Workshop

Contents

About Workshop

- ## What can be done in Workshop (examples)
  - Submitting reports and peer assessment
  - Checking for plagiarism in submissions (Turnitin plugin required)

  - For expected outcomes and points for use, please refer to page 5.

- ## From "+ Add an activity or resource", select "Workshop"

Turn editing on

Add an activity or resource

Workshop

- ## Workshop flow:

| (Instructor, TA) Set up Workshop | → | (Instructor, TA) Preview Workshop | → | (Student) Make a submission by the deadline | → | (Instructor, TA) Check the submission and set up the assessment phase | → | (Student) Make an assessment by the deadline | → | (Instructor) Check the assessment and determine the final grade |
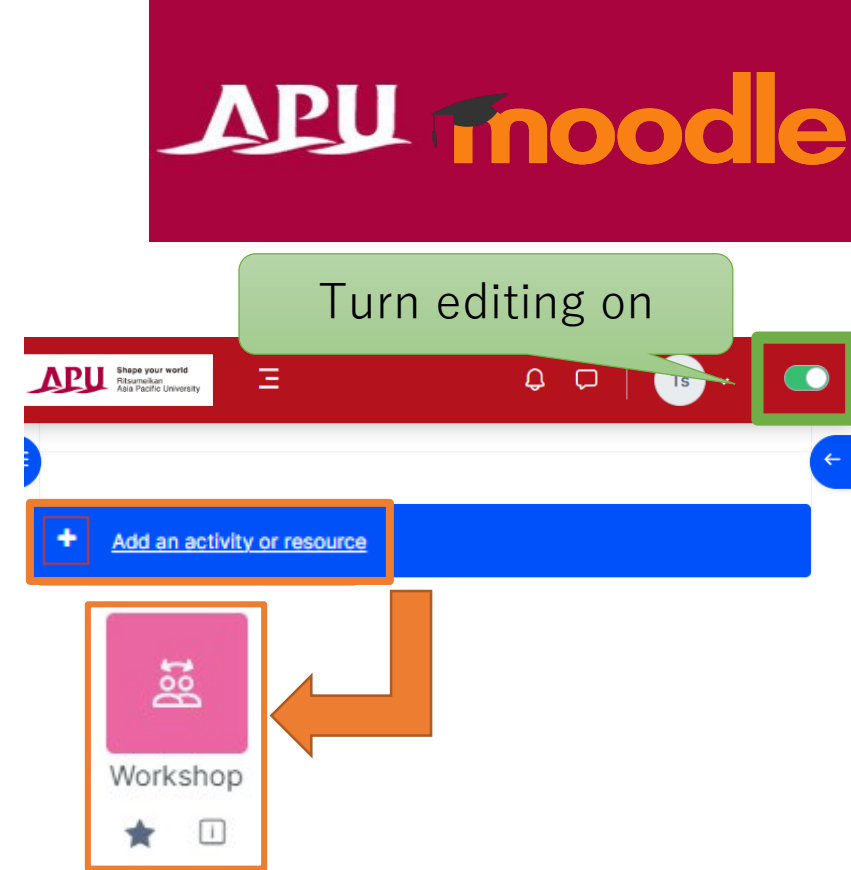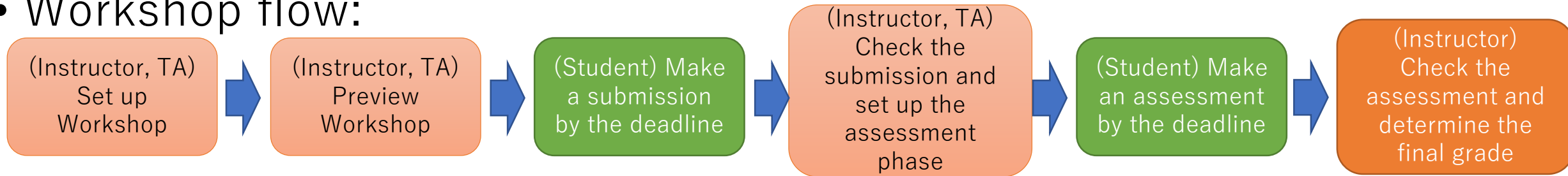
About Workshop

