OpenKGUMSB

WORKSHOP ACTIVITY MANUAL FOR TEACHERS

OpenKGUMSB Teacher Workshop Activity Manual
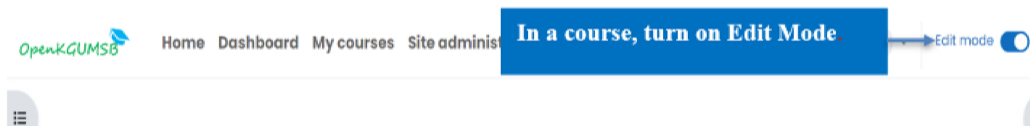
Written by:	**ICT UNIT (OOP, FNPH, FOTM, FOUGM)**
Department:	**KGUMSB**
Date:	**31-05-2024**
For:	**OpenKGUMSB Teachers**

WORKSHOP

Workshop is a peer assessment activity. Students add submissions which are then distributed amongst their peers for assessment based on a grading scale specified by the teacher.

1. **Enable Workshop**

In a course, with the Edit Mode turned on, click on Add an activity or resource and choose 'Workshop' from the activity chooser.

2.

Create Workshop

Click here to choose an activity or resource

+ Add an activity or resource

All   Activities   Resources   Recommended

Assignment	Book	Chat	Checklist	Choice	Course certificate
Custom certificate	Database	Feedback	File	Folder	Forum
Glossary	H5P	IMS content package	Lesson	Page	Quiz
SCORM package	Survey	Text and media area	URL	Wiki	Workshop

Choose Workshop

New Workshop

Give a name

Expand all

General

Workshop name

Description

Give a description if needed

☐ Display description on course page ⓘ

3. Configure Settings

∨ Grading settings

Grading strategy	❓	Rubric ⬍
		Accumulative grading
Grade for submission	❓	Comments
		Number of errors
		Rubric
Submission grade to pass	❓	0.00
Grade for assessment	❓	4 ⬍ Uncategorised ⬍
Assessment grade to pass	❓	0.00
Decimal places in grades		0 ⬍

Accumulative grading: Comments and a grade are given regarding specified aspects.

Comments: Comments are given regarding specified aspects but no grades are given

Number of errors: Comments and a yes/no assessment are given regarding specified assertions

Rubric: A level assessment is given regarding specified criteria

∨ Submission settings

Instructions for submission

Edit   View   Insert   Format   Tools   Table   Help

↶ ↷   **B** *I*   🖼 ▶ H-P 🔗 🦟 ⤢   ≡ ≡ ≡ ¶ ¶ …

Submit a file upload or type in your submission here to evaluate

Submission types
☑ Online text ☐ Required
☑ File attachment ☐ Required

> Availability

Open for submissions from	☑ Enable	9	August	2024	14	05	📅
Submissions deadline	☑ Enable	9	August	2024	14	30	📅
	☑ Switch to the next phase after the submissions deadline ⊙						
Open for assessment from	☑ Enable	9	August	2024	14	35	📅
Deadline for assessment	☑ Enable	9	August	2024	15	00	📅

Allows the student to start assessing as soon as submission deadline is over

> **Common module settings**
> **Restrict access**
> **Completion conditions**
> **Tags**
> **Competencies**

☐ Send content change notification ⊙

Save and return to course   **Save and display**   Cancel

4. Set up and Switch to the Submission Phase

workshop Sample ✏️
Submissions opened: Friday, 9 August 2024, 2:05 PM   Submissions close: Friday, 9 August 2024, 2:30 PM   Assessments open: Friday, 9 August 2024, 2:35 PM
Assessments close: Friday, 9 August 2024, 3:00 PM

5. Configure Criteria for Assessment Form

Click on Assessment form to add the criteria

Workshop   Settings   **Assessment form**   Submissions allocation   More ⌄

Submissions opened: Friday, 9 August 2024, 2:05 PM
Submissions close: Friday, 9 August 2024, 2:30 PM
Assessments open: Friday, 9 August 2024, 2:35 PM
Assessments close: Friday, 9 August 2024, 3:00 PM

