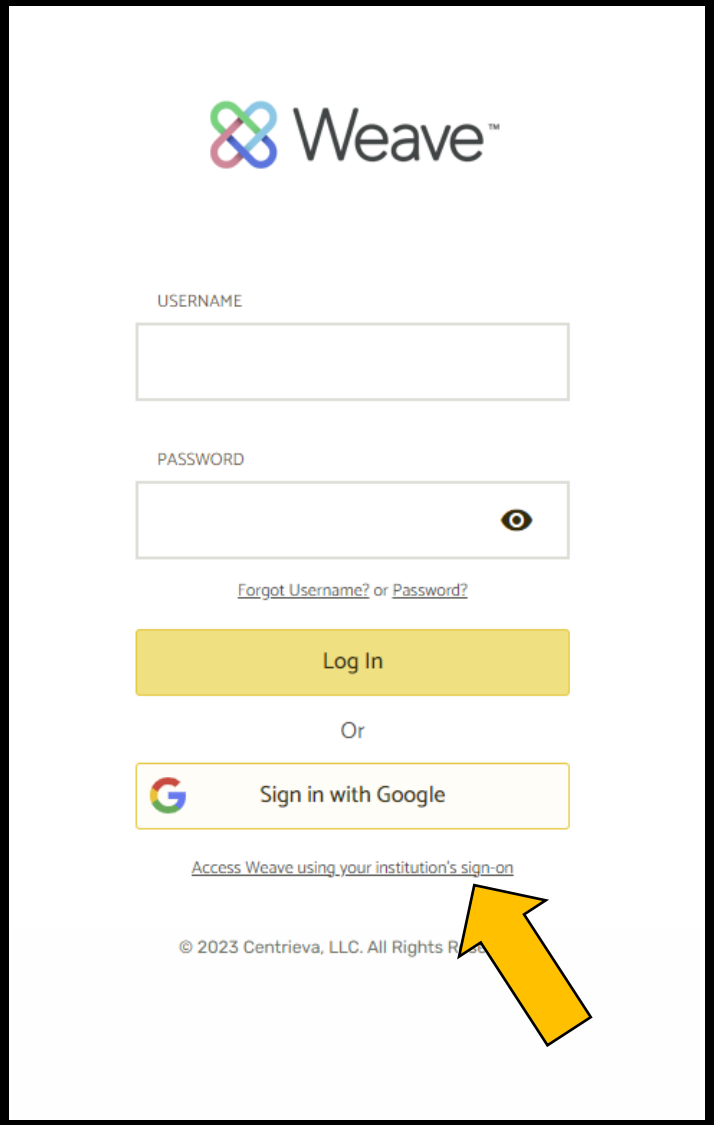
Office of Institutional Effectiveness

Navigating Weave

Logging In to Weave

- The Institutional Assessment Coordinator adds and invites Users to Weave
- Once added, you will receive an email inviting you to access Weave
- Click on the link "Create Weave User Account"
  - Select "Access Weave using your institution's sign-on" under "Sign in with Google"
  - "USM" is our institution's abbreviation
  - You can log in to Weave with the institution abbreviation every time, no need to create a username/password (automatically recognizes the user based on your email)

Weave™


Weave
USERNAME
PASSWORD
Forgot Username? or Password?
Log In
Or
Sign in with Google
Access Weave using your institution's sign-on
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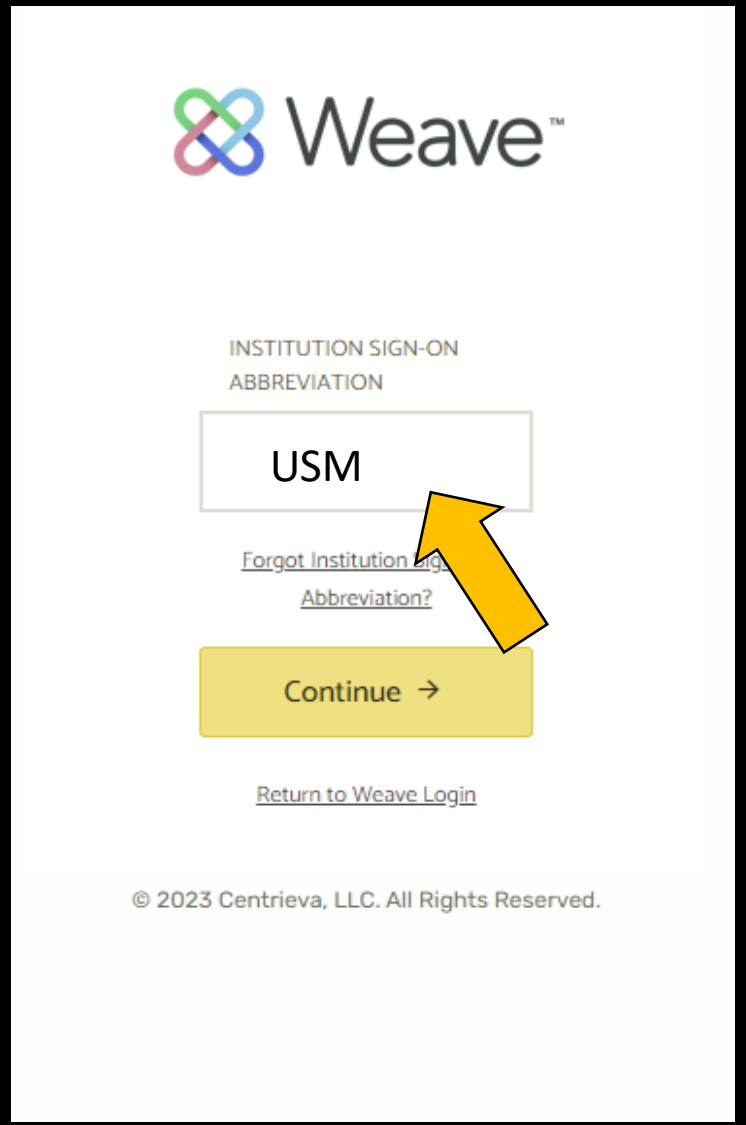
Weave
INSTITUTION SIGN-ON ABBREVIATION
USM
Forgot Institution Sign-On Abbreviation?
Continue →
Return to Weave Login
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Weave

