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WEAVEonline is the official assessment software of Texas A&M University-Corpus Christi. The software has been designed in a template format to allow the user / writer to document unit assessment in a logical sequence: objectives, measures, achievement targets, findings, resulting action plans, analysis of assessment and a general annual report for summation of the unit’s work over the course of the assessed cycle.

The steps in this guide illustrate and explain how to use the WEAVEonline system to complete and/or edit unit plan assessment. For more information about the assessment process or for assistance with WEAVEonline, contact Dr. Bridgette Hardin, with the Office of Planning & Institutional Effectiveness, at:

bridgette.hardin@tamucc.edu
1 Logging in to WEAVEonline

To login to WEAVEonline:

Logging into WEAVEOnline requires you to have your user ID and a password. Your user ID is your first name and last name, with a period between the two.

**EX: Jane Doe's user ID would be: jane.doe**

If you do not have your password, or you forgot your password, the system can generate a temporary one for you. Simply click on the “reset password” option.
2 WEAVEonline Home Page

When you log in to WEAVEonline, always check the news items on the home page. Important news from the university regarding assessment deadlines, software advice and other pertinent information from WEAVEonline are displayed on this page.

A NOTE ABOUT THE TABS:

Only WEAVEonline Administrators have access to ADMIN TOOLS. Most WEAVEonline users are classified as writers, reviewers, and/or approvers with access limited to Home, Assessment, and Reports TABS.
3 Accessing a Cycle and Program

From the home screen the user is able to access his/her unit plan from a drop down menu box. In the example above, the “University Strategic Plan” has been selected. Another item to point out is the cycle. Unit cycles can also be selected through a drop down menu. The above example reflects the 2008-09 cycle.

**TIP!**

Cycles are color-coded to help the user identify the cycle he/she is currently viewing in WEAVEonline:

- **GRAY** for past cycles
- **YELLOW** for the previous cycle
- **BLUE** for the current cycle

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4 Glossary of Drop-Down Menu Items

The following table lists and briefly describes the drop-down menu options under the Assessment Tab:

<table>
<thead>
<tr>
<th>Drop-Down Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission/Purpose-</td>
<td>Add, edit, or inactivate the Mission/Purpose statement</td>
</tr>
<tr>
<td>Goals-</td>
<td>An optional section in the unit plan that allocates space for documenting a broad statement about what the unit wishes to accomplish.</td>
</tr>
<tr>
<td>Outcomes/Objectives-</td>
<td>Add, edit, or inactivate objectives established as a means of satisfying the unit’s mission. Objectives are generally statements of general intentions, describing intended accomplishments.</td>
</tr>
<tr>
<td>Measures &amp; Findings-</td>
<td>Add, edit, or inactivate measures and achievement targets. The measure identifies the process, procedure, project, and/or report used to determine the unit’s ability to achieve its objective(s). Achievement targets are the level of anticipated success the unit hopes to achieve in accomplishing its objective(s). Findings are the results or levels of accomplishment the unit actually achieved. Findings are then reviewed to determine the level of success the unit had in achieving its objective.</td>
</tr>
<tr>
<td>Action Plan Tracking-</td>
<td>Add, edit or terminate a planned action. Action plans are created and implemented by the unit to address partially met and unmet achievement targets set by the unit. Additionally, action plans can be separate “Enhancement Plans” established by the unit to address unit initiatives or budget requests not directly connected to an objective noted in the unit plan.</td>
</tr>
<tr>
<td>Achievement Summary/ Analysis-</td>
<td>Subjective questions requiring thoughtful responses pertaining to unit performance during the assessment cycle. Questions are designed to address two key areas of unit performance: improvement and strength- both of which are based on unit performance.</td>
</tr>
<tr>
<td>Annual / Special Reporting-</td>
<td>This section allows for documentation in the following areas: *Executive Summary- Overall “year in review” summation Administrative Unit Accomplishments Teaching Results/ Accomplishments Research/ Scholarly Activity Accomplishments Public/ Community Service *Anticipated Challenges *Closing the Loop/ Planned Actions *Summary of Requested Resources</td>
</tr>
</tbody>
</table>

All units are required to provide narration for the items noted with an asterisk. Academic units are to provide narration under Teaching, Research, and Community Service. Academic Support and Administrative units are to provide narration under Administrative unit accomplishments and any other applicable area, i.e. community service.
<table>
<thead>
<tr>
<th>Drop-Down Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Repository-</td>
<td>A section of the software for uploading documents supportive of assessment. Examples of uploaded documents include:</td>
</tr>
<tr>
<td></td>
<td>*NOTE: personally identifiable information should not be uploaded for confidentiality purposes. Personal information should be limited to award recognition, presentation participation and/or publication. Reports on faculty and/or staff performance should be at the unit level - not at the individual employee level.</td>
</tr>
</tbody>
</table>

- Accreditation Reports
- Generalized Performance Reports
- Audits
- Rubrics
- Syllabi
- Results of Surveys or Inventories (aggregate only)
- Projects (with personal identification markers removed)
- Aggregate Standardized Exam Results
- Lists of Faculty publications
Additional terms used in WEAVEonline include:

<table>
<thead>
<tr>
<th>WEAVEonline Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collapse All-</td>
<td>The option to minimize, or hide, the details of identified goals, objectives, and measures.</td>
</tr>
<tr>
<td>Expand All-</td>
<td>The option to expand, open /reveal, the details of identified goals, objectives, and measures.</td>
</tr>
<tr>
<td>Reorder-</td>
<td>The option to reorder goals, objectives and measures in the unit plan.</td>
</tr>
<tr>
<td>Established In Cycle-</td>
<td>The cycle identifying the academic year when objectives, measures, achievement targets and/or action plans were created and implemented.</td>
</tr>
<tr>
<td>Active Through Cycle- (Critical Piece)</td>
<td>The cycle identifying the academic year when objectives, measures, achievement and/or action plans were terminated/ concluded. (It is important to close out any of the aforementioned items if major changes are to be made them. Using the “ACTIVE THROUGH” option preserves previous documentation in previous cycles.)</td>
</tr>
</tbody>
</table>
| Entry Status-    | The documentation status of an identified objective, measure, achievement target, finding, action plan, analysis questions, and annual summary section. (It is important to mark each section as “FINAL” when finishing documentation.) Status can be defined as:  
  * Draft/ In-progress: The writer is still documenting the section and the unit plan is not ready for review.  
  * Final: The documentation is complete and the unit plan is ready for review. |
5 Entering & Editing the Mission Statement

Mission/Purpose statement

A unit's mission statement should be specific, identifying what the unit, department, or division does to achieve its mission as well as the mission of the university. The mission statement should be documented so that it clearly distinguishes the uniqueness of the unit / department or division when compared to other entities on campus. The mission statement entered in WEAVEonline should match the mission statement documented in university catalogs, when applicable.

The mission statements of academic programs should be structured with student learning outcomes in mind, while also stating intended contributions to the campus and other communities. The mission statements of administrative departments should focus on the department's purpose within the institution, the people served, and the value derived from the work provided to and for the institution.

THE MISSION STATEMENT MUST MATCH WHAT IS DOCUMENTED IN THE CATALOG.

To access the mission statement:

Select the ‘Assessment’ tab → highlight ‘Mission/Purpose’ → Click the left button on the mouse

![Image of WEAVEonline interface showing Mission/Purpose section]

Note: The mission statement is crucial in establishing context for unit objectives and measures. The mission statement serves as the "connector" to the University's overall mission. A strong mission statement should easily connect to the University's overall mission and vision.

If the procedure was performed correctly, the next screen to appear should look similar to the example provided on the following page (assuming that a mission statement has already been entered for the unit):
Note that the cycle and entity selection are still displayed on the screen to inform as to the cycle year and entity plan you are documenting in.

To add a new mission statement:

When starting from scratch, the mission statement screen may look something like this:

1. Click the ADD MISSION/PURPOSE button to create a new mission statement.
A screen similar to the example provided below should appear.

2. Enter the mission statement in the first text box field. The second text box field has been included to allow the writer space to document how the mission statement of the unit connects with the mission of the university. The second text box is optional.

**ACTIVE THROUGH STATUS:**

Once the mission statement has been entered identify the cycle **ACTIVE THROUGH** time frame. In most instances the mission statement will be continuous through the cycles. *Generally, the KEEP ACTIVE option is the appropriate choice.*

**ENTRY STATUS:**

Click the **FINAL** option for entry status when the mission statement has been completely documented and the cycle time frame has been established.

**NOTE:** An option to document using HTML is available. Simply click on the HTML option just below the text box. Otherwise, document in the DESIGN mode. DESIGN mode has been formatted to work and feel like a word document. Use the PREVIEW option to preview the look of the documentation.
To edit the mission statement:

1. Click the EDIT button to initiate the editing process. A screen similar to the example provided below should appear.

![Screen shot of Edit Mission/Purpose page](image)

2. Make the necessary documentation edits in the text box sections of the screen.
3. Verify the ACTIVE THROUGH status of the mission statement.
4. Select FINAL for the ENTRY STATUS.
5. Click SAVE to save the documented changes.

**CAUTION!**

If you are making **major changes** to the content of the mission statement you must close out the out-dated statement by using the ‘ACTIVE THROUGH’ drop down box. In the drop down box, select the last ACTIVE THROUGH cycle the mission statement was applicable for the unit.

*For example*, if the documentation contained within the mission statement was applicable in 2007-08, but not in future cycles, simply select 2007-2008 in the drop down box.
6 Entering & Editing Goals

Entering goals in WEAVEonline is an option and not a required component of the formal unit plan assessment process. Entering a goal is much like entering a mission statement. Please refer to the instructions noted below.

Goals

A goal is a broad statement of what the program hopes to accomplish. Using goals is optional. If the unit does not wish to document any goals it is suggested to contact the Office of Planning and Institutional Effectiveness and request to have the goals section “hidden” from the plan. When the goal option is hidden the unit plan is amended to include the following statement:

To add a goal

If the department decides to include a goal, or goals, to the unit plan, perform the following steps:

1. Click on the “ADD” button under Goals (as illustrated below):
The following screen should appear:

2. Enter a brief Title for the goal in the Condensed Description section.
4. Select the appropriate ACTIVE THROUGH CYCLE or keep active.
5. Update the ENTRY STATUS to FINAL.
6. Click the SAVE button to save the documentation.

