



Quick Guide to Managing a Workshop Activity

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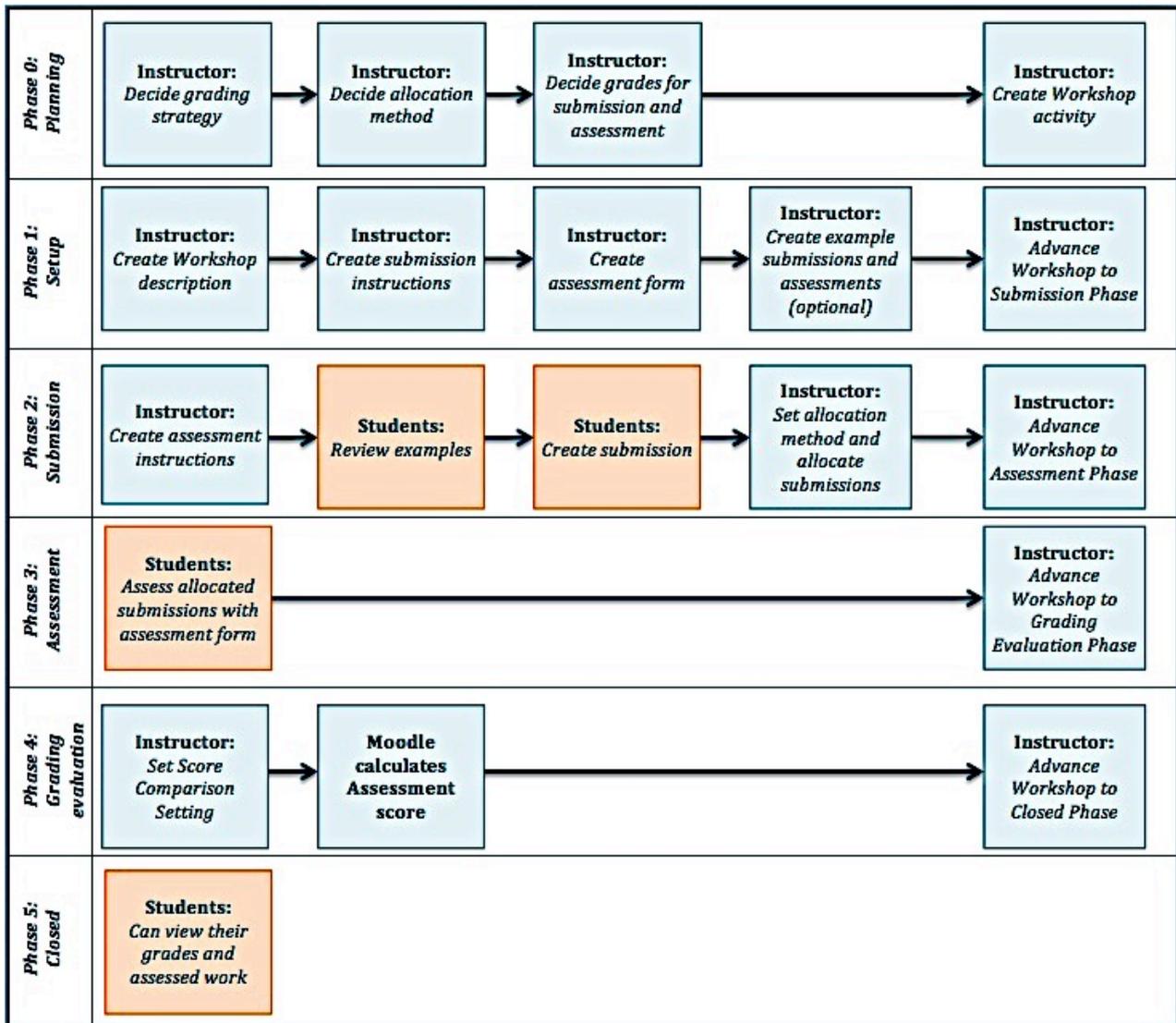
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KEY FEATURES

The Moodle (v.2.7) Workshop activity is designed as an integrated set of activities to facilitate self and peer review of students' work. This guide can be used in conjunction with a Workshop Peer Review activity to streamline and manage the five phases of the peer review process.