Finding Your Projects

- Once in Weave, you will be directed to the "Dashboard" page
- You can see an overview of the status of your projects as well as announcements on the Dashboard.
- You can find your desired project easily by clicking "Projects" at the top of the page and searching for the project by title and year
  - If the project is a GEC report, the year will be "GEC:" followed by the academic year
  - If the project is for program-level assessment, the year will be "PLA:" followed by the academic year

Weave™

Weave

DASHBOARD | PROJECTS | CREDENTIALS | REPORTS

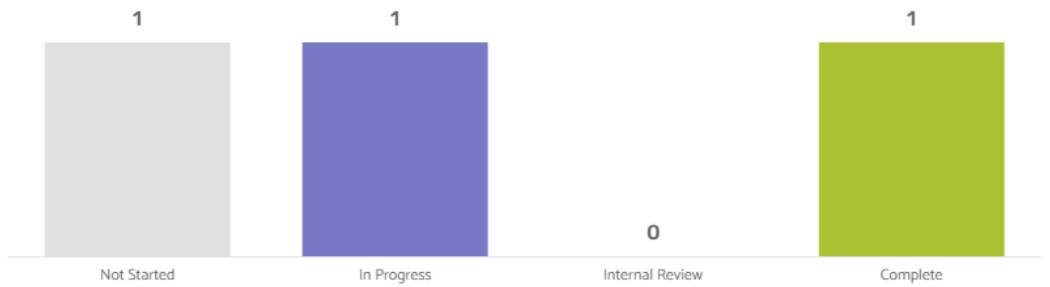
Create New | Your Name

Dashboard

Assessment Project Status...

