation phase** becomes active.

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
Switch to the setup phase	Switch to the submission phase	Switch to the assessment phase	Current phase ●	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<ul style="list-style-type: none">expected: 5submitted: 3to allocate: 0ⓘ There is at least one author who has not yet submitted their workⓘ Open for submissions from Thursday, 7 May 2020, 7:09 AM (today)ⓘ Time restrictions do not apply to you	<ul style="list-style-type: none">ⓘ Open for assessment from Thursday, 7 May 2020, 7:09 AM (today)ⓘ Time restrictions do not apply to you	<ul style="list-style-type: none">✓ Calculate submission grades<ul style="list-style-type: none">expected: 5calculated: 0✓ Calculate assessment grades<ul style="list-style-type: none">expected: 5calculated: 0✓ Provide a conclusion of the activity✓ Switch to the next phase	

The Grading Evaluation Phase

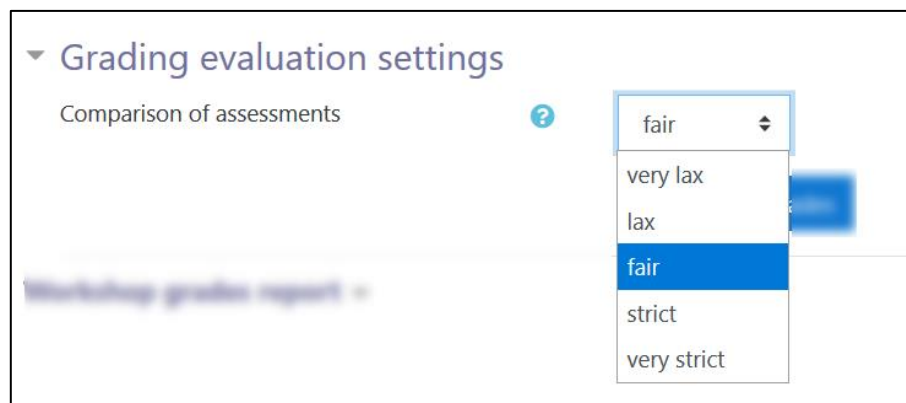
In this stage, Moodle calculates the final grades for submissions and assessments.

1. Scroll down below the table, to the **Grading evaluation method**. This function is pre-set to **Comparison with best assessment**.

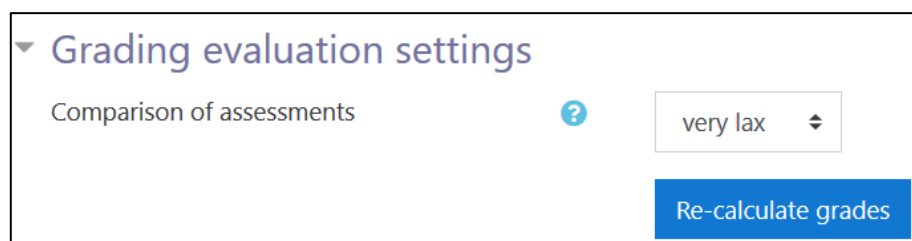
Grading evaluation method	Comparison with the best assessment
---------------------------	-------------------------------------

2. Navigate to **Grading evaluation settings** and click on the **Comparison of assessments**. This setting determines how close the teacher wants the assessment results to be. If the teacher expects all learners to give the same or very similar grades to an assignment, this setting should be set to **very strict**. In this case, the more different an individual assessment score is with the classroom average, the lower grade it will receive. Knowing that their assessments will be graded for quality, students realize that they are held accountable for their work and will complete the task more responsibly.

Teachers can choose other methods of comparison (very lax, lax, fair, and strict) if they wish.



3. Choose one of the options and click the **Re-calculate grades** button to get a new assessment grade.



4. In the **Workshop grades report** section, teachers can choose how many items they would like to see per page.

Workshop grades report ▼

Separate groups: All participants

Showing 10 items per page

Change ... ▼

5. Scroll down to see the list of participants and the calculated grades for submissions and for assessments.

The **Grades received** column shows what grades each person has received from the other participants and the **Grades given** column shows how well each person has assessed their peers' work.

Workshop grades report ▼						
			Separate groups: All participants ▼			
First name ▼ / Surname ▼	Submission ▼ / Last modified ▼	Grades received	Grade for submission (of 80) ▲	Grades given	Grade for assessment (of 20) ▲	
Ahmed Ali	ipsum lorem modified on Wednesday, 11 March 2020, 7:34 PM	27 (20) < Lee Chan 40 (20) < Beverly Davis	33	80 (20) > Lee Chan 40 (20) > Beverly Davis	20	
Lee Chan	standard modified on Wednesday, 11 March 2020, 7:36 PM	80 (20) < Ahmed Ali 53 (20) < Beverly Davis	67	27 (20) > Ahmed Ali 40 (20) > Beverly Davis	20	
Beverly Davis	iiipssuumm modified on Wednesday, 11 March 2020, 7:42 PM	40 (20) < Ahmed Ali 40 (20) < Lee Chan	40	40 (20) > Ahmed Ali 53 (20) > Lee Chan	20	
Eduardo Garcia	Lorem Ipsum modified on Wednesday, 11 March 2020, 7:25 PM	53 (20) < Maria Gupte - (-) < Anje Kraswck	53	0 (20) > Maria Gupte 53 (20) > Eduardo Garcia	20	
Maria Gupte	LLOREEM modified on Wednesday, 11 March 2020, 7:40 PM	0 (20) < Eduardo Garcia - (-) < Anje Kraswck	0	- (-) > Eduardo Garcia - (-) > Maria Gupte	-	
Anje Kraswck	No submission found for this user	-	-	-	-	

For more information and details on grading see:

https://docs.moodle.org/38/en/Workshop_activity

6. Navigate to the **Workshop toolbox** under the **Workshop grades report table** and click on the small arrow. Two options appear**. By clicking on the **Clear all aggregated grades** button, teachers can re-set and re-calculate all aggregated grades for submissions and assessments. By clicking on the **Clear assessments** button they can clear all submission and assessment grades.

