

Tutorial

How to enter data into Weave and complete the annual report Fall 2023

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.

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 NEBRA

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

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

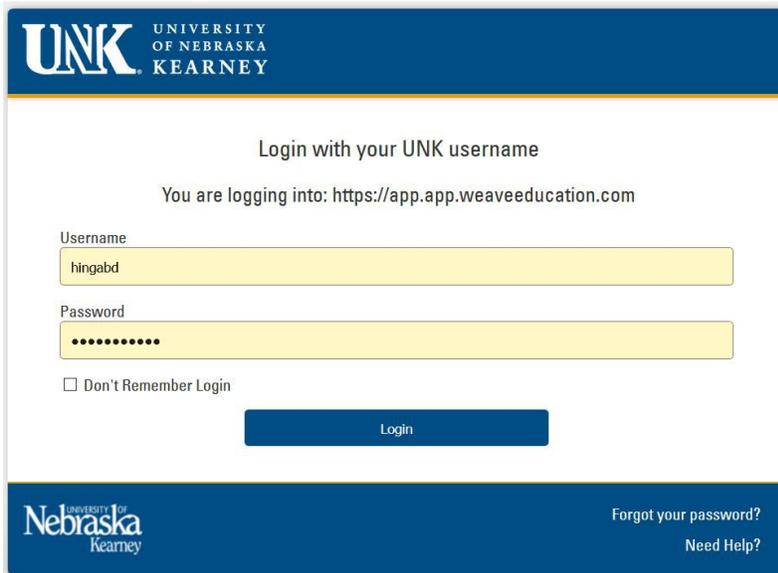
© Copyright 2020 | [Login](#)

3. On the IT Services page, find Weave and click on the Launch button.



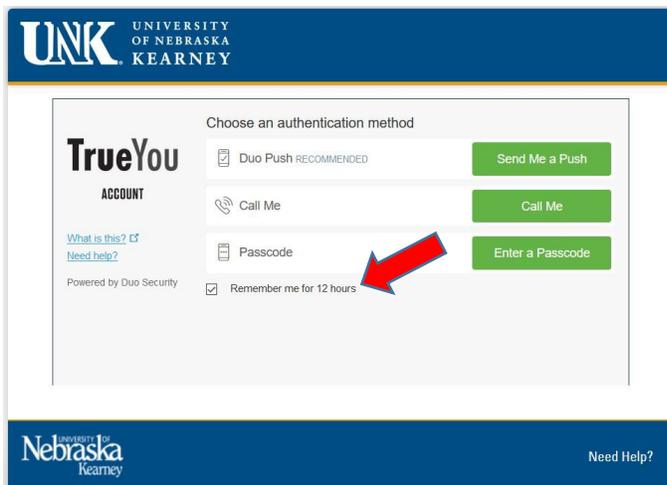
 **Assessment Reporting - Weave Education**
Assessment reporting software

4. Use your UNK credentials to log into Weave.



The screenshot shows the UNK login interface. At the top left is the UNK logo and the text "UNIVERSITY OF NEBRASKA KEARNEY". The main heading is "Login with your UNK username". Below this, it says "You are logging into: https://app.app.weaveeducation.com". There are two input fields: "Username" with the value "hingabd" and "Password" with masked characters. A checkbox labeled "Don't Remember Login" is present. A blue "Login" button is at the bottom center. At the bottom right, there are links for "Forgot your password?" and "Need Help?".

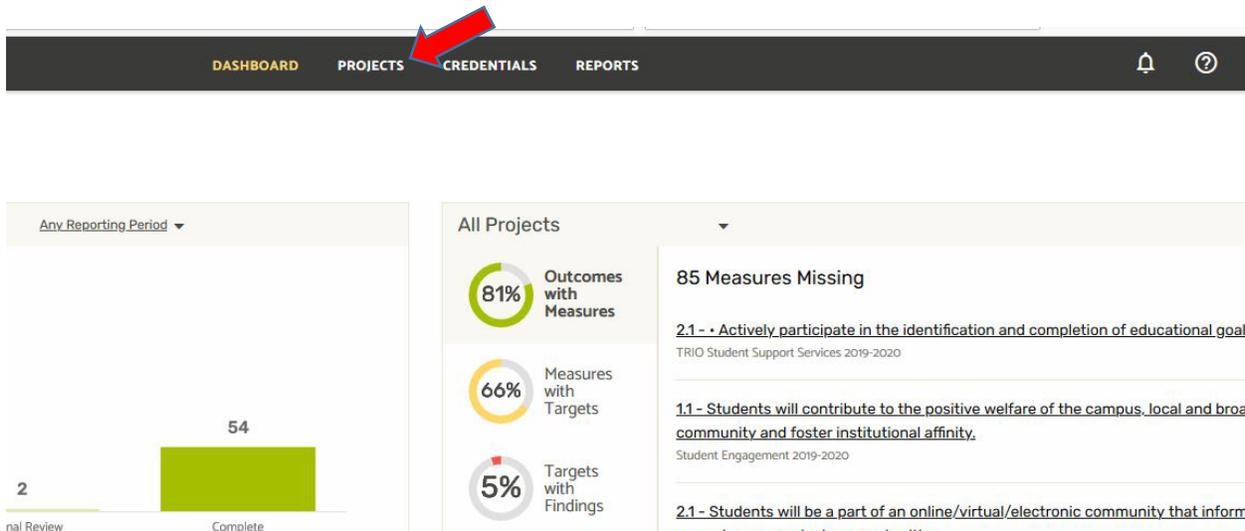
You'll be asked to use TrueYou for authentication. Choose "Remember me for 12 hours" to prevent having to do this again today.