PLA: 2020-2021

Status of Assessment Projects



All Projects

PLA: 2020-2021

92% **Outcomes with Measures**

95% Measures with Targets

0% Targets with Findings

1 Measure Missing

2.1 - 001 Graduation Rates

Weave Test ILO PLA: 2020-2021

Your Team Stats

PLA: 2020-2021

3 Accreditation Projects

3 Assessment Projects

0 Program Reviews

6 Projects

0 Findings Entered

576 Reports Generated

23 Narratives Written

Announcement Feed

+ Add Announcement

Dashboard | Projects | Reports | Credentials | Users | Account | Help

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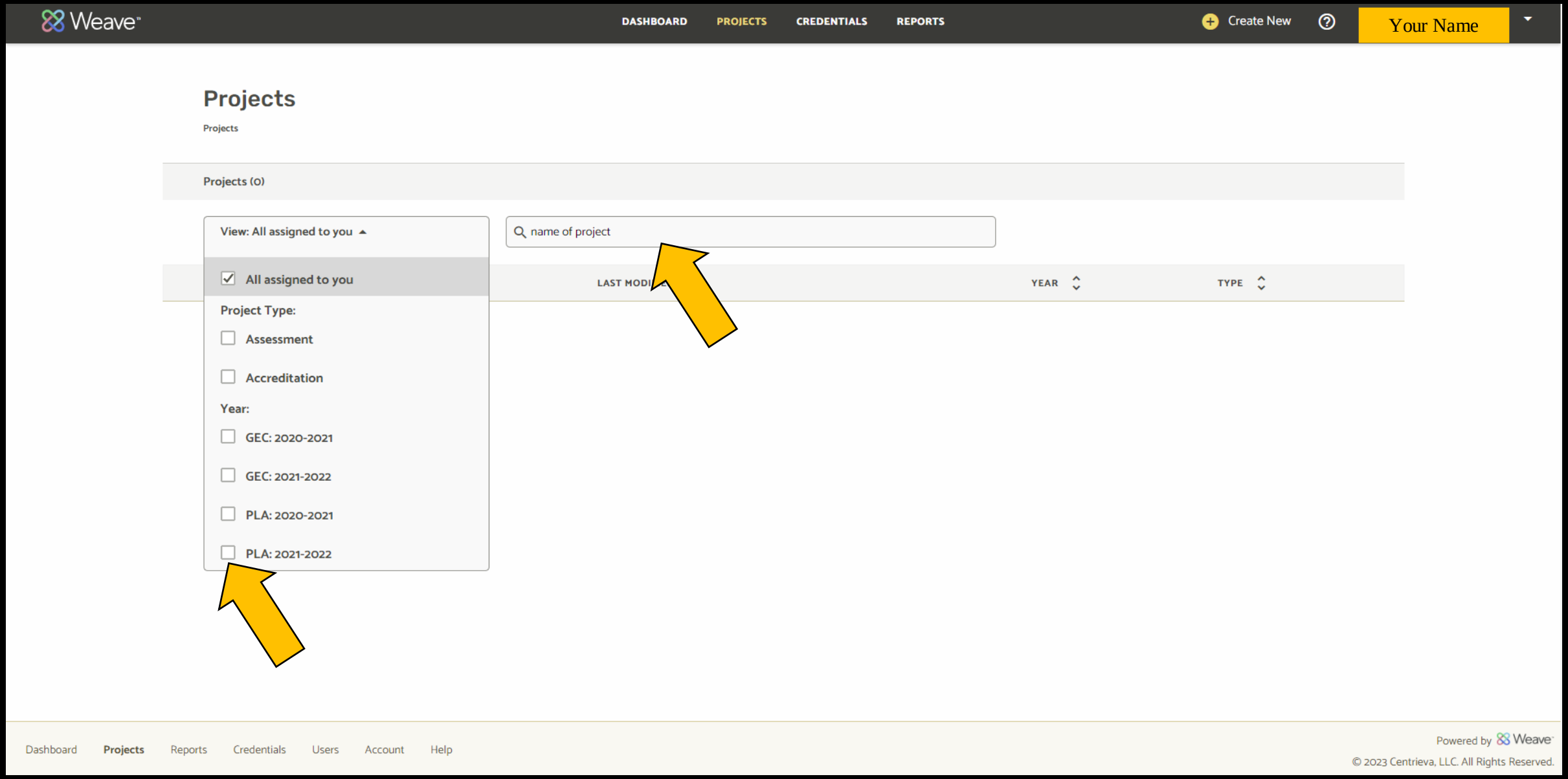
Wednesday, January 25, 20

Weave


Weave
DASHBOARD
PROJECTS
CREDENTIALS
REPORTS
Create New
Your Name
Projects
Projects
Projects (0)
View: All assigned to you
name of project
All assigned to you
Project Type:
Assessment
Accreditation
Year:
GEC: 2020-2021
GEC: 2021-2022
PLA: 2020-2021
PLA: 2021-2022
YEAR
TYPE
Dashboard
Projects
Reports
Credentials
Users
Account
Help
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Editing Your Project – Outline View

- Once you select a project it will open to an outline view.
- To hide the outline view, minimize it using the ">|" button.
- You can NOT effectively work on your project from the outline view.
- If you have selected a project from a former assessment year, you will be notified that the project is not editable.

