Weave Academic Assessment Users Guide

This guide is designed to help faculty and staff successfully use and navigate Weave to build and document their academic assessment plans and activities.

First an important message

The Weave software system is a real-time editing system. This means changes are enacted permanently as you type. There is no undo button in Weave. So be careful when making edits and consider printing out a report of your existing plan to keep for archival purposes if you are making significant changes to your plan. Information on how to do so is described below.

Similarly, when you delete an item in Weave do know that this item will be deleted permanently and it cannot be recovered.

If you have editorial access in Weave you can both edit and delete entities in Weave so please be careful when working in Weave to not make any inadvertent changes.

Clickable Table of Contents

The topics contained in this guide are listed below. Simply click on the topic you are interested in and you will be brought to that topic.

How to Log In to Weave

Navigate to https://www.tarleton.edu/_global_links/weave.html . Once there, log in using your regular NTNET credentials (the same ones you use to check your Tarleton email).

If you have issues logging on to Weave or need to get Weave credentials for faculty or staff members please contact weaveonline@tarleton.edu .

Navigating the Home Page (Dashboard)

When you log in you will be brought to the Weave home page, also called the dashboard. This page provides a graphical overview of the assessment projects with which you are associated.
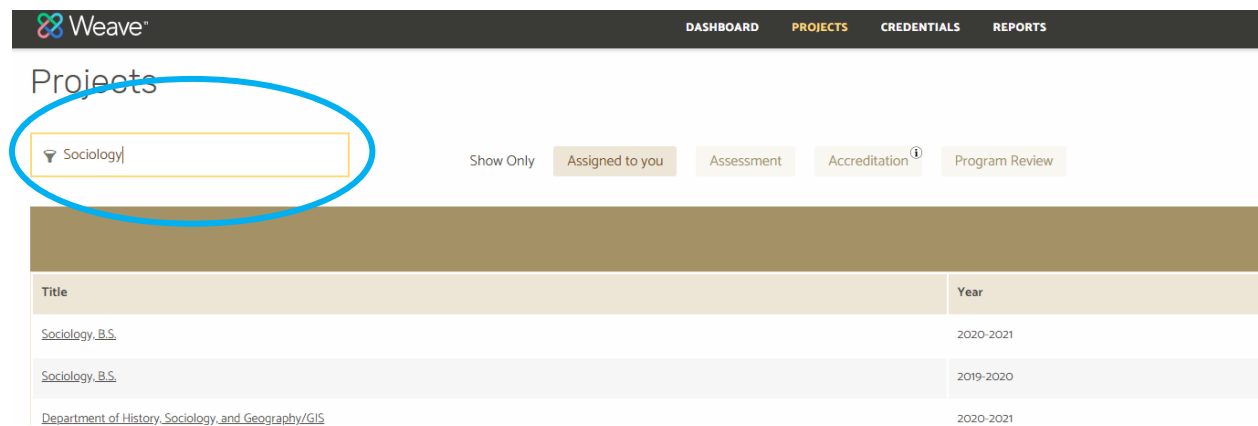
The dashboard will look similar to this:
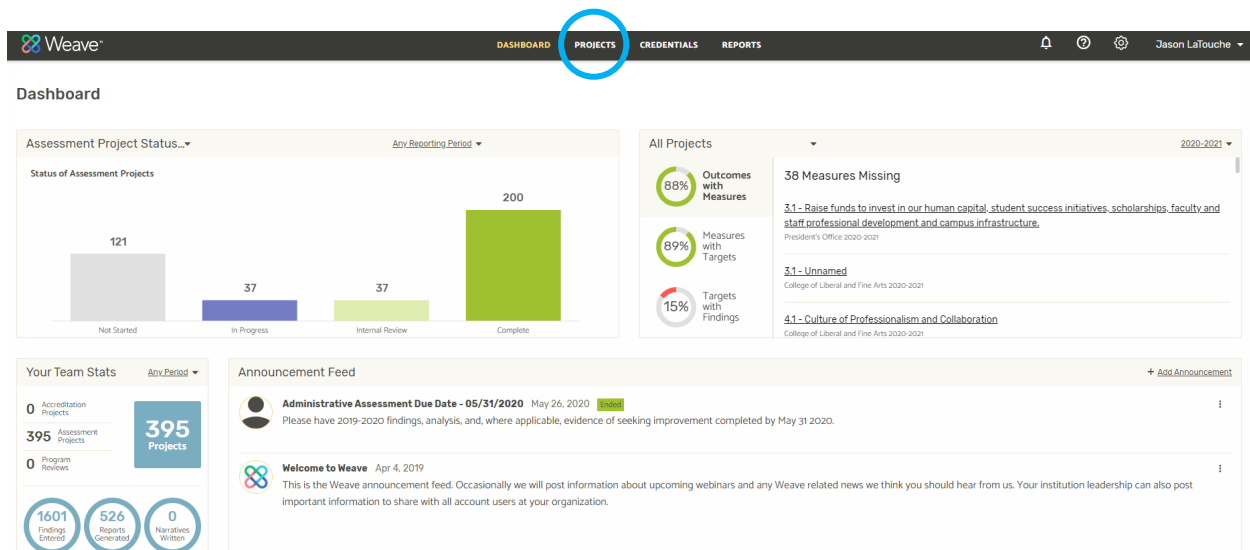
In Weave, assessment plans are called "Projects". To access one of your projects, select the "Projects" button at the top of the dashboard (circled in blue above).

