

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

Beth Hinga Director of Assessment Fall 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.





#### STUDENTS

Financial Aid
Course Catalogs
Academic
Cost Information
Campus Map

#### RESOURCES

MyBlue Canvas IT Services Firefly HelpDesk Work for UNK Library Email

**UNK Box** 

#### **AFFILIATES**

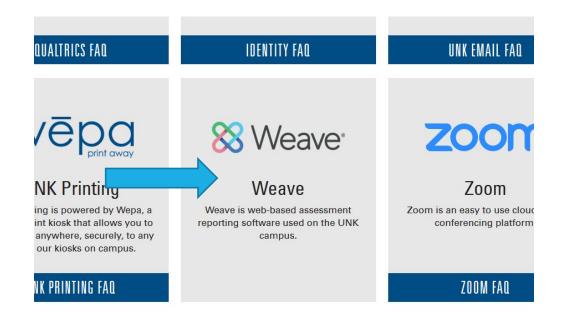
Nebraska System
University Foundation
Alumni Association
Museum of Nebraska Art
Safety Center
Loper Athletics
UNMC at UNK

#### THE UNIVERSITY OF NEBRA

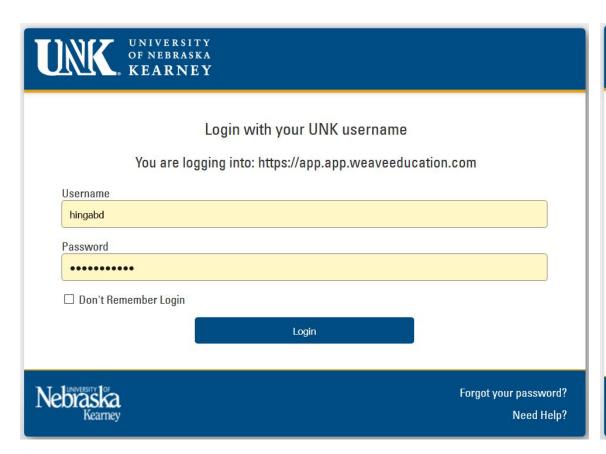
2504 9th Ave, Kearney, NE 68849 308-865-8441

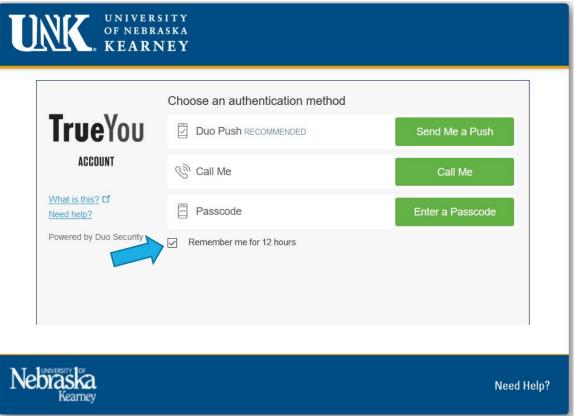
Directory
Safety
Report Fraud/Misconduct
Privacy Policy
Digital Accessibility

© Copyright 2020 | Login

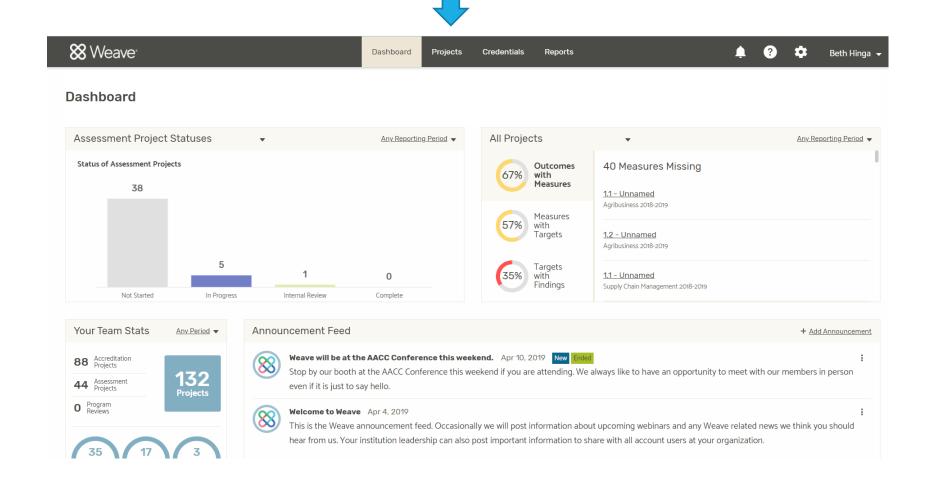


# LOG IN USING YOUR UNK CREDENTIALS. IT WILL ASK YOU TO DO DUAL AUTHENTICATION. SUGGESTION: CLICK ON "REMEMBER ME FOR 12 HOURS."