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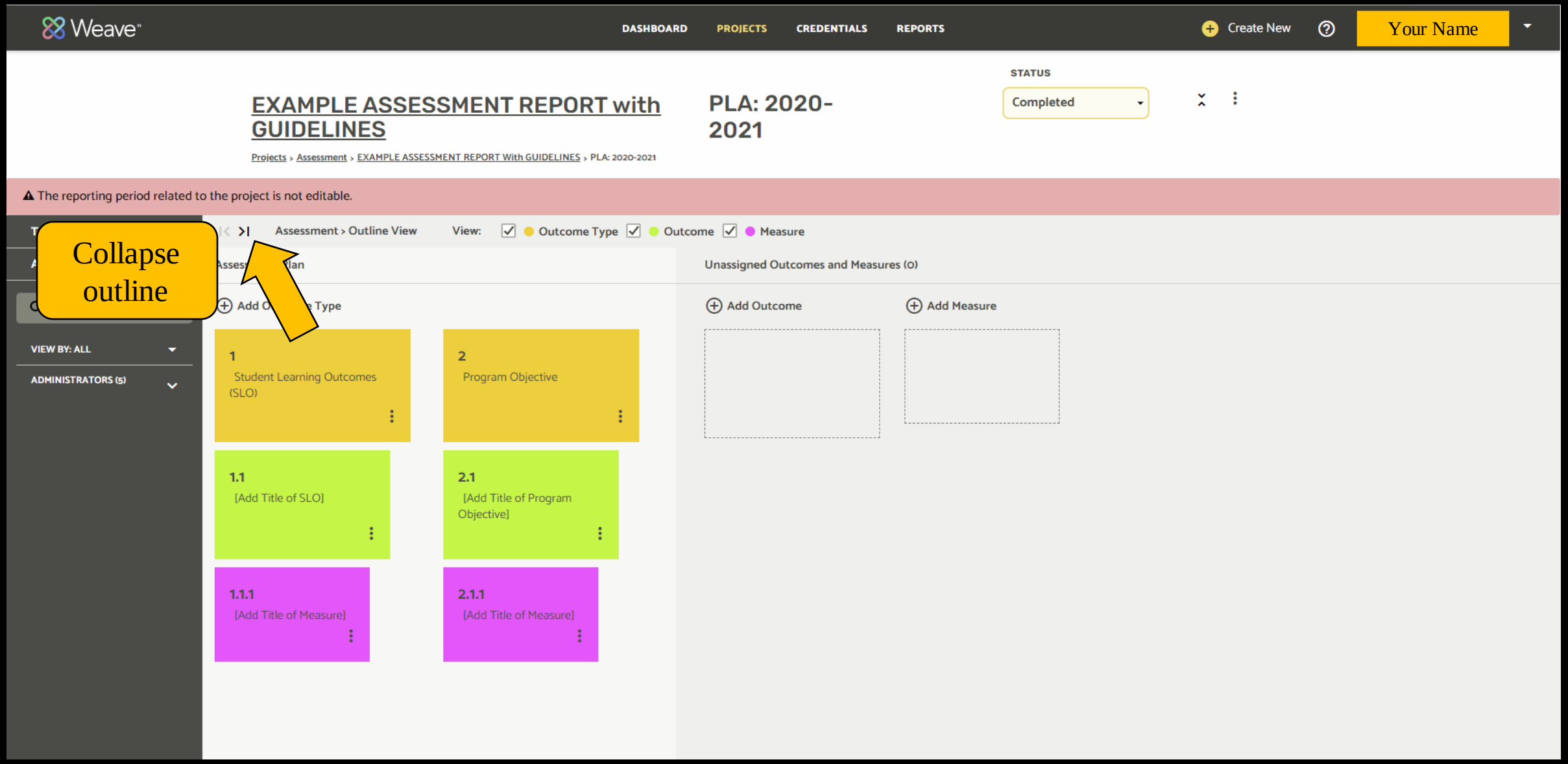
Weave
DASHBOARD
PROJECTS
CREDENTIALS
REPORTS
Create New
Your Name
STATUS
Completed
EXAMPLE ASSESSMENT REPORT with GUIDELINES
PLA: 2020-2021
Projects › Assessment › EXAMPLE ASSESSMENT REPORT With GUIDELINES › PLA: 2020-2021
The reporting period related to the project is not editable.
Collapse outline
Assessment › Outline View
View:
Outcome Type
Outcome
Measure
VIEW BY: ALL
ADMINISTRATORS (5)
Unassigned Outcomes and Measures (0)
Add Outcome
Add Measure
1
Student Learning Outcomes (SLO)
2
Program Objective
1.1
[Add Title of SLO]
2.1
[Add Title of Program Objective]
1.1.1
[Add Title of Measure]
2.1.1
[Add Title of Measure]

Weave

Editing Your Project – Adding / Deleting

- You can add any Outcomes, Measures, Targets, or Action Plans by selecting the "+" symbol.
- If you need to delete a section, select the three-dot icon, and then select delete.
- Empty parts of the plan WILL show on the Weave Report; you need to delete any empty portions of the plan before you submit your report.

Weave™

EXAMPLE ASSESSMENT REPORT with GUIDELINES

PLA: 2020-2021

STATUS: Completed

Projects › Assessment › EXAMPLE ASSESSMENT REPORT With GUIDELINES › PLA: 2020-2021

⚠ The reporting period related to the project is not editable.

Team (5)

Add Team Member

VIEW BY: ALL

ADMINISTRATORS (5)

Program Description/Summary

DESCRIPTION

Programs should include a brief, one to two paragraph, description/summary of the program and key highlights from the assessment year. This section should be written to provide context to a reviewer, either internal or external.

Outcome Type

1 Outcome Type Student Learning Outcomes (SLO)

DESCRIPTION

A Student Learning Outcome (SLO) is a statement describing what students will be able to do as a result of a learning experience. More specifically, a SLO is the knowledge, skills, attitudes, and habits of mind that students take with them as a result of their engagement in an academic program. SLOs should complete the sentence, "When students complete our program, they will be able to…." A program does not need to state all possible outcomes, but it should articulate those that are fundamental. SLOs should show a progressive distinction between degree levels (BA/BS, MA/MS, PhD, etc.). Learning outcomes should be neither too broad nor too specific. They can be categorized into three broad categories: 1) knowledge and conceptual understanding; 2) thinking and/or other skills; and 3) attitudes, values dispositions, and habits of mind. Program-level assessments MUST have at least four (4) SLOs. Each SLO MUST have at least two (2) measure, one of which MUST be a direct measure.

Outcomes

1.1 Outcome [Add Title of SLO]

DESCRIPTION

A brief description of each SLO is recommended but not required. Disregard Supportive Initiatives section in the template in WEAVE.

Add sections

Delete sections

Weave™

Editing Your Project - Outcomes

- GEC outcomes or SLOs should be under an outcome type labeled as such ("GEC Outcomes" or "Student Learning Outcomes").
- Individual SLO/GEC Outcomes are not to be entered as Outcome Types.
- Programs will need a second "Outcome Type" -- Program Objectives.
- Outcomes under each outcome type will be listed numerically (1.1, 1.2, 1.3).
- Measures and Targets fall under the Outcomes in a similar numeric order (1.1.1, 1.2.1, 1.2.2 for measures; 1.1.1.1, 1.2.1.1, 1.2.2.1 for targets).

