

## Workshop Activity

This activity enables the collection, review and / or peer assessment of students' work. Students can submit digital content, which is assessed by peers (can be anonymous). Two grades are entered into the grade book, one for their submission and one from their peers (can be anonymous).

Benefits include:

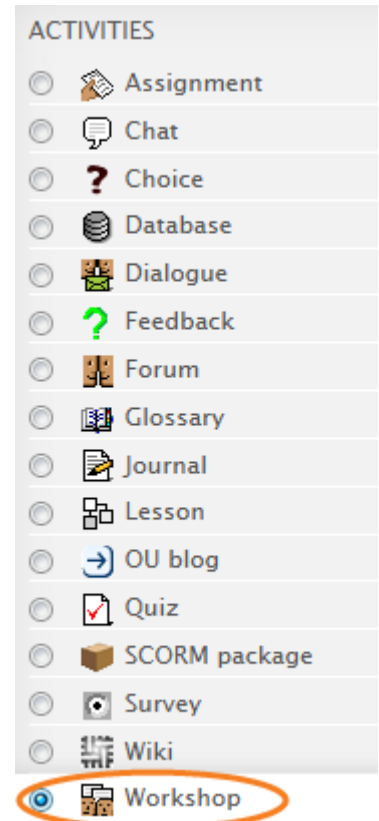
- agreed marking criteria so there is little to no confusion about assignment outcomes and expectations
- Increased student involvement
- Encourages students to reflect on their role and contribution (especially with group work), gives more relevant feedback as it is generated by their peers in a language they understand and students are aware that their contribution will be graded by their peers.

### Workflow – five stage activity

Setup	Submission	Assessment	Grading	Closed
<ul style="list-style-type: none"><li>• Teacher only</li><li>• Settings</li><li>• Assessment criteria</li></ul>	<ul style="list-style-type: none"><li>• Students upload their work</li></ul>	<ul style="list-style-type: none"><li>• Set/peer and teacher assessment</li><li>• Manual or automatic allocation of assessments</li></ul>	<ul style="list-style-type: none"><li>• Software calculations grades</li><li>• Teacher can override or change weight</li></ul>	<ul style="list-style-type: none"><li>• Grades are pushed into the gradebook</li></ul>

## Adding a workshop activity to your course:

1. Log into eLearn and click into the course you want to add the activity to.
2. Select **Workshop** from the **Add an activity or resources** menu.
3. Fill in the form.



### General

Workshop name\*

Description

Font family | Font size | Paragraph | [Rich Text Editor Icons]

**B I U** ABC x<sub>2</sub> x<sup>2</sup> [List Icons] [Link Icon] [Image Icon] [Table Icon] [Media Icon] [HTML Icon]

This activity is part of the online conference. You will be submitting your presentation and reviewing your peers.

Path: p

## Workshop Features

### Use examples

Gives the students the opportunity to compare their assessment with a reference assessment. This task is not counted as an assessment task / is only for their learning / practice




### Use peer assessment

A student will have access to submissions from others to assess / provide feedback.

### Use self-assessment

A student is allocated their own submission to assess / provide feedback.

#### Workshop features

- Use examples   Example submissions are provided for practice in assessing
- Use peer assessment   Students may assess the work of others
- Use self-assessment   Students may assess their own work

## Grading settings

### Grade for submission

This sets a maximum grade for their work, this includes all assessors (peers and teacher)

### Grade for assessment

This sets a maximum grade for how they have performed their peer assessments

### Grading strategy

There are four options

1. **Accumulative grading** – comments and a grade are given regarding specified aspects
2. **Comments** – comments are given regarding specified aspects but no grade can be given
3. **Number of errors** – comments and a yes/no assessment are given regarding specified assertions
4. **Rubric** – A level assessment is given regarding specified criteria

#### Grading settings

Grade for submission

Grade for assessment

Grading strategy 

- Rubric
- Accumulative grading
- Comments
- Number of errors
- Rubric

## Submission Settings

Fill in the submission instructions, select the maximum number of submissions and set the file size limit.

## Assessment Settings

Fill in instructions, if you have ticked, example submission or student self- assessment in workshop features you can set which task they need to complete first e.g. the example, self and then peer.

### Access control

Each stage of this activity needs to be opened manually. Once you have built the assessment criteria you may open the workshop for submissions

#### Access control

Open for submissions from\*       Enable

Submissions deadline\*       Enable

Switch to the next phase after the submissions deadline\*

Open for assessment from\*       Enable

Deadline for assessment\*       Enable

Complete the form as required. Click **Save and display** when you are happy with the settings. You can change these at any time.

## Setup Phase

eLearn shows you what stage of the process or activity you are up to. From above you can see I still have to edit the assessment form (I selected rubric in grading strategy).

To edit assessment form, click on **Edit assessment form** under settings on the right hand column of the screen.

Fill in the assessment form, once completed you can select the rubric configuration to be either a list, a grid or Assessment form (weightings can be applied to different criteria). **Save and preview** will show you the rubric and allow you to return to the editor, **Save and close**, will complete the step.

Online Conference Peer Feedback

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
<ul style="list-style-type: none"> <li>✓ Set the workshop description</li> <li>✓ Provide instructions for submission</li> <li>□ Edit assessment form</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>Submit your work</li> <li>Allocate</li> <li>submissions expected: 9</li> <li>submitted: 0</li> <li>to allocate: 0</li> </ul>		<ul style="list-style-type: none"> <li>□ Calculate submission grades</li> <li>expected: 9</li> <li>calculated: 0</li> <li>□ Calculate assessment grades</li> <li>expected: 9</li> <li>calculated: 0</li> </ul>	

SETTINGS

- Workshop administration
  - Edit settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Filters
  - Logs
  - Backup
  - Restore
  - Edit assessment form**
  - Allocate submissions

## Submission phase

Each phase of the workshop activity, you need to manually go into the activity and click the light bulb for each phase. Below the submission phase has been switched on.

## Allocate submission

Found in the workshop administration settings block. This can be activated when submissions have been received. There are three choices; manual allocation, random allocation or schedule allocation.

## Assessment phase

Can be activated by clicking the light bulb under assessment phase.

## Grading evaluation

Phase can be activated by clicking the light bulb in the header after the assessment phase is complete.

## Closed

When the activity is completed click the light bulb in the header.

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
<ul style="list-style-type: none"> <li>✓ Set the workshop introduction</li> <li>✓ Provide instructions for submission</li> <li>✓ Edit assessment form</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>Allocate submissions</li> <li>expected: 1</li> <li>submitted: 0</li> <li>to allocate: 0</li> <li>ⓘ There is at least one author who has not yet submitted their work</li> <li>ⓘ Open for submissions from Monday, 1 April 2013, 4:05 PM (today)</li> <li>ⓘ Time restrictions do not apply to you</li> </ul>	<ul style="list-style-type: none"> <li>ⓘ Open for assessment from Monday, 1 April 2013, 4:05 PM (today)</li> <li>ⓘ Time restrictions do not apply to you</li> </ul>	<ul style="list-style-type: none"> <li>□ Calculate submission grades</li> <li>expected: 1</li> <li>calculated: 0</li> <li>□ Calculate assessment grades</li> <li>expected: 1</li> <li>calculated: 0</li> </ul>	

For more information on constructing workshop activities see

<http://www.youtube.com/watch?v=0Fx9feByAvs>

For more information on workshop activities settings see

[http://www.youtube.com/watch?v=iAe4cq\\_fVMM](http://www.youtube.com/watch?v=iAe4cq_fVMM)

