



# Weave Tutorial

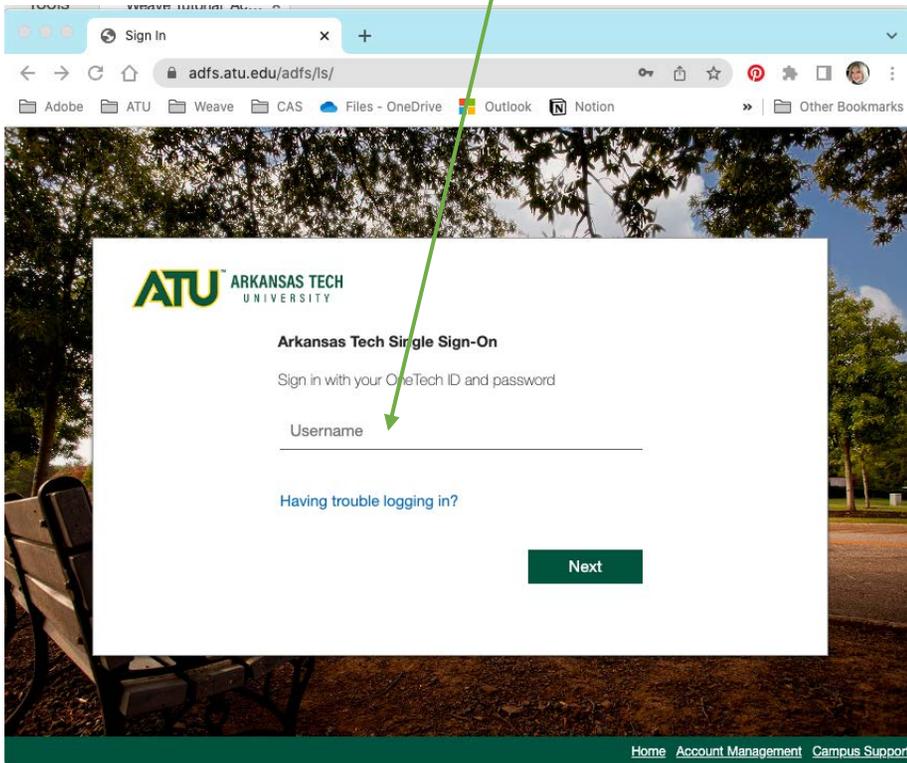
## Annual Assessment Projects with Quarterly Updates

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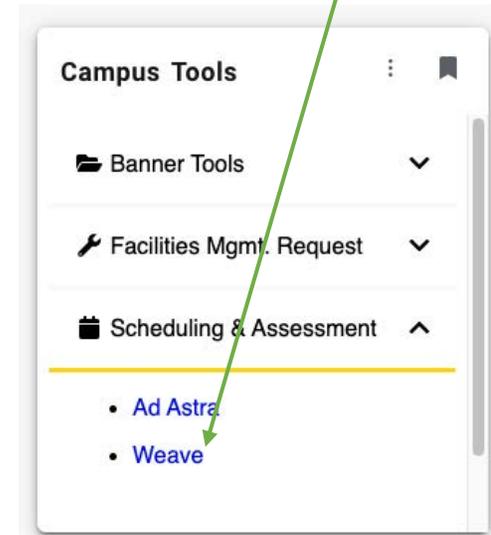
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## Logging into Weave Assessment Management System

Using your ATU credentials, **log in to OneTech** at <https://adfs.atu.edu/adfs/ls/>.



In **OneTech**, on the Campus Tools card, **select Weave** under the Scheduling & Assessment tab.



Weave will open in a new tab to the main page, the Dashboard, which provides graphical statistics about the projects you have access to. Use the **filter menus** to adjust your data view.

The screenshot shows the Weave Dashboard interface. At the top is a dark navigation bar with the Weave logo on the left and menu items: DASHBOARD, PROJECTS, CREDENTIALS, and REPORTS. On the right of the navigation bar are buttons for '+ Create New', a help icon, and a user profile for Amanda Gardner, Assessment Specialist. Below the navigation bar is the 'Dashboard' title. The main content area is divided into several sections:

- Assessment Project Status...**: A bar chart showing the status of assessment projects for the 2022-2023 period. The chart has four categories: Not Started (51), In Progress (4), Internal Review (0), and Complete (0). A dropdown menu for the year is set to 2022-2023.
- All Projects**: A summary section for the 2021-2022 period. It includes three circular progress indicators: 87% Outcomes with Measures, 85% Measures with Targets, and 75% Targets with Findings. To the right, there is a list of '24 Measures Missing' with three entries: '11 - Unnamed', '2.3 - Merging the office of the Graduate College with Research and Sponsored Programs', and '4.3 - Unnamed'. Each entry includes a small text description and a year range.
- Your Team Stats**: A section for the 2021-2022 period showing various statistics: 103 Accreditation Projects, 59 Assessment Projects, 40 Program Reviews, and a large blue box for 202 Projects. Below these are three circular gauges: 142 Findings Entered, 970 Reports Generated, and 2844 Narratives Written.
- Announcement Feed**: A section with a '+ Add Announcement' button. It contains three announcements with profile pictures, dates, and 'Ended' status: '2022-2023 Academic Support Plans' (Aug 30, 2022), '2021-2022 Academic Support Plans Due June 30' (Jun 22, 2022), and 'Dean Review of Assessment Plans Underway' (Jun 16, 2022).

