UNK specific instructions for WEAVEonline Assessment Data Entry

The following description takes you through the process for entering data into WEAVEonline. A more detailed description is available in the *WEAVEonline User Manual 4.0*. A text copy of this manual will be distributed at the training session but is also available under the "Help" menu once you have logged into WEAVE. **In the following document, there are several notes in bold that are specific to UNK, please pay special attention to these issues as you prepare you report in WEAVEonline.**

1. **Go to the UNK WEAVEonline login page**: http://app.weaveonline.com/unk/login.aspx.

2. **Log in using the log in information provided with your training materials**.
   Your WEAVEonline ID is the same as the first part of your UNK email address, i.e. "jdoe", if your email address is jdoe@unk.edu. Passwords vary by department but begin with "unk " followed by a shorter version of the department name, e.g. "unkpsych". If you don't know your password there is a "reset password" link on the bottom of the page. A temporary password will be sent to your UNK Email account. When you log in next you will be asked to enter a new password.

3. **Click on SELECT CYCLE AND ENTITY at the top of your screen**.
   You will see the current cycle and all previous cycles. Next, please select the entity (department/program) for which you would like to enter data.

4. **Select the department you are reporting on from the list of all departments.**
   To enter departmental/program results, select the name of the department/program.

5. **SELECT THE ASSESSEMENTS TAB at the top of your screen**.
   The left hand menu will guide you through the process of entering your assessment plan and results into WEAVE.
   a. Mission and Purpose: This information has been entered based on what you included in your previous reports. If there is a change this cycle, editing the mission is easy. **There is a question about entry status that will appear on nearly every screen where you enter data in WEAVE. You can check either "in progress" or "final". If you do not plan to go back to a given page it is best to check "final". You can still make changes at any time, however, your report will appear incomplete to the Assessment staff until all data entry screens have been checked as "final".**

   b. Assessment Essentials

      i. Objectives/outcomes: These again have been entered based on your last report or most recently submitted plan. Minor changes can be made in WEAVE. If there are major changes to your plan, please contact the assessment office prior to making changes in WEAVE.

ii. Your department-level objectives have also been linked when appropriate to strategic plan items. This will allow us to support our strategic plan by demonstrating student learning occurring at the department level in these areas. Departmental level assessment should only map to strategic plan (not to general studies objectives). Department-level general studies objectives have been linked to relevant General
The mapping to the general studies objectives will allow us to query and to see how we are supporting our GS objectives across academic departments.

c. Measures and Findings

i. Measures

a. Each of the measures used for assessment by your department should be entered here and associated with at least one objective. If you have submitted an electronic copy of the measure to the assessment office, this document should appear as a link. These were uploaded using the Document Repository (last tab on the left hand menu). Documents can be easily uploaded and associated with any part of your plan or results (more on this in the section on the Document Repository).

b. As mentioned above, each measure is associated with one or more of your objectives. Ideally, (and this is the way WEAVE asks you to enter data) you can support each of your objectives individually using data collected from your measures. If you have a measure that is associated with more than one of your objectives, you will be asked to enter findings individually for each of the associated objectives.

c. If it is difficult to isolate specific information on your individual objectives from your measure, this is an area that should be addressed prior to your next assessment cycle.

ii. Achievement target

a. You will be required to enter an achievement target (also known as a benchmark) for each objective/measure combination. An example of an achievement target might be: “80% of our students will score at or above a level of three on the rubric item”. The achievement target will be compared to the findings (data you have collected) related to this objective/measure combination. The achievement target will allow the department to easily determine if the achievement target was met, and subsequently determine whether an action should be taken to address a deficiency.

b. **Setting specific achievement targets for all measures is required.**

iii. Findings

a. For each objective/measure combination, WEAVE will prompt you to “add finding” (or “edit findings” if data have already been entered). In the findings text box, relevant data should be entered that allow you to make comparisons to your achievement target. For example: “75% of the 32 essays submitted by our majors had scores at or above the level of three on the rubric item”. **It is very important to enter both the relevant data collected (e.g. a percentage) and the sample size that the data are based on).** In cases where there is not a quantitative summary of the data (for example, when a qualitative method such as a focus groups is used) the findings should have a brief summary of the results as they relate to the objective. Any finding can be supported by additional material, (e.g. graphs or additional text) using the document repository.

b. WEAVE will then prompt you to indicate whether your objective was “met”, “partially met” or “not met”. This should be straightforward to determine if achievement targets were used.

