User Instructions for WEAVEonline® v4.0

Follow the steps below to edit or add your program assessment data. For WEAVEonline® assistance and WEAVEonline® related questions please contact Dr. Greg Hawkins at hawking@clemson.edu or Frank Gentry at fgentry@clemson.edu. For more information about assessment, please contact Dr. David Knox at knox2@clemson.edu.

Accessing and Logging into WEAVEonline®

Please click here to log into WEAVEonline® - Please bookmark this URL.

Clemson's WEAVEonline® system can also be found by going to the Office for Institutional Assessment's website at www.clemson.edu/assesssment and selecting WEAVEonline®.

NOTE: *Netscape and older versions of Internet Explorer do not support some of WEAVEonline's functionality and may cause data collection errors. If you are a Netscape user or have an older version of Internet Explorer please contact your TSP to upgrade to Mozilla, Firefox, or Internet Explorer.*

WEAVEonline® ID

Your WEAVEonline® ID is your Clemson User ID. If you are unsure whether you have access or not or if you have any questions regarding WEAVEonline® access please contact Dr. Greg Hawkins at hawking@clemson.edu.

Initial WEAVEonline® Password

To obtain your initial password, enter your ID into the WEAVEonline® ID field, and then click "Forgot Password?" The system will email you a randomly assigned password for you to use. You may keep the assigned password or change it to something else.

If someone in your department does not have access and needs access to WEAVEonline® please contact your Department Chair, Director, or Vice President for access to the necessary programs. You may also fill out the access form on our website at www.clemson.edu/assessment/weave and select Access.

Please contact Dr. Greg Hawkins when a person no longer requires access to WEAVEonline®.

Password Specifications and Recommendations

Password Specifications:

The password's maximum character length is 20. There are no character restrictions except for the single quote mark. You can use any alphanumeric combination you want.

Password Recommendations:

Passwords should be at least 6-10 characters in length.
Passwords should include at least one upper case character, one lower case character, and one numeric character.

User Instructions for WEAVEonline® v4.0

Changing WEAVEonline® password

- Enter your WEAVEonline® ID
- Click the "Change Password" link
- Enter your current password (for first time users it will be the password randomly assigned) in the Old Password field
- Enter your new password twice.
- Once a prompt displays letting you know the change was successful you are now able to log in with your WEAVEonline® ID and new password.

I've Forgotten my WEAVEonline® password

- Enter your WEAVEonline® ID
- Click the "Forgot Password?" link
- Your password will be sent to your email address.

Entering Assessment Data into WEAVEonline®

Once you have logged into WEAVEonline® please follow the steps below to edit or add your program assessment data. Only users with Read/Write Access will be able to edit, add, or delete information in WEAVEonline®. Users with Read Access will only be able to view information.

If you have any questions about the content of the information you are entering into each field please refer to the *Model of Assessment Record* and the *Developing a Unit Assessment Record* booklet the Office for Institutional Assessment has developed. Other information about assessment practices can be found on our website www.clemson.edu/assessment as well.

NOTE: Always save at least every 30 minutes!

1. Verify your name and that the correct assessment cycle year is selected. Click on **Detailed Report** to display status information for each program.

2. After sorting your program list by either Organizational Levels or A-to-Z, **select a program** for assessment. The Overview page for that program displays with a magenta-bordered Program Workspace. This Program Overview page serves as a data entry status page. Before entering data into each field always double check that the cycle date and program name is the correct one for the information you intend to enter.

Assessment Plan:

3. Select the **Mission** tab on the left menu to review the program mission statement. Click the **Add** button to add the program's Mission statement if one does not exist, or select the **Edit** button to update an existing Mission statement. Once the Mission Statement has been added or edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Click **Save** to submit your Mission statement to WEAVEonline®.

4. Select the **Outcomes/Objectives** tab on the left menu to review the program's Outcomes/Objectives. Click the **Add** button to add a new Outcome/Objective, or select the **Edit** button next to an existing Outcome/Objective to update. Each Outcome/Objective must include a title, full description, and be linked to the Strategic Plan and to the Institutional Priorities. If the Outcome/Objective is a student learning outcome for an *undergraduate degree program* the Outcome/Objective must also be linked to at least one of the General Education competencies. If there are any accreditation standards, courses, or other relevant association to this specific outcome/objective you are welcome to use the final text box for any additional information. After the Outcome/Objective has been added or edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Click **Save** to submit your Outcome/Objective to WEAVEonline®.

5. Select the **Measures** tab on the left menu to review existing Measures and relate these Measures to your Outcomes/Objectives. Click the **Add** button to add a Measure, or select the **Edit** button next to a Measure to update. Each measure must include a title, full description, link to appropriate outcome/objective(s) and have a target level for achievement. Once the Measure has been added or edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Click **Save** to submit your Measure to WEAVEonline®.

Assessment Report:

6. Once you have completed assessment using a given Measure, please add your **Findings**. Select the **Measures** tab on the left menu to review existing Measures. On the Summary of Measures and Findings page, locate a Findings link below each measure. Click **Add Findings** or **Edit Findings** to add or update the findings for each Measure. Each findings must include the findings, whether the measure was met, partially met, or not met, and if there is any further action planned. Once the finding has been added or edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Click **Save** to submit your Finding to WEAVEonline®.

7. After you review findings, select the **Action Plan** tab on the left menu to plan actions. There should be at least one action plan stating how you are going to use the results that was found that assessment cycle. There also must be at least one action plan for all partially met or not met findings. Click the **Add** button to add a new Action, or select the **Edit** button next to an existing Action to update. Each action plan must include a title, full description, link to appropriate outcome/objective(s), link to appropriate measure(s), Person/Group responsible for the action, a target date for completion, the priority of this action plan, as well as any additional resources that will be needed to accomplish this action plan. Remember, these actions are actions that you plan to take in the future, not reports of actions already taken. Once the action plan has been added or edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Click **Save** to submit your Action Plan to WEAVEonline®.

8. At year's end, select the **Analysis** tab on the left menu to add summary comments for this assessment cycle. Click the **Edit** link to add or edit your analysis narrative.

9. Select the **Annual Reporting** tab. Click the **Edit** link to add or edit each section. This section in WEAVEonline® is not required for Clemson's annual assessment records for the 2006-2007 and 2007-2008 assessment cycle.

10. Select the **Tracking** tab to update information on actions planned in previous assessment cycles. This module helps you create an accurate record of assessment-indicated actions taken over time by your program. The Summary Action Tracking pages displays year of origin and that year's action plan number for each entry. Select **Edit** to update a planned action and indicate the implementation status of this action. Each planned action is current until its status is changed. If you have not planned any past Actions, the Tracking module will be empty.

    NOTE: Save *the optional* ***Comments*** *field to record a full description of what happened as a result of the action.*

11. **Mapping** and **Feedback** modules **–** coming soon!

12. Select the **Reports** tab on the left menu to view/print reports for your program. Click on the link for the desired report. You can export to Microsoft ® Word from the Detailed Assessment Report by clicking on the Export button within that report. The Data Audit reports allow you to do a quick self-check if any Outcomes/Objectives do not have Measures, if any Measures do not have Findings, or if any Findings that are not met or partially met do not have any Action Plans.

    NOTE: *Additional reports can be run by selecting the* ***Home*** *tab on the left menu. Click on* ***Reports*** *to run various reports by selecting the type of report, one or all of the programs to be listed in the report and select Go!. For example, a report can be run on all of the additional resources requested for action plans. Select the* ***Reports*** *tab on the left menu, select* ***Resources Requested/Comprehensive Planning,*** *select the program(s) you would like to see all the requested resources for, and select "GO". A list of additional resources requested will pop up on the screen.*

WEAVEonline 4.0

User Guide

Last Update: 9/8/08

Table of Contents

User Guide Purpose

This guide is for the typical user of WEAVEonline 4.0 who will be entering assessment data. These screen shots will walk you through the steps for logging in to WEAVEonline, navigating to the correct cycle and entity, entering assessment data, and auditing and reviewing your data in WEAVEonline reports. The audience for this guide is the general faculty/staff WEAVEonline user with ***Entity-Write & Review*** or ***Entity Administrator*** access. If you need more detailed assistance, please contact your WEAVEonline Administrator.

Section 1 – The Basics

A. Data Collected

WEAVEonline collects a data for each of the following areas:

- Mission / Purpose
- Goals
- Outcomes/Objectives
  - Associations between Outcomes/Objectives and Goals, Standards, Strategic Plans, General Education, and Institutional Priorities
  - Designation as Student Learning or Non-Student Learning
- Measures
  - Type of Measure (Source of Evidence)
  - Relationships between Measures and Outcomes/Objectives
- Achievement Target (for each Measure-Outcome/Objective pair)
- Assessment Results / Findings (for each Measure-Outcome/Objective pair)
  - Determination if the assessment result / finding meets, partially meets, or does not meet expectations
- Action Plans Developed to Improve Future Results
  - Status of Action (planned, in-progress, finished, on-hold, terminated)
  - Target Date (month/year date)
  - Target Date Description (ex. Fall 2010)
  - Priority (high, medium, low)
  - Responsible Person/Group
  - Additional Resources Needed
  - Budget Amount Requested (dollar amount)
- Analysis Questions responses (questions are developed at your institution)
- Annual Report responses (prompts are developed at your institution)

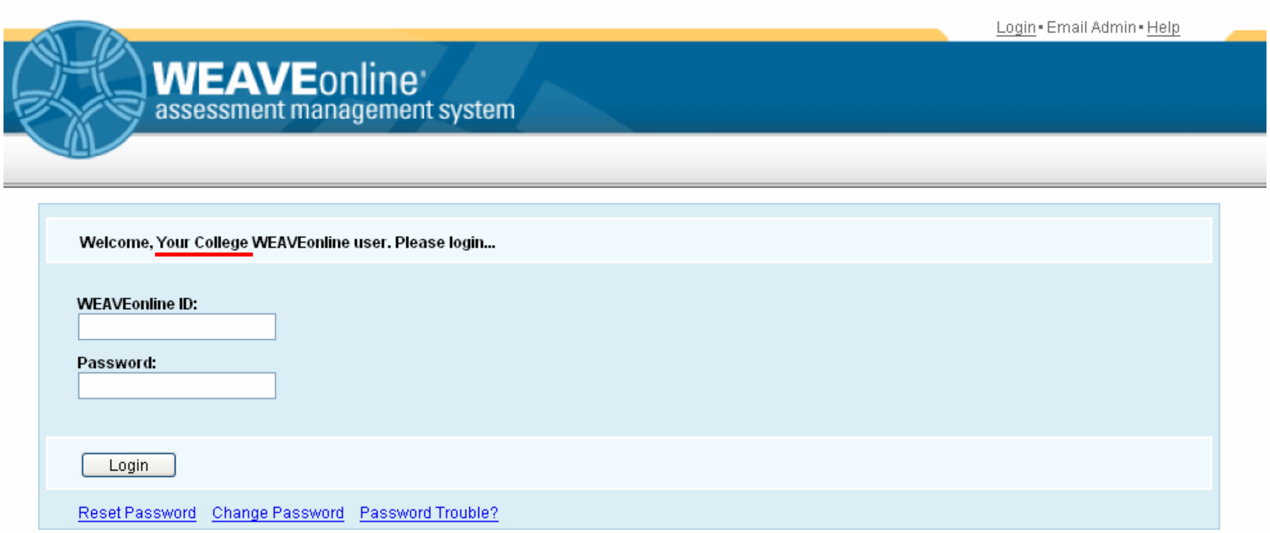
B. Application Location (URL)

Your WEAVEonline Administrator will provide you with the WEAVEonline address so that you can log in to the application. The address (URL) is composed of the string below and an abbreviation specific to your institution. Replace the asterisks in the address below with the provided abbreviation, enter in the address line of your browser, and click Enter.

http://app.weaveonline.com/****/login.aspx

Please note: For Windows-based systems, WEAVEonline runs on Windows 2000 and above, with either Internet Explorer (v6+) or Firefox (v1.5+). Macintosh computers require Mac OS 10 and above, with Firefox (v1.5+).