Green arrows from the text above point to the year filter menus in the 'Assessment Project Status...' and 'All Projects' sections, and to the 'Announcement Feed' section.

See the Announcement Feed for timely information pertaining to ATU assessment cycles and Weave.

Using the black navigation bar at the top of the page, locate the Projects button. Note that your options may look different than this example, based on your permissions in Weave.



## Projects page

This page shows all projects that you have permissions to edit or view.

- **Filter:** Use the **filters** and **tabs** to find a project. This is most helpful if you have more than 10 projects available to you.

# Projects



- **Sort:** Projects can be sorted alpha-numerically by selecting the column header.

## Project Naming Convention

Projects are named in a way that assists with filtering, grouping, and running reports. For this reason, please **DO NOT CHANGE THE TITLE OF YOUR PROJECT**. If your project name is incorrect, please contact the [University Assessment & Accreditation office](#) to make the update for you.

Abbreviations are used for divisions, colleges, and departments. Below is a list of the most common, current abbreviations. Note: department abbreviations are not shown.

### Common Prefixes

Office – used for all administrative projects  
Major – used for all academic program projects  
CAS – used for CAS self-assessment projects

### Divisions

AA - Academic Affairs  
FA - Finance and Administration  
SA - Student Affairs  
AD - Advancement  
PR - President's Office

### Colleges

ST - Science, Technology, Engineering and Mathematics  
AH - Arts & Humanities  
BE - Business and Economic Development  
EH - Education and Health

Examples:

- Office-FA-Student Accounts
- Major-ST-MAS-Mathematics (BS)
- Ozark-Major-Banking Services (AAS)
- Office-SA-CL-Spirit Programs

Filter examples:

### Projects

office-fa

Show Only Accreditation

Assigned

**Title**

- [Office-FA-Administrative Services](#)
- [Office-FA-Information Systems](#)
- [Office-FA-Student Accounts](#)

### Projects

major-st

Show Only Accreditation

Assigned

**Title**

- [Major-ST-MAS-Mathematics \(BS\)](#)
- [Major-ST-PES-Physics \(BS\), all options](#)
- [Major-ST-PES-Chemistry \(BS\), all options](#)

### Projects

academic aff

Show Only Accreditation

Assigned

**Title**

- [CAS Academic Affairs-Ozark \(2021-22\)](#)
- [CAS Academic Affairs-Russellville \(2021-22\)](#)
- [Office-AA-Academic Affairs](#)
- [Office-AA-Academic Affairs](#)
- [Ozark-Office-Academic Affairs](#)

Filter projects

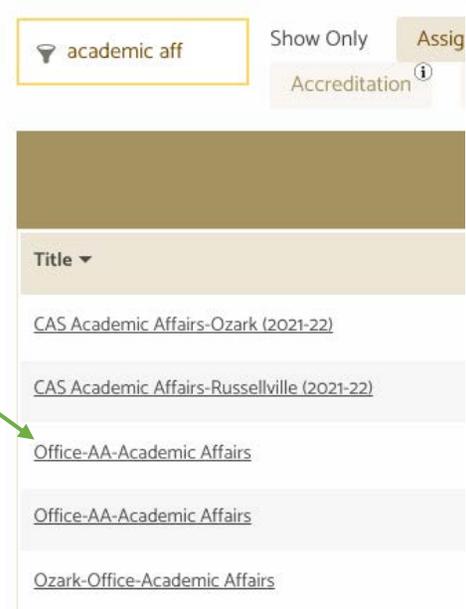
Show Only Accreditation Program Review

Assigned to you Assessment Strategic Plan Degree Plan Administrative Plan

Title	Year	Type
<a href="#">Assessment Assistance</a>	2022-2023	Administrative Plan
<a href="#">Office-AA-Academic Affairs</a>	2022-2023	Administrative Plan
<a href="#">Office-AA-Center for Excellence in Teaching and Learning</a>	2022-2023	Administrative Plan
<a href="#">Office-AA-Graduate College</a>	2022-2023	Administrative Plan
<a href="#">Office-AA-Library</a>	2022-2023	Administrative Plan
<a href="#">Office-AA-Registrar</a>	2022-2023	Administrative Plan