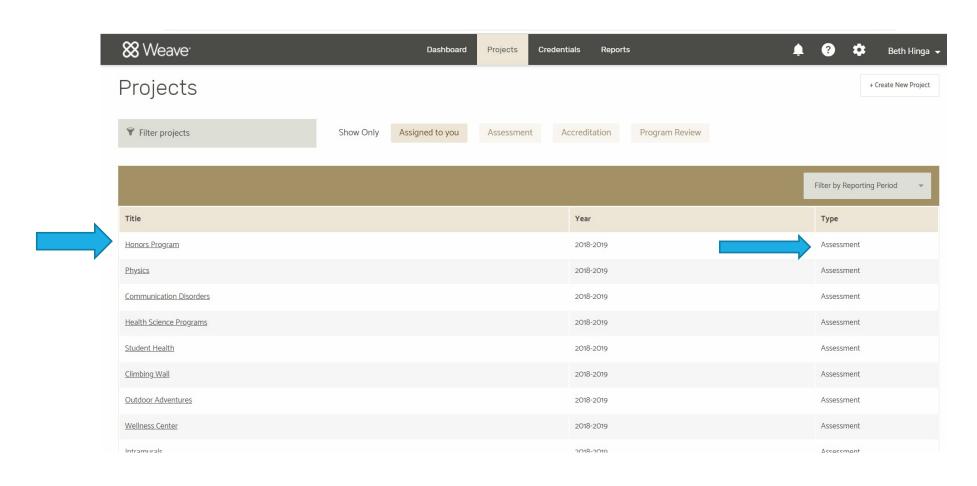




## LOGIN LEADS TO A DASHBOARD. CLICK ON PROJECTS.

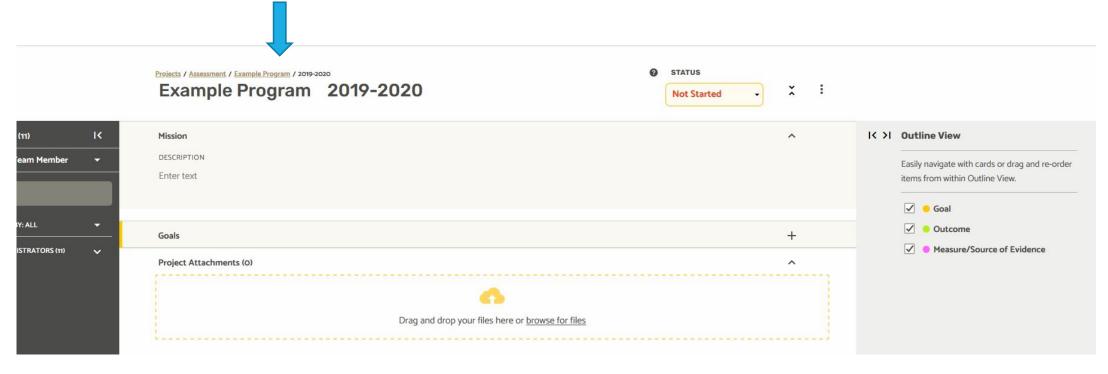


## PROJECTS PAGE SHOWS YOU WHAT ENTITIES YOU HAVE ACCESS TO. CLICK ON YOUR PROJECT THAT HAS "ASSESSMENT" NEXT TO IT FOR THE APPROPRIATE YEAR (2020-21).



#### **SOME FEATURES**

Name of your program and reporting year



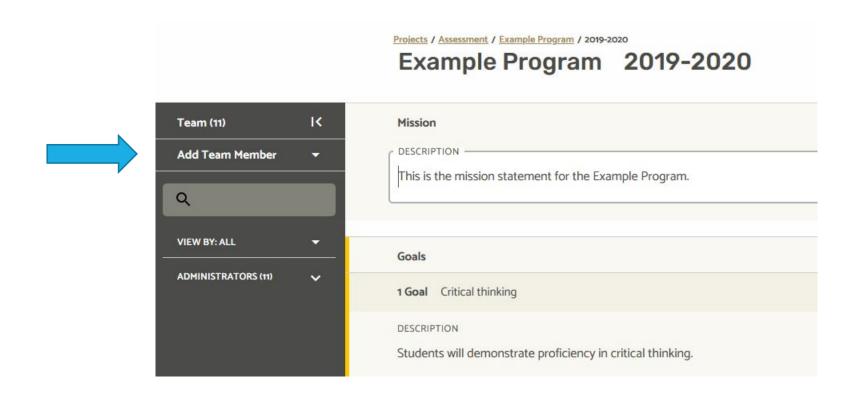
### **SOME FEATURES**



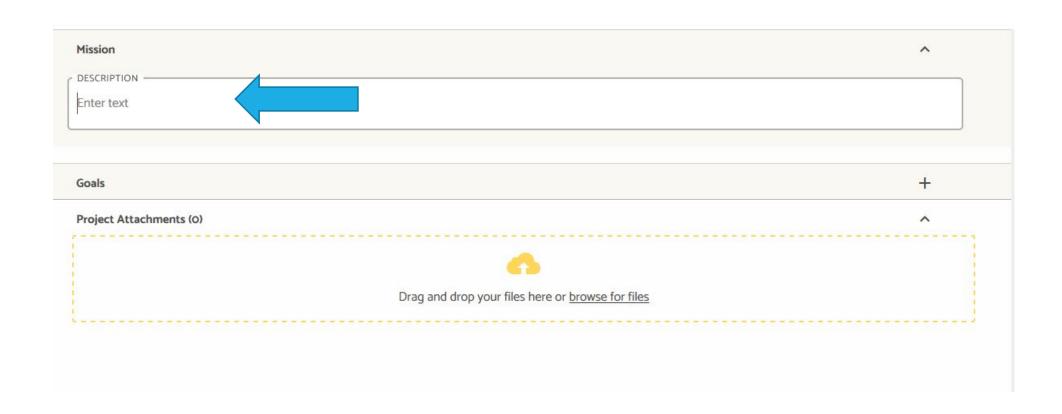
#### **ADDING TEAM MEMBERS**

YOU CAN ADD PEOPLE WHO ARE ALREADY IN THE SYSTEM. BETH HINGA WILL NEED TO ADD "NEW" PEOPLE.

