

USING THE PROJECT WORKSPACE – TUTORS' GUIDE

In Worship: Leading & Preaching, students build their portfolios online in the Project Workspace. They are encouraged to seek feedback from their Tutor as they work through portfolio items – this is a key part of formative assessment. Your feedback as their Tutor is also entered online, and this feedback is retained in the students' account with the relevant version of their project.

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. THE PROJECT WORKSPACE

Each module-section in the course has a dedicated Project Workspace. This where students assemble their work, and where assessment takes place. The views of the Project Workspace seen by student and tutor are different, to reflect the functions available.

You can find the Project Workspace for a particular module-section by any of the following:

- from the list at the bottom of the module landing page
- from the LEARN part of the module-section, by clicking the PROJECT WORKSPACE button on the right-hand side of the screen
- from any other Project Workspace by clicking on the Portfolio Progress indicators at the top right of your screen (the label under the indicators will tell you which module-section the pointer is indicating)

The Project Workspace will look similar to this (except for the green speech bubbles):

The screenshot shows the '1.2 Project Workspace' interface. At the top, there is a breadcrumb trail: 'WLPV3 > M1-4 PORTFOLIO EAST CENTRAL > 1.2 PROJECT WORKSPACE'. Below this, the page title '1.2 Project Workspace' is followed by 'Project Workspace FAQ' and 'Separate groups: Tutor10'. A 'Summary' section contains a table with the following data:

Hidden from students	
Participants	1
Drafts	0
Received	0
Requires feedback	0

Annotations on the screenshot include:

- 'Your Tutor Group name' pointing to the 'Separate groups: Tutor10' text.
- 'The number of students in your Tutor Group' pointing to the '1' in the 'Participants' row.
- 'The number of projects sent to you by students' pointing to the '0' in the 'Drafts' row.
- 'The Feedback button' pointing to a 'Feedback' button below the table.
- 'The number of projects awaiting your feedback' pointing to the '0' in the 'Requires feedback' row.
- 'Navigate to Overview page' pointing to an 'Overview of Students' button in the 'M1-4 Portfolio Progress' section.
- 'Navigate to other parts of module-section' pointing to a list of module sections in the 'Section navigation' area, with '1.2 Project Workspace' highlighted.

Clicking on the **Feedback** button takes you to the main Project Feedback screen where you will be able to view your students' work and provide your formative and summative feedback. We will look at this screen in two halves:

The **upper half**, with the title “Status” or “Submission” (depending which route you took to get to this screen) relates to your students and their work. The various elements are described on the diagram below:

This screenshot shows the 'Submission' view of a project workspace. The interface includes a course title 'M1-4 Portfolio East Central' and an assignment '1.2 Project Workspace'. A user profile for 'EastCentralLearner Nine' is visible. A 'Change User' dropdown menu is located in the top right. The main content area shows 'Version number 1' with a status of 'Sent to tutor' and 'No feedback yet'. A text box contains a draft of a prayer station. Below the text, an attached file 'Prayer station at Chudsworth 1st April.jpg' is listed. Callouts provide the following explanations:

- M1-4 means modules 1-4 followed by your region** (pointing to the course title)
- A menu to enable you to select a different student** (pointing to the 'Change User' dropdown)
- The current version of this student's project** (pointing to 'Version number 1')
- The current status of this version, showing that the tutor has not yet added their feedback** (pointing to 'Sent to tutor')
- The text of this version of their project – you can expand the box to see more by clicking the + symbol** (pointing to the text box)
- Any files attached to the project are listed here. They are opened by clicking on the filename** (pointing to the file attachment)

The **lower half**, entitled “Feedback”, is the area where you provide your feedback and looks like this:

This screenshot shows the 'Feedback' view of the project workspace. It features a rich text editor for providing feedback on the current version. The status is 'Summative Assessment Complete'. Callouts provide the following explanations:

