For more information about the assessment process or for assistance with Weave 4.0, please contact Bryan Baker, Institutional Effectiveness Officer and SACSCOC Liaison, at:

bryan.baker@tamucc.edu

Additional information on assessment and the assessment process at Texas A&M University-Corpus Christi can be found at:

http://assessment.tamucc.edu
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Introduction

The primary purpose of this guide is to act as a resource for faculty, staff, and administrators who will be using the Weave assessment reporting system to complete their respective unit’s annual assessment report. The document is organized by task.

Things to Know Before You Begin

1. Almost all text in your assessment report can be edited by simply clicking it. Once the text is selected, it will appear in an editable textbox. After you have made the needed changes to the text, clicking outside the textbox will save changes. More information regarding this is included in each of the sections related to the adding and editing of items in the Weave system.

2. Nearly any item in your assessment report can be deleted. This is done by clicking the three dots to the right of the item (shown below). Items deleted cannot be recovered.

3. Assessment plans are independent by cycle. For example, making changes to a unit’s report will not impact reports from previous cycles.

Please contact Bryan Baker at bryan.baker@tamucc.edu or x2723 if you are considering any major revisions or deletions to your report.

Logging in to Weave

1. In order to log in to Weave, first go to https://app.weaveeducation.com/login/tamucc

2. Your username is your IslandID and your password is the same as the one associated with your IslandID. This is the username and password you use to access your work computer or email. If you have forgotten your IslandID and/or password, please contact IT at x2692.
Once you have successfully logged in to the system, you will be taken to the **Dashboard** page.
Navigating Weave

All actions that you will take in editing or completing an assessment report will be done through the Projects page. To get to this page, select the Projects menu item at the top of the page.
This will take you to a page that lists all the assessment reporting units that you have access to in the system. To access a unit’s report, click the name of the unit.

This will take you to the unit’s **Assessment Workspace** page which contains the components of the unit’s assessment report. All work done in Weave related to the assessment report is completed within this page.
Assessment Workspace

The Assessment Workspace page is divided into three sections (as shown below):

- **User Permissions** (Outlined below in red): This section shows what users have access to the report. If any additional individuals need access to the report, please contact Bryan Baker at bryan.baker@tamucc.edu or x2723.

- **Assessment Report** (Outlined below in orange): This section is where the actual work on your assessment report will take place.

- **Outline View** (Outlined below in yellow): This section acts as a sort of Table of Contents for your report. It presents the Goals, Outcomes, and Measures included in your report. From the Outline View, you can rearrange the order of your Goals, Outcomes, and Measures. You can also use this section as an easy way to navigate your assessment report by simply clicking on one of the Goals, Outcomes, or Measures. By doing this, the page will scroll to the section of the report that contains the item you clicked on in the Outline View.

The following sections of this document explain how to navigate and use the Projects page to complete your annual assessment report.
Goals

Creating Goals in Weave

1. To create a Goal in Weave, click the + symbol beside Goals.

2. The Weave system will automatically scroll the page down to the location of the new goal.
3. To enter the condensed description and description of the goal, click the text.

4. You can now enter the text for the goal.

5. Once the text has been entered for either the condensed description or description, you can save the text by clicking outside of the text box. The text has now been automatically saved.
Editing Goals in Weave

1. Click the text of the Goal that you want to edit (e.g. description, condensed description)

   ![Sample Goal Description]

2. You can now edit the text you selected.

   ![Edited Goal Description]

3. To save the changes, click outside of the text box.

   ![Sample Goal Description with Changes]

4. Your change has now been saved.

   ![Saved Goal Description]
Outcomes

Creating Outcomes in Weave

1. Click the + symbol beside Outcomes.
   Note: Each individual Goal has an Outcomes section where you can add new Outcomes, so be sure that you are adding the Outcome under the appropriate Goal.

2. Select Project Level. This will create a new Outcome.
1. The Weave system should automatically scroll the page down to the location of the new Outcome.

2. To enter the condensed description and description of the outcome, click the text.

3. You can now enter the text.

4. Once the text has been entered for either the condensed description or description, you can save the text by clicking outside of the text box. The text has now been automatically saved.
Editing Outcomes in Weave

1. Click the text of the Outcome that you want to edit (e.g. description, condensed description)

2. You can now edit the text you selected.

3. To save the changes, click outside of the text box.
Measures

Adding Measures in Weave

1. Once you have expanded the Outcome that you want to add a Measure for, click on the Add Measure button.

2. The Weave system will move the screen to the new Measure. Click on the text boxes for the description and condensed description to add text.
3. Once text has been added, click away from the text box to save your changes.
Editing Measures in Weave

1. To edit an existing Measure in Weave, you should first expand the items within the Projects page. This can be done by either (a) clicking the Expand All button or (b) clicking on the individual arrow next to whichever Goal houses the Measure that you want to edit.

