



INSTRUCTIONS FOR ADDING A NEW ASSESSMENT PLAN IN WEAVE

Login Page: <https://app.weaveonline.com//login.aspx?ReturnUrl=%2fusm%2flogin.aspx>

The WEAVE log-in link and instructions are also found on the IE Web site:

<http://www.usm.edu/institutional-effectiveness/weaveonline>

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

ADDING A NEW STUDENT LEARNING OUTCOME

On the Home page, under **Cycle and Entity Selection**, make sure you are in the **2017-2018** cycle.

Choose your program.

Go to Assessment at the top of the page and ***click on Outcomes/Objectives***.

Under **Outcomes/Objectives**, ***Click Add***.

Give the Student Learning Outcome a Title in the **Condensed Description** text field. (All Outcomes/Objectives must have something written in this field for associations to work properly.)

Define the Student Learning Outcome in the **Description** text field.

Mark Student Learning? as Yes.

Ignore all Associations.

When you are finished, ***mark Entry Status as Final*** and ***click Save***.

ADDING A NEW STUDENT ACHIEVEMENT PROGRAM OBJECTIVE

On the Home page, under **Cycle and Entity Selection**, make sure you are in the **2017-2018** cycle.

Choose your program.

Go to Assessment at the top of the page and **click on Outcomes/Objectives**.

Under **Outcomes/Objectives**, **Click Add**.

Give the Student Achievement Objective a Title in the **Condensed Description** text field. (All Outcomes/Objectives must have something written in this field for associations to work properly.)

Define the Student Achievement Objective in the **Description** text field.

Mark Student Learning? as No.

Ignore all Associations.

When you are finished, **mark Entry Status as Final** and **click Save**.

ADDING A NEW MEASURE

On the Home page, under **Cycle and Entity Selection**, make sure you are in the **2017-2018** cycle.

Choose your program.

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

Under **Measures & Findings**, **click Add Measure**.

Select a Source of Evidence. If not readily apparent, just select **"Other."**

Give the Measure a Title in the **Condensed Description** text field. (All Measures must have something written in this field for associations to work properly.)

Define the Measure in the **Description** text field. Do not include the Target in this field.

Under **Select Related Outcomes/Objectives**, **Select the appropriate Student Learning Outcome(s)**. You can select more than one, but each target must be specific to that SLO.

Leave all Defaults.

When you are finished, **mark Entry Status as Final** and **click Save**.

ADDING A TARGET TO SUPPORT THE MEASURE

Find the new Measure and **click the arrow to expand**.

Under **Target & Findings**, **click Add Target**.

Define the Target in the **Description** text field.

When you are finished, **mark Entry Status as Final** and **click Save**.

IF YOU NEED ASSISTANCE

Submit a request to the IE Student Worker desk (6-5016 or ie@usm.edu).

Thank you for your efforts and commitment to continuous improvement!