**WEAVE Procedural Manual**

**Section 1: Developing an Annual Assessment Plan**

*NOTE: Before any action in WEAVE, be sure to check the Cycle and Entity Selection for the appropriate academic term and program!*

**Assessment > Goals > Add**

*Note: Each goal must be entered separately*

1. Provide a “Condensed Description” – no more than 128 characters

2. Input Goal statement in the “Description” text pane (one sentence)

3. Choose the “Established in Cycle”

   *Note: Established in Cycle reflects the current academic year. Choose the current academic year for any additions or updates. This will allow the system to track any changes over a span of academic years.*

4. Choose the “Active through Cycle”

   *Note: “Keep Active” status will roll the Goal forward through future terms. This is the default, and should be the most common option chosen. If there is a need, the cycle may be limited to the current year, which will populate in the drop down box.*

5. Choose “Show in this Cycle” as “Yes”

6. Mark “Entry Status” as “Draft/In Progress” or “Final”

   *Note: “Final” status does not prohibit the user from future edits*

7. Choose “Save”

**Assessment > Outcomes/Objectives > Add**

*Note: All Program Outcomes and Program Learning Outcomes should be entered separately by repeating the following process.*

1. Provide a “Condensed Description” – no more than 128 characters

2. Input Program Outcome or Program Learning Outcome statement in the “Description” text pane

   *Note: If this is a Program Outcome choose “No” for “Student Learning?”*

   *If this is a Program Learning Outcome choose “Yes” for “Student Learning?”*
(3) Under “Associations” link the outcome to “Goal Associations” by choosing “Add Associations” under the “Goal Associations” heading.

   a. Goals previously created will populate in this area.
   b. Choose the appropriate Goal Association by clicking the respective checkbox.

   OPTIONAL: Under “Associations” link the outcome to “General Education/Core Curriculum Associations” by choosing “Add Associations” under the “General Education/Core Curriculum Associations” heading.

(4) Under “Associations” link the outcome to “Institutional Mission Associations” by choosing “Add Associations” under the “Institutional Mission Associations” heading.

   a. Three Institutional Mission Associations will populate after choosing “Add Associations”

     (1) TNCC changes lives; (2) TNCC empowers students; (3) TNCC enhances the social and economic vitality of the region.

   b. Choose the appropriate Institutional Mission Associations by clicking the respective checkbox.

   OPTIONAL: “Relevant Associations”

(5) Mark “Entry Status” as “Draft/In Progress” or “Final”

   Note: “Final” status does not prohibit the user from future edits

   OPTIONAL: The “Editing Log” is for individual user record keeping, if so desired.

(6) Choose the “Established in Cycle”

   Note: Established in Cycle reflects the current academic year. Choose the current academic year for any additions or updates. This will allow the system to track any changes over a span of academic years.

(7) Choose the “Active through Cycle”

   Note: “Keep Active” status will roll the Goal forward through future terms. This is the default, and should be the most common option chosen. If there is a need, the cycle may be limited to the current year, which will populate in the drop down box.

(8) Choose “Save”
Assessment > Measures & Findings > Add Measure

(1) “Select Most Appropriate Category” by choosing the appropriate radio button

   a. Categories are stratified by “Academic Direct Measures”, “Academic Indirect Indicators”, and “Administrative Measures”

      Note: Academic Program Assessment will not focus on the “Administrative Measures”

(2) Provide a “Condensed Description” – no more than 128 characters

(3) Input the Assessment Measure statement in the “Description” text pane

   a. Keep the description concise (e.g. “Students will be provided detailed instructions regarding how to research a topic. Research will be conducted both in a library and online. After conducting all required research, students will follow specific assignment directions and compose a well-written summary.”)

(4) Choose “Select Related Outcomes”

   a. Previously loaded condensed descriptions of outcomes will populate in this area.

   b. Choose the outcome or outcomes that will be evaluated with the given measure by clicking the respective checkbox.

(5) Choose the “Established in Cycle”

      Note: Established in Cycle reflects the current academic year. Choose the current academic year for any additions or updates. This will allow the system to track any changes over a span of academic years.

(6) Choose the “Active through Cycle”

      Note: In the case of Measures, unless this is a standing artifact that will be implemented every year, the Measure should be restricted to the current year. Choose the appropriate academic year, which will populate in the drop down box. “Keep Active” status will roll the Goal forward through future term.

(7) Mark “Entry Status” as “Draft/In Progress” or “Final”

      Note: “Final” status does not prohibit the user from future edits

      OPTIONAL: The “Editing Log” is for individual user record keeping, if so desired.

(8) Choose “Save”
Note: Measures should be accompanied with assignment directions and implementation/distribution methods. If directions are available, upload them through Assessment > Document Management and link them to the appropriate Measure.

Assessment > Measures & Findings (Targets)

1. Expand the appropriate measure by clicking on the toggle triangle, or choose “Expand All”

2. Under the measure, locate “Targets and Findings”

3. Choose “Add Target”

4. Input the Target statement in the “Target” text pane

5. Keep the target description concise

   Note: Target descriptions should follow a standard format:

   “X% of students will score a Y or better on (enter measure description).”

   E.g. “70% of students will achieve a score of 3 or higher as determined by the scoring rubric.” OR

   “75% of students will score 80% or better according to the scoring rubric in the areas of: Basic Finite Element Analysis (FEA) mapping, Kinematic Model, and Analysis Report in accordance with the American Society for Testing and Materials (ASTM).”

6. Choose the “Established in Cycle”

   Note: Established in Cycle reflects the current academic year. Choose the current academic year for any additions or updates. This will allow the system to track any changes over a span of academic years.