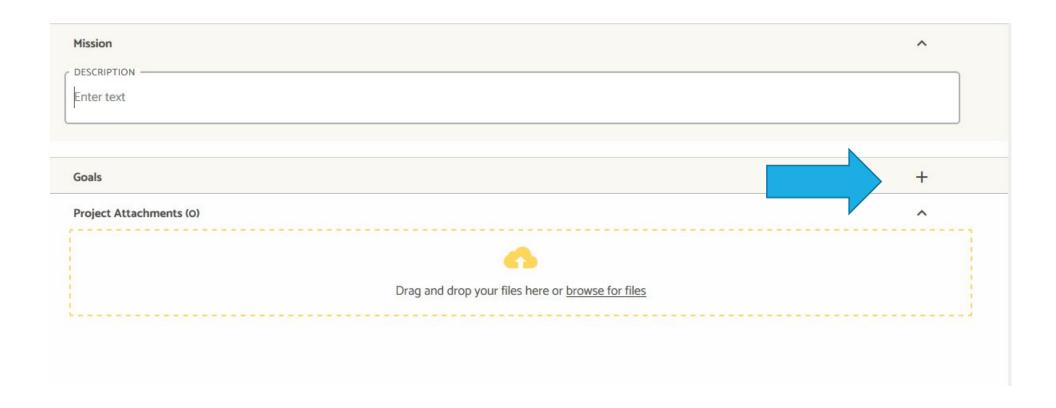
IF IN DOUBT, CALL OR EMAIL BETH TO ADD PEOPLE TO YOUR TEAM. HINGABD WUNK.EDU



# CLICK ON "ENTER TEXT" UNDER MISSION. A TEXT BOX APPEARS. TYPE OR COPY/PASTE YOUR MISSION STATEMENT.



### TO ADD A GOAL, CLICK +



SHADED 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.

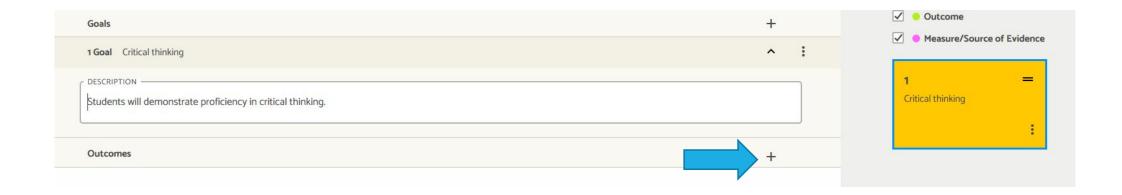


### GOAL 1 IS ENTERED. IN SHADED BOX IS A TITLE, AND A SHORT DESCRIPTION IS BELOW.

### 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." (THERE ARE NO OTHER CHOICES AT THIS POINT.)



### AGAIN, SHADED AREA NEXT TO "OUTCOME" (1.1) IS FOR A SHORT DESCRIPTION, DESCRIPTION (UNDERNEATH) IS A LARGER TEXT BOX.

