

**WEAVE “FROM THE BEGINNING”  
HOW TO ENTER ASSESSMENT PLANS AND  
COMPLETE THE ANNUAL REPORT  
STUDENT AFFAIRS PROGRAMS**

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Director of Assessment  
Spring 2021**

# THE FIRST TIME YOU LOG IN

You will need to use the link in the Welcome email from Weave.

If you don't do this, you'll receive an authentication error.

In subsequent logins, you'll use the following method.

# NAVIGATE TO THE IT SERVICES PAGE FROM THE UNK HOME PAGE. CLICK ON WEAVE.

**BE BOLD.** | **IUPUI UNIVERSITY**  
BEST MIDWEST PUBLIC UNIVERSITIES | US News Rankings

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<b>STUDENTS</b> Financial Aid Course Catalogs Academic Calendar Cost Information Campus Map	<b>RESOURCES</b> MyBlue Canvas IT Services Firefly HelpDesk Work for UNK Library Email UNK Box	<b>AFFILIATES</b> Nebraska System University Foundation Alumni Association Museum of Nebraska Art Safety Center Loper Athletics UNMC at UNK	<b>THE UNIVERSITY OF NEBRASKA</b> 2504 9th Ave, Kearney, NE 68849 308-865-8441  <a href="#">Directory</a> <a href="#">Safety</a> <a href="#">Report Fraud/Misconduct</a> <a href="#">Privacy Policy</a> <a href="#">Digital Accessibility</a>  © Copyright 2020   <a href="#">Login</a>
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<b>QUALTRICS FAQ</b>	<b>IDENTITY FAQ</b>	<b>UNK EMAIL FAQ</b>
 <b>UNK Printing</b> Printing is powered by Wepa, a print kiosk that allows you to print anywhere, securely, to any of our kiosks on campus.	 <b>Weave</b> Weave is web-based assessment reporting software used on the UNK campus.	 <b>Zoom</b> Zoom is an easy to use cloud conferencing platform.
<b>UNK PRINTING FAQ</b>		<b>ZOOM FAQ</b>

# LOG IN USING YOUR UNK CREDENTIALS. IT WILL ASK YOU TO DO DUAL AUTHENTICATION. SUGGESTION: CLICK ON “REMEMBER ME FOR 12 HOURS.”

**UNK** UNIVERSITY OF NEBRASKA KEARNEY

Login with your UNK username

You are logging into: <https://app.app.weaveeducation.com>

Username  
hingabd

Password  
●●●●●●●●

Don't Remember Login

Login

UNIVERSITY OF Nebraska Kearney

[Forgot your password?](#)  
[Need Help?](#)

**UNK** UNIVERSITY OF NEBRASKA KEARNEY

**TrueYou** ACCOUNT

Choose an authentication method

- Duo Push RECOMMENDED [Send Me a Push](#)
- Call Me [Call Me](#)
- Passcode [Enter a Passcode](#)

[What is this?](#) [Need help?](#)

Powered by Duo Security  Remember me for 12 hours

UNIVERSITY OF Nebraska Kearney

[Need Help?](#)

# LOGIN LEADS TO A DASHBOARD. CLICK ON PROJECTS.



The dashboard interface includes a top navigation bar with the Weave logo and tabs for Dashboard, Projects, Credentials, and Reports. The user's name, Beth Hinga, is displayed in the top right corner. The main content area is divided into several sections:

- Assessment Project Statuses:** A bar chart titled "Status of Assessment Projects" showing 38 Not Started, 5 In Progress, 1 Internal Review, and 0 Complete projects.
- All Projects:** A summary section with three circular progress indicators: 67% Outcomes with Measures, 57% Measures with Targets, and 35% Targets with Findings. It also lists "40 Measures Missing" with three entries: "1.1 - Unnamed" (Agribusiness 2018-2019), "1.2 - Unnamed" (Agribusiness 2018-2019), and "1.1 - Unnamed" (Supply Chain Management 2018-2019).
- Your Team Stats:** A summary section showing 88 Accreditation Projects, 44 Assessment Projects, and 0 Program Reviews. A large blue box highlights "132 Projects". At the bottom, three circular gauges show values 35, 17, and 3.
- Announcement Feed:** A section with a "+ Add Announcement" button. It contains two announcements: "Weave will be at the AACC Conference this weekend." (Apr 10, 2019, New/Ended) and "Welcome to Weave" (Apr 4, 2019).

# PROJECTS PAGE SHOWS YOU WHAT ENTITIES YOU HAVE ACCESS TO. CLICK ON YOUR PROJECT FOR THE CURRENT YEAR. IT HAS “ASSESSMENT” IN RIGHT COLUMN.

