Workshop

Workshop activity allows you to collect individual student work, then provide grades and feedback (peer review is allowed).

Five phases of Workshop activity

- 1) *Setup phase*: when you modify the settings and assessment form of the Workshop activity
- 2) *Submission phase*: when students submit their work
- 3) Assessment phase: when students assess other students' work (i.e. peer review)
- 4) Grading evaluation phase: when you grade student submissions and assessments
- 5) *Closed*: when students can view their graded work, assessments and final grades

Note: After pressing its name in course main page to access Workshop page, you can press **[Switch to the X phase**] under the phase name to switch the Workshop to the X phase.

A) Setup phase: create a Workshop activity

- 1) In course main page, press [Turn editing on] at top right corner
- 2) Press [+ Add an activity or resource] under a course section
- 3) Press the "Workshop" box
- 4) Enter the Workshop name
- 5) Select/Modify the options from **"Grading settings"** category:
- **Grading strategy** control what assessment form (in section B) will be used by students and how the assessment form grades the student submissions
 - Accumulative grading: grade and comment the submissions based on the specified criteria
 - Comments: only comment the submissions based on the specified criteria
 - Number of errors: judge and comment the submissions about whether the submissions meet/not meet the specified criteria
 - *Rubric*: grade based on the submissions' levels of achievement for the specified criteria
- Grade for submission maximum grade a student can get from you for his/her submission
- Grade for assessment maximum grade a student can get for assessing other students' work
- 6) Press **"Submission settings"** category, then select/modify the appropriate options:
- Instructions for submission instructions on what students should submit
- Submission types
 - > Online text if checked, students can enter text in text editor as their submissions
 - File attachment if checked, students can upload file(s) as their submissions

- Maximum number of submission attachments (from one to seven)
- **Submission attachment allowed file types** specify what file format(s) is/are accepted for student submission, which will be shown in student's submission page
- **Maximum submission attachment size** maximum size of files uploaded by each student for submission
- Late submissions whether to allow student submissions after the deadline (set in "Availability" category below)
- 7) Press "Assessment settings" category, then select the appropriate options:
- Instructions for assessment instructions for assessing other students' submissions
- Use self-assessment if checked, students can assess their own submission
- 8) Press **"Feedback"** category, then select the appropriate options:
- **Overall feedback mode** if enabled, students can enter the overall comment of a submission in the text field at the bottom of the assessment page
- Maximum number of overall feedback attachments (from zero to seven)
- **Conclusion** conclusion text that is shown to students in the Closed phase
- 9) Press "Availability" category, then select the appropriate options:
- Open for submissions from & Submissions deadline control when students can submit their work in Submission phase
- Open for assessment from & Deadline for assessment control when students can assess other students' work in Assessment phase
- 10) If necessary, modify its Common module, Restrict access and Activity completion settings
- 11) Press [Save and return to course]

Note:

- 1) You cannot change the "Grading strategy" (in step 5) once the Workshop activity has been in its Submission phase.
- 2) Leaving the field of "Submission attachment allowed file types" (in step 6) blank will allow all formats of files for student submission.

B) Setup phase: edit assessment form used by students

- 1) In course main page, press the name of the Workshop activity
- 2) In Workshop page, under **"Setup phase"** column, press **[Edit assessment form]** (the assessment form is determined by **"Grading strategy"** option in section A's step 5)
- 3) Select/Modify the appropriate options of different aspects/assertions/criteria
- 4) If necessary, you can press [Blanks for 2 more X] to add 2 more aspects/assertions/criteria
- 5) Press [Save and close]

C) Submission phase: allocate submissions for other students' assessment

- 1) In course main page, press the name of the Workshop activity
- 2) In Workshop page, under "Submission phase" column, press [Allocate submissions]
- 3) Select the appropriate submission allocation method by pressing the respective tab, then select/modify the appropriate options
- Manual allocation you manually select the student reviewer(s) of a student submission
- **Random allocation** SOUL 2.0 system randomly select the student reviewer(s) of a student submission
- Scheduled allocation SOUL 2.0 system randomly select the student reviewer(s) of a student submission immediately after the closure of Submission phase
 - > Number of reviews for each submission or student reviewer (from zero to thirty)
 - Remove current allocations: if checked, previously-set manual allocations will be removed
 - Participants can assess without having submitted anything: if checked, students who do not submit their work can still assess other students' work
 - Add self-assessments: if checked, students also need to assess their own work in addition to other students' work

D) Grading evaluation phase: grade the students' assessments

- 1) In course main page, press the name of the Workshop activity
- 2) In Workshop page, select/modify the appropriate options:
- Grading evaluation method (comparison with the best assessment) calculate the grades for assessments by comparing them with the best one
- **Comparison of assessments** control comparison strictness of the assessments (the more similar an assessment is to the best one, the higher grade this assessment will get)
- 3) Press [Re-calculate grades]

Note:

You can override the grades of student <u>submissions</u> calculated by SOUL 2.0 system by following the steps below:

- 1) In course main page, press the name of the Workshop activity
- 2) In Workshop page, press the name of a student submission
- In "Feedback for the author" category at the bottom, select your preferred grade from "Override grade for submission" pull-down menu
- 4) If necessary, enter your comments in "Feedback for the author" field
- 5) Press [Save and close]