NCKU Moodle Instruction Manual – Workshop

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The workshop activity module enables the collection, review and peer assessment of students’ work. Students can submit any digital content (files).

Submissions are assessed using a multi-criteria assessment form defined by the teacher. Students obtain two grades in a workshop activity - a grade for their submission and a grade for their assessment of their peers’ submissions. Both grades are recorded in the gradebook.

I. Stage Definition

The workshop planner displays all phases of the activity and lists the tasks for each phase. The current phase is highlighted and task completion is indicated with a tick.

<table>
<thead>
<tr>
<th>Setup phase</th>
<th>Submission phase</th>
<th>Assessment phase</th>
<th>Grading evaluation phase</th>
<th>Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Set the workshop description</td>
<td>✓ Provide instructions for assessment</td>
<td>✓ Allocate submissions expected: 8 submitted: 3 to allocate: 0</td>
<td>✓ Calculate submission grades expected: 8 calculated: 0</td>
<td></td>
</tr>
<tr>
<td>✗ Provide instructions for submission</td>
<td>✓ Edit assessment form</td>
<td></td>
<td>✓ Provide a conclusion of the activity</td>
<td></td>
</tr>
<tr>
<td>✓ Prepare example submissions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Setup phase

In this initial phase, students cannot do anything (neither modify their submissions nor their assessments). Teacher can change workshop settings, modify the grading strategy of tweak assessment forms at this phase.

2. Submission phase

Students can hand in their assignment. If “Switch to the next phase after the submissions deadline” option is enabled, it will switch to the next phase automatically. Otherwise, teacher need to switch on their own.
3. Assessment phase

Teacher allocate the assignment to students for the review.

4. Grading evaluation phase

The major task during this phase is to calculate the final grades for submissions and for assessments and provide feedback for authors and reviewers.

5. Close

The final grades calculated in the previous phase are pushed into the course Gradebook.

II. Create Workshop

1. Click “Turn editing on” button in the course page.
2. Click “Add an activity or resource” link.

3. Open “Add an activities or resources” menu → Select “Workshop” and press the “Add” button
The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students’ posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of
III. Workshop Setting

1. General setting

   (1) Workshop name
       The name of workshop and it will show on the course page

   (2) Description
       This used to descript the content and rule. It can insert image and hyperlink.

2. Usability setting

   (1) Grading strategy

   (2) Grade for submission

   (3) Grade for assessment

   Decimal places in grades

The grading strategy determines the assessment form used and the method of grading submissions. There are 4 options:

- Accumulative grading - Comments and a grade are given regarding specified aspects
- Comments - 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

(2) Grade for submission
   This setting specifies the maximum grade that may be obtained for submitted work.

(3) Grade for assessment
   This setting specifies the maximum grade that may be obtained for submission assessment.

3. Submission settings

   (1) Instructions for submission
       Description of the assignment and requirements

   (2) Maximum number of submission attachments

   (3) Maximum submission attachment size

   (4) Late submissions
       Allow submissions after the deadline
(2) Maximum number of submission attachments
The maximum number of submission attachments that student can upload

(3) Maximum submission attachment size
The upload file’s limit size

(4) Late submissions
If enabled, an author may submit their work after the submissions deadline or during the assessment phase. Late submissions cannot be edited though.

4. Assessment settings

(1) Use self-assessment
If enabled, a user may be allocated their own submission to assess and will receive a grade for assessment in addition to a grade for their submission.

5. Example submission

(1) Use examples
Users can try assessing one or more example submissions and compare their assessment with a reference assessment.

(2) Mode of examples assessment
If “Use examples” is enable, it entry so that can be setting. It contains three options:
- Assessment of example submission is voluntary
- Examples must be assessed before own submission
- Examples are available after own submission and must be assessed before peer assessment

6. Availability

(1) Submission setting

(2) Switch to the next phase after the submission deadline
   If the submissions deadline is specified and this box is checked, the workshop will automatically switch to the assessment phase after the submissions deadline

(3) Setting grading date

Click “Save and return to course” to complete the setting

IV. Edit Assessment Form

Click the name of the workshop to enter assessment form

Administration block → Workshop administration → Click “Edit assessment form”
The following setting according to the “Grading strategy”, selected grading strategy determines how the assessment form may look like and how the grade for a submission given by a certain assessment is calculated based on the assessment form.

1. Accumulative grading

In this case, the assessment form consists of a set of criteria. Each criterion is graded separately using either a number grade (eg out of 100) or a scale (using either one of site-wide scale or a scale defined in a course). Each criterion can have its weight set. Reviewers can put comments to all assessed criteria.