Projects

+ Create New Project

Filter projects

Show Only

Assigned to you

Assessment

Accreditation

Program Review

Filter by Reporting Period

Title	Year	Type
Honors Program	2018-2019	Assessment
Physics	2018-2019	Assessment
Communication Disorders	2018-2019	Assessment
Health Science Programs	2018-2019	Assessment
Student Health	2018-2019	Assessment
Climbing Wall	2018-2019	Assessment
Outdoor Adventures	2018-2019	Assessment
Wellness Center	2018-2019	Assessment
Intramural	2018-2019	Assessment

# WEAVE IS HIERARCHICAL IN STRUCTURE.

## Goals

- Outcomes
  - KPIs (key performance indicators)
  - Targets
    - Results/Findings

# SOME FEATURES

Name of your program and reporting year



Projects / Assessment / Example Program / 2019-2020

## Example Program 2019-2020

STATUS: Not Started

Mission

DESCRIPTION

Enter text

Goals

Project Attachments (0)

Drag and drop your files here or [browse for files](#)

**Outline View**

Easily navigate with cards or drag and re-order items from within Outline View.

- Goal
- Outcome
- Measure/Source of Evidence

# SOME FEATURES

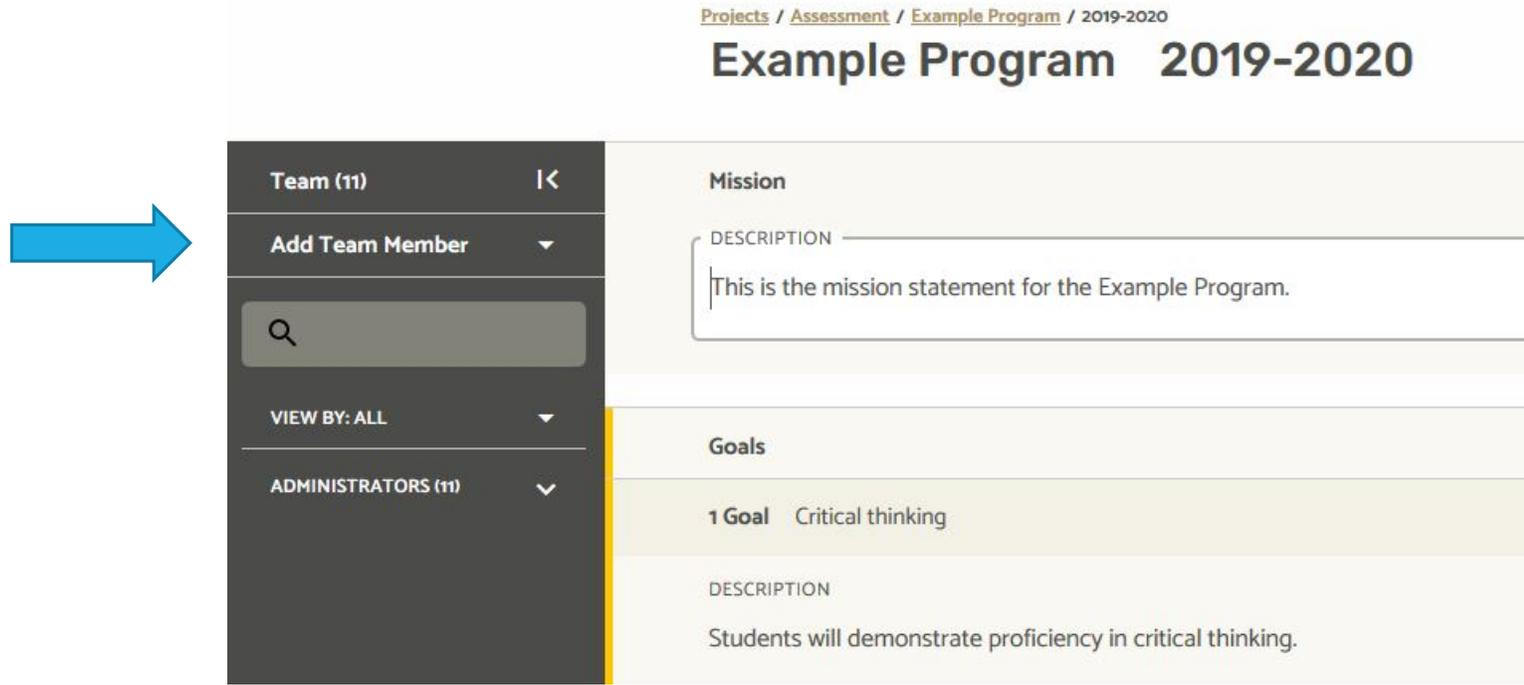
Status drop-down box

Outline view

The screenshot shows a web application interface for 'Example Program 2019-2020'. The breadcrumb trail is 'Projects / Assessment / Example Program / 2019-2020'. The main content area is divided into three sections: 'Mission', 'Goals', and 'Project Attachments (0)'. The 'Mission' section has a 'DESCRIPTION' field with the placeholder text 'Enter text'. A blue arrow points to this field with the label 'Mission statement'. The 'Goals' section is currently collapsed, indicated by a '+' icon. The 'Project Attachments' section is also collapsed, indicated by an '^' icon, and contains a dashed yellow box with a cloud upload icon and the text 'Drag and drop your files here or [browse for files](#)'. On the right side, there is an 'Outline View' panel with a title bar containing '< > | Outline View'. Below the title, it says 'Easily navigate with cards or drag and re-order items from within Outline View.' and lists three items: 'Goal' (yellow dot), 'Outcome' (green dot), and 'Measure/Source of Evidence' (pink dot), each with a checked checkbox. At the top right, there is a 'STATUS' dropdown menu with 'Not Started' selected, a close icon (x), and a menu icon (three dots). A blue arrow points to this dropdown with the label 'Status drop-down box'. Another blue arrow points to the 'Outline View' panel with the label 'Outline view'. On the left side, there is a dark sidebar with a list of users: '(11) Team Member', 'Y: ALL', and 'ISTRATORS (11)'. A blue arrow points from the 'Mission statement' label to the 'Mission' section header.

