Moodle: Participate in a workshop activity

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Instructors use Moodle **Workshop** activity for peer review of papers and assignments. This article explains how to find out when you need to submit your draft for review and review drafts, and how to do it.

> **Before you start**, you may need access to the following:
>
> - a **Registered student** or **Auditor** role in a Bryn Mawr Moodle course

View Workshop deadlines

1. Click on the **Workshop** activity.
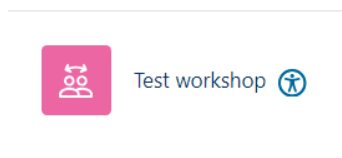
1. Look at the **phase timeline** for the Workshop: you will only have tasks during the **Submission** and **Assessment** phases and the **open/close dates** for those phases tell you when you need to do them.

Submit your draft

Submit the draft that you want your peers to review **during the Submission phase:**

1. Click on the **Workshop** activity to open it.
2. If your instructor has left specific instructions for submissions, click**Instructions for submission** to view them.
3. Click **Add submission** to submit your draft. The interface the same as for Assignments, see Moodle: View and submit assignments for details.

Review your peers' drafts

Peer review happens **during the Assessment phase**. Depending on how the Workshop was set up, you might practice on sample submissions first and/or assess your own work as well as that of your peers.

1. Click on the **Workshop** activity to open it.
2. Click **Instructions for assessment** to view the instructions your instructors has given for reviewing work.
3. Click **Assigned submissions to assess** to open a list of submission(s) you need to review.
4. Click **Assess** to start working on one.
5. Click **Save and continue editing** to save feedback you've inputted so far as you go or so you can stop and come back later.
6. Click **Save and close** when you have completely finished reviewing that draft.

View feedback

Immediately following the Assessment phase is a **Grading evaluation** phase, in which only the instructor can see the drafts and peer review feedback and assign or adjust grades if relevant. Once they shift it to the **Close phase** you will be able to see the results.

1. Click on the **Workshop** activity.
2. Click **Conclusion** (if listed) to view **general feedback your instructor is providing to everyone**.
3. Click **Your grades** (if listed) to view your grade(s) for the activity, which may include a grade on your draft and on the quality of your assessment.
4. Click **Your submission with assessments** to view **the feedback from your peers** and from your instructor for you personally.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the**Help Desk**!

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