



**Office of
Institutional
Effectiveness**

Navigating Weave For Unit Assessment

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)



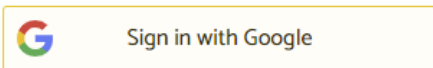
USERNAME

PASSWORD

[Forgot Username? or Password?](#)

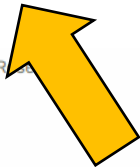
Log In

Or



[Access Weave using your institution's sign-on](#)

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INSTITUTION SIGN-ON
ABBREVIATION

[Forgot Institution Sign-
Abbreviation?](#)

Continue →

[Return to Weave Login](#)

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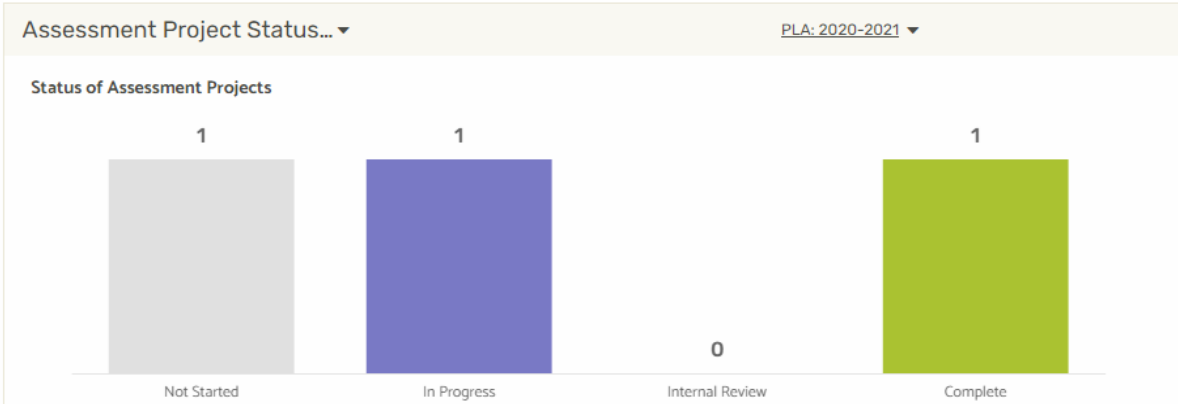


Finding Your Projects

- 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.
 - Projects for unit assessment will be in years with the format "Unit: FY XX-XX."
 - Assessment reports due in 2024 will be in the year "Unit: FY 23-24."



Dashboard



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

Projects

Projects

Projects (0)

View: All assigned to you ▲

All assigned to you

Project Type:

Assessment

Accreditation

Year:

GEC: 2020-2021

GEC: 2021-2022

PLA: 2020-2021

Unit: FY 23-24

🔍 name of project

LAST MODIFIED

YEAR ⌵

TYPE ⌵

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.

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.

Collapse outline

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

Editing Your Project – Project Attachments

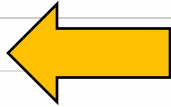
- Project Attachments are added at the bottom of the assessment plan.
- You can click on uploaded documents to view them in a separate tab.

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

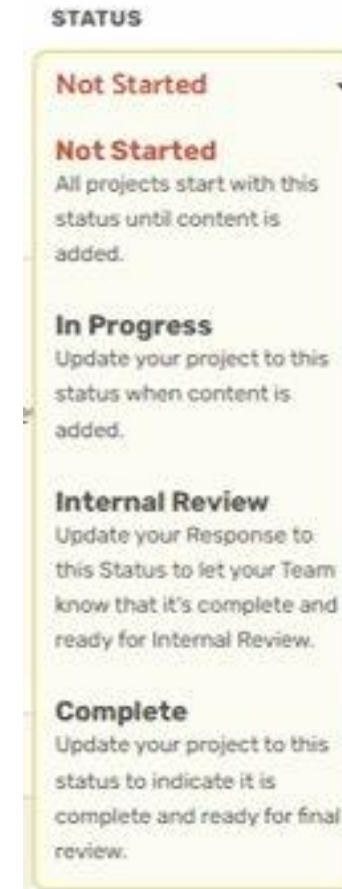
2/1/2021

28KB



Editing Your Project – Project Status

- You must manually change the status of your project in Weave.
- Once the assessment *plan* has been uploaded, change the status to "In Progress."
- Once the assessment *report* has been uploaded, change the status to "Complete."



EXAMPLE ASSESSMENT REPORT with GUIDELINES

PLA: 2020-2021

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

STATUS

Completed



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

Team (5) |< |> | Assessment > Outline View | View: Outcome Type Outcome Measure

Add Team Member

Q

VIEW BY: ALL

ADMINISTRATORS (5)

Assessment Plan

+ Add Outcome Type

- 1 Student Learning Outcomes (SLO) [Add Title of SLO]
- 1.1 [Add Title of SLO]
- 1.1.1 [Add Title of Measure]

- 2 Program Objective [Add Title of Program Objective]
- 2.1 [Add Title of Program Objective]
- 2.1.1 [Add Title of Measure]

Unassigned Outcomes and Measures (0)

+ Add Outcome

+ Add Measure

Resources

- [Office of Institutional Effectiveness website](#)
- Claire Blackwell | Institutional Assessment Coordinator
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