- Current project status – typically “Sent to tutor”** (pointing to the status text)
- The Feedback Menu – see below for description** (pointing to the 'Feedback' dropdown menu)
- Type your feedback comments here for the current version, using the editing tools provided** (pointing to the text editor)
- The Feedback Actions Menu – see below for description** (pointing to the 'Feedback actions' dropdown menu)
- Select “Yes” when you are ready to send your feedback to the student. If “Yes” is selected, your feedback will be sent next time you “Save changes”. Your student will not see your feedback on this version until you select “Yes” and “Save changes”** (pointing to the 'Notify students' dropdown menu)
- Click here to save your feedback comments** (pointing to the 'Save changes' button)

Note that the format of this screen may differ slightly from the illustrations above.

2. PROVIDING FEEDBACK

*Top Tip: You should only provide feedback on a project if you see the words **Sent to tutor** on a green background (see the upper screenshot on previous page).*

*If you see a blue box which says **Not sent to tutor for feedback yet...** DO NOT PROVIDE ANY FEEDBACK. If you do, you will lock the project so the student can't work on it, and will not see any of your feedback anyway.*

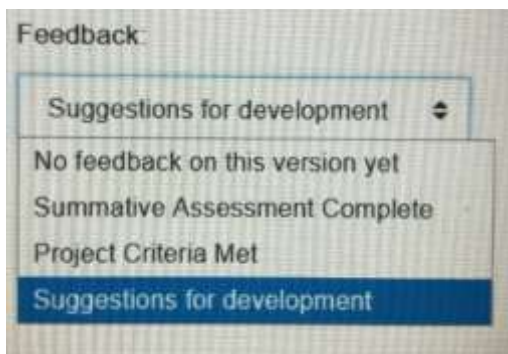
In the Feedback area, there are five red boxes with numbers. These are your guide to navigating the feedback process. Each time you provide feedback on a version of a project, it is a good idea to work through the numbers in order:

1 Feedback Comments

Type your comments in the text box provided, using the editing tools provided. Note that your previous comments will already be in the box, and are also stored with the project version to which they referred.

2 The Feedback Menu

This menu describes the feedback status of the **current version** of the student's project.



When you have completed your feedback comments, you need to select the appropriate item from this menu. This will determine what happens to the project and what the student will need to do next.

The order of the menu might seem illogical (it is based on a standard Moodle menu that assumes a different process of assessment), hence as you assess the project, you will probably work up from the bottom of the menu.

No feedback on this version yet means that you don't want to send your comments to the student yet.

Note however that until you do, the student won't be able to do anything else on their project as their Project Workspace is locked until you commented on this version.

Suggestions for development means that you are making formative comments on this version but have not yet assessed it is Met or Not Yet Met. You are suggesting that the student does further work on the project.

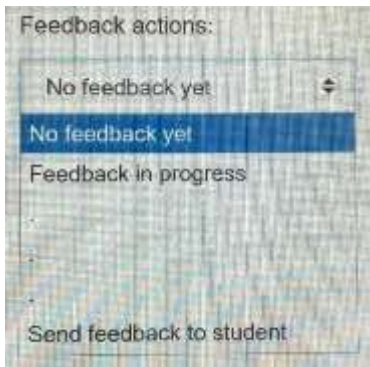
Project Criteria Met means that you are satisfied that the project has now met the assessment criteria, but are leaving the project open for the student to do more work if they choose – it is their decision when to send a final version to you for Summative Assessment

Summative Assessment Complete means that you have completed your Summative Assessment. This locks the project and the student can make no more changes.

Your selection on this menu is crucial because it determines what the student can do next.

3 The Feedback Actions Menu

This menu determines what happens to your feedback comments:



No feedback yet means that your comments will simply remain in your account. Your student will not be able to see them and will not know that you are working on their project.

Feedback in progress indicates that you are working on your assessment but you have not yet sent any comments to your student. If you tick the **Notify Students** box at this stage, an email will be sent to the student to say you are working on their feedback.