Flow after setup

Student operations

Instructor (TA) operations

Setup phase
- Create the assessment form
- Create a submission example

Submission phase
- Submit the assignment
- After student submission, assign students (reviewers) to assignments

Assess-ment phase
- Submit the assessment (peer assessment)
- Confirm student assessment

Grading evaluation phase
- Instructors assess the assignment
- Instructors assess students' assessment proposals

Closed phase
- Check the grade
- Determine the grade
- Grades are automatically listed in the course gradebook

Complete

With Workshop, functions such as "assign reviewers" and "move between each phase" require detailed setup and work.
For open peer assessment and a simple setup, please use a combination of the "Forum" function and the "Assign Roles" setting in assignments.
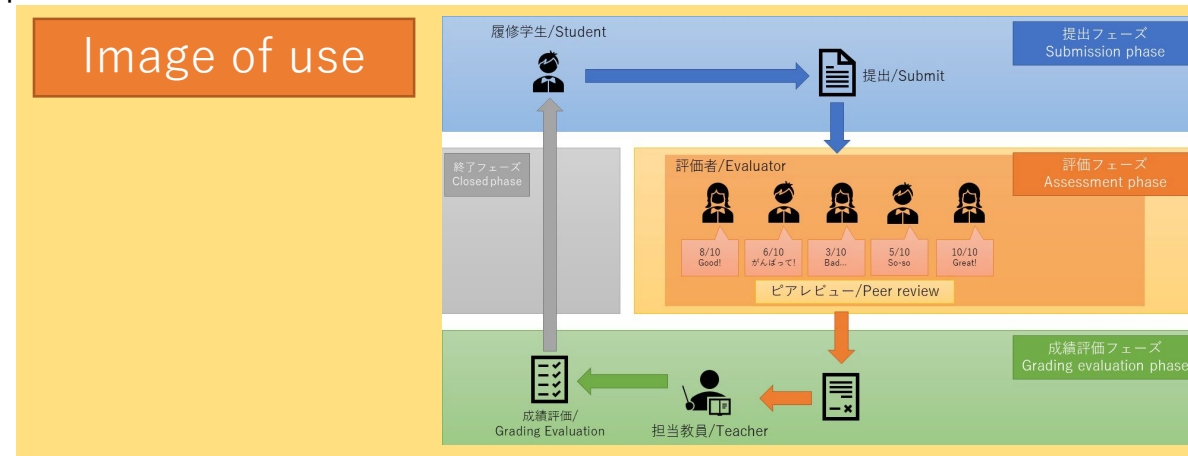
About Workshop

Expected outcomes

- Improvement of student learning quality
  - By assessing their peers' work, students can acquire deeper learning perspectives to integrate others' approaches and appropriately evaluate others' work.
- Saving time that instructors spend on assessments
  - By having students assess each other's work, assessments can be provided for each assignment even in classes with hundreds of students. Furthermore, determining assessment criteria and procedures will also save instructors time.
- Class progression based on the status of student understanding
  - By building up assignments each class, opportunities are established for students to check their status of understanding in the course.

Points for use

- Upon clarifying the assessment criteria (for the peer assessment), carefully explain the procedure before assessment.
  - Instructors should use a rubric and clearly state the assessment criteria in advance. On the other hand, if the students are unclear about the assessment criteria, variations will occur in individual peer assessments. Furthermore, explaining assessments before they begin and having a system that enables consulting during trouble is important to prevent student anxiety towards assessing another student's work.
- The aim is to improve student learning and assess learning. The assessment itself is not the aim but the process.

