

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 submissions 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
- 3) 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]