The screenshot shows the TrueYou authentication page. The top left has the UNK logo and "UNIVERSITY OF NEBRASKA KEARNEY". The TrueYou logo is on the left. The main heading is "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. On the left side, there is an "ACCOUNT" section with links for "What is this? C?", "Need help?", and "Powered by Duo Security". At the bottom right, there is a "Need Help?" link.

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. Find your Assessment type program for the year 2022-23.



Note that projects have years attached to them (red arrow).

The screenshot shows a table of projects with filters for 'Assigned to you', 'Assessment', 'Accreditation', and 'Program Review'. The table has columns for 'Title', 'Year', and 'Type'. A red arrow points to the 'Year' column, and two blue arrows point to the 'Title' and 'Type' columns respectively.

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

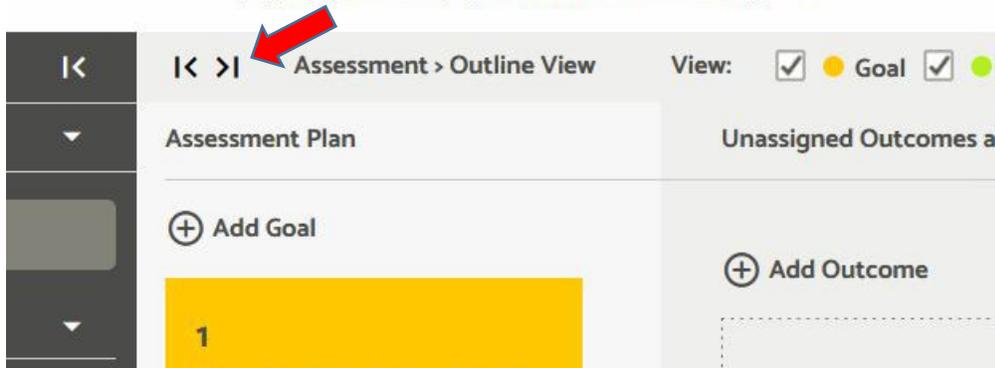
7. To input assessment plans and data, click on the “Assessment” type project for the appropriate year (2022-23).

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. Unfortunately, you cannot click on those boxes to open them.

Right under the title of your program on the left side of the page you’ll see something that looks like this:

Clinical Mental Health Counseling

Projects > Assessment > Clinical Mental Health Counseling > 2022-23



Click on the >| button to take you to the Outline View. This is the view you'll work within. It will look like the below image:

Projects > Assessment > Exercise Science > 2022-23

Mission

DESCRIPTION

The mission of the Exercise Science program is to provide exceptional physical activity and health to enhance the students' learning experience.

Goals

1 Goal Students should be able to identify process of problem solving.

DESCRIPTION

The goal of the exercise science program is to produce responsive students.

9. Let's say that I have some results to enter under Goal 1, Outcome 1.1, Measure 1.1.1. Navigate there by scrolling down 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 STATUS Not Set

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

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

Targets (1) +

1.1.1.1 ^ ⋮

DESCRIPTION Student exam scores will average at or above the national average STATUS Not Set

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

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

11. 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.

12. 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](#)

13. Optional: 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](#)

14. Optional: Finally, underneath those is a link to View Action Plan.



IMPROVEMENT TYPE

None Set

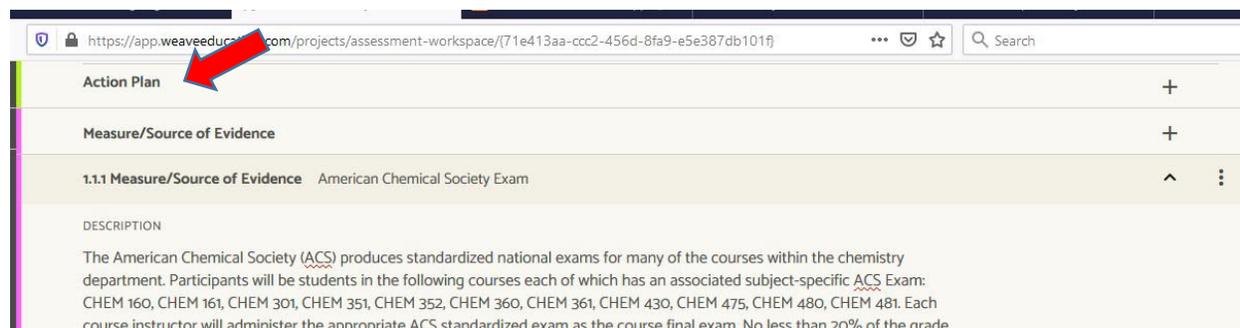
IMPROVEMENT(S) ACHIEVED

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.



