
Workshop: carry out peer review

Goals:

This guide describes how students can carry out their submissions and assess each other. It shows how to properly configure and advance through each stage of the assessment process.

Difficulty: intermediate

Valid from Moodle Version 4.2

Preparation: Create the module "workshop"

This guide links to the last step of the guide "[Create a Workshop](#)". If the "Workshop" module has not yet been configured and created, please follow the individual steps of this guide.

1. Switch to "Submission phase"

After you have configured the "Setup phase" as described in step 8 of the tutorial "Create a Workshop", please click on the link "Switch to next phase".

Alternatively, you can click "Switch to submission phase" or the circle icon at the top of the next column. Please confirm switching to the next phase by clicking the button "Next".

Important: The submission phase can only be processed by students once you move on to the next phase!

Note: After each phase change, a window is displayed in which the phase change and its details are described. In the following, this guide will no longer refer explicitly to this window, but only to the fact that after each phase change, the change must be confirmed again by clicking "Continue".

The screenshot shows a progress bar for the 'Setup phase' with five stages: Setup phase, Submission phase, Assessment phase, Grading evaluation phase, and Closed. The 'Submission phase' is currently active, indicated by a blue circle and a blue box around the 'Switch to the submission phase' button. Below the progress bar, there are four columns of tasks with checkmarks and progress indicators. The first column (Setup phase) has four tasks: 'Set the workshop description', 'Provide instructions for submission', 'Edit assessment form', and 'Switch to the next phase'. The second column (Submission phase) has two tasks: 'Provide instructions for assessment' and 'Allocate submissions'. The third column (Assessment phase) has one task: 'Calculate submission grades'. The fourth column (Grading evaluation phase) has two tasks: 'Calculate assessment grades' and 'Provide a conclusion of the activity'. The fifth column (Closed) has one task: 'Close workshop'.

The screenshot shows a 'Confirm' dialog box with the following text: '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.' At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a blue border.

2. Students start with the submission

In this phase, students now submit their work. From the student view, the submission phase is now unlocked. The course participants can now start the submission by clicking on the button "Add submission".

Add submission

Submission phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	Current phase ✓ Submit your work			

Instructions for submission ▾
Please provide a description of the task here.

Your submission ▾
You have not submitted your work yet

3. Students upload submission

Subsequently, the "Submission" opens for the students. Here, a meaningful **title** for the submission and optionally a **description** of the file's content can be added. To upload the file please click the arrow at "File". Finally the submission is saved by clicking on the "Save changes" button.

Submission

Title

Submission content

Exercise 1

Optionally, a description of the file content can be specified here.

Maximum number of submission attachments: 1

Attachment

Maximum file size: 124 MB, maximum number of files: 1

Files

Exercise_1_E...

Save changes Cancel

4. Completed submission is displayed for students

The submission is now complete and the summary of the submission is now displayed to the students. If students want to edit or delete the submission, they can do so by clicking on the respective buttons.

Peer review (EN)

My submission

Instructions for submission ▾
Please provide a description of the task here.

Exercise 1
by **Muster Max**
submitted on Saturday, 9 September 2023, 6:46 PM

Optionally, a description of the file content can be specified here.

- Exercise_1_Essay.pdf

Edit submission **Delete submission**

5. Allocating submissions for peer review

Once all participants have submitted their work, please click on the link "Allocate submissions" in the table at "Submission phase".

6. Configure and start random allocation

Next the settings for "Submissions allocation" will open. At the beginning, the mode of allocation is set in the drop-down menu. In our case, the option "Random assignment" is selected (1). At "Number of reviews" it is specified that, for example, two students are assigned to each submission (2). The settings are finally saved by clicking on the button "Save changes" (3).

7. Review the submission allocation

The assignment is now displayed in order to check it. If the submissions allocation was completed correctly, please confirm it by clicking on the button "Continue".

8. Return to the phase overview page

To leave the page "Submissions allocation" please click the menu item "Workshop" on the top left. You will then return to the overview page of the phases.

The screenshot shows the 'Random allocation' settings page. At the top, there is a navigation menu with 'Workshop' highlighted. Below the menu, there is a dropdown menu for 'Random allocation'. The main heading is 'Random allocation', followed by 'Allocation settings'. Under 'Allocation settings', there are several options: 'Group mode' set to 'No groups', 'Number of reviews' set to '5' with a 'per submission' dropdown, 'Remove current allocations' (checkbox), 'Participants can assess without having submitted anything' (checkbox), and 'Add self-assessments' set to 'Self-assessment disabled'. A 'Save changes' button is at the bottom.