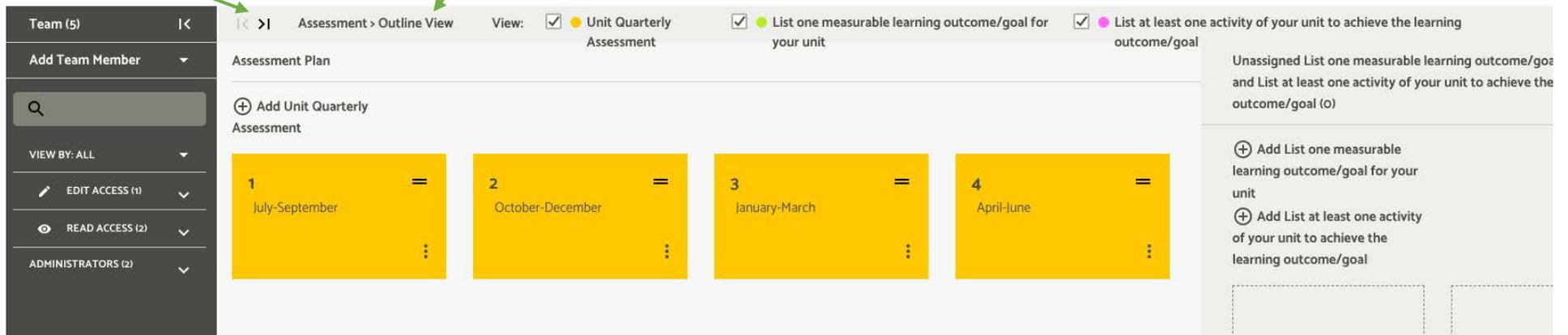
## Opening a project

On the Projects page, select the project title to open it.



When you first open a plan, it may open in Outline View, like this image shows.

Use the arrow to minimize the Outline View



After minimizing, the Outline View will be on the right sidebar.

## Page Navigation

Interact with toggle arrows, dropdown menus and response boxes to complete work within the project.

There are five sections in every project:

1. The header section includes the project title, year, and status menus.
2. The left sidebar shows team members who have access to the project. Edit and read-only access types are available.
3. The right sidebar is the Outline View.
4. The center pane includes the main content of the plan.
5. The project attachments box is a space to upload and house evidence documents.

The screenshot displays a project management interface for 'Office-AA-Academic Affairs' in the year '2022-2023' with a status of 'Not Started'. The interface is divided into three main sections: a left sidebar for team management, a center pane for project details, and a right sidebar for the outline view. Annotations with green boxes and arrows highlight specific interactive elements: a 'Header Section' callout points to the top navigation area; a callout 'Update status to the project using the drop-down menu' points to the 'Not Started' status dropdown; a callout 'Use toggle arrows for expanding and closing sidebars and sections' points to the expand/collapse arrows on the left and right sidebars; and a callout 'Prompts indicate where to type your response.' points to the 'Enter text' input fields in the center pane.

**Header Section**

Office-AA-Academic Affairs  
Projects > Administrative Plan > Office-AA-Academic Affairs > 2022-2023

YEAR: 2022-2023

STATUS: Not Started

**Left sidebar: Team Members**

Team (5) | Add Team Member | Search | View By: ALL | Edit Access (1) | Read Access (2) | Administrators (2)

**Center: Project Details**

Unit Mission (DESCRIPTION: Enter text)

Unit Quarterly Assessment (1 Unit Quarterly Assessment July-September)

DESCRIPTION: Enter text

**Right sidebar: Outline View**

Assessment > Outline View

View:

- Unit Quarterly Assessment
- List one measurable learning outcome/goal for your unit
- List at least one activity of your unit to achieve the learning outcome/goal

1 =

**Annotations:**

- Update status to the project using the drop-down menu
- Use toggle arrows for expanding and closing sidebars and sections
- Prompts indicate where to type your response.

The screenshot displays a software interface for project management. On the left is a dark sidebar with options: 'Team (2)', 'Add Team Member', a search bar, 'VIEW BY: ALL', and 'ADMINISTRATORS (2)'. The main area is divided into three panes. The top pane shows 'Unit Mission' with a description field. The middle pane lists 'Unit Quarterly Assessment' items with their respective periods: 1 (July-Sept), 2 (Oct-Dec), 3 (Jan-Mar), and 4 (Apr-Jun). The bottom pane is 'Project Attachments (0)' with a dashed box and a 'browse for files' link. The right pane, titled 'Assessment > Outline View', shows a 'View:' section with three checked items: 'Unit Quarterly Assessment' (orange), 'List one measurable goal for your unit' (green), and 'List at least one activity of your unit to achieve the goal' (pink). Below this, three colored cards are shown: an orange card for '1 July-Sept', a green card for '1.1 Nothing Entered', and a pink card for '1.1.1 Nothing Entered'. Green arrows point from the '1 Unit Quarterly Assessment' row in the middle pane to the '1' card in the right pane, and from the 'Project Attachments' section to the '1.1.1' card.

- Multi-colored cards or “sticky notes” are shown in the Outline View.
- Colors also correspond on the left side of the center pane.
- Select a card to “jump” or move to that section of the project.