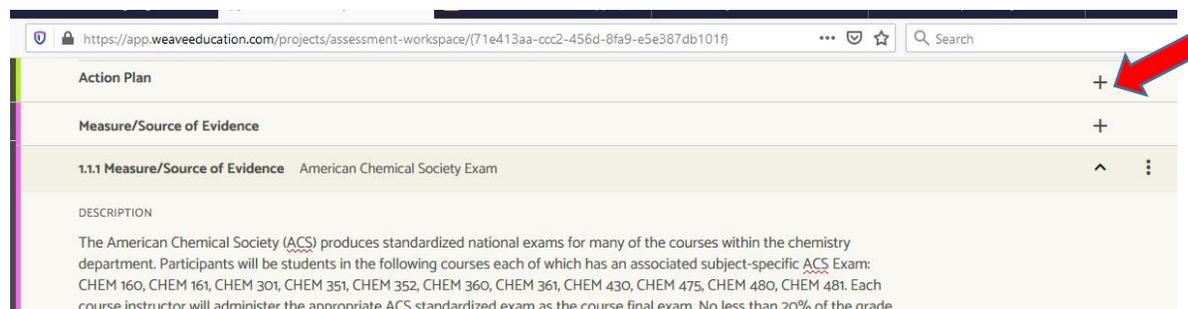
https://app.weaveeducation.com/projects/assessment-workspace/(71e413aa-ccc2-456d-8fa9-e5e387db101f)

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

15. 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	+
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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	--/------	<input type="text"/>

+ ADD ACTION ITEM

ACTION ITEMS (0)	CREATED	DUE	STATUS
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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.

16. 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 ⋮

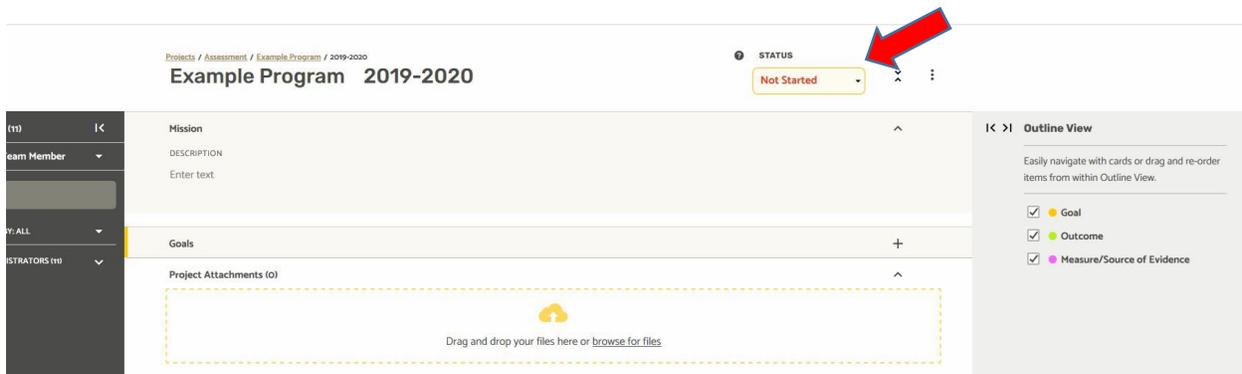
17. Repeat Steps 8-15 for each measure to complete your assessment result reporting for this year.

Wait! You're not done yet! You still need to do the annual summary questions!

Beth Hinga has sent a Word document that has several questions for you to answer about your program based on assessment results and other discussions in your department/program. If you've lost track of that document, email Beth at hingabd@unk.edu for a new copy.

Fill out this Word document and upload it to the Project Attachments area at the bottom of your assessment page.

When finished, move the status from **Not Started** to **Complete** (found at the very top of the page) by using the drop-down menu.



The screenshot shows a web interface for an assessment page. At the top, the breadcrumb trail reads "Projects / Assessment / Example Program / 2019-2020". The main title is "Example Program 2019-2020". In the top right corner, there is a "STATUS" dropdown menu currently set to "Not Started". A red arrow points to this dropdown menu. Below the title, there are three main sections: "Mission" (with a "DESCRIPTION" field and "Enter text" prompt), "Goals" (with a "+" icon), and "Project Attachments (0)" (with a dashed box and a "Drag and drop your files here or browse for files" prompt). On the left side, there is a sidebar with "Team Member" and "ADMINISTRATORS (11)". On the right side, there is an "Outline View" panel with a list of items: "Goal", "Outcome", and "Measure/Source of Evidence", each with a checkbox and a colored dot.

Now you're done! Congratulations!