7. Choose the “Active through Cycle”

   Note: In the case of Targets, all targets should be restricted to the current year. Choose the appropriate academic year, which will populate in the drop down box. Even if the same Measure is maintained over subsequent academic years, the Target should always change in response to previous results.

8. Mark “Entry Status” as “Draft/In Progress” or “Final”

   Note: “Final” status does not prohibit the user from future edits

9. Choose “Save”

   OPTIONAL: The “Editing Log” is for individual user record keeping, if so desired.
Section 2: Reporting Results and Action Plans

Assessment > Measures & Findings (Findings)

(1) Expand the appropriate measure by clicking on the toggle triangle, or choose “Expand All”

(2) Under the measure, locate “Targets and Findings”

(3) Choose “Add Finding”

(4) Input the findings in the “Update Finding” text pane

   Note: The findings statement should reflect the target statement

   E.g., If the target statement was: “70% of students will achieve a score of 3 or higher as determined by the scoring rubric.”

   THEN

   The findings statement should reflect the actual results relative to the target, e.g., “72.3% of students achieved a score of 3 or higher as determined by the scoring rubric.”

   This area can be as concise or as detailed as necessary to help make improvements to the program, as determined by the faculty and program head.

   Note: The “Update Finding” area is also a good area to qualify how many students were assessed, if it was a representative sample, if the sample was juried, if there were assessments that spanned multiple teaching modalities and the potential differences in those areas, and so on.

(5) Mark if the “Target” was “Met”, “Partially Met”, or “Not Met”

   Note: “Not Reported This Cycle” should not be an option, as measures not implemented do not require a current target or finding for the academic year.

(6) Mark “Entry Status” as “Draft/In Progress” or “Final”

   Note: “Final” status does not prohibit the user from future edits

(7) Choose “Save”

   Note: Findings should be accompanied with scoring guides/rubrics and distribution methods. If scoring guides/rubrics are available, upload them through Assessment > Document Management and link them to the appropriate Finding.
**Assessment > Measures & Findings (Action Plan)**

*Note: All Findings should be accompanied with an Action Plan that is relevant, measurable, and attainable. This is especially true in the case that a Finding reflects “Not Met” or “Partially Met.” Even if a Target is “Met” it must also be accompanied with an Action Plan that focuses on areas for improvement.*

1. Expand the appropriate measure by clicking on the toggle triangle, or choose “Expand All”

2. Under the measure, locate “Targets and Findings”


4. Choose “Add Relationship”

   *Note: This should already be associated with one Measure. If it should be related to multiple measures, then click the respective checkbox.*

5. Choose the appropriate “Implementation Status”

   *Note: When created, the Action Plan should be at one of the following stages, under “Implementation Status”: “Planned”; “In-Progress”; or “On-Hold” The other options (“Finished” and “Terminated”) relate to reporting on the implementation of the Action Plan.*

6. Provide a “Condensed Description” – no more than 128 characters

7. Input the Action Plan statement in the “Description” text pane

8. Choose a “Projected Completion Date”

9. Provide a description on how the Action Plan will be implemented within the “Implementation Description” text pane

10. Choose “Priority”

11. Input information on “Responsible Person/Group”

12. Input information on “Additional Resources Needed” (if applicable)

13. Choose “Requested Budget Status” (if applicable)

14. Provide “Budget Amount Requested” (if applicable)

15. Confirm “Include on Action Plan Tracking page” is checked
(16) Confirm “Include in Reports” is checked

(17) Choose the “Established in Cycle”

  **Note:** Established in Cycle reflects the current academic year. Choose the current academic year for any additions or updates. This will allow the system to track any changes over a span of academic years.

(18) Choose the “Active through Cycle”

  **Note:** Keep Active status will roll the Goal forward through future terms. If there is a need, the cycle may be limited to the current year, which will populate in the drop down box. The cycle will depend on the “Projected Completion Date.”

(19) Mark “Entry Status” as “Draft/In Progress” or “Final”

  **Note:** Final status does not prohibit the user from future edits

  OPTIONAL: The “Editing Log” is for individual user record keeping, if so desired.

(20) Choose “Save”

**Assessment > Document Management > Upload Document**

(1) Choose “Upload Document”

(2) Select the document (e.g., rubric, assignment directions, scoring guide, aggregate data) by choosing “Browse” and locating the appropriate document

  **Note:** Each document must be uploaded separately and follow this process for linking it to the appropriate reporting area within WEAVE.

(3) Provide a “Document Name” – no more than 150 characters

  OPTIONAL: Provide a “Description”

(4) Choose the “Established in Cycle”

  **Note:** Established in Cycle reflects the current academic year. Choose the current academic year for any additions or updates. This will allow the system to track any changes over a span of academic years.

(5) Choose the “Active through Cycle”
**Note:** “Keep Active” status will roll the Goal forward through future terms. If there is a need, the cycle may be limited to the current year, which will populate in the drop down box. Most likely, the document will only be relevant for the current year.

(6) Choose “Save & Continue”

(7) Choose “Edit Document Connections”

(8) Expand the appropriate area by clicking on the toggle triangle, or clicking “Expand All”

**Note:** Typically, the user will choose the “Measures/Targets/Findings” area

**Example:** Click the toggle triangle by “Measures/Targets/Findings”; check the appropriate checkbox

(9) Choose “Save”

(10) Choose “Return to Document List” to repeat the process as necessary

**Assessment > Measures & Findings > Detailed Assessment Report**

“Detailed Assessment Report” provides all data entered in a concise format, which includes linked documents and it distinguishes between Program Outcomes and Program Learning Outcomes