


Your Worship: Leading & Preaching portfolio is built online in the Project Workspace. All your work is kept safe in your student account. Your Tutor however, can view your work online and provide you with feedback comments and their assessment of your work.

In WLP 3.0, there is a project to complete for every module-section. The requirements each project are in the Project Brief, together with project-specific assessment criteria to help your Tutor. This Guide is designed to help you find your way around the Project Workspace as you work on your projects.

Top Tip: make sure you know how to refresh the screen in the browser you are using. In some browsers there is a keyboard shortcut (e.g. F5), others have a dedicated button, e.g. in Firefox, the button looks like this: 

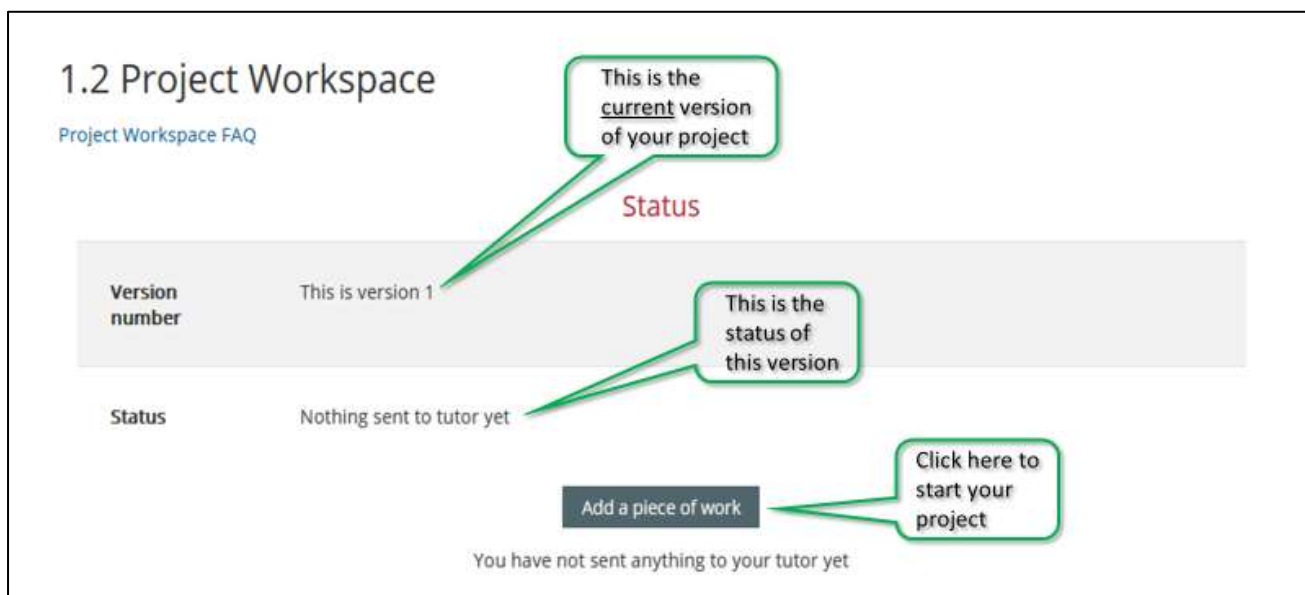
1. STARTING YOUR PROJECT

Go to the Project Workspace for the module-section you are working on.

You can get there either:

- from the list at the bottom of the module landing page
- if you are in LEARN, from the PROJECT WORKSPACE button on the right-hand side of your screen
- from any other Project Workspace by clicking on the Portfolio Progress indicators at the top right of your screen

The Project Workspace should look like this (except for the green speech bubbles):