Setting up Workshop

Adding a new Workshop Assignment

- General
- Grading settings
- Submission settings
- Assessment settings
- Feedback
- Example submissions
- Availability
- Turnitin plagiarism plugin settings
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

General

Workshop name — Workshop Assignment Title

Description — Explanation of Workshop

☐ Display description on course page

If you insert a ☑, the description will be displayed on the course homepage

Quiz — APU Quiz
Opened: Tuesday, 1 August 2023, 5:00 PM
Closed: Wednesday, 2 August 2023, ...
Description of Quiz

Grading strategy	
Accumulative grading	Grades and comments are given for a specific aspect
Comments	Comments can be made for a specific aspect but grades are not possible
Number of errors	Comments and Yes/No grades are given for specific conditions
Rubric	Levelled grades are given for specific criteria

Grading settings

Grading strategy — Accumulative grading

Grade for submission — 80 — Uncategorised — Indicates the maximum grade that the submitted work can get

Submission grade to pass — Indicates the minimum grade required to pass

Grade for assessment — 20 — Uncategorised — Indicates the maximum grade that the submitted assessment can get

Assessment grade to pass — Determine the minimum grade required to pass

Decimal places in grades — 0 — Set decimal places for grades

Send content cha...

Save and return to course | Save and display

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☐ Send content change notif

Save and return to

Submission settings

Instructions for submission

Enter the explanation and instructions for the submission

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

Maximum number of submission attachments 1 ⌄

Submission attachment allowed file types [Choose] No selection

Maximum submission attachment size Site upload limit (512 MB) ⌄

Late submissions ☐ Allow submissions after the deadline ⓘ

Indicate the format and number of files for the submission

When this setting is turned on, the creator can submit assignments after the submission deadline or during the "assessment phase". Submissions before the submission deadline can be edited and resubmitted, but submissions after the submission deadline cannot be edited or resubmitted.

Assessment settings

Instructions for assessment

Enter the point of view and methods for the assessment

Use self-assessment ☐ Students may assess their own work ⓘ

When this setting is turned on, students are assigned to their own assignments as reviewers for self-assessment. Furthermore, grades for the assessment will be received in addition to the grade for one's own work.

Setting up Workshop

Adding a new Workshop Assignment

- General
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Send content change notification

Save and return to course   Save and display

Feedback

Overall feedback mode — Enabled and optional

Maximum number of overall feedback attachments — 0

Conclusion

Feedback comments to display to the participants after the activity

Example submissions

Use examples — ☑ Example submissions are provided for practice in assessing

Mode of examples assessment — Assessment of example submission is voluntary

Availability

Open for submissions from — ☐ Enable — 20 December 2023 17 33

Submissions deadline — ☐ Enable — 20 December 2023 17 33

Open for assessment from — ☐ Enable — 20 December 2023 17 33

Deadline for assessment — ☐ Enable — 20 December 2023 17 33

If this setting is turned on, a text field will be displayed at the bottom of the assessment form. The reviewer can enter an overall assessment for the submission into this field or additional explanations of the assessment.

Set the maximum number, size, and format of feedback files to be attached

If this setting is turned on, students can try assessing one or more example submissions. Students can also compare their assessments to reference assessments. The grade here does not count towards the assessment grade.

Set the date and time to open and close submissions
* If "move to the next phase after closing" is turned on, the phase will automatically move to the assessment phase after the closing date and time.

* If this function is turned on, simultaneously "setting up Scheduled Allocation" in the "Submission Phase" of the "Workshop Planner" screen (description to follow) is recommended.
If Scheduled Allocation is not completed, students cannot do assessments even if "Workshop" itself moves to the "Assessment Phase".

Set the date and time to open and close assessments

Refer to a separate manual

(Common Functions) Common Module Settings

WHITEBOARD
Miroボード

If the Whiteboard is hidden, this message will be displayed on the course's top page.