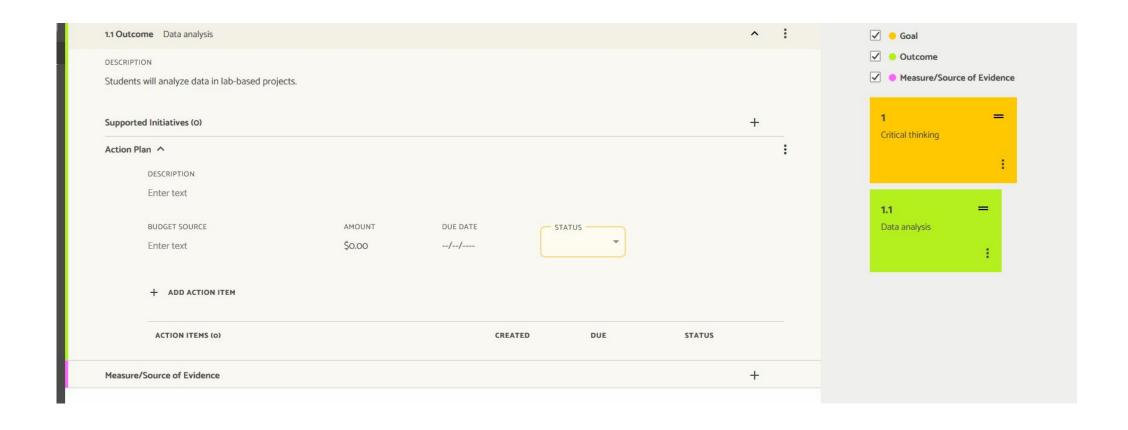


#### ADD OUTCOME 1.1. IT ALSO POPULATES THE GREEN BOX LABELED 1.1.

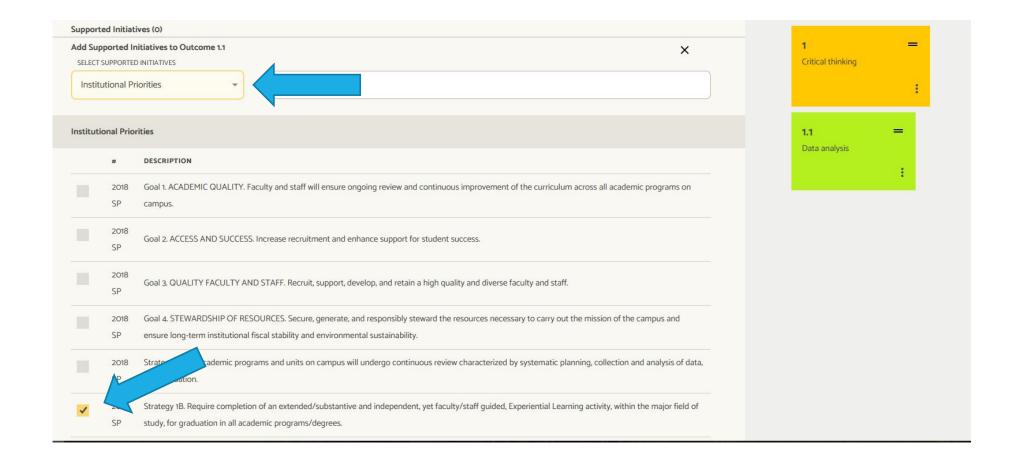
#### 1.1 STANDS FOR GOAL 1, OBJECTIVE 1.



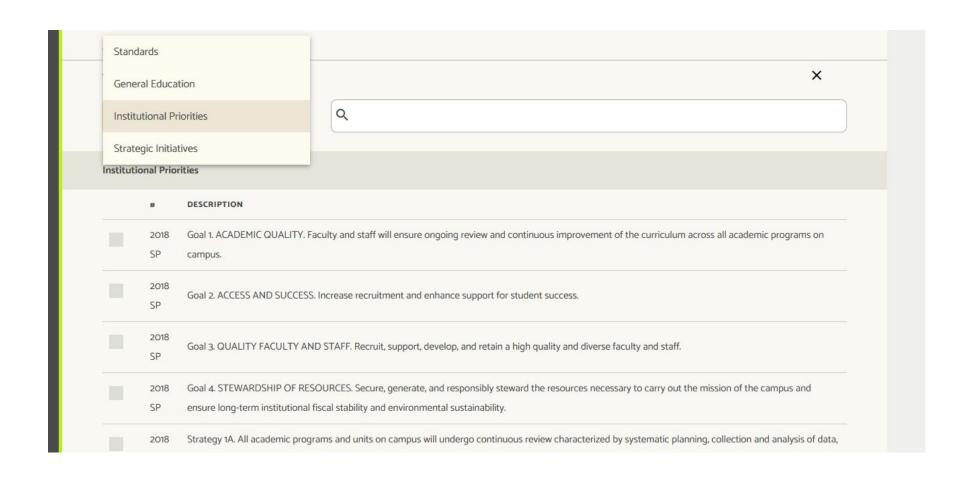
### ACTION PLAN MISPLACED (ABOVE MEASURE/TARGET/RESULTS). CAN COME BACK TO IT AFTER ENTERING RESULTS.



#### ADDING SUPPORTED INITIATIVES IS OPTIONAL.

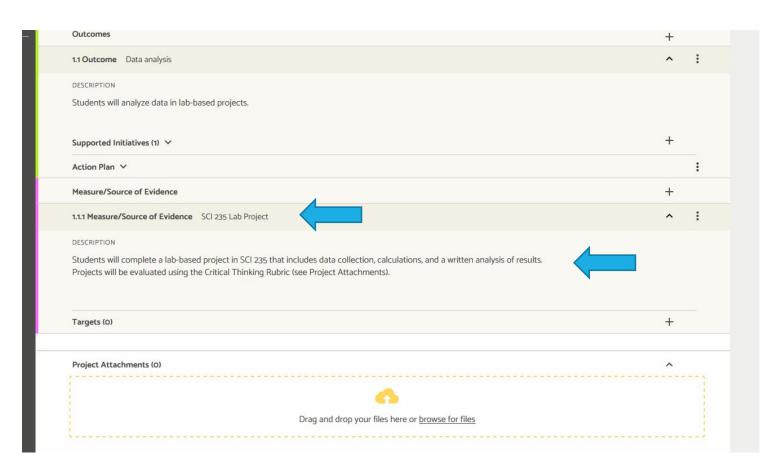


### SUPPORTED INITIATIVES EXIST UNDER GENERAL EDUCATION AND INSTITUTIONAL PRIORITIES.

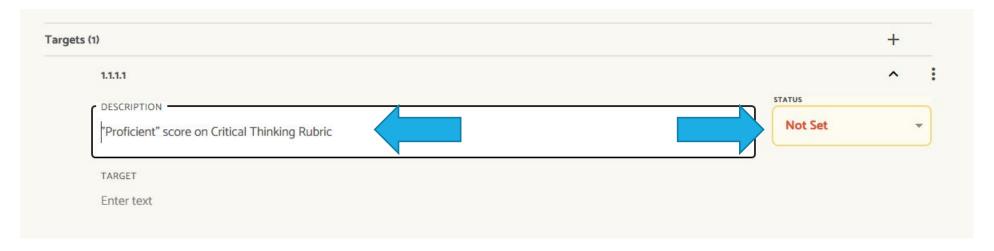


### ADD MEASURE/SOURCE OF EVIDENCE. CLICK + TO THE RIGHT. ENTER A SPECIFIC ASSIGNMENT/EXAM YOU PLAN TO EVALUATE. THIS POPULATES THE PINK BOX LABELED 1.1.1.