> **Criterion 1**

Description

1. Overall organization of presentation

Level grade and definition	1 ⬍	Poor: Unstructured strays from the subject. Much of the presentation out of logical order. Goes over the time limit – 1
Level grade and definition	2 ⬍	Fair: Somewhat structured but too much time spent on unimportant material – 2
Level grade and definition	3 ⬍	Good: Mostly structured, precise and parts may be unconnected to the rest of the presentation – 3
Level grade and definition	4 ⬍	Excellent: Well-structured and presented in a logical sequence, used time wisely – 4

| Level grade and definition | 5 ⬍ | |
| Level grade and definition | 6 ⬍ | |

> **Criterion 2**

> **Criterion 3**

> **Criterion 4**

Blanks for 2 more criteria

> **Rubric configuration**

Save and continue editing   Save and preview   **Save and close**   Cancel

Permit students to submit their files

Submissions opened: Thursday, 8 August 2024, 12:22 PM
Submissions close: Friday, 9 August 2024, 1:00 PM
Assessments open: Friday, 9 August 2024, 2:00 PM
Assessments close: Friday, 9 August 2024, 3:35 PM

Click on the radio button to allow student to submit a file

Setup phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
Current phase ●	Switch to the submission phase ○	Switch to the assessment phase ○	Switch to the evaluation phase ○	Close workshop ○
✗ Set the workshop description	✓ Provide instructions for assessment	ⓘ Open for assessment from Friday, 9 August 2024, 2:00 PM (today)	✓ Calculate submission grades expected: 2 calculated: 0	
✓ Provide instructions for submission	✗ Set up scheduled allocation	ⓘ Assessment deadline: Friday, 9 August 2024, 3:35 PM (today)	✓ Calculate assessment grades expected: 2 calculated: 0	
✓ Edit assessment form	✓ Allocate submissions expected: 2 submitted: 0 to allocate: 0	ⓘ Time restrictions do not apply to you	✓ Provide a conclusion of the activity	
✓ Switch to the next phase	ⓘ Open for submissions from Thursday, 8 August 2024, 12:22 PM (yesterday)			
	ⓘ Submissions deadline: Friday, 9 August 2024, 1:00 PM (today)			
	ⓘ Time restrictions do not apply to you			

Confirm

Confirm

You are about to switch the workshop into the **Submission phase**. Students may submit their work during this phase (within the submission access control dates, if set). Teachers may allocate submissions for peer review.

Cancel   **Continue**

Submission phase

Setup phase Switch to the setup phase ○	Submission phase Current phase ●	Assessment phase Switching has been scheduled 📅	Grading evaluation phase Switch to the evaluation phase ○	Closed Close workshop ○
✗ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form	✓ Provide instructions for assessment ✗ Set up scheduled allocation ✓ Allocate submissions 　　expected: 3 　　submitted: 3 　　to allocate: 3 ⓘ Open for submissions from Friday, 9 August 2024, 2:05 PM (today) ⓘ Submissions deadline: Friday, 9 August 2024, 2:30 PM (today) ⓘ Time restrictions do not apply to you ✓ Switch to the next phase	ⓘ Workshop will automatically switch into the assessment phase after Friday, 9 August 2024, 2:30 PM (today) ⓘ Open for assessment from Friday, 9 August 2024, 2:35 PM (today) ⓘ Assessment deadline: Friday, 9 August 2024, 3:00 PM (today) ⓘ Time restrictions do not apply to you	✓ Calculate submission grades 　　expected: 3 　　calculated: 0 ✓ Calculate assessment grades 　　expected: 3 　　calculated: 0 ✓ Provide a conclusion of the activity	

After the submission deadline, check if the "expected", "submitted" and "to allocate" count matches.

Click on Assessment phase

Submission phase

Setup phase Switch to the setup phase ○	Submission phase Current phase ●	Assessment phase Switching has been scheduled 📅	Grading evaluation phase Switch to the evaluation phase ○	Closed Close workshop ○
✗ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form	✓ Provide instructions for assessment ✗ Set up scheduled allocation ✓ Allocate submissions 　　expected: 3 　　submitted: 3 　　to allocate: 3 ⓘ Open for submissions from Friday, 9 August 2024, 2:05 PM (today) ⓘ Submissions deadline: Friday, 9 August 2024, 2:30 PM (today) ⓘ Time restrictions do not apply to you ✓ Switch to the next phase	ⓘ Workshop will automatically switch into the assessment phase after Friday, 9 August 2024, 2:30 PM (today) ⓘ Open for assessment from Friday, 9 August 2024, 2:35 PM (today) ⓘ Assessment deadline: Friday, 9 August 2024, 3:00 PM (today) ⓘ Time restrictions do not apply to you	✓ Calculate submission grades 　　expected: 3 　　calculated: 0 ✓ Calculate assessment grades 　　expected: 3 　　calculated: 0 ✓ Provide a conclusion of the activity	

Confirm

You are about to switch the workshop into the **Assessment phase**. In this phase, reviewers may assess the submissions they have been allocated (within the assessment access control dates, if set).

