Tutorial
How to enter data into Weave
and complete the annual report
Fall 2021

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

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

3. On the IT Services 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 a *Program Review* project.
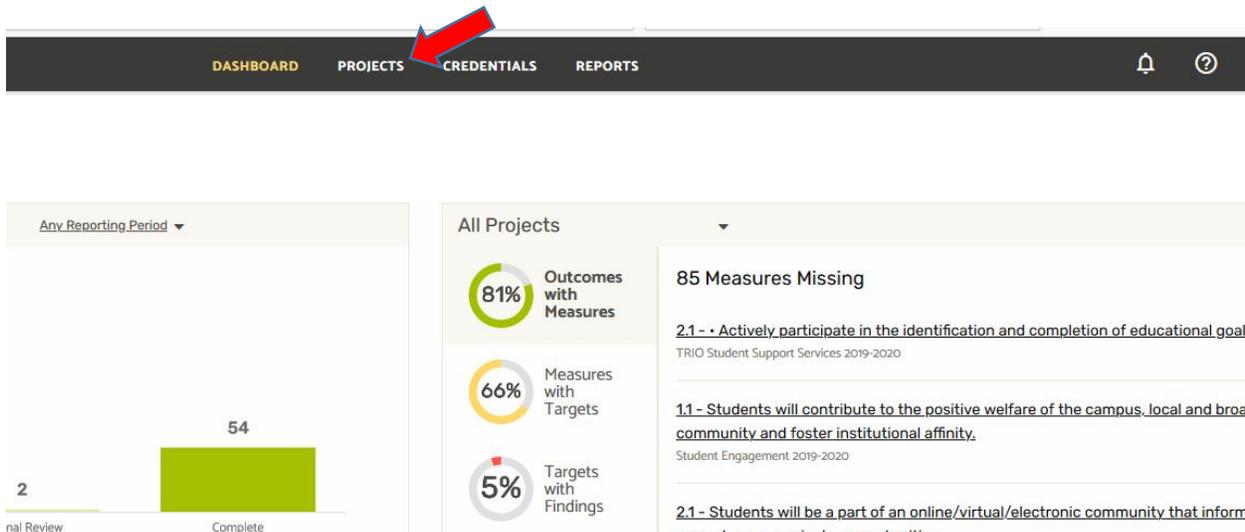
Note that projects have years attached to them (red arrow).

7. To input assessment plans and data, click on the "Assessment" type project for the appropriate year (2020-21).

8. On the "home page" for this project, you'll see an Outline View displayed on the right. It is color coded. Goals are orange. Outcomes are green. Measures are purple. You may click on any block within the outline view and you will be taken to that location in the main page. Alternately, you can just scroll through the "outline" view on the main part of the page.
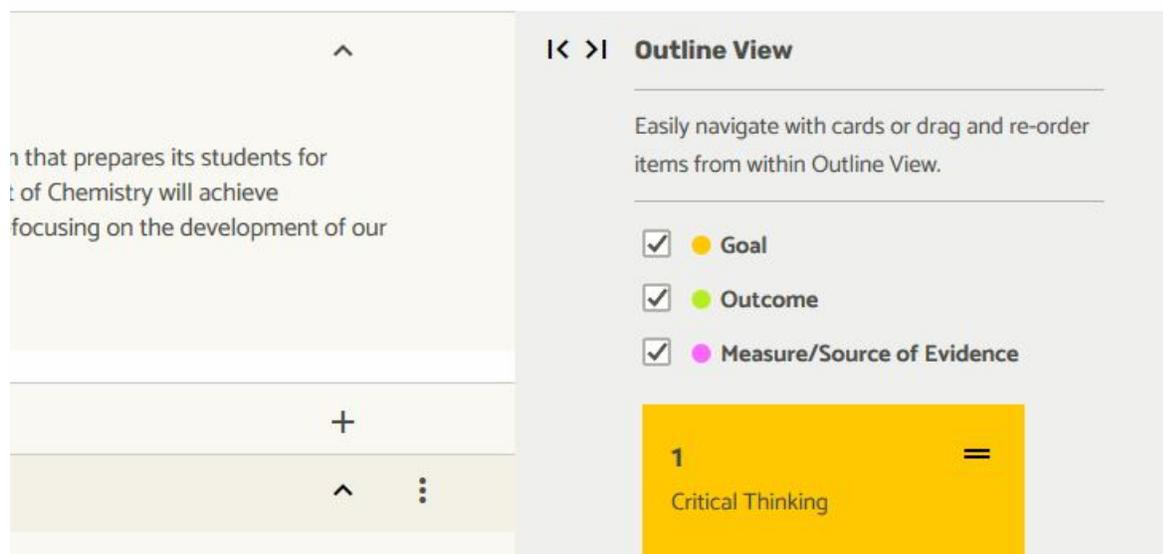
Let's say that I have some results to enter under Goal 1, Outcome 1.1, Measure 1.1.1. Navigate there by clicking on the purple box labeled 1.1.1.
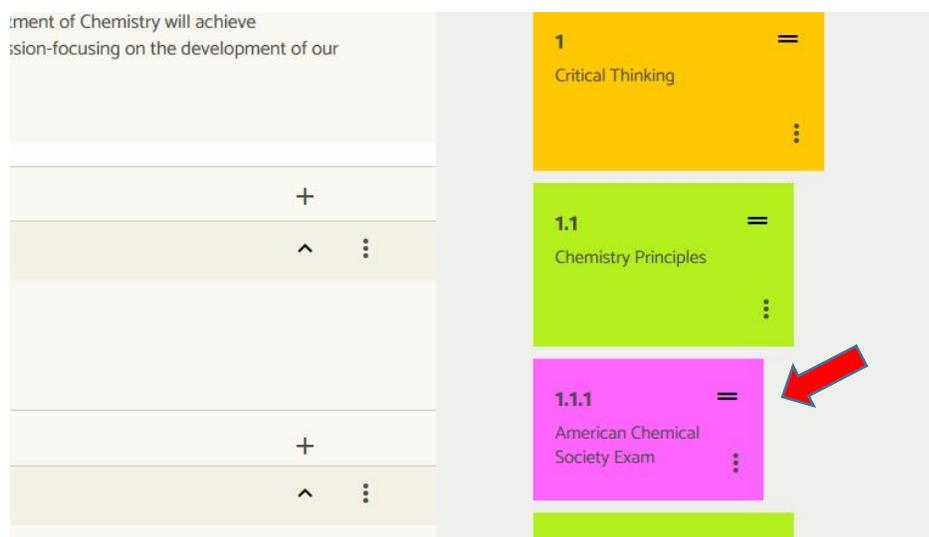
It takes you to Measure 1.1.1. I've scrolled slightly down to the Targets box.