Hidden from students

Adding a new Workshop to 課題/Assignment

Expand all

General
Grading settings
Submission settings
Assessment settings
Feedback
Example submissions
Availability
Turnitin plagiarism plugin settings

Common module settings

Availability — Show on course page
ID number —
Force language — Do not force
Group mode — Separate groups
Grouping — None

Add group/grouping access restriction

Common module settings
Restrict access
Activity completion
Tags
Competencies

☐ Send content change notification

Save and return to course   Save and display

Common module settings		
Availability	You can select either "Show on course page" or "Hide on course page". If "Hide" is selected, then students will not be able to view the Whiteboard until you change the setting to "Show".	
ID number	You can set an ID number for the activity (to help identify different teaching materials). This setting is generally left blank and not used.	
Force language	This setting allows you to force all students to view the activity in a set language.	
Group mode	No groups	Everyone registered for the course can access the Whiteboard
	Separate groups	Students can only use Whiteboard within their own groups. Students cannot see the work of other groups.
	Visible groups	Students can only use Whiteboard within their own group, but they can also see the work of other groups.
Grouping	You can enable this setting if you have set up groupings (collections of groups) in the course.	
Add group/grouping access restriction	You can add access restrictions by group from the "Restrict access" section below. *You can only set up group access restrictions if you select one of the group settings under "Group mode" above.	

(Common Functions) Restrict Access

Restrict access

Restrict access	
Activity completion	Require students to complete a separate activity in the course to be able to access this activity. E.g. 1: Students cannot access the activity unless they have completed a specified Survey E.g. 2: Students cannot access the activity unless they have completed a specified Assignment
Date	Set when students can start accessing the activity (the date and time it will appear in the course) and when they will lose access (the date and time it will be hidden from the course).
Grade	Use this setting if you want to require students to achieve a set grade in a separate Assignment or Quiz within the course in order to access this activity.
Group	Only allow students who belong to a specified group or students who don't belong to that group to access the activity.
Grouping	Only allow students who belong to the groups included in a specified grouping (collection of groups) to access the activity.
Other course completion	Use this setting if you want to require students to complete another course in order to access the activity. (This setting is not recommended.)
User profile	This setting allows you to limit access to specified students. E.g. Only allow students with specified student ID numbers to access the activity.
Restriction set	Use this setting if you want to use several of the above settings to set complex access restrictions for the activity.

APU moodle

Adding a new Workshop to 課題/Assignment

Expand all

General

Grading settings

Activity completion

Completion tracking — Show activity as complete when conditions are met

Require view — ☐ Student must view this activity to complete it

Require grade — ☐ Student must receive a grade to complete this activity

☐ Student must receive a passing grade to complete this activity

☐ Or all available attempts completed

Require attempts — ☐ Minimum number of attempts: 1

Expect completed on — ☐ Enable 6 September 2023 09 16

Common module settings

Restrict access

Activity completion

Tags — **Not used for APU Moodle**

Competencies — **Not used for APU Moodle**

☐ Send content change notification

Save and return to course | Save and display

Activity completion
This setting allows you to check if students have accessed an activity. When enabled, a checkbox will appear underneath the activity on the course page. The checkbox will be marked complete when the student meets various customizable conditions, for example, when the student views the class materials. Furthermore, with this setting, instructors can check which students have viewed which teaching materials and keep track of students' progress for the entire course.

Completion tracking	
Do not indicate activity completion	Students will not see a checkbox to indicate activity completion on the course page
Students can manually mark the activity as completed	Students can mark the activity as complete manually by themselves. Please use this setting if you want students to manage their own learning progress.
Show activity as complete when conditions are met	The activity will automatically be marked as complete if the student meets one of the set requirements from the list below. Please use this setting if you want to track students' progress as the course instructor.

Require	
Student must view this activity to complete it	If selected, the activity will be automatically marked as complete when the student views the assignment (after submission or after grading is complete)
Student must receive a grade to complete this activity	The activity will be considered complete and automatically be marked as so after the instructor finishes grading
Student must receive a passing grade to complete this activity	The activity will be automatically marked as complete after grading only if the student receives a passing grade
Or all available attempts completed	The activity will be automatically marked as complete when the student submits the assignment, etc.

