Use case

Activity: Workshop

[For Teachers]

https://cv.uab.cat

Campus Virtual
de la UAB

Last review: December 17th, 2021

UAB Universitat Autònoma
de Barcelona

Before we start

In the activity **Workshop** the learner is prompted to submits a work and then evaluate the works of some peers. Therefore, it needs a very accurate organization and structure as well as accurate indications about how to submit and evaluate, so that learners know exactly what they are expected to do in every moment.

It is divided into phases:

- **Setup phase**

- **Submission phase** – the learner submits the work,

- **Assessment phase** – the learner evaluate the peers,

- **Grading evaluation phase** – the final qualifications are calculated, and

- **Closed phase**

The learner will receive two grades (one for his/her submission and the evaluation it receives, and the other one for evaluating his/her peers).

The grades will be reflected in the Grades section, in the course.

This tool can be very complex depending on the activity the teacher wants to do. In the next section we will describe a simple use case and how to set it in Moodle.

Definition of the use case

Let's consider the following simple case:

1. The learner works and submit a work individually,

2. The work he/she submits is a unique PDF file,

3. There will not be submission examples – the teachers will not give the learners examples of submissions,

4. The activity will take place without groups,

5. We will define:

    a. A period in which the learner will be able to submit the work,

    b. A period in which the learner will have to evaluate other peers,

6. The change from the **Submission phase** to the **Evaluation phase** will take place automatically.

Considering the evaluation:

1. There will be a rubric,

2. Every learner will evaluate three peers,

3. The learner will not be required to evaluate his/her own work,

4. Only learners who have submitted will be able to evaluate,

5. The jobs' assignment will take place randomly and will be programmed – it will not require any other teacher's action.
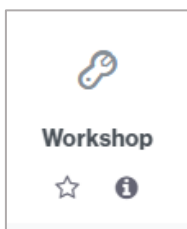
A. Moodle configuration

1. Access Campus Virtual (https://cv.uab.cat) and log in using your NIU and institutional password.

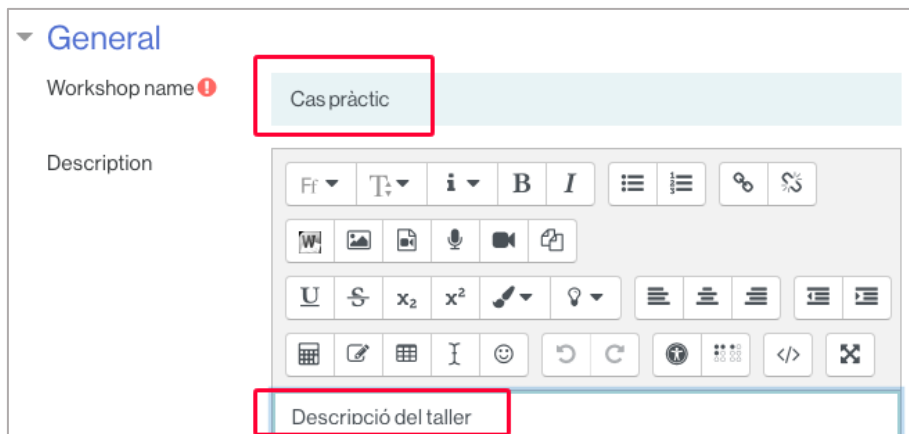2. Access your Moodle course and **Turn editing on**.
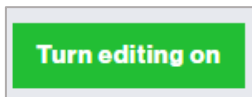
3. Click on **Add an activity or resource** in the corresponding section.

4. Select **Workshop** and then click in it to create an activity.

5. Fill in the **Workshop name** field with a title for the activity and in **Description**, add a descriptive text of the activity if you wish.
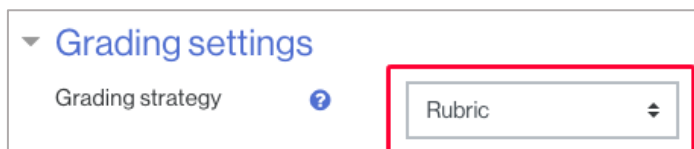

