

To: CPP Faculty

From: Victoria Bhavsar

Subject: Tip for spending and not spending time during finals week; CAFE's summer schedule

Date: Wednesday, May 15, 2024

Dear faculty,

If you want to find out the final response rate for student evaluation surveys through the [Explorance Blue](#) system so you can reward the class if the total response rate reached a target level, it's easy: Go into Explorance Blue via Canvas, MyCPP, or [single-sign-on](#). On the "My Home" page, click the "Subject Management" button. Response rates for this semester should be visible in the resulting dashboard; for me, they're on the far right. (Hat tip to the IRPA team who administers Explorance Blue!)

And here's a tip from Spring Semesters past, that always seems to be a welcome reminder: As you finalize grades, *don't spend too much time giving feedback*. Feedback is critical only if there's time to use it to improve the work. There's no more time. At this point, detailed feedback is more about justifying grading decisions than helping students to learn. Use checks on a rubric rather than a time-consuming narrative to justify the grade. Of course, *do* give feedback if you have promised it, if students ask for it, or if you have a situation in which final feedback actually will help. Try pointing out strengths to build on, rather than weaknesses to overcome, as a positive narrative is much less draining to write and is more likely to be used.

Take care,

Victoria

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**In this email:**

- [CAFE's Summer Schedule](#): We're here!
- [Teaching Nuts & Bolts](#): Summer series on teaching in a world with AI
- [Friends of CAFE](#): "Explore the Future of Work" Conference

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**[CAFE's Summer Schedule](#)**: CAFE is open all summer! We're ready to help with individual consultations on any faculty work topic. We can also help with instructional design, multimedia learning objects, and improving or wrangling your Canvas course. Call us M-F at 909-869-3099, regular business hours. For in-person help, we recommend making an appointment or coming in on Wednesdays when the whole team works in-person rather than remotely.

### Teaching Nuts & Bolts:

- **[Summer series on teaching in a world with AI:](#)** Join us via Zoom on Tuesdays May 28 to June 25, 1-2pm. Topics include: Basics of gAI (generative AI), AI in the disciplines/industries, prompt engineering, designing courses with AI awareness, and designing assignments with AI awareness. Register for any number of sessions. Yes, we'll record them, but come in real time for the best experience.
- **[Canvas Gradebook workshops:](#)** Join Ann Loomis, Canvas administrator, for an interactive workshop on Canvas Grading. Get help to finalize grades for Spring 2024! Come prepared with your questions. Via Zoom, please register: [Thursday May 16, 12 – 1pm](#).
- **[Call for Multimedia Learning Object projects from CAFE:](#)** CAFE can work with you to create customized multimedia learning objects to help your students work through knotty concepts! Learn about a [few CPP faculty members' experiences](#) and [submit a request](#) for an MLO of your own.

### Friends of CAFE:

- **[Academic Innovation Summer Conference:](#)** May 29 – 31, on campus. Faculty members play a unique role in students' career trajectory. “Explore the Future of Work” to learn new ways to successfully engage your students while helping prepare them for their future careers, with minimal tweaks to what you already do! Register by May 21; no charge for CPP faculty & staff.

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**Get Canvas help from CAFE:** Submit a [Canvas ticket using this link](#) OR call 909-869-3099, M-F 8am – 5pm.