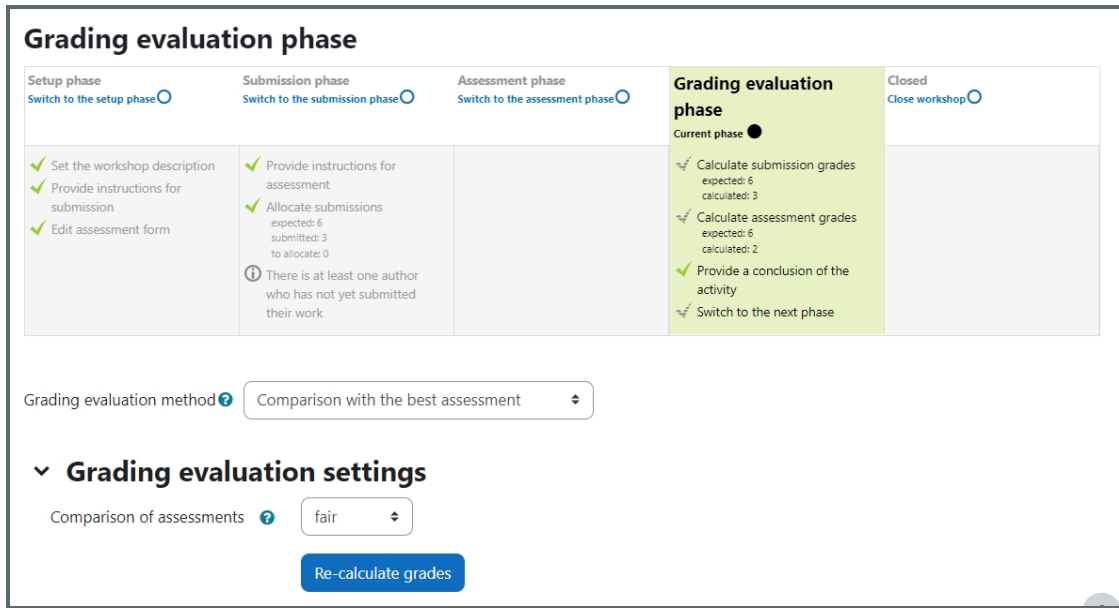


# How to use the workshop activity for peer review (teacher view)



An example of the workshop activity (teacher's view)

## Overview:

This guide will show you how to use the workshop activity to encourage your students to do peer review for each other's work. The workshop activity is a powerful peer assessment activity. Students add submissions which are then distributed amongst their peers for assessment based on a grading scale specified by the teacher.

## What to know:

This user guide aims to provide information about how to use the workshop activity. If you want to know more about how to set it up, please check this user guide. [How to add a workshop activity](#)

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### Step 1: Setup phase

Once a Workshop activity has been created and saved, it is in the Setup phase. It must be in the Submission phase for students to be able to submit work and then moved to the Assessment phase for them to review each other's submissions. The switch may be automatic or manual.

\* Click 'Edit assessment form' to provide detailed grading criteria for your students to use. When finished, click 'Save and close', and all ticks on the Setup phase will be the same colour.

\* You are ready to the Submission phase which lets students send in their work. Click the icon or text at the top of Submission phase. This phase will be highlighted.

## Test workshop

Workshop
Settings
Assessment form
Submissions allocation
More ▾

### Setup phase

Setup phase Current 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 ○
<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>	

[Description ▶](#)

## Step 2: Submission phase

\* Students will now be able to submit their work during this time, until any deadline you specified - unless you also allowed late submissions.

\* After student submission, click the link 'Allocate submissions' to decide if you want to choose which student assesses whose work (Manual allocation), or if you want Learning Mall Core to choose for you (Random allocation) And do you want students to assess others' work even if they have not submitted anything themselves?

\* If, in the Availability section you set the workshop to switch to the submission phase automatically once the submission deadline is over, choose Scheduled allocation.

\* You can see how many have submitted and how many still need to submit. Click the icon or text to move to the Assessment phase if you choose to switch phases yourself. The phase will be highlighted. (Remember that you can move back a phase if you need to, for example, if you want to allow a student to resubmit.)