- Color code:**
- Orange = Unit Quarterly Assessment
  - Green = Goal
  - Pink = Activity to achieve the goal and the results

## Expanded view of 1<sup>st</sup> Quarter Assessment (July-September)

**Quarterly Assessment description**

**Goal**

Unit Quarterly Assessment +

1 Unit Quarterly Assessment July-Sept ^ ⋮

DESCRIPTION  
Enter text

List one measurable goal for your unit +

1.1 List one measurable goal for your unit Enter Text ^ ⋮

DESCRIPTION  
Enter text

Supported Initiatives (0) +

Action Plan +

Toggle arrow is expanded; section is open

Use (+) plus signs to add indicated sections

## Creating a Goal

List one measurable learning outcome/goal for your unit +

2 Unit Quarterly Assessment October-December

Program Level

\*Institution Level

Choose "Program Level" when creating a goal

List one measurable learning outcome/goal for your unit +

1.1 List one measurable learning outcome/goal for your unit Enter Text ^ ⋮

DESCRIPTION  
Enter text

Supported Initiatives (0) +

Action Plan +

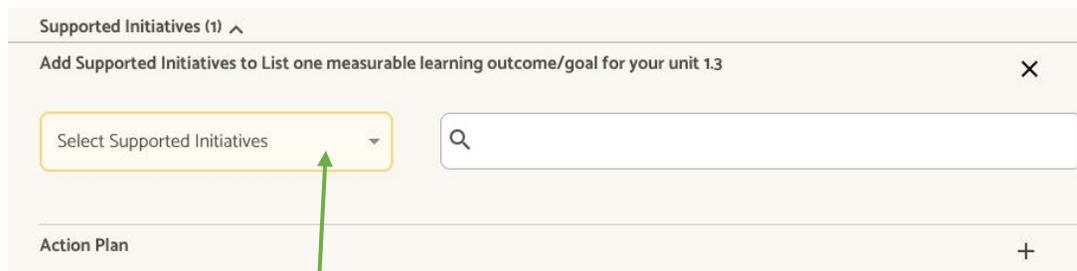
List at least one activity of your unit to achieve the learning outcome/goal +

Enter brief goal title and description

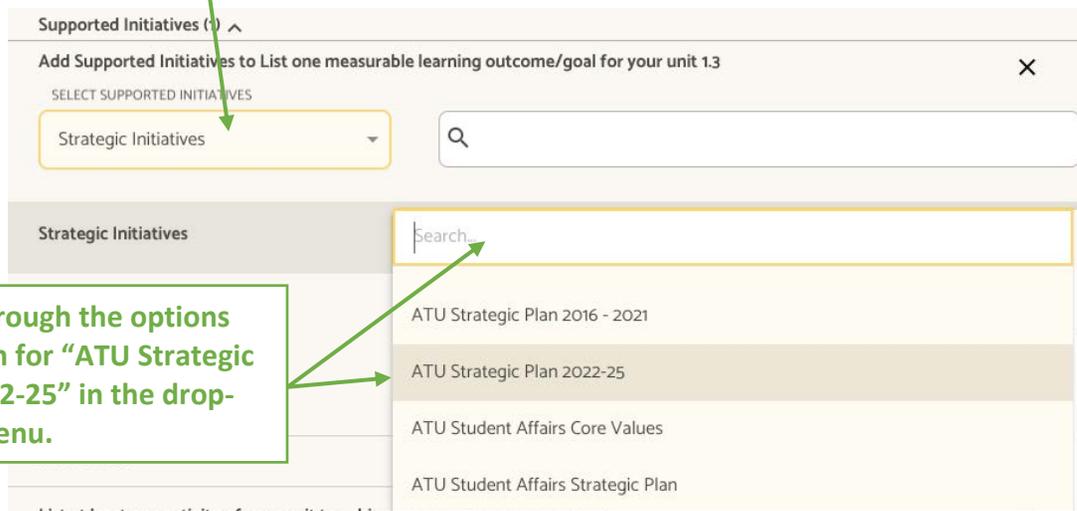
## Adding Supported Initiatives

Connect your goal to the **University Strategic Plan** goals and action items.

Select the plus sign (+).