Manually mark as complete

Quiz
APU Quiz
Mark as done

Activity will be marked as complete when conditions are met

Quiz
APU Quiz
View
Receive a grade

✔ Done

After completion
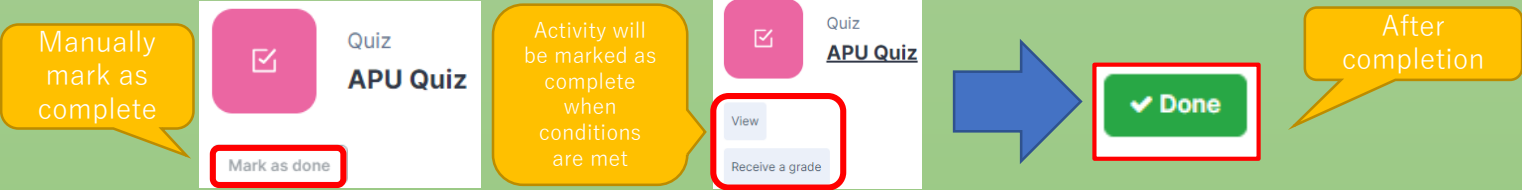
Make sure to **save** after you finish setting up the activity.

Setup Phase

WORKSHOP
Workshop/ワークショップ

Workshop   Settings   Assessment form   Submissions allocation   ...

Mark as done

Workshop planner tool

✓	Task complete
✓	Task not yet complete / inputted
✗	Task that must be completed at this time but cannot be completed and has an issue

When the settings are complete, the Workshop planner tool will be displayed. This screen should be used to proceed with the phases as the course progresses.

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		✓ Calculate submission grades expected: 2 calculated: 0	
✓ Provide instructions for submission	✓ Allocate submissions expected: 2 submitted: 0 to allocate: 0		✓ Calculate assessment grades expected: 2 calculated: 0	
✓ Edit assessment form			✓ Provide a conclusion of the activity	
✓ Prepare example submissions				
✓ Switch to the next phase				

Click here to move to the respective setting screen (refer to the next page)

Description ▾

Description of Workshop

Example submissions ▾

You must define the assessment form before providing example submissions

Setup Phase

APU moodle

Set up assessment form

Accumulative grading

Expand all

Aspect 1

Description

Input the point of view and how the assignment should be assessed
(Example)
✓ Are the report perspective and proposal unique?
✓ Is the proposal for realizing the idea indicated?
✓ Is the report well-structured and the writing logical and easy to understand?

Best possible grade / Scale to use

Type Point

Maximum grade
10

> Set up the grade standard to be used

Weight 1

Aspect 2

Aspect 3

Blanks for 2 more aspects

Save and continue editing | Save and preview | Save and close | Cancel

> Make sure to "Save" after input

Set up example submissions (If enabled)

Assessment form settings must be completed in advance

Example submissions ▾

No examples yet in this workshop

Add example submission

Instructions for submission ▾

Instructions for submission

Submission

Title

Submission content

Example submission from online text

Maximum number of submission attachments 1

Attachment

Files | Add... |

Example submission from attached file

Maximum file size: 512 MB, maximum number of files: 1

Save changes

> Make sure to "Save" after input

> Set up a reference assessment (an example of an assessment by the instructor) for the example submission set by the instructor to be shown to students

---

Assessed example submission

Example submissions
Online text example submission

Example submission

Reference assessment
Not assessed yet

Assessment form ▾

Aspect 1

Accumulative grading Description

Assessment form that was set up

Grade for Aspect 1 Choose...

Comment for Aspect 1

Overall feedback

Feedback for the author

Enter feedback comments if applicable

Save and close | Save and continue editing | Cancel

> Make sure to "Save" after input

Submission Phase

Setup phase

Setup phase
Current phase ●

Submission phase
Switch to the submission phase
○

✓ Set the workshop description
✓ Provide instructions for submission
✓ Edit assessment form
✓ Prepare example submissions
✓ Switch to the next phase

✓ Provide instructions for assessment
✓ Allocate submissions
expected
submitted
to allocate

Submission phase

Setup phase
Switch to the setup phase ○

Submission phase
Current phase ●

Assessment phase
Switch to the assessment

✓ Set the workshop description
✓ Provide instructions for submission
✓ Edit assessment form
✓ Prepare example submissions