Table 1 Workshop activity phases and workflow for teachers and students

(Adapted with permission from Watkins, S 2015, Enabling Peer Review in Moodle: A Look at the Workshop Activity, DELTAwire NC State University)



GETTING STARTED WITH MANAGING WORKSHOP

Following the creation of a Workshop peer review activity, additional tasks will need to be completed before students can submit their work. The *Workshop Planner* (Figure 1) is a visual guide for managing these tasks.

To access the Workshop Planner for a peer review activity that has been created, click on the name of the activity in the section of your Moodle site. The Workshop Planner will appear at the top of the screen. Settings and options can be modified and updated by clicking on the item in the visual Planner grid.

The Workshop Planner

The Workshop Planner is a visual representation of the workflow of participant activity from setup to close. The active phase is highlighted and task completion is indicated with a tick. The tasks for each phase will have a green tick (ready), grey tick (requires attention) or a red cross (not started). Clicking on any task will open the task settings.

For example, to edit the submission instructions, go to the *Setup Phase* in the Planner and click on *Provide instructions for submission*.

Switching between phases to give students access to the phase they need to work in should be done manually. To activate a phase, click the *light bulb icon* next to the phase heading (Figure 1). Switching between phases can be done at any time but note that switching from submission to assessment will block students from submitting unless late submissions are allowed.

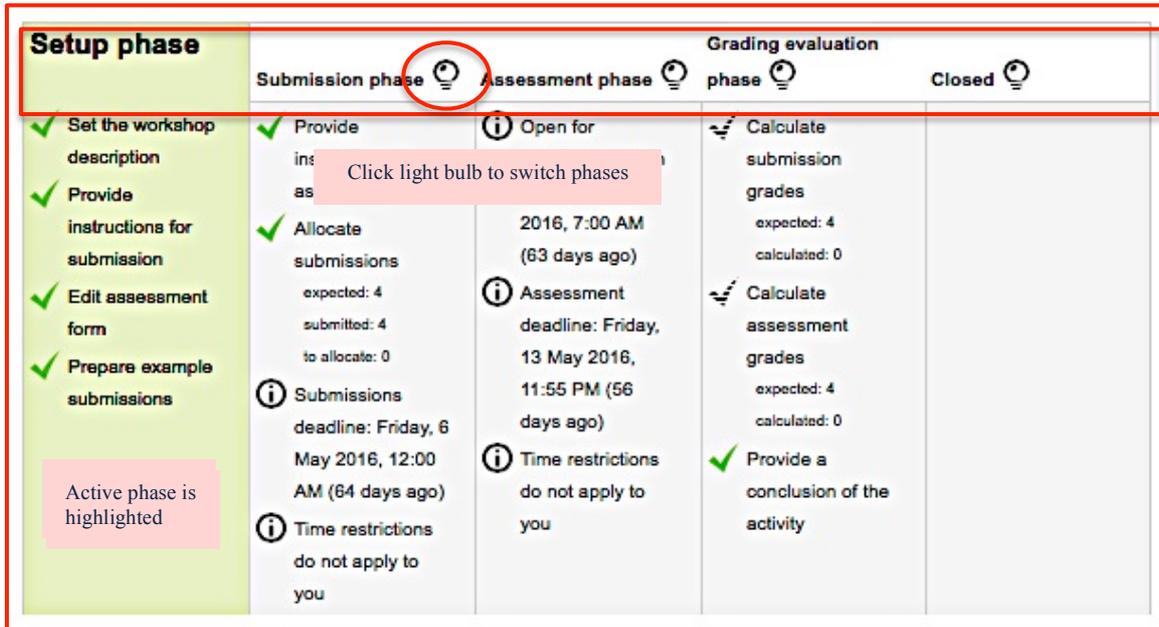


Figure 1 Example Visual Workshop Planner Grid

Workshop tasks can also be modified and updated from the Workshop Administration block, which can be accessed within the Workshop activity. From the Administration block, select *Edit settings* to change the Workshop settings; select *Edit assessment form* to create and edit the peer assessment form; or select *Allocate submissions* to set up or change the reviewer allocations for the activity (Figure 2).



