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

Beth Hinga
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.
LOG IN USING YOUR UNK CREDENTIALS. IT WILL ASK YOU TO DO DUAL AUTHENTICATION. SUGGESTION: CLICK ON “REMEMBER ME FOR 12 HOURS.”
Login leads to a dashboard. Click on projects.
PROJECTS PAGE SHOWS YOU WHAT ENTITIES YOU HAVE ACCESS TO. CLICK ON YOUR PROJECT FOR THE CURRENT YEAR. IT HAS “ASSESSMENT” IN RIGHT COLUMN.
WEAVE IS HIERARCHICAL IN STRUCTURE.

Goals

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

Name of your program and reporting year
SOME FEATURES

- Status drop-down box
- Outline view

Mission statement

Example Program 2019-2020

Drag and drop your files here or browse for files.
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
Click on “Enter Text” under Mission. A text box appears. Type or copy/paste your mission statement.
TO ADD A GOAL, CLICK +
SHADE THE 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.

<table>
<thead>
<tr>
<th>Goals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Goal</td>
<td>Enter Text</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

Enter text

<table>
<thead>
<tr>
<th>Outcomes</th>
<th></th>
</tr>
</thead>
</table>
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.
TO ADD AN OUTCOME FOR THAT GOAL, CLICK +
A small box comes up that says “Program level.” Click on “Program level.” (There are no other choices at this point.)
<table>
<thead>
<tr>
<th>2 Goal</th>
<th>To help patients learn how to manage current and future health care concerns effectively.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td></td>
<td>Enter text</td>
</tr>
<tr>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>2.1 Outcome</td>
<td>75% or more of students surveyed will report learning more about their diagnosis and caring for their health during their visit.</td>
</tr>
<tr>
<td></td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td></td>
<td>Enter text</td>
</tr>
</tbody>
</table>
ADD OUTCOME 1.1. IT ALSO POPULATES THE GREEN BOX LABELED 1.1.

1.1 STANDS FOR GOAL 1, OBJECTIVE 1.

<table>
<thead>
<tr>
<th>Goals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Goal</strong></td>
<td>Critical thinking</td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td>Students will demonstrate proficiency in critical thinking.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcomes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Outcome</strong></td>
<td>Data analysis</td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td>Students will analyze data in lab-based projects.</td>
</tr>
</tbody>
</table>
ACTION PLAN MISPLACED (ABOVE KPI/TARGET/RESULTS). CAN COME BACK TO IT AFTER ENTERING RESULTS.
ADD SUPPORTED INITIATIVES IF THEY APPLY. (SEE NEXT SLIDE)
SUPPORTED INITIATIVES EXIST UNDER **GENERAL EDUCATION** AND **INSTITUTIONAL PRIORITIES**.

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Goal 1. ACADEMIC QUALITY. Faculty and staff will ensure ongoing review and continuous improvement of the curriculum across all academic programs on campus.</td>
</tr>
<tr>
<td>2018</td>
<td>Goal 2. ACCESS AND SUCCESS. Increase recruitment and enhance support for student success.</td>
</tr>
<tr>
<td>2018</td>
<td>Goal 3. QUALITY FACULTY AND STAFF. Recruit, support, develop, and retain a high-quality and diverse faculty and staff.</td>
</tr>
<tr>
<td>2018</td>
<td>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.</td>
</tr>
<tr>
<td>2018</td>
<td>Strategy 1A. All academic programs and units on campus will undergo continuous review characterized by systematic planning, collection and analysis of data,</td>
</tr>
</tbody>
</table>
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.
### ADD TARGET BY CLICKING +. ONE KPI CAN HAVE MULTIPLE TARGETS.

<table>
<thead>
<tr>
<th>Targets (t)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1.1</td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
</tr>
<tr>
<td>Proficient* score on Critical Thinking Rubric</td>
</tr>
</tbody>
</table>

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

**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

**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**
**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.
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.”