## ADDING TEAM MEMBERS

YOU CAN ADD PEOPLE WHO ARE ALREADY IN THE SYSTEM. BETH HINGA WILL NEED TO ADD “NEW” PEOPLE WHO ARE NOT IN THE SYSTEM. IF IN DOUBT, CALL OR EMAIL BETH TO ADD PEOPLE TO YOUR TEAM. HINGABD@UNK.EDU



Projects / Assessment / Example Program / 2019-2020

### Example Program 2019-2020

Team (11) |<

**Add Team Member** ▾

Q

VIEW BY: ALL ▾

ADMINISTRATORS (11) ▾

**Mission**

DESCRIPTION

This is the mission statement for the Example Program.

**Goals**

**1 Goal** Critical thinking

DESCRIPTION

Students will demonstrate proficiency in critical thinking.

CLICK ON “ENTER TEXT” UNDER MISSION. A TEXT BOX APPEARS. TYPE OR COPY/PASTE YOUR MISSION STATEMENT.

**Mission** ^

DESCRIPTION

Enter text

**Goals** +

**Project Attachments (0)** ^



Drag and drop your files here or [browse for files](#)

# TO ADD A GOAL, CLICK +

**Mission** ^

DESCRIPTION

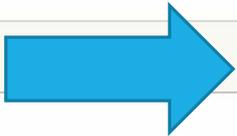
Enter text

**Goals** +

**Project Attachments (0)** ^



Drag and drop your files here or [browse for files](#)



SHADED BLOCK IS TITLE/SHORT DESCRIPTION.

UNDERNEATH IS A LARGER TEXT BOX. ANYPLACE WITH *ENTER TEXT* WILL OPEN A TEXT BOX IF YOU CLICK ON THOSE WORDS.

NOTE THAT GOALS ARE SHADED IN YELLOW.

The screenshot displays a software interface with a list of items. The 'Goals' section is highlighted in yellow. The list includes:

- Goals (+)
- 1 Goal Enter Text (^ ⋮)
- DESCRIPTION (Enter text)
- Outcomes (+)

The sidebar on the right contains a legend with three items:

- Goal (yellow dot)
- Outcome (green dot)
- Measure/Source of Evidence (pink dot)

A yellow pop-up window is open, showing the number '1' and the text 'Nothing Entered'.

GOAL 1 IS ENTERED. IN SHADED BOX IS A TITLE, AND A SHORT DESCRIPTION IS BELOW.

THIS HAS ALSO POPULATED THE ORANGE BOX LABELED 1 ON THE RIGHT.

The screenshot displays a software interface with two main sections. On the left, a 'Goals' section is highlighted with a light beige background. It contains a list with one item: '1 Goal Critical thinking'. A blue arrow points from this item to the right. Below the list is a 'DESCRIPTION' field containing the text 'Students will demonstrate proficiency in critical thinking.' A second blue arrow points from this text to the right. At the bottom of the 'Goals' section is an 'Outcomes' section with a plus sign. On the right side of the interface is a grey sidebar. It has two checked checkboxes: 'Outcome' (with a green dot) and 'Measure/Source of Evidence' (with a pink dot). Below these is a yellow box with a blue border, labeled '1' in the top left corner. Inside the yellow box, the text 'Critical thinking' is displayed, and a blue arrow points from the '1 Goal Critical thinking' item in the 'Goals' section to this box. The yellow box also contains an equals sign and a vertical ellipsis icon on the right side.

