Using the Moodle Workshop

You’ll be using the Moodle workshop tool to assess your classmates’ work. The link might be called something different, depending on what your instructor decides to title the assignment, but please try to complete the activity before the end date of each action.

For any technical questions, please click on the “Help & Feedback” link in the upper right hand corner of the site and submit a trouble ticket.

How do I submit my assignment?
1. Go to the class site
2. Click on the link to the workshop activity (this might be titled something different from the assignment, please check with the instructor for the assignment name)
3. Click on the button to submit your assignment
4. Enter a title for your assignment and upload your assignment
How do I start the assessment/peer review?

1. At the start of the peer assessment schedule, click on the same workshop activity link that you visited to upload your assignment
2. You’ll be automatically paired off with your classmate, click on the “Assess” button

3. Click on the link to your classmates assignment (NOTE: this will open in a new window)

4. Enter a grade for each criteria and enter a comment if applicable

5. Hit “Save and close” when you’re done, or “Save and continue editing” if you need to stop midway
How do I check my grades?

1. When grading is done, click on the same workshop activity link that you visited to upload your assignment and assessed your classmates’ assignment
2. Click on the title of the assignment you uploaded

3. You’ll be able to see your score as well as your classmates’ assessment of your assignment

Alternatively, you can click on the Control Panel, then click on the “Grade” link to see the break down your grade by your submission (the grades your classmates gave you) and your assessment (if you assessed your classmates before the cut off time).