Once all documentation has been saved the following screen should appear:
To edit a goal

To edit a goal perform the following steps:

1. Select the goal to be edited by clicking on the arrow located to the left of the goal's title.
2. Click the “EDIT” button located at the bottom of the goal's documentation
   A screen like the screen-shot noted below should appear:

   ![Assessment Summary - Edit Goal](image)

3. Make any necessary documentation changes in the text boxes provided.
4. Update the ENTRY STATUS to FINAL.
5. Click the SAVE button to save the edited information.

**NOTE:** An option to document using HTML is available. Simply click on the HTML option just below the text box. Otherwise, document in the DESIGN mode. DESIGN mode has been formatted to work and feel like a word document. Use the PREVIEW option to preview the look of the documentation.

**WANT TO DELETE A GOAL?**

If the unit should decide to delete a goal the unit leader must email Dr. Bridgette Hardin, with the Office of Planning and Institutional Effectiveness, for assistance. Only a WEAVEonline University Administrator can delete a goal.
7 Entering & Editing Outcomes/Objectives

An outcome or objective is a statement of intention, describing a task to be accomplished or a point to be reached. Well-formulated outcomes/objectives meet what have been called SMART criteria:

- **S** = Specific
- **M** = Measurable (Verifiable)
- **A** = Agreed Upon
- **R** = Realistic (Rigorous too)
- **T** = Time-Bound (The objective can be accomplished within a few cycles)

**Student learning outcomes**

Student learning outcomes (SLO) identify knowledge, skills, and abilities students should gain or improve upon through engagement in an academic program or other learning experience. Student learning outcomes are typically the most important outcomes for an academic program.

**When writing student learning outcomes:**

It is helpful to begin by saying, "Students will (or will be able to)...."
You should use action verbs to describe what students will know and be able to do (e.g., All Psychology students will be able to identify complex emotional problems during their final internships and then make appropriate referrals to existing counseling services).

**TIP!**

The key to a good outcome/objective statement is the verb. However, some verbs that are linked to learning, such as understand or know, are poor choices in an outcome/objective statement. Instead the unit should select verbs such as explain or execute.

A great resource is to refer to a Blooms Taxonomy Chart. (The chart has been included at the end of the manual). Both academic and administrative units can use the action verbs outlined in the Bloom’s Taxonomy Chart when forming unit objectives. The Office of Planning and Institutional Effectiveness recommends the use of “Bloom” verbs when formatting unit objectives.

Good outcome statements lead directly to identifying relevant measures for gauging the program's success in producing program completers (graduates) that display the characteristics expected of a program graduate.

**Administrative outcomes**

Units can assess administrative processes that are deemed essential for continuous quality improvement of the unit. Some examples of administrative assessment outcomes include:

- Processing of work orders / requests- timeliness, quality, customer service
- Progress on projects- setup, administration and completion
- Training of personnel- new hires, and professional development
- Attendance / Participation in conferences
- Customer Service Initiatives- Student, Faculty, Staff and Community
To add an outcome/objective:

1. Click the Assessment tab on the Navigation bar.
2. Click Outcome/Objective located within the drop-down box.

This screen should appear:

3. Click the ADD button under Outcomes/Objectives.
This screen should appear:

4. Enter the objective title in the **Condensed Description** text box

**CAUTION:** Do not enter any achievement target values in the title. The title is a brief descriptor of the general objective.

**EXAMPLE:**
*Incorrect title format:* The program will continue to grow by 5%.
*Correct title format:* The program will experience continued growth.

Achievement targets are intended to change over time and are intended to be connected with the measure that assesses the question, “Did we accomplish our objective?”

5. In the **Description** box, type the details of the objective.

**TIP!**

If this information already exists in another document you can **copy it and paste it** into this box.
6. Indicate whether or not this is a student learning objective by selecting YES or NO.
7. Associate your outcome/objective with the appropriate Goals (if used by the unit), Standards, General Education Outcomes, Institutional Priorities, and Strategic Plans.

   a. Click **Select** under the appropriate section.
   b. Select the check box next to each applicable item associated with the objective. You can select more than one in each section:

   **General Education or Core Curriculum**

   ![General Education or Core Curriculum](image)

   **Strategic Plan Associations**

   ![Strategic Plan Associations](image)

   8. In the **Associations** box, type additional association information if necessary.
   9. Select an **ENTRY STATUS**. (Be sure to select **FINAL** if all documentation is complete)
   10. Click **SAVE**.
   11. Repeat Steps 1–10 until all outcomes are entered.
The outcome/objective you just added now appears in the Outcomes/Objectives section of the Assessment Summary page.

The default view displays only the condensed description of the outcome. To see the entire outcome/objective, click the button next to the objective to expand the text. Click the button again to collapse the text.

To expand or collapse all objectives, click either Expand All or Collapse All.

To reorder Outcomes/Objectives:

1. In the Outcomes/Objectives section, click the Reorder button.

2. On the Reorder Objectives page, drag the outcome you want to move to the new location.

3. When a long dotted line appears in the new location, release the mouse. The outcome will appear in the new location and all outcomes will be renumbered accordingly. (See below image):

4. Click the SAVE button to lock in the reordered objectives.

**NOTE:** The reorder procedures are the same for reordering measures.
To edit an Outcome/Objective

1. If the outcome/objective is not expanded, click the button next to the objective to expand it.
2. Click Edit.

This screen should appear:
3. On the edit objective page, make any necessary changes to the objective.
4. Verify the ACTIVE THROUGH date.

**RECOMMENDATION 1:**
If minor edits to the title or description are made, be sure to reference the edits made in the Editing Log section. Providing this documentation allows for a connection to be made between the electronic unit plan and previously printed out unit plans stored in office files and/or official university archived records.

