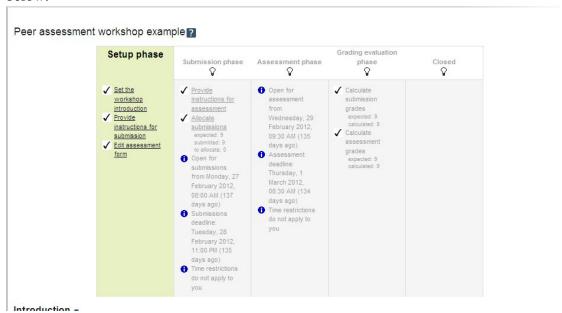
# The Workshop application

### As a member of the module team

As a member of the module team you can set up and run the activity.

The activity involves five phases as set out in the screen view below.



You can move from one phase to the next by clicking on the light bulb icon at the top of each column.

#### The Setup phase

The setup phase involves upload questions, providing exemplar answers and a markscheme. You also set up the grading/feedback strategy and set cut off dates for submission and assessment activities.

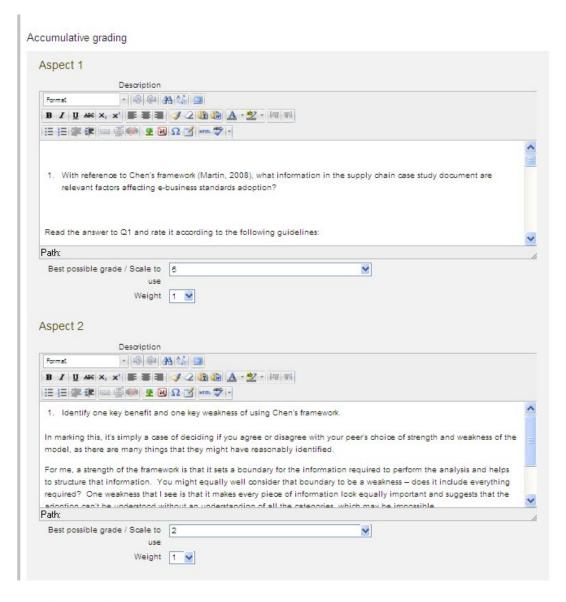
Clicking on the Set the workshop introduction moves you to the set up page.

There are good hints on what each means obtained by clicking on the question mark icon.

- You give the activity a name and can provide an explanation of it in the first box
- You tick the appropriate workshop features example submissions are provided for practice in assessing, students may assess the work of others and students may assess their own work more than one box may be ticked.
- Next you select the grade settings what the maximum grades are for the submitted work and for the assessment activity. Normally we would use accumulative grading.
- The submission settings allows you to give instructions for the submission and set the maximum number of submissions and the upload file size.

- The assessment settings allows you to give instructions for the assessment process.
- Under access control you can set the dates for when the task starts, the submission deadline, the date it will be open for assessment and the deadline for assessment.
- Common module settings allows you to add groups to the workshop
- Restrict access means you can set a date when the activity is no longer able to be viewed

By clicking on the edit assessment form you can set up the various parts of the question, known as aspects. Alternatively you could mark just one question and use the different aspects to give marks for different achievements. You can provide the marking scheme for each part and the scale and weight for its marking, as shown below.



#### The Submission phase

In the submission phase the questions are released to students for them to submit online before the cut off date.

At this stage you can allocate the submissions randomly or arrange for specific students to get particular submissions from other students.

#### The Assessment phase

In the assessment phase students receive mark scheme. If you wish they may receive exemplars for marking and moderation exercise.

Students receive randomly allocated scripts (1-20) and using the mark scheme give feedback and grades

## The Evaluation phase

In this phase Workshop calculates final grade for submission as an average of the marked grades and a mark for how consistent they were with other students in the assessment activity

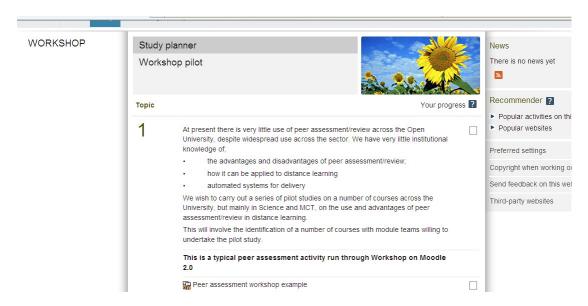
In this phase a tutor can overide the grades and the tutor can provide feedback on assessment process or remove inappropriate assessment.

#### Closed

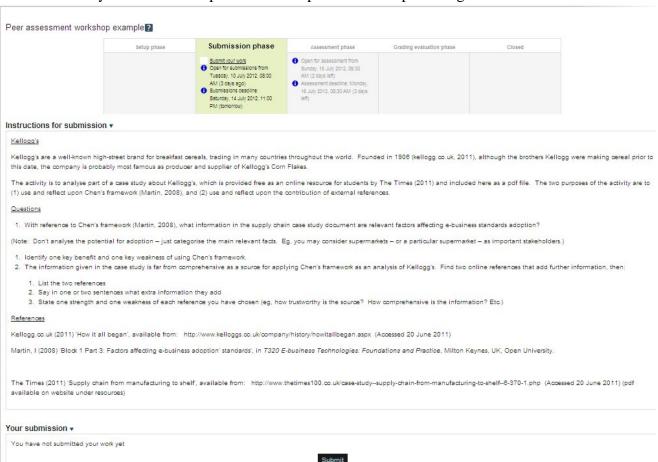
If we wish, although I'm sure we won't be doing this for a while, final grades may be pushed into the gradebook and thus the OU assessment system.