# TO ADD AN OUTCOME FOR THAT GOAL, CLICK +

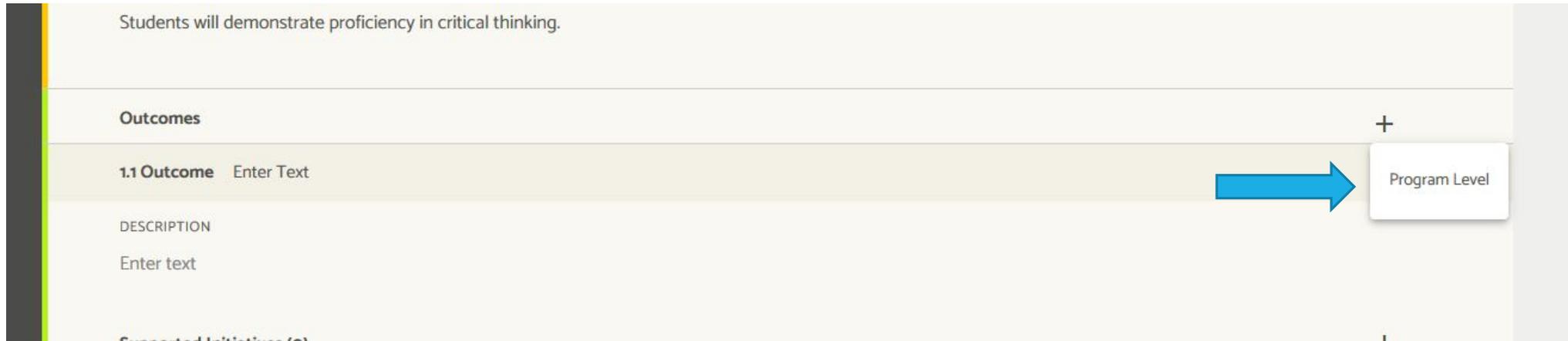
The screenshot displays a user interface for managing educational goals and outcomes. It is divided into three main horizontal sections:

- Goals:** The top section, highlighted in light yellow, contains one goal: "1 Goal Critical thinking". To the right of the goal name are a plus sign (+) and a vertical ellipsis (⋮).
- DESCRIPTION:** A text input field below the goal section containing the text: "Students will demonstrate proficiency in critical thinking."
- Outcomes:** The bottom section, also highlighted in light yellow, contains a plus sign (+) to its right. A large blue arrow points from this plus sign towards the right side of the interface.

On the right side of the interface, a grey sidebar is visible, containing a legend and a list of items:

- Legend:
  - Outcome (green dot)
  - Measure/Source of Evidence (pink dot)
- List:
  - Item 1: "1 Critical thinking" (highlighted in yellow), with an equals sign (=) to its right and a vertical ellipsis (⋮) below it.

A SMALL BOX COMES UP THAT SAYS “PROGRAM LEVEL.” CLICK ON “PROGRAM LEVEL.” (THERE ARE NO OTHER CHOICES AT THIS POINT.)



Students will demonstrate proficiency in critical thinking.

**Outcomes** +

**1.1 Outcome** Enter Text

DESCRIPTION  
Enter text

Suggested Initiatives (0)

Program Level

A blue arrow points from the '1.1 Outcome' text field to the 'Program Level' dropdown menu.

AGAIN, SHADED AREA NEXT TO “OUTCOME” (1.1) IS FOR A SHORT DESCRIPTION, DESCRIPTION (UNDERNEATH) IS A LARGER TEXT BOX.