Figure 2 Workshop Administration block

THE WORKSHOP PHASES

A Workshop activity can span several days or weeks with participants progressing from reading instructions, practicing reviews, submitting work, reviewing others' work, and finally viewing their marks and feedback.

- **Planning Phase** is not part of the Planner but it establishes the parameters for how students will progress to complete their tasks in the other phases.
- **Setup Phase** is where the assignment is setup by the instructor and updated in preparation for submission of work.
- **Submission Phase** is where students submit their work for peer review.
- **Assessment Phase** is where students give feedback on one or more students' work.
- **Grading and Evaluation Phase** is where the instructor reviews the submissions and peer feedback (assessment), and optionally allocates a grade for submission or assessment or both.
- **Closed Phase** allows the instructor to close the activity, at which point the grades and feedback are revealed unless they have been hidden from within the *Moodle Gradebook*. To check the status of grades in the Gradebook, click the *Grades* item in the *site administration block*. Click the *Categories and Items* tab in the Gradebook and locate the activity in the list. If the **eye icon** is closed, the grades for that activity are hidden. Click on the **eye icon** to show or hide grades.

A note about Permissions

Moodle allows specific roles to be able to change other specific role capabilities based on the context. The UOW Moodle installation does not allow changes to role permissions by users. All role permission changes for the Workshop and other Moodle activities require staff to submit a support ticket to IMTS via the support link at the top of the Moodle home page. For example, an Instructor might want students to submit and assess anonymously. A request can be made to IMTS to hide student names and the change will be reflected in the Workshop permissions. Table 2 shows the different options for single blind and double blind submissions and reviews.

Table 2 Student permissions for single blind and double blind submissions and reviews

(adapted from *Create a UNSW Workshop Activity in Moodle*, TELT, University of New South Wales, <https://teaching.unsw.edu.au/moodle-unsw-workshop#anonymity>).

Setup action	Student reviewer can see...			
	...authors during Assessment phase	...authors when activity is Closed	...reviewers during Assessment phase	...reviewers when activity is Closed
Remove "View author names" permission ONLY (single blind)	No	No	No	No
Remove "View reviewer names" permission ONLY (single blind)	Yes	Yes	No	No
Remove BOTH "View author" and "View reviewer" permission (double blind)	No	No	No	No

PHASE ONE: SETUP WORKSHOP

1. SET THE WORKSHOP INTRODUCTION OR DESCRIPTION

- a. In the Planner, click on *Set the workshop description*.
- b. Type the description into the text box.
- c. To show the description in the site section, check the box *Display description on site page*.
- d. Click the *Save and display* button.

2. PROVIDE SUBMISSION INSTRUCTIONS

- a. In the Planner, click on *Provide instructions for submission*.
- b. In the Submission settings section, add instructions to the **Instructions for submission** text box. These are the instructions that will be displayed to students who are submitting their work.
- c. Click the *Save and display* button.

3. PREPARE THE ASSESSMENT FORM

- a. In the Workshop Planner, go to the Setup phase.
- b. Click on *Edit assessment form*.
- c. The assessment form template will display based on the grading strategy selected in the Workshop settings.

There are four grading options:

Accumulative – Comments and a grade are given regarding specified aspects.

Comment – 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.

NOTE: Refer to the more detailed Guide to Managing Workshop Peer Assessment for a description of each type of form and grading option.

4. PREPARING AND ASSESSING EXAMPLE SUBMISSIONS (OPTIONAL)

If you are providing example submissions:

1. In the Example submissions section, click *Add example submission*.
2. Add a title and content, and upload a file if your submission settings include uploading a file.
3. Click the *Save changes* button. The Instructor will have to assess the example submission to provide a reference assessment.
4. Click the *Continue* button to assess the submission.
5. Assess the example submission using the assessment form.
6. When finished, click the *Save and close* button.

When the Setup preparation work is complete, click on the *light bulb* in the Planner to advance to the Submission Phase.