9. You may enter your results here. Click on "Enter text" underneath Results.

A text box appears. Type your results in here. This can be a location for "just the facts" because there's an Analysis box below it. As soon as you click somewhere else on the page your results are saved.

10. Click "Enter text" under Analysis. A text box opens up. Enter your analysis of your results here. Note that you have a limit of 5,000 characters in this text box.

RESULTS

Enter text

ANALYSIS

Enter text

Please limit Analysis to 5000 characters or less.

11. Optional: Click on Improvement Type, under Results and Analysis. Here you can use a drop-down menu to choose a type of improvement that was achieved since the previous year.

IMPROVEMENT TYPE

None Set

IMPROVEMENT(S) ACHIEVED

Enter text

Please limit Improvement(s) Achieved to 1000 characters or less.

View Action Plan

12. Click on Improvements Achieved. This is a text box where you can describe any improvements you achieved since the previous year.

IMPROVEMENT TYPE

None Set

IMPROVEMENT(S) ACHIEVED

Enter text

Please limit Improvement(s) Achieved to 1000 characters or less.
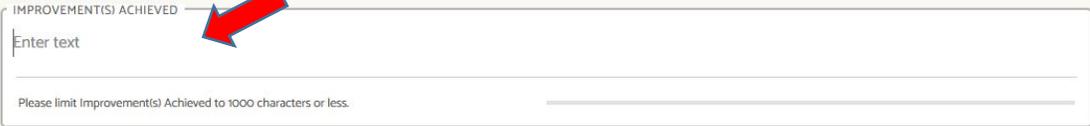
View Action Plan