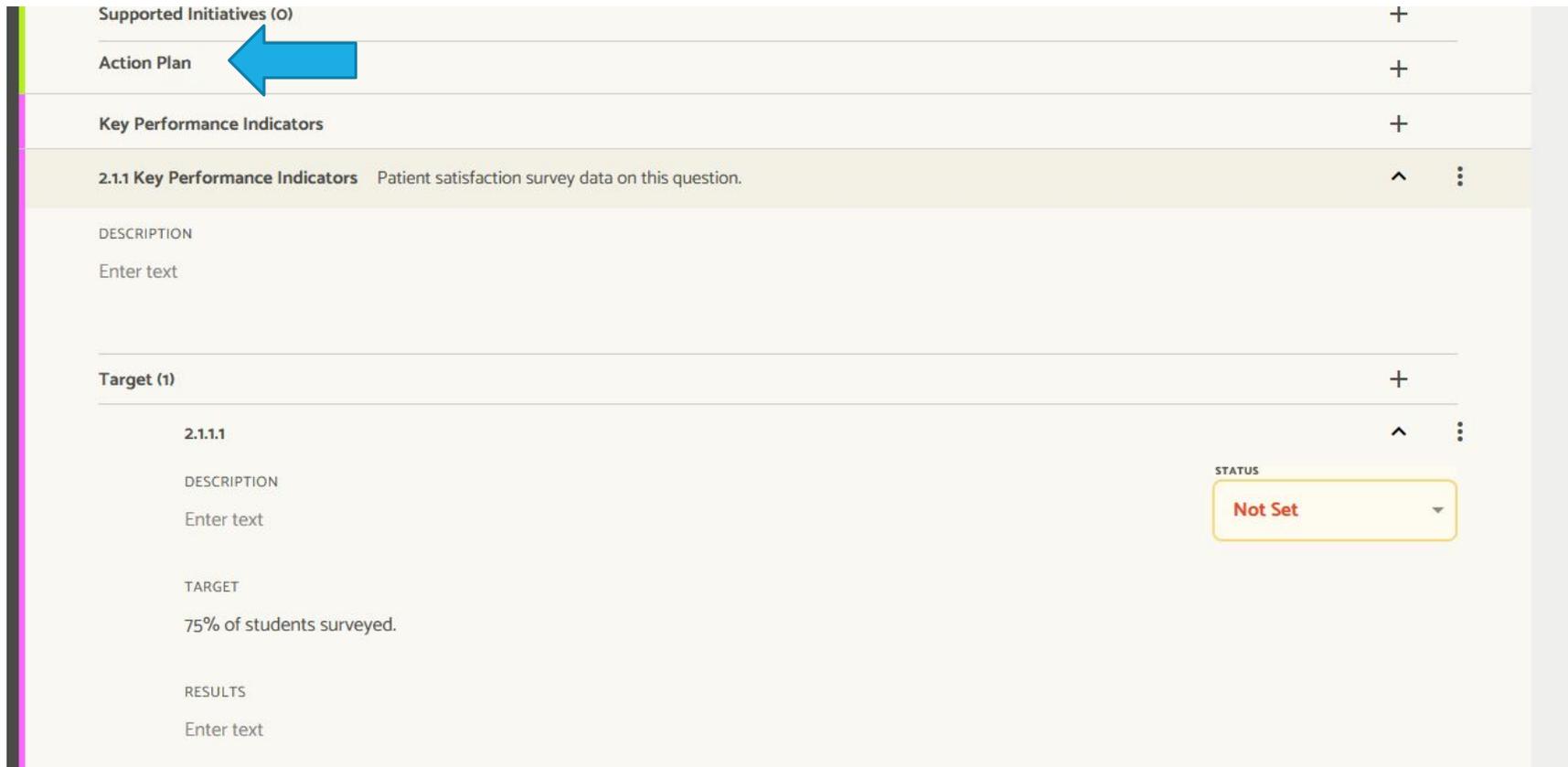
<b>2 Goal</b> To help patients learn how to manage current and future health care concerns effectively.	^	⋮	
DESCRIPTION Enter text			
<b>Outcomes</b>	+		
<b>2.1 Outcome</b> 75% or more of students surveyed will report learning more about their diagnosis and caring for their health during their visit.	←	^	⋮
DESCRIPTION Enter text ←			

ADD OUTCOME 1.1. IT ALSO POPULATES THE GREEN BOX LABELED 1.1.

1.1 STANDS FOR GOAL 1, OBJECTIVE 1.

The image shows a software interface with a list of goals and outcomes on the left, and a detailed view of a goal and its associated outcomes on the right. The left panel has a header 'Goals' with a '+' icon. Below it is a goal entry: '1 Goal Critical thinking' with an expand icon (^) and a menu icon (⋮). Underneath is a 'DESCRIPTION' section with the text 'Students will demonstrate proficiency in critical thinking.' Below that is a header 'Outcomes' with a '+' icon. There are two outcome entries: '1.1 Outcome Data analysis' and 'Students will analyze data in lab-based projects.' Two blue arrows point from the text 'Data analysis' and 'Students will analyze data in lab-based projects.' to the right. The right panel shows a list of items with checkboxes and colored circles. The first item is 'Outcome' with a green circle and a checked checkbox. The second item is 'Measure/Source of Evidence' with a pink circle and a checked checkbox. Below these are two items: '1 Critical thinking' in a yellow box and '1.1 Data analysis' in a green box. Both items have an equals sign (=) and a menu icon (⋮) to their right. A blue arrow points from the '1.1 Outcome Data analysis' entry in the left panel to the '1.1 Data analysis' entry in the right panel.

# ACTION PLAN MISPLACED (ABOVE KPI/TARGET/RESULTS). CAN COME BACK TO IT AFTER ENTERING RESULTS.



The screenshot displays a vertical list of items in a software interface. A blue arrow points to the 'Action Plan' item, which is positioned above the 'Key Performance Indicators' section. The 'Action Plan' item has a plus sign to its right. Below it, the 'Key Performance Indicators' section is expanded, showing a sub-item '2.1.1 Key Performance Indicators' with a description 'Patient satisfaction survey data on this question.' and a plus sign. Underneath, there is a 'DESCRIPTION' field with the placeholder text 'Enter text'. Below that is a 'Target (1)' section with a plus sign. Underneath, there is a sub-item '2.1.1.1' with a description 'Enter text', a 'TARGET' field with the value '75% of students surveyed.', and a 'RESULTS' field with the placeholder text 'Enter text'. To the right of the 'RESULTS' field, there is a 'STATUS' dropdown menu with the value 'Not Set'.