Selecting a Project

On the Projects page you will see a listing of projects you can select from. Do know that as time goes by you will have more projects because every year a new project will be cloned from the previous year's project. So you need to make sure you select both the correct project and the correct year for that project. Just click on the name of the project to select it.

You can also search for a project using the search bar (circled in blue below).

How a Project is Organized

Once you have selected a project page you will see the assessment plan for that project. It will look like this:

In Weave, everything is arranged in outline form. The Mission stands alone as it applies to everything. Then the Goals are listed. Outcomes are listed under the Goals they are associated with, Measures and Action Plans are listed under the Outcomes they are associated with, and Targets and Findings are listed under the Measures they are associated with. Here is a simplified way to visualize this:

- Mission
- Goal
  - Outcome
    - Action Plan
    - Measure
      - Target
      - Finding

The navigating bar on the right side of the page allows you to search for Goals, Outcomes, or Measures by clicking the boxes (circled in blue above). You can then navigate to any item by clicking on its name (circled in red below).

Editing a Project – The Basic Mechanics

To edit a project, you just click any place there is text or a blank box and you can start typing. Caution! Remember, this is a real time editor so if you type over existing text that text will be lost forever and cannot be recovered.

Only one person can edit a project at a time. If someone else is editing the project you will receive a pop-up notice. In that case you will only be able to view a project.

To open or close an item so you can see more or less details for the item, click on the arrow button to the right of the item's name (circled on the bottom in blue).

To create a new item in a plan, click on the plus sign to the right of the category name of the type of item you wish to create (circled at the top in red).

To delete an item click on the stack of three dots next to the item (circled on the right in black). Caution! Remember that any item you delete is permanently deleted and cannot be recovered. Consider making an archival copy of your report before making major changes.

Creating and Editing a Mission or Goal

To edit a Mission or Goal, you need to provide both a short title and a longer description of the Mission or Goal. The title goes in the space on top circled in blue. The description goes in the space on the bottom circled in red.

For an existing Mission or Goal:

For a new Mission or Goal – remember you can only have one Mission but you can create a new Goal by clicking on the + sign:

Creating and Editing an Outcome

To edit an Outcome, you need to provide both a short title and a longer description of the Outcome. The title goes in the space on top circled in blue. The description goes in the space on the bottom circled in red.

For an existing Outcome:

For a new Outcome:

Note: You can create a new Outcome by clicking on the + sign

Creating and Editing a Supported Initiative

Just underneath the Outcome description box is a place for Supported Initiatives. Supported Initiatives are university level outcomes that you can link to. Doing so helps Tarleton prepare university level academic assessment reports by aggregating data from multiple programs and core courses. Selecting the "+" sign to the right of Supported Initiatives (circled in red below) allows you to add Supported Initiatives to the outcome.
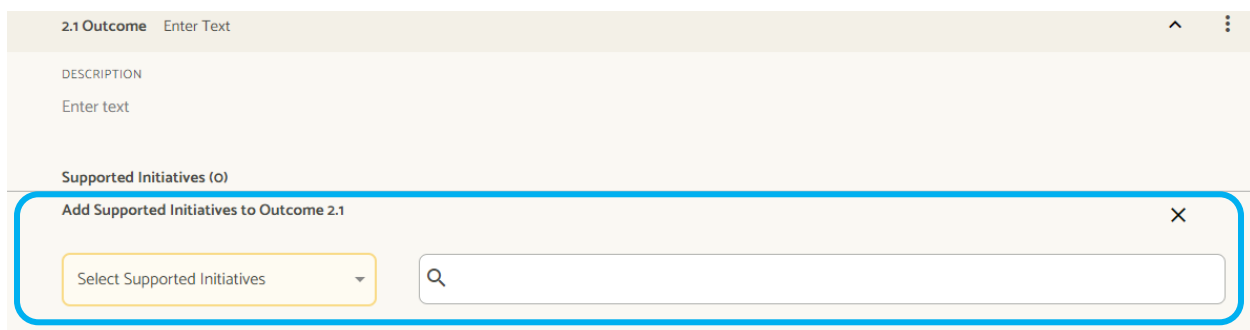
1.4 Outcome   Statistical Analysis Skills

