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.

STUDENTS
Financial Aid
Course Catalogs
Academic Calendar
Cost Information
Campus Map

RESOURCES
MyBlue
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IT Services
Firefly
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2504 9th Ave, Kearney, NE 68849
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Directory
Safety
Report Fraud/Misconduct
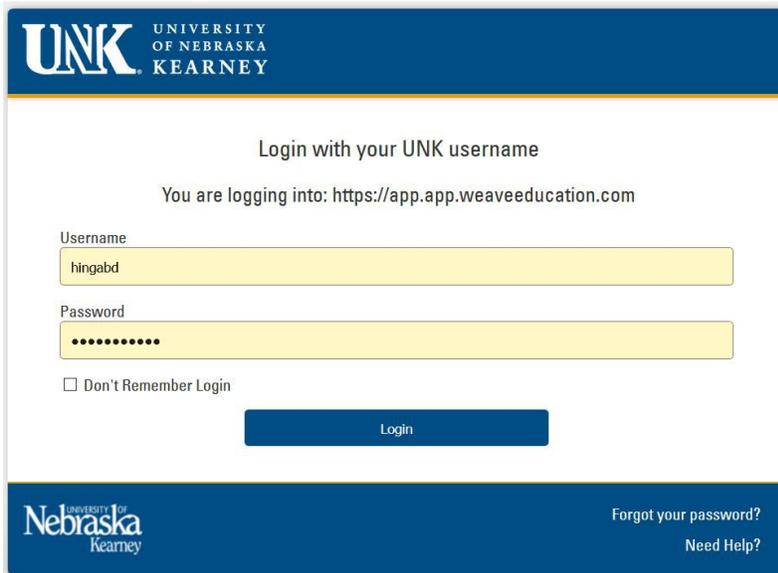Privacy Policy
Digital Accessibility

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

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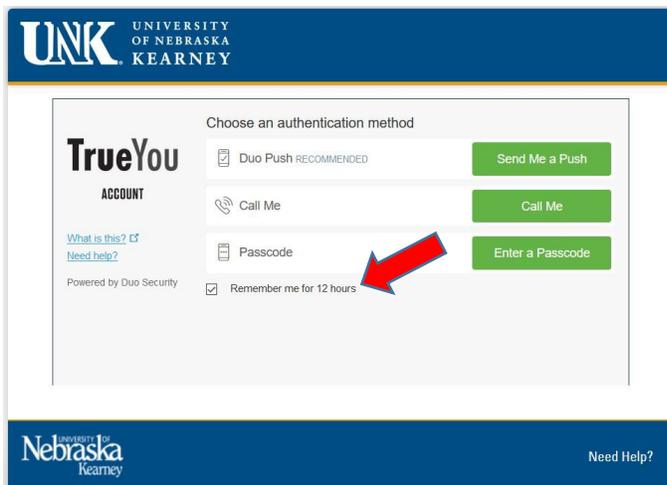**Assessment Reporting - Weave Education**
Assessment reporting software

4. Use your UNK credentials to log into Weave.

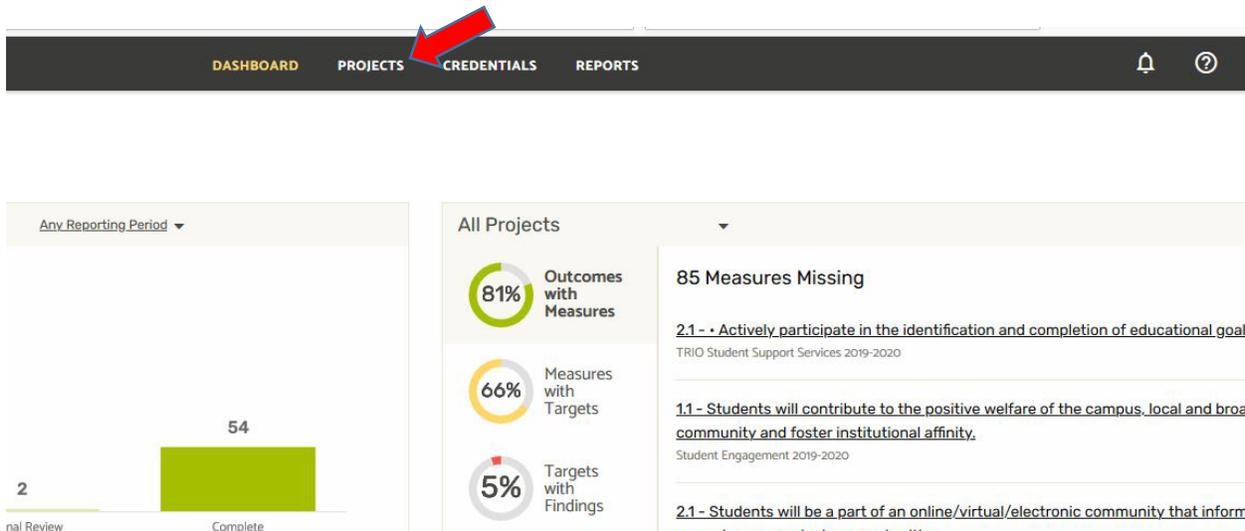You'll be asked to use TrueYou for authentication. Choose "Remember me for 12 hours" to prevent having to do this again today.