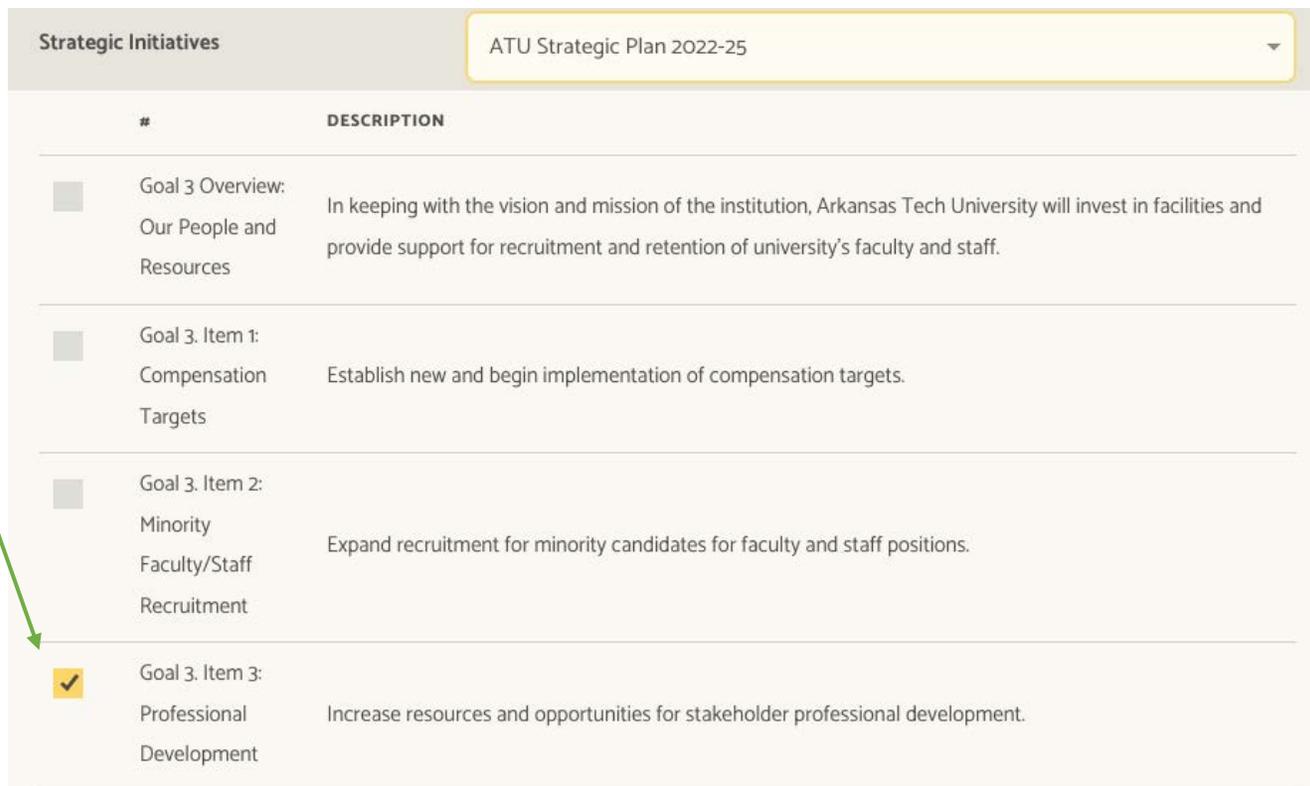
Choose "Strategic Initiatives" in the drop-down menu.



Scroll through the options or search for "ATU Strategic Plan 2022-25" in the drop-down menu.

Locate the goal and action item that associates with your goal.

**Check the box** next to the item.



The screenshot shows a table titled "Strategic Initiatives" with a dropdown menu set to "ATU Strategic Plan 2022-25". The table has two columns: "#" and "DESCRIPTION". There are four rows of items. The first row is "Goal 3 Overview: Our People and Resources" with an unchecked checkbox. The second row is "Goal 3. Item 1: Compensation Targets" with an unchecked checkbox. The third row is "Goal 3. Item 2: Minority Faculty/Staff Recruitment" with an unchecked checkbox. The fourth row is "Goal 3. Item 3: Professional Development" with a checked checkbox. A green arrow points from the text "Check the box" to the checked checkbox.

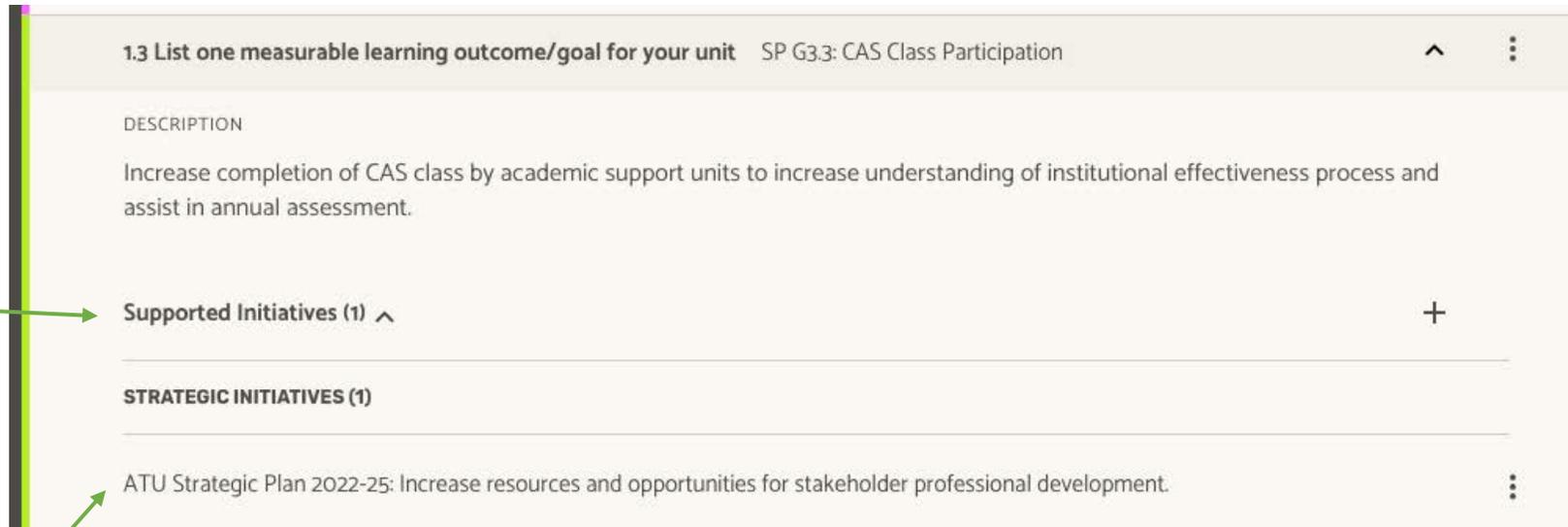
#	DESCRIPTION
<input type="checkbox"/>	Goal 3 Overview: Our People and Resources In keeping with the vision and mission of the institution, Arkansas Tech University will invest in facilities and provide support for recruitment and retention of university's faculty and staff.
<input type="checkbox"/>	Goal 3. Item 1: Compensation Targets Establish new and begin implementation of compensation targets.
<input type="checkbox"/>	Goal 3. Item 2: Minority Faculty/Staff Recruitment Expand recruitment for minority candidates for faculty and staff positions.
<input checked="" type="checkbox"/>	Goal 3. Item 3: Professional Development Increase resources and opportunities for stakeholder professional development.

