

Alternative Assessments – Workshop Schedule

To prepare for alternative assessment, the following workshops are being offered to all tutors in CMETB. You do not need to attend all workshops. Identify the alternative assessment appropriate to you and attend the designated workshop. Each session will be recorded and made available on Stream.

Workshop Title	Description	Date and Time	Link to Register
Using MS Teams assignments to administer and facilitate online exams	<ul style="list-style-type: none"> ✓ Create and prepare your exam ✓ Create a link to your exam in OneDrive ✓ Schedule online meeting for exam and set meeting options ✓ Create an assignment in MS Teams ✓ Set post-date and close date ✓ Proctor online exam ✓ After the exam 	Monday 8 March 10.00am -12.00pm	Registration Link
Using Moodle Assignments to administer online exam	<ul style="list-style-type: none"> ✓ Create and prepare your exam ✓ Create an assignment in Moodle ✓ Schedule online meeting for exam and set meeting options ✓ Set post-date and close date ✓ Proctor online exam ✓ After the exam 	Wednesday 10 March 10.00am – 12.00pm	Registration Link
Using Moodle Quizzes as an alternative assessment method	<ul style="list-style-type: none"> ✓ Generate a quiz in Moodle ✓ Generate a random quiz in Moodle ✓ Quiz settings 	Wednesday 10 March 2.00pm – 4.00pm	Registration Link

	<ul style="list-style-type: none"> ✓ Schedule online meeting to proctor quiz ✓ Proctor online exam ✓ After the exam 		
MS Forms (Quiz) for Assessment	<ul style="list-style-type: none"> ✓ Create and prepare MS Forms (Quiz) for assessment ✓ Schedule online meeting for exam and set meeting options ✓ Create an assignment in MS Teams ✓ Set post-date and close date ✓ Proctor online exam ✓ After the exam 	Thursday 11 March 10.00am – 12.00pm	Registration Link
Synchronous Presentations (skills demonstration)	<ul style="list-style-type: none"> ✓ Schedule online meeting and meeting options ✓ Record meeting ✓ Access, download and remove recording (if required) from MS Stream ✓ Share video recording 	Monday 15 March 10.00am – 11.30am	Registration Link
Asynchronous Presentations	<ul style="list-style-type: none"> ✓ Narrate PowerPoint ✓ Record audio on slide ✓ Save and share recorded PowerPoint presentations 	Monday 15 March 2.00pm – 3.30pm	Registration Link