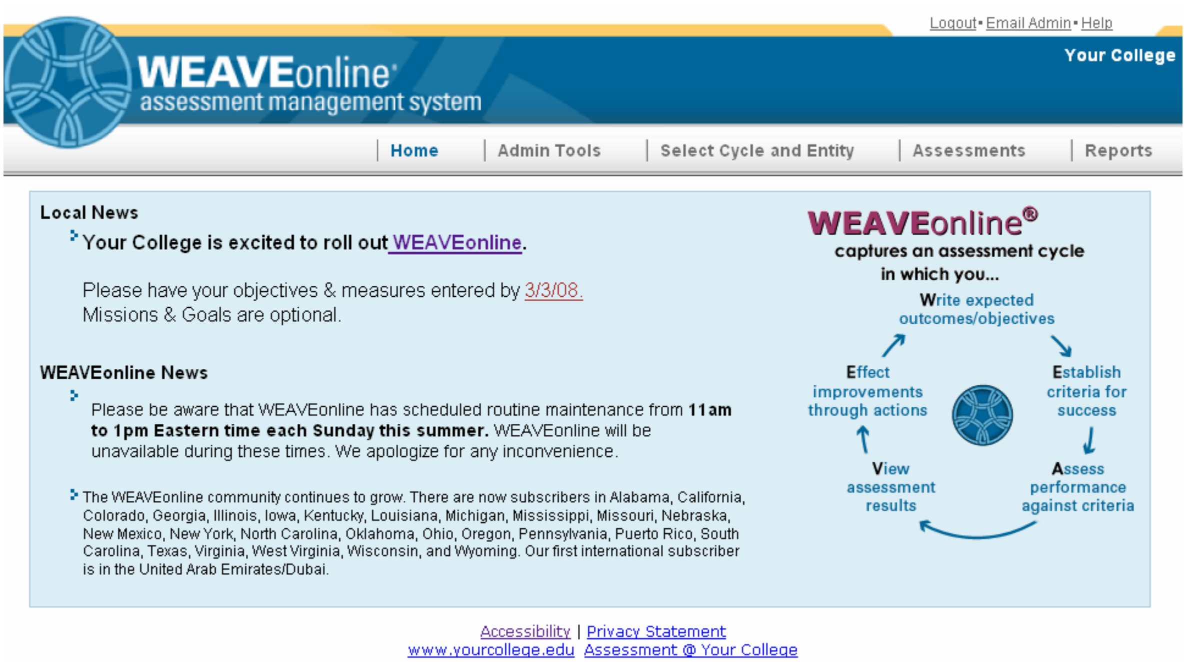
C. Login Page



1. ***Welcome:*** The login page will display a welcome sentence that includes the name of your institution. If this is not the case, recheck the address entered into your browser.
2. ***Bookmark the login page:*** Once you have confirmed that you are on the correct login page, bookmark this page. Bookmarking pages past the login will not return you to the correct location. The correct login page will have the name of your institution in the 'welcome' line.
3. ***WEAVEonline ID*****:** Your ***WEAVEonline ID*** it is a unique identifier at your institution, such as the first part of your email address (example: *jdoe* as part of jdoe@yourcoll.edu). Check with your WEAVEonline Administrator for instructions.
4. ***Password:*** During your first login, you will need to enter a ***password.*** This is a temporary password that you will reset during the login process. Check with your WEAVEonline Administrator for instructions.
5. ***Reset Password:*** If you have forgotten your password, ***Reset Password*** sends a new temporary password to your email address.
6. ***Change Password*** allows you to change your password.
7. ***Password Trouble?*** If you experience issues on the login page you should contact your WEAVEonline Administrator. Clicking ***Password Trouble*** creates a blank email within your e-mail program, addressed to your WEAVEonline Administrator.

8. **Please note:** Your WEAVEonline Administrator can be contacted easily throughout the application by selecting either ***Password Trouble?*** on the login screen or ***Email Admin*** at the top right of subsequent screens. Either link will open your email program with the WEAVEonline Administrator's address already completed.

D. Home Page



The home page displays news items as well as a top navigational bar that you will use as you move through the application. These news items/tabs include:

1. ***Local News:*** Deadlines, workshops, new resources, links, etc. from your WEAVEonline Administrator.
2. ***WEAVEonline News:*** Developments from Centrieva Corporation (the company behind WEAVEonline) for all subscribers.
3. ***Navigation Tabs:*** The tabs on the top navigational bar are tailored for your specific role within the application.
   a. ***Home***: Returns you to this page
   b. ***Admin Tools***: Only WEAVEonline Administrators, Entity Administrators, Group Owners, and Curriculum Map Owners have access to this area. Administrative functions such as creating and modifying users, entities, and other options are maintained within this tab of the application.

c. ***Select Cycle & Entity***: The first step in selecting and entering assessment data is choosing the correct cycle and entity.

d. ***Assessments***: All assessment data is housed under this top navigation tab – Mission / Purpose, Goals, Outcomes/Objectives, Measures, Achievement Targets, Assessment Results / Findings, Action Plans, Analysis Questions, Annual Reports, and the Document Repository.

e. ***Reports***: The final step in the assessment process is to run reports

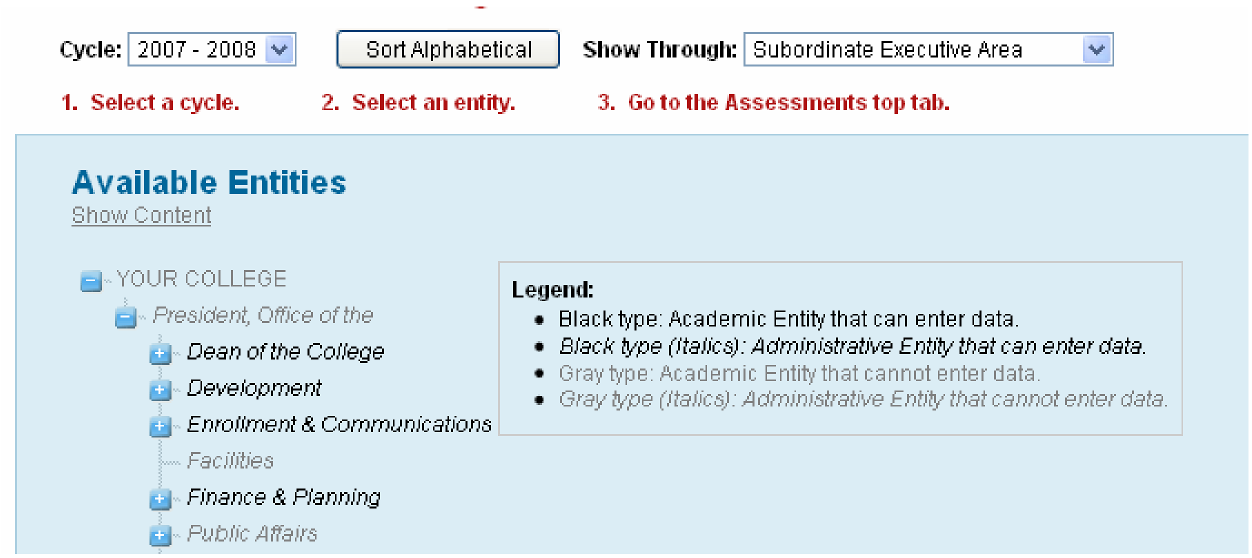
4. **Please Note:** All tabs are not visible to all users. Contact your WEAVEonline Administrator if you have questions.

Section 2. Entering & Editing Assessment Data

A. Select Cycle and Entity

1. The first step in entering assessment data is to select the cycle and the entity in which you want to enter assessment data.

2. The ***Select Cycle and Entity*** tab is located in the top navigation bar. Once clicked, the available entities in the top three levels (Institution – Subordinate Executive) in the current cycle are displayed.



3. ***Cycle:*** All available cycles can be selected through the ***Cycle*** drop down menu. Background colors for cycles are as follows:
   a. Current cycle = Blue Background
   b. Previous cycle = Yellow Background
   c. All cycles prior to the previous cycle = Grey Background
4. The entities showing in the hierarchy can change from cycle to cycle. Check with your WEAVEonline Administrator to make sure you are working in the correct cycle.
5. ***Sort Alphabetical:*** Removes all levels and lists all available entities in alphabetical order.
6. ***Show Through:*** Expands the hierarchy to the depth requested in the drop down menu (Institution through Program). You can also expand the tree using the plus signs .
7. Entities in black type are available for data entry. Availability to you is based upon the user and entity roles assigned by your WEAVEonline Administrator.

8. Click on an entity to select it for data entry. The selected cycle and entity name will now show in red at the top left of the screen.

B. Assessments

1. Once the cycle and entity have been selected and the selected entity is in red at the top left of the page, click on ***Assessments*** in the top navigation bar.