Weave™

EXAMPLE ASSESSMENT REPORT with GUIDELINES

PLA: 2020-2021

STATUS: Completed

Projects › Assessment › EXAMPLE ASSESSMENT REPORT With GUIDELINES › PLA: 2020-2021

⚠ The reporting period related to the project is not editable.

Team (5)

Add Team Member

VIEW BY: ALL

ADMINISTRATORS (5)

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Outcomes

1.1 Outcome [Add Title of SLO]

DESCRIPTION

A brief description of each SLO is recommended but not required. Disregard Supportive Initiatives section in the template in WEAVE.

Weave™

Editing Your Project – Action Plans

- Action Plans are added under each Outcome.
- Action Plans automatically link to all Targets under the Outcome.
- If your Action Plan has multiple steps/phases, you may enter those steps under "Action items." You can change the status of each action item.
- Supported Initiatives are not used at this time.

Outcomes

2.1 Outcome [Add Title of Program Objective]

DESCRIPTION

A brief description of each Program Objective is recommended but not required. Disregard Supportive Initiatives section in the template in WEAVE.

Supported Initiatives (0)

Action Plan

DESCRIPTION

This section is where the title/description of your Action Plan(s) for this particular objective should be entered, if needed. Action Plans are required if a target is not met. You will be able to enter program-level Action Plan(s) in a Word document and attach the file in the Project Attachments section below. Disregard "Budget Source" section below - you DO NOT have to complete that section.

BUDGET SOURCE	AMOUNT	DUE DATE	STATUS
DO NOT COMPLETE	$0.00	--/--/----	

+ ADD ACTION ITEM

Status of Action Plan step

ACTION ITEMS (1)	CREATED	DUE	STATUS
Action Item #1	1/27/2021	--/--/----	

Measures

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Editing Your Project – Targets

- Each Target needs to have a set status (drop down options).

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Targets (1)

1.1.1.1

DESCRIPTION

Short description of the target. Select a "status" from the dropdown menu on the right.

STATUS

TARGET

Targets are the criteria for how success will be measured. In this field, establish the # or % that would indicate success in meeting the outcome.

FINDING

Include data, separated by site/teaching mode, if applicable. A quantitative finding MUST be entered for each measure. Include sample size. Semesters can be combined, but clearly state how data is presented. See "Guidelines" document for more information.

ANALYSIS

Provide an analysis that reflects on the data and identifies the implications for this particular outcome. Identify recommendations for next steps. A more robust, program-level analysis will be completed in a Word document. A list of questions will be provided to you to answer. You will attach the completed Word document into the Project Attachments section below.

View Action Plan

Click to view above action plan

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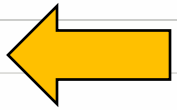
Editing Your Project – Project Attachments

- Project Attachments are added at the bottom of the assessment plan.
- You can click on uploaded documents to view them in a separate tab.

ANALYSIS

Provide an analysis that reflects on the data and identifies the implications for this particular objective. Identify recommendations for next steps. A more robust, program-level analysis will be completed in a Word document. A list of questions will be provided to you to answer. You will attach the completed Word document into the Project Attachments section below.

View Action Plan



Project Attachments (1)

