

Appendix D Weave® Quick Reference Guide

Step 1: Access Weave® using a browser and Internet connection.

Begin at www.clemson.edu/assessment/weave/ or locate Weave® in the Clemson A-Z listing.

- Click **Log in to Weave®** and enter your individualized login information (Note: Weave® login information does not sync with your University network account.)
- By default you will enter the last Weave® record you edited. To access another cycle or record, chose options at the top of the webpage.
- Use the drop-down *Assessment* menu tab to access assessment plan or assessment report sections.

Step 2: Enter or update an Assessment Plan

Note: Ensure that all elements are finalized by clicking on the *Final* entry status option at the bottom of the page. Click *Save* after any editing in Weave®.

- Mission Statement
 - To add: Click on *Assessment* → *Mission* → *Add*
 - To edit: Click on *Assessment* → *Mission* → *Edit*
- Outcomes/Objectives
 - To add: Click on *Assessment* → *Outcomes/Objectives* → *Add* button within Outcomes/Objectives box
 - To edit: Click on *Assessment* → *Outcomes/Objectives* → Gray arrow next to Outcome/Objective → *Edit*
- Measures
 - To add: Click on *Assessment* → *Measures/Performance Expectation/Results* → *Add Measure* button within Measures & Results box
 - To edit: Click on *Assessment* → *Measures/Performance Expectation/Results* → Gray arrow next to Measure → *Edit Measure*
- To associate a measure to an objective, click on a measure to edit.
- Within the *Select Related Outcomes/Objectives* box, click on *Edit Relationships*.
- Check the box next to the outcome(s) or objective(s) to associate with the measure.
- To associate an objective to an institutional priority, click on the outcome or objective to edit.
- Within the *Institutional Priority Associations* box, click on *Add Associations*.
- Check the box next to the institutional priorities that associate with the outcome or objective.

Step 3: Enter or update an Assessment Report

Note: Ensure that all elements are finalized by clicking on the *Final* entry status option at the bottom of the page. Click *Save* after any editing in Weave®.

- Performance Expectations (previously called Targets)
 - To add: Click on *Assessment* → *Measures and Results* → Gray arrow next to corresponding Measure → *Add Performance Expectations*
 - To edit: Click on *Assessment* → *Measures and Results* → Gray arrow next to corresponding Measure → *Edit Performance Expectations*
- Results
 - To add: Click on *Assessment* → *Measures and Results* → Gray arrow next to corresponding Measure → *Add Result*
 - To categorize: While in editing feature, click on radio button that correctly associates with the corresponding Performance Expectation being *Met*, *Partially Met*, *Not Met*, or *Not Reported This Cycle*.
- Action Plan (optional)
 - To add: Click on *Assessment* → *Action Plan* → *Add New*
 - To edit or update: Click on *Assessment* → *Action Plan* → *Details* button next to corresponding action plan → *Edit*
- Use of Results (previously called Analysis Questions)
 - To add or edit: Click on *Assessment* → *Use of Results*
 - For each question, click Add or Edit
- Upload/Link Documents
 - Click on *Assessment* → *Upload/Link Documents* → *Upload Document* button, name document, click Save. *Note: Do not upload documents with student identifying information.*
 - Click on uploaded document and then “Edit Document Connections” and choose where in the Weave® record you want this document linked.
 - Click Save.
 - Click Return to Document List or click on another Weave® section under “Assessment.”

Step 4: Run a Report

- To generate a report (e.g., Detailed Assessment Report, Data Entry Status Report, Audit Report, etc.) click on the *Reports* tab:
 - Select the appropriate assessment cycle.
 - Select the appropriate report to generate.
 - Select the appropriate program or unit
 - Click *Next*.
 - Accept default report settings or choose additional ones.
 - Click *Run*. Document may open in a new window or may download in your browser’s ‘download folder.’
 - Print or Save report.