✓ Provide instructions for assessment
✓ Allocate submissions
expected: 2
submitted: 0
to allocate: 0
ⓘ There is at least one author who has not yet submitted their work
✓ Switch to the next phase

Instructions for submission ▾

Instructions for submission

Workshop submissions report ▾

Submitted (0) / not submitted (2)

First name **All** A B C D E F G H I J K L M N O P Q R

Last name **All** A B C D E F G H I J K L M N O P Q R

First name ▲ ▾ / Last name ▾ | Submission ▲
█████████ | No submission found for this user
█████████ | No submission found for this user

Showing 10 items per page | Change ... ⌄

Click to move between phases (switch)

Students cannot submit unless the phase switches

Check submission status here

Allocate submissions after student submission (refer to the next page)

Student View

Add submission

Submission phase

Setup phase | **Submission phase** Current phase ●
| | ✓ Submit your work

Students can submit here during the submission phase

Instructions for submission ▾

Instructions for submission

If example submissions are set up, assessment examples can be submitted here.

Example submissions to assess ▾

Example submissions
No grade yet
Assess

Your submission ▾

You have not submitted your work yet

Submission Phase

Allocate assignments

Set up allocation by selecting one of the three methods below

Manual allocation

The instructor or TA can allocate a submission to review or be reviewed (assessed).
Manual allocation can also be used for adjustments after random allocation.

Manual allocation

Participant is reviewed by	Participant	Participant is reviewer of
		Self-assessment disabled
Add reviewer Choose user... ˅		Add reviewee Choose user... ˅
	No grade yet	
		Self-assessment dis...
Add reviewer Choose user... ˅		Add revie...

With "Add reviewer" on the left, participants (students) to do reviews are assigned.
With "Add reviewee" on the right, the participants (students) to be assessed are assigned. If either setting is selected, it will be reflected on both sides.

Scheduled allocation

Reviews and assessments are randomly allocated to submissions based on "Allocation settings" on the same page automatically after the submission period ends

Scheduled allocation

Check this box to automatically allocate submissions after moving from the submission phase.

Scheduled allocation settings ?

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

Whether a deadline date and time have been set up can be confirmed under "Use" in the Setup Phase. If the date and time are not set, Scheduled allocation will be disabled.

Current status

Status	Scheduled allocation disabled ✖

Random allocation

Reviews and assessments are randomly allocated to submissions based on the "Allocation settings".

Random allocation

Can be used if students are divided into groups in advance

Allocation settings

Allocation settings ?

Allocation settings are the same as "Random allocation".

Set how many students will review one submission with "per submission" or how many submissions reviewers will have with "per reviewer" under number of reviews.

Group mode	No groups

Group mode	No groups

Number of reviews	5	per submission ˅

Number of reviews	5	per submission ˅

Once the random settings are complete, reset the allocations and check this box to reflect the "Number of reviews" setting. If this box is not checked, only those who have not yet been allocated will be allocated.

☐ Remove current allocations

☐ Remove current allocations

☐ Participants can assess without having submitted anything

☐ Participants can assess without having submitted anything

Check this box to allocate students as reviewers even if they don't submit their own assignments by the submission deadline.

Add self-assessments	Self-assessment disabled

Add self-assessments	Self-assessment disabled

Make sure to "Save" after setup

Save changes

Enable students to assess assignments they themselves submitted outside of the number of reviews randomly allocated

Save changes

Make sure to "Save" after setup

Submission Phase

After allocation is complete

Manual allocation

Participant is reviewed by   **Participant** **Participant is reviewer of**

Add reviewer

Choose user... ⌄
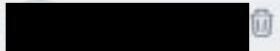
No grade yet

Self-assessment disabled

Add reviewee

Choose user... ⌄
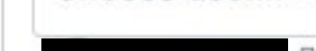
Remove allocation with the trash can icon

Add reviewer

Choose user... ⌄

No grade yet

Choose user...