PHASE TWO: SUBMISSION OF STUDENT WORK

Students will only be able to submit their work when the Submission phase is highlighted. Click the *light bulb* next to Submission to open it for students to submit their work. Ensure that instructions, deadlines and other information is displayed to help students submit their work. In the Planner, the Submission phase displays the status of submission elements.

SWITCHING TO SUBMISSION

1. To access the submission phase tasks, click on the Workshop activity title in the Moodle site.
2. In the Planner, click the *light bulb* next to Submission phase. Submission phase will be highlighted.
3. Provide instructions for assessment (next phase) if not added previously.
4. Allocate submissions to reviewers. Click on *Allocate submissions* to open the Allocation options.
5. Review submission open and deadline dates to ensure they are correct.

ALLOCATION OF PEER REVIEWERS

During the submission phase, it is highly recommended that allocation of student submissions be done as close as possible to the submission deadline or after the submission deadline has passed. Submission allocations can be scheduled automatically at the end of the submission phase.

Note: Information and instructions have been provided in this guide for all of the Workshop activity allocation methods and, where available, the Moodle contextual Help information for some options and settings has been included.

If late submissions have been allowed, it is recommended to use the *random allocation method* where the Instructor randomly allocates once the submission deadline has passed and all late submissions have been accepted because once the assessment phase opens, students can access their allocated submission to review and any random reallocation at this point may result in a different allocation where some reviewers receive an additional submission to review and some submissions are not allocated a reviewer.

TO ALLOCATE SUBMISSIONS FOR ASSESSMENT:

1. In the Planner, highlight the Submission phase.
2. Select either Set up scheduled allocation or Allocate submissions.
3. Select an allocation method from the tabbed menu.

ABOUT ALLOCATION METHODS

Scenario 1		
Manual allocation	Random allocation	Scheduled allocation
Participant is reviewed by Participant		Participant is reviewer of
Nothing to review	PROJ554_12 Test Student 0 No submission found for this user	Reviewer without own submission Self-assessment disabled Nothing to review
Nothing to review	PROJ554_12 Test Student 1 No submission found for this user	Reviewer without own submission Self-assessment disabled Nothing to review

Figure 3 Allocation Methods

MANUAL ALLOCATION METHOD

This option allows an Instructor to choose which student will review another student's work. The participating students are listed in the middle column. A student must submit something before they can be assigned a reviewer, however the Instructor can assign someone to review someone else's work without the reviewer having submitted work.

- To assign a reviewer or reviewee, click on the drop down menu and choose a name. The page will refresh to show the additions and a success message is displayed.
- To remove a reviewer or reviewee, click the cross next to the student's name. The page will refresh to display a confirmation message.
- Click *Yes, I am sure* to complete the removal.

RANDOM ALLOCATION METHOD

This option allows an Instructor to allocate submissions for assessment automatically with a few specifications. Random allocation will only work after at least one piece of work has been submitted so it is best to wait to do random allocation when the deadline has arrived or has passed.

If groups have been set up for the Workshop activity, the allocations can be set to distribute among group members.

1. Select the *Random allocation* tab.
2. Select the number of reviews and whether this is per submission or per reviewer, i.e. each reviewer assesses 5 submissions OR each submission has 5 reviewers.

3. To specify the *Number of reviews per submission or per reviewer*, in the *Number of reviews* drop-down menu, select the number of reviews and whether they are assigned to reviewers or to submissions.
4. Check the *Prevent reviews by peers from the same group* box to prevent students from reviewing submissions from within their own group.
5. Check the *Remove current allocations* box to override previous allocations. Overriding previous allocations might be done if, for example, extra submissions have been added. The random allocations will be re-done for all submissions. If this box is left unchecked, only the unallocated submissions will be allocated to reviewers.
6. Check the *Participants can assess without having submitted anything* box to allow students to assess their peers' submissions without having submitted anything. If this box is not checked, any student who has not submitted will not be allocated a reviewee.
7. Click *Save changes* to start the random allocation process.

When the random allocation has completed a confirmation message will display noting any problems, such as not being able to allocate to individuals who have not submitted.