#### As a student

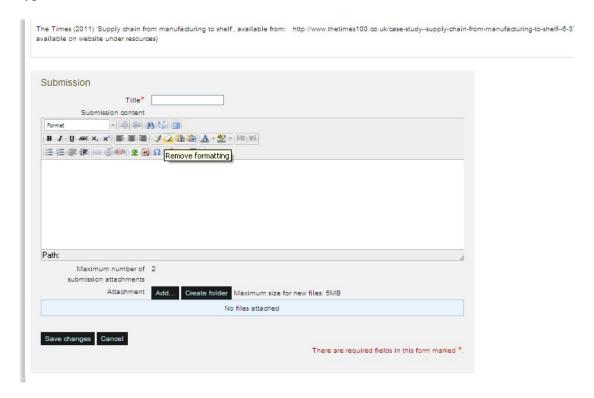
The first view the student gets is as shown below



Clicking on the peer assessment workshop (or whetever you call it) opens up the next view. – note they see the various phases at the top. The current phase is green

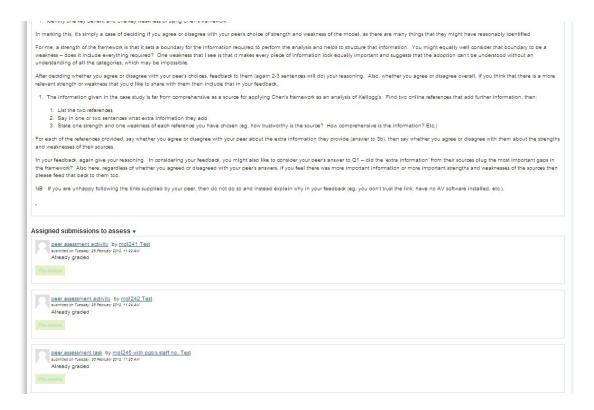


By clicking the submit box a text box appear under the question for them to either type in their answer or to add as an attachment

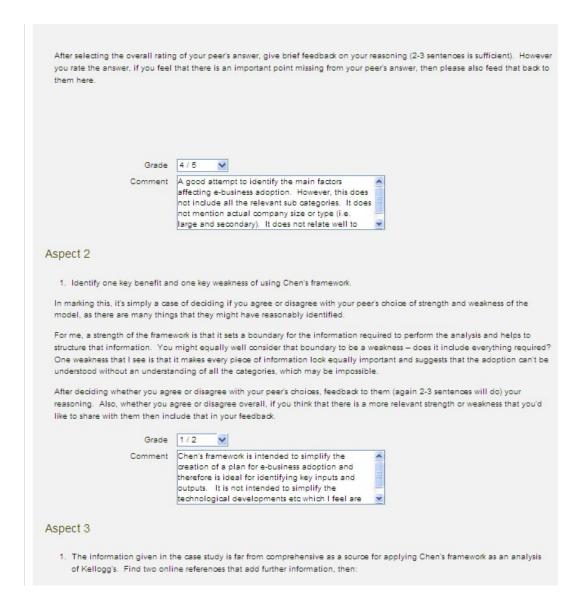


Saving the changes creates a file that can be subsequently edited up until the cut off date.

After the cut off date once we have moved to the assessment phase the student sees the marking guidelines and the question again together with three files for grading/providing feedback, as shown below



Clicking on the assess button under the file (it says reassess in the picture) takes them to the assessment form where under the mark scheme and the question are a series of boxes where the student gives a grade and some feedback on individual parts of the question as shown below.



They do this for each of their allocated files.

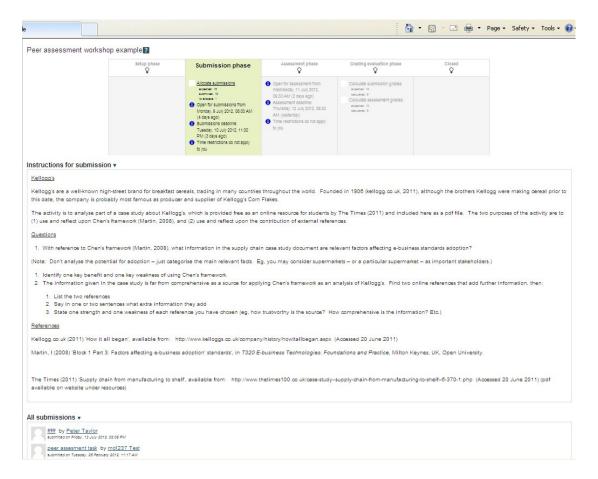
At the end of the assessment phase we move to the grade evaluation phase where the tutor can modify the marks at this point the student is told "Please wait until the assessments are evaluated and the grades are calculated"

Finally the activity is closed and the student gets their grades. By clicking on their assessment file it now reveals the marks and grades from the assessment carried out by other students.

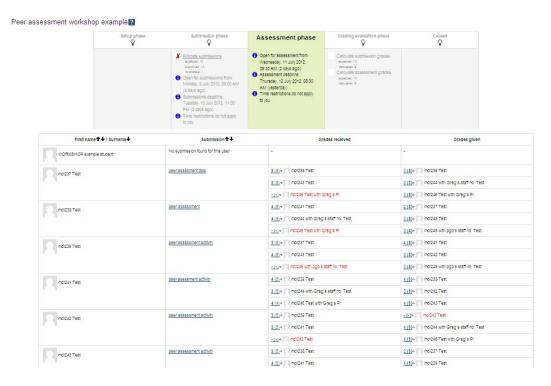
## As a Tutor

The setup phase is the same as the student just showing the five phases with the set up phase highlighted green and a short introduction describing the task.

In the submission phase the tutor sees the same screen as the student plus the various submitted files.



In the assessment phase the tutor sees the allocations of the scripts



In the grading evaluation phase the tutor can look at the grades awarded and override them by clicking on the scripts.