9. Switch to "Assessment phase"

At the bottom of the "Submission phase" column or at the top of the "Assessment phase" column, click on the corresponding link to change the phase and confirm the phase change in the following window by clicking on the "Continue" button.

Tip: Alternatively, you can also switch to the next phase by clicking the completion icon (the "circle")!

The screenshot shows the 'Submission phase' overview page. At the top, there is a navigation bar with five tabs: 'Setup phase', 'Submission phase' (current phase), 'Assessment phase', 'Grading evaluation phase', and 'Closed'. Below the tabs, there are instructions for each phase. The 'Submission phase' tab is active, showing a list of tasks: 'Provide instructions for assessment', 'Allocate submissions expected: 6 submitted: 3', and 'There is at least one author who has not yet submitted their work'. A 'Switch to the next phase' button is visible. Below the instructions, there is a 'Workshop submissions report' section with filters for 'Submitted (3) / not submitted (3)', 'First name', and 'Last name'. A table below shows the submissions for three users: Muster Falbala, Muster Sandra, and Muster Max, with their respective exercise numbers and modification dates.

First name	Last name	Submission	Last modified
Muster Falbala		Exercise 3	modified on Saturday, 9 September 2023, 6:53 PM
Muster Sandra		Exercise 2	modified on Saturday, 9 September 2023, 6:51 PM
Muster Max		Exercise 1	modified on Saturday, 9 September 2023, 6:46 PM

10. Peer review is now open for students

The "Assessment phase" is now displayed for students. In order to be able to assess their colleagues' submissions, students must first click the button "Assess".

Assessment phase

Setup phase Submission phase **Assessment phase** Grading evaluation phase Closed

Submit your work

Assess peers
total: 2
pending: 2

Your submission >

Instructions for assessment >

Assigned submissions to assess ▾

Exercise 2 by Muster Sandra
submitted on Saturday, 9 September 2023, 6:51 PM
No grade yet

Assess

Exercise 3 by Muster Falbala
submitted on Saturday, 9 September 2023, 6:51 PM
No grade yet

Assess

11. Grading of the submissions for students

The assessment form with the grading aspects will now open. Here, students can grade the submissions and leave comments for their colleagues. Once the assessment has been completed, students save their assessment by clicking on the "Save and Continue" or "Save and Close" button.

Assessed submission

Exercise 2
by Muster Sandra
submitted on Saturday, 9 September 2023, 6:51 PM

Exercise_2_Essay.pdf

Instructions for assessment >

Your assessment
by Muster Max
Not assessed yet

Assessment form ▾

Aspect 1
Content analysis

Grade for Aspect 1 25 / 30

Comment for Aspect 1

The content was almost completely surveyed and analyzed.

Aspect 2
Citation rules followed?

Grade for Aspect 2 Yes

Comment for Aspect 2

The citation rules were clearly followed, very good!

Overall feedback

Feedback for the author

The work was excellent!

Save and show next Save and close Save and continue editing Cancel

12. Student view of the assessment phase after completing the assessment process

After students have submitted their assessment, this is displayed in the overview table of the assessment phase ("Assess peers"). If the assessment of a submission is to be changed, students have the option of adjusting their assessment by clicking the button "Re-assess".

Assessment phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	✓ Submit your work	✓ Assess peers task 2 pending: 0		

Your submission ▶
 Instructions for assessment ▶
 Assigned submissions to assess ▼

Exercice 2 by Muster Sandra
 submitted on Saturday, 9 September 2023, 6:57 PM
 Already graded

Re-assess

Exercice 3 by Muster Falbala
 submitted on Saturday, 9 September 2023, 6:53 PM
 Already graded

Re-assess

13. Follow the peer review, then switch to the next page

While the participants are reviewing the submissions of their colleagues, you can follow the results of the peer reviewing. These are displayed below the table of the phase overview (1). Completed reviews are marked in gray; missing ones are marked in red.

After all peer reviews have been submitted, please click the link "Switch to the next phase" (2) and confirm the phase change in the next window by clicking the button "Continue".

