

Accessing WEAVEonline

Logging In

1. Type the following into the address line of your browser: <http://www.bhc.edu/weaveonline>
2. The screen should say: "Welcome Black Hawk College WEAVEonline user...", if it does not, double check the address you entered. Once correct, create/edit a bookmark/favorite with this exact address before logging in.
3. Enter your WEAVEonline ID (email address before the @ and password and click **Login**.
4. Click Password **Trouble?** to email your WEAVEonline Administrator from this page.

Home

1. Review **Local News** for important information and **WEAVEonline News** for announcements.
2. Use the **Email Admin** link on the bottom left of all application pages to send an email to your WEAVEonline Administrator.
3. In the **Cycle and Entity Selection** section, just below the navigation bar, use the dropdown boxes to select the Cycle and Entity in which you wish to work.

Unit Assessment Plan: Mission through Findings

Entering and Editing the Mission – Due March 1, 2013

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Mission/Purpose** from the dropdown menu.
3. To add a Mission, click **Add Mission/Purpose**.
4. In the appropriate text boxes enter the entity's mission, and any additional information about that mission.
5. Select in which cycle the Mission is established and the cycle through which it will be active.
6. Select the appropriate Data Entry Status (**Draft/In Progress** or **Final**).
7. When done, click **Save**.
8. Click **Edit** to make changes.

Entering a Goal

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Goals** from the dropdown menu.
3. Under Goals, click **Add**.
4. In the appropriate text boxes, enter a condensed description (title) and a complete description.
5. Select in which cycle the Goal is established and the cycle through which it will be active.
6. Select the appropriate Entry Status (**Draft/In Progress** or **Final**).
7. When done, click **Save**.

Entering an Outcome/Objective

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Outcomes/Objectives** from the dropdown menu.
3. Under Outcomes/Objectives, click **Add**.
4. Select the **Established in** and **Active through** cycles.
5. In the appropriate text boxes, enter a condensed description (title) and a complete description.
6. Select **Yes** or **No** next to designate whether this is a **Student Learning Outcome**.
7. Click **Add Associations** and add checkmarks where relevant. Leave these sections open (do not press **Cancel**) if changes were made.
8. Select the appropriate Data Entry Status (**Draft/In Progress** or **Final**).
9. When done, click **Save**.

Entering a Measure

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the dropdown menu.
3. Under Measures & Findings, click **Add**. *Please Note: A Measure cannot be added unless at least one Outcome/Objective exists.*
4. Select *one* Source of Evidence for the Measure (there is a generic choice at the top of each category).
5. In the appropriate text boxes, enter a condensed description (title) and a complete description.
6. Check the box next to each Outcome/Objective related to the Measure.
7. Select the **Established in** and **Active through** cycles.
8. Select the appropriate Data Entry Status (**Draft/In Progress** or **Final**).
9. When done, click **Save**.

Entering an Achievement Target

Please Note: Every Measure must have an Achievement Target in order to enter Findings.

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the dropdown menu.
3. Expand the Measure for which you need to add Target, either by clicking the **expansion triangle** next to the Measure or by clicking the **Expand All** button.
4. Click **Add Target**.
5. Enter a summary of your Target inside textbox.
6. Select the **Established in** and **Active through** cycles.
7. Select the appropriate Data Entry Status (**Draft/In Progress** or **Final**).
8. When done, click **Save**.

Entering Findings- **FY2012-2013 Findings Due July 15, 2013**

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the dropdown menu.
3. Expand the Measure for which you need to add Findings, either by clicking the **expansion triangle** next to the Measure or by clicking the **Expand All** button.
4. Click **Add Finding**.
5. Enter a summary of your Findings for the Measure–Outcome/Objective pair.
6. Identify if your findings indicate that your Achievement Target was **Met**, **Partially Met**, or **Not Met**.
7. Select the appropriate Entry Status (**Draft/In Progress** or **Final**).
8. When done, click **Save**.

Editing a Goal, Outcome, Measure, Achievement Target or Finding

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Make the appropriate selection from the dropdown menu.
3. Expand the item you wish to edit, either by clicking the **expansion triangle** next to the item or by clicking the **Expand All** button. To edit an Achievement Target or Finding, expand the appropriate Measure.
4. Click **Edit**, **Edit Achievement Target** or **Edit Finding**, as appropriate.
5. Make any changes and update the Entry Status (**Draft/In Progress** or **Final**) as needed.
6. When done, click **Save**.

Action Plans -NEW-

Please Note:

- Action Plans can be entered from within the Assessment > Measures & Findings section by selecting the **Add New Action Plan** button or by using the method outlined below. Existing Action Plans can be related using the **Manage Action Plan Relationships** button within the Assessment > Measures & Findings section or within Action Plan Tracking by selecting Details for the appropriate Action Plan.
- Action Plans should be created when improvements are being planned or implemented that will benefit the Mission/Purpose, Goals, and/or Outcomes/Objectives of your entity.
- Any Finding that is 'not meeting' or only 'partially meeting' the Target for a Measure-Outcome/Objective related pair should have an Action Plan.
- An Action Plan should show how you are taking the data gained from the assessment process and applying this knowledge to improve either student learning or other mission-driven services or functions.
- **NEW- BUDGET INCREASE ALIGNMENT: At the direction of your President's Cabinet member- written documentation, preferably in the form of a WEAVEonline Action Plan, must be submitted with budget request for any increase over 5% in a pool budget (5300 through 57000).**

Entering an Action Plan –

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Action Plan Tracking** from the dropdown menu.
3. Click **Add New**.
4. Click **Add Relationships** to link the Action Plan to specific Measure-Outcome/Objective pairs.
5. Select the **Implementation Status** of the plan.
7. Enter the appropriate information in the available text boxes and select a Priority from the dropdown menu.
8. Select the **Established in** and **Active through** cycles.
9. Select the appropriate Data Entry Status (**Draft/In Progress** or **Final**).
10. When done, click **Save**.