**RECOMMENDATION 2:**
If major edits to the title or description are made, be sure to actually close out the objective using the last cycle the objective was actually applicable and ACTIVE. Use the ACTIVE THROUGH drop down box to close out the objective. Major edits are any edits that completely transform the wording or context of the objective.

**CAUTION!!!!** It is CRUCIAL that original wording is preserved. Failing to close out the objective will result in documentation over-write, meaning that the changes made to the objective will replace previous documentation.

5. Verify the ENTRY STATUS as FINAL.
6. Click the SAVE button to save the changes made to the objective.

To inactivate or ‘close-out’ an Outcome/Objective:

1. If the outcome/objective is not expanded, click the button next to the objective to expand it.
2. Click Edit.
3. Access the ACTIVE THROUGH drop-down menu box.
4. Select the last cycle the outcome/objective was applicable for the unit.
5. Click the SAVE button to save the ACTIVE THROUGH cycle.

**NOTE:** An option to document using HTML is available. Simply click on the HTML option just below the text box. Otherwise, document in the DESIGN mode. DESIGN mode has been formatted to work and feel like a word document. Use the PREVIEW option to preview the look of the documentation.

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**WANT TO DELETE AN OBJECTIVE?**

If the unit should decide to delete an objective the unit leader must email Dr. Bridgette Hardin, with the Office of Planning and Institutional Effectiveness, for assistance. Only a WEAVEonline University Administrator can delete an objective.
8 Entering & Editing Measures

Measures are the sources of evidence referred to when determining the extent to which an outcome or objective has been accomplished / met.

For the objective: "Increase student enrollment in Communications/Theatre" the measure is obvious - use reports or other information that provide proof of student enrollment.

The outcome/objective best meets the SMART criteria when it has direct sources of evidence that can be referred to: i.e. Enrollment Records within the department and with Admissions & Records.

To add a Measure

1. Click the ADD button under Measures and Findings. (See image below):

   ![Assessment Summary Screen](image)

   The following screen will then be displayed:
2. Select a Source of Evidence. Only ONE source can be selected.

If none of the sources listed apply to your measure, select ACADEMIC DIRECT, ACADEMIC INDIRECT or ADMINISTRATIVE as the source type, then provide a description of the source in the description section of the measure.

**Direct measures** are considered primary sources of evidence as they directly measure performance and/or progress in an objective manner.

**Indirect measures** are considered secondary sources of evidence as the results of the measure stem from opinion and are subjective in nature.

3. In the Condensed Description box, enter a short title for the measure. This title will appear on the main Assessment page and in reports.

4. In the Description box, describe the measure.

**TIP!**

If this information already exists in another document, you can copy it and paste it into this box.
5. Select the objectives the measure relates to.
6. Identify the ACTIVE THROUGH cycle date using the drop-down box feature.
7. Update the ENTRY STATUS to FINAL.
8. Click the SAVE button to save the measure.

The following screen should appear if all aforementioned steps were performed correctly:

![Assessment Summary Screen]

**NOTE:** The entered measure will appear as COLLAPSED or hidden on the main Assessment Summary screen. To EXPAND the measure click the button to the left of the measure’s title. The measure will expand to reveal the following information:

![Expanded Measure Screen]
To edit a Measure

1. Click on the EDIT MEASURE button. The following screen should appear:

2. If necessary, click on the EDIT button to change the SOURCE OF EVIDENCE type.
3. Make any necessary changes in the text boxes provided.
4. Verify the ACTIVE THROUGH cycle date.

RECOMMENDATION 1:
If minor edits to the title or description are made, be sure to reference the edits made in the Editing Log section. Providing this documentation allows for a connection to be made between the electronic unit plan and previously printed out unit plans stored in office files and/or official university archived records.

Documentation in the Editing log should be structured much like the example noted below:

1. Change in title: Previous title WEAVEONLINE Audit changed to WEAVEonline Audit.
2. Change in wording: Description was modified to edit incorrect spelling of the word “submitted”.
RECOMMENDATION 2:
If major edits to the title or description are made, be sure to actually close out the objective using the last cycle the measure was actually applicable and ACTIVE. Use the ACTIVE THROUGH drop down box to close out the measure. Major edits are any edits that completely transform the wording or context of the measure.

CAUTION!!!! It is CRUCIAL that original wording is preserved. Failing to close out the measure prior to making the major changes will result in a documentation over-write, meaning that the changes made to the measure will replace previous documentation.

5. Verify the ENTRY STATUS as FINAL
6. Click the SAVE button to save the changes made to the measure.

NOTE: An option to document using HTML is available. Simply click on the HTML option just below the text box. Otherwise, document in the DESIGN mode. DESIGN mode has been formatted to work and feel like a word document. Use the PREVIEW option to preview the look of the documentation.

WANT TO DELETE A MEASURE?

If the unit should decide to delete a measure the unit leader must email Dr. Bridgette Hardin, with the Office of Planning and Institutional Effectiveness, for assistance. Only a WEAVEonline University Administrator can delete a measure.
9 Entering & Editing Achievement Targets

Once you add a measure, you will need to set an Achievement Target for that measure.

**Important:** You will NOT be able to add Findings unless you have identified achievement targets for each measure.

**To add an Achievement Target:**

1. If the measure is not expanded, click the button next to the measure to expand it.
   
   The expanded section includes the ADD ACHIEVEMENT TARGET button.
   