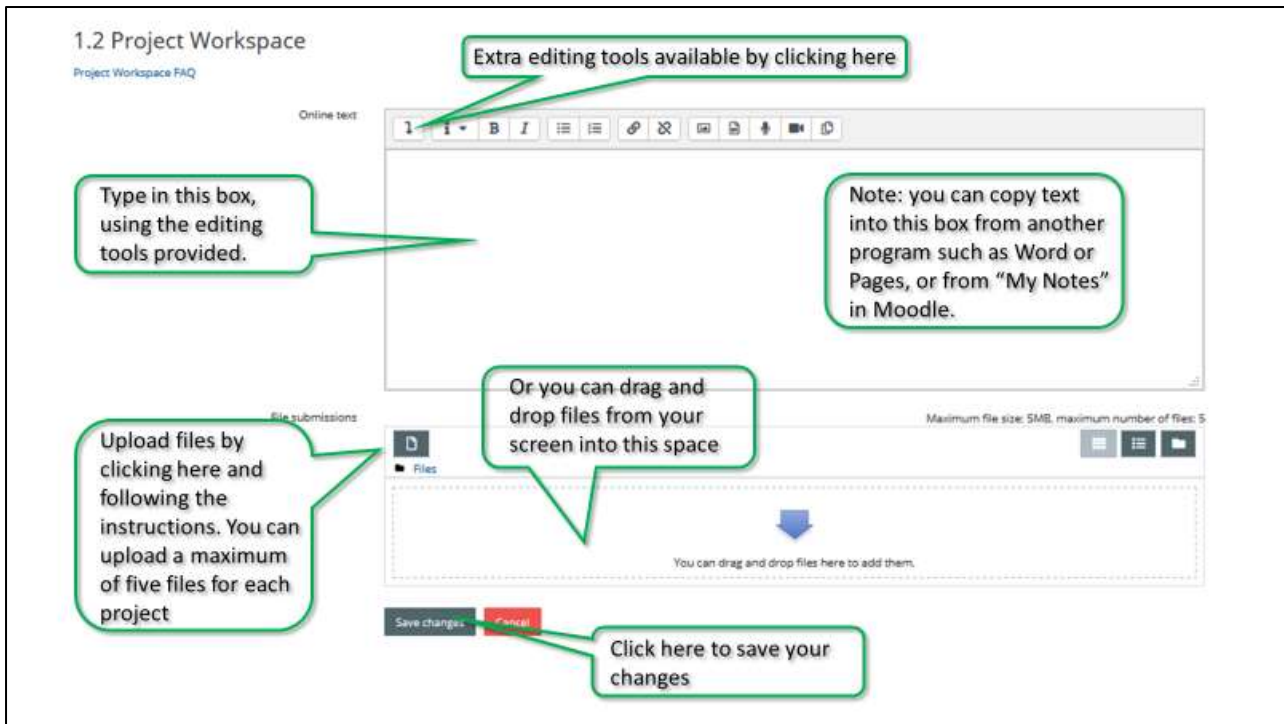


Click [Add a piece of work](#). This starts your project and will take you to the screen shown on the next page.

You can type in the text box using the editing tools, and can copy text from another program or from **My Notes** in Moodle.

You can also upload files to Moodle, such as PDF documents, pictures or audio files to support your project. Up to five files can be uploaded for each project, either by clicking on the file symbol, clicking “Upload a File” on the next menu, then browsing on your computer for the file(s) you want. Alternatively, you can drag and drop the files from your screen into the File Submissions box. Note that the total size of all attached files in a project must not exceed a total of 20MB, which is the limit set by Moodle.

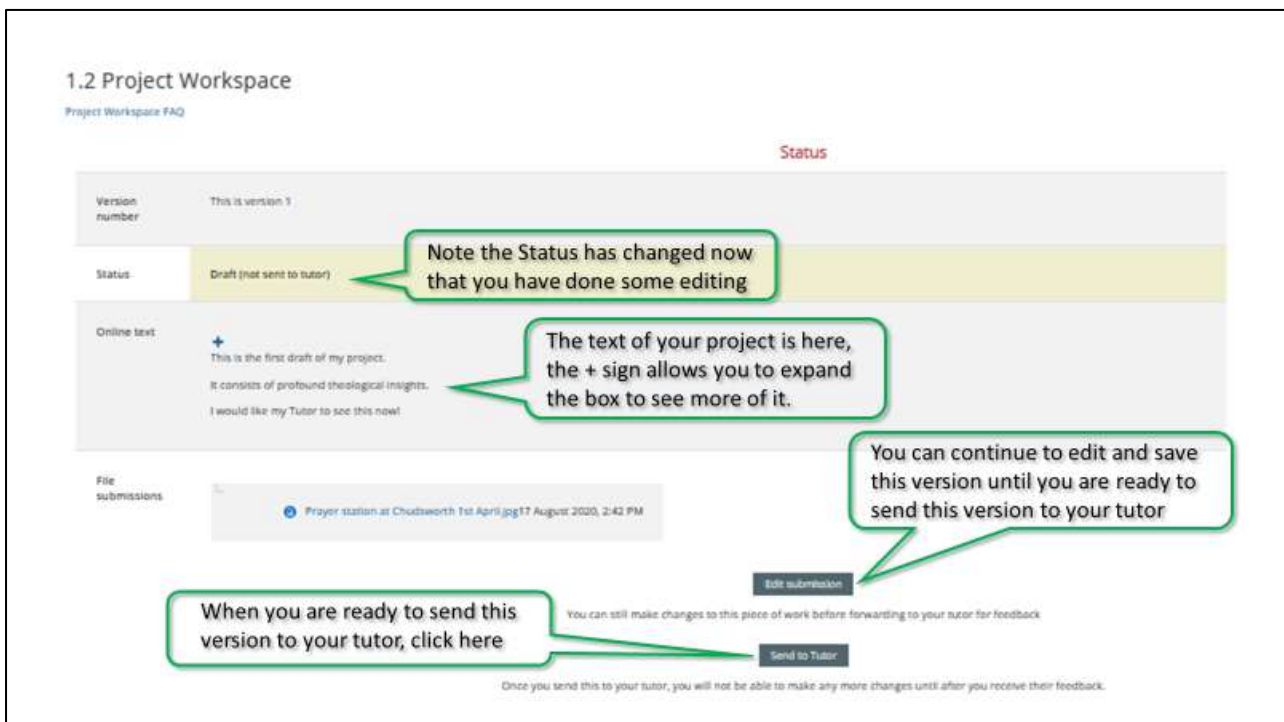
This is the screen you should see when you start a new project:



