Assessment for Weebly Workshop

Recap of Objectives:

Primary Objectives:

The participants will be able to -

1. Identify the common components of a professional portfolio
2. Navigate the Weebly website
3. Create a professional portfolio

Secondary Objectives:

The participants will be able to –

1. Choose a format for their portfolio
2. Demonstrate that they can make a page visible or leave it hidden
3. Demonstrate that they can upload a file
4. Describe how they would add a video
5. Create tabs within a tab
6. Explain the difference between an "unpublished" and "published" Weebly
7. Identify the format a page will have based on the drag-and-drop picture choices

Methods of Assessment:

Most of my assessments for this workshop will be done informally throughout the class via personal observation and questioning. With the workshop only being two hours long and voluntary, I don't think it's appropriate to make the participants feel as though they are being tested. However, I believe it will be important to check for understanding as I go so that no one gets left behind. The second Primary Objective, as well as all of the Secondary Objectives, can be assessed in this way. Since everyone will be creating a Weebly in class, I will be able to see that each participant is able to navigate the Weebly website and perform the necessary tasks. Secondary Objectives 4 and 6 are things I plan to assess using informal questioning as we get to appropriate places in the workshop since they involve verbalization.

Primary objective one will be assessed early on in the workshop because it will be essential to meeting primary objective three. I will cover the common components of a professional portfolio before starting the Weebly. After I have gone over them, I will assess the learning by asking the participants to identify them as a group. I will do it this way so that no one is singled out. Also, everyone will have the information available to them in the notes provided, so they will know how to find the information if they forget something. This is also a spot I plan to stop and ask if there are any questions. During the process of creating the Weebly we will also be reviewing the components as we get to each of them.

Primary objective three will be assessed in two ways. First, each participant should leave the workshop with a basic working model for their portfolio. There will not be enough time to create the finished product, but all of the components should already be in place. By observing participants as they work, I will be able to visually assess whether or not they are able to create a basic professional portfolio, or at least an outline, depending on the materials they bring with them. The second thing I will do is follow up with some of the participants after they should have their portfolio completed so I can see their finished product. If I can verify that at least some of the participants were able to effectively complete their portfolio, then I would consider that a success. I will assess this objective in this way because it can easily be done just observing their portfolio. Either they are able to create their portfolio or they aren't.