NAME	DATE UPLOADED	SIZE
Analysis Questions (DRAFT).docx	2/1/2021	28KB

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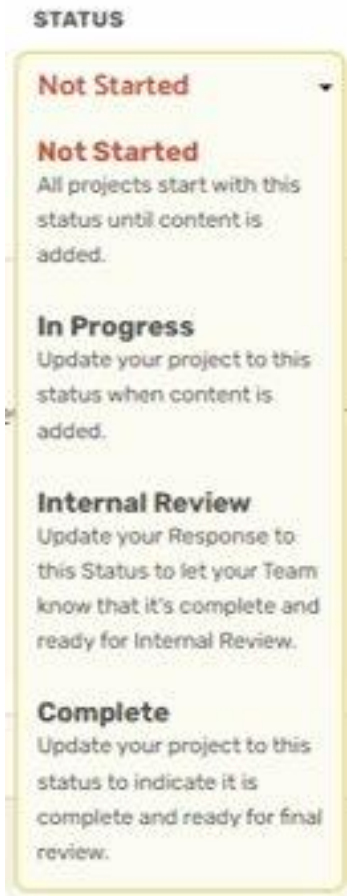
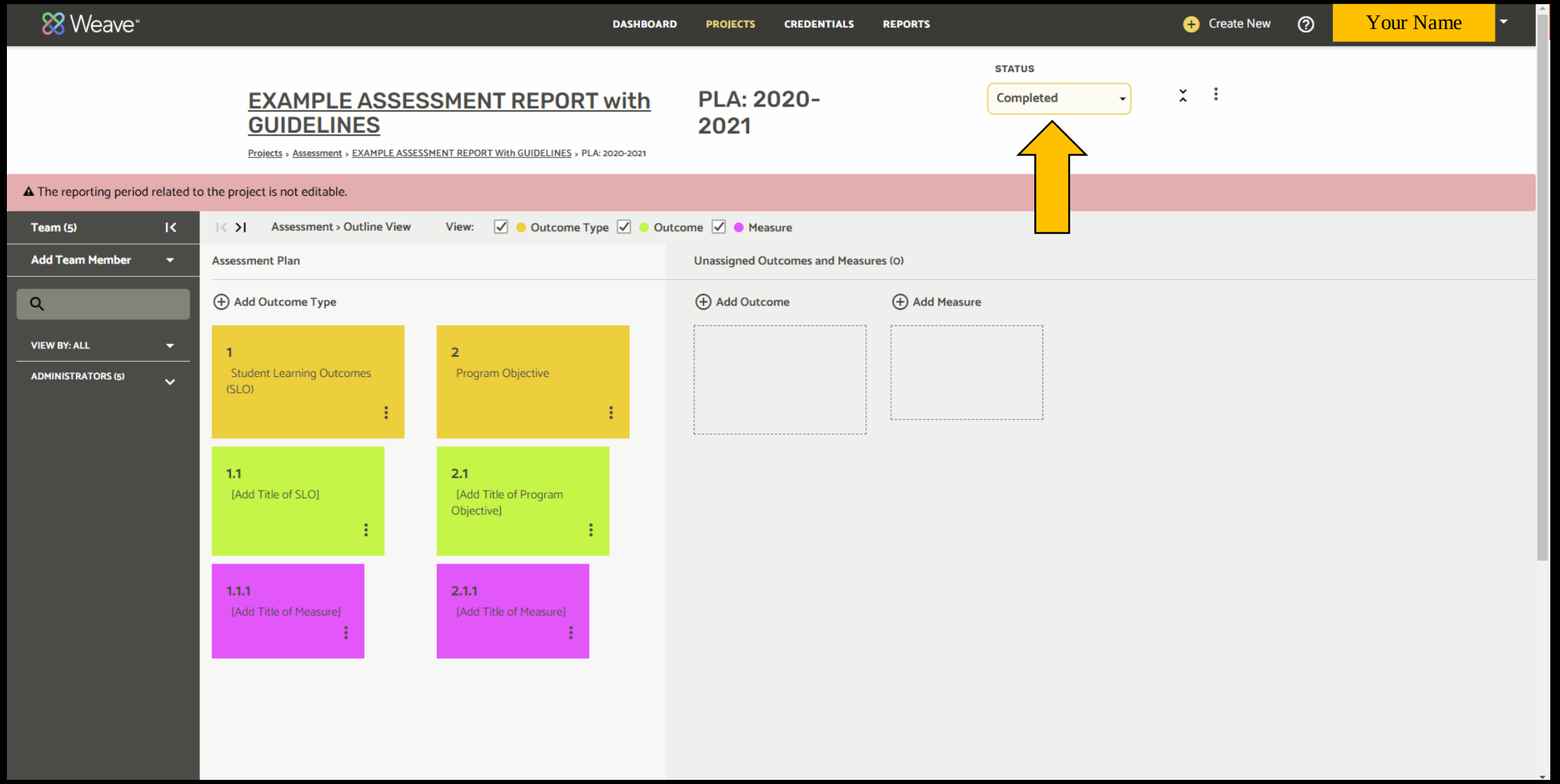
Editing Your Project – Project Status

- You must manually change the status of your project in Weave.
- Once the assessment plan is finished, you must change the status to "Complete."



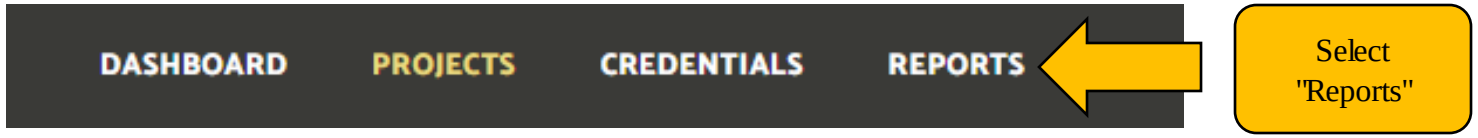
Weave™


Weave
DASHBOARD
PROJECTS
CREDENTIALS
REPORTS
Create New
Your Name
STATUS
EXAMPLE ASSESSMENT REPORT with GUIDELINES
PLA: 2020-2021
Completed
Projects › Assessment › EXAMPLE ASSESSMENT REPORT With GUIDELINES › PLA: 2020-2021
The reporting period related to the project is not editable.
Team (5)
Add Team Member
VIEW BY: ALL
ADMINISTRATORS (5)
Assessment › Outline View
View:
Outcome Type
Outcome
Measure
Assessment Plan
Add Outcome Type
1
Student Learning Outcomes (SLO)
2
Program Objective
1.1
[Add Title of SLO]
2.1
[Add Title of Program Objective]
1.1.1
[Add Title of Measure]
2.1.1
[Add Title of Measure]
Unassigned Outcomes and Measures (0)
Add Outcome
Add Measure