DESCRIPTION

Students will demonstrate skill in using standard descriptive and inferential statistical techniques. STRATEGIES: 1) Students will be introduced to the related knowledge and skills in SOC 1301 (Introduction to Sociology). 2) Students develop related knowledge and skills in all upper level sociology courses. 3) Students will develop and master the use of statistical analysis skills in Soc 3330 (Social Science Statistics) through the use of class based and peer-to-peer workshops, practice drills, and the conducting of computer based statistical analysis projects. 4) Students master the use of statistical analysis skills in Soc 4302 (Methods of Social Research) where students will participate in class based and peer-to-peer workshops, practice drills, and the conducting of statistical analysis of original data as part of a research project.

Supported Initiatives (0)   +

When you select to add a Supported Initiative a menu option will appear that looks like this (circled in blue):

2.1 Outcome   Enter Text

DESCRIPTION

Enter text

Supported Initiatives (0)

Add Supported Initiatives to Outcome 2.1   ×

Select Supported Initiatives   ▾   🔍

Click the down arrow next to the "Select Supported Initiatives" menu box and select "General Education" if you are working on program or core course academic assessment project.

A list of possible Supportive Initiatives will appear. First, do note there are four pages of possible options. You should only select Supportive Initiatives that match the type of assessment project you are working on: a Core Course Project, an Undergraduate Degree

Program Project, or a Graduate Degree Program Project. The Supported Initiatives are arranged in order:

- All Core Course Supported Initiatives begin with a "1".
- All Undergraduate Degree Program Supported Initiatives begin with a "2", and
- All Graduate Degree Program Supported Initiatives begin with a "3".

When selecting Supported Initiatives, only select those that match the type of data you will be gathering from the measure(s) that is/are associated with the Outcome for which you are selecting the Supported Initiative. In most cases, this means you will only select one Supported Initiative.   You select the Supported Initiative by clicking the box to the left of it.

For example, if your Outcome in an Undergraduate Degree Program is "Presentation Skills" and your measure for this will gather data about oral presentation skills, you would select the following Supported Initiative:

2.5.1   Undergraduate Program EmpowerU Communication Student Learning Outcome - Students will communicate effectively orally.

Creating and Editing an Action Plan

Action Plans are located just under the Supported Initiatives of whichever Outcome the Action Plan is related to (circled in blue below):

1.5 Outcome   Analzye Sociological Theory

DESCRIPTION

Students will analyze social theory and its role in practicing sociology and use social theory to analyze social interactions and institutions. STRATEGIES: 1) Students are introduced to the foundational theories of sociology in Soc 1301 (Introduction to Sociology). 2) Students develop related skills and knowledge in Soc 4302 and all upper level sociology courses. 3) Students will exhibit mastery of related knowledge and skills in Soc 4303 (Sociological Theory) where they participate in class-based and peer-to-peer theory workshops and write a theory paper analyzing a social phenomena and in Soc 4399 where they will engage in a semester long project of situating themselves as practicing sociologists with particular theoretical orientations.

Supported Initiatives (0)   +

Action Plan   +

You can create an Action Plan by selecting the + to the right of the title Action Plan. Doing so will create this:

Your description of your action plan goes in the description box (circled in blue to the left above). Be sure to describe in detail what assessment findings led to the creation of this action plan and what specifically you intend to do – the more detail the better. This is also where you will go to add end-of-the-semester updates on the progress of your action plan – just click at the end of the existing description text and add your update.

Notice that you have places to enter budgetary needs necessary to implement this action plan.

Be sure to enter an anticipated due date for when this action plan will be completed.