## Test workshop

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### Submission phase

Setup phase Switch to the setup phase ○	Submission phase Current phase ●	Assessment phase Switch to the assessment phase ○	Grading evaluation phase Switch to the evaluation phase ○	Closed Close workshop ○
<ul style="list-style-type: none"> <li>✓ Set the workshop description</li> <li>✓ Provide instructions for submission</li> <li>✓ Edit assessment form</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>✓ Allocate submissions expected: 6 submitted: 3 to allocate: 0</li> <li>ⓘ There is at least one author who has not yet submitted their work</li> <li>✗ Switch to the next phase</li> </ul>		<ul style="list-style-type: none"> <li>✗ Calculate submission grades expected: 6 calculated: 0</li> <li>✗ Calculate assessment grades expected: 6 calculated: 0</li> <li>✗ Provide a conclusion of the activity</li> </ul>	

[Instructions for submission ▾](#)

Instructions for submission

[Workshop submissions report ▾](#)

Submitted (3) / not submitted (3)

?

## Step 3: Assessment phase

- \* Students will assess the work of their peers according to the instructions and criteria you gave them.
- \* You can monitor their progress by looking at the grades underneath the phases screen:
- \* When you are ready, click the icon or text to move to the Grading evaluation phase. This phase will be highlighted.

Workshop grades report			
First name / Surname	Submission / Last modified	Grades received	Grades given
James Watson	Source Materials JW modified on Monday, 11 January 2016, 11:50 AM	- (-)<  Brian Franklin 56 (-)<  Sherlock Holmes - (-)<  Mrs Hudson - (-)<  Michael Moriarty	- (-)>  Brian Franklin - (-)>  Sherlock Holmes - (-)>  Mrs Hudson - (-)>  Michael Moriarty
Sherlock Holmes	Sherlock Submission (Final) modified on Monday, 11 January 2016, 11:50 AM	- (-)<  Brian Franklin - (-)<  Mrs Hudson - (-)<  Michael Moriarty - (-)<  James Watson	48 (-)>  Brian Franklin 48 (-)>  Mrs Hudson 16 (-)>  Michael Moriarty 56 (-)>  James Watson
Michael Moriarty	MM SM modified on Monday, 11 January 2016, 11:51 AM	- (-)<  Brian Franklin 16 (-)<  Sherlock Holmes - (-)<  Mrs Hudson - (-)<  James Watson	- (-)>  Brian Franklin - (-)>  Sherlock Holmes - (-)>  Mrs Hudson - (-)>  James Watson

## Step 4: Grading evaluation phase

- \* Here, the workshop activity calculates the final grades for submission and for assessment. The user guide about grading calculation [Workshop-grading calculation strategies](#) gives more details on how the grading works.
- \* For the grade for assessment, you can decide how strict you want the comparison to be. If you are not sure, leave it as the default 'fair'.
- \* You can recalculate the grades several times.
- \* You can change grades here if you need to.
- \* You can show to other students selected submissions if you wish. Click on a submission in the workshop grades report (image above) and scroll down to 'Feedback for the author'. Tick the box to publish this submission. Other students will see it once the workshop is closed.

### Grading evaluation phase

<b>Setup phase</b> <a href="#">Switch to the setup phase</a>	<b>Submission phase</b> <a href="#">Switch to the submission phase</a>	<b>Assessment phase</b> <a href="#">Switch to the assessment phase</a>	<b>Grading evaluation phase</b> <b>Current phase</b>	<b>Closed</b> <a href="#">Close workshop</a>
<ul style="list-style-type: none"> <li>✓ Set the workshop description</li> <li>✓ Provide instructions for submission</li> <li>✓ Edit assessment form</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>✓ Allocate submissions expected: 6 submitted: 3 to allocate: 0</li> </ul> <p>ⓘ There is at least one author who has not yet submitted their work</p>		<ul style="list-style-type: none"> <li>✓ Calculate submission grades expected: 6 calculated: 3</li> <li>✓ Calculate assessment grades expected: 6 calculated: 2</li> <li>✓ Provide a conclusion of the activity</li> <li>✓ Switch to the next phase</li> </ul>	

Grading evaluation method ⓘ

**Grading evaluation settings**  
 Comparison of assessments ⓘ

[Re-calculate grades](#)

## Step 5: Close the workshop

When you are satisfied with the final grading, click the icon or text to close the workshop. The Closed phase will be highlighted and students will be able to see their grades, any published submissions and a conclusion if you added one.

**Tips:**

If you are looking for a user guide for your students, please check this article:[How to user workshop \(for students\)](#)

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-use-the-workshop-activity-for-peer-review-teacher-view-250.html>