

## 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](mailto: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.

**BE BOLD.**



#### STUDENTS

Financial Aid  
Course Catalogs  
Academic Calendar  
Cost Information  
Campus Map

#### RESOURCES

MyBlue  
Canvas  
IT Services  
Firefly  
HelpDesk  
Work for UNK  
Library  
Email  
UNK Box



#### AFFILIATES

Nebraska System  
University Foundation  
Alumni Association  
Museum of Nebraska Art  
Safety Center  
Loper Athletics  
UNMC at UNK




#### THE UNIVERSITY OF NEBRASKA

2504 9th Ave, Kearney, NE 68849  
308-865-8441

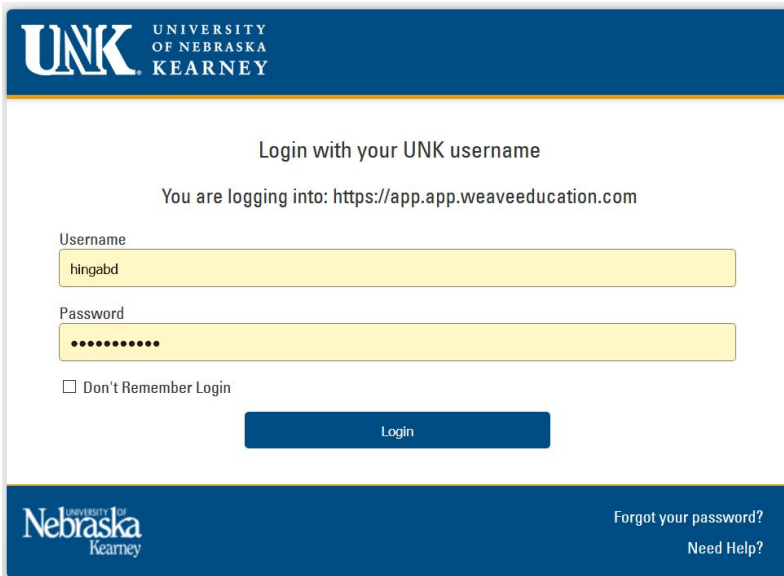
[Directory](#)  
[Safety](#)  
[Report Fraud/Misconduct](#)  
[Privacy Policy](#)  
[Digital Accessibility](#)

© Copyright 2020 | [Login](#)

3. On the IT Services page, find Weave and click on the logo or title.

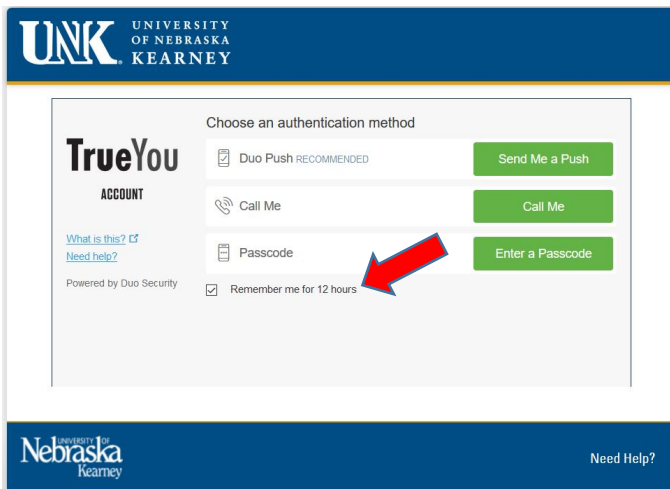
|   |   |   |
|---|---|---|
| <b>QUALTRICS FAQ</b>  | <b>IDENTITY FAQ</b>   | <b>UNK EMAIL FAQ</b>  |
| <br><b>NK Printing</b><br>ing is powered by Wepa, a<br>int kiosk that allows you to<br>anywhere, securely, to any<br>our kiosks on campus. | <br><b>Weave</b><br>Weave is web-based assessment<br>reporting software used on the UNK<br>campus. | <br><b>Zoom</b><br>Zoom is an easy to use cloud<br>conferencing platform |
| <b>UNK PRINTING FAQ</b>   |   | <b>ZOOM FAQ</b>   |

4. Use your UNK credentials to log into Weave.



The image shows the login page for the University of Nebraska Kearney (UNK). At the top, the UNK logo and "UNIVERSITY OF NEBRASKA KEARNEY" are displayed. Below this, the text "Login with your UNK username" is centered. Underneath, it says "You are logging into: https://app.app.weaveeducation.com". There are two input fields: "Username" with the text "hingabd" and "Password" with masked characters. Below the password field is a checkbox labeled "Don't Remember Login". A blue "Login" button is centered below the fields. At the bottom, the Nebraska Kearney logo is on the left, and links for "Forgot your password?" and "Need Help?" are on the right.