Also, be sure to select a status (circled in red on the right above). "In-progress" means you are actively engaged in building or implementing this action plan. "Completed" means you have implemented the plan and gathered follow-up data to determine if the plan is working or not working and made a decision to either adopt this plan as a permanent ongoing process or to end this plan and create a new one.

When action plans have several steps or stages it can be useful to define these steps or stages separately to make it easier to track their progress. To do this you can create a series of steps or stages for your action plan by clicking "+ Add Action Item" (circled in red on the top below).

You can add as many action items (i.e. steps or stages) as you like. Each time you add an action item you will see this:
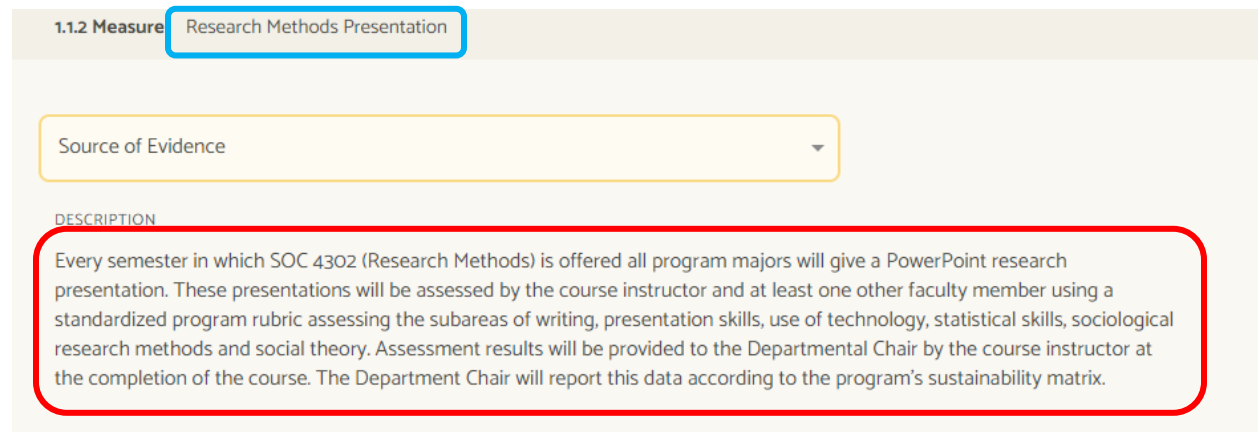
There is also a place to enter a description, a due date, and a status for the step or stage (circled in blue on the bottom above).

Creating and Editing a Measure

To edit a Measure, you need to provide both a short title and a longer description of the Measure. The title goes in the space circled in blue. The description goes in the space circled in red.

For an existing Measure:

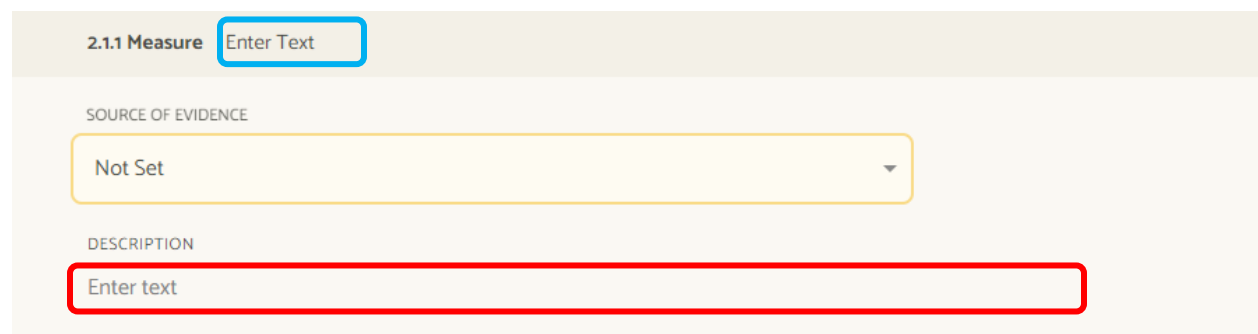**1.1.2 Measure** Research Methods Presentation

Source of Evidence ▼

DESCRIPTION

Every semester in which SOC 4302 (Research Methods) is offered all program majors will give a PowerPoint research presentation. These presentations will be assessed by the course instructor and at least one other faculty member using a standardized program rubric assessing the subareas of writing, presentation skills, use of technology, statistical skills, sociological research methods and social theory. Assessment results will be provided to the Departmental Chair by the course instructor at the completion of the course. The Department Chair will report this data according to the program's sustainability matrix.