You can choose how the files you’ve uploaded are displayed on your screen using the three buttons at the top right of the File Submissions box.

Note that video files must not be added as attachments to projects, as they are too large and will exceed the file size limit. They should be uploaded instead to Vimeo or YouTube and a link included in your project text. See section 2.9 of the Guide to Portfolios for more information.

You can save your work at any time using the **Save changes** button. The Project Workspace Status screen (the first screen you saw when you started you project) should now look like this:



The work stays in your account but will not be visible to your tutor until the next step. You can leave and come back to your work as many times as you like at any stage. When your return, the button on the first screen of the Project Workspace will now say [Edit submission](#).

2. SENDING YOUR PROJECT TO YOUR TUTOR

To send your work to your Tutor for their comments, simply click the [Send to Tutor](#) button on the screen above and confirm. Your Tutor should receive an automatic email from Moodle, but as this sometimes lands in “Junk Mail” it’s a good idea for you to send them an email too, so they know you’ve sent a project.

You should note that the indicator in the Portfolio Progress dashboard has turned blue to show that you have sent it to your tutor. The project is now locked, and you won’t be able to work on it until your tutor has provided some feedback.

3. RECEIVING FEEDBACK FROM YOUR TUTOR

Your Tutor has a view of your Project Workspace, but their view differs from yours. They can only see new versions of your projects when you choose to send them. They can however see all the text and attachments for the latest version you send, as well as all previous versions.

Your Tutor can then type their comments and suggestions on the latest version you have sent them, and send them to you. This process can be repeated as many times as needed until you are both happy that the project is ready to add to your portfolio. All your work and the feedback comments are retained in your Moodle account as a record of formative assessment.

When you receive comments from your Tutor, your Project Workspace will look something like this:

The screenshot shows the Moodle Project Workspace interface. At the top, it says "1.3 Project Workspace" and "Project Workspace FAQ". Below this, there is a "Status" section. The first status message is "Version number: This is version 4". A callout box points to this message and says "This the version of the next version you will be working on." The second status message is "Status: This workspace has been reopened." A callout box points to this message and says "This says that you are free to work on version 4, i.e. it has not been locked because summative assessment is complete". Below the status messages, there are two buttons: "Add a revised version based on most recent version" and "Add a new version". A callout box points to the "Add a revised version" button and says "Click this button to start work on version 4, based on your previous version 3." Another callout box points to the "Add a new version" button and says "Only click this button if you want to make a fresh start from scratch." Below the buttons, there is a note: "This will copy the contents of your most recent version into a new draft." and "Start from scratch and create a new piece of work".

Note that the version shown (in this example, version 4) is the next version you will be working on.