Achievement Summary/Analysis – Program Review ONLY

Please Note: Analysis Questions are only used for those academic programs conducting a Program Review.

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Achievement Summary/Analysis** from the dropdown menu.
3. In the section at the top of the page, expand (using the **Expand All** button or the **expansion triangles**) the Achievement Target Summary for an overview of actual results versus the intended Achievement Targets.
4. In the section at the bottom of the page, expand (using the **Expand All** button or the **expansion triangles**) Analysis Questions and click **Add Answer**.
5. Enter a response for the selected Analysis Question as directed by the Program Review Guidelines.
6. Select the appropriate Data Entry Status (**Draft/In Progress** or **Final**).
7. When done, click **Save**.

Annual/Special Reporting

Please Note: Annual/Special Reporting must be completed by all instructional and non-instructional units. This section is not required for those completing a Program Review. **FY2013-2014 Annual Reports are due August 16, 2013**

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Annual/Special Reporting** from the dropdown menu.
3. Expand (using the **Expand All** button or the **expansion triangles**) Annual/Special Reporting sections and click **Add Details**.

4. Enter details for the selected section.
5. Select the appropriate Data Entry Status (**Draft/In Progress** or **Final**).
6. When done, click **Save**.

Document Management

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Document Management** from the dropdown menu and click **Upload Document** to begin.
3. **Browse** for the document you wish to upload.
4. Enter a document name (required) and a description (optional).
5. Click **Save & Continue**.
6. When done, click **Save** to both load the document and make the connections.

Reports

Please Note: You may need to allow popups from *app.weaveonline.com* the very first time you run reports.

- 1) In the navigation bar located below the WEAVEonline logo, point to **Reports**.
- 2) Working from left to right, **Select a Cycle** for which you wish to run the report.
- 3) **Select a Report** from the second column. The following report types are most useful for the general user:
 - **Full Assessment Report:** The Detailed Assessment Report (DAR) generates a comprehensive summary of:
 - Mission/Purpose
 - Goals (if used as part of the assessment process)
 - Student Learning Outcomes, with any Associations and Related Measures, Achievement Targets, Findings, and Action Plans
 - A parallel section for any outcomes/objectives other than those primarily focused on student learning
 - Action Plan Details
 - Analysis Questions and Annual Report sections are also options, if desired
 - **Audit Reports:** Use the Audit Reports to see if there are any specific assessment areas in need of data entry (ex. Measures that Need Findings). A blank audit report is optimal.
 - **Data Entry Status (DES) Reports:** These reports are generated from the Entry Status field at the bottom of most data entry pages. You can check your progress here.
 - **NEW: Assessment Summary Chart (Unit Plan):** located under Special Assessment Reports must be printed, signed by supervisor and respective Cabinet member and submitted to the Office of Planning and Institutional Effectiveness by March 1, 2013
 - **NEW: Action Plans– Comprehensive Planning Report (Action Plan):** located under Planning & Budgeting Reports. Print the Comprehensive Planning Report to support any increase in any pool budget request that is greater than 5%. Report should be submitted as an attachment to your budget worksheets on or before March 1 2013.
- 4) **Select Report Entities** (entities that you want included within the report) from the third column, using one of the four options:
 - **All entities to which I have access:** Selecting this option will generate a report that includes all of the entities to which you have access.
 - **All entities through [level dropdown]:** This option is most useful for those with WEAVEonline Administrator access.
 - **Only entities at [level dropdown]:** This option is most useful for those with WEAVEonline Administrator access
 - **Selected Entities:** All entities to which you have access (and their parent entities) will show in this hierarchical list. Select as many entities as you would like to include in the report.
- 5) Once cycle, report, and entity (or entities) have been chosen, click **Next**.
- 6) Select report parameters as appropriate, and then click **Run**.

Help

If you need assistance while using WEAVEonline, you may choose to:

- 1) Use the WEAVEonline Integrated Help System:
 - Hover over  and choose 'Help For This Page' or 'Help Table of Contents.'
 - The former will display 'page-specific' help for the page you are viewing, while the latter will display the Help 'home page.'
 - Both options include a Table of Contents, Index, Search, Print, and Glossary capabilities.
- 2) Contact your campus WEAVEonline Administrator:
 - At the bottom of each page of the application there is an 'Email Admin' link. Click this link and follow the directions to send an email to your campus administrator(s).

WEAVEonline 2014 Unit Planning Overview and Open Lab

Join Kathy Malcolm as she highlights the 2014 process during the first 30 minutes of each of the WEAVEonline Forums and then stay for individual assistance navigating WEAVE.

February 7, 9:00-11:00 or 2:00-4:00 Teaching Learning Center

February 8, 2014 1:00-3:00, Building 2-107

Please register through the Employee Learning Center---insert hyperlink