Showing 10 items per page   Change ... ⌄

Confirm allocation content

Submission phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
Switch to the setup phase ○	**Current phase** ●	Switch to the assessment phase ○	Switch to the evaluation phase ○	Close workshop ○
✓ Set the workshop description	✓ Provide instructions for assessment		✓ Calculate submission grades expected: 2 calculated: 0	
✓ Provide instructions for submission	✓ Allocate submissions expected: 2 submitted: 2 to allocate: 0		✓ Calculate assessment grades expected: 2 calculated: 0	
✓ Edit assessment form	✓ Switch to the next phase			
✓ Prepare example submissions			✓ Provide a conclusion of the activity	

After confirming there are no issues with the allocations, move to the assessment phase from "Switch to the next phase".

* When "Switch to the next phase after the submission date and time close" is set to on, the phase will automatically switch after the submission date and time close.

Assessment Phase

Instructor View

Assessment phase

Setup phase	Submission phase	**Assessment phase**	Grading evaluation phase	Closed
Switch to the setup phase ○	Switch to the submission phase ○	Current phase ●	Switch to the evaluation phase ○	Close workshop ○
✓ Set the workshop description	✓ Provide instructions for assessment	✓ Switch to the next phase	✓ Calculate submission grades expected: 2 calculated: 0	
✓ Provide instructions for submission	✓ Allocate submissions expected: 2 submitted: 2 to allocate: 0		✓ Calculate assessment grades expected: 2 calculated: 0	
✓ Edit assessment form				
✓ Prepare example submissions			✓ Provide a conclusion of the activity	

Workshop grades report ▾

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name ▴ ▾ / Last name ▾	Submission ▴ ▾ / Last modified ▴ ▾	Grades received	Grades given
▓▓▓▓	modified on Thursday, 21 December 2023, 1:55 PM	- (-)< ▓▓▓	- (-)> ▓▓▓
▓▓▓▓	modified on Thursday, 21 December 2023, 1:56 PM	- (-)< ▓▓▓	- (-)> ▓▓▓

Showing 10 items per page Change ... ▾

Confirm student allocations and assessment status

Student View

Assessment phase

Setup phase	Submission phase	**Assessment phase** Current phase ●	Gra
	✓ Submit your work	✓ Assess peers total: 1 pending: 1	

Assessment input field that was set up in the Setup Phase

Your submission ▾

▓▓▓▓ by ▓▓▓▓
submitted on Thursday, 21 December 2023, 1:56 PM

Instructions for assessment ▾

Instructions for assessment

Example submissions to assess ▸

Assigned submissions to assess ▾

▓▓▓▓ by ▓▓▓▓
submitted on Thursday, 21 December 2023, 1:55 PM
No grade yet

Assess

Assessed submission

▓▓▓▓
by ▓▓▓▓
submitted on Thursday, 21 December 2023, 1:55 PM

Submission content by Student A

Instructions for assessment ▾

Instructions for assessment

A Your assessment
by ▓▓▓▓
Not assessed yet

Assessment form ▾

Aspect 1

Accumulative grading Description

Grade for Aspect 1   Choose... ▾

Comment for Aspect 1

Overall feedback

Feedback for the author

Feedback comment section

Check the assignment allocated and enter an assessment.

Tell students to make sure to "Save" after entering their assessment.

