

## Weebly Workshop Evaluation

I have decided to revisit the evaluation I did for the workshop on how to create a Professional Portfolio using Weebly. Weebly is an online website development program that allows users to create a website or portfolio using a simple drag-and-drop format. In addition to the evaluation methods listed below there are a couple of other things that are part of my evaluation process for this workshop. First, I will have a more experienced trainer audit the workshop and take notes. This was to provide me with an unbiased perspective on what was taking place in the class.

Since beginning this class on Assessment, Evaluation, and ROI, I have asked some of the past participants if I could see the progress they made on their Weebly. I realize that, by not following up with them, I really cannot be sure that learning transfer occurred. Also, to complete the Results stage of Kirkpatrick's model, the same participants will be allowing me to see some of the feedback they receive on their portfolios. The participants consisted of Graduate students in the Master's of English – TESL/TEFL program and the portfolios are being used as their Capstone project. It will be impossible to tell how much of a contributing factor my workshop was in them doing well on the Capstone, but positive feedback would still mean that the desired results were achieved.

### **Formative Evaluation:**

The formative evaluation will be conducted throughout the workshop, and done via questioning techniques. For example, after I go over the objectives and agenda for the workshop I will ask if there are any questions, comments, or concerns. I also plan to ask if there are any questions after going over the components of a professional portfolio, and after finishing each

section of the Weebly. During each section of making the Weebly, I will also ask if anyone is having any issues or challenges. The information gleaned from the participants' answers will be incorporated into the class every step of the way. That is how I will know if I need to slow down, speed up, spend more time with a particular student, or perhaps even pair up struggling students with ones who are picking things up quickly. The questions asked during the class will also help me improve any future live offerings, as well as incorporate the answers to those questions in the online version.

### **Summative Evaluation:**

The summative evaluation will be given at the end of the class as an anonymous survey. Each participant will be given the survey in their packet of materials, asked to fill it out before they leave, and leave them in a pile for me to review later. I will use the answers to improve the content for the online version and any future live versions that may be offered. The materials handed out during the class may be tweaked to increase their effectiveness and make them clearer for anyone else who may facilitate the class. Also, I will use the information to improve my skills as a facilitator. Some of the workshop will be videotaped, so I should be able to use the evaluation feedback and the video to improve my self awareness and effectiveness as a facilitator. Please see Addendum 1 for the Summative Evaluation survey.

### **Learning Transfer:**

Learning transfer will be hard to quantify from this workshop since the participants ability to create their portfolio using Weebly may not be a direct result of attending the workshop. However, I will already know from my assessment that the participants are able to meet the outlined objectives at the time of the workshop. Being able to demonstrate certain

things during the workshop may not indicate true learning in this case because there is the possibility of a “halo effect” during and soon after the workshop. This is especially true since the group of participants will not have to have their portfolio completed for almost a year after taking the workshop.

Due to the time lag between taking the workshop and needing to produce the finished portfolio, as well as the necessity to produce a portfolio regardless of the effectiveness of my workshop, I think learning transfer would be best measured in a qualitative way in this case. It will not be possible to discern what was achieved as a result of the workshop and what was achieved in spite of the workshop. But, what can be measured is how participants feel about the effectiveness of the workshop, and if they are more comfortable in creating a portfolio then before. I can also determine if they feel like taking the workshop was a benefit to them.

Evaluating learning transfer in this way can be accomplished by sending out a follow up survey after the participants have completed their portfolios, approximately one year after the workshop. I will be able to compare some of the information to their answers on the audience analysis survey they completed prior to the start of the workshop. However, I will have to be careful about what inferences are made because it will not be the same survey and the first survey was not designed with that end in mind. Ultimately, I will have to be satisfied with whether or not the participants feel like learning transfer occurred and that they were able to create their portfolio successfully. Please see Addendum 2 for the learning transfer survey.

**Addendum 1:**

Thank you for participating in the workshop: How to Create a Professional Portfolio Using Weebly. Please take a few minutes to answer the following questions about your experience.

**Environment:**

Was the environment comfortable?

Was the technology used appropriate for the class?

What changes would make in the environment for any future offerings of this workshop?

**Materials and Content:**

Did you find the materials helpful?

Will you use your handouts for future reference?

Was the content comprehensive enough?

Do you feel more confident in your ability to create a professional portfolio using Weebly as a result of the workshop?

What changes would you make to the materials or content?

**Facilitator:**

Was the facilitator friendly and approachable?

Did the facilitator create a safe learning environment?

Did the facilitator encourage you to ask questions?

What suggestions do you have for the facilitator?

**For the Future:**

Would you benefit from having this information available online?

Do you think a step-by-step instructional video would help you learn this material?

If you would like the information available online, would you benefit more from a live action video, or a series of short videos comprised mostly of screen shots and instructions?

What suggestions do you have to improve any future live offerings of the workshop, or for the delivery of the content online?

## **Addendum 2:**

Please take a few minutes to answer the following questions about the workshop you participated in on how to create a professional portfolio using Weebly.

1. Did you create your final professional portfolio using Weebly? If not, why?
2. Do you feel creating your portfolio was easier as a result of the workshop?
3. Did you need any additional help in learning how to use Weebly?
4. Did participating in the workshop make you feel more comfortable about creating a portfolio?
5. Were there elements added to your portfolio that were not specifically covered in the workshop? If so, do you feel you were able to figure out how to do what was needed as a result of the workshop?
6. Do you believe participating in this workshop was a valuable use of your time?
7. Do you feel you had an easier time creating your portfolio than cohort members who did not participate in the workshop or chose to use Dream Weaver?
8. Would you recommend members of future cohorts take this workshop before starting their portfolios?
9. What else would you like to share about the impact of this workshop on your ability to successfully create a professional portfolio using Weebly?