When calculating the total grade for the submission, the grades for particular criteria are firstly normalized to a range from 0% to 100%. Then the total grade by a given assessment is calculated as weighted mean of normalized grades.
(1) Description
Define the grading rule and let students grading according to the rules

(2) Best possible grade / Scale to use
Set the highest score

(3) Weight
Set the weight of the score
If you want to set more aspects, click “Blanks for 2 more aspects” and click “Save and preview” to preview the form:

2. Comments
The assessment form is similar to the one used in accumulative grading strategy but no grades can be given, just comments.
The total grade for the assessed submission is always set to 100%.
(1) **Description**
Define the grading rule and let students grade according to the rules.

If you want to set more aspects, click “Blanks for 2 more aspects” and click “Save and preview” to preview the form:
3. **Number of errors**

The assessment form consists of several assertions, each of them can be marked as passed or failed by the reviewer. Various words can be set to express the pass or failure state - e.g., Yes/No, Present/Missing, Good/Poor, etc.
(1) **Description**
Define the grading rule and let students grade according to the rules.

(2) **Word for the error / Word for the success**
Provide the option which students choose according to the (1) setting.

(3) **Weight**
The weight of this score.

(4) **Grade mapping table**
The mapping table of the error entry.

If you want to set more aspects, click "Blanks for 2 more aspects" and click "Save and preview" to preview the form:
4. Rubric
The rubric assessment form consists of a set of criteria. For each criterion, several ordered descriptive levels is provided. A number grade is assigned to each of these levels. The reviewer chooses which level answers/describes the given criterion best.
(1) Description
Define the grading rule and let student grading according to the rules

(2) Level grade and definition
Provide the option which student choose according to the (1) setting

If you want to set more aspects, click “Blanks for 2 more aspects” and click “Save and preview” to preview the form:
V. Peer Assessment Allocate Submissions

After the deadline, teacher can allocate submissions. Teacher can choose “Manual allocation” or “Random allocation”. We are advice that teacher can choose “Random allocation” or set the deadline feature.

Click the workshop name to enter workshop schedule.

Administration block → Workshop administration → Click “Allocate submissions”
1. Manual allocation

In manual allocation menu once a student has submitted work the teacher can then choose which other students get to access their work. If the student has not submitted any work the teacher cannot assign other students to access the work. However without anything submitted the teacher can choose which students’ work this student will access.

Note that if a student has not submitted any work they can only be assigned to review other students who have submitted work and likewise other students cannot be assigned to review any student who hasn’t submitted any work.

(1) Select the reviewer from the “Participant is reviewed by” select menu
(2) If the setting completed, the “Participant is reviewer of” will be updated at the mean time.

Click “Show all participants” to complete the setting.

2. Random allocation

In random allocation the teacher is settings that determine how the random allocation will work.

<table>
<thead>
<tr>
<th>Participant is reviewed by</th>
<th>Participant</th>
<th>Participant is reviewer of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add reviewer</td>
<td>Choose user...</td>
<td>Self-assessment disabled</td>
</tr>
<tr>
<td>通行帳號04</td>
<td></td>
<td></td>
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<tr>
<td>hw</td>
<td>No grade yet</td>
<td>Add reviewee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>通行帳號02</td>
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<tr>
<td>Manual allocation</td>
<td>Random allocation</td>
<td>Scheduled allocation</td>
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<td>-------------------</td>
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</tbody>
</table>

### Allocation settings

**Group mode**: No groups

- **Number of reviews**: 5 per submission
- **Remove current allocations**
- **Participants can assess without having submitted anything**
- **Add self-assessments**: Self-assessment disabled

(1) **Number of reviews**

If you choose “All assignment”, it represents the number of an assignment allocate to the reviewers. If you choose “All reviewers” it represents the number of a reviewer need to score.

(2) **Participants can assess without having submitted anything**

It is disabled in default. Only the person who hands in assignment can participate grading.

Click “Save change” to complete the setting.
## Allocation done

- **Trying to allocate 5 review(s) per author**
  - No more peers available
  - No more peers available
  - No more peers available
  - No more peers available
  - No more peers available
  - No more peers available
  - No more peers available

- **Randomly assigning 7 allocations**
  - Reused assessment: 試用帳號02 kept as reviewer of 試用帳號09
  - Reused assessment: 試用帳號03 kept as reviewer of 試用帳號09
  - Reused assessment: 試用帳號02 kept as reviewer of 試用帳號03
  - Reused assessment: 試用帳號04 kept as reviewer of 試用帳號03
  - Reused assessment: 試用帳號09 kept as reviewer of 試用帳號03
  - Reused assessment: 試用帳號03 kept as reviewer of 試用帳號02
  - Reused assessment: 試用帳號09 kept as reviewer of 試用帳號02
3. Scheduled allocation

(1) If enabled, the scheduled allocation method will automatically allocate submissions for the assessment at the end of the submission phase.

VI. Grading Ability Evaluation Phase

Grading ability is in the part of the grade, teacher need to grading the student’s grading ability.
(1) Comparison of assessments

This setting specifies how strict the comparison of assessments should be. The stricter the comparison, the more similar the assessments need to be in order for a high grade to be obtained.

VII. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024、61029.