For a new Measure:

Note: You can create a new Measure by clicking on the + sign
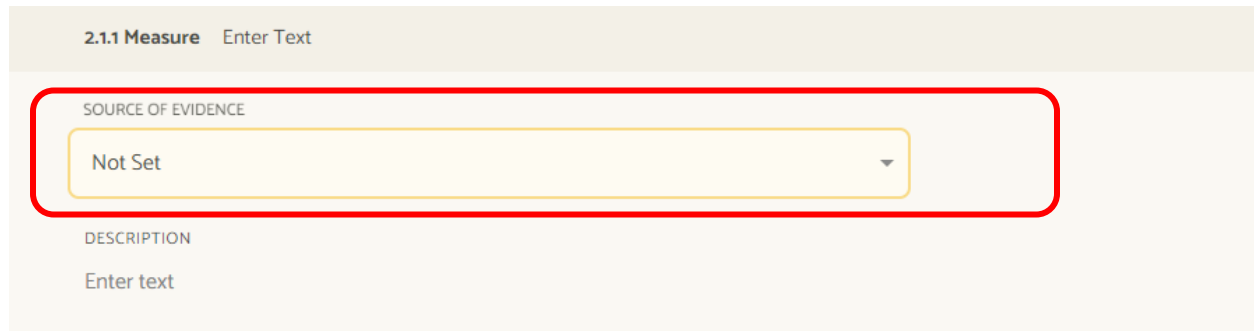
2.1.1 Measure Enter Text

SOURCE OF EVIDENCE

Not Set ▼

DESCRIPTION

Enter text

You will also need to select the type of evidence being used by the measure (presentation, paper, exam, etc.) by clicking on the arrow in the Source of Evidence box, circled in red below:
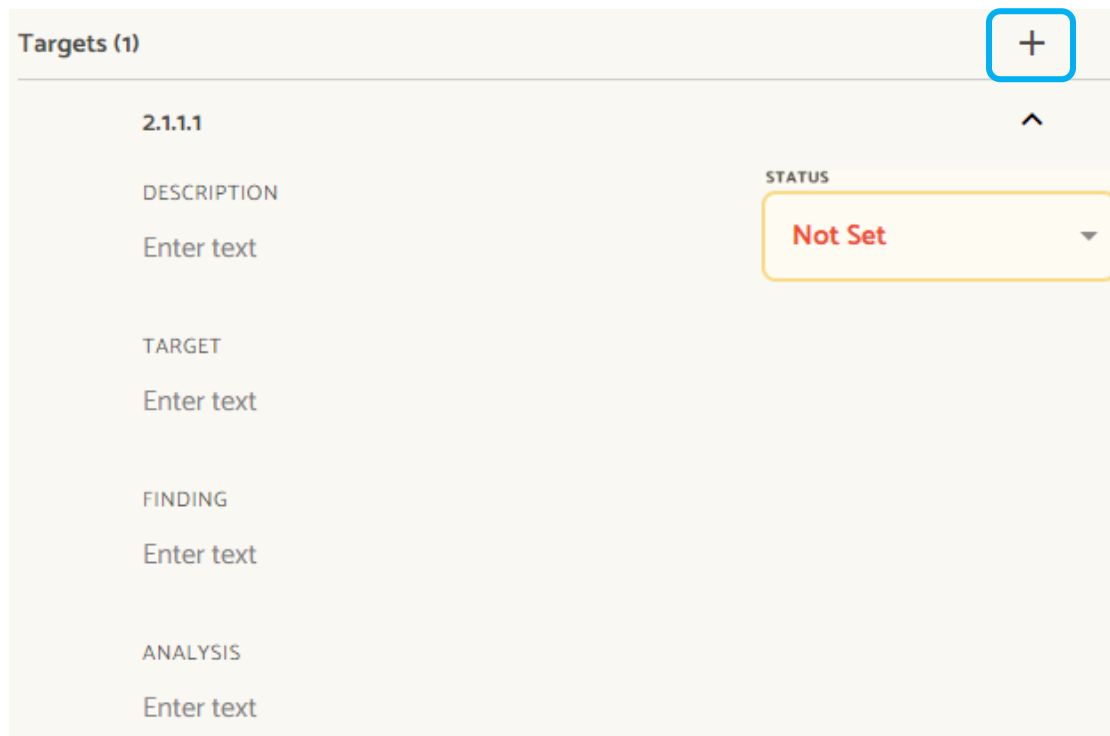

When the list of options pulls up you can scroll through it or use the search bar that comes up with it to find the type of evidence you are using in the measure.

