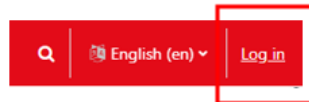


ADDING A WORKSHOP ACTIVITY IN LEARN2024

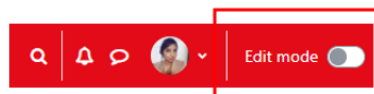
1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



2. Enter your UKZN LAN credentials and click log in.

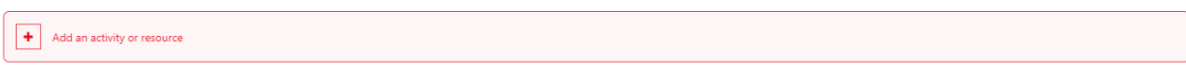


3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.

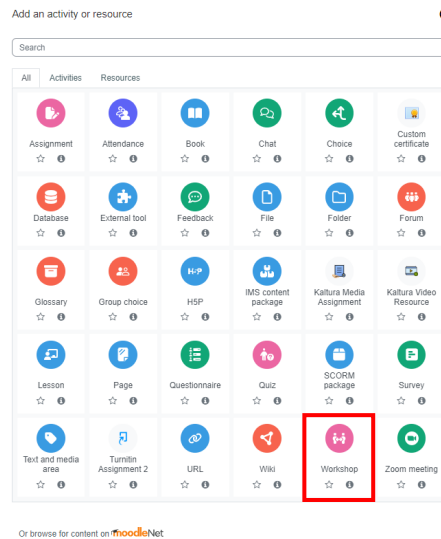


4. Locate the Section where you want to add the Workshop activity.
5. At the bottom left of the Section, click + Add an activity or resource.
The Add an activity or resource window will open.

▼ Workshop ↗



- In the Add an activity or resource window, select Workshop. The Adding a new Workshop page will open.



- On the Adding a new Workshop page, enter an informative name in the Name field, which is mandatory.
- In the Description box, enter a meaningful description.

Note: It is generally advisable to leave the Display description on the course page unchecked to avoid clutter on the main course page.

Adding a new Workshop to Workshop

General

Workshop name
Description



The screenshot shows the 'Adding a new Workshop to Workshop' form. The 'Workshop name' field is highlighted with a red box. Below it is a large text area for the 'Description'. At the bottom, there is a checkbox labeled 'Display description on course page'.

9. Grading settings

Grading strategy

This determines the grading method for submissions. Accumulative grading enables comments and a grade to be given regarding specified aspects. Comments enable students to comment regarding specified aspects, but no grade can be given. The number of errors enables comments and a yes/no assessment regarding specified assertions. If a Rubric is enabled, a level assessment is given regarding specified criteria.

Grade for submission

This value reflects the maximum grade that can be obtained for a submission. In the adjacent drop-down menu, select the grade category in the grade book (optional).

Grade for assessment

This value reflects the maximum grade that can be obtained for assessing peers' submissions. In the adjacent drop-down menu, select the grade category in the grade book (optional).

Submission/Assessment grade to pass

Set the minimum grade required to pass the assignment and the minimum grade required to pass the peer assessment.

Decimal places in grades

This value reflects the number of decimal places for the assessment and submission grades.

▼ Grading settings

Grading strategy	 Accumulative grading ▾
Grade for submission	 80 ▾  Uncategorized ▾
Submission grade to pass	
Grade for assessment	 20 ▾  Uncategorized ▾
Assessment grade to pass	
Decimal places in grades	 0 ▾

10. Submission settings

Instructions for submission

Students will see the instructions for submitting their work when the workshop is in the Submission phase.

Maximum number of submission attachments

Each student will be able to upload up to the set number of files for their submission.

Submission attachment allowed file types.

You can restrict which file types students can submit to the workshop. Enter a comma-separated list of acceptable file extensions, for example, "pdf, doc, docx". If you are not restricting the file types, you can leave this blank.

Maximum submission attachment size

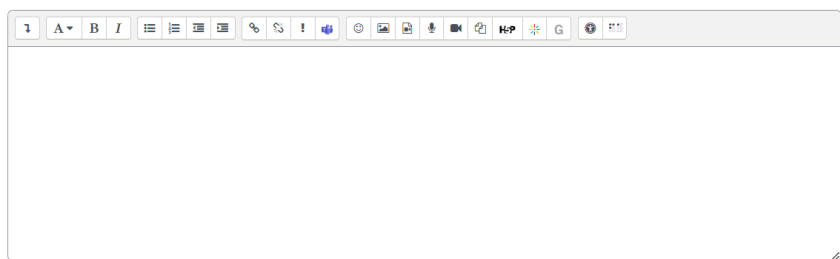
If submission attachments are enabled, each upload cannot exceed this attachment size. If a student can upload multiple files and upload files at different times, the total size of all files can exceed the set size.