2. The ***Assessments*** tab opens a menu that includes all of the areas for assessment data entry including:

   a. ***Mission/Purpose***: Data entry for the mission/purpose of the entity.

   b. ***Assessment Essentials***: Data entry for the following fields:

      i. *Goals*

      ii. *Outcomes/Objectives*

      iii. *Measures*

         1. *Achievement Target*
         2. *Assessment Results / Findings*
         3. *Action Plans*

   c. ***Action Plan Tracking***: Shows all Action Plans for the entity, sorted by status. Data entry for Action Plans & Action Plan Notes.

   d. ***Analysis Questions:***

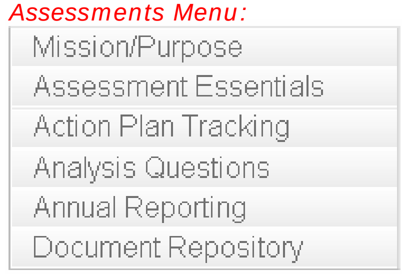
      i. Provides a summary of assessment results / findings, sorted by achievement targets 'met', 'not met', and 'partially met'.

      ii. Data entry fields for your institution's Analysis Questions.

   e. ***Annual Reporting:*** Data entry for Annual Report prompts created by your institution.

   f. ***Document Repository:*** A repository for documents for this entity.

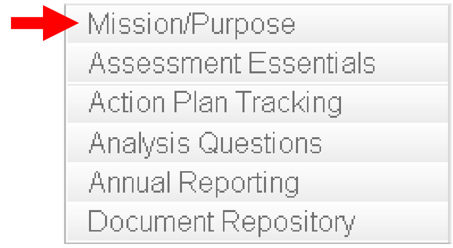
Assessments Menu:



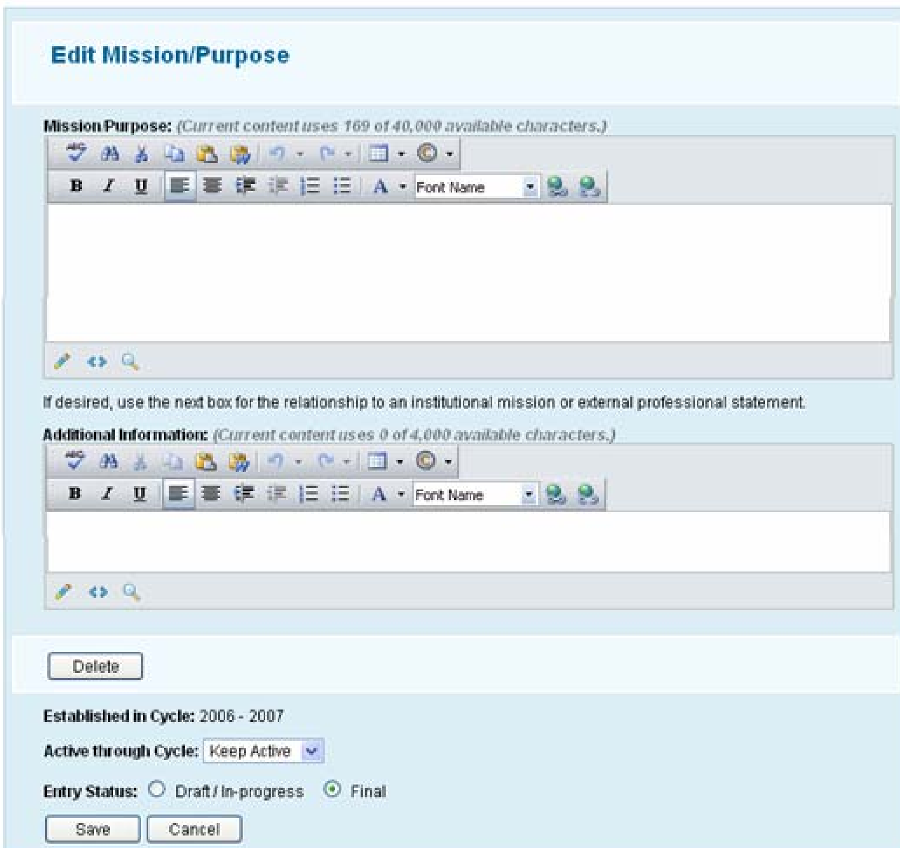
3. Working from top to bottom, the first step in adding assessment data is the Mission/Purpose section.

MISSION/PURPOSE

Assessments Menu:



1. After selecting the cycle and entity, click the ***Assessments*** tab on the top navigation bar. You will be directed to the ***Mission/Purpose*** data entry page.
2. If no mission/purpose currently exists, click the ***Add Mission/Purpose*** Button. If a ***Mission/Purpose*** statement already exists, view or click on ***Edit*** to make changes.



3. On the Add Mission/Purpose page you will enter:
   a. ***Mission/Purpose:*** Actual statement for the entity.
      i. Character Limit: 40,000
      ii. This shows on the **Detailed Assessment Report**.
   b. ***Additional Information:*** Add any additional information regarding the mission/purpose statement for this entity. For example, how does

this entity's mission/purpose statement relate to the mission, goals, or priorities of the institution?

i. Character Limit: 4,000

ii. This shows on the **Detailed Assessment Report**.

c. ***Established In Cycle:*** In what cycle was this Mission/Purpose statement established?

i. This defaults to the current cycle unless a Mission/Purpose statement was created and set to '***keep active'*** in a previous cycle.

d. ***Active Through Cycle:*** How long should this Mission/Purpose statement stay active, potentially continuing into future cycles? See note below.

i. Choosing ***'Keep Active'*** will allow this mission/purpose statement to be viewed in future cycles.

ii. Choosing a cycle string (ex. 2009 – 2010) will keep the mission/purpose statement active until the end of the chosen cycle.

e. ***Entry Status:*** Is your data entry '***In Progress'*** or '***Final'***?

i. If no data is entered and ***Cancel*** is clicked at the bottom of the page; the entry status will remain at 'None'.

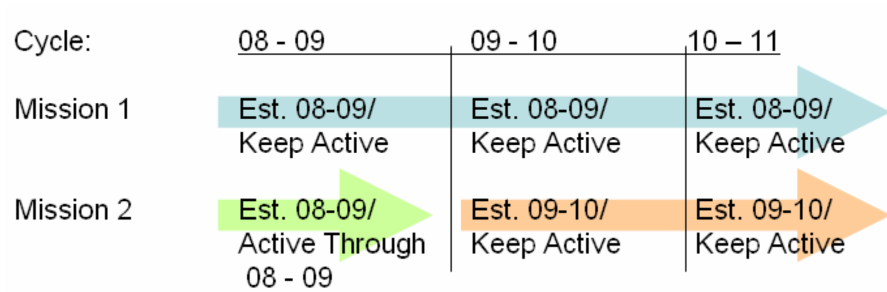
ii. Select '***In Progress'*** if more discussions or additions are needed.

iii. Select '***Final'*** if your data entry is complete.

iv. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

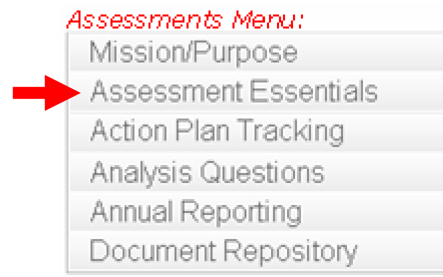
f. ***Cancel/Save****:* Click ***Cancel*** if you do not want your changes to be saved; otherwise, click ***Save***.

4. **PLEASE NOTE:** An entity can only have one Mission/Purpose statement per cycle**.** Editing a Mission/Purpose that exists over several cycles will update the mission/purpose in each of these cycles. If major changes are made from one cycle to the next, consider altering the '***Active Through Cycle'*** so that ***Established*** and ***Active Through Cycles*** are the same (see Mission 2 in the illustration below). A new mission/purpose can then be entered in the next cycle.



Assessment Essentials | Overview

1. The ***Assessment Essentials*** page is where Goals, Outcomes/Objectives, Measures, Achievement Targets, and Assessment Results / Findings are added. Action Plans can also be added on this page. This is where you will enter the majority of your assessment data.



2. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments menu.

3. The background color for Assessment Essentials pages changes for easy visual reference:

   a. Current Cycle = Blue Background

   b. Previous Cycle = Yellow Background

   c. Prior to Previous Cycles = Grey Background

4. **Select View:** At the top right of the screen you will see a ***Select View*** button. Selecting your view allows you to narrow your view to the outcomes/objectives and/or measures on which you would like to concentrate.

   a. By default all Outcomes/Objectives and Measures are selected.

   b. ***Reset All:*** Clears your selections and returns the settings to the default.

   c. ***See Selected View:*** Once you have chosen what you want to concentrate on, click ***See Selected View***. This hides everything except what you have selected.

   d. ***Hide:*** Minimizes the Select View menu.

   e. **Please Note:** The application does not automatically select the measures that have been associated with an outcome/objective or vice versa. For example, if you choose Outcome/Objective 1, and it is associated with Measure 1, you need to select both.

5. ***Copy Associations from XXXX-XXXX:*** If the entity appears in more than one cycle, this button will be at the top right of the screen after the first cycle.

   a. When a new cycle has been opened, all items (Goals, Outcomes/Objectives, Measures, and Achievement Targets) that are active will be visible.

b. Clicking this button will re-associate Goals with Outcomes/Objectives, Measures with Achievement Targets, and Outcomes/Objectives with Measures, as well as with any relevant General Education / Core Curriculum, Institutional Priorities, Standards, and Strategic Plans.

c. Clicking this button will also bring forward any Assessment Results / Findings from the previous cycle so the historical data can be referred to easily.

6. Upon opening Assessment Essentials after data have been entered, you will see that goals, outcomes/objectives, and measures are collapsed. The following viewing options are available

    a. ***Expand All**:* Expands all data points within the chosen section.

    b. ***Collapse All:*** Collapses all data points within the chosen section.

    c. ***Expansion Triangles**:* Use the expansion triangles to expand or collapse individuation data points (ex. one goal).

7. **Reordering:** The first goal, outcome/objective, or measure entered will have a default number of zero. The second will have a default number of one. Any item added to a previous cycle and kept active will come in as a zero as well. To renumber, click ***Reorder***.

    a. The items will now be numbered consecutively starting with the number 1.