6. In **Grading strategy** (**Grading settings**), select the **Rubric** option.
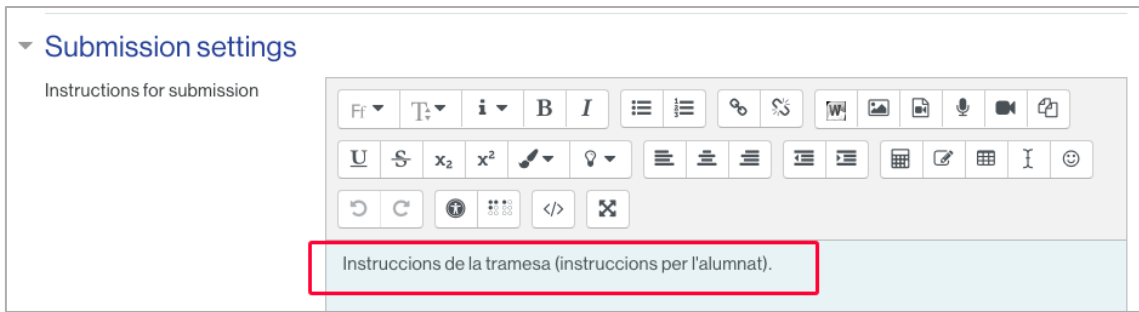

7. If you wish you can impose a submission grade to pass the workshop.

8. You can leave the other settings by default.

9. Click on **Submission settings** to set them.

10. In **Instructions for submission**, write a text informing the learners how to proceed with the work, what we expect from it. It is very important to be as clear as possible.

11. In **Submission types** click only the checkbox **File attachment** in order to oblige the learners to submit a file.
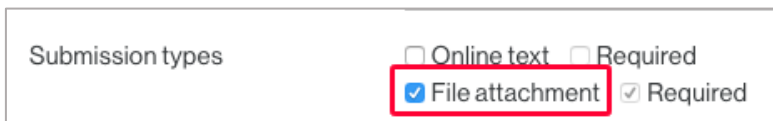
12. Select the maximum number of submission attachments. In this case, 1.
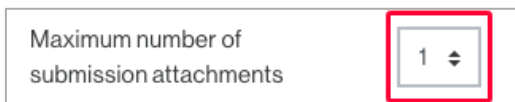
13. In **Submission attachment allowed types** write the extension the submission file should have (it is no necessary to write the point preceding the extension and you can use also capital letters). You can also click on **Choose** to see the available options and select PDF.

14. In **Maximum submission attachment size** you can leave the value shown by default.

IMPORTANT: if the learner should submit a video we highly recommend you to select a maximum of 50Mb, in order to avoid problems.

15. Click on **Assessment settings** to set them.

16. In **Instructions for assessment** write the necessary information learners need to know about the assessment; what learners will be required to do. If you want to you can also write here the rubric here (although it will be defined further in another section).

17. In **Use self-assessment** leave unchecked the option **Students may assess their own work**, to avoid self-assessment.

18. In the **Feedback** section you can leave the given options by default.

19. In **Use examples** leave unchecked the option **Example submissions are provided for practice in assessing**, as it has been defined in this use case.

20. Click on **Availability** to set the submission and assessment periods.

21. In **Open for submissions from** click the **Enable** checkbox and select the date and the time from which learners will be able to submit. Do the same with the **Submissions deadline** option.

22. In **Open for assessment from** click the **Enable** checkbox and select the date and the time from which learners will be able to assess their peers. Do the same with the **Submissions deadline** option.

23. Check the option **Switch to the next phase after the submissions deadline** to allow changing automatically from the submission to the assessment phase.

24. Click on **Common module settings** to see the options.

25. In **Group mode** select the option **No groups**. You can leave the other settings as shown by default.

26. You can leave the sections **Restrict access** and **Activity completion** as they are by default.

27. In order to end this first part of settings click on **Save and return to course**.

28. Once in the course click on the workshop title to open and visualize it.

29. You will see the following view.

Cas pràctic ❷

Setup phase

Setup phase Current phase ●	Submission phase Switch to the submission phase ○	Assessment phase Switch to the assessment phase ○	Grading evaluation phase Switch to the evaluation phase ○	Closed Close workshop ○

✓ Set the workshop description
✓ Provide instructions for submission
✓ Edit assessment form
⤳ Switch to the next phase
	✓ Provide instructions for assessment
	✓ Set up scheduled allocation
	✓ Allocate submissions
	    expected: 10
	    submitted: 4
	    to allocate: 0
	ⓘ Open for submissions from Thursday, 30 April 2020, 10:05 AM (7 days ago)
	ⓘ Submissions deadline: Thursday, 7 May 2020, 5:00 PM (today)
	ⓘ Time restrictions do not apply to you
		ⓘ Open for assessment from Thursday, 7 May 2020, 5:01 PM (today)
		ⓘ Assessment deadline: Sunday, 10 May 2020, 2:00 PM (3 days left)
		ⓘ Time restrictions do not apply to you
			⤳ Calculate submission grades
			    expected: 10
			    calculated: 0
			⤳ Calculate assessment grades
			    expected: 10
			    calculated: 0
			⤳ Provide a conclusion of the activity	

Description ⌄

Descripció del taller.