Supported Initiatives (0)	+
Action Plan	+
Key Performance Indicators	+
2.1.1 Key Performance Indicators Patient satisfaction survey data on this question.	^ ⋮
DESCRIPTION	
Enter text	
Target (1)	+
2.1.1.1	^ ⋮
DESCRIPTION	
Enter text	
TARGET	
75% of students surveyed.	
RESULTS	
Enter text	
STATUS	Not Set

# ADD SUPPORTED INITIATIVES IF THEY APPLY. (SEE NEXT SLIDE)

**Supported Initiatives (0)**

**Add Supported Initiatives to Outcome 1.1** ×

SELECT SUPPORTED INITIATIVES

Institutional Priorities 

**Institutional Priorities**

#	DESCRIPTION
<input type="checkbox"/> 2018 SP	Goal 1. ACADEMIC QUALITY. Faculty and staff will ensure ongoing review and continuous improvement of the curriculum across all academic programs on campus.
<input type="checkbox"/> 2018 SP	Goal 2. ACCESS AND SUCCESS. Increase recruitment and enhance support for student success.
<input type="checkbox"/> 2018 SP	Goal 3. QUALITY FACULTY AND STAFF. Recruit, support, develop, and retain a high quality and diverse faculty and staff.
<input type="checkbox"/> 2018 SP	Goal 4. STEWARDSHIP OF RESOURCES. Secure, generate, and responsibly steward the resources necessary to carry out the mission of the campus and ensure long-term institutional fiscal stability and environmental sustainability.
<input type="checkbox"/> 2018 SP	Strategy 1A. Academic programs and units on campus will undergo continuous review characterized by systematic planning, collection and analysis of data, and evaluation.
<input checked="" type="checkbox"/> 2018 SP	Strategy 1B. Require completion of an extended/substantive and independent, yet faculty/staff guided, Experiential Learning activity, within the major field of study, for graduation in all academic programs/degrees.



**1** Critical thinking ≡ ⋮

**1.1** Data analysis ≡ ⋮

# SUPPORTED INITIATIVES EXIST UNDER GENERAL EDUCATION AND INSTITUTIONAL PRIORITIES.

The screenshot shows a web interface with a navigation menu on the left and a main content area. The navigation menu includes 'Standards', 'General Education', 'Institutional Priorities', and 'Strategic Initiatives'. The 'Institutional Priorities' option is highlighted. Below the menu is a search bar with a magnifying glass icon and a close button (X). The main content area is titled 'Institutional Priorities' and contains a table with the following data:

#	DESCRIPTION
2018 SP	Goal 1. ACADEMIC QUALITY. Faculty and staff will ensure ongoing review and continuous improvement of the curriculum across all academic programs on campus.
2018 SP	Goal 2. ACCESS AND SUCCESS. Increase recruitment and enhance support for student success.
2018 SP	Goal 3. QUALITY FACULTY AND STAFF. Recruit, support, develop, and retain a high quality and diverse faculty and staff.
2018 SP	Goal 4. STEWARDSHIP OF RESOURCES. Secure, generate, and responsibly steward the resources necessary to carry out the mission of the campus and ensure long-term institutional fiscal stability and environmental sustainability.
2018	Strategy 1A. All academic programs and units on campus will undergo continuous review characterized by systematic planning, collection and analysis of data,

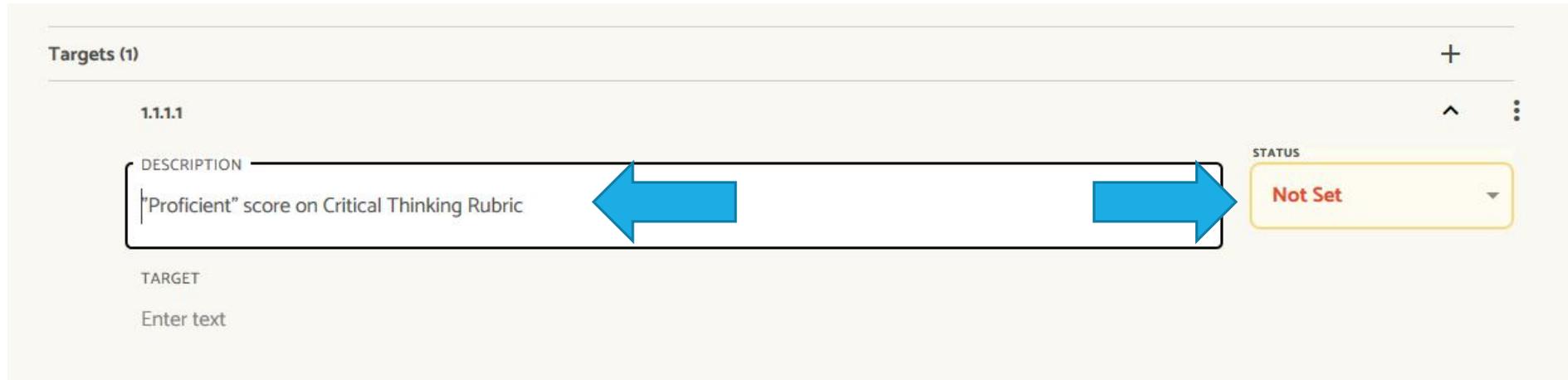
ADD KEY PERFORMANCE INDICATOR. CLICK + TO THE RIGHT.  
ENTER A SPECIFIC ASSIGNMENT OR DATA POINT YOU PLAN TO COLLECT. (THIS  
POPULATES THE PINK BOX LABELED 2.1.1.)  
2.1.1 IS GOAL 2, OUTCOME 1, KPI1.