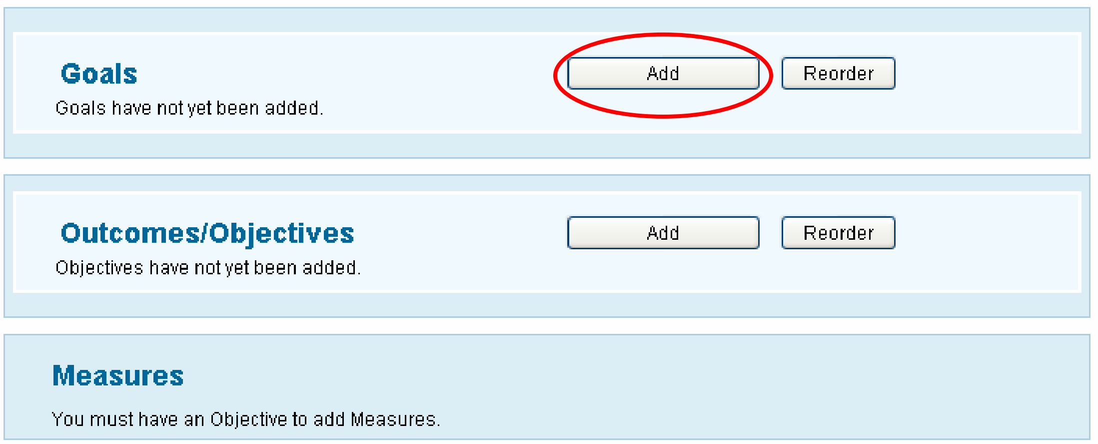
    b. If reordering is needed, you may drag and drop items to their correct locations. If item three needs to be between 1 and 2, you would drop it between 1 and 2.

    c. Click ***Save*** to keep your changes.

8. **PLEASE NOTE:** Editing a goal, outcome/objective, measure, or achievement target that exists over several cycles will update that element in <u>every one</u> of those cycles. If <u>significant</u> changes exist from one cycle to the next, consider altering the ***'Active Through Cycle'*** so that the ***Established Cycle*** and ***Active Through Cycles*** are the same. Then create a new element in the following cycle with the new wording.

Assessment Essentials | Goals

1. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments menu.
2. Within ***Assessment Essentials*** you will enter data for Goals, Outcomes/Objectives, Measures, Achievement Targets, and Assessment Results / Findings. Action Plans can also be added on this page.
3. ***Goals:*** In the blue band with the title Goals, click on ***Add*** to enter Goals.



4. If you see the phrase below, you are not expected to enter goals. If you wish to enter goals, contact your WEAVEonline Administrator.

> *Library (NG) does not use Goals as part of the Assessment process. To change this setting, please click on the 'Email Admin' link above and inform your WEAVEonline Administrator of your Goal preference.*

5. For each goal enter:
   a. ***Condensed Description:*** A shortened description of 50 characters (similar to a title). This shows on the ***Detailed Assessment Report***.
   b. ***Description:*** The goal in its entirety. 4,000 characters. This shows on the **Detailed Assessment Report**.
   c. ***Established in Cycle:*** From the pull down menu, choose the cycle when this goal was first established.
   d. ***Active Through Cycle***: From the pull down menu options, choose how long the goal should remain active
      i. ***Cycle String*** (ex. 2008-2009): The goal will only apply until the end of the cycle chosen. In this example the goal will not exist in the 2009-2010 cycle.
      ii. ***Keep Active:*** The goal will remain active indefinitely, moving forward automatically to each new cycle.
   e. ***Entry Status:*** Is your data entry '***In Progress***' or '***Final'***?

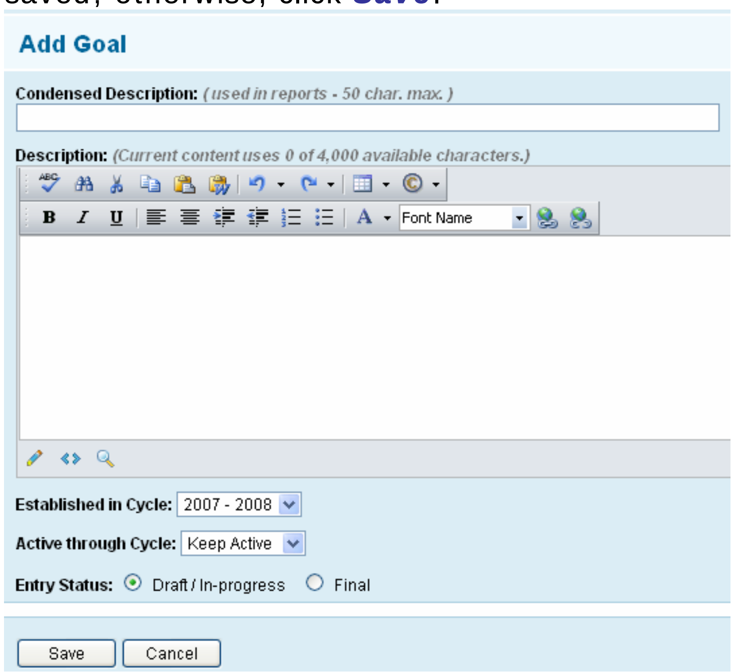
i. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.

ii. Select '***In Progress***' if more discussions or additions are needed.

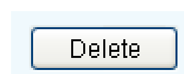
iii. Select '***Final***' if your data entry is complete.

iv. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

f. ***Cancel/Save***: Click ***Cancel*** if you do not want your changes to be saved; otherwise, click ***Save***.

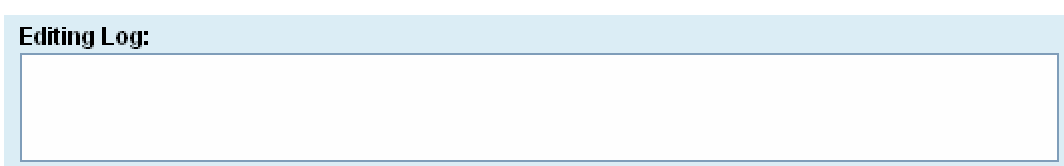


6. When editing a goal, note that two additional items are available:



a. ***Delete:*** If the goal was entered in error, you may delete it by clicking the ***Delete*** button and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this goal is present.

b. **Editing Log:** Use the editing log (500 characters) to provide a track record of changes that have been made to a specific outcome/objective. The editing log is not carried forward from cycle to cycle.



c.

7. ***Reordering:*** The first goal entered will have a default number of zero. The second goal will have a default number of one. Any goal added to a previous cycle and kept active will come in as a zero as well. To renumber, click ***Reorder*** in the blue band titled Goals.

   d. The goals will now be numbered consecutively starting with the number 1.

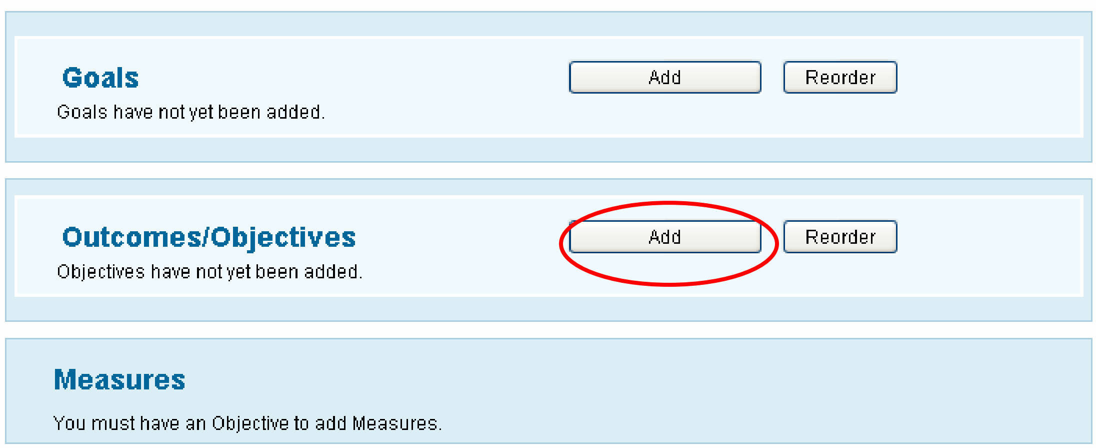
   e. If reordering is needed, you may drag and drop items to their correct locations. If item three needs to be between 1 and 2, you would drop it between 1 and 2. If item three needs to be the very first item in the list you would drag it above the list until you see a horizontal dashed line, then drop.

   f. Click ***Save*** to keep your changes.

8. **PLEASE NOTE:** Editing a Goal that exists over several cycles will update that goal in <u>every one</u> of those cycles. If <u>significant</u> changes exist from one cycle to the next, consider altering the ***'Active Through Cycle'*** so that ***Established*** and ***Active Through Cycles*** are the same. In the next cycle, create a new goal.

ASSESSMENT ESSENTIALS | OUTCOMES/OBJECTIVES

1. After selecting the cycle and entity, then select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments Menu.
2. Within ***Assessment Essentials*** you will enter data for Goals, Outcomes/Objectives, Measures, Achievement Targets, and Assessment Results / Findings. Action Plans can also be added on this page.



3. In the blue band with the Outcomes/Objective title, click ***Add.***
4. For each Outcome/Objective enter:
    a. ***Established in Cycle:*** Choose the cycle from the pull down menu when this outcome/objective was first established.
    b. ***Active Through Cycle:*** From the pull down menu options, choose how long the outcome/objective should remain active
        i. ***Cycle String*** (ex. 2008-2009): The outcome/objective will only apply until the end of the cycle chosen. In this example, the outcome/objective will not exist in the 2009-2010 cycle.
        ii. ***Keep Active:*** The outcome/objective will remain active indefinitely, moving forward automatically to each new cycle.
    c. **Condensed Description:** A shortened description of 50 characters (similar to a title). This shows on the **Detailed Assessment Report**.
    d. **Description:** The outcome/objective in its entirety, up to 400,000 characters. This shows on the **Detailed Assessment Report**.
    e. ***Student Learning Outcome?*** Is the outcome/objective described above a student learning outcome? If so, choose 'yes'. Otherwise, leave the default, 'no'.
        i. Selecting 'yes' or 'no' tags the outcomes/objectives for reports.