iv. Add Action Plan: After you have entered your findings, you will enter an action plan. This will be most important for situations in which your achievement target was “partially met” or “not met”. The action plan is a key part of the process as it is where you demonstrate you are using your findings to make changes/improvements.

d. Action Plan Tracking : WEAVE will allow you to track your progress on your action plans. In the past there was no good mechanism for this, but updates can be made on the impact of the actions taken. This is where you document how you are using assessment data to make changes and improvements to your program.

e. Analysis Questions: After all findings and action plans have been entered, the next step is to complete the analysis questions. These are questions that have appeared on previous report templates and should look familiar. **Several of the questions will ask you to comment on your overall impressions based on what you have learned over the last assessment cycle. These responses should be short, and not repeating data already entered previously in WEAVE.** They should be a summary, a place for reflection and pulling together all of the discrete pieces entered into WEAVE.

   1. Please indicate the number of graduates during the academic year, the number of majors, and/or number of minors.

   2. Briefly discuss strengths of your department/program based on your assessment data.

   3. Briefly discuss any areas that may need attention.

   4. Provide a description of when/how assessment results were shared with department/program faculty. Were the assessment results discussed at a faculty meeting or retreat? Is the entire dept./program involved in decision making related to actions to be taken based on the data?

   5. Critically evaluate the assessment process. Did the process assess department/program learning outcomes well? Was the data useful?

   6. **Provide several specific examples of how assessment results have been used to bring about change in the department. This is required for the 2011-12 reporting and for all annual reports following that.**

f. **ANNUAL REPORTING**: **<u>This section is not currently being used</u>**. **<u>Do not enter any of your reporting into this area!</u>** If you are interested in learning more about potential uses of this tool, please contact the Office of Assessment

g. **DOCUMENT REPOSITORY**: If you have supporting documents for your findings, for example, a table or excel file for measures or findings or a rubric or test these documents will not maintain their format if put into any of the text boxes in the Measures/Findings area of WEAVE. The documents must be uploaded and associated with the appropriate findings through the Document Repository area. When you select the Document Repository you can browse your files to select the appropriate document then associate that document with any part of your WEAVE entries. You should find that copies of each of your measures (previously posted on the assessment website) have been uploaded and associated with the appropriate measure description. If any of your current measures are not in the document repository, then you will need to add those.

6. **SELECT REPORTS TAB**: Once the information has been entered into WEAVE, you can produce a report by selecting the **REPORTS** tab at the top of the page. There are several options for reports but you will focus on the Detailed Assessment Report which includes all of the information that you

have entered and will want to share with people in your department/program. The report produced will be a pop-up window and **you will have to "allow pop-ups" in your browser settings in order to see the report. If you continue to have problems make sure that all tool bars you have are reset to allow pop-ups for WEAVEonline. As a last resort hold down the control key while you click on the Reports button.**

SHARING REPORTS: When you are ready to share the completed report with others in your department there are a couple of ways you can do this.

a. **Print hard copy of the report**: When you have logged onto WEAVEonline select the REPORT tab. When you are in the report area, select your department/program report (disable the pop-up blocker) and hit the RUN button. When you have the report on the screen, you can hit the PRINT THIS REPORT button in the top right hand corner of the screen. This will print a copy of the report.

b. **Email an electronic copy**: When you have logged onto WEAVEonline select the REPORT tab. When you are in the report area, select your department/program report (disable the pop-up blocker) and hit the RUN button. When you have the report on the screen, you can select all of the report and Copy and Paste it into a word document. Save that document to your computer. Then hit the OPEN EMAIL LIST button at the top left of the screen. Select the names of the people you want to send the report to by clicking in the box in front of their names. Then hit the DRAFT EMAIL button. Write the email information you want individuals to have and then attach the assessment report to the document, just as you would attach any document. The links that are in the report will not be active.

c. **Share the report in WEAVEonline**: If you want reviewers to see the report and have active links to all documents, then you will need to have them log into WEAVEonline and access the report function and the specific report you want to share with them online. To allow you to use this option, we have put the names of all faculty in your department into WEAVE with read only access (except for those in your department who are inputting data and already have read/write access).

These are the main things you will need to know in order for you to do your annual assessment reporting. For additional information, please read through the complete WEAVEonline training guides provided. If you still have questions, contact the Office of Assessment at Ext. 8495 or email assessment@unk.edu.

Assessment Reports should be input to WEAVEonline before October 24, 2008. Before notifying the Assessment Office that your report is ready to be reviewed online, be sure that you have checked FINAL on each of the segments of the report. Then email the Office of Assessment to let us know that the report is ready for review.