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

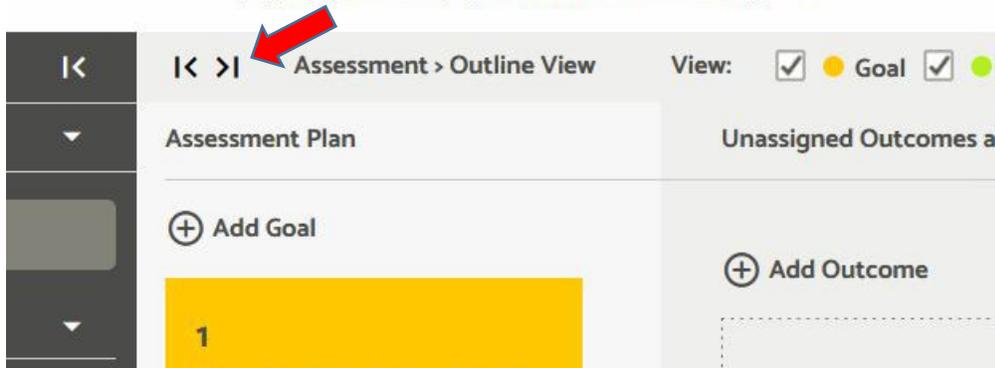Note that projects have years attached to them (red arrow).

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

I< >| Assessment > Outline View   View: ☑ ● Goal ☑ ●

Assessment Plan   Unassigned Outcomes a

⊕ Add Goal

                                         ⊕ Add Outcome

1

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 exce
physical activity and health to enhance the students' learning e

Goals

1 Goal   Students should be able to identify process of problem solv

DESCRIPTION

The goal of the exercise science program is to produce respons

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.

10. 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.

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.

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.

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

14. Optional: 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.
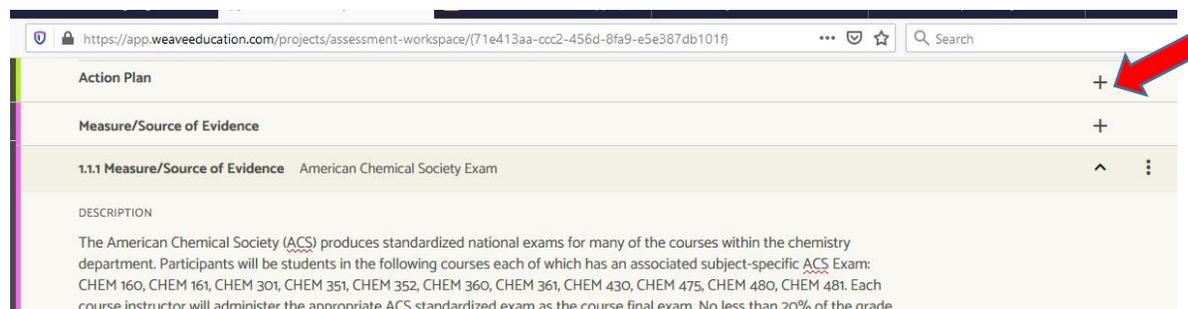

15. To add an action plan, click on the + symbol to the right.

A new Action Plan panel will appear.

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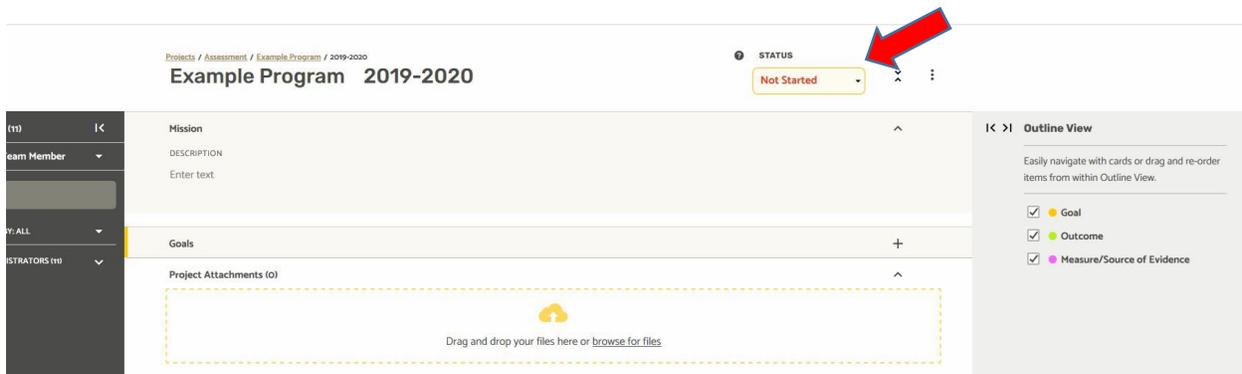
17. Repeat Steps 8-15 for each measure to complete your assessment result reporting for this year.

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.

Now you're done! Congratulations!