   See image below:

   ![Image of Measures & Findings](image)

2. Click the ADD ACHIEVEMENT TARGET button.
   
   The following screen should appear:

   ![Image of Assessment Summary - Add Achievement Target](image)
3. Document the achievement target in the text box provided.
   Achievement target documentation should include the anticipated level of success desired in order to satisfactorily meet the objective it is connected to.

   The achievement target establishes the “continuous growth / continuous improvement” expectation of the unit.

4. Verify the ACTIVE THROUGH cycle date.
5. Update the ENTRY STATUS to FINAL.
6. Click the SAVE button to save the documentation.
7. Using the button next to expand the affiliated measure to reveal the added achievement target.
   A screen similar to the image below should appear:

   ![Image of WEAVEonline Audit screen with achievement target]

To edit an Achievement Target:

**RECOMMENDATION:**
If major edits are intended for the achievement target, be sure to actually close out the achievement target using the last cycle the target was actually applicable and ACTIVE. Use the ACTIVE THROUGH drop down box to perform this step. Major edits are any edits that completely transform the wording or context of the achievement target.

**CAUTION!!!!** It is CRUCIAL that original wording is preserved for previous achievement targets. Failing to close out the achievement target prior to making major changes will result in a documentation over-write, meaning that the changes made to the achievement target will replace previous achievement target documentation. Go into the last cycle the achievement target was valid and close it out using the ACTIVE THROUGH drop-down box located in the EDIT screen.

If minor edits, i.e. grammatical wording “tweaks”, are required, perform the following steps:

1. Using the button next to expand the affiliated measure to reveal the achievement target.
2. Click on the EDIT ACHIEVEMENT TARGET button.
   This screen should appear:
3. Make the necessary edits in the text box provided.
4. Verify the ACTIVE THROUGH date. (Be sure to review recommendations and cautions noted above)
5. Verify ENTRY STATUS as FINAL.
6. Document what was changed in the editing log. (see below)

**RECOMMENDATION:**
If minor edits to the achievement target are made, be sure to reference the edits made in the EDITING LOG section. Providing this documentation allows for a connection to be made between the electronic unit plan and previously printed out unit plans stored in office files and/or official university archived records.

**NOTE:** An option to document using HTML is available. Simply click on the HTML option just below the text box. Otherwise, document in the DESIGN mode. DESIGN mode has been formatted to work and feel like a word document. Use the PREVIEW option to preview the look of the documentation.

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**WANT TO DELETE AN ACHIEVEMENT TARGET?**

If the unit should decide to delete an achievement target the unit leader must email Dr. Bridgette Hardin, with the Office of Planning and Institutional Effectiveness, for assistance. Only a WEAVEonline University Administrator can delete an achievement target.
10 Entering & Editing Findings

Findings are the actual accomplishments / results achieved by the unit. Findings can be documented within the MEASURES & FINDINGS section of the ASSESSMENT SUMMARY.

NOTE:
The option to document a measure’s findings will only be made available after an achievement target has been identified for the measure.

To add a Finding:

1. If the measure is not expanded, click the button next to the measure to expand it.
2. Locate the Achievement Target you wish to add findings for, and then click the ADD FINDING button.

The following screen should appear:

3. On the ADD FINDING page enter the Findings in the text box provided.
4. Select the appropriate ACHIEVEMENT TARGET status as Met, Partially Met, or Not Met.
5. Set the ENTRY STATUS to FINAL.
6. Click the SAVE button to preserve the documented finding.
To edit a Finding:

1. If the measure is not expanded, click the button next to the measure to expand it.
2. Locate the documented Findings you wish to edit, and then click **EDIT FINDING** button.

A screen similar to the one below should appear:

3. On the **EDIT FINDING** page, make any necessary changes to the documented findings.
4. Set the **ENTRY STATUS** to FINAL.
5. Click the **SAVE** button to preserve the documented changes.

**NOTE:** An option to document using HTML is available. Simply click on the HTML option just below the text box. Otherwise, document in the DESIGN mode. DESIGN mode has been formatted to work and feel like a word document. Use the PREVIEW option to preview the look of the documentation.
**11 Entering & Editing Action Plans**

Action plans are REQUIRED when a unit’s measure has not been met or only partially met. Units have the option to include additional actions, known as ENHANCEMENT ACTIONS, to support budget requests, and/or other processes not currently measured by the unit (i.e. actions to support upcoming events, meetings, administrative processes).

**Accessing the Action Plan Tracking page**

Access to the ACTION PLAN TRACKING page can be achieved two different ways.

**ACCESS OPTION #1**

To access the page using the ASSESSMENT TAB option, simply click on the tab and select ACTION PLAN TRACKING. (See below image for an example):

The following screen should appear:

![Image of Action Plan Tracking page](image-url)
To add an Action Plan

1. Click on the ADD ENHANCEMENT ACTION button located in the title bar of the page. See below for an example:

Once the button has been clicked the following screen should appear:
2. Connect the action plan to its affiliated objective(s) and/or measures by clicking on the ADD RELATIONSHIPS button. (See Below)

![Measure-Outcome/Objective Relationships]

The screen should expand to include the unit’s objectives / measures. (See below for an example):

![Add Action Plan]

3. Click on the box next to the appropriate objective / measure to establish a relationship between the objective / measure and the action plan.

