



WEAVE 4.5 INSTRUCTIONS FOR COMPLETED 2008-2009 REPORTS

Login Page: <http://app.weaveonline.com/usm/login.aspx>

Please **bookmark the new login page** before you first log in.

Your user name and password have not changed.

Your user name is **w+employeeID#**

If you have forgotten your password, click on **Reset Password** on the login page and a new password will be e-mailed to you. (Remember WEAVE is not linked to SOAR. WEAVE requires you to choose your own password. Both the user name and the password are case-sensitive.)

Login

NEW VERSION HOUSEKEEPING

Thank you for completing your 08-09 Assessment Report in the old version of WEAVE this past summer. Your help with a few items to transition into the new version is appreciated.

NUMBERING

All outcomes and measures “lost” their numbering in the transition. This, as many of you will remember, is not necessarily a bad thing. The associations are still there, but you will have to renumber the outcomes and measures. You can use this opportunity to order your outcomes and measures in a more convenient manner. Or you can just choose to have WEAVE number your outcomes for you.

On the Home page, under **Cycle and Entity Selection**, make sure you are in the **2008-2009 (Current)** cycle.

Choose your program.

On the top of the page, **go to Assessment** and **click on Outcomes/Objectives**.

Ignore **Goals** section (this is new).

Under **Outcomes/Objectives**, **click Reorder**

WEAVE will number your Outcomes for you. If you wish to reorder, ***Drag and Drop*** and ***click Save*** when the order is correct.

Under **Measures & Findings**, ***click Reorder***.

WEAVE will number your Measures for you. If you wish to reorder, ***Drag and Drop*** and ***click Save*** when the order is correct.

ACTION PLANS

Go to Assessment at the top of the page and ***click Action Plan Tracking***.

All of the Action Plans ever developed for the program will be listed under **Planned**. (Unless they are truly relevant to what you are currently working on, you'll probably want to terminate all Action Plans developed prior to 2007-2008.) The status for all plans developed in 2007-2008 should either be **In-Progress**, **Finished**, or **On-Hold**. If you added action plans in this year's report, then the status should remain **Planned**.

Next to the first Action Plan, ***click Details***, and ***click Edit Plan***.

Next to **Status**, ***choose the status***.

Repeat for all action plans.

Go to your first **In-Progress** Action Plan and ***click Details***.

Choose Action Plan Notes and ***click Add Note***.

Report on the status of this Action Plan.

Repeat for all 2007-2008 Action Plans.

VIEWING YOUR 2008-2009 ASSESSMENT REPORT

Click on Reports at the top of the page.

Make sure **2008-2009 (current)** and **Detailed Assessment Report** are chosen.

Select your program and ***click Next***.

Leave all the defaults and ***click Run***.

Read over your report. (In WEAVE 4.5, if your measure has remained the same through the years, all previous years' findings appear under each measure.)

If there are any edits to be made, refer to the *WEAVE 4.5 Instructions for completing 08-09 reports*. Please feel free to make any edits or improvements. (You may wish to review the [Assessment Report Guidelines-Academic 2009](#); please realize these guidelines were tailored to the old WEAVE version.) The University Assessment Committee will begin reviewing 2008-2009 Academic Program Assessment Reports on October 1, 2009.

If you notice any quirks or errors due to the upgrade, please let me know (Kathryn.Lowery@usm.edu). The WEAVE folks are very helpful and responsive to questions and suggestions for improvement.

NEW WEAVE FEATURE

If you have any supporting documentation that you would like to include with your assessment report, you can upload the document to WEAVE. You can make an association to any outcome, measure, finding, action plan, analysis, or annual report field. The link to the document appears in the Detailed Assessment Report. Reviewers would be able to click on this link and view the document.

Caution! Do not store documents in WEAVEonline that contain individually identifiable information. Remove such references before uploading the document.

Thank you for your cooperation and patience during WEAVE 4.5 implementation!