You should select **Send feedback to student** when you are ready for the student to see your feedback on the latest version of their project.

The dots represent menu options that are not available at this time.

4 Notify Students

When you are ready to send your comments to the student, you should make sure the "Notify Students" box is set to "Yes". This will ensure that the next time you click "Save Changes", your student will see your feedback, and their project will be unlocked so that they can work on it again.

5 Save changes

You can save your feedback comments at any time, so you can come back to your assessment later by clicking **Save changes**.

Be careful though because if **Send feedback to student** is selected on the Feedback Actions menu and you've set "Notify Students" to "Yes", the student will be able to see your feedback, even if you haven't finished writing it.

If you save your changes, and the "Notify Students" box is "Yes", the student will receive an email to tell them that feedback is waiting for them next time they log in.

Note: You may occasionally see a message advising "Draft message has been saved". If you do, this is simply a system message and you can safely ignore it.

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.

3. THE ASSESSMENT PROCESS

There are three stages in providing feedback to your student, each corresponds to an option on the Feedback Menu:

Suggestions for Development

If you wish to make comments or suggestions on a draft version that your student has sent to you, select **Suggestions for development**. This is an essential part of formative assessment and can be repeated as many times as necessary.

When your student receives your comments, their project will increment to a new version number (e.g. from version 1 to version 2) and they can work on the new version and send it to you for further feedback.

Project Criteria Met

When you are satisfied that the project has met the assessment criteria, you should let the student know by selecting Project Criteria Met . When your student receives your comments and assessment, they will know that you are satisfied with their project, and that they are free to submit it for summative assessment. They can do further work on a new version of their project if they choose.

When you receive their next version, you still have all the options available on the Feedback Menu.

Summative Assessment Complete

When the student is satisfied that their project is finished and they wish you to do your summative assessment, they should write the words FINAL VERSION FOR PORTFOLIO at the top of their project text. You are then free to complete your summative assessment. When you have typed your final feedback comments, select [Summative Assessment Complete](#).

This locks the project and automatically adds it to their portfolio. The student will be able to see your final comments, but will not be able to make any further changes. The indicator in their Portfolio Progress dashboard turns green to show that the project is complete.

Remember that for each new version of the project that you review, you need to make the appropriate selections from the **Feedback Menu** and the **Feedback Actions** menu. Then you need to [Save changes](#) .

4. Completion and Moderation of Portfolios

At present, there is no separate provision in WLP 3.0 for the Tutor to make overall comments on the whole portfolio. If you wish to do this, please add them to your comments on the final project in the portfolio – usually either 4.3 or 8.3 as appropriate. If the final project is already finished and in the portfolio (a green box), you should be able to select it from the dashboard and add your summative assessment even though the project is complete.

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

When the questionnaire is complete, 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, the student will receive an email from the Local Preachers' Office confirming the outcome of moderation and you will receive a copy.

Top Tip: From time to time, 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 do it in different ways. Your information is safe in WLP 3.0 and you are very unlikely to lose any data.

5. TOOLS FOR TUTORS

WLP 3.0 offers a range of other tools for Tutors:

Overview of Students page

This page, which is accessed from the [Overview of students](#) button on the Project Workspace, allows you to see a snapshot of your students' progress with their projects:

Overview of students

Visible groups: Choose...

Role: Student

This table shows just one student. When you have more in your group, they will be listed here.

This grid shows your student's overall progress with their portfolio. Each indicator represents a project.

Select	First name / Surname	Last in course	Completion Progress	Progress
<input type="checkbox"/>	EastCentralLearner Nine	Tuesday, 18 August 2020, 4:22 PM		17%

2.2 Project Workspace

Select all | Deselect all | With selected users... | Choose...

This menu allows you to send messages to one or more of your students.

Clicking on any indicator takes you to a view of the Project Workspace for that module-section, with the complete history of your feedback. To get back here, use your browser "back" button.