30. Your workshop has been created and you have managed almost all the settings. However, there are still some features to set. To continue, click on **Edit assessment form**: you will introduce the assessment criteria your learners will have to follow.

31. In the next section (that allows you to specify the assessment criteria), write a text for the first criterion: what should the learner consider and which punctuation should he/she give. It is important that the text is as clear as possible.

32. In **Level grade and definition** assign the points learners can give when assessing the criterion and a text informing about the points the learners should consider before assessing the criterion. You can add more option if you need to.

33. Select **Criterion 2** and/or **Criterion 3** to add more assessment criteria.

34. If you need to add more criteria click on **Blank for more criteria** and set the level grade and definition. Click as many times as needed.

35. Go to the **Rubric configuration** section to choose how you wish the rubric to be visualized. In this case choose **List**.

36. Click on **Save and close** to go back to the workshop view (phases view).

37. Click on **Set up scheduled allocation** to allow the submissions to be assigned randomly for their assessment. Learners will be able to see them once the workshop is in the **Assessment phase**. In this section you will also set the number of reviews a given learner should do.

Set up scheduled
allocation

38. Select the tab **Scheduled allocation**.

| Manual allocation | Random allocation | Scheduled allocation |

39. Check the option **Automatically allocate submissions at the end of the submission phase**, in the **Scheduled allocation settings** section.

▼ Scheduled allocation settings ❷

Enable scheduled allocation   ☑ Automatically allocate submissions at the end of the submission phase

40. In the **Allocation settings** section select 3 for the **Number of reviews** and the option **per reviewer**. In this way each learner will have to assess three works from the peers.

▼ Allocation settings ❷

Group mode   No groups

Number of reviews   3 ⬍   per reviewer ⬍

41. Leave unchecked the option **Participants can assess without having submitted anything** to avoid assessments from learners that have not submitted any works.

☐ Participants can assess without having submitted anything

42. Click on the **Save changes** button.

Save changes

43. In the following screen you will see the confirmation of the programmed allocation activation.

IMPORTANT: if you click on the **Continue** button you will be redirected to the point 38.
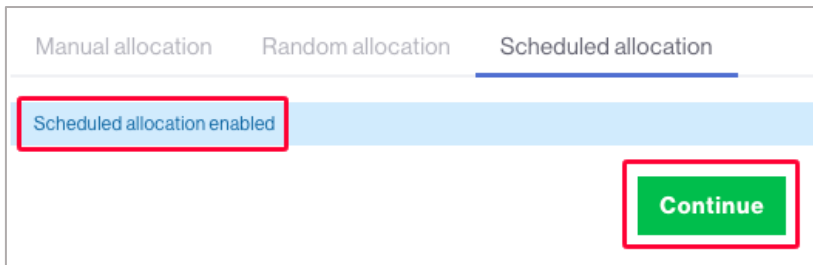
44. Now the workshop is all set. However, you still will need to manually activate the submission phase so that the learners can submit their jobs when the workshop is open. To do so click on the name of the workshop.

B. Beginning of the activity: submission phase

45. In the **Setup phase** column click on **Switch to the next phase**.
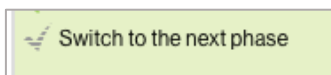
46. In the confirmation screen you will see click on **Continue**.
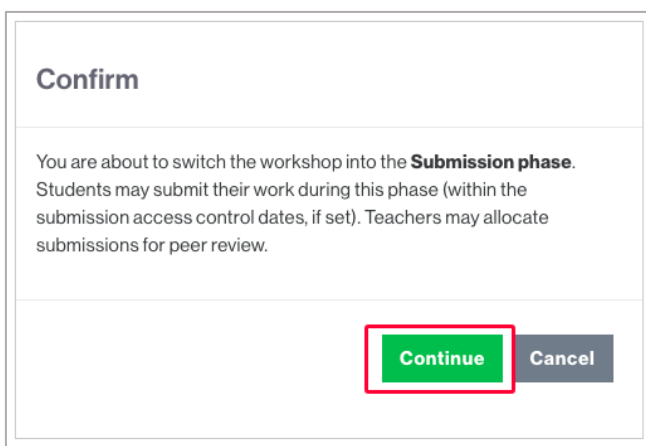
47. In this phase, and only when the workshop is open, the learner will be able to submit his/her job. In this case a **Starr preparing your submission** button will appear under the workshop phases table.

48. In the **Submission phase** when accessing the activity you will always see the number of submissions done by the participants.

49. Open the section **Workshop submissions report** (below the phases table) to track the submissions. By clicking on the submission title you will be able to see the work.