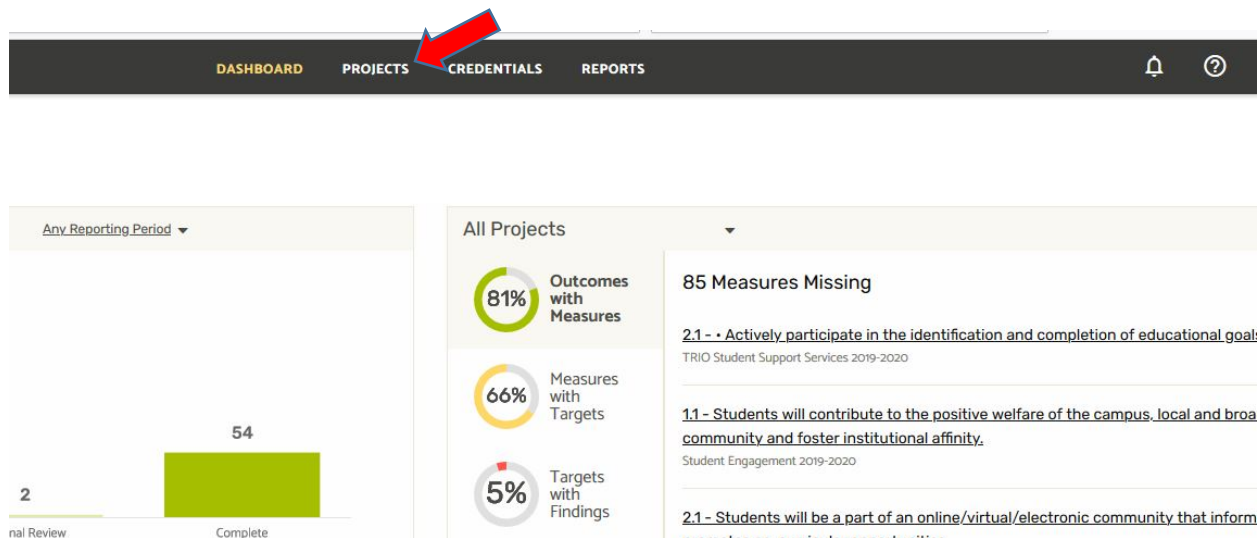
You'll be asked to use TrueYou for authentication. Choose "Remember me for 12 hours" to prevent having to do this again today.



The image shows the TrueYou authentication page. On the left is the TrueYou logo and "ACCOUNT" text. Below this are links for "What is this?" and "Need help?", and the text "Powered by Duo Security". In the center, under the heading "Choose an authentication method", there are three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. A red arrow points to the "Remember me for 12 hours" checkbox, which is checked. At the bottom, the Nebraska Kearney logo is on the left and a "Need Help?" link is on the right.

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).