**NOTE:**

Enhancement action plans do not require the unit to establish a relationship between objectives / measures and action plans. Relationships are only required when a measure was partially met or not met.

4. Proceed with the action plan by entering in the ACTION'S STATUS:

![Add Action Plan]

![Add Action Plan]
PLANNED: The unit anticipates the implementation of the action within 1 to 2 cycles. 
IN-PROGRESS: The plan was initiated during the current cycle, but not yet completed. 
FINISHED: An action plan was initiated and completed during the current cycle. 
ON-HOLD: The unit has decided to place a hold on the action plan but intends to proceed with the action at a later time. (This option is usually selected due to budget or other resource issues) 
TERMINATED: The unit has terminated the action plan- usually due to a unit abandoning an objective or measure.

5. Provide a condensed description title in the text box provided. 
6. Provide a detailed description of the action in the text box provided. 

   The detailed description includes defining documentation of the action plan, an explanation of the timeframe and details describing any resource or other budget requests. 
   NOTE: The bulk of the documentation will be contained in the detailed description section.

7. Identify the target date of full implementation by month and year (i.e. month: 07; year: 2010) 

8. SKIP TARGET DATE DESCRIPTION BOX- LEAVE BLANK. Description details are to be noted in the detailed description box- as described in step 6. 

9. Identify the priority as HIGH, MEDIUM, or LOW using the drop-down box provided. 
10. Identify the responsible person/party in the text box provided. 

11. SKIP ADDITIONAL RESOURCES NEEDED BOX- LEAVE BLANK. Description details are to be noted in the detailed description box- as described in step 6. 

12. Identify WHOLE DOLLAR budget amounts requested. 
13. Select the ESTABLISHED CYCLE using the drop-down box provided. 
14. Select an ACTIVE THROUGH date using the drop-down box provided. The default is KEEP ACTIVE. 
15. Update the ENTRY STATUS to FINAL. 
16. Click the SAVE button to preserve the documentation entered. 

ACCESS OPTION #2 

To create an action plan for partially met or unmet measures perform the following steps: 

1. In the MEASURES & FINDINGS section go to the measure containing a partially met or not met achievement target, as noted in the findings. 
2. If the measure is not expanded, click the button next to the measure to expand it. 
   A screen similar to the one on the following page should appear:
3. Click on the ADD ACTION PLAN button to access the ACTION PLAN TRACKING page.
4. Follow steps 2-16 noted in the Action Plan Tracking ACCESS OPTION #1.

To edit an Action Plan

1. Access the Action Plan Tracking page using either ACCESS OPTION #1 or #2.
2. Locate the Condensed Description Title of the Action Plan in need of editing.
3. Click on the DETAILS button located to the right of the Condensed Description Title.
A similar screen should appear:

4. Click on the EDIT PLAN button.
5. A screen similar to the ADD ACTION PLAN should appear.
6. Make any necessary changes to the following boxes:

- Condensed Title
- Description
- Target Month and / or Year
- Responsible Person or Party
- Whole Dollar Amount Requested

7. Do not enter anything in the TARGET DATE DESCRIPTION or the ADDITIONAL RESOURCES NEEDED boxes.
8. Update and / or verify the ESTABLISHED CYCLE using the drop-down box provided.
9. Select an ACTIVE THROUGH date using the drop-down box provided. The default is KEEP ACTIVE.
10. Update the ENTRY STATUS to FINAL.
11. Click the SAVE button to preserve the documentation entered.

The unit can include any notes pertaining to the action plan by performing the following steps:

1. Access the Action Plan Tracking page using either ACCESS OPTION #1 or #2.
2. Locate the Condensed Description Title of the Action Plan in need of editing.
3. Click on the DETAILS button located to the right of the Condensed Description Title.
4. Select ACTION PLAN NOTES

The following screen should appear:
5. Click the ADD NOTE button
   The following screen should appear:

6. Enter the note(s) in the text box provided.
7. Click the SAVE button to preserve documentation.
12 Entering & Editing Achievement Summary / Analysis

The Achievement Summary / Analysis section of the unit plan is subjective in nature allowing the unit leader to identify areas of strength and areas of concern based on the results documented in the unit plan.

To answer the Achievement Summary / Analysis questions

1. Under the ASSESSMENT tab click on ACHIEVEMENT SUMMARY / ANALYSIS in the drop-down box provided.  
(See image below):

![Image of the WEAVEonline interface showing how to access the Achievement Summary / Analysis section]

The following screen should appear:

![Image showing the Achievement Summary / Analysis screen]

NOTE: This screen provides a summary of achievement target success. Using the EXPAND ALL button the unit plan writer can briefly audit the achievement targets on the basis of achievement category (met, partially met, or not met). The intent is to review the summary before providing responses to the two analysis questions.
2. Click the EXPAND ALL button to access the ADD ANSWER BUTTONS (See below)

3. Click on the ADD ANSWER button to access the text box for each question listed. The following screen should appear:

4. Answer the question in the text box provided.
5. Update the ENTRY STATUS to FINAL.
6. Click the SAVE button to preserve the documented answer.
7. Repeat steps 3-6 for the second question.
To edit the Achievement Summary / Analysis questions