Normally, you will want to carry on working where you left off before your Tutor commented. If so, click [Add a revised version based on most recent version](#)

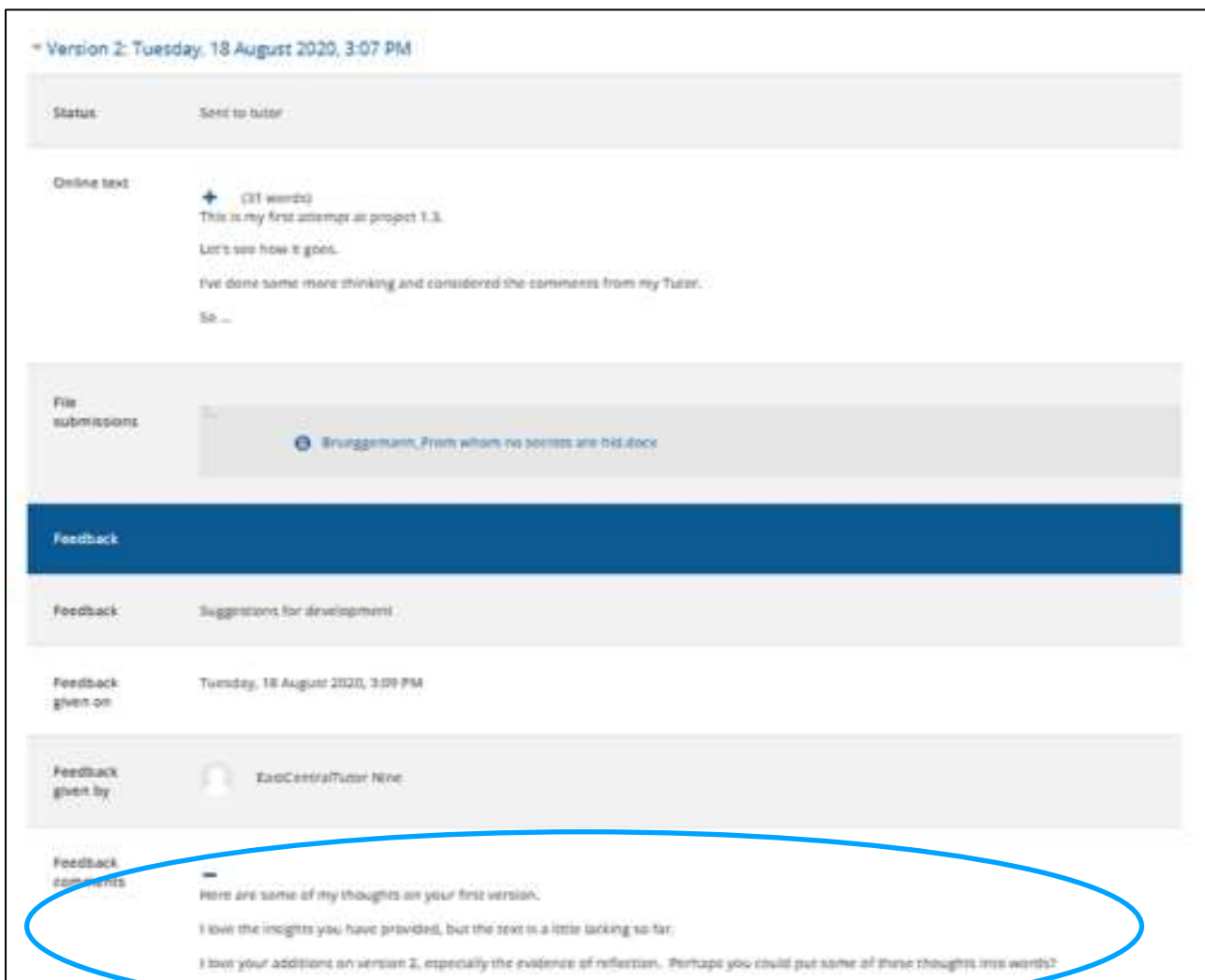
If you click **Add a new version** you will start again with a blank sheet. All is not lost however, as previous versions are kept in your account and you would be able to recover your work by copying and pasting it into your current version.

You will also notice that the Portfolio Progress Indicator (top right hand side of your screen) has now turned amber for this project, showing that your Tutor has provided some feedback.

Top Tip: Sometimes, a pop-up box might appear asking you to confirm that you want to move to a different page, and that you may lose your work. Don't worry, this is your internet browser trying to protect you, and they all work differently. Your information is safe in WLP 3.0 and you are very unlikely to lose any data.

Viewing your Feedback

Below the “Status” information you will now see a section titled “Feedback”. This contains the full history of all previous versions of your project, including the text, attachment and tutor’s feedback. Versions are displayed with the latest at the top, so the first set of feedback comments you come to, circled in the example below, are the latest. Note that where you see the ‘+’ symbol, you can click on this to expand and collapse sections of text when needed.



When you are satisfied with your new version, and have made any changes you wish to the file attachments, click **Save changes**.

When you are ready to send the new version to your Tutor, click **Send to Tutor**.