SCHEDULED ALLOCATION METHOD

Scheduled allocation, in conjunction with automatic switching from submission to assessment (in Workshop settings) opens the assessment phase for students to start their peer assessment with their own work still fresh in their minds (Figure 4).

Scheduled allocation automates a random allocation of submissions and reviewers if a deadline has been set for the submission phase. It is recommended that late submissions not be allowed if scheduled allocation has been selected. If the scheduled allocation method is selected and late submissions are allowed, students who submit late will not be allocated a submission to review. The Instructor will need to allocate submissions manually for each individual student.

Note: Manually switching to the assessment phase will not trigger scheduled allocation. Use the Random allocation method to open the assessment phase earlier than the deadline or if no deadline has been set. When the *Switch to the next phase after the submissions deadline* box is ticked, the scheduled allocation option automatically appears in the Workshop Planner.

Open for submissions from

2 August 2016 11 45 Enable

Submissions deadline

10 August 2016 11 45 Enable

Switch to the next phase after the submissions deadline

Figure 4 Settings options for scheduled allocation method

TIPS FOR USING THE SCHEDULED ALLOCATION METHOD

- Set a *Submission Deadline* date.
- Don't allow late submissions.
- Check the box in the settings to automatically switch phases.
- Set an *Open for Assessment From* date.
- Set a deadline for completion of the peer assessment.

HOW TO SET UP SCHEDULED ALLOCATION

1. Click on the Workshop activity name to view the Planner.
2. Click the *light bulb* to select the *Submission phase*.
3. Click *Allocate submissions* or click *Set up scheduled allocation*.
4. Go to the *Scheduled Allocation* tab and click *Expand all* to see all settings (Figure 5).

If enabled, the scheduled allocation method will automatically allocate submissions for the assessment at the end of the submission phase. The end date of the phase is defined in the Workshop setting *Submissions deadline*. The Workshop activity will automatically randomly allocate reviewers and submissions based on the allocation options selected.

NOTE: The scheduled allocation is not executed if the Instructor manually switches the Workshop into the assessment phase before the submissions deadline. Submissions and reviewers will have to be allocated by the Instructor (Yourself in that case).

Figure 5 Scheduled Allocation Settings

STEPS TO COMPLETE THE SCHEDULED ALLOCATION SETTINGS:

1. Check the box to *Enable scheduled allocation*.
2. If the Current status is showing as *scheduled allocation disabled*, saving the form with the checkbox ticked will reset the current status to enabled and all previous allocation settings will be replaced.
3. Group mode is only activated if groups have been set up for the activity.
4. Select the *number of reviews* per submission or per reviewer. How many is enough? You need to predict whether all or just some students will do the peer marking. You want to avoid overloading students while ensuring that everybody gets some peer feedback.
5. Check *Remove current allocations* to remove any existing allocations and reallocate all submissions and reviewers.
6. Check *Participants can assess without having submitted anything* to allow students to review if they have not submitted their work.
7. Check *Add self-assessments* if students need to assess their own work. Students will be assigned their own work in addition to other students' work. This option will be disabled if you didn't select self-

assessment in the Workshop settings. Note: ensure the workload for students is manageable when considering self-assessment.

8. Click *Save Changes* to activate the scheduled allocation.
9. Go to the Planner to check that the scheduled allocation has been activated. The Planner will show the switch from submission to assessment after the deadline has passed.

PHASE THREE: ASSESSMENT

In the Planner, click the *light bulb* for Assessment phase to switch to that phase and open it for students to complete their peer assessments.