1. Under the ASSESSMENT tab click on ACHIEVEMENT SUMMARY / ANALYSIS in the drop-down box provided.
2. Click the EXPAND ALL button to access the ADD ANSWER BUTTONS
3. Click on the EDIT ANSWER button, located below the question, to access the text box for editing purposes.
   (See image below for location)

4. Make any necessary edits in the text box provided.
5. Update the ENTRY STATUS to FINAL.
6. Click the SAVE button to preserve all documentation changes.
13 Entering & Editing Annual / Special Reporting

The ANNUAL / SPECIAL REPORTING section of the annual report was developed to allow for documentation in the following areas:

Executive Summary
- Administrative Unit Accomplishments
- Teaching Results / Accomplishments
- Research/Scholar Activity Accomplishment
- Public/Community Service
- Anticipated Challenges
- Closing the Loop / Planned Actions
- Summary of Requested Resources

Documentation requirements for this section are as follows:

<table>
<thead>
<tr>
<th>ACADEMIC UNITS</th>
<th>ACADEMIC SUPPORT UNITS</th>
<th>ADMINISTRATIVE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td>Executive Summary</td>
<td>Executive Summary</td>
</tr>
<tr>
<td>Teaching Results</td>
<td>Administrative Unit Accomplishments</td>
<td>Administrative Unit Accomplishments</td>
</tr>
<tr>
<td>Research/Scholar Activity</td>
<td>Anticipated Challenges</td>
<td>Anticipated Challenges</td>
</tr>
<tr>
<td>Public/Community Service</td>
<td>Closing the Loop</td>
<td>Closing the Loop</td>
</tr>
<tr>
<td>Anticipated Challenges</td>
<td>Summary of Requested Resources</td>
<td>Summary of Requested Resources</td>
</tr>
<tr>
<td>Closing the Loop / Planned Actions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of Requested Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documentation in each section should be summative in nature. The documentation in this section should provide the BIG PICTURE of unit performance for the cycle year.

Documentation in the accomplishment section of the annual summary should be scoped/phrased to emphasize the highlights of the unit performance and accomplishments.

Documentation in the “Closing the Loop” section should focus on what the unit plans to do in the upcoming cycle(s) to promote continuous quality improvement. Referencing the ACTION PLAN section would be helpful in the documentation process.

Documents uploaded in the DOCUMENT REPOSITORY can be connected to the annual summary.
To enter narratives in the Annual / Special Reporting section of the unit plan

1. Under the ASSESSMENT tab click on ANNUAL / SPECIAL REPORTING in the drop-down box provided.

The following screen should appear:

2. Click on the EXPAND ALL button to reveal the ADD DETAILS button. The screen image will change to reflect the ADD DETAILS button:
3. Click on the ADD DETAILS button located under the header section requiring documentation (i.e. Executive Summary).

The following text box screen should appear:

4. Enter documentation in the text box provided.

**NOTE:** An option to document using HTML is available. Simply click on the HTML option just below the text box. Otherwise, document in the DESIGN mode. DESIGN mode has been formatted to work and feel like a word document. Use the PREVIEW option to preview the look of the documentation.

5. Update the ENTRY STATUS to FINAL.
6. Click the SAVE button to preserve documentation.
7. Repeat steps 3-6 for all required and applicable header sections of the annual summary.

**To enter narratives in the Annual / Special Reporting section of the unit plan**

1. Under the ASSESSMENT tab click on ANNUAL / SPECIAL REPORTING in the drop-down box provided.
2. Click the button next to the annual summary header to expand it.
3. Click the EDIT button to open the text box screen.
4. Make the necessary changes to the section’s documentation.
5. Update the ENTRY STATUS to FINAL.
6. Click the SAVE button to preserve documentation.

**IMPORTANT!**

The annual report summation narrative should emphasize the “closing the loop” process by documenting examples of how results were analyzed and used to make improvements within the unit.
14 Using the Document Repository

The Document Repository allows you to store documents to support various aspects of your assessment plan.

**CAUTION!**

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

**To access the Document Repository:**

1. On the **Navigation bar**, click the **ASSESSMENT** tab.
2. In the drop-down menu, click **Document Repository**.

   A screen like this should appear:

   ![Document Repository Screen]

**To add a document to the Document Repository:**

1. Click on the “Upload Document” button located within the **Document Repository** screen.

   A screen like this should appear:

   ![Upload Document Screen]
2. Click **Browse** to locate the document you want to upload. The system will allow you to search for documents on your hard-drive.

3. Give the document a brief, yet recognizable, title in the DOCUMENT NAME section.

4. Describe the contents of the document in the DESCRIPTION section.

5. Click “SAVE AND CONTINUE”

   A screen like this should appear:

   ![Image of the WEAVEonline User Guide](image)

   6. Connect the uploaded document to one or more sections of the unit plan.

   7. To connect the document click on the arrow by each section to expand upon it.

      The screen shot below illustrates this process (example: annual report section):

      ![Image of the WEAVEonline User Guide](image)

     8. Click on the box located next to each item to connect the document.

     9. Click the save button located at the bottom left of the screen.
To view, edit or delete a document in the Document Repository:

Use the icons located in the Document Repository ACTIVE DOCUMENTS screen (the main repository screen) to view or delete the document. Click on the document name to edit the document.

