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"

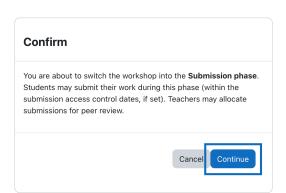
After you have configured the "Setup phase" as described in step 8 of the tutorial "Create a Workshop", please click on the link "Switch to next phase".

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".





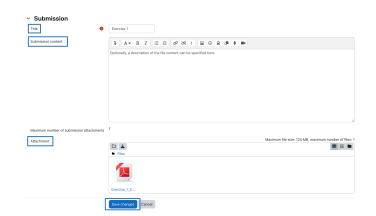
2. Students start with the submission

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".



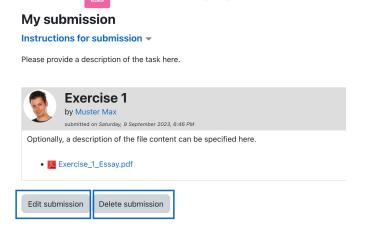
3. Students upload submission

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.



4. Completed submission is displayed for students

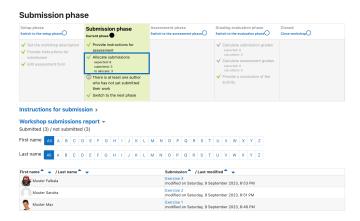
The submission is now complete and the summary of the submission is now displayed to the students. If students want to edit or delete the submission, they can do so by clicking on the respective buttons.



Peer review (EN)

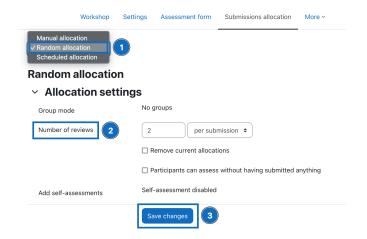
5. Allocating submissions for peer review

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



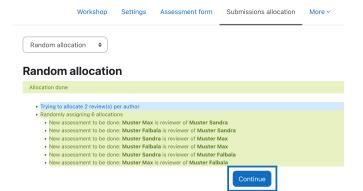
6. Configure and start random allocation

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).



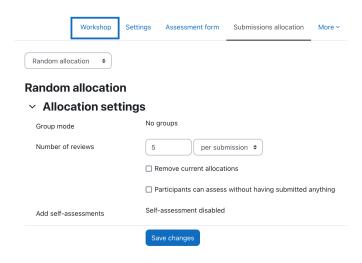
7. Review the submission allocation

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

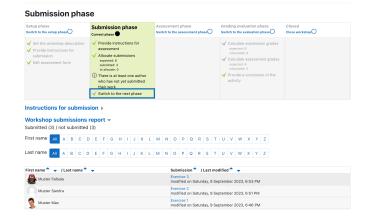
To leave the page "Submissions allocation" please click the menu item "Workshop" on the top left. You will then return to the overview page of the phases.



9. Switch to "Assessment phase"

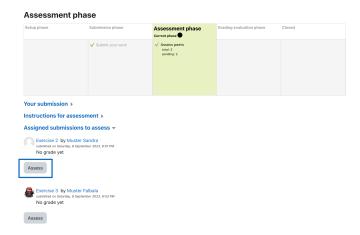
At the bottom of the "Submission phase" column or at the top of the "Assessment phase" column, click on the corresponding link to change the phase and confirm the phase change in the following window by clicking on the "Continue" button.

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



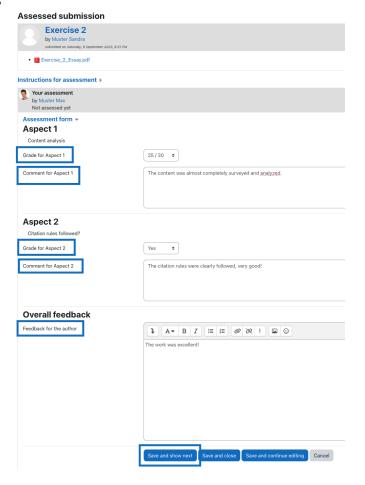
10. Peer review is now open for students

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".



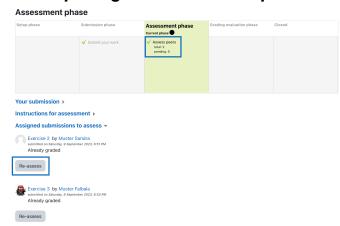
11. Grading of the submissions for students

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.



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

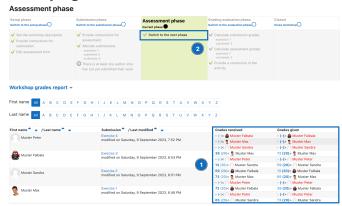
After students have submitted their assessment, this is displayed in the overview table of the assessment phase ("Assess peers"). If the assessment of a submission is to be changed, students have the option of adjusting their assessment by clicking the button "Re-assess".



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.

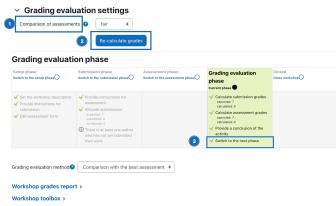
After all peer reviews have been submitted, please click the link "Switch to the next phase" (2) and confirm the phase change in the next window by clicking the button "Continue".



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".

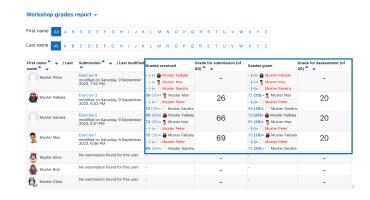
Tip: The evaluation in the workshop module runs according to a certain mode. An exemplinary grade calculation can be found in the guide "Workshop: grades calculation".



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.



Further information

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

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