1.1.1 STANDS FOR GOAL 1, OUTCOME 1, MEASURE 1.

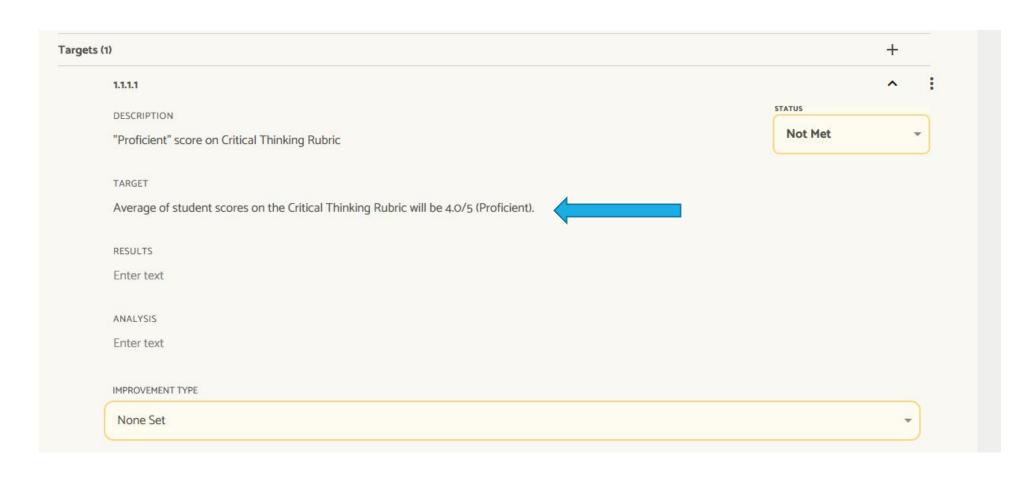


## ADD TARGET BY CLICKING +. ONE MEASURE CAN HAVE MULTIPLE TARGETS.

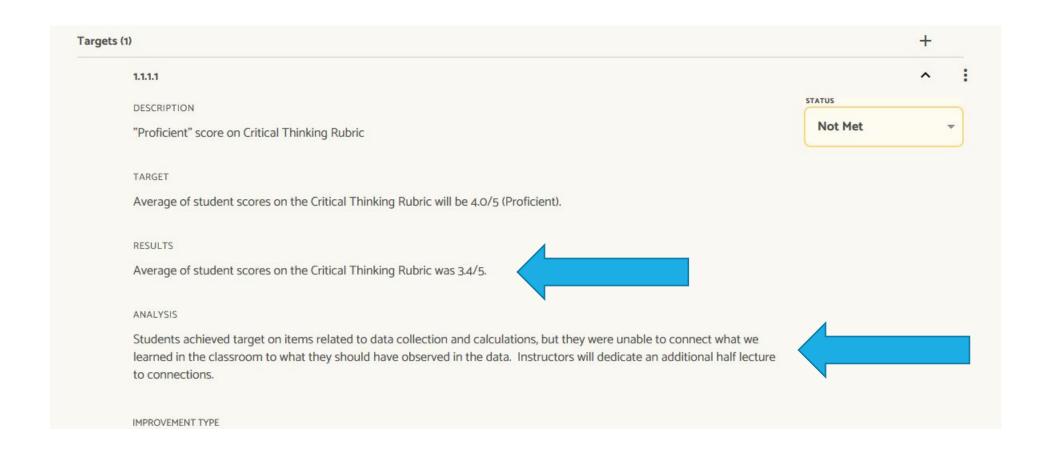


After you enter the target description under 1.1.1.1, you have to set a status. For now you can choose Nothing Entered because you haven't yet entered any data. You will change this to Exceeded, Met, Not Met, or Partially Met once you have data.