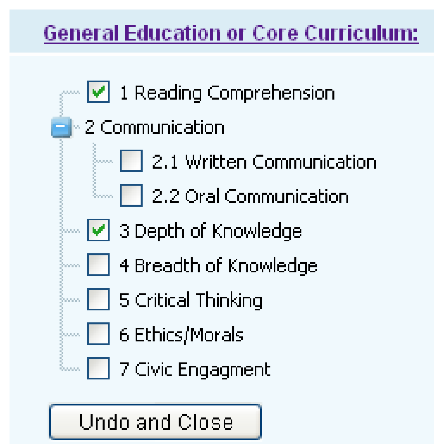
ii. All Student Learning Outcomes are selected for the **Student Learning Outcome Summary Report**. The **Detailed Assessment Report** lists the Student Learning Outcomes before non-student learning outcomes.

f. **Associate this Outcome/Objective with:** Each outcome/objective can be associated with available Goals, Standards, General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans.

   i. Goals, if applicable, were entered in **Assessment Essentials | Goals** for this entity. Once an Outcome/Objective has been associated with a goal(s), this relationship can be viewed on the main Assessment Essentials page.

   ii. Standards, General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans are set up and maintained primarily by the WEAVEonline Administrator, but are available for your association on Outcome/Objective Add and Edit pages.

   iii. If the headings for General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans are hyperlinked, click to open a new window with more details/actual campus documentation.



   iv. To make associations:

      1. Click ***Open to Select*** to open the list of possible associations.

      2. Add a check, by clicking in the box, for all applicable associations.

      3. Leave the selection list open if you have made new or additional selections.

      4. Clicking ***Undo and Close*** will collapse the selection list and recent changes will not be saved.

g. **Associations*:*** An additional text field is available to add any other associations for this outcome/objective that have not already been listed. These additional associations do appear in the ***Detailed Assessment Report***.

h. ***Entry Status:*** Is your data entry '***In Progress***' or '***Final'***?

   i. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes

ii. Select ***'In Progress'*** if more discussions or additions are needed. Select ***'Final'*** if your data entry is complete.

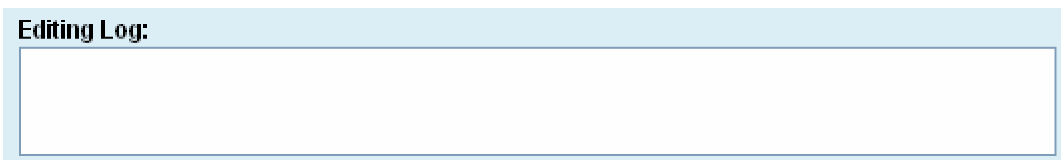
iii. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

i. ***Cancel/Save***: **Click *Cancel* if you do not want your changes to be saved; otherwise, click *Save*.**

5. When editing an Outcomes/Objective, note that two additional items are available:

   a. ***Delete:*** If the outcome/objective was entered in error you may delete it by clicking this button and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this item is present.

   b. **Editing Log*:*** Use the editing log (500 characters) to provide a track record of changes that have been made to a specific outcome/objective. The editing log is not carried forward from cycle to cycle.



6. **Reordering:** The first outcome/objective entered will have a default number of zero. The second outcome/objective will have a default number of one. Any outcome/objective added to a previous cycle and kept active will come in as a zero as well. To renumber, click ***Reorder*** in the blue band titled Outcomes/Objectives.

   a. The outcomes/objectives will now be numbered consecutively starting with the number 1.

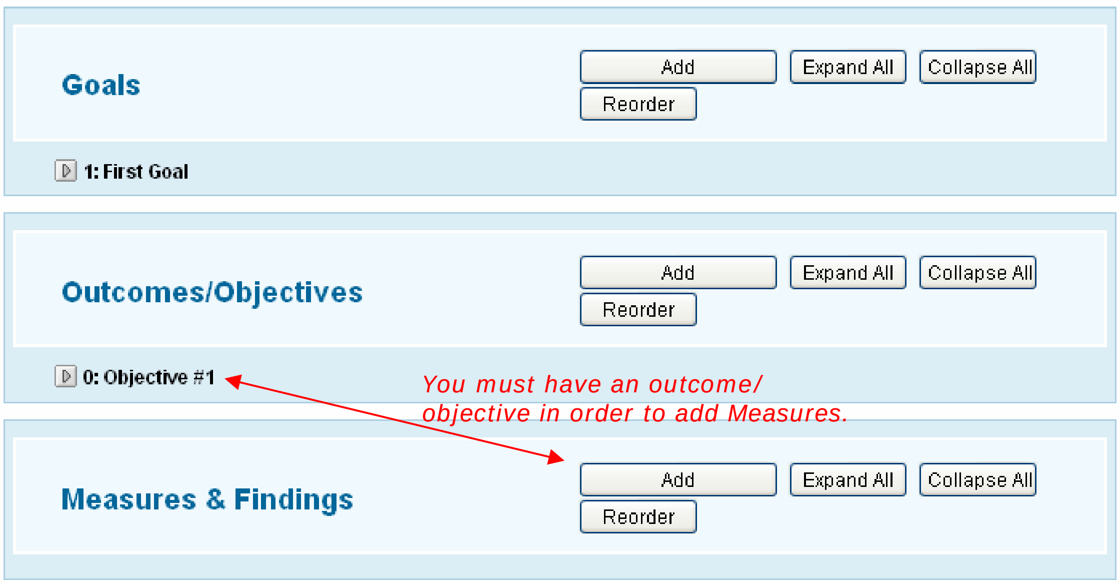
   b. If reordering is needed, you may drag and drop items to their correct locations. If item three needs to be between 1 and 2, you would drop it between 1 and 2. If item three needs to be the very first item in the list you would drag it above the list until you see a horizontal dashed line, then drop.

   c. Click ***Save*** to keep your changes.

7. ***PLEASE NOTE:*** Editing an outcome/objective that exists over several cycles will update that outcome/objective in <u>every one</u> of those cycles. If <u>significant</u> changes exist from one cycle to the next, consider altering the '***Active Through Cycle'*** so that ***Established*** and ***Active Through Cycles*** are the same. Create a new outcome/objective in the following cycle with the new wording.

Assessment Essentials | Measures

1. After selecting the cycle and entity, then select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments Menu.
2. Within ***Assessment Essentials*** you will enter data for Goals, Outcomes/Objectives, Measures, Achievement Targets, and Assessment Results / Findings. Action Plans can also be added on this page.
3. **Please Note:** Measures cannot be added until at least one Outcome/Objective has been added.



4. In the blue band with the Measures & Findings title, click ***Add.***
5. For each Measure enter:
   a. ***Source of Evidence***: Choose the type of measure that best describes the tool you will be adding to assess the Outcomes/Objectives. The measures are sorted into three columns: Academic Direct, Academic Indirect, and Administrative Indirect.
      i. Hover over a type of measure for a fuller description
      ii. If your measure is not listed, choose the 'Other' choice at the bottom of the appropriate column.
      iii. The Source of Evidence is listed on the **Detailed Assessment Report.**
   b. ***Condensed Description***: A shortened description of 50 characters (similar to a title). This shows on the **Detailed Assessment Report**.

c. ***Description***: A complete description of your measurement tool or approach. 250,000 characters. This shows on the **Detailed Assessment Report**.

d. ***Associate This Measure with Outcomes/Objectives***: Associate the measure with one or more Outcomes/Objectives. Once a Measure has been associated with an outcome/objective, this relationship is shown on the main Assessment Essentials page.

e. ***Established in Cycle***: Choose the cycle from the pull down menu when this measure was first established.

f. ***Active Through Cycle***: From the pull down menu options, choose how long the measure should remain active.

   i. ***Cycle String*** (ex. 2008-2009): The measure will only apply until the end of the cycle chosen. In this example, the measure will not exist in the 2009-2010 cycle.

   ii. ***Keep Active***: The measure will remain active indefinitely, moving forward automatically to each new cycle.

g. ***Entry Status:*** Is your data entry '***In Progress***' or '***Final'***?

   i. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.

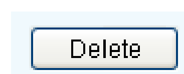
   ii. Select **'*In Progress'*** if more discussions or additions are needed. Select '***Final'*** if your data entry is complete.

   iii. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details.**

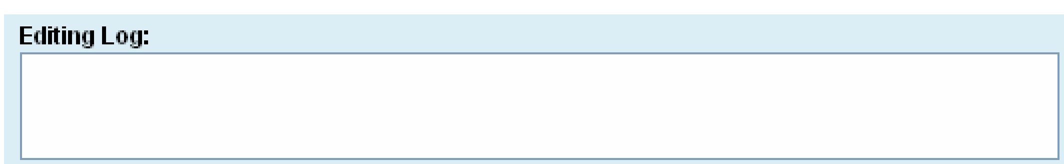
h. ***Cancel/Save***: Click ***Cancel*** if you do not want your changes to be saved, otherwise, click ***Save*.**

6. When editing a measure, note that two additional items are available:

   a. ***Delete:*** If the measure was entered in error, you may delete it by clicking this button and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this item is present.

   b. ***Editing Log:*** Use the editing log (500 characters) to provide a track record of changes that have been made to a specific outcome/ objective. The editing log is not carried forward from cycle to cycle.

7. ***Reordering:*** The first measure entered will have a default number of zero. The second measure will have a default number of one. Any measure added to a previous cycle and

kept active will come in as a zero as well. To renumber, click ***Reorder*** in the blue band titled Measures & Findings.

   a. The measures will now be numbered consecutively starting with the number 1.

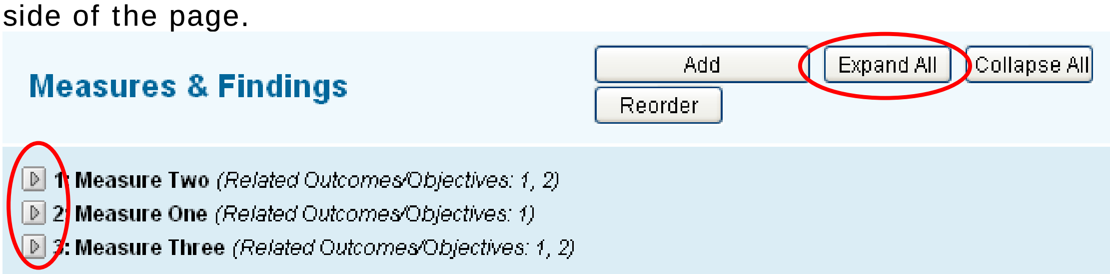
   b. If reordering is needed, you may drag and drop items to their correct locations. If item three needs to be between 1 and 2, you would drop it between 1 and 2.

   c. Click ***Save*** to keep your changes.