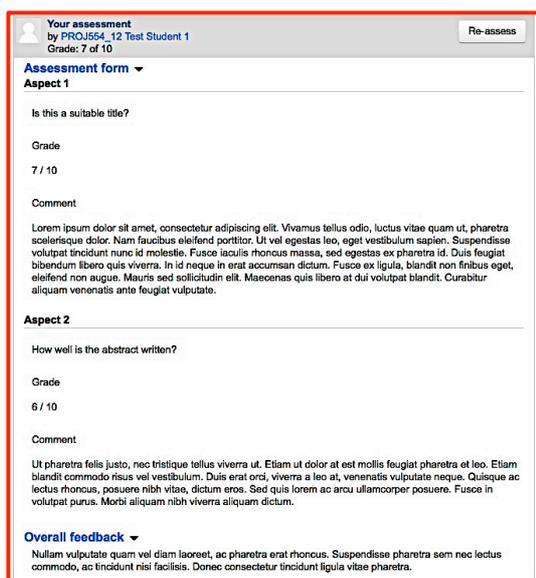
The criteria for assessment should be expressed as clearly as possible to students. Consider having a class discussion about the assessment criteria prior to using the Workshop activity, or provide example assessments, to help communicate expectations to students as clearly as possible.

During the Assessment phase, students assess the submissions they have been allocated. To begin an assessment, students click the *Assess* button next to the submission. Then, they assess the submission according to the Assessment form that the instructor created during the Setup phase.

When a student clicks on the *Assess* button, the assessment form will open for them to complete. Figure 6 shows a completed assessment form example.

When the assessment form is completed and saved, the mark given and feedback can be reviewed and the student can re-assess any time during the assessment phase.

Refer to the **Student Guide Workshop Peer Assessment** for more information on student tasks for submission and assessment.



The screenshot shows a web interface for a peer assessment. At the top, it says "Your assessment by PROJ554_12 Test Student 1" with a "Re-assess" button. Below is the "Assessment form" section, which is divided into two aspects. Aspect 1 asks "Is this a suitable title?" and has a grade of 7/10. Aspect 2 asks "How well is the abstract written?" and has a grade of 6/10. At the bottom, there is an "Overall feedback" section with a dropdown arrow and a paragraph of placeholder text.

Figure 6 Completed Assessment Form

NOTE: When students have been made anonymous, their name does not appear for the submission and/or the review.

NOTE: When a student hasn't submitted any work and the Instructor has set the workshop up so that students who haven't submitted can't assess, the student will see a message that there is no assigned submission to assess.

PHASE FOUR: GRADING AND EVALUATION

In the Planner, click the *light bulb* for *Grading evaluation phase* to switch to that phase and evaluate submissions and assessments.

When the Workshop is switched to the *Grading Evaluation phase*, students will no longer be able to submit and assess or make changes, however they will be able to view any submissions and assessments they have completed. In this phase, the instructor evaluates the peer assessments and calculates the final marks for submissions and assessments.

For the grade for assessment, the instructor can decide how strict the comparison should be. Grades can be recalculated more than once.

THE GRADING AND EVALUATION PHASE ALSO ALLOWS THE INSTRUCTOR TO DO THE FOLLOWING:

- Manually override the calculated marks.
- Mark individual submissions (optional).
- Set selected submissions e.g. high quality submissions, as published so they become available to all Workshop participants in the closed phase.

Grading Evaluation Settings

The Grading Evaluation settings help to calculate the grades given for assessment, i.e. the grade the students receive for assessing their peers. The formula takes into account all the grades given for a particular submission and compares them to see how close in range the marks are.

For example, assume there are four assessments in total with a range of marks as follows: 90, 92, 89, and 68. The mark 68 will most likely be flagged and the student who submitted that mark will receive a lower grade because their assessment does not seem to coincide with the other peer assessments.

Workshop Grades Report

The Workshop grades report displays the grades received for submission and for assessment in a table format.

Viewing a submission and Peer Assessments

1. In the Grading and evaluation phase, go to the Workshop grades report.
2. Click on a submission title. The submission and all peer assessment for that submission will be displayed.

NOTE: Students will no longer be able to submit or assess work when this phase is highlighted.

Assessing Individual Submissions and Evaluating Peer Reviews

PART ONE: ASSESSING A SUBMISSION:

1. With a submission open, click the *Assess* button to display the assessment form.
2. Complete the assessment form and click *Save and close* to return to the submission.
3. Scroll down the page to view more options.
4. Select the checkbox to publish the submission (optional). Publishing a submission will make it available to all students as an example assignment after the Workshop activity has been closed (See figure 7).
5. Select the new mark from the drop-down menu to override the mark awarded for the submission.
6. Enter feedback for the author of the submission (optional).
7. Click *Save and close* or complete part two: evaluating peer reviews.