Workshop submissions report ▾
Submitted (6) / not submitted (4)

First name ▲ ▾ / Surname ▾	Submission ▲ ▾ / Last modified ▲ ▾
n_alumne1 c_alumne1	Titulo/Title modified on Wednesday, 6 May 2020, 3:29 PM
n_alumne2 c_alumne2	Trabajo estudiante 2 modified on Thursday, 7 May 2020, 10:15 AM
n_alumne3 c_alumne3	Trabajo estudiante 3 modified on Thursday, 7 May 2020, 10:17 AM
n_alumne4 c_alumne4	Tramesa de l'estudiant 4 modified on Thursday, 7 May 2020, 4:13 PM
n_alumne5 c_alumne5	Trabajo estudiante 5 modified on Thursday, 7 May 2020, 10:12 AM
n_alumne6 c_alumne6	Tramesa estudiante 6 modified on Thursday, 7 May 2020, 4:17 PM
n_alumne7 c_alumne7	No submission found for this user

C. Assessment phase

50. Once the submission phase ends and only when the date of the beginning of the **assessment phase** is reached, this phase begins.

Assessment phase
Current phase ●

ⓘ Open for assessment from Thursday, 7 May 2020, 5:01 PM (yesterday)

ⓘ Assessment deadline: Sunday, 10 May 2020, 2:00 PM (2 days left)

ⓘ Time restrictions do not apply to you

⤳ Switch to the next phase

51. Click on the **bbb** section (below the phases table) to see the distribution of jobs Moodle has done.

In green, the reviewers of the learner *n_alumne1 c_alumne1* (*n_alumne2 c_alumne2*, *n_alumne5 c_alumne5* and *n_alumne6 c_alumne6*) and the grades given by them.

In orange, the submissions to be assessed assigned to the person *n_alumne1 c_alumne1* (*n_alumne3 c_alumne3*, *n_alumne4 c_alumne4* y *n_alumne6 c_alumne6*).

IMPORTANT: the learner who has not submitted any work has no peers submissions assigned, as stated in point 41.

52. In this section you will be able to track the assessments done by the learners. In red, the pending assessments.

53. If you want to view the assessment peers have done to a specific job, click on the job title.

Título/Title
modified on Wednesday, 6 May 2020, 3:29 PM

54. If you want to see a specific assessment done to a specific job, click on the grade.

D. Grading evaluation phase

55. Once the **assessment phase** is finished you will need to manually change to the **Grading evaluation phase**. In the **Assessment phase** column click on **Switch to the next phase**.

Assessment phase
Current phase ●
ⓘ Open for assessment from Thursday, 7 May 2020, 5:01 PM (yesterday)
ⓘ Assessment deadline: Sunday, 10 May 2020, 2:00 PM (2 days left)
ⓘ Time restrictions do not apply to you
⤳ Switch to the next phase

56. Click on the **Continue** button.

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.

Continue   Cancel

57. You will see:

58. Click on the button **Re-calculate grades** to obtain the final grades.
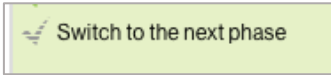

59. In the section **Workshop grades report**, below the phase's table, you will see the final grades. In the column **Grade for submission (of 80)** (1) you will see the grades the learners have been given for their submissions (out of 80, as stated in the workshop settings). In the column **Grade for assessment (of 20)** (2) you will see the grades learners have received for assessing the peers.
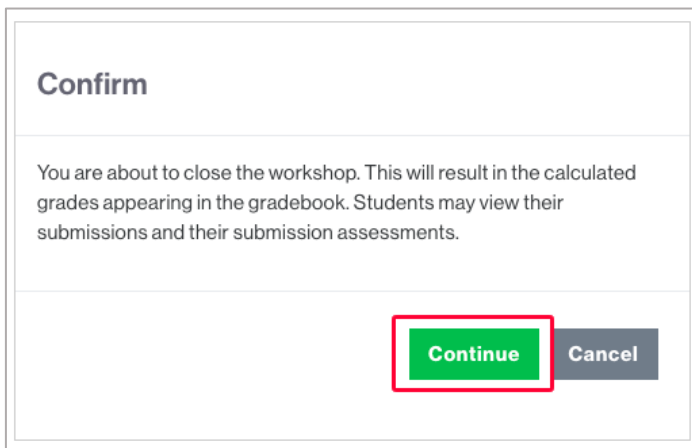
E. Closing the workshop

60. In order to close the workshop (the learners will be able to see the grades in the Grader report), click on **Switch to the next phase**.

61. Click on the **Continue button**.

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