Instructions for creating a new Administrative Assessment report in Weave

1	After logging into the Weave tool, click on the Menu icon in the top left corner to start a new assessment.
2	Under My Apps, click on the assessment icon. You will be able to see assessment icons for all units on campus however you will only be able to see that they exist. You will not be able to view the data associated with the assessment
3	Scroll to the bottom of the page and click on the plus sign to begin.
4	The Add New Effect Project window will be displayed. Select the Create New Project button.
5	Click on the title heading to enter the name of the department. Enter the full name with no abbreviations.
6	Click the dropdown for the gray status button to select draft. This will lock the report so that no one else can edit it.
7	Next select the template drop down and select the appropriate template. For annual assessments of administrative units select Assessment Template: Administrative
8	Select the appropriate reporting period for your report.
9	Next, click the blue Save button before you move forward. This will load additional data entry fields into the report.
10	Type the units mission into the mission field. This can all be copy/pasted from another source. The mission is a concise summary of the purposes that guide the practices of the program, entity or unit.
11	Click the plus sign in the green box to begin adding your outcomes or objectives.
12	Enter the title of the first outcome or objective. Next, enter the description for this outcome or objective. An outcome or objective is a specific statement of intended results or consequences of the program's or entities activies that are the subject of the current year's or ongoing assessment.
13	Click the dropdown for the Set Type field and select student learning or non-student learning; depending on your unit.
14	Next click the plus sign in the green box to add a prior improvement plan. A prior improvement plan is a description of the prior years' reported plan for improvement. This can also include an explanation of what steps have been taken to fulfill this plan since its implementation. Enter the due date if applicable and update the status of the improvement plan to either planned, complete or in progress.
15	We are not using the add action item button so this can be ignored.
16	Click the plus sign in the green box to add your measures.
17	In the measure field you will enter the title for the first measure. Next list a description of your measure. Lastly, enter your methodology. A measure/methdology is a specific and detailed description of how a particular outcome/objective will be assessed. It defines the outcome/objective in terms of how it will be quantified, the tools that will be used to gather the data, procedures related to data handling, procedures related to scoring and analysis plans. They should be reasonably rigourous. If using acronoyms or abbreviations, it is very important to spell out your acronoym the first time and indicate the appropriate abbreviation. Then the acronoym or abbreviation can be used throughout the remainder of the section.
18	Click on the plus sign to enter the success criteria. Enter the success criteria description which is any verbiage or explanation needed to fully define the success criteria. Enter the success criteria which is a predefined benchmark measurement used in determining whether or not an objective was achieved, and is subject to continuous revision based on assessment results. Enter a result which is a description of data collected from the assessment including the measured level of achievement for each success criteria.
19	Lastly enter an interpretation of results and improvement plan. This is an explanation of the assessment data. This includes a description of trends, year-to-year changes, successes, and deficiencies in achievement. The interpretation builds on prior assessments by incorporating an analysis of the effect of previous improvement plans that the unit has implemented. Findings from the analysis identify other potential areas for improvement. This is also where the program/entity describes their plans for improvement moving forward.
20	Click the drop down for Achievement Status and select the status of the results received compared to the success criteria.
21	Click the Save button. It is very important to Save often when using the tool.

22	Once you have finished entering all of the information, for outcome/objective #1, click on the plus sign to begin adding information for outcome/objective #2.
23	You have the ability to upload and attach files. The project attachments section can be found at the bottom of the page. Documents of any type may be uploaded as support evidence to the assessment. Examples would be graphical analysis of assessment data, surveys, reporting forms, and analysis from external sources. As a reminder, do not upload any inforamtion into WEAVE in which students are personally identified or identifiable. In the dropdown for Select Collection, select My Collection. Click on the arrow next to My Collection to highlight it. Next, click the Browse button to find your document. After selecting your document, click the Start upload button to upload the document to My Collection. Once the file has been uploaded, click the Attach to Project button. You can also drag and drop your document into the uploader window. If adding an attachment, be sure to reference it by name within the report so that the reader can correctly identify and make reference to the appropriate attachment. Attachments can be removed by clicking on the red button with the x.
24	When all data entry has been completed for the report, you can enter a collaborator to view the report. Typically your collaborator will be your supervisor. Click on the plus sign in the blue button to invite a collaborator. After clicking on the button, you will search to find the name of the appropriate collaborator. When adding a collaborator, you should also indicate if that individual will be an author or a reviewer. An author can make edits to the report whereas a reviewer will only be able to read and add comments. Once selected, click the Add Selected button to add the collaborator. The collaborator will receive an email notification letting him or her know that a project needs their attention.
25	After adding the collaborator, click the SAVE button.
26	The next step will be to establish the link between the outcome/objective to a strategic initiative. Each outcome/objective should support one or more imperatives in the UWG Strategic plan and any applicable division strategic plans. Please ensure that you align each outcome/objective with at least one strategic imerpative. In the outcome/objective section, you will see a section to align supported initiatives. Click on the Strategic Initiatives button.
27	In the Strategic Initiatives dropdown, you will select either your division or the institutional strategic plan. The selected strategic imperatives will load. Click the word "add" on the green button to select and link the strategic imperative to your outcome/objective. The selection will auto save so once the appropriate Add buttons are selected, you can click the X button to close the window.
28	The selected strategic imperative will not show automatically. You will be able to view it on the main page once you close out of editing.
29	Once you have completed the entire report and you are ready for it to go to your collaborator, select the status of In Review in the draft dropdown. Once the report has been reviewed and approved by your collaborator, you select the status of Final. A final status means that you are submitting it to Institutional Effectiveness and Assessment and no more edits will be made. A final report will be reflected as such on the home page and will be green in color.
30	After creating the first report for your unit, creating reports in future years can be done by selecting the duplicate existing project button instead of the create new project button. This will allow you to copy/paste a previous report into a new year and update as needed.
31	This concludes this training module on using the WEAVE system. If you have any questions, please contact Amanda Thomas in the Office of Institutional Effectiveness and Assessment at ext.92228 or via email at amandat@westga.edu