Weave

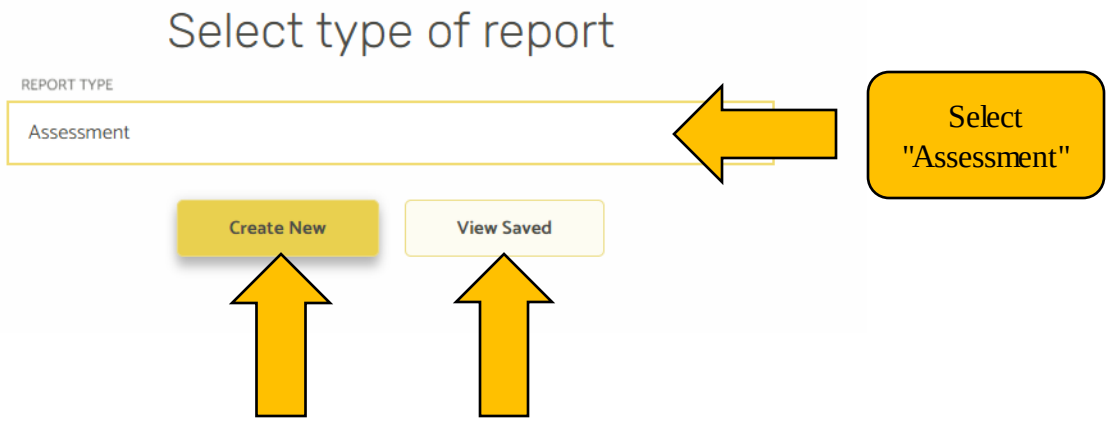
Downloading a Weave Report

1.



Select "Reports"

2.



Select "Assessment"

Create a new report (download)

View previously run reports

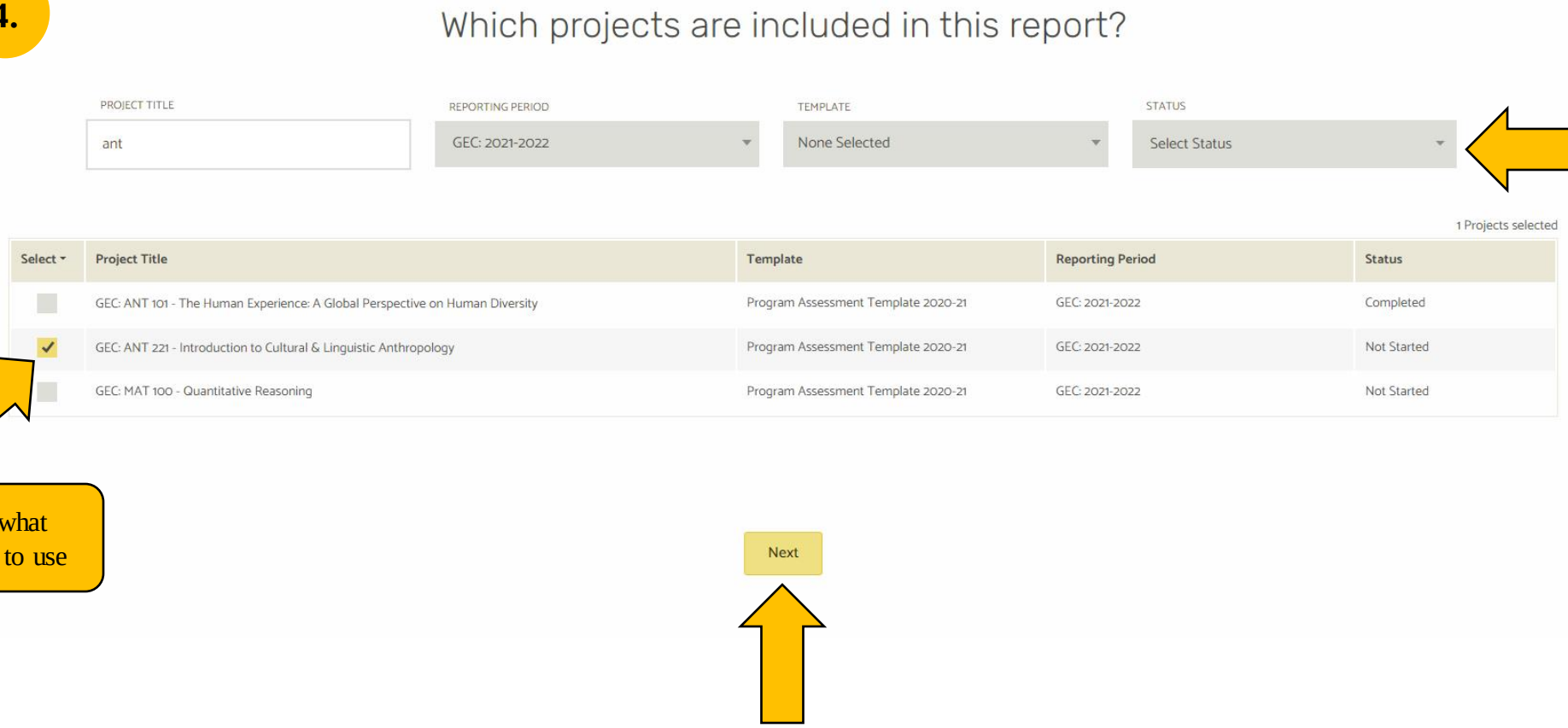
Weave™

Downloading a Weave Report

3.