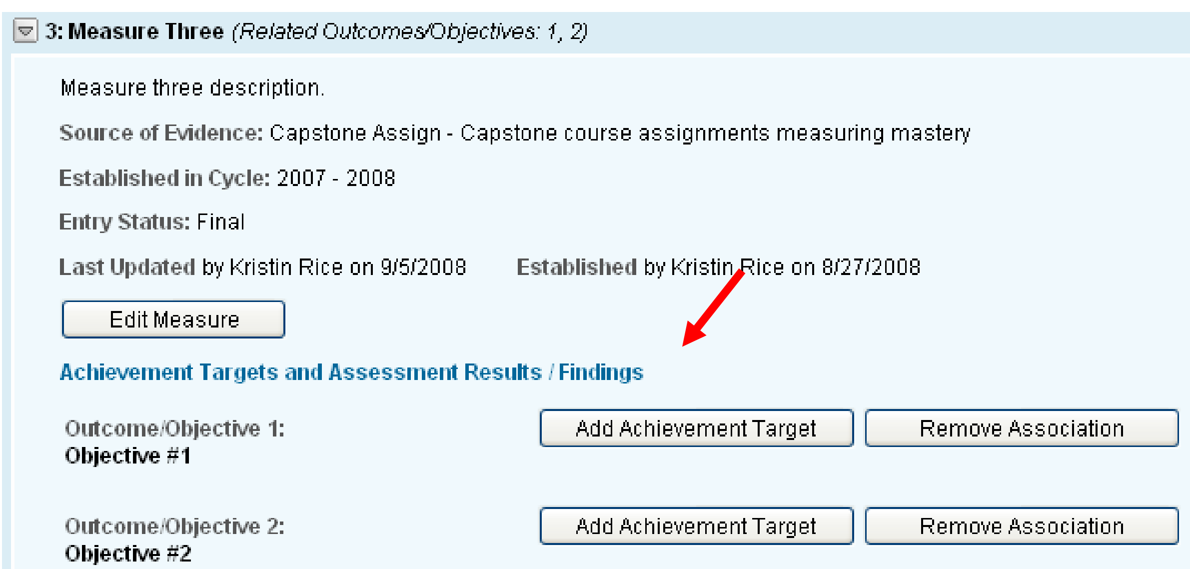
8. ***PLEASE NOTE:*** Editing measure that exists over several cycles will update that measure in <u>each</u> of those cycles. If <u>significant</u> changes exist from one cycle to the next, consider altering the '***Active Through Cycle***' so that ***Established*** and ***Active Through Cycles*** are the same. Create a new measure in the following cycle with the new wording.

ASSESSMENT ESSENTIALS | ACHIEVEMENT TARGETS

1. In the above steps a measure was created and associated with one or more outcomes/objectives. Once created, these measure-outcome/objective pairs will be the basis for entering Achievement Targets, Assessment Results / Findings, and Action Plans.
2. For each measure-outcome/objective pair, you will enter an Achievement Target.
3. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments Menu and navigate to **Measures & Findings** at the bottom of the screen.
4. To add an achievement target, you will first need to use the expansion triangles to expand a measure, or use the ***Expand All*** button on the right side of the page.

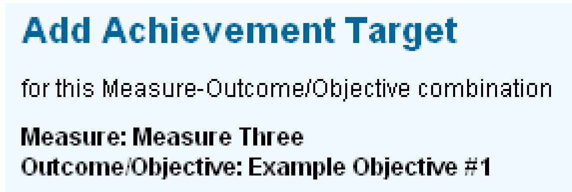


5. After expanding measures, you will see the details of the measure, followed by an ***Edit*** button. Below the ***Edit*** button you will see the *Achievement Targets* and *Assessment Results / Findings* subheading, then the associated outcomes/objectives as well as one or more ***Add Achievement Target*** and ***Remove Association*** buttons.



6. Click on ***Add Achievement Target*.**

7. The measure-outcome/objective pair for which you will be adding an achievement target is shown at the top of the screen.



8. ***Achievement Target:*** Enter the Achievement Target for this measure (i.e., what score, rating, etc. do you hope to see from this measure-outcome/ objective pair?). This shows on the **Detailed Assessment Report**.

9. **Please Note:** Each measure-outcome/objective pair can only have one Achievement Target per cycle.

10. ***Established in Cycle:*** '***Established in Cycle***' defaults to the current cycle. If an identical Achievement Target was actually established in a previous cycle, adjusting the '***Active Through Cycle***' in the previous cycle would maintain the continuity between both cycles.

11. ***Active Through Cycle***: From the pull down menu options, choose how long the Achievement Target should remain active.

    a. ***Cycle String*** (ex. 2008-2009): The Achievement Target will only apply until the end of the cycle chosen. In this example, the Achievement Target will not exist in the 2009-2010 cycle.

    b. ***Keep Active***: The Achievement Target will remain active indefinitely, moving forward automatically to each new cycle.

12. ***Entry Status:*** Is your data entry '***In Progress***' or '***Final'***?

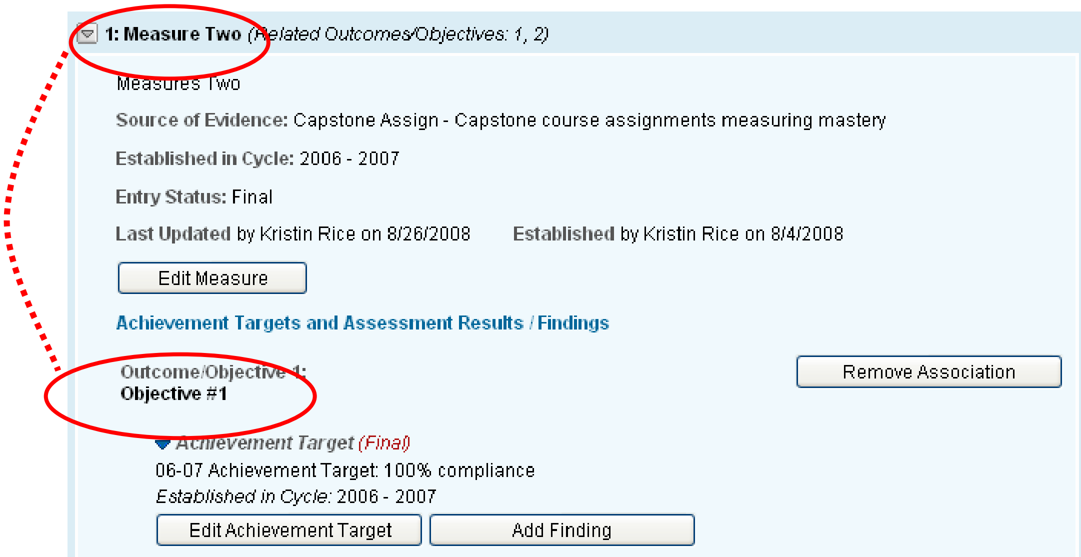
    a. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.

    b. Select '***In Progress'*** if more discussions or additions are needed. Select '***Final***' if your data entry is complete.

    c. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

13. ***Cancel/Save***: Click ***Cancel*** if you do not want your changes to be saved, otherwise, click ***Save***.

14.View your Measure-Outcome/Objective pair and Achievement Target.

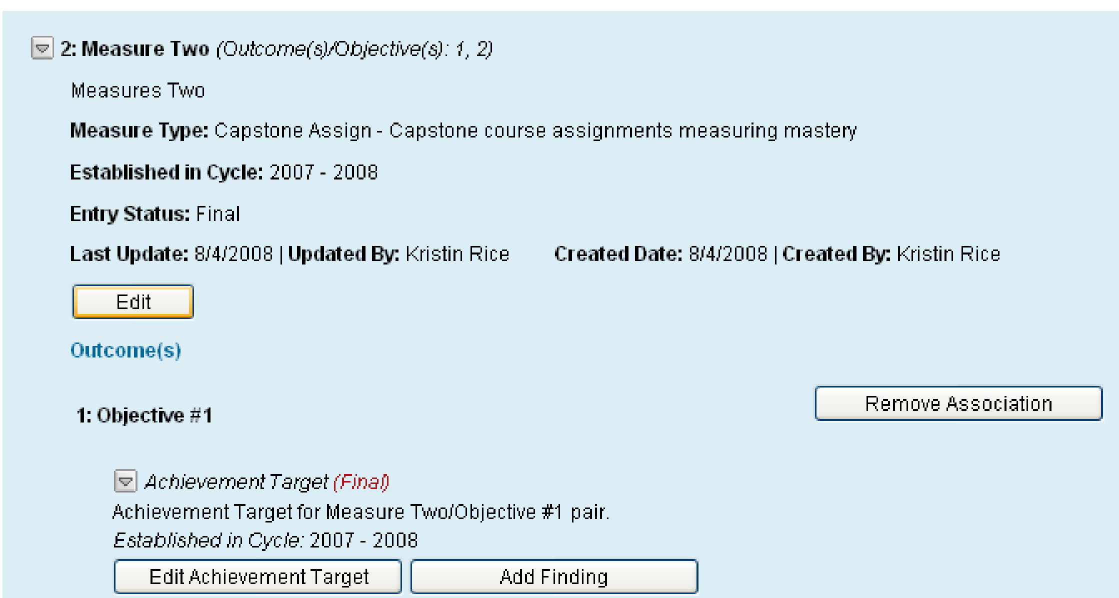


15. Select **Remove Association** if the Outcome/Objective associated with this measure was added by mistake. Removing this association will result in the deletion of this Measure-Outcome/Objective association. Also, any Achievement Target Level and Assessment Results / Findings associated with this Measure-Outcome/Objective will be deleted.

16. **PLEASE NOTE:** Editing an Achievement Target that exists over several cycles will update that Achievement Target in every one of those cycles. If significant changes exist from one cycle to the next, consider altering the '***Active Through Cycle'*** so that ***Established*** and ***Active Through Cycles*** are the same. Create a new Achievement Target in the following cycle with the new wording.

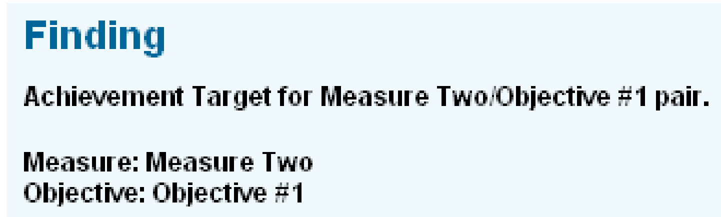
1. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments menu and navigate to **Measures & Findings** at the bottom of the screen.
2. In the previous sections, you created a Measure and an Achievement Target and associated that measure with one or more Outcomes/Objectives. Measure-Outcome/ Objective pairs are the basis for entering Assessment Results / Findings and Action Plans.
3. To add Assessment Results / Findings, first use either the expansion triangles or the ***Expand All*** button.

4. After expanding a measure, view your achievement target and then click ***Add Finding***.



5. On the **Assessment Results / Findings** page, review both **Achievement Target** and **Measure-Outcome/ Objective** pair.

6. Add Assessment Results / Findings in the text editor field, up to 750,000 characters. This shows on the **Detailed Assessment Report**.



7. ***Achievement Target****:* Make a determination as to whether assessment results for this Measure-Outcome/Objective pair 'met' your expectations, 'partially met' your expectations, or your expectations were 'not met' by clicking on the appropriate toggle button.

   a. This shows on the **Detailed Assessment Report**.

   b. The Achievement Target determinations are also presented on the Analysis Questions page within the Achievement Target Summary.

