Tutorial
How to enter data into the new Weave
and complete the annual report
Summer 2019

1. If you need access to the new Weave and have not yet logged in, contact Beth Hinga (hingabd@unk.edu) to have your account activated.

2. Go to the Easi page, found under RESOURCES at the bottom of the UNK home page.

3. On the Easi page, find Weave and click on the logo or title.
4. Use your UNK credentials to log into Weave.

You’ll be asked to use TrueYou for authentication. Choose “Remember me for 12 hours” to prevent having to do this again today.

5. When you log in, you’ll be taken to a dashboard that gives some stats about the “projects” you’re assigned to. The page also has announcements from Weave about upcoming webinars and other news items. Occasionally the Assessment Office may also post announcements.
6. At the top of the page, click on Projects. This will take you to a page that lists the “projects” assigned to you. Academic programs should have an Assessment project and an Accreditation project. Student Affairs programs usually have only an Assessment project.

Note that projects have years attached to them (red arrow). This is significantly different from the old Weave.

7. To input assessment plans and data, click on the “Assessment” type project for the appropriate year (blue arrow).
8. On the “home page” for this project, you’ll see Goals displayed on the right, and a table of contents that displays goals (1, 2, 3), outcomes (1.1, 1.2, 2.1, 2.2, etc.), and measures (1.1.1, 1.2.1, etc.). Unfortunately, you can’t navigate by clicking on anything in the table of contents. You’ll have to click on the goals in the shaded boxes on the right.

Let’s say that I have some results to enter under Goal 1, Outcome 1.1, Measure 1.1.1. Click to navigate there by expanding Goal 1 with the “down” arrow to the right.

9. Continue by clicking the arrow next to Outcome 1.1
10. Click the arrow next to Measure 1.1.1

This is what you’ll see when you click on that measure—a description of the measure and a target, with *Nothing Entered* for Results and Analysis. Click on *Nothing Entered* under Results.
A text box opens up where you can enter your results. This can be a “just the facts” text box because underneath is the Analysis box where you can discuss results and their implications, and perhaps an action plan.

11. Under Results and Analysis is Improvement Type. Here you can use a drop-down menu to choose a type of improvement that was achieved. Alternately, or additionally (your choice) you can enter manually under Improvement(s) Achieved.

12. Finally, underneath those is a link to View and Add Action Plans. When you click on it, it will take you to a space above the Measure where you can add Action Plans. You should add an action plan anytime you do not meet an outcome. This is a plan for how you will address the deficiency.
Repeat Steps 8-12 for each measure.

Wait! If you’re in an academic program, you’re not done yet... you still need to do the **annual report**! This is found under Projects.

13. Go back to the Projects tab at the top of the page, and find the project that is of “Accreditation” type. This doesn’t have anything to do with accreditation of your program or of the institution. Instead, it is a type of project in which you have formattable text boxes to answer open-ended questions.

Click on the appropriate project labeled Accreditation.
14. Each question on the annual report is the same as it was before we switched to the new Weave. Each question is located under a dark shaded box. To start answering a question, click on Add a response.

15. Click on Create & Open Response.

A new page opens in which you have an Evidence section and a Narrative section.

The Evidence section is a place for you to upload files such as graphs, rubrics, spreadsheets, or other evidence you wish to use to support your narrative. You may upload any document you’d like. Or none at all.

The Narrative section is a large textbox that is formattable. You can add bold, italics, images, or hyperlinks.
Repeat steps 14-15 until all Annual Report questions are answered.