13. Finally, underneath those is a link to View Action Plan.

When you click on it, it will take you to a space above the Measure (actually to just under the Outcome) where you can view or add an Action Plan associated with this particular Outcome (1.1). Look ALL THE WAY UP AT THE TOP of the page to find Action Plan. You should add an action plan anytime you do not meet an outcome. This is a plan for how you will address the deficiency.
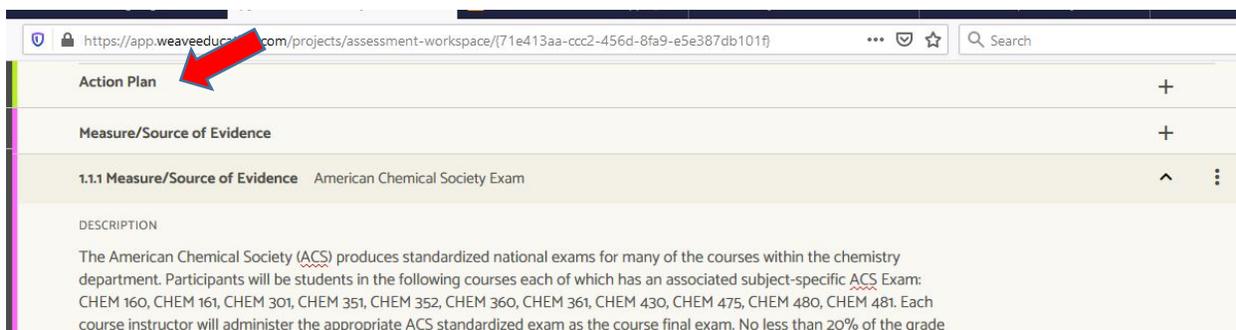
14. To add an action plan, click on the + symbol to the right.
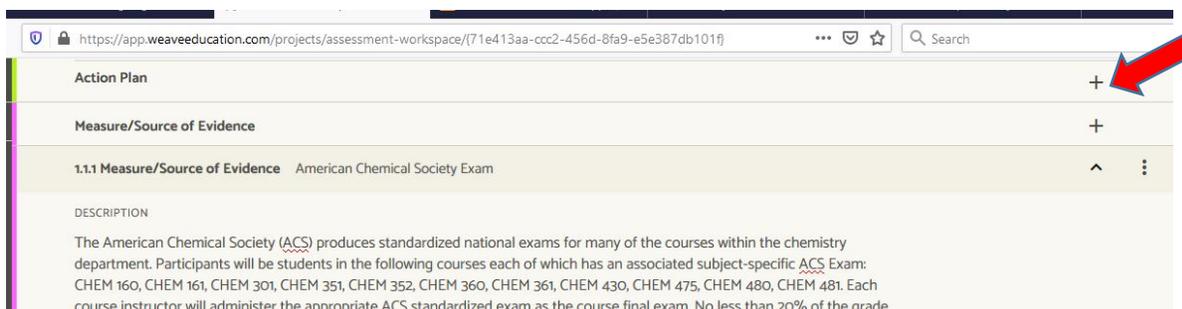
A new Action Plan panel will appear.

1.1 Outcome   Chemistry Principles

DESCRIPTION

Evaluate chemistry principles in various disciplines

Supported Initiatives (0)   +

Action Plan ∧

   DESCRIPTION

   Enter text

   BUDGET SOURCE   AMOUNT   DUE DATE   STATUS

   Enter text $0.00   --/--/----

   + ADD ACTION ITEM

   ACTION ITEMS (0)   CREATED   DUE   STATUS

Measure/Source of Evidence   +

Anywhere there is an "Enter text" in this panel, you may enter a narrative or description.

You may enter a budget estimate for completing this action plan. Please mention this in your annual report as well.

15. If you have documents you'd like preserved (rubrics, a report to an accrediting body, graphs, etc.) you may upload it to the Project Attachments area at the bottom of the page. Scroll down to the bottom of the page. In Project Attachments you can drag and drop files to this area, or browse your computer and upload.

Project Attachments (12)   ∧

          Drag and drop files here or browse for files

NAME ▼	DATE UPLOADED	SIZE	
2017-18 Graduate Assessment Report.docx	10/2/2019	495KB	⋮
Cultural Rubric.docx	10/2/2019	12KB	⋮

16. Repeat Steps 8-15 for each measure to complete your assessment result reporting for this year.

When finished, move the status from Not Started to Complete by using the drop-down menu.
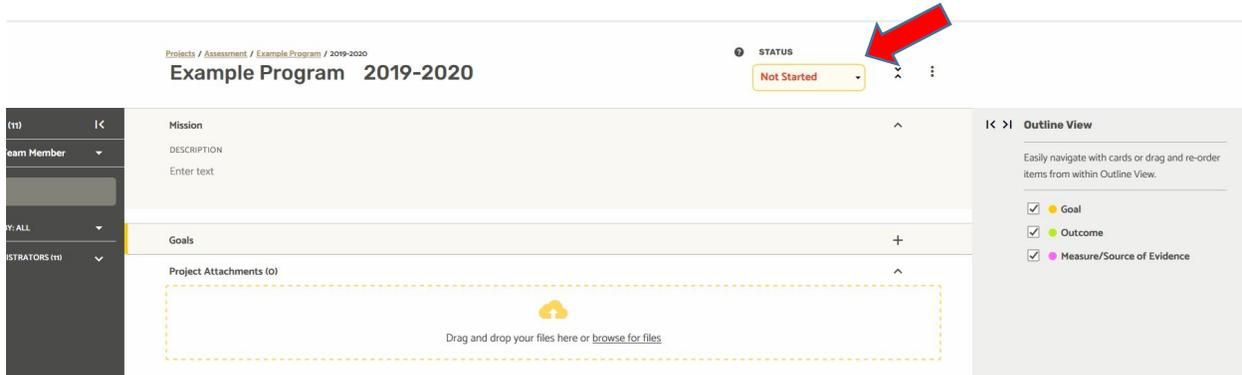
Wait! You're not done yet! You still need to do the annual report. This is found under Projects.