8. **Please Note:** It is recommended that if the Achievement Target is less than Met, an action plan be developed to improve future results (see below for more details)

9. ***Established in Cycle:*** Since assessment results / findings are specific to a cycle, the '***Established in Cycle***' is set to the cycle for which you chose to enter data and cannot be changed.

10. ***Entry Status:*** Is your data entry '***In Progress***' or '***Final'***?

    a. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.

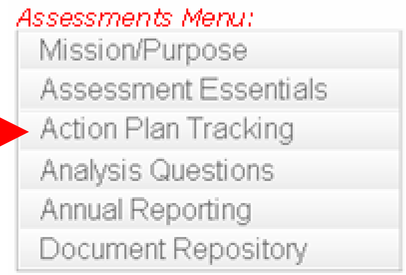
    b. Select '***In Progress'*** if more discussions or additions are needed. Select '***Final***' if your data entry is complete.

    c. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

11. ***Cancel/Save***: Click ***Cancel*** if you do not want your changes to be saved; otherwise, ***Save***.

12. ***Add Action Plan:*** Once a finding has been added, the ***Add Action Plan*** button will be available. Please see the Action Planning Tracking section for more information.

ACTION PLAN TRACKING



1. An Action Plan should be created when improvements are being planned or implemented that will benefit the Mission / Purpose, Goals, and/or Outcomes/Objectives of your entity.
2. Any Finding that is 'not meeting' or only 'partially meeting' the Achievement Target for a Measure-Outcome/Objective pair should have an Action Plan. An Action Plan should show how you are taking the data gained from the assessment process and applying this knowledge to improve either student learning or other mission-driven services or functions.
3. An Action Plan can be created in two places within the application:
   a. ***Assessment Essentials***

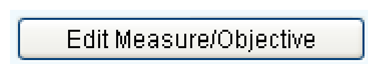
   

      i. Measures & Findings – after an assessment result / finding has been entered, the ***Add Action Plan*** button becomes available.

   b. ***Action Plan Tracking***

      i. An Action Plan can also be added from the Action Plan Tracking page by clicking the ***Add Enhancement Action*** button.

      ii. An Action Plan added from the Action Plan Tracking page can be associated with a Measure-Outcome/Objective pair by clicking on the ***Edit Measure / Objective*** button and selecting the appropriate choices, or the Action Plan can stand alone.
4. To add an Action Plan, enter the following information:
   a. ***Status:*** The current status of the Action (planned, in-progress, finished, on-hold, terminated).
   b. ***Condensed Description:*** A shortened description of 50 characters (similar to a title). **Please Note**: This is a required field.
   c. ***Description:*** A complete description of your Action Plan, up to 20,000 characters.
   d. ***Target Date:*** A date when the Action Plan will be fully implemented (MM/YYYY). **Please Note**: When editing, if you do not have a date in this section, the application will insert 1/1. Please delete the 1/1 prior to saving.

e. **Target Date Description:** A more general description of the target data (ex. Fall 2010).

f. ***Priority:*** The priority level of this Action Plan (High, Medium, or Low)

g. ***Responsible Person/Group:*** Person(s) or group(s) responsible for ensuring that this Action Plan progresses.

h. ***Additional Resources Needed:*** Provide details as to what resources are needed to complete this Action Plan.

i. ***Budget Amount Requested:*** Provide a whole dollar amount for the above resources, if applicable.

j. ***Established in Cycle:*** The '***Established in Cycle***' date defaults to the current cycle. If this Action Plan was actually established in a previous cycle, choose the correct cycle from the drop down list.

k. ***Active Through Cycle:*** From the pull down menu options, choose how long this Action Plan should remain active.

   i. ***Cycle String*** (ex. 2008-2009): The Action Plan will only be visible until the end of the cycle chosen.

   ii. ***Keep Active***: The Action Plan will remain active indefinitely, moving forward automatically to each new cycle.

l. ***Entry Status:*** Is your data entry '***In Progress***' or '***Final'***?

   i. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.

   ii. Select '***In Progress'*** if more discussions or additions are needed. Select '***Final'*** if your data entry is complete.

   iii. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

m. ***Cancel/Save*****:** Click ***Cancel*** if you do not want your changes to be saved; otherwise, click ***Save***.

5. Once added, Action Plans can be viewed and edited by selecting ***Action Plan Tracking***.

   a. Action Plans are sorted by their status (planned, in-progress, finished, on-hold, terminated).

   b. Click on an Action Plan to edit the Action Plan or to add ***Action Plan Notes***.

   c. To concentrate on Action Plans with a specific status(es), use the View Action option and un-check the statuses you do not want to view.

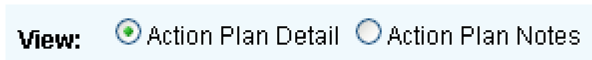
6. ***Action Plan Editing & Notes:*** As your Action Plan develops and progress is made, you will want to return often to this section – cycle after cycle - to update your plan and to leave notes regarding the progress of the plan

and/or any issues that arise. Tracking allows you to close the loop on your assessment plan – taking your Assessment Results / Findings and allowing them to direct your improvement processes. To edit an Action Plan or to add or edit an Action Plan Note:

a. Navigate to ***Action Plan Tracking***.

b. Click on the Action Plan for which you wish to make edits or add notes. This will bring you to the Action Plan Detail page.

c. On the Action Plan Detail page, use the radio buttons to toggle between the View options: Action Plan Detail or Action Plan Notes.



d. To edit your Action Plan, choose the Action Plan Detail view and then click ***Edit Plan*** at the bottom of the page.

e. To add or edit an Action Plan Note, toggle to Action Plan Notes. The screen refreshes automatically to the Action Plan Notes page. Click ***Add Note***, enter a note into the text field, and click ***Save***, or select ***Edit Note***, make your changes, and click ***Save***. WEAVEonline automatically saves the date the note was added and the date of the most recent update.

7. Action Plans can be viewed within several reports (see Reports section for more detail):

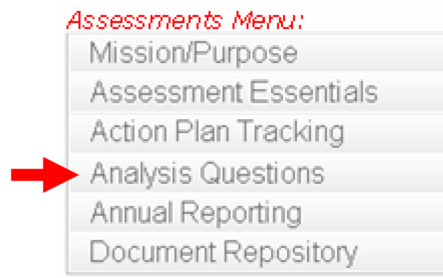
   a. **User Reports/Detailed Assessment Report:** Includes Condensed Description, Description, Priority, Responsible Person/Group, Additional Resources Needed, and Budget Amount Requested for any Action Plan established in the chosen cycle.

   b. **Sort Reports/Resources Requested**: Includes the above in chart format, sorted either by entity or by priority, for only those actions with Additional Resources Needed and/or Budget Amount Requested

   c. **Sort Reports/Comprehensive Planning (All Action Plans)**: Includes the above in chart format, sorted by either entity or by priority, for all actions, whether or not additional resources are sought.

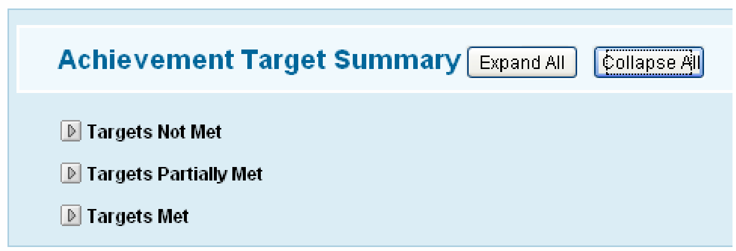
ANALYSIS QUESTIONS & ACHIEVEMENT TARGET SUMMARY

1. After selecting the cycle and entity, select the Assessments tab from the top navigation bar. Click on ***Analysis Questions***.



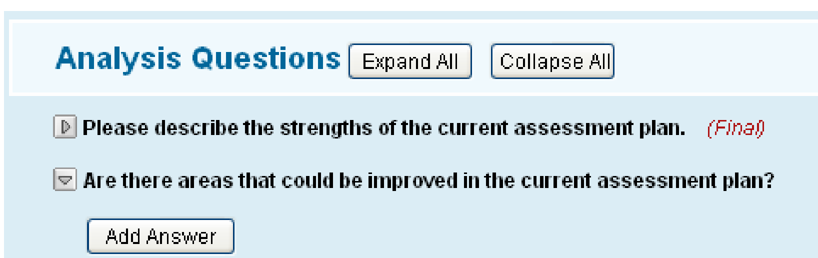
2. ***Achievement Target Summary***: The top of the Analysis Questions page includes an Achievement Target Summary. In the summary you will see a list of all Assessment Results / Findings for the chosen cycle and entity, sorted by whether their targets were not met, partially met, or met.

    a. Each summary includes the Measure-Outcome/Objective condensed descriptions, the Achievement Target and the Assessment Result / Finding.



    b. Use ***Expand All***, ***Collapse All***, *and*/or the expansion triangles to view the summaries.

3. ***Analysis Questions***: Analysis Questions are developed on your campus. Check with your WEAVEonline Administrator if you have any questions about the Analysis Questions.



    c. Click the ***Expand All*** button or the expansion triangles in order to see the ***Add Answer*** button.

    d. Click the ***Add Answer*** and enter answer within the text editor field (400,000 characters).

    e. ***Entry Status:*** Is your data entry '***In Progress***' or '***Final'***?

        i. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.

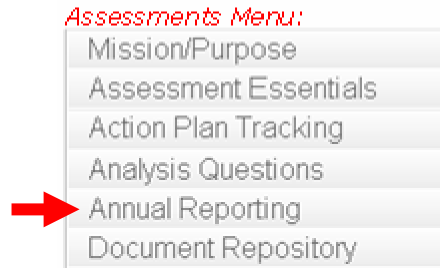
        ii. Select '***In Progress'*** if more discussions or additions are needed. Select '***Final'*** if your data entry is complete.

iii. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details.**

f. ***Cancel/Save***: Click ***Cancel*** if you do not want your changes to be saved; otherwise, click ***Save***.

g. Once an answer has been added, you may choose to ***Edit Answer*** or ***Delete Answer***.