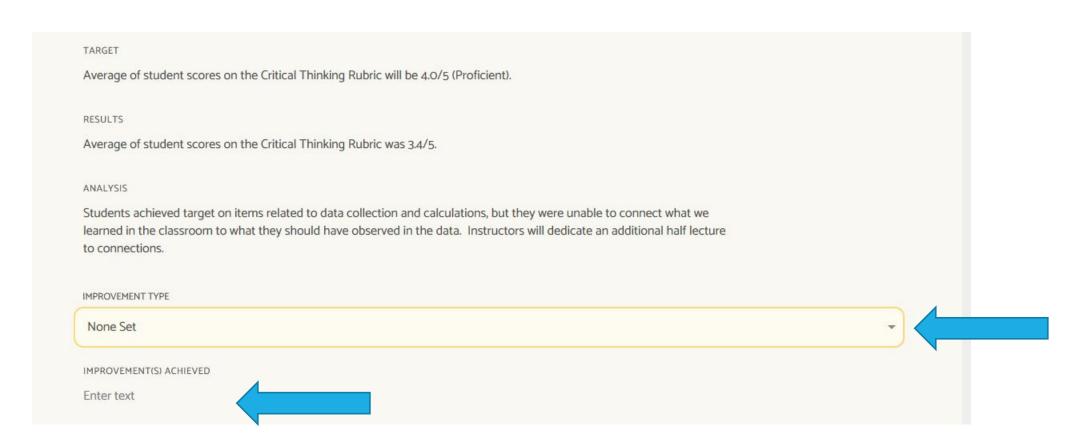
## ENTER SPECIFIC TARGET (WHAT YOU HOPE STUDENTS WILL ACHIEVE ON THIS MEASURE.)



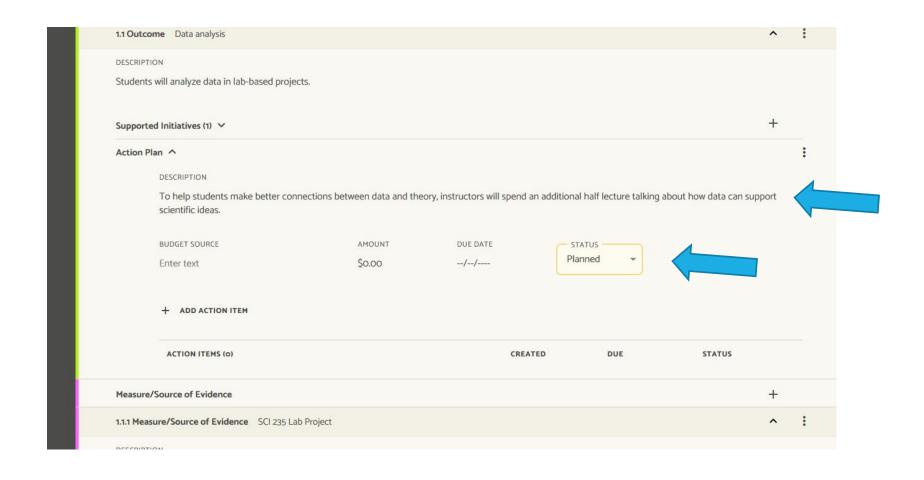
### ADD RESULTS. SEPARATE BOX FOR ANALYSIS!



# MAY ALSO USE DROP-DOWN BOX FOR IMPROVEMENT TYPE AND/OR ENTER IMPROVEMENT(S) ACHIEVED, BUT IT'S NOT NECESSARY.

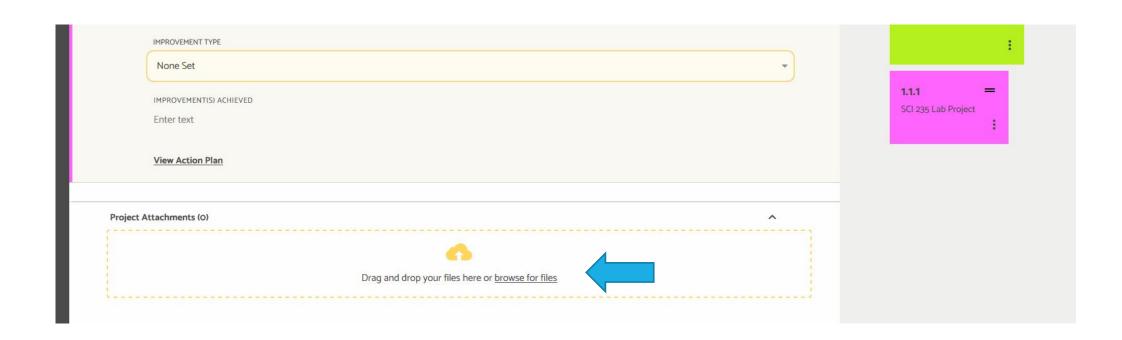


## ADD AN ACTION PLAN *ANYTIME* YOU DO NOT MEET AN OUTCOME. THIS IS A PLAN FOR HOW YOU WILL ADDRESS THE DEFICIENCY. ADD A BUDGET IF NECESSARY AND A STATUS.

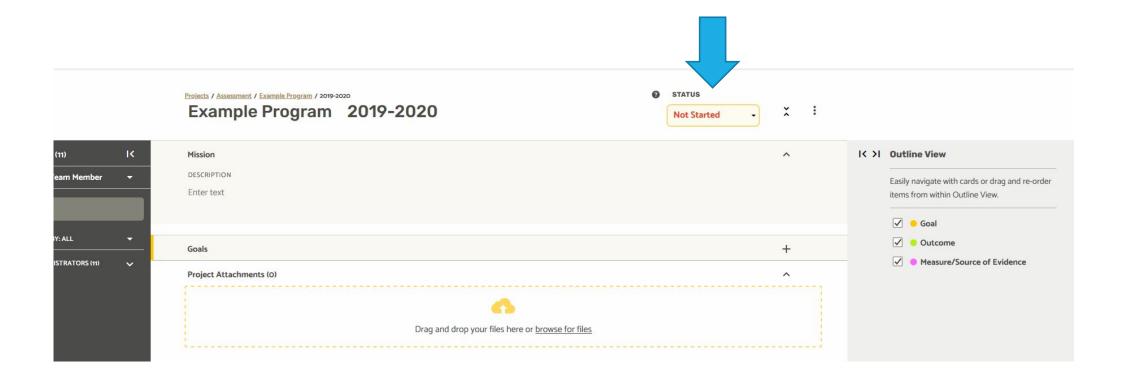


PROJECT ATTACHMENTS ALLOWS YOU TO UPLOAD DOCUMENTS FOR STORAGE. YOU CANNOT LINK TO THESE DOCUMENTS, BUT CAN REFER (IN TEXT) TO THEM.

