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## HOW TO CREATE A WORKSHOP IN SUNLEARN

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- **Log in** to the specific module page on SUNLearn.
- **Turn editing on** at the top right of screen.
- Identify the topic under which you wish to add the workshop activity.
- Click **Add an activity or resource** at the bottom right of the topic.
- Choose **Workshop** and click on **Add** at the bottom of the pop-up screen.
- Enter a **Name** and if preferred a Description for the activity.
- Under **Grading settings** set the grading strategy, grade for submission and grade for assessment, as preferred.
  - Accumulative grading
    - Comments and a grade are given regarding specified aspects
  - Comments
    - Comments are given regarding specified aspects but no grade can be given
  - Number of errors
    - Comments and a yes/no assessment are given regarding specified assertions
  - Rubric
    - A level assessment is given regarding specified criteria
- Add instructions for the students under **Submission settings** and **Assessment settings**.
- Under **Availability** set the date from which submissions will be accepted and the cut-off date, as well as the dates for peer assessment.
- If you wish the students' submissions to be checked for plagiarism, enable **Turnitin**.
- If the grading strategy is rubric, choose "**Launch Rubric Manager**" under "**Turnitin plagiarism plugin settings**" to create the rubric.
- Click on **Save and Display** (scroll down).
- Click on **Allocate submissions** under the submission phase to set the type of allocation you prefer for the peer assessment
  - Manual allocation
    - You allocate which student assesses which assignments after the submission phase is complete. You then activate the assessment phase manually.



- Random allocation
  - You only choose how many assessments each student needs to assess. The allocations are done automatically.
  - When this option is activated you also need to activate the **switch to the next phase after the submission deadline**, under **Availability** in the workshop **settings** to automatically continue to the assessment phase.
- Scheduled allocation
  - This is similar to the random allocation option, but allocations are only made after the submission deadline. You also need to manually activate the assessment phase after the allocations have been done.

\*To activate a specific phase click on the light bulb next to the name of the phase. The active phase is highlighted in green.