<table>
<thead>
<tr>
<th><strong>To:</strong></th>
<th><strong>Do this:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>View a document</td>
<td>Click the icon.</td>
</tr>
<tr>
<td>Edit a document</td>
<td>Click the name of the document.</td>
</tr>
<tr>
<td>Delete a document</td>
<td>Click the icon.</td>
</tr>
</tbody>
</table>

To edit a document in the Document Repository:

The option to edit a document in the DOCUMENT REPOSITORY is available for the following edits:

- Modify the Document Name
- Modify the Document Description
- Modify or Add Connections Between the Document and the Unit Plan

To edit a document, perform the following steps:

1. Click on the name of the document to be edited (name of the document should be underlined like a link)

See the image below:
One a document has been selected for editing the following screen should appear:

2. Enter necessary documentation changes in TITLE or DESCRIPTION.
3. Modify or add any CONNECTIONS as needed.
4. Click the “SAVE” button to save the edited changes.
15 Printing Reports

To Run a Report:

1. Select the ‘REPORTS’ tab.
2. Follow the prompts (noted in red)

3. Click the NEXT button.

   a. Select cycle
   b. select a report

   c. Select entity by checking the box next to the entity name
      i. Example: University Strategic Plan
      ii. Select one entity at a time if you wish to run an isolated report
      iii. Selecting more than one entity will run all the reports together
The following screen will appear:

Run the report and print as per printing option made available on the next screen:

**TIP:**

You must allow POP-UPS for the report to run.

Look at the top of the address bar- if you see a yellow bar, click on it and select,

"ALWAYS ALLOW POP-UPS FROM THIS SITE"

Once you allow the pop-ups the completed report should appear.
When you select the “Print this Report” you should have this message box pop up:

![Print dialog box](image)

Print as usual.

From this screen you should also be able to save the report as a PDF.
Additional Resources
Bloom's Taxonomy: An Overview
(As provided by Pearson Education, Inc. © 2009)

Asking students to think at higher levels, beyond simple recall, is an excellent way to stimulate students' thought processes. Different types of questions require us to use different kinds or levels of thinking.

According to Bloom's Taxonomy, human thinking skills can be broken down into the following six categories.

1. **Knowledge**: remembering or recalling appropriate, previously learned information to draw out factual (usually right or wrong) answers. Use words and phrases such as: how many, when, where, list, define, tell, describe, identify, etc., to draw out factual answers, testing students' recall and recognition.

2. **Comprehension**: grasping or understanding the meaning of informational materials. Use words such as: describe, explain, estimate, predict, identify, differentiate, etc., to encourage students to translate, interpret, and extrapolate.

3. **Application**: applying previously learned information (or knowledge) to new and unfamiliar situations. Use words such as: demonstrate, apply, illustrate, show, solve, examine, classify, experiment, etc., to encourage students to apply knowledge to situations that are new and unfamiliar.

4. **Analysis**: breaking down information into parts, or examining (and trying to understand the organizational structure of) information. Use words and phrases such as: what are the differences, analyze, explain, compare, separate, classify, arrange, etc., to encourage students to break information down into parts.

5. **Synthesis**: applying prior knowledge and skills to combine elements into a pattern not clearly there before. Use words and phrases such as: combine, rearrange, substitute, create, design, invent, what if, etc., to encourage students to combine elements into a pattern that's new.

6. **Evaluation**: judging or deciding according to some set of criteria, without real right or wrong answers. Use words such as: assess, decide, measure, select, explain, conclude, compare, summarize, etc., to encourage students to make judgments according to a set of criteria.

**TIP!**

Administrative units can use the action verbs identified in the Bloom's Taxonomy chart when forming objectives applicable to administrative assessment. (See the following example):

*The Office of Planning and Institutional Effectiveness will construct a comprehensive student variable database to support the assessment of student retention.*

Note: The word ‘construct’ was pulled from the Synthesize category.
<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Comprehend</th>
<th>Apply</th>
<th>Analyze</th>
<th>Synthesize</th>
<th>Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count Define Describe Draw Enumerate Find Identify Label List Match Name Quote Read Recall Recite Record Reproduce Select Sequence State Tell View Write</td>
<td>Classify Cite Conclude Convert Describe Discuss Estimate Explain Generalize Give examples Illustrate Interpret Locate Make sense of Paraphrase Predict Report Restate Review Summarize Trace Understand</td>
<td>Act Administrator Articulate Assess Change Chart Choose Collect Compute Construct Contribute Control Demonstrate Determine Develop Discover Dramatize Draw Establish Extend Imitate Implement Interview Include Inform Instruct Paint Participate Predict Prepare Produce Provide Relate Report Select Show Solve Transfer Use Utilize</td>
<td>Break down Characterize Classify Compare Contrast Correlate Debate Deduce Diagram Differentiate Discriminate Distinguish Examine Focus Illustrate Infer Limit Outline Point out Prioritize Recognize Research Relate Separate Subdivide</td>
<td>Adapt Anticipate Categorize Collaborate Combine Communicate Compare Compile Compose Construct Contrast Create Design Develop Devise Express Facilitate Formulate Generate Incorporate Individualize Initiate Integrate Intervene Invent Make up Model Modify Negotiate Organize Perform Plan Pretend Produce Progress Propose Rearrange Reconstruct Reinforce Reorganize Revise Rewrite Structure Substitute Validate</td>
<td>Appraise Argue Assess Choose Compare &amp; Contrast Conclude Criticize Critique Decide Defend Evaluate Interpret Judge Justify Predict Prioritize Prove Rank Rate Reframe Select Support</td>
</tr>
</tbody>
</table>