

# How to add a Workshop activity

Setup phase	Submission phase Switch to the submission phase	Assessment phase Switch to the assessment phase	Grading evaluation phase Switch to the evaluation phase	Closed Close workshop
<p>Current phase</p> <ul style="list-style-type: none"><li>Set the workshop description</li><li>Provide instructions for submission</li><li>Edit assessment form</li><li>Switch to the next phase</li></ul>	<ul style="list-style-type: none"><li>Provide instructions for assessment</li><li>Allocate submissions expected: 7 submitted: 0 to allocate: 0</li></ul>	<ul style="list-style-type: none"><li>Calculate submission grades expected: 7 calculated: 0</li><li>Calculate assessment grades expected: 7 calculated: 0</li><li>Provide a conclusion of the activity</li></ul>		

An example of the Workshop activity

## Overview:

This guide will show you how to create a Workshop activity.

## What to know:

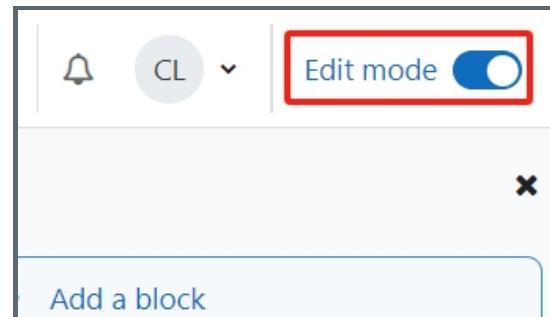
The workshop activity enables the collection, review and peer assessment of students' work. Students can submit any digital content (files), such as word-processed documents or spreadsheets and can also type text directly into a field using the text editor. Submissions are assessed using a multi-criteria assessment form defined by the teacher. The process of peer assessment and understanding the assessment form can be practised in advance with example submissions provided by the teacher, together with a reference assessment. Students are given the opportunity to assess one or more of their peers' submissions. Submissions and reviewers may be anonymous if required. 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.

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Step 1: Enable Edit mode in your module area/course

Enable the 'Edit mode' button displayed near the upper right of the module area/course.



## Step 2: Click 'Add an activity or resource' link

1. When editing mode is turned on, navigate to the section where you want to add the workshop activity.
2. Next, click the 'Add an activity or resource' button displayed at the bottom of the section.

A screenshot of a Moodle interface showing two sections labeled 'Topic 3' and 'Topic 4'. Each section has a red box highlighting the 'Add an activity or resource' button, which is a blue button with a white plus sign and the text 'Add an activity or resource'.

## Step 3: Choose the Workshop activity

1. From the pop-up activity chooser window, locate and select the Workshop activity.
2. Then it jumps to the setting of the activity.

## Add an activity or resource

workshop

1 results found



Workshop



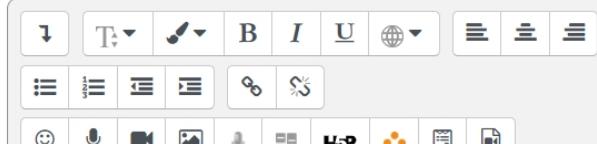
### Step 4: Fill in the general information

#### General

Workshop name  



Description



Words:0

Display description on course page ?

### Step 5: Configure grading settings

Students' final grades consist of two parts: grade for submission and grade for assessment. You will be able to configure the weight of these two grades.

Grading strategy: Workshop has four grading strategies: accumulative grading, comments, number of errors, and rubric. Please refer to [this document](#) to understand how grades are calculated in these different strategies.

Grade for submission: the maximum grade that can be obtained for submitted work. It is recommended to set it as 80.

Submission grade to pass: This setting determines the minimum grade required to pass. The value is used in activity and course completion. In gradebook, pass grades are highlighted in green and fail grades in red. You can leave this section as zero.

Grade for assessment: It is recommended to set it as 20.

Assessment grade to pass: You can leave this section as zero.

## ▼ Grading settings

Grading strategy  Accumulative grading 

Grade for submission  80  Uncategorised 

Submission grade to pass 

Grade for assessment  20  Uncategorised 

Assessment grade to pass 

Decimal places in grades

0  

## Step 6: Configure the submission settings

You can provide the instructions for submission to students, which will be displayed to students within the activity when they submit their work.

Students can submit the online text and file attachments by default. You can change the settings below to modify that.

Submission types	<input checked="" type="checkbox"/> Online text <input type="checkbox"/> Required <input checked="" type="checkbox"/> File attachment <input type="checkbox"/> Required
Maximum number of submission attachments	1
Submission attachment allowed file types	<input type="text"/> <span>Choose</span> No selection
Maximum submission attachment size	100 MB
Late submissions	<input type="checkbox"/> Allow submissions after the deadline <span>?</span>

## Step 7: Configure the assessment settings

You can put in instructions for assessment for students to view within the Workshop activity. You can also control if you would like students to self-assess their own work. By default, the self-assessment ability is turned off.

## Step 8: Configure feedback settings

Students will be able to give feedback to the submissions if this function is enabled.

### Feedback

Overall feedback mode Enabled and optional

Maximum number of overall feedback attachments 0

Conclusion

## Step 9: Configure example submissions settings

If user examples are enabled, students can try assessing one or more example submissions and compare their assessments with a reference assessment. The grade is not counted in the grade for assessment.

### Example submissions

Use examples  Example submissions are provided for practice in assessing ?

## Step 10: Configure availability settings

You can set the dates for Workshop activity to move from one stage to another, for example, from the submission stage to the assessment stage.



## Availability

Open for submissions from	<input type="checkbox"/> Enable	6	February	2024	10	52	
Submissions deadline	<input type="checkbox"/> Enable	6	February	2024	10	52	
Open for assessment from	<input type="checkbox"/> Enable	6	February	2024	10	52	
Deadline for assessment	<input type="checkbox"/> Enable	6	February	2024	10	52	

### Step 11: Save the activity

Configure the other optional settings (e.g. Turnitin) and then save the activity.

[Save and return to course](#) [Save and display](#) [Cancel](#)

Online URL: <https://knowledgebase.xjtu.edu.cn/article/how-to-add-a-workshop-activity-226.html>