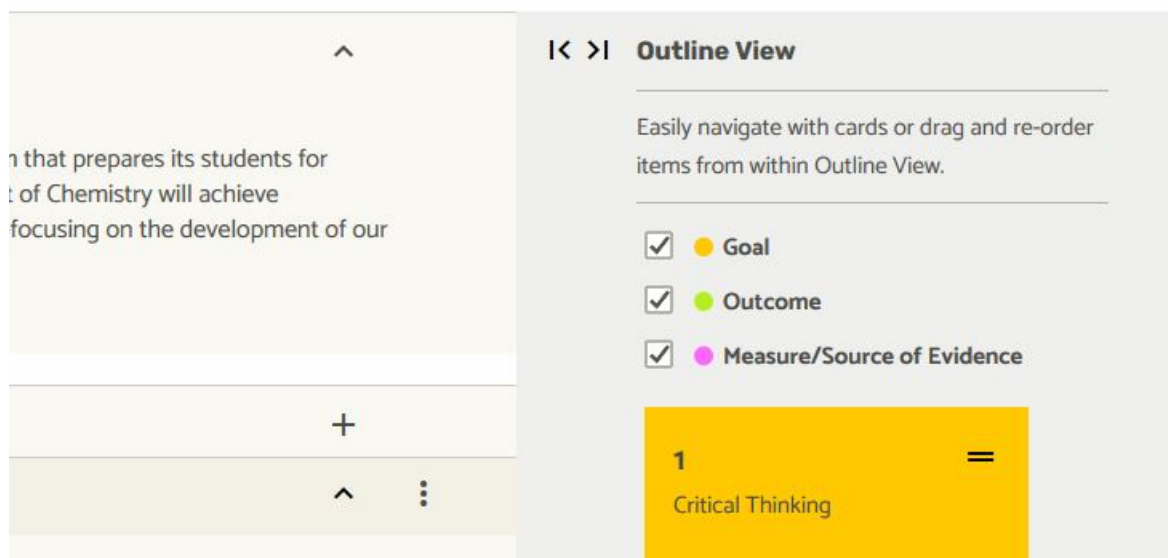
Filter projects

Show Only: Assigned to you, Assessment, Accreditation, Program Review

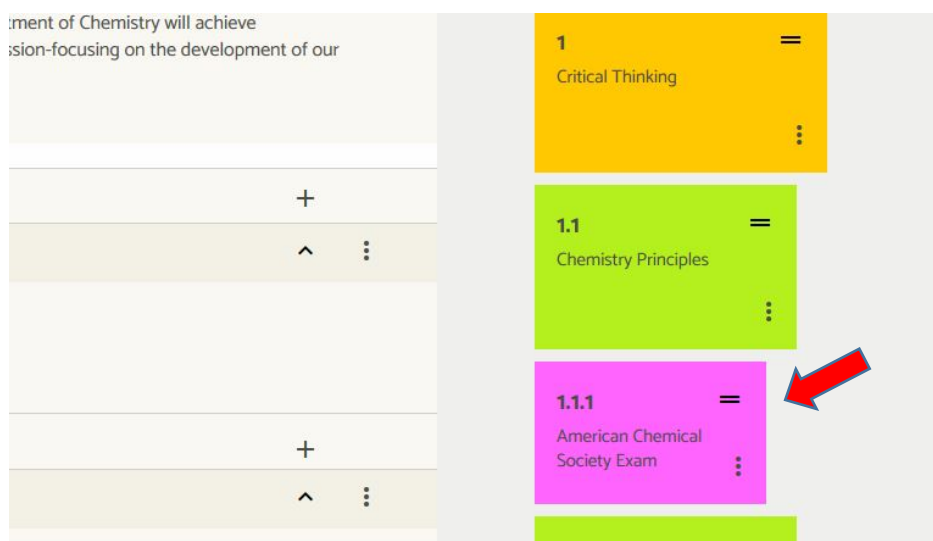
| Title                                 | Year    | Type           |
|---------------------------------------|---------|----------------|
| Agribusiness                          | 2020-21 | Assessment     |
| Criminal Justice 2020-21              |         | Program Review |
| Agribusiness 2020-21                  |         | Program Review |
| Business Administration Comprehensive | 2020-21 | Assessment     |

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.

**Targets (1)** +

**1.1.1.1** ^

**DESCRIPTION**

Student exam scores will average at or above the national average

**TARGET**

Student exam scores will average at or above the 50th percentile in each of the chemistry disciplines: general, organic, physical and analytical chemistry.

**RESULTS**

Enter text

**ANALYSIS**

Enter text

**STATUS**

Not Set

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

**Targets (1)** +

**1.1.1.1** ^

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**TARGET**

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**RESULTS**

Enter text

**ANALYSIS**

Enter text

**STATUS**

Not Set

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.

Student exam scores will average at or above the 50th percentile in each of the chemistry disciplines: general, organic, physical and analytical chemistry.