After checking the item that applies to your goal, **select "Close"** at the bottom of the list.



The item is now listed in your plan under Supported Initiatives.

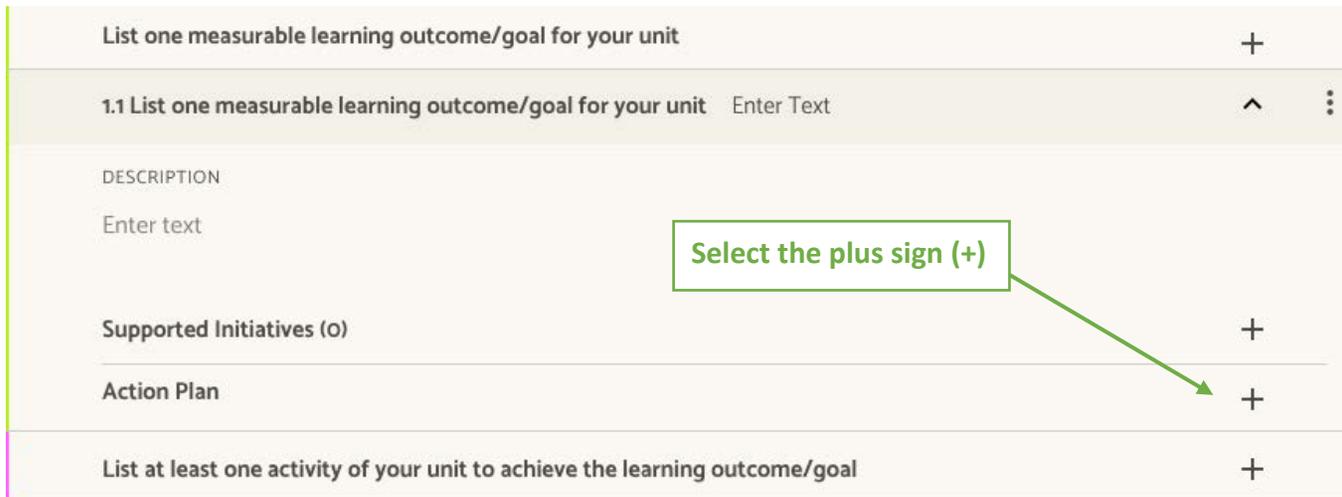
This example shows an association between a goal for staff participation in a professional development course and the strategic plan Goal 3. Item 3: Increase Resources and opportunities for stakeholder professional development.



The screenshot displays a user interface for a goal. At the top, the header reads "1.3 List one measurable learning outcome/goal for your unit" followed by "SP G3.3: CAS Class Participation". Below this is a "DESCRIPTION" section with the text: "Increase completion of CAS class by academic support units to increase understanding of institutional effectiveness process and assist in annual assessment." Underneath the description is a section titled "Supported Initiatives (1)" with a plus sign icon to its right. Below that is a section titled "STRATEGIC INITIATIVES (1)". Under this section, there is one entry: "ATU Strategic Plan 2022-25: Increase resources and opportunities for stakeholder professional development." A vertical bar on the left side of the interface is highlighted in green, and two green arrows point from this bar to the "Supported Initiatives" section and the "ATU Strategic Plan" entry.

Notice "ATU Strategic Plan 2022-25" and the goal/item description are shown. "Goal 3. Item 3" are not shown.

