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.

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.

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

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, you would simply click the Add Goal button on the Projects page.

2. The Weave system should 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.

<table>
<thead>
<tr>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide facilities and programs which encourage learning, growth, and leadership.</td>
</tr>
<tr>
<td>2. Enhance student experiences outside of the academic classroom.</td>
</tr>
<tr>
<td>3. Develop and manage resources to efficiently and effectively achieve the mission of the department</td>
</tr>
<tr>
<td>4. <strong>Nothing Entered</strong></td>
</tr>
</tbody>
</table>

4. You can now enter the text.

<table>
<thead>
<tr>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide facilities and programs which encourage learning, growth, and leadership.</td>
</tr>
<tr>
<td>2. Enhance student experiences outside of the academic classroom.</td>
</tr>
<tr>
<td>3. Develop and manage resources to efficiently and effectively achieve the mission of the department</td>
</tr>
<tr>
<td>4. <strong>Nothing Entered</strong></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide facilities and programs which encourage learning, growth, and leadership.</td>
</tr>
<tr>
<td>2. Enhance student experiences outside of the academic classroom.</td>
</tr>
<tr>
<td>3. Develop and manage resources to efficiently and effectively achieve the mission of the department</td>
</tr>
<tr>
<td>4. <strong>Sample Condensed Description of Goal</strong></td>
</tr>
<tr>
<td><strong>Sample Description of Goal</strong></td>
</tr>
</tbody>
</table>
Editing Goals in Weave

1. To edit a Goal in Weave, you would click on the arrow to the right of whichever goal you will be editing.

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

3. You can now edit the text you selected.

4. To save the changes, click outside of the text box.
Outcomes

Creating Outcomes in Weave

1. To create an Outcome in Weave, you should first expand the items within the Projects page. This can be done by either clicking the Expand All button or clicking on the individual arrow next to whichever Goal you want the Outcome to be associated with.
2. Click the **Add Outcome** button underneath the Goal that you want the created Outcome to be associated with.

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

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

6. You can now enter the text.
7. 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

8. To edit an Outcome in Weave, you should first expand the items within the Projects page. This can be done by either clicking the Expand All button or clicking on the individual arrow next to whichever Goal is associated with the Outcome that you want to edit.
9. Expand whichever Outcome you want to edit.

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

11. You can now edit the text you selected.
12. To save the changes, click outside of the text box.

**Outcomes**

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Demonstrate reflective thought and analysis in ethical decision making. Additional text</td>
</tr>
</tbody>
</table>

**Description**

Student employees will be able to effectively demonstrate reflective thought and analysis in ethical decision making.

**Supported Initiatives (0)**
Measures

Adding Measures in Weave

1. To create a 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 Outcome you want your new Measure to be associated with.

Note: If you go with (b), you will also need to expand the Outcome that the new Measure will be associated with.
2. Once you have expanded the Outcome that you want to add a Measure for, click on the **Add Measure** button.

3. 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.
4. Once text has been added, click away from the text box to save your changes.

<table>
<thead>
<tr>
<th>113</th>
<th>Sample Condensed Description</th>
</tr>
</thead>
</table>

Description

Nothing Entered
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).

4. You can now edit the text you selected.
5. To save the changes, click outside of the text box.

<table>
<thead>
<tr>
<th>Measures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.31</td>
<td><strong>NSSE - Attending Campus Events &amp; Activities. Additional text</strong></td>
</tr>
</tbody>
</table>

Description

NSSE - Attending Campus Events & Activities
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.
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.

**Targets**

- **2.1.4.1**

  85% of facility users surveyed will rate the customer service by the University Center Staff as excellent. Additional text

  **Not Set**

**Target**

85% of facility users surveyed will rate the customer service by the University Center Staff as excellent. Additional text

**Finding**

*Nothing Entered*

**Analysis**

*Nothing Entered*
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 Dollar Amount (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. This can be updated by clicking on the button on the top left of the assessment report. Leadership of your division or department may have internal review procedures in place. Please contact them to see if they want assessment reports to be set as ‘Internal Review’ prior to being set as ‘Complete’.