**RESULTS**

Enter text

**ANALYSIS**

Enter text

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

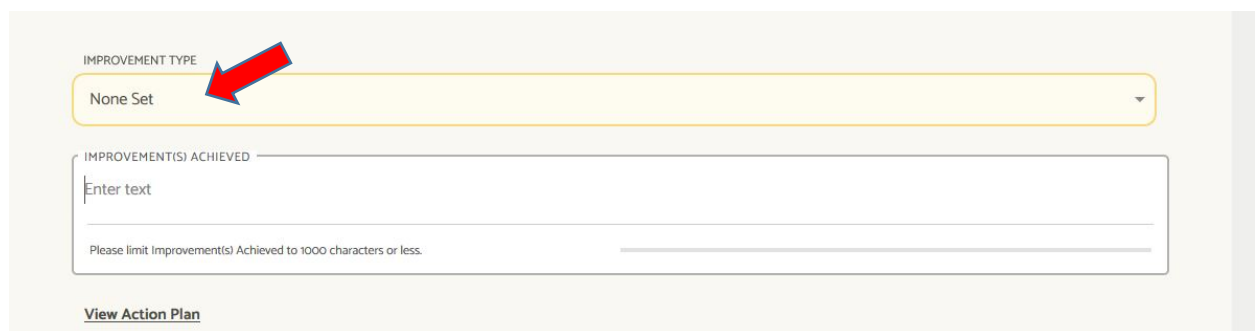
None Set

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

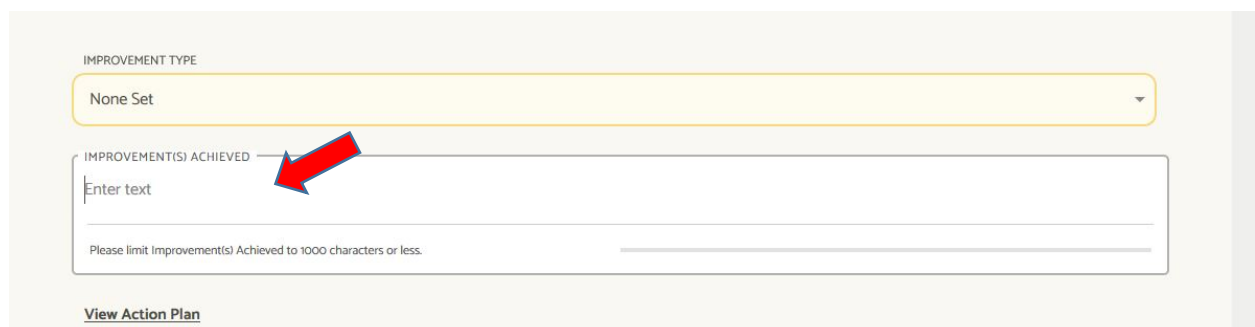
None Set

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.

IMPROVEMENT TYPE

None Set

IMPROVEMENT(S) ACHIEVED

Enter text

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

[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.

https://app.weaveeducation.com/projects/assessment-workspace/[71e413aa-ccc2-456d-8fa9-e5e387db101f]

Action Plan +

Measure/Source of Evidence +

1.1.1 Measure/Source of Evidence American Chemical Society Exam ^

DESCRIPTION

The American Chemical Society (ACS) produces standardized national exams for many of the courses within the chemistry department. Participants will be students in the following courses each of which has an associated subject-specific ACS Exam: CHEM 160, CHEM 161, CHEM 301, CHEM 351, CHEM 352, CHEM 360, CHEM 361, CHEM 430, CHEM 475, CHEM 480, CHEM 481. Each course instructor will administer the appropriate ACS standardized exam as the course final exam. No less than 20% of the grade

14. To add an action plan, click on the + symbol to the right.

https://app.weaveeducation.com/projects/assessment-workspace/[71e413aa-ccc2-456d-8fa9-e5e387db101f]

Action Plan +

Measure/Source of Evidence +

1.1.1 Measure/Source of Evidence American Chemical Society Exam ^

DESCRIPTION

The American Chemical Society (ACS) produces standardized national exams for many of the courses within the chemistry department. Participants will be students in the following courses each of which has an associated subject-specific ACS Exam: CHEM 160, CHEM 161, CHEM 301, CHEM 351, CHEM 352, CHEM 360, CHEM 361, CHEM 430, CHEM 475, CHEM 480, CHEM 481. Each course instructor will administer the appropriate ACS standardized exam as the course final exam. No less than 20% of the grade

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)  |               |       |
|---|---------------|-------|
| <div>  Drag and drop files here or <a href="#">browse for files</a> </div> |               |       |
| NAME  | DATE UPLOADED | SIZE  |
| <a href="#">2017-18 Graduate Assessment Report.docx</a>   | 10/2/2019     | 495KB |
| <a href="#">Cultural Rubric.docx</a>  | 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.

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

**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.

▼ Criminal

Show Only: Assigned to you, Assessment, Accreditation, Program Review

Filter by Reporting Period

| Title                                    | Year      | Type           |
|--|-----------|----------------|
| <a href="#">Criminal Justice</a>         | 2020-21   | Assessment     |
| <a href="#">Criminal Justice</a>         | 2018-2019 | Assessment     |
| <a href="#">Criminal Justice</a>         | 2019-2020 | Assessment     |
| <a href="#">Criminal Justice 2020-21</a> |           | Program Review |
| <a href="#">Criminal Justice</a>         |           | Program Review |
| <a href="#">Criminal Justice 2019-20</a> |           | Program Review |

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.