THIS IS WHERE I'D STORE MY CRITICAL THINKING RUBRIC MENTIONED IN THE MEASURE AND TARGET.



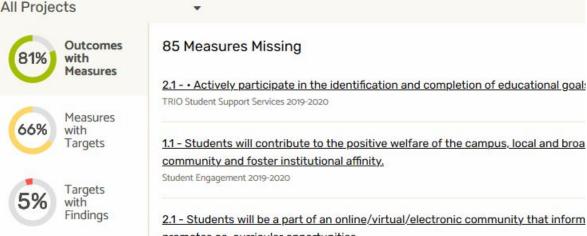
## WHEN YOU'RE DONE ENTERING DATA FOR THE YEAR, PLEASE MOVE THE STATUS TO "COMPLETE."



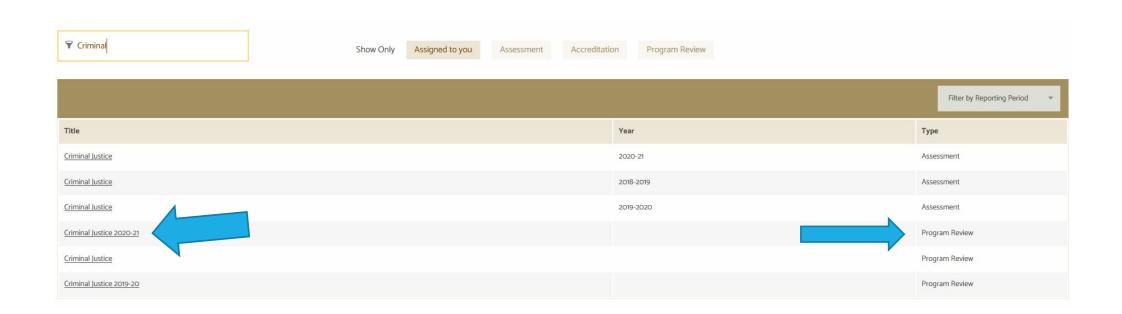
## ANNUAL REPORT IS DONE IN A SEPARATE "PROJECT." GO BACK TO PROJECTS.



