Weave training: How to enter assessment plans and complete the annual report

*Academic Programs*

Beth Hinga
Director of Assessment
Summer 2019
Navigate to the Easi page from the UNK home page. Click on the Weave logo or title.
Log in using your UNK credentials. It will ask you to do dual authentication. Suggestion: click on “Remember me for 12 hours.”
Login leads to a dashboard. Click on Projects.
Projects page shows you what entities you have access to. Click on your project that has “Assessment” next to it.
The new Weave is structured differently from the old Weave.

Old Weave - mix and match
- Goals
- Outcomes
- Measures
  - Targets
  - Results

New Weave - hierarchical
- Goals
  - Outcomes
  - Measures
    - Targets
    - Results
A table of contents exists to help you keep track of objectives and measures under each goal.
For a new assessment plan: Click on Mission.
Click on “Nothing Entered” and a text box appears.
Type or cut/paste your mission statement here.
To add a goal, click +Add Goal
Shaded block is title/short description. Underneath is a larger text box. Anyplace with *Nothing Entered* will open a text box if you click on those words.
To add an outcome for that goal, click +Add Outcome
Again, shaded area (1.1) is for a short description, Description (underneath) is a larger text box.
Action plan misplaced (above measure/target/results). Can come back to it after entering results.
Add supported initiatives if they apply.
Supported Initiatives exist under General Education and Institutional Priorities.
Add Measure/Source of Evidence
Add Target. One measure can have multiple targets (Survey, for example)
Target description and explanation are very short (256 characters)
Add results. Separate box for analysis!
May also use drop-down box for Improvement type and/or enter Improvement(s) achieved.
Improvement types can be set using the drop-down menu.
Add an action plan anytime you do not meet an outcome. This is a plan for how you will address the deficiency.

- **Improvement Type**: Academic Process Modifications > Improved Scores
- **Improvements Achieved**: The relatively low score from Chem 430 skyrocketed to 92nd percentile this year reflecting both the course redesign and the excellent student capacity.

*View and add Action Plans*
Click +Add Action Plan to add a new plan for how you’ll address a deficiency.

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**Action Plan**

**Measure/Source of Evidence**

1.1.1 American Chemical Society Exam

Description

The American Chemical Society (ACS) produces standardized national exams for many of the courses within the chemistry department. Participants will be students in the following courses each of which has an associated subject-specific ACS Exam: CHEM 160, CHEM 161, CHEM 250, CHEM 301, CHEM 361,
Project Attachments is like old Document Management area. Upload documents for storage. Cannot link to these documents, but can refer (in text) to them.
Annual Report is done in a separate “Project.” Go back to Projects.
Click on your project that has “Accreditation” next to it.
Annual report is same as always. Text boxes allow you to enter narrative. Please remember to complete all questions!
To start a response, click on Add a response.
After you Add a response, click on Create & Open Response.
Evidence files can be uploaded. In Narrative, you can format text, add hyperlinks, and add figures. Don’t forget Self Rating.