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.

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

USERNAME
hoepnreh

PASSWORD
******

Log In

Access Weave using your institution's sign-on

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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.
In a Project

By default, projects will open fully expanded with Team and Outline sidebars visible.
In a Project

Click here to change the status of your project,
This will update it’s status on your dashboard

Click anywhere on the text to edit,
Click away from the text box to save changes

Nothing has been entered here yet.
In some places this is fine, but not the introduction.
As always, click text to edit, click away to close edits

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

Click to add goal, it will be added to the bottom

Click dots for delete option

Click to add Learning Outcome

Program Level

Goal Title

Goal Description

DESCRIPTION
To assist Southwestern University offices with the administration of surveys to students, alumni, faculty, and staff.

Outcomes
1.1 Outcome Survey Decisions
DESCRIPTION
The office of IR&SE will assist Southwestern offices in their decisions to administer surveys.

Supported Initiatives (0)

Action Plan
We do not use Action Plans, you may ignore this.

Does this outcome link to Paideia? Or Writing in the Disciplines? Or maybe the University’s strategic plan? Keep this plus in mind and we’ll come back to it later.
## Assessment Mechanism

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Previous Years' Results</th>
</tr>
</thead>
</table>
| 1.1.1 | The survey schedule will be updated each semester and presented to interested parties for agreement on survey timing. | Spring 2019: presented to Dean of the Faculty  
Fall 2018: presented to Dean of the Faculty  
Spring 2018: not presented  
Fall 2017: presented to Dean of the Faculty, Enrollment Analysis Crew |

### Assessment Target (1)

| 1.1.1.1 |  |  |
In a Project: Targets

- Click to add a target, it’ll be added to the end
- Click to change result
- As always, click text to edit, click away to close edits

We do not do Action Plans

We’ll look at these options next
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

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

Your Assessment Report should address at minimum:

- Paideia
- Writing in the Disciplines
- One of: Foreign Language, Social Justice, or Exploration and Breadth

Select applicable outcomes then ‘close’
In a Project: Linking Outcomes

Does your outcome connect to the University’s Strategic Plan?
In a Project: Linking Outcomes

1. Retain students who have significant potential for academic excellence.

1.1 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.

1.2 Increase our first- to second-year retention rate to 88% in 5 years and first-to-third year retention rate to 95% in 10 years.

1.3 Achieve a 6-year graduation rate of 75% in 5 years and a 4-year graduation rate of 75% in 10 years.

1.4 Recruit transfer students of similar academic quality, comprising 15% of the student body.

1.5 Increase the percentages of out-of-state students to a minimum of 20% in 5 years and 30% in 10 years.

2. Foster the highest standards of scholarship, academic quality, and differentiated educational and co-curricular experiences focused on thinking, creating, and connecting.

2.1 Enhance our collective efforts to secure external funding for both faculty and faculty/student research.

2.2 Align the general education curriculum with Freidei's principles to foster intentional connections that bridge ways of thinking and acting across diverse ideas and disciplinary knowledge. Assess the general education program and outcomes over a 5-year period.

2.3 Over 5 years, enhance our existing strength in STEM by prioritizing more intentional disciplinary and interdisciplinary connections that deeply integrate the humanities, fine arts, and the social sciences with the natural sciences.

Select applicable outcomes, then ‘close’
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.
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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Project Title</th>
<th>Template</th>
<th>Reporting Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Animal Studies</td>
<td>Academic Assessment Report</td>
<td>ACA: 2019-2020</td>
<td>Not Started</td>
</tr>
<tr>
<td></td>
<td>Anthropology</td>
<td>Academic Assessment Report</td>
<td>ACA: 2019-2020</td>
<td>Not Started</td>
</tr>
<tr>
<td></td>
<td>Art (Studio)</td>
<td>Academic Assessment Report</td>
<td>ACA: 2019-2020</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
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