   **Note:** If you go with (b), you will also need to expand the Outcome that the new Measure will be associated with.

2. Each Measure is located directly underneath its associated Outcome.

3. Click the text of the Measure that you want to edit (e.g. description, condensed description

![Table Example](image-url)
4. You can now edit the text you selected.

5. To save the changes, click outside of the text box.
Targets

Adding Targets in Weave

1. To create a Target in Weave, you should first expand the items within the Projects page. This can be done by either (a) clicking the Expand All button or (b) clicking on the individual arrow next to whichever Goal houses the Measure you want your new Target to be associated with.

   **Note:** If you go with (b), you will also need to expand the Outcome and then the Measure that the new Target will be associated with.

2. Once you have expanded the Measure that you want to add a Measure for, click on the Add Target button.

   ![Image of Measures and Targets interface](image-url)
3. The Weave system will move the screen to the new Target. Click on the text boxes for the description and condensed description to add text.

4. Once text has been added, click away from the text box to save your changes. **Note:** The ‘Not Set’ in the Target section will be addressed under the ‘Setting Target Status’ section of the guide. This is the Target Status, which is currently “Not Set.”
Editing Targets in Weave

1. To edit a Target in Weave, you should first expand the items within the **Projects** page. This can be done by either (a) clicking the **Expand All** button or (b) clicking on the individual arrow next to whichever Goal houses the Target you will be editing.

   **Note:** If you go with (b), you will also need to expand the Outcome and then the Measure where the Target is housed.

2. Once you have expanded the Measure that houses the Target you want to edit, click on the text of the target.
3. To save the changes, click outside of the text box.
Findings

Adding Findings in Weave

1. To add Findings in Weave, you should first expand the items within the Projects page. This can be done by either (a) clicking the Expand All button or (b) clicking on the individual arrow next to whichever Goal houses the Measure you want your new Target to be associated with.

   Note: If you go with (b), you will also need to expand the Outcome and then the Measure that the Finding will be associated with.

2. Click on the text directly below Findings to add your text.
3. Click outside of the text box to save your text.

### Setting Target Status

1. To set the Target Status for each finding, click on the Target Status dropdown.

2. From the dropdown menu, select the Target Status.
Action Plans

Creating Action Plans

1. When a target is not met or partially met, an action plan is required. To create an action plan, go directly under the Outcome where the target was not met. Click the Add Action Plan button.

3. Click on the text to add a description of the Action Plan.
4. Add the Due Date, Budget Source (optional), and DollarAmount (optional)
5. Add Action Items, as needed. Note: There can only be one action plan per outcome, so units that need multiple action plans for one outcome should include each action plan as an action item.
Analysis

The analysis questions are to be completed in the Continuous Improvement Report template, not in Weave.

The Continuous Improvement Report template can be accessed at http://assessment.tamucc.edu/cirtemplate.docx

Completed reports should be attached in Weave (See Section 8 on Attaching Documentation)
Attaching Documentation

To attach documentation to your assessment report in Weave, scroll to the bottom of the Projects page that houses your unit’s assessment report. You can either click Browse to select which file(s) to upload or you can drag and drop the file(s). Note: Attached documents will be listed under Project Attachments as whatever their file name is, so please ensure that the file names are clear.
Finalizing Assessment Report

When you have completed your assessment report, update its status. The status is located at the top right of the Assessment Workspace page.

Clicking on this brings up a dropdown menu where you can then select the status of your project. Note: Leadership of your division or department may have internal review procedures in place, so please contact them to see if the status should be set to ‘Internal Review’ prior to being set as ‘Complete’.
Generating Reports

You can generate reports in the Weave system that can be printed out or saved as pdf files.

1. To generate reports in Weave, first select the **Reports** item from the top menu.

2. For type of report, select Assessment. Then click the Create New Report button.
3. On the next page, you need to select Report Format and give the report you are generating a title. Executive Summary and Report Description are optional on this page. Click Next.

![Create new report](image)

4. Weave will list the units that you have access to in the system. Select which unit(s) you want included in the generated report. Click Next.
5. Select which elements you want included in your generated report. Click Compile Report at the bottom of the page.

6. The generated report will be presented. It can be saved by clicking the Save button at the bottom of the screen.