The screenshot displays a user interface for managing Key Performance Indicators (KPIs). It features a list of KPIs with expandable sections for details. A pink vertical bar highlights the '2.1.1 Key Performance Indicators' section, and a blue arrow points to the '+' icon next to it.

Section	Count	Action
Supported Initiatives	0	+
Action Plan		+
Key Performance Indicators		+
2.1.1 Key Performance Indicators	Patient satisfaction survey data on this question.	^ ⋮
DESCRIPTION	Enter text	
Target	1	+
2.1.1.1		^ ⋮
DESCRIPTION	Enter text	
TARGET	75% of students surveyed.	
RESULTS	Enter text	

STATUS: Not Set

# ADD TARGET BY CLICKING +. ONE KPI *CAN* HAVE MULTIPLE TARGETS.



The screenshot shows a 'Targets' section with a header 'Targets (1)' and a plus sign. Below it, a target is listed under the ID '1.1.1.1'. The target has a description field containing '"Proficient" score on Critical Thinking Rubric' and a status dropdown menu set to 'Not Set'. Two blue arrows point from the description field towards the status dropdown. Below the target, there is a 'TARGET' label and a text input field with the placeholder 'Enter text'.

After you enter the target description under 1.1.1.1, you have to set a status. For now you can choose Nothing Entered because you haven't yet entered any data. **You will change this to Exceeded, Met, Not Met, or Partially Met once you have data.**

# ENTER SPECIFIC TARGET (WHAT YOU HOPE STUDENTS WILL ACHIEVE ON THIS MEASURE.)

Targets (1) +

---

**1.1.1.1** ^ ⋮

DESCRIPTION

"Proficient" score on Critical Thinking Rubric

STATUS

Not Met ▼

TARGET

Average of student scores on the Critical Thinking Rubric will be 4.0/5 (Proficient). 

RESULTS

Enter text

ANALYSIS

Enter text

IMPROVEMENT TYPE

None Set ▼

ADD SHORT STATEMENT OF RESULTS. NUMBER OF CHARACTERS IS LIMITED. SEPARATE BOX FOR ANALYSIS HAS MUCH HIGHER CHARACTER LIMIT.

Targets (1) +

1.1.1.1 ^ ⋮

DESCRIPTION "Proficient" score on Critical Thinking Rubric STATUS  
**Not Met** ▾

TARGET Average of student scores on the Critical Thinking Rubric will be 4.0/5 (Proficient).

RESULTS Average of student scores on the Critical Thinking Rubric was 3.4/5. 

ANALYSIS Students achieved target on items related to data collection and calculations, but they were unable to connect what we learned in the classroom to what they should have observed in the data. Instructors will dedicate an additional half lecture to connections. 

IMPROVEMENT TYPE

MAY ALSO USE DROP-DOWN BOX FOR IMPROVEMENT TYPE AND/OR ENTER IMPROVEMENT(S) ACHIEVED. THESE MAY OR MAY NOT BE RELEVANT TO SA.

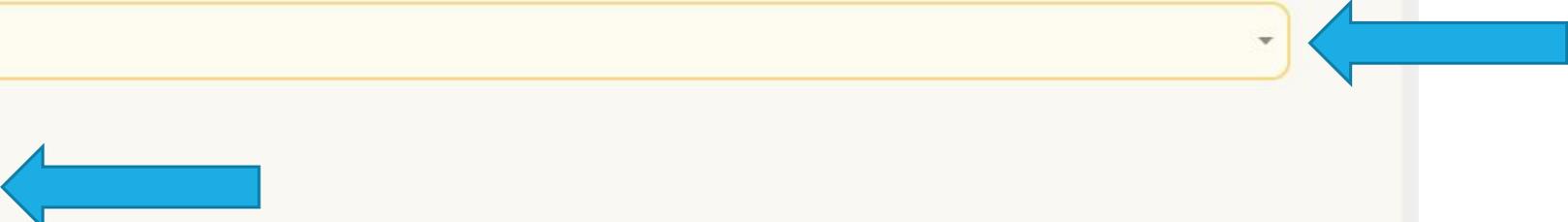
TARGET  
Average of student scores on the Critical Thinking Rubric will be 4.0/5 (Proficient).