Late submissions

If enabled, a student may submit their work after the submission's deadline or during the Assessment phase. Late submissions cannot be edited.

▼ Submission settings

Instructions for submission



Submission types

Maximum number of submission attachments

Submission attachment allowed file types

Maximum submission attachment size

Late submissions

☒ Online text ☐ Required

☒ File attachment ☐ Required

1

Choose No selection

Site upload limit (4 GB)

☐ Allow submissions after the deadline

11. Assessment settings

Instructions for assessment

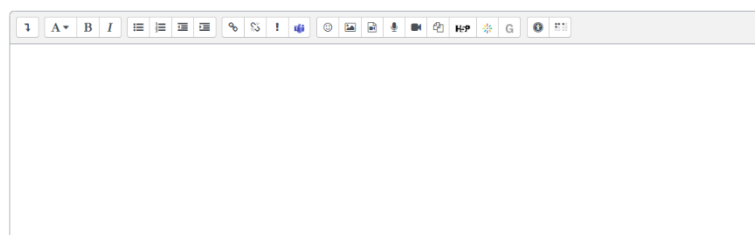
Students will see the instructions for assessing their peers' submissions when the workshop is in the Assessment phase.

Use self-assessment

If enabled, students may assess their own submissions, and they will receive a grade for assessment in addition to a grade for their submission.

▼ Assessment settings

Instructions for assessment



Use self-assessment

☐ Students may assess their own work

12. Feedback

Overall feedback mode

If enabled, a text field is displayed at the bottom of the assessment form. Reviewers can put the overall assessment of the submission there, provide additional explanation of their assessment and/or upload a marked document. You may specify if this is required or optional.

Maximum number of overall feedback attachments

Each student will be able to upload up to the set number of files for their feedback.

Conclusion

This text is displayed to participants upon completing the Grading evaluation phase assessment.

▼ Feedback

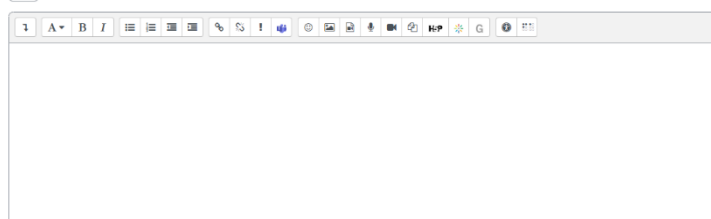
Overall feedback mode

Enabled and optional

Maximum number of overall feedback attachments

0

Conclusion



13. Example submissions

Use examples

If enabled, students can try assessing one or more example submissions and compare their assessment with a reference assessment. The grade is not counted in the grade for assessment.

Mode of examples assessment

This feature allows the instructor to make the assessment of the example submission voluntary or mandatory to complete. Assessment of the example submission can be set to mandatory either before students submit their own submission or before they submit their assessment.

▼ Example submissions

Use examples

Mode of examples assessment

☒ Example submissions are provided for practice in assessing ⓘ

Examples are available after own submission and must be assessed before peer assessment ⌵

14. Availability

Open for submissions from

Determine when students can begin to submit their work for assessment. Select the Enable check box to set a date and time.

Submission deadline

Determine when the submissions for assessment will be due. The due date will show in the course Calendar, Upcoming events block, and within the Activities block. Select the Enable checkbox to set a date and time.

Switch to the next phase after the submission deadline.

If the submission deadline is specified and this box is checked, the workshop will automatically switch to the Assessment phase after the submission deadline. If you enable this feature, it is recommended that you set up the scheduled allocation method, too. If the submissions are not allocated, no assessment can be done, even if the workshop itself is in the Assessment phase.

Open for assessment from

Determine when students can begin to submit their assessments. Select the Enable check box to set a date and time.

Deadline for assessment

Determine when the assessment will be due. The due date will show in the course Calendar and within the Activities block. Select the Enable check box to set a date and time.

▼ Availability

Open for submissions from	☒ Enable	21	November	2023	14	11	
Submissions deadline	☒ Enable	23	November	2023	14	11	
Open for assessment from	☒ Enable	22	November	2023	14	11	
Deadline for assessment	☒ Enable	24	November	2023	14	11	

☒ Switch to the next phase after the submissions deadline ⓘ

15. Click save and return to course or save and display. If you wish to cancel, simply click cancel.

Save and return to course

Save and display

Cancel