Downloading a Weave Report

4.

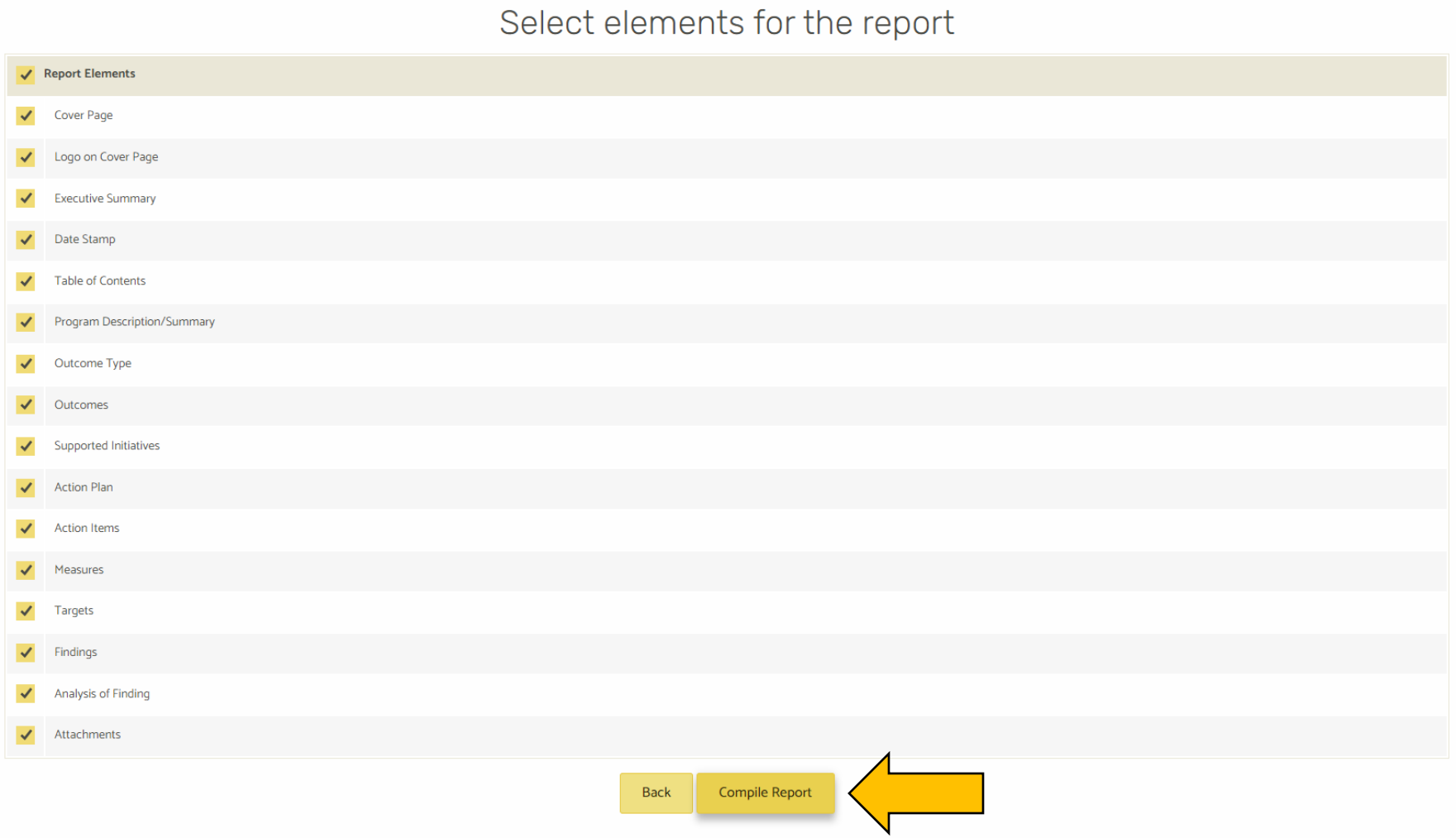


Search for your report by title, year, etc.

Select what project(s) to use

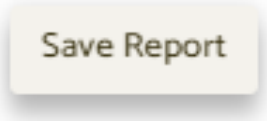
Downloading a Weave Report

5.



Keep everything selected

Downloading a Weave Report

6. You will see a preview of your report. Select 

(top right) to start processing your report.

7. Once your report is done processing, you can select "Download." The report will be saved as a zipped folder to your computer.

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Resources

- WEAVE | Institutional Effectiveness | The University of Southern Mississippi (usm.edu)
- Weave Resource Center
- Claire Blackwell | Institutional Assessment Coordinator
  - Claire.Blackwell@usm.edu
  - 601-266-4308

Weave Resource Center

- Click on the "?" next to your name on Weave
- Click on "How do I?"
- Search for content
- Recommended: search "guided tour"
  - Guided tours consist of several short videos per unit to help navigate Weave

Assessment Plan: Guided Tour:

- https://vimeo.com/666905678/e64d96bb25
- https://vimeo.com/666919637/2dc2098c8b
- https://vimeo.com/666910284/b923a40565
- https://vimeo.com/manage/videos/651165199/cb5d68fcc5/privacy