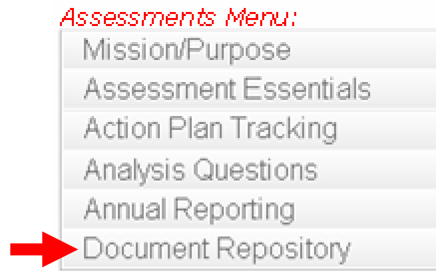
ANNUAL REPORTING



1. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Annual Reporting***.
2. ***Annual Report***: The Annual Report sections are determined by your institution for the purpose of gathering information in areas of interest to those in leadership, advisory, or governance roles, or to the public. If a link to ***Report Guidelines*** appears on the top of the page, it will provide more details. This link is maintained at your institution. Check with your WEAVEonline Administrator if you have any questions.
   a. Each annual report 'prompt' is shown in black, with an ***Add Details*** button directly below.
   b. Click the ***Add Details*** button and your response within the text editor field (750,000 characters).

   c. ***Entry Status:*** Is your data entry '***In Progress***' or '***Final'***?
      i. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.
      ii. Select **'*In Progress'*** if more discussions or additions are needed. Select **'*Final'*** if your data entry is complete.
      iii. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details.**
   d. ***Cancel/Save***: Click ***Cancel*** if you do not want your changes to be saved; otherwise, click ***Save*.**
   e. Once an answer has been added, the Annual Report 'prompt' becomes a link to your response. Clicking the link will allow you to ***Edit*** or ***Delete*** your response.
3. Annual Report responses are presented in reports bearing the same name as the 'prompts'. These are located under the Annual Reports section.

Document Repository



1. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Document Repository***.
2. The Document Repository acts like a folder to hold electronic files for each entity. Once uploaded, your documents can be associated with all assessment areas, from Mission / Purpose through Assessment Results / Findings and Action Plans and on to Analysis Questions and Annual Reporting. These areas become available for document association once you enter data in them. The exceptions are that you can load and associate files with Analysis Questions and/or Annual Report sections before you enter data.
3. Individually identifiable information (such as examples of work that includes students' names) should not be posted in the repository.
4. The repository is cycle based. You can control what cycle the document should be available, and you can control at what cycle the document should no longer be available. A document only needs to be loaded once.
5. To place a document within the repository, click the ***+Upload Document*** button:

   a. ***Step 1: Upload Document***
      i. ***Select Document.*** Select the document you wish to upload using the Browse button to find the file on your computer. **Please Note the following:**
         1. The maximum file size is 20MB.
         2. Documents within the repository should not contain individually identifiable student information.
         3. In order to open/view a document in the repository, a person will need to have the correct application on their computer (i.e. if you upload an SPSS document, only people with SPSS on their computer will be able to open that document). For this reason, you may wish to save any less common document types as PDFs.
      ii. ***Document Name***. Consider providing a name that will help others understand the timing/purpose of the document (ex. 08-09 English 301 Rubric). 128 Characters.
      iii. ***Document Description.*** Optional description of the document. 256 Characters.
      iv. Click ***Save & Continue.***

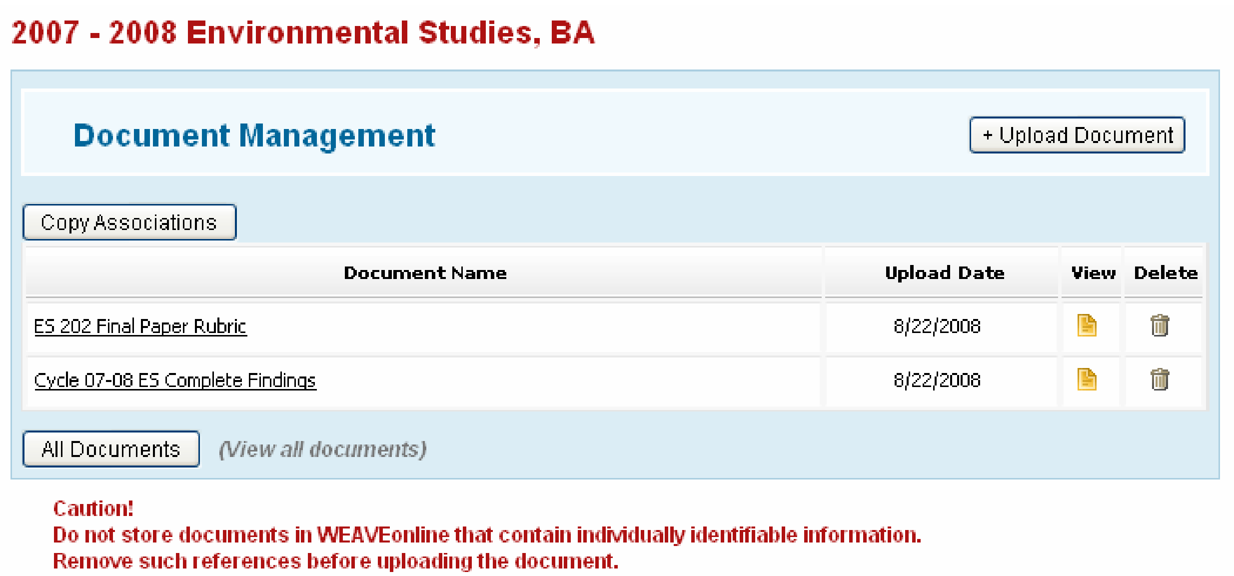
b. ***Step 2: Create Associations***

i. Check any and all components of your entity's assessments that you wish to have associated with this document.

ii. Click ***Save*** at the bottom of the page.

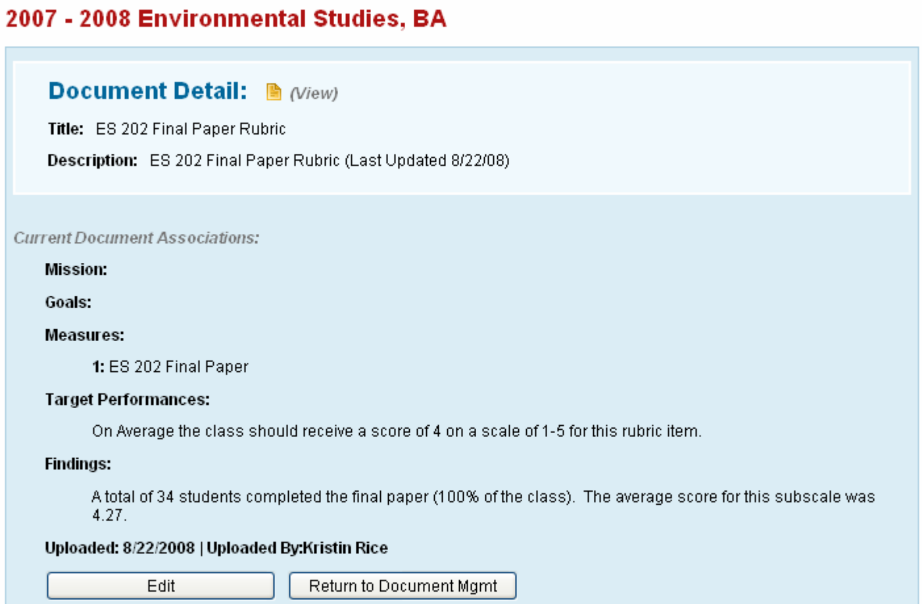
6. **Please Note:** By default, documents have are 'established' in the cycle you are currently working in (see red cycle/entity information at the top of the screen), and they are set to 'Keep Active'. This means that, if you upload a document in 07-08, it will not show up in the previous cycle 06-07 unless you edit its established date. It will, however, show up in future cycles.

7. ***Document Master List.*** Once a document has been added to the repository, you will see the Document Master List screen.



a. Each document active in the chosen cycle will be listed by default in the repository. If you wish to see all documents, regardless of their cycle, click on ***All Documents***.

b. To view the details of a document, click on the document name. The Document Details page will open showing the title, description, upload date/name, and associations for the selected document.



2007 - 2008 Environmental Studies, BA

Document Detail: (View)

Title: ES 202 Final Paper Rubric

Description: ES 202 Final Paper Rubric (Last Updated 8/22/08)

Current Document Associations:

Mission:

Goals:

Measures:

1: ES 202 Final Paper

Target Performances:

On Average the class should receive a score of 4 on a scale of 1-5 for this rubric item.

Findings:

A total of 34 students completed the final paper (100% of the class). The average score for this subscale was 4.27.

Uploaded: 8/22/2008 | Uploaded By:Kristin Rice

Edit | Return to Document Mgmt

c. Click ***Edit*** to modify the title, description, or associations or the established cycle or active through status. After you have made you edits, click ***Save***.

d. Click the view icon to open the document and click the delete icon to remove the document from the repository.

e. ***Copy Associations****:* A document that is set to stay active will automatically be listed in the repository for an entity in each subsequent cycle. To create the associations between the document and specific assessment areas in a subsequent cycle, you can:

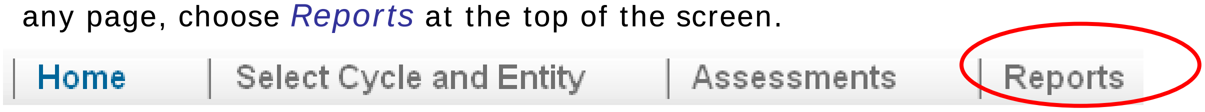
  i. Manually add these associations (see c. above), or

  ii. Click on ***Copy Associations***; choose the document by putting a checkmark in the box to the left of the document name, and click ***Copy*****.**

Section 3. Reports

A. Creating Reports

1. Reports can be run at any point in time, regardless of cycle or entity. From any page, choose *Reports* at the top of the screen.



2. You may only run reports for entities to which you have been given access.
3. Running a report is a three-step process:
   a. Choose the cycle,
   b. Choose the type of report , and
   c. Choose the entity(ies) for which you want to run the report.

B. Reports for the Typical User

A typical user, who enters assessment data within WEAVEonline, probably will find the reports below to be the most useful.

User Report | Detailed Assessment Report

A formatted report of all assessment data including: Mission / Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results / Findings, Action Plans, Analysis Question responses*, and Annual Report section responses*. *coming soon

Audit Report | Data Entry Status Details

A summary of data entry progress for each major area within WEAVEonline: Mission / Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results / Findings, Action Plan, Analysis Questions, and Annual Report.

Audit Report | Outcomes/Objectives that Need Measures

All Outcomes/Objectives should be associated with one or more measures. This report highlights any Outcomes/Objectives in need of an association.

Audit Report | Measures that Need Findings

When data is complete for a cycle, all Measure-Outcome/Objective pairs should include Assessment Results / Findings. If not, this report highlights any Measure-Outcome/Objective pairs in need of Assessment Results / Findings.

Audit Report | Findings that Need Action Plans

When data is complete for a cycle, all Assessment Results / Findings that did not meet or only partially met the achievement target should have an Action Plan developed in order to improve results in future cycles. This report highlights any Assessment Results / Findings that are in need of an Action Plan.