Cancel   **Continue**

6. Configure Submission allocation

Submissions opened: Friday, 9 August 2024, 2:05 PM
Submissions closed: Friday, 9 August 2024, 2:30 PM
Assessments opened: Friday, 9 August 2024, 2:35 PM
Assessments close: Friday, 9 August 2024, 3:00 PM

Add reviewer and reviewee to evaluate each student's file

Manual allocation

Participant is reviewed by	Participant	Participant is reviewer of
Add reviewer Choose user... ⬍ Dechen Wangdi 🗑 KW Kencho Wangdi 🗑	TL Tshering Lham Test No grade yet	*Self-assessment disabled* Add reviewee Choose user... ⬍ Dechen Wangdi 🗑 KW Kencho Wangdi 🗑
Add reviewer Choose user... ⬍ TL Tshering Lham 🗑 KW Kencho Wangdi 🗑	Dechen Wangdi Assignment No grade yet	*Self-assessment disabled* Add reviewee Choose user... ⬍ TL Tshering Lham 🗑 KW Kencho Wangdi 🗑
Add reviewer Choose user... ⬍ TL Tshering Lham 🗑 Dechen Wangdi 🗑	KW Kencho Wangdi my submission No grade yet	*Self-assessment disabled* Add reviewee Choose user... ⬍ TL Tshering Lham 🗑 Dechen Wangdi 🗑

Showing 10 items per page Change... ⬍

Add reviewer and reviewee to evaluate each student's file

Workshop   Settings   Assessment form   **Submissions allocation**   More ˅

Manual allocation   ⇕

Manual allocation

Participant is reviewed by	Participant	Participant is reviewer of
Add reviewer Choose user... ⇕	TL Tshering Lham	Self-assessment disabled
☎ Dechen Wangdi 🗑		Add reviewee Choose user... ⇕
KW Kencho Wangdi 🗑	Test	☎ Dechen Wangdi 🗑
	No grade yet	KW Kencho Wangdi 🗑
Add reviewer Choose user... ⇕	🖤 Dechen Wangdi	Self-assessment disabled
TL Tshering Lham 🗑		Add reviewee Choose user... ⇕
KW Kencho Wangdi 🗑	Assignment	TL Tshering Lham 🗑
	No grade yet	KW Kencho Wangdi 🗑
Add reviewer Choose user... ⇕	KW Kencho Wangdi	Self-assessment disabled
TL Tshering Lham 🗑		Add reviewee Choose user... ⇕
☎ Dechen Wangdi 🗑	my submission	TL Tshering Lham 🗑
	No grade yet	☎ Dechen Wangdi 🗑

Showing 10 items per page   Change ... ⇕

Grade evaluation phase

Submission phase

Click on the radio button to view the assessment

Setup phase Switch to the setup phase ○	**Submission phase** Current phase ●	Assessment phase Switching has been scheduled ⊡	Grading evaluation phase Switch to the evaluation phase ○	Closed Close workshop ○
✗ Set the workshop description	✓ Provide instructions for assessment	ⓘ Workshop will automatically switch into the assessment phase after Friday, 9 August 2024, 2:30 PM (today)	✓ Calculate submission grades expected 3 calculated 0	
✗ Provide instructions for submission	✗ Set up scheduled allocation			
✓ Edit assessment form	✓ Allocate submissions expected 3 submitted 3 to allocate 3	ⓘ Open for assessment from Friday, 9 August 2024, 2:35 PM (today)	✓ Calculate assessment grades expected 3 calculated 0	
	ⓘ Open for submissions from Friday, 9 August 2024, 2:35 PM (today)	ⓘ Assessment deadline: Friday, 9 August 2024, 3:00 PM (today)	✓ Provide a conclusion of the activity	
	ⓘ Submissions deadline: Friday, 9 August 2024, 2:30 PM (today)	ⓘ Time restrictions do not apply to you		
	ⓘ Time restrictions do not apply to you			
	✓ Switch to the next phase			

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.

Click on Close workshop

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