Creating and Editing a Target and Findings

Targets are found under measures and have several components. You can create a new Target by clicking on the + sign (circled in blue below). When you do you will see:

The description of the target and the target itself are entered in the areas on the top left circled in red.

After you gather findings you can enter them in the areas on the bottom left circled in blue. The Finding box allows you to say what your data was and the analysis box allows you to describe what this data means, describe your line item data, describe your data trends, etc.

After you have entered your findings you need to select the status that appropriately indicates what your findings revealed about whether or not students met your target (circled in black to the right above).

If you have no reported findings for a measure in a given year, be sure to select the "Not Reported This Period" status for your findings for that measure.

Project Attachments

Each project in weave has a document repository. This repository is called the "Project Attachments" and is located at the very bottom of your project. It will look like this:

The number with the parentheses next to "Project Attachments" tells you how many documents you have in your repository. The arrow to the right of this allows you to see or not see a listing of all your documents. For example, if I click the arrow (circled in red above) I will see a list of the documents in this repository:

To see a document in the repository just click on its name.

To upload a document, you can either drag and drop the file into the box circled in blue above, or click the "browse for files" link in the box to search for files on your computer to upload.

You can sort your documents by name or by upload date by clicking on the relevant title at the top of the columns.

IMPORTANT TO KNOW – Documents in the Project Attachment do not clone from year to year – they remain only in the year in which they were uploaded. So if you do not want to have to hunt for important files in the future, at the end of each assessment year when you clone your

project you should upload copies of the rubrics for your measure, your course map, and your sustainability map into the new project's Project Attachment document repository.

Creating Reports

You can create and save a full report of your assessment projects. To do so select the "Reports" tab at the top of the Weave page (circled in blue below):
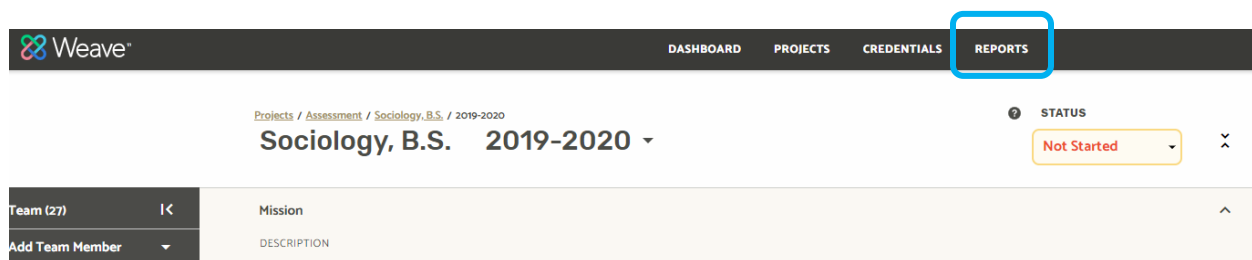
On the following screen select "Assessment" as the type of report and then click "Create New Report". Note: If you want to see old reports you have generated you can click "View Saved Reports".

On the following screen you must select a report type. To generate a report that organizes your assessment elements vertically in outline form similar to how projects are listed in Weave, select "Page View". To generate a report that organizes your assessment elements horizontally in columns, select "Table View". The table view can make it easier to see how the elements of an assessment plan are related to each other. So you might want to experiment with both types of reports to see which works best for your needs.

Once you have selected a type of report you must enter a "Report Title". This is how you will be able to identify the report in Weave if you look at your saved reports.

The "Executive Summary" and "Report description" boxes are optional and do not need to be completed to run a report.

When you are finished, click on the "Next" button.

On the following screen you must select the program for which you want to generate a report. Remember when selecting the program to choose the appropriate year for that program.

You select a program by clicking the checkbox to the left of the program's name (circled to the left in red below).

You can use the search bar and sort features to help you identify the program for which you want to create a report (circled in blue across the page below).

You can include as many projects as you want in any given report by just clicking on the checkboxes next to each program you wish to include.

Once you have selected your programs, click on the "Next" button.

