Weave and You

It’s better than a Word Doc
• Your account needs to be activated by a Weave admin before you can log into Weave
• Once activated you will receive an email with instructions on how to create a username and password
• If you forget your username or password you can use the built-in recovery system or contact a weave admin for help
Improvement, Simplified.

Created by educators for educators, Weave's software is uniquely designed for institutional effectiveness by empowering higher education leaders to continuously improve their programs and institutions.

Why? Because we've been in your shoes.
Improvement, Simplified.

Our mission is to improve student learning through assessment and we do this by providing software solutions and expertise for institutional and programmatic effectiveness.
Dashboard

After login you start on your dashboard, here you can see the status of all the projects you are apart of.

As an admin I am a team member on every project.

The admin team can leave announcements.

Click here to see full message.
How do I get to my Assessment?

Weave refers to your ongoing assessments as projects
Projects

For the 2019-2020 cycle we have created your project for you.

At this screen you should only see one project.

If you do not see your project or feel that something else is wrong, contact your Weave Admin.

Click a project to be taken to it

 ADM = Administration
 ACA = Academic

Academic year being assessed
In a Project

By default your project will open with everything collapsed

or quickly expand everything
In a Project

The mission statement and goals you used last year have been entered for you.

You are free to change them

Click here to adjust the status of your project, this will update its status on your dashboard.

Click anywhere on the text to edit.

Click away from the text box to close edits.

In some places this is okay, but not for the Introduction.
In a Project: Goals

Your goals from last year have been entered for you, feel free to change them.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Goal Title</th>
<th>Goal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Theoretical Proficiency</td>
<td>To lead students to proficiency in theoretical engagement with scholarship in the two main cognate areas of our department: rhetorical studies and critical media studies.</td>
</tr>
<tr>
<td>2</td>
<td>Methodological and Research Proficiency</td>
<td>To lead students to proficiency in research methods by learning how to conduct critical analysis in the two main cognate areas of our department: rhetorical studies and critical media studies.</td>
</tr>
</tbody>
</table>

Click to add Learning Outcome

Select ‘Project Level’

As always, click text to edit, click away to close edits
In a Project: Learning Outcomes

Goal

1. Theoretical Proficiency

To lead students to proficiency in theoretical engagement with scholarship in the two main cognate areas of our department: rhetorical studies and critical media studies.

Learning Outcome

1.1 Nothing Entered

Title

Description

Nothing Entered

Supported Initiatives (0)

Action Plan

We do not use Action Plans, you may ignore this

Assessment Mechanism

Click to add another outcome, it will be added to the end

Does this outcome link to Paideia? Or Writing in the Disciplines? Or maybe the University's strategic plan? Keep this button in mind and we'll come back to it later.

Click to add mechanism

As always, click text to edit, click away to close edits
In a Project: Assessment Mechanism

As always, click text to edit, click away to close edits

Click to add a mechanism, It'll be added to the end

Click to add a target
In a Project: Targets

As always, click text to edit, click away to close edits

We do not do Action Plans

Click to add a target, it’ll be added to the end

We’ll look at these options next

Click to change result

Optional
Target Result

There are other options than met/not met, should I use them?

Usually no, but here is a list of the result options and ideas of when to use them:

- *Met & Not Met* should be the most common results used.
- *Not Reported This Period* could be used if it is a new mechanism planned for next year or if something happened that prevented data collection this year.
- *Partially Met* may be appropriate if you have a target that can be broken into parts, however it may be better to instead create multiple targets for the mechanism.
- *Not Set* is the default result and should be changed,
- *Nothing Entered* should not be used. Please enter something.
- *Exceeded* should not be used. Your target was *Met*. 
In a Project: Linking Outcomes

<table>
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<tr>
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<tr>
<td>1. Theoretical Proficiency</td>
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</tbody>
</table>

To lead students to proficiency in theoretical engagement with scholarship in the two main cognate areas of our department: rhetorical studies and critical media studies.

<table>
<thead>
<tr>
<th>Learning Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Nothing Entered</td>
</tr>
</tbody>
</table>

- Description
  - Nothing Entered
- Supported Initiatives (0)
- Action Plan
- Assessment Mechanism

Back to this button. You can link outcomes to various things, let's see how... Click it.
In a Project: Linking Outcomes

By default, his pop-up will open up on the Standards tab. Click on Gen Ed.

Your Assessment Report should address at minimum:
- Paideia
- Writing in the Disciplines
- One of: Foreign Language, Social Justice, or Exploration and Breadth

Click “add” on the appropriate selection then you may close the pop-up.
In a Project: Linking Outcomes

Does your outcome connect to the University’s Strategic Plan?

Again, the pop-up will open on the Standard tab, click to Strategic initiatives
Once you’ve selected ‘Strategic Plan 2016’ as your collection the options will populate

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enroll and retain students who have significant potential for academic excellence</td>
</tr>
<tr>
<td>1.1</td>
<td>Increase the enrollment of students from the top 10% of their high school graduating class to 35% of the first-year class in 5 years and 40% in 10 years.</td>
</tr>
<tr>
<td>1.2</td>
<td>Increase our first- to second-year retention rate to 88% in 5 years and first-to-third year retention rate to 85% in 10 years.</td>
</tr>
<tr>
<td>1.3</td>
<td>Achieve a 6-year graduation rate of 75% in 5 years and a 4-year graduation rate of 75% in 10 years.</td>
</tr>
</tbody>
</table>

Select add on what you want then close the pop-up

There are multiple pages, with navigation at the bottom
I’m done, now what?

Yay! Assessment over. All you need to do is change the project status to “Completed”
But I want a copy to keep on my computer...

If you’d like a copy of your complete report to keep locally on your computer

Head over to the ‘Reports’ section

Select type of report

Select ‘Assessment’

To create a report

To view reports that you previously created
Page view (recommended) will create a report that looks exactly like how the information appears on Weave. Table View will create a report that looks more like the old template but some pieces of information will be missing.

This will appear on the front of your report

This will remain private
Select as many projects you’d like in the report – most likely you’ll only require the one that you are currently working on

Note: you’ll only see the projects you have access to here
Select what you want included in the report

Select elements for the report

<table>
<thead>
<tr>
<th>Report Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Cover Page</td>
</tr>
<tr>
<td>✔️ Logo on Cover Page</td>
</tr>
<tr>
<td>✔️ Executive Summary</td>
</tr>
<tr>
<td>✔️ Date Stamp</td>
</tr>
<tr>
<td>✔️ Table of Contents</td>
</tr>
<tr>
<td>✔️ Office Mission</td>
</tr>
</tbody>
</table>
The next page is a preview page so you can check your settings. If everything looks the way you’d like select ‘save report’

Weave will email you when the report has been finalized and is ready to download
Your Weave Admins

For questions about/help with Weave contact:
    Hal Hoeppner
    1456
    hoeppneh@southwestern.edu

For questions about Assessment contact:
    Natasha Williams
    1233
    williamn@southwestern.edu