## Adding an Action Plan



List one measurable learning outcome/goal for your unit +

1.1 List one measurable learning outcome/goal for your unit Enter Text ^ ⋮

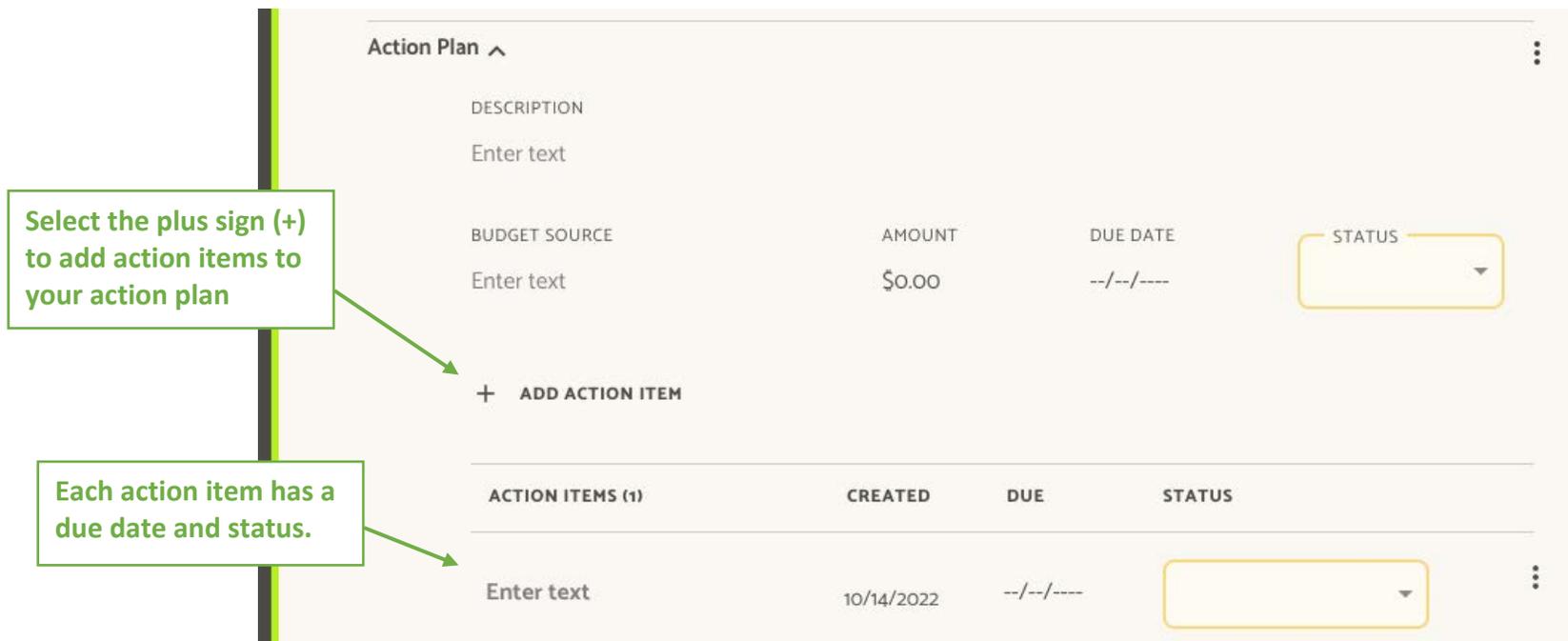
DESCRIPTION  
Enter text

Supported Initiatives (0) +

Action Plan +

List at least one activity of your unit to achieve the learning outcome/goal +

Action Plans, while optional, track steps toward achieving a goal. This section provides space to add a budget, due date, and plan status. Enter information, as applicable.



Action Plan ^ ⋮

DESCRIPTION  
Enter text

BUDGET SOURCE	AMOUNT	DUE DATE	STATUS
Enter text	\$0.00	--/--/----	<input type="text"/>

+ ADD ACTION ITEM

ACTION ITEMS (1)	CREATED	DUE	STATUS
Enter text	10/14/2022	--/--/----	<input type="text"/>

## Adding Activities and Measures (achievement of the outcome)

**Activity and Results**

List at least one activity of your unit to achieve the goal +

1.1.1 List at least one activity of your unit to achieve the goal Enter Text ← Enter brief goal title ^ ⋮

DESCRIPTION  
Enter text ← Enter goal description

Describe how you measure the success of that activity (achievement of the outcome) (1) +

1.1.1.1 ^ ⋮

DESCRIPTION  
Enter text ← Briefly describe your activity. Then, in one sentence, describe how you will know whether you met the goal (include dates, amounts, percentages, etc.)

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY  
Enter text ← Update your goal status in the drop-down menu. STATUS

ENTER THE RESULTS OF THE DATA COLLECTED HERE  
Enter text ← Once the activity is over, enter the results. Stick to the facts; use percentages, dates, amounts, etc. Reference evidence attachments here.

DID YOU MEET THE GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER (OR CYCLE)? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER? BE SURE TO UPDATE THE STATUS OF THE GOAL.  
Enter text ←

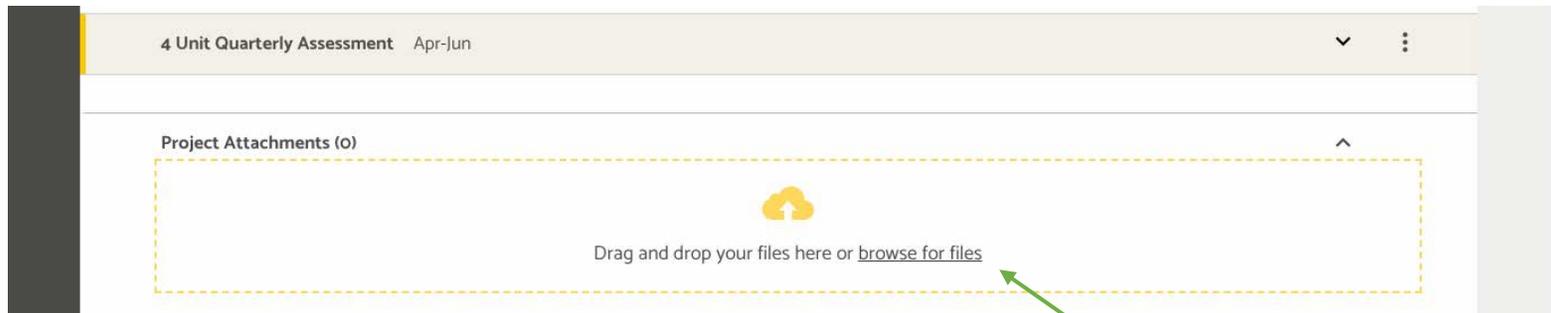
Add detailed comments about this goal's results. Did you meet the goal? What steps will your unit take to improve success next quarter (or cycle)? If improvement is not needed, what new goal will your unit focus on next quarter? Be sure to update the status of the goal.