The following page lets you customize the elements that will appear in your report. It will default to include all the elements. If you do not wish to include some of the elements simply click the yellow check-marked boxes to unselect elements.

When you have selected all your elements click on the "Compile Report" button and your report will be generated.

To save your report (necessary to print it out in a clear format), click on the "Save Report" box (circled in blue below):

When you do, your saved report screen will appear. You will see your report being processed. This will typically take about 15 to 20 seconds to do. When it is ready for download, the "Processing" status will change to a download box (you can see examples of both circled in red below).
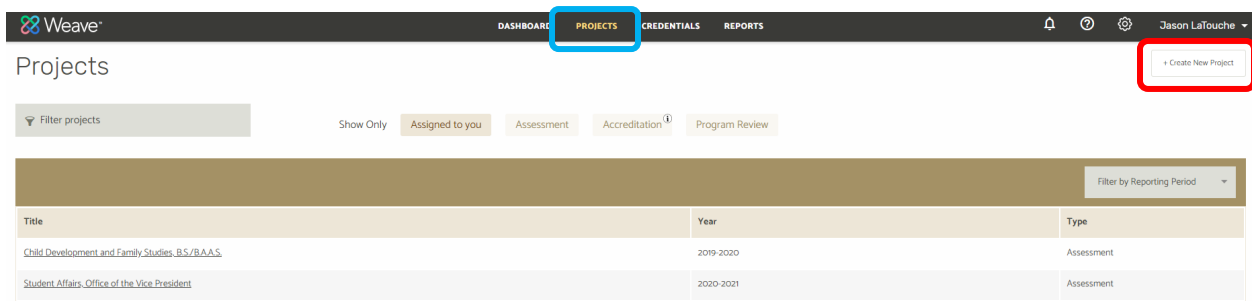

Just click on "Download" to download your report.

Cloning An Assessment Project and Setting A Project Status

Every August faculty meet to close out and make final adjustments to assessment Projects for the year just ending and to make adjustments to their assessment Projects for the year just beginning.

After you have made your final changes to your assessment project for the assessment year just ending it will be time to clone your project into the next year. This will create a copy of your current assessment project to use as the basis of your next year's assessment project. With this in mind, you do not want to clone your previous plan until you have made all your changes to it because otherwise those changes will not be cloned into the new project.

When you are ready to clone your project, click on the "Projects" tab at the top of the Weave page (circled in blue in the center below) and then on the "Projects" page click on the "+ Create New Project" button (circled in red to the right below).

On the following page, select "Duplicate an existing Assessment Project" and click "Next":

On the following page, select the program you wish to clone. Be sure to select the appropriate year for the program (the year just ending). In this example, I am cloning the 2019-20 Sociology project to create a new 2020-21 Sociology project:

Which Project?

FILTER PROJECTS

| sociology | | Filter by Reporting Period | ▼ |

Title ▼	Year
⬤ Department of History, Sociology, and Geography/GIS	2019-2020
⬤ Sociology Core Course - 1301 Introduction to Sociology	2019-2020
⬤ Sociology Core Course - 2303 Race and Ethnic Relations	2019-2020
🟡 Sociology, B.S.	2019-2020

On the following page, confirm the Project you wish to clone and choose the "reporting period" (circled in blue to the right below) you wish to create – i.e. this will be the year of the newly created Project:

Confirm the title and reporting period for the new project

PROJECT TITLE

Sociology, B.S.

REPORTING PERIOD

2020-2021

Your new project will be linked to **Sociology, B.S., 2019-2020.**
Would you like to use findings data from the previous project to start the new one?

Back   No, start empty   Yes, start pre-filled

Then choose the "No, start empty" button (circled in red above in the center). This will keep your findings entered in the year in which they were gathered. Otherwise your new project will be pre-populated with your last year's findings.

When you select this button your new Project will be created.

Your new Project will have all the information you had for Mission, Goals, Outcomes, Planned and In-Progress Action Plans, Measures, and Targets. Your findings box will be empty, awaiting your findings in the upcoming year.

Your new Project will not copy over your Supported Initiatives, so you will need to re-select them in the new year. Instructions on how to do this are contained in the guidebook. You can read them by clicking here.

Your new Project will also not copy over any documents you have in your Project Attachment document repository. This means important documents such as the rubrics for your measures, course maps, and sustainability maps will stay in the Project Attachment section of whatever year they were uploaded in. It is recommended that you copy these documents and upload them into your cloned project to keep you from having to search for them year-by-year.