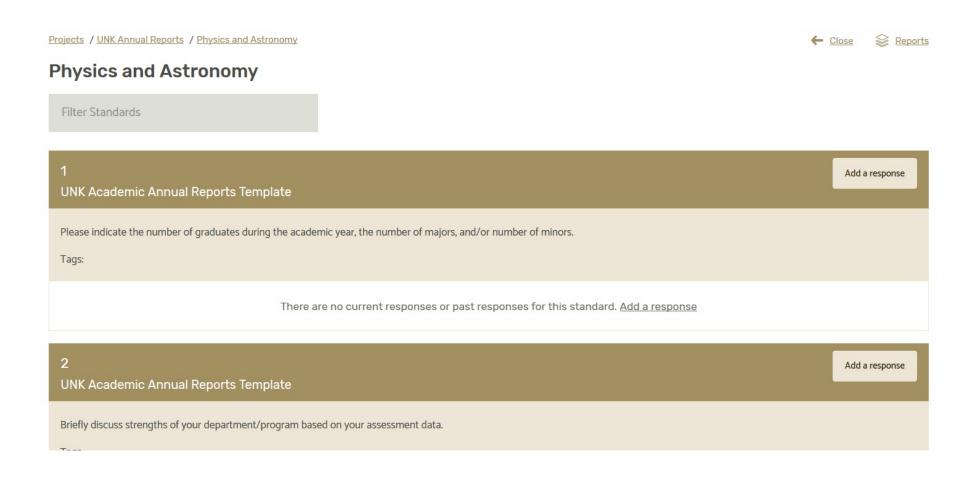




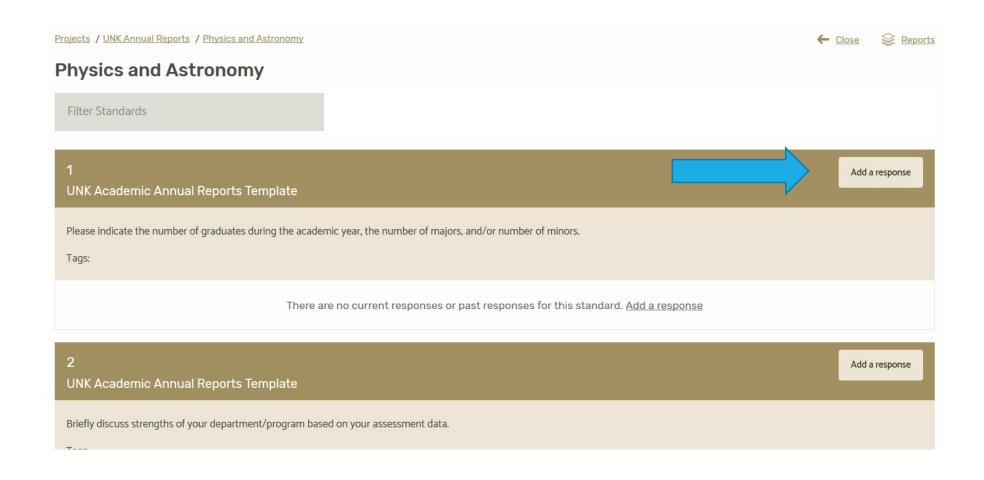
## CLICK ON YOUR 2020-21 PROJECT THAT HAS "PROGRAM REVIEW" AS THE TYPE.



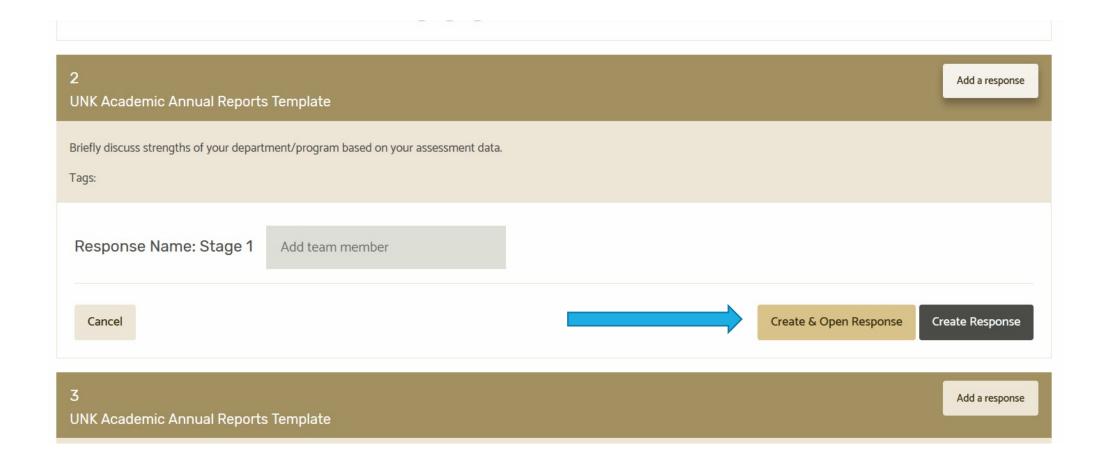
## ANNUAL REPORT HAS A SERIES OF QUESTIONS TO ANSWER. TEXT BOXES ALLOW YOU TO ENTER NARRATIVE. PLEASE REMEMBER TO COMPLETE ALL QUESTIONS!



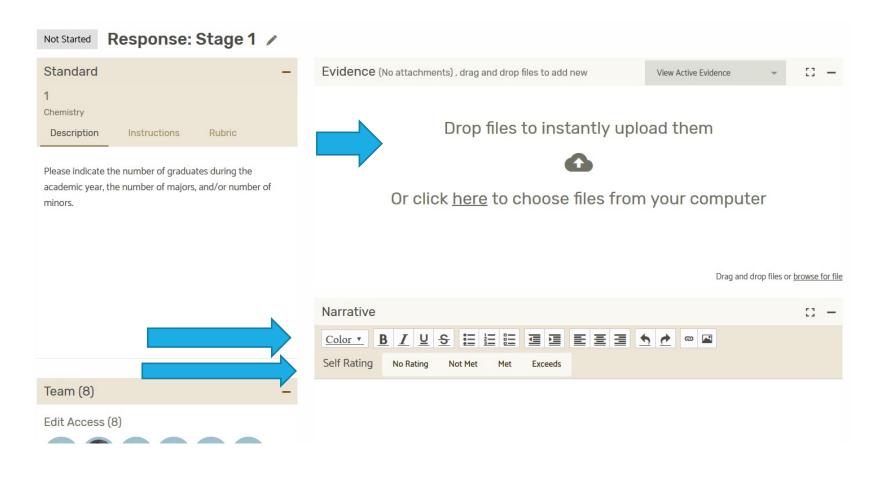
## TO START A RESPONSE, CLICK ON ADD A RESPONSE.



## AFTER YOU ADD A RESPONSE, CLICK ON CREATE & OPEN RESPONSE.



# EVIDENCE FILES CAN BE UPLOADED. IN NARRATIVE, YOU CAN FORMAT TEXT, ADD HYPERLINKS, AND ADD FIGURES. DON'T FORGET SELF RATING.



### IF YOU NEED TO GET OUT OF THE ANNUAL REPORT, THEN GET BACK IN, THIS IS WHAT IT LOOKS LIKE.

CLICK ON THE WORD RESPONSE TO GET BACK TO THE NARRATIVE.



WHEN YOU'RE DONE ENTERING YOUR NARRATIVE FOR EACH QUESTION, MOVE THE STATUS TO "EXTERNAL REVIEW." CLICK THE GRAY "NOT STARTED" BOX AND ALL POSSIBLE STATUSES WILL APPEAR.