RESULTS  
Average of student scores on the Critical Thinking Rubric was 3.4/5.

ANALYSIS  
Students achieved target on items related to data collection and calculations, but they were unable to connect what we learned in the classroom to what they should have observed in the data. Instructors will dedicate an additional half lecture to connections.

IMPROVEMENT TYPE  
None Set

IMPROVEMENT(S) ACHIEVED  
Enter text



ADD AN ACTION PLAN *ANYTIME* YOU DO NOT MEET AN OUTCOME. THIS IS A PLAN FOR HOW YOU WILL ADDRESS THE DEFICIENCY. ADD A BUDGET IF NECESSARY AND A STATUS.

**1.1 Outcome** Data analysis

DESCRIPTION  
Students will analyze data in lab-based projects.

Supported Initiatives (1) +

**Action Plan** ^

DESCRIPTION  
To help students make better connections between data and theory, instructors will spend an additional half lecture talking about how data can support scientific ideas.

BUDGET SOURCE AMOUNT DUE DATE STATUS  
Enter text \$0.00 --/--/---- Planned

+ ADD ACTION ITEM

ACTION ITEMS (0)	CREATED	DUE	STATUS
------------------	---------	-----	--------

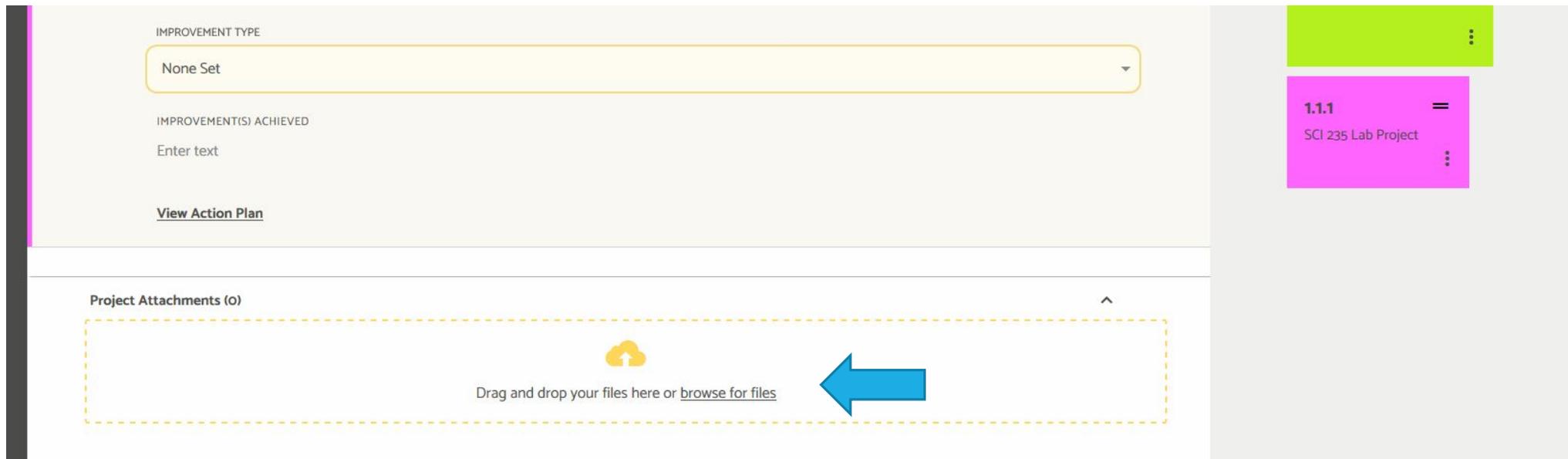
Measure/Source of Evidence +

**1.1 Measure/Source of Evidence** SCI 235 Lab Project ^

DESCRIPTION

PROJECT ATTACHMENTS IS WHERE YOU CAN UPLOAD DOCUMENTS FOR STORAGE. CANNOT LINK TO THESE DOCUMENTS, BUT CAN REFER (IN TEXT) TO THEM.

THIS IS WHERE I'D STORE MY CRITICAL THINKING RUBRIC MENTIONED IN THE MEASURE AND TARGET, OR SURVEYS, OR RELEVANT REPORTS.



# WHEN YOU'RE DONE ENTERING DATA FOR THE YEAR, PLEASE MOVE THE STATUS TO "COMPLETE."



Projects / Assessment / Example Program / 2019-2020

## Example Program 2019-2020

STATUS  
Not Started

Mission  
DESCRIPTION  
Enter text

Goals +

Project Attachments (0)  
Drag and drop your files here or [browse for files](#)

Outline View  
Easily navigate with cards or drag and re-order items from within Outline View.

- Goal
- Outcome
- Measure/Source of Evidence