Workshop toolbox ▼

Clear all aggregated grades ?

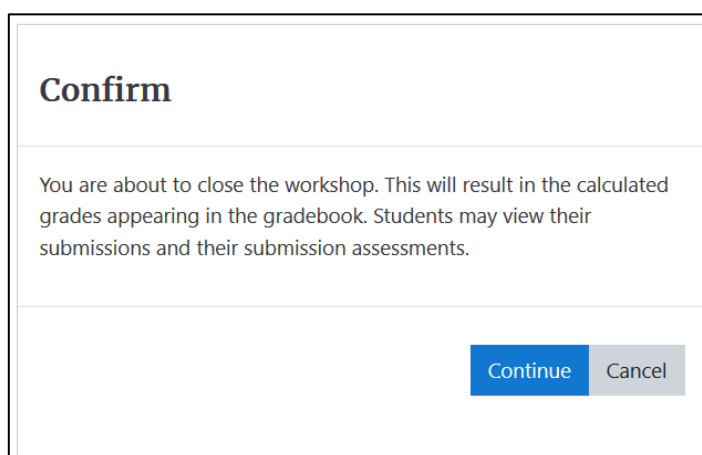
Clear assessments ?

****Important note:** There is risk of losing data if any of these actions are performed.

7. Scroll up to the **Workshop phases** table.

8. Click **Switch to the next phase**.

Click **Continue** to close the **Workshop** and send the grades to the gradebook.

A confirmation dialog box with a light gray border. The title "Confirm" is in bold at the top left. Below it, a message states: "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 buttons: "Continue" (blue) and "Cancel" (gray).

Confirm

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.

Continue Cancel

The Closed Phase

This stage closes the activity and allows students to see their grades in their **Gradebooks**.


Collecting Artifacts for the Eportfolio




Once the **Workshop** enters the **Closed phase**, students can save the submissions and assessments as images or pdf files and upload them to the ePortfolio. Ask students to:

1. Click on the **Workshop** activity.
2. Navigate below the table and click on the title of their own or their peers' submissions to open the form and right-click their mouse anywhere on the screen to open the print menu.

Grade for submission
69.33 / 80.00

Grade for assessment
20.00 / 20.00

Your submission ▼
 What is your favorite Canadian Celebration? by Lee Chan
submitted on Thursday, 10 September 2020, 9:25 AM

Assigned submissions to assess ▼
 What is your favorite Canadian Celebration? by Ahmed Ali
submitted on Thursday, 10 September 2020, 9:33 AM
 What is your favorite Canadian Celebration? by Eduardo Garcia
submitted on Thursday, 10 September 2020, 9:37 AM
 What is your favorite Canadian Celebration? by Maria Gupte
submitted on Thursday, 10 September 2020, 9:47 AM

BackAlt+Left Arrow

ForwardAlt+Right Arrow

ReloadCtrl+R

Save as...Ctrl+S

Print...Ctrl+P

Cast...

Translate to English

View page sourceCtrl+U

InspectCtrl+Shift+I

3. On the print pop-up, choose a printer to print the file on paper for their binders, or save the file as pdf to upload it in their eportfolios.

9/23/2020 My Favourite Canadian Celebration

SEPIDEH'S COURSE

[Dashboard](#) / [My courses](#) / [Sepideh's Course](#) / [Canadian Culture \(JLNC-4\)](#) / [My Favourite Canadian Celebration](#) / [Submission](#)

My Favourite Canadian Celebration


My submission

[Instructions for submission](#)

Write a short paragraph and explain what You favorite Canadian celebration is, when it is and how people celebrate this occasion. Add a picture to your writing that shows people celebrating this day. Also add a link to a page from Wikipedia that explains this celebration in more detail.

What is your favorite Canadian Celebration?
by Ahmed Ali
Submitted on Tuesday, 10 September 2020, 9:33 AM

I like Christmas because many lights and trees and decorations in malls and happy music and gifts and shops on sale. It is very cold and rainy and snowy not very good. Christmas and new year almost same time. Christmas in some countries not cold like Australia. Santa take pictures has white beard and red hat.



Your assessment
by Lee Chao
Grade: 32 of 80


[Assessment form](#)

Assertion 1

<https://avenue.ca/classroom/mod/workshop/submission.php?cmid=469574&d=19>

1/3

Print 3 pages

Destination  Save as PDF

Samsung ML-1740 (USB001)
OneNote for Windows 10
Save as PDF
Save to Google Drive
See more...

Pages

Layout Portrait

More settings

Save Cancel

Video Resources/Tutorial

- <https://www.youtube.com/watch?v=ufnyyCla3XM>
- <https://www.youtube.com/watch?v=xMD62SgiOEc>
- <https://www.youtube.com/watch?v=rBSz6hBXYak&feature=youtu.be>
- <https://www.youtube.com/watch?v=0Fx9feByAvs>

Workshop Activity Help Files

- https://docs.moodle.org/38/en/Workshop_activity
- https://docs.moodle.org/38/en/Using_Workshop#Setup_phase
- https://docs.moodle.org/38/en/Using_Workshop
- https://docs.moodle.org/38/en/Workshop_grading_strategies