17. Go back to the Projects tab at the top of the page, and find the project that is of "Program Review" type. This doesn't have anything to do with an APR of your program. Instead, it is a type of project in which you have large text boxes to answer open-ended questions.
Click on the appropriate project for 2020-21, Program Review Type.

18. The questions for the annual report have been updated for 2020-21 reporting. There are fewer questions, and there is no request for number of majors/minors/graduates.
Each question is located under a dark shaded box. To start answering a question, click on Add a response.

Criminal Justice 2020-21

Filter Standards

1.
UNK Academic Annual Reports Template   Add a response

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

Tags:

There are no current responses or past responses for this standard. Add a response

2.
UNK Academic Annual Reports Template   Add a response

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 department/program involved in decision making related to actions to be taken based on assessment data?

Tags:

19. Click on Create & Open Response.

2
UNK Academic Annual Reports Template   Add a response

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

Tags:

Response Name: Stage 1   Add team member

Cancel   Create & Open Response   Create 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 or to preserve for later reference. 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.
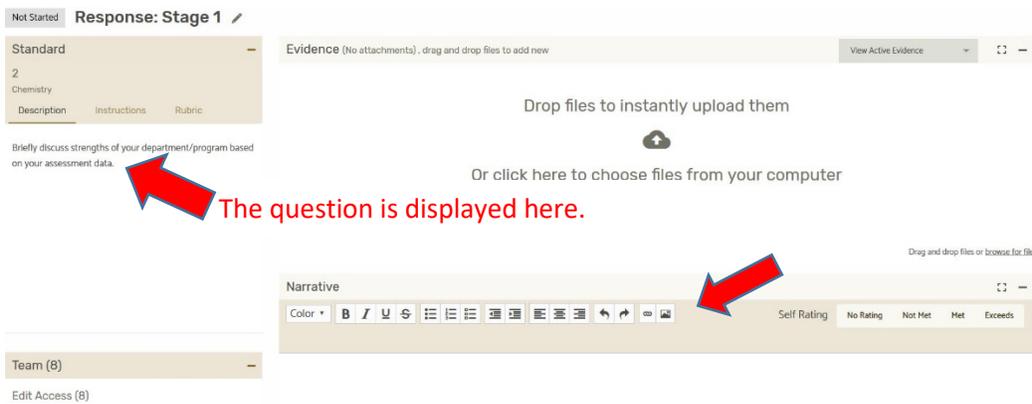
The question is displayed here.

20. It's rare that anyone completes this in a single sitting. If you need to exit, then get back into this area, the landing page will look different. You no longer have to click "Add a response." Instead, click on the word "Response" on the left side. That will get you back into the narrative page for that question.
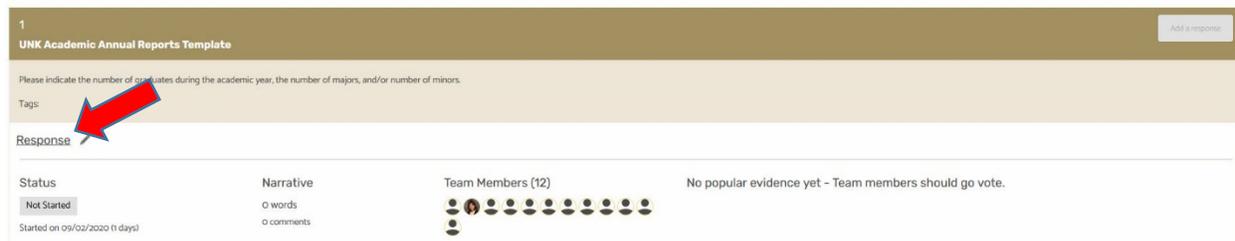
Note: If you'd like to change the word "Response" to something else, you can click on the little pencil next to the word Response. That will open a text box that looks like this. It will allow you to change the heading here. It's not necessary.
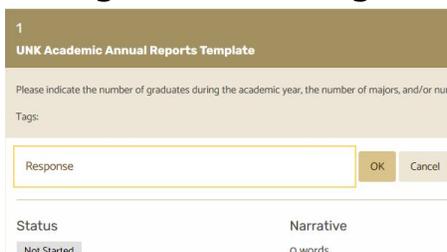
21. Repeat steps 18-20 until all Annual Report questions are answered. When finished with each question, please change the status (found above the question) from "Not Started" to "External Review."

When you click the "Not Started" gray box you'll get this view. Click next to "External Review" when you've finished this question.

When you've answered all questions and moved statuses to External Review, you're done!