### NOTE:

- many of these fields have character limitations. If you have a lot to say, put it in the goal description field and activity final comment area.
- Goals can have multiple activities
- Activities can have multiple measures.

## Adding Project Attachments

Evidence attachments should be added here. Be sure to reference each document in your goal Results section.



### Upload evidence files here.

- .pdf, .doc, .jpg, and .png files supported for online viewing
- All other file types must be downloaded to view
- Spreadsheet, PowerPoint, and other file types must be downloaded to view. It is a best practice to save these files as .pdf before uploading.

### File naming

- Give your files clear, discernable titles
- Reference the name of the evidence file in the corresponding goal results section.

ENTER THE RESULTS OF THE DATA COLLECTED HERE

The assessment plan report was created and submitted to the VPAA by the end of the quarter. \*\* see Project Attachment "ATU Assessment Plan 2021.pdf" \*\*

**Example of completed plan  
(3<sup>rd</sup> and 4<sup>th</sup> quarters shown only):**

3 Unit Quarterly Assessment Jan-Mar 2021		^	⋮	
DESCRIPTION				
Activities of the OAIE this quarter include the creation of a plan for institutional assessment and an update to the process for student learning outcomes assessment.				
<b>List one measurable goal for your unit</b>			+	
<b>3.1 List one measurable goal for your unit</b>		Create assessment plan to address HLC response to visit.	^	⋮
DESCRIPTION				
The OAIE will create an institutional assessment plan in response to the HLC assessment monitoring notification.				
<b>Supported Initiatives (0)</b>			+	
<b>Action Plan</b>			+	
<b>List at least one activity of your unit to achieve the goal</b>			+	
<b>3.1.1 List at least one activity of your unit to achieve the goal</b>		Institutional Assessment Plan Report	^	⋮
DESCRIPTION				
An assessment plan report detailing annual assessment, program review, accreditation, and academic support assessment processes and annual institutional reporting will be created to address HLC concerns about assessment practices at ATU.				

Describe how you measure the success of that activity (achievement of the outcome) (1)



3.1.1.1



DESCRIPTION

Assessment Plan report

STATUS

Met

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)

The assessment plan report will be created by the end of the quarter.

ENTER THE RESULTS OF THE DATA COLLECTED HERE

The assessment plan report was created and submitted to the VPAA by the end of the quarter. \*\* see Project Attachment "ATU Assessment Plan 2021.pdf" \*\*

DID YOU MEET THE GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?

This goal was met. Next focus will be on completing the goals set within the assessment report.

<b>4 Unit Quarterly Assessment</b> Apr-Jun 2021	^	⋮
DESCRIPTION Activities of the OAIE this quarter include process updates for academic support outcomes assessment.		
<b>List one measurable goal for your unit</b>	+	
<b>4.1 List one measurable goal for your unit</b> Update annual assessment processes	^	⋮
DESCRIPTION Updated processes will be drafted by the OAIE, approved by assessment committees, and initiated institutionally.		
<b>Supported Initiatives (0)</b>	+	
<b>Action Plan</b>	+	
<b>List at least one activity of your unit to achieve the goal</b>	+	
<b>4.1.1 List at least one activity of your unit to achieve the goal</b> Academic Support Outcomes Process update	^	⋮
DESCRIPTION The OAIE, in conjunction with the Institutional Effectiveness Assessment Committee (IEAC), will determine an updated process/cycle for academic support assessment to be initiated on July 1, 2021.		

Describe how you measure the success of that activity (achievement of the outcome) (1)



4.1.1.1



DESCRIPTION

The OAIE & IEAC will approve and initiate updated process/cycle documents institutionally.

STATUS

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)

Roll out of updated Annual Academic Support Outcomes Assessment quarterly process occurs in late June for initiation on July 1, 2021.

ENTER THE RESULTS OF THE DATA COLLECTED HERE

April - the IEAC approved a quarterly update cycle for academic support assessment following the fiscal year calendar. \*\* see Project Attachment: IE Committee minutes 04.21.21.pdf \*\*

May -

June -

DID YOU MEET THE GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?

To be determined

For more information and assistance, please contact University Assessment and Accreditation office at <https://www.atu.edu/assessment/contact.php>.