



WEAVE 4.5 INSTRUCTIONS FOR COMPLETING 2008-2009 REPORTS ADMINISTRATIVE UNITS

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

All objectives and measures “lost” their numbering in the transition. The associations are still there, but you will have to renumber the objectives 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.

Go to Assessment at the top of the page 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.

TO COMPLETE YOUR 2008-2009 ASSESSMENT REPORT:

Review the [Assessment Report Guidelines – Administrative 2009](#).

Go to Assessment at the top of the page and **click on Measures & Findings**.

Under **Measures & Findings**, **click the arrow** next to your first Measure.

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

Under **Achievement Targets and Assessment Results / Findings**, **click Add Finding**.

Type your findings statement in the text box (see Guidelines). Once you are finished, **mark Final and click Save**.

Since we are starting a new strategic planning cycle, **do not add action plans at this time**. Details regarding Action Plans and 2009-2010 Assessment Plans are forthcoming.

Click the arrow next to the first Measure to close.

Repeat for all your Measures.

Go to Assessment at the top of the page and **click Achievement Summary / Analysis**

Under **Achievement Target Summary**, **click Expand All**.

Read through all of your targets and findings.

Under **Analysis Questions**, **click Expand All**.

Under the **Strengths or Progress** question, **click Add Answer**.

Type your answer in the text box, **mark Entry Status Final**, and **Save**.

Repeat for the **Continued Attention** question.

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

All of the Action Plans ever developed for the unit 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**.

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.

Go to Assessment at the top of the page and **click Annual / Special Reporting**.

Click the arrow next to each Annual Reporting field, **click Add Details, type** in the text box appropriately (see Guidelines), **mark Entry Status Final**, and **Save**.

After you have entered your 2008-2009 Findings, Analysis, Action Tracking, and Annual Report, **click on Reports** at the top of the page.

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

Select the program you are working in and **click Next**.

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

Read over your report.

If there are any edits to be made, go back to **Assessment** and click on the area that you need to work in.

The University Assessment Committee will begin reviewing 2008-2009 Academic Program Assessment Reports on October 1, 2009.

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 objective, 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!