You can carry on producing new versions and sending them to your Tutor for feedback as many times as you like, but remember that every time you send a version, your Tutor will need to respond, and you will not be able to work on your project until they do.

4. HOW ASSESSMENT WORKS

Assessment of a project has two stages:

Formative Assessment

This is the conversation you have with your Tutor as you are working on your project. This interchange of ideas and feedback is a vital part of the learning process. The record of your dialogue with your Tutor in the Project Workspace is kept in your Moodle account and may be reviewed by the Moderators when your portfolio is complete. Make sure therefore that you are happy that anything you write may be viewed by others.

Each time you send a version of the project to your Tutor, they can provide feedback:

Normally they will mark the comments as “Suggestions for Development” which means you can create a new version and carry on developing your project.

If they mark their feedback as “Project Criteria Met”, it means that they are satisfied you have met the criteria. When this happens, you will see this message in Feedback:

Feedback	
Feedback	Project Criteria Met
Feedback given on	Tuesday, 18 August 2020, 4:09 PM

Note that you can still work on new versions of the project using the process above until you are satisfied that your project is finished. When you are ready, you should type “FINAL VERSION FOR PORTFOLIO” prominently at the top of your final version and send it to your Tutor.

Summative Assessment

This is the final stage of assessment. When your Tutor has indicated “Project Criteria Met”, and you are happy with the project, you should create a final version, mark it clearly as “FINAL VERSION FOR PORTFOLIO”.

When the Tutor sees the words “FINAL VERSION ...” in your project text, they will complete the summative assessment process:

1. They will complete their final feedback for the Project.
2. They will choose the option “Summative Assessment Complete” from a menu on their screen. When they “save changes”, this locks your project – you can no longer make any changes to it.
3. When they “save changes” on their screen, your Portfolio Progress indicator for this project goes green, and the project is added to your portfolio automatically.

The work on that project is now complete and you can celebrate!

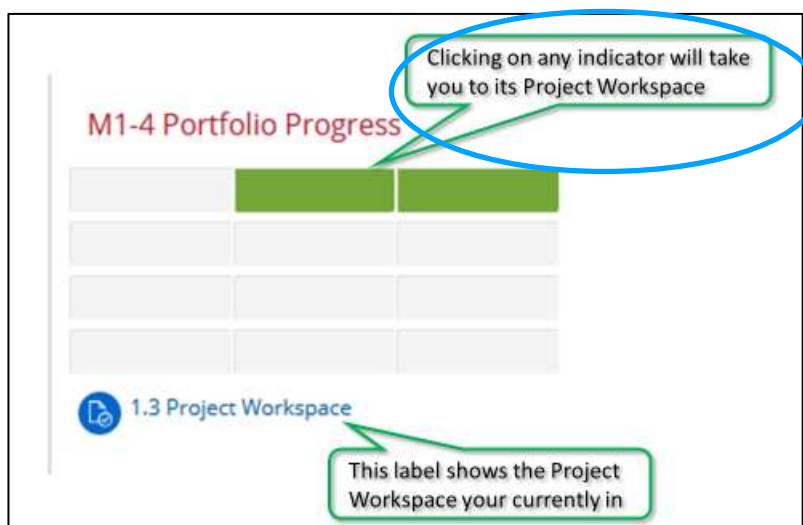
5. COMPLETING YOUR PORTFOLIO

When all your projects are complete, and there are twelve green indicators, another (thirteenth) button will appear. This enables you to complete a final questionnaire and a declaration that the portfolio is all your own work. You need to complete this stage in order for your portfolio to go forward for moderation.

When you complete the questionnaire, Moodle will send an email to the Regional Moderator. This triggers the start of the moderation process, which should be completed within two months. At the end of moderation, you will then receive an email confirming the outcome of moderation.

6. THE PORTFOLIO DASHBOARD

The Portfolio Dashboard (top right of your screen) provides a useful indicator of progress with your portfolio:



The indicators can show four colours:

Colour:	Indicates:	Applies:	Project status:
GREY	No version yet sent to Tutor	Before any dialogue with Tutor takes place	UNLOCKED – available for editing
BLUE	Version sent to Tutor and awaiting comment	To all versions of a project until Tutor selects “Summative Assessment Complete”	LOCKED – no editing by student is possible
AMBER	Comments received from Tutor and waiting for Student action	To all versions of a project until Tutor selects “Summative Assessment Complete”	UNLOCKED – available for editing by student
GREEN	Summative Assessment Complete	When project is complete. No further opportunities for student to create a new version.	LOCKED – project has been included in portfolio

The aim of course is to get all of the boxes to turn green!