Not Started **Response: Stage 1** ✎

Standard  
2  
Chemistry  
Description Instructions Rubric

Evidence (No attachments), drag and drop files to add new View Active Evidence

Drop files to instantly upload them

Or click here to choose files from your computer

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

The question is displayed here.

Narrative

Color B I U S [Rich Text Editor Icons]

Self Rating No Rating Not Met Met Exceeds

Team (8)

Edit Access (8)

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.

1 UNK Academic Annual Reports Template Add a response

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

Tags

**Response**

Status  
Not Started  
Started on 09/02/2020 (1 days)

Narrative  
0 words  
0 comments

Team Members (12)  
[User Avatars]

No popular evidence yet - Team members should go vote.

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.

1 UNK Academic Annual Reports Template

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

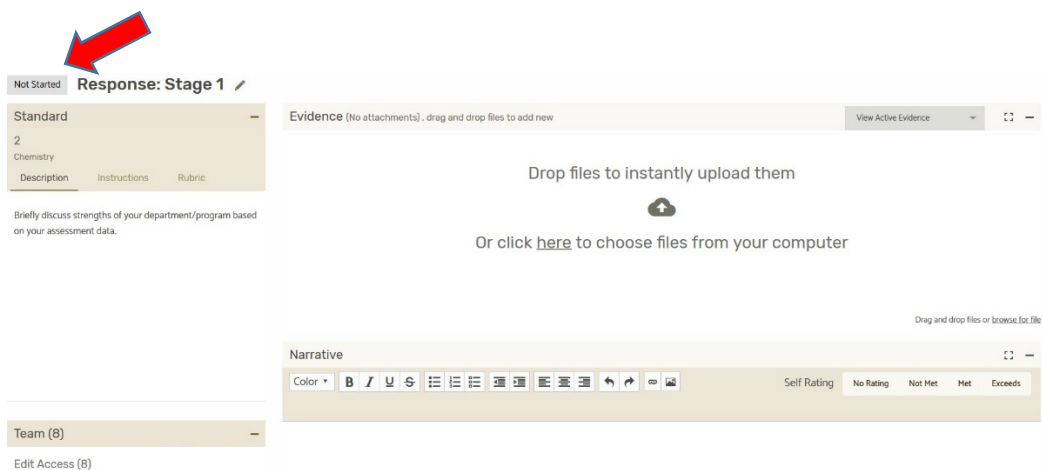
Tags

Response OK Cancel

Status  
Not Started

Narrative  
0 words

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."



Not Started **Response: Stage 1** ✎

Standard 2 Chemistry

Description Instructions Rubric

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

Evidence (No attachments) , drag and drop files to add new View Active Evidence

Drop files to instantly upload them

Or click [here](#) to choose files from your computer

Narrative

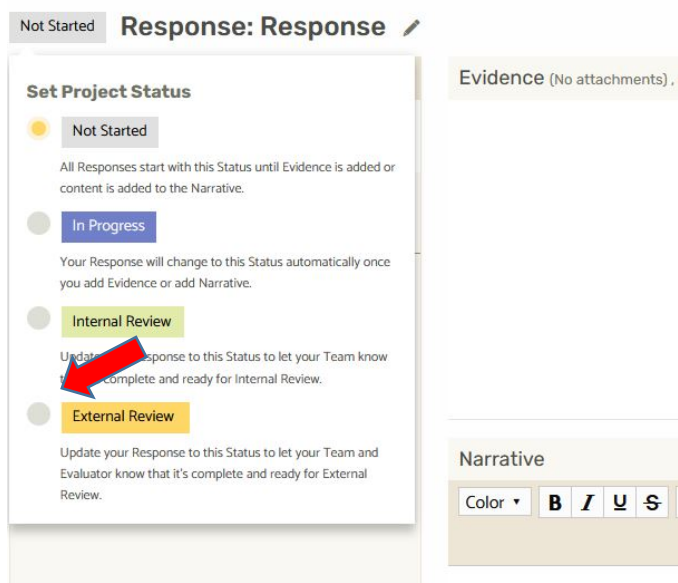
Color B I U S

Self Rating No Rating Not Met Met Exceeds

Team (8)

Edit Access (8)

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



Not Started **Response: Response** ✎

**Set Project Status**

Not Started

All Responses start with this Status until Evidence is added or content is added to the Narrative.

In Progress

Your Response will change to this Status automatically once you add Evidence or add Narrative.

Internal Review

Update your Response to this Status to let your Team know it's complete and ready for Internal Review.

External Review

Update your Response to this Status to let your Team and Evaluator know that it's complete and ready for External Review.

Evidence (No attachments) ,

Narrative

Color B I U S

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