

# Moodle Workshop for peer assessment

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This is a brief guide for students using the Moodle Workshop activity for peer marking.

Staff should refer to the [M37 guide](#) for a rationale, and for guidance on how to use workshops.

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## The Planner

When you access a workshop you will see the Planner, which outlines the current phase the workshop is in and will show your own tasks and deadlines.

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
<p> The workshop is currently being set up. Please wait until it is switched to the next phase.</p>	<p> Submit your work</p> <p> Open for submissions from Monday, 16 June 2014, 2:45 PM (4 days ago)</p> <p> Submissions deadline: Sunday, 22 June 2014, 2:45 PM (2 days left)</p>	<p> Open for assessment from Thursday, 17 July 2014, 2:45 PM (27 days left)</p> <p> Assessment deadline: Sunday, 20 July 2014, 2:45 PM (30 days left)</p>		

## Submission phase

During the Submission phase you will see a button ('greyed tick') which gives the option to **Start preparing your submission**. Click this in order to either start typing your submission or to upload a file.

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	<p> Submit your work</p> <p> Open for submissions from Monday, 16 June 2014, 2:45 PM (4 days ago)</p> <p> Submissions deadline: Sunday, 22 June 2014, 2:45 PM (2 days left)</p>	<p> Open for assessment from Thursday, 17 July 2014, 2:45 PM (27 days left)</p> <p> Assessment deadline: Sunday, 20 July 2014, 2:45 PM (30 days left)</p>		

Once you have made a submission you will have the option to edit it before the deadline passes.

## Assessment phase

When the Workshop moves into the Assessment Phase you will see the Submissions assigned to you and your peer markers (other students in your class) will see your submission for marking.

This is unless the Workshop Settings require you to first carry out a practice assessment, in which case only after completing that will those assigned Submissions display.

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### Example peer marking with Comments

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	<ul style="list-style-type: none"> <li>✓ Submit your work</li> <li>ⓘ Submissions</li> <li>deadline: Tuesday, 23 February 2016, 7:55 PM (yesterday)</li> <li>ⓘ Late submissions are allowed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assess peers</li> <li>total: 1</li> <li>pending: 1</li> <li>✓ Assess yourself</li> </ul>		

**Your submission** ▶

**Instructions for assessment** ▼  
Assessment instructions typed here

**Example submissions to assess** ▶

**Assigned submissions to assess** ▼

**Biyu's submission**  
submitted on Tuesday, 23 February 2016, 7:31 PM  
modified on Tuesday, 23 February 2016, 7:32 PM  
No grade yet

**Alma's submission**  
submitted on Tuesday, 23 February 2016, 7:32 PM  
No grade yet

Peer markers then click the **Assess** button that appears below the allocated Submissions. Depending on the grading strategy the tutor has chosen, this will display the Assessment form as a series of questions, or comments fields, or rubric. After completing the Assessment, peer markers will be able to **Re-Assess** until the end of the Assessment Phase.

\*Note that Moodle Workshop doesn't autosave, so Peer Markers should use **Save and Continue** frequently.

## Grading evaluation phase

During this phase, tutors review the submissions and assessments, and may mark either or both.

Students do not need to do anything during this phase, since they will not be able to view marks or feedback until a tutor closes the activity.

## Closed phase

In the Close phase, you will receive the marks and/or feedback given by your peers. In between this phase and the assessment phase is the Grading and evaluation phase, where the tutor or course administrator had the opportunity to check any feedback given.

The screenshot shows a Moodle workshop activity titled "Example workshop - a love letter to Moodle". It displays a progress bar with five phases: Setup phase, Submission phase, Assessment phase, Grading evaluation phase, and Closed. The Submission phase is active, showing a submission by Alina Student with a grade of 62.00 / 80.00. The Assessment phase is also active, showing an assessment by Alina Student with a grade of 20.00 / 20.00. Below the progress bar, there is a section for "Your submission" and "Assigned submissions to assess".

If you click on your submission you will be able to see a breakdown of the marks and comments.

The screenshot shows the details of a submission for the workshop activity. It includes a section for "Assessment form" with four aspects. Each aspect has a question, a grade, and a comment. The aspects are: Aspect 1 (Passion), Aspect 2 (Does the letter engage?), Aspect 3 (Is the letter persuasive?), and Aspect 4 (Does the letter have an elegant structure and flow?).

## Blocks

Some courses will use a block called **Upcoming events** which works with all activities on Moodle, but is especially useful to see the Workshop submission and assessment dates, as it will display these and this makes it clear to everyone when each phase begins.

The screenshot shows a Moodle course page for "Moodle Workshop activity in action" at UCL. The page includes a navigation menu with "Staff Help", "Student Help", "Services", and "My Courses". A "Turn editing on" button is visible. The main content area shows a "News forum" and a "Topic 1" section with two workshop activities. On the right side, there is an "Upcoming events" block displaying the dates for the workshop activity: "Example workshop - a love letter to Moodle 2.6 (assessment deadline) Sunday, 20 July, 2:45 PM". Below this block are "Navigation" and "Settings" blocks.