PART TWO: EVALUATING PEER REVIEWS FOR A SUBMISSION

8. Click the *Assessment settings* button for each assessment to evaluate the assessment and override the marks awarded if required and add feedback for the reviewer.
9. Select the mark.
10. Enter feedback.
11. Provide overall feedback (optional).
12. Select the weighting to apply to your evaluation. Leave as 1 to have your mark calculated with the same influence as others assessing the submission. Increasing the weighting will increase the impact your grade has on the overall submission grade for the student.
13. Click *Save and close*.



Figure 7 Student view of published submissions

Grading Evaluation Phase Method and Settings

1. The option for Grading evaluation method will be *Comparison with the best assessment*. This is the only option that can be selected from the drop down menu for the current version of the Workshop activity.
2. Select the level of strictness of comparison. The more strict the comparison, the more similar the assessments need to be for a high grade to be obtained.
3. Click Re-calculate grades to apply the settings to the assessments.
4. View the grades received for submission and for assessment in the Workshop grades report that appears below the Grading evaluation settings.

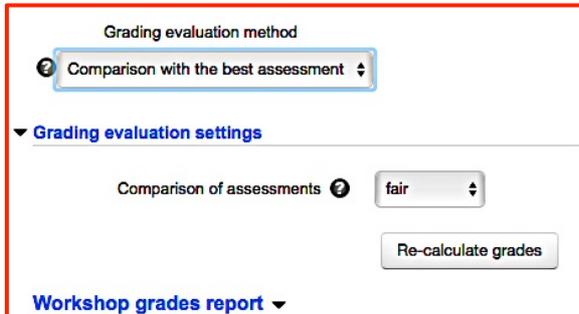


Figure 8 Grading evaluation settings

NOTE: The *Comparison of assessments* setting allows you to adjust the strictness of the formula. If you choose the comparison to be very *strict*, students who have a different evaluation that stands out from the other evaluations will be penalised for their assessment. If you choose very *lax*, then the penalty will not be as high. The setting can be left at the default *fair* if you are don't know what to choose for the comparison. The comparison method looks for three or more peer assessments. If only two or less assessments are available, the formula is unable to determine which grade is more likely. Students will more than likely receive full marks for the grades given, even if the assessments differ drastically.

The Workshop toolbox

The Workshop toolbox has options to adjust and re-calculate grades for submissions and for assessments.

To clear grades for submission and assessment, click *Clear all aggregated grades*. The grades can be recalculated any time during the Grading evaluation phase.

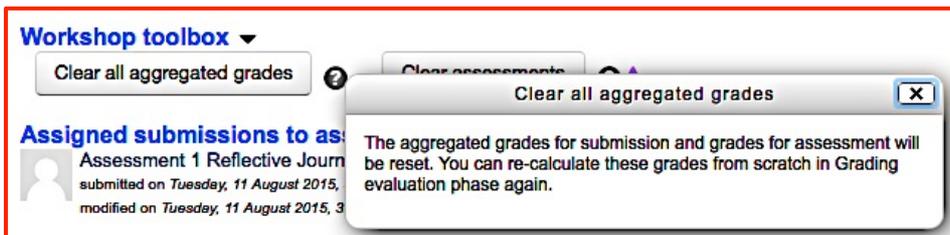


Figure 9 Help information for Clear all aggregated grades

To delete students' assessments, click *Clear assessments*. The completed assessment form will be kept but the reviewers will need to open the assessment form and enter a grade to have it recalculated for final grades.

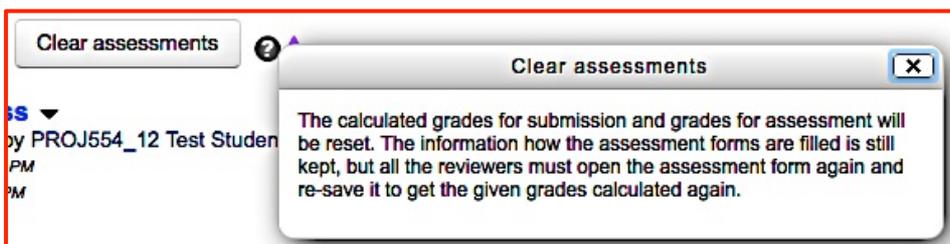


Figure 10 Question mark icon displays Help information for the Clear assessments option.