Save and close   Save and continue editing   Cancel

Grading Evaluation Phase

Assessment phase
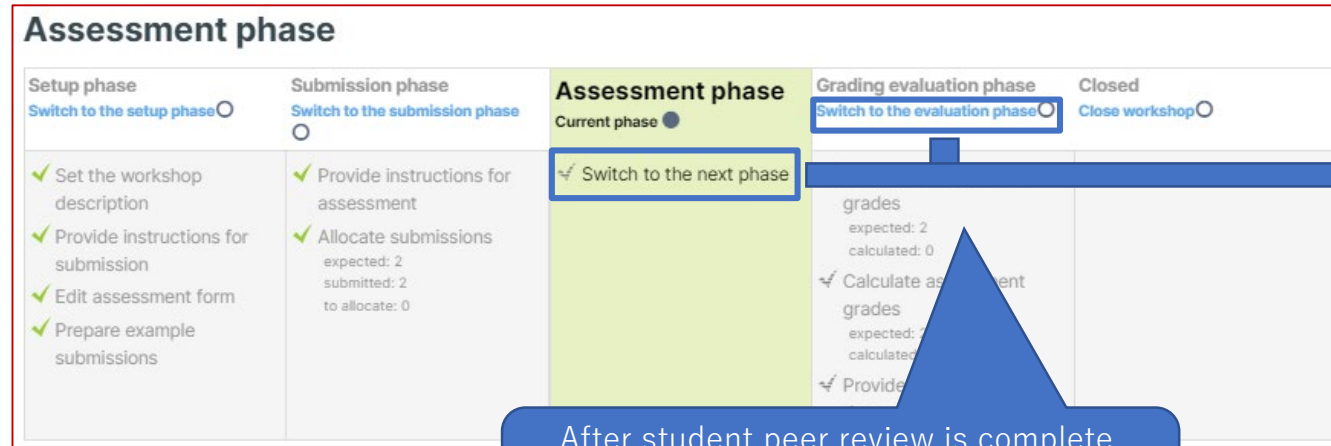
After student peer review is complete, please move to the "Grading evaluation phase" from "Switch to the next phase".

The Grading Evaluation Phase totals the final grade in Workshop. The "grade for the submission" (the mark for the submission itself) given by the reviewer and the "grade for the assessment" (the mark for the assessment) of that reviewer are calculated. If there are several reviewers for a single submitted assignment, "assessment weight" set up for the reviewers becomes important.

* "Assessment weight" adds weight (importance) to the reviewer's assessment and the assessment with the highest weight is seen as important. As a result, the "grade for the submission" will be the grade calculated with a weighted average including the "assessment weight". * "Assessment weight" is also connected to the "grade for the assessment". The highest weighted reviewer becomes the standard, and a low grade can be given to reviewers whose reviews are largely different from the standard. For example, assessment weight can be used to give a low grade as a penalty to a reviewer who made a careless assessment quite different from the standard.

Set up "Comparison of assessments" for the grading evaluation settings. For details, please refer to the next page.

Assessments for each student can be revised or added to as necessary.

To add an assessment from the instructor for each student's submission as necessary, click on the title of the submission under "submissions" to start the assessment.

Grades and assessments can be cleared all at once.
Please be very careful when using this setting as it will delete all assessment data.

Grading Evaluation Phase

Grading evaluation phase

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

When the grading shown below is complete, move to the "Closed Phase" from "Switch to the next phase".

(Note) This check will not become green if there are students who have not yet submitted the assignment.

"Feedback" conclusion settings (P8) (Field for instructors to enter general feedback and comments)

Feedback

Overall feedback mode — Enabled and optional

Maximum number of overall feedback attachments — 0

Conclusion

Feedback comments to display to the participant after the activity

Grading evaluation method — Comparison with the best assessment

Grading evaluation settings

Comparison of assessments — fair

Based on the reviewer to be the standard, grades for other reviewers will be affected. With "very lenient", reviewers who place far from the standard reviewer will be given more lenient marks, whereas with "very strict", reviewers far from the standard reviewer will be given stricter marks. Lastly, click "re-calculate grades".

Re-calculate grades

As "re-calculate" grades can be done any number of times, "assessment weight" and "comparison of assessments" can also be changed to redo the grades.

Workshop grades report

Showing 10 items per page — Change ...

Closed Phase

(Ref.) Anonymous setting for creators and reviewers

- Under regular settings, "Whose submission to review (creator name)" is displayed and "Who reviewed the submission (reviewer name)" is anonymous. These settings can be changed with permission settings.

As "whose submission to review" is shown by default, the creator can be made anonymous by clicking the "🗑" icon beside "Student" to remove student under Roles with permission.

As "who reviewed the submission" is anonymous for students by default, select student from [+] to add "Student" and show the reviewer's name.