# Teaching Learning Center

WEAVE ONLINE: ADDING YOUR FINDINGS

With the Spring semester behind us, the time has come to input our final assessment data into WEAVE Online. Your SLO's, Assessment Techniques, and Target Data should have already been input and now it's time to see if you met your target for each course. Follow this simple guide to get started inputting your Findings into WEAVE Online:

1. Log into WEAVE Online, the same way as before. Use your First initial + your last name (John Doe would be jdoe.) Use the password you set and log in.

2. Next, go to the 'Assessment' tab and choose 'Measures and Findings'. Then Scroll down until you reach the area designated as 'Measures and Findings'.

3. Click the gray arrow to the left of your first measure. This will reveal your method of assessment and the target you set for each associated SLO.

4. You should see a button with a green plus sign labeled 'Add Finding'. Click this button, this is where you will add your results.

5. Go ahead and enter your findings for the first Measure. For instance: 82% of the students who completed the assignment met expectations and received a grade of 78% or better. If your results met your target then select 'Met', click 'Final' and 'Save'. If not, then click 'Not Met' and you will need to complete an 'Action Plan'.

6. Once you click 'Final' and 'Save' you will be taken back to the previous screen where you will need to scroll back down to the 'Measures and Findings' area. Then look for a new button, also labeled with a green plus sign titled 'Add New Action Plan'. Click this button and enter the method by which you plan to meet your target next semester. Add a date when you hope to achieve this New Action Plan a brief description of how this will be implemented. Enter the person(s) responsible for completing this task and any additional resources necessary in order to achieve this.

7. Click 'Final' and 'Save' then go on to add the next finding and action plan if needed.
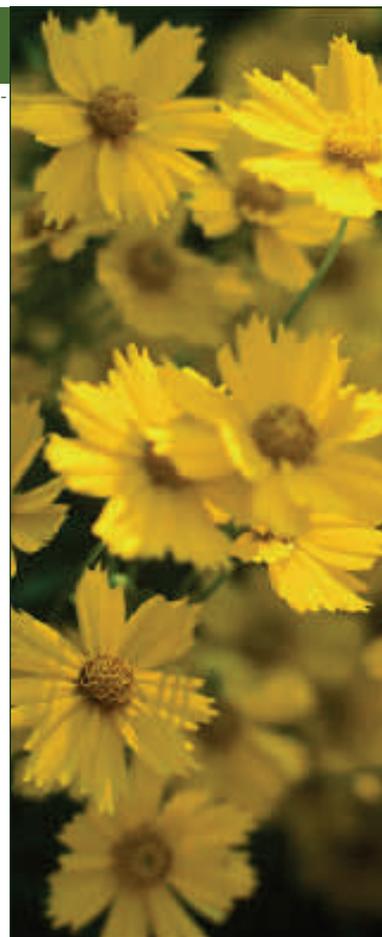
TIME SAVING TIPS FROM THE TLC:

Use hotkeys when you can to save time! Here is a list of a few common and useful hotkeys.

- ◈   Ctrl + c = Copy
- ◈   Ctrl + v = Paste
- ◈   Ctrl + z = Undo
- ◈   Ctrl + x = Cut
- ◈   Ctrl + s = Save
- ◈   Ctrl + u = Underline
- ◈   Ctrl + i = Italics
- ◈   Ctrl + b = Bold
- ◈   Ctrl + p = Print
- ◈   Ctrl + f = Find
- ◈   Alt + Tab = Allows you to toggle between open windows
- ◈   Printscreen = Copies a screenshot of the current screen to the clipboard
- ◈   Alt + Printscreen = Copies a screenshot of a current active window to the clipboard

SUDOKU

Fill in the missing numbers so every row, column and quadrant contains the numbers 1 through 9.

Before you leave for the day organize your workstation so you will be able to 'hit the ground running' first thing in the morning.

-'Work Hackers,' Tim Xeriland

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PRODUCTIVITY TIPS:

This is a recap of Tim Xeriland's well received workshop titled 'Work Hackers.' Tim clues us in to a multitude of excellent time saving practices which streamline the workday resulting in far less stress! Here are a few of his great ideas in case you missed hearing them in person.

To-do lists: Many of us use a to-do list but end up with several things that we never get around to crossing off the list. Tim suggests the list be categorized by importance. If you have some tasks which are very large, it's a good idea to break those items down into smaller steps so you won't continue to put them off.

Park on a slope: Before you leave for the day organize your workstation so you will be able to 'hit the ground running' first thing in the morning. Studies show we are most productive in the morning so if you are able to jump right in when you arrive at your desk you will be able to mark more off your to-do list.

Focus on short bursts: Most people are able to concentrate for no more than 50 minutes at a time. Figure out how long you are capable of focusing your attention and work for that period of time then take a break. Tim suggests increasing this amount of time gradually over time and working up to 50 minutes or more if you are unable to focus for longer than a few minutes.

Stop caring about things that don't matter: Some things that have been on your to-do list forever may be able to be dropped off. You may be able to locate a business to do a task for you like scanning all of your pictures to make them digital.

BE SURE TO ARCHIVE YOUR ECAPMUS SITE AT THE END OF THE SEMESTER!