To override individual grades, enter a grade for the submission in the subject's Moodle Gradebook. Or, to influence the grade, return to the Assessment phase and enter your own assessment with a different weight from those awarded by peer reviewers.

The instructor can also return to the Setup phase at any time to adjust activity settings and prevent users from modifying their work. The Workshop does not have to be changed to the Closed phase for the Instructor to temporarily prevent student activity in the Workshop.

PHASE FIVE: CLOSED

In the Planner, click the *light bulb* for *Closed phase* to switch to that phase and end the Workshop activity.

When the Workshop is switched to the *Closed phase*, the final grades calculated in the previous phase will be entered in the *Gradebook*. At this point, students can view their grades, their submissions, their submission assessments, and any submissions that have been published.

To hide marks and release them at a later time, go to the *Gradebook*, select *Categories and Items* and click on the *eye* icon for both the submission and assessment. The eye icon will appear as closed to indicate the marks as hidden.

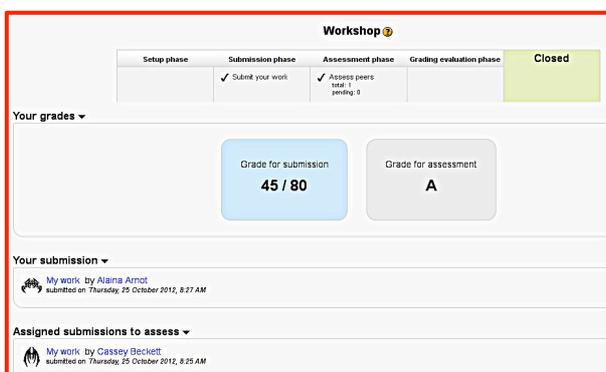


Figure 11 Student view of grades in Close phase if grades are not hidden

ABOUT GROUPS AND WORKSHOP ACTIVITY

Groups and groupings function within the Workshop activity as categories that the Instructor can select when allocating submissions and reviewers.

Group mode has three options, which are the standard options within the Moodle groups feature. Moodle groups is a separate feature within a Moodle site that allows the Instructor to form students into groups. Students will need to be added to groups within the Groups tool to enable the group feature in the Workshop activity to be selected. If groups have not been set up when creating the Workshop activity, the settings will display the *no groups* option.

The Group mode in the Workshop settings has three options:

- No groups - There are no sub groups, everyone is part of one big community
- Separate groups - Each group member can only see their own group, others are invisible
- Visible groups - Each group member works in their own group, but can also see other groups

NOTE: The group mode defined at site level is the default mode for all activities within the site. Each activity that supports groups can also define its own group mode, though if the group mode is forced at site level, the group mode setting for each activity is ignored.

What is a Grouping?

A grouping is a collection of groups within a site. If a grouping is selected, students assigned to groups within the grouping will be able to work together.

What is Available for group members only?

If this checkbox is ticked, the activity (or resource) will only be available to students assigned to groups within the selected grouping.

Where does group selection drop down menu (for Instructor) appear?

- Submission phase
- Assessment phase

In the Assessment phase, the selected group will only display students who have submitted work. Students who have not submitted work will not be visible in the student list in the allocation table.

Any student not added to a group will not be able to see the link to the Workshop activity. The student needs to be added to the group via the group tool in the site.

For manual allocation, the *groups menu* only allows viewing of different groups and the students in those groups. There is no option available in Workshop to manage submission and review of an individual's allocated work within a group. Students can be excluded from the same group reviewing each other's work but they can't be prevented from reviewing the work of students in other groups. If it is intended to keep all groups as separate entities for the purpose of peer assessment, it is recommended to create separate groups, create a new workshop activity for each group (use the Duplicate option in the Edit menu) and allocate one group to each Workshop.

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