Finding Previous Versions

You may wish to remind yourself of previous versions of a student's project and the feedback you provided. From the Feedback Page, click on the [View a different version](#) button in the top right hand corner.

This will present the following menu:

View a different version [X]

- Version 5: Tuesday, 18 August 2020, 4:22 PM
Sent to tutor
- Version 4: Tuesday, 18 August 2020, 3:51 PM
Draft (not sent to tutor)
- Version 3: Tuesday, 18 August 2020, 3:25 PM
Sent to tutor
- Version 2: Tuesday, 18 August 2020, 3:07 PM
Sent to tutor
- Version 1: Tuesday, 18 August 2020, 12:21 PM
Sent to tutor

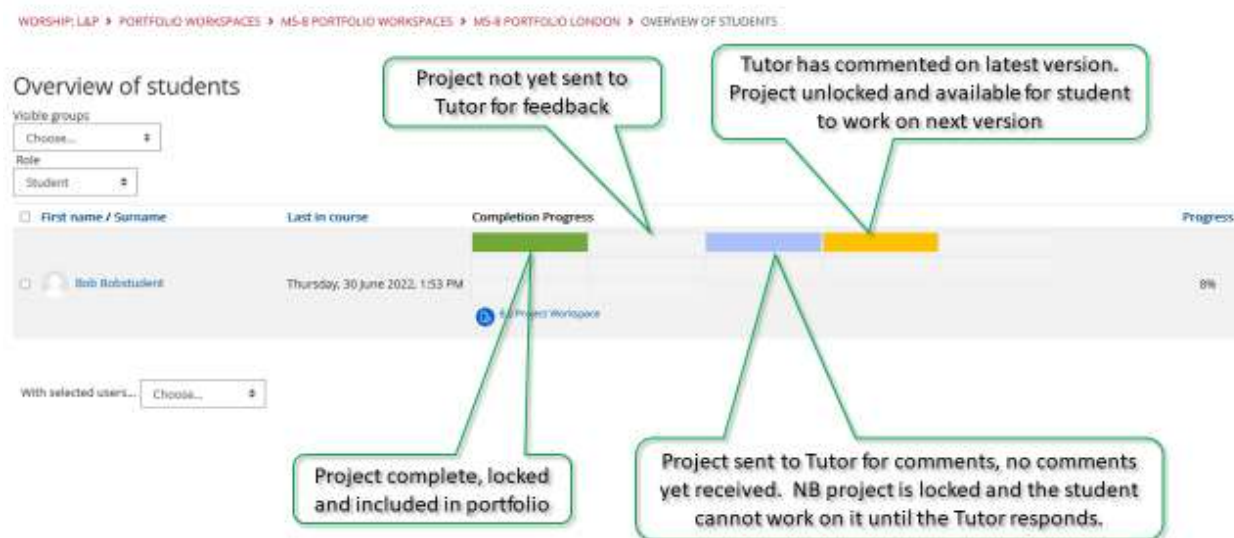
View | Cancel

Select the version you want and the complete history of that version (which is saved and retained in your Tutor account) will be visible on screen. To go back to the current version, use the menu again.

The Portfolio Dashboard

The Portfolio Dashboard display, available when you select “Overview of Students” and by various other routes, provides a useful indicator of your students’ progress with their portfolios.

Typically, the display may look like this. The first four projects in the portfolio are each shown in different colours, with explanations:



Hovering over any of the coloured boxes will cause a tag to be displayed indicating which project the relates to. The box colours have the following meanings:

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

6. MORE INFORMATION

More information on the requirements for portfolios and the assessment process can be found in the **Guide to Portfolios**, which is available at www.methodist.org.uk/wlp3 or on the course website. Do check that you are referring to the correct version of the Guide to Portfolios (currently Issue 4).

If you find errors or misleading information here, please let us know at localpreachers@methodistchurch.org.uk.