Assessment phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
Switch to the setup phase	Switch to the submission phase	Switch to the next phase	Switch to the evaluator phase	Close workshop
✓ Set the workshop description ✓ Provide instructions for submission ✓ Edit assessment form	✓ Provide instructions for assessment ✓ Allocate submissions expected: 7 submitted: 6 participants: 0 ⓘ There is at least one author who has not yet submitted their work	✓ Switch to the next phase	✓ Calculate submission grades expected: 7 submitted: 3 ✓ Calculate assessment grades expected: 7 submitted: 3 ✓ Provide a conclusion of the activity	

Workshop grades report ▼

First name: 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: 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
Muster Peter		Exercice 4	modified on Saturday, 9 September 2023, 7:52 PM	- (-) ✓ Muster Falbala - (-) ✓ Muster Max - (-) ✓ Muster Sandra	- (-) ✓ Muster Falbala - (-) ✓ Muster Max - (-) ✓ Muster Sandra
Muster Falbala		Exercice 3	modified on Saturday, 9 September 2023, 6:53 PM	38 (10) ✓ Muster Max - (-) ✓ Muster Peter	72 (20) ✓ Muster Max - (-) ✓ Muster Peter
Muster Sandra		Exercice 2	modified on Saturday, 9 September 2023, 6:51 PM	13 (10) ✓ Muster Sandra 59 (20) ✓ Muster Falbala 73 (20) ✓ Muster Max	59 (20) ✓ Muster Sandra 13 (10) ✓ Muster Falbala 65 (20) ✓ Muster Max
Muster Max		Exercice 1	modified on Saturday, 9 September 2023, 6:46 PM	72 (10) ✓ Muster Falbala - (-) ✓ Muster Peter	- (-) ✓ Muster Peter 38 (10) ✓ Muster Falbala
				65 (10) ✓ Muster Sandra	73 (20) ✓ Muster Sandra

14. Calculate ratings: Carry out comparison of the assessments

Now calculate the ratings in this phase and perform the so-called **"Comparison of assessments"** (1) by choosing an option in the drop-down menu. In our case, the entry **"fair"** was selected. Then click on the button **"Re-calculate grades"** (2). The points for the submission phase as well as for the assessment phase (according to the ratio defined in the settings) will now be calculated. If you consider the workshop to be completed, switch to the last phase by clicking the link **"Switch to next phase"** (3) and confirm the phase change in the subsequent window by clicking on the button **"Continue"**.

Tip: The evaluation in the workshop module runs according to a certain mode. An exemplary grade calculation can be found in the guide ["Workshop: grades calculation"](#).

Grading evaluation settings

1 Comparison of assessments fair

2 Re-calculate grades

Grading evaluation phase

Setup phase
Switch to the setup phase

Submission phase
Switch to the submission phase

Assessment phase
Switch to the assessment phase

Grading evaluation phase
Current phase

- Calculate submission grades expected: 7 calculated: 0
- Calculate assessment grades expected: 7 calculated: 0
- Provide a conclusion of the activity
- Switch to the next phase

Grading evaluation method: Comparison with the best assessment

Workshop grades report >

Workshop toolbox >

15. Points are calculated

The workshop is now finished and students can view the results.

Important: If necessary, teachers can also manually overwrite points here.

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	Submission	Last modified	Grades received	Grade for submission (of 80)	Grades given	Grade for assessment (of 20)
Muster Peter		Exercise 4 modified on Saturday, 9 September 2023, 7:52 PM		- (-) < Muster Faibala - (-) < Muster Max	-	- (-) < Muster Faibala - (-) < Muster Max	-
Muster Faibala		Exercise 9 modified on Saturday, 9 September 2023, 6:53 PM		39 (20) < Muster Max - (-) < Muster Peter 13 (20) < Muster Sandra	26	71 (20) < Muster Max - (-) < Muster Peter 59 (20) < Muster Sandra	20
Muster Sandra		Exercise 2 modified on Saturday, 9 September 2023, 6:51 PM		59 (20) < Muster Faibala 73 (20) < Muster Max - (-) < Muster Peter	66	65 (20) < Muster Faibala - (-) < Muster Peter	20
Muster Max		Exercise 1 modified on Saturday, 9 September 2023, 6:46 PM		72 (20) < Muster Faibala - (-) < Muster Peter 65 (20) < Muster Sandra	69	39 (20) < Muster Faibala - (-) < Muster Peter 73 (20) < Muster Sandra	20
Muster Alice		No submission found for this user		-	-	-	-
Muster Bob		No submission found for this user		-	-	-	-
Muster Clara		No submission found for this user		-	-	-	-

Further information

If you have any questions regarding accessibility, please contact the relevant support facility at your university.

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