INSTITUTIONAL EFFECTIVENESS & EVALUATION
TEXAS A&M UNIVERSITY

Using WEAVEonline at Texas A&M

Quick Start Guide

Logging In

Logging In

1. Go to assessment.tamu.edu
2. In the left corner, click **WEAVEonline** button
   Note: This is the best page to bookmark
3. Click the maroon **Login to Weave** button.
4. Enter your **NetID** and **password** and click **Log in**. The WEAVEonline home page should open.

Selecting a Cycle and Entity

In the **Cycle and Entity Selection** section, found just below the menu bar, use the drop-down boxes to select the Cycle and Plan in which you wish to work. (Note: only current cycle maybe edited)

Assessment Essentials

Entering or Editing the Mission

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Mission/Purpose** from the drop-down menu.
3. To add a Mission, click **Add Mission/Purpose**.
4. To edit a Mission, click **Edit**.

Entering a Goal (optional)

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Goals** from the drop-down menu.
3. Under Goals, click **Add**.
4. In the appropriate text boxes, enter a condensed description and a complete description.
5. Select which cycle the Goal was established in and which it will be active through.
6. When done, click **Save**.

Entering an Outcome

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Outcomes/Objectives** from the drop-down menu.
3. Under Outcomes/Objectives, click **Add**.
4. In the appropriate text boxes, enter a condensed description and a complete description.
5. Select **Yes** or **No** next to **Student Learning Outcome?**
6. Add any associations, if appropriate.
7. Select the **Establish in** and **Active through** cycles.
8. When done, click **Save**.

Entering a Measure

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the drop-down menu.
3. Under Measures & Findings, click **Add**.
4. Select *one* Source of Evidence for the Measure.
5. In the appropriate text boxes, enter a condensed description and a complete description.
6. Check the box next to each Outcome associated with the Measure.
7. Select the **Establish in** and **Active through** cycles.
8. When done, click **Save**.

Entering an Achievement Target

Note: Every Measure/Outcome relationship must have at least one Achievement Target

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the drop-down menu.
3. Expand the Measure to which you need to add an Achievement Target by either clicking the **arrow** next to the Measure or by clicking the **Expand All** button.
4. Under Achievement Targets and Assessment Results/Findings, click **Add Achievement Target**.
5. Enter the Achievement Target.
6. Select the **Active through** cycles
7. When done, click **Save**.

Entering Findings

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the drop-down menu.
3. Expand the Measure to which you need to add Findings by either clicking the **arrow** next to the Measure or by clicking the **Expand All** button.
4. In the Achievement Targets and Assessment Results/Findings section, find the appropriate Achievement Target and click **Add Finding**.
5. Enter a concise summary of your findings.
6. Select **Met, Partially Met,** or **Not Met**.
7. When done, click **Save**.

Editing a Goal, Outcome, Measure, Achievement Target or Finding

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Make the appropriate selection from the drop-down menu.
3. Expand the item you wish to edit by either clicking the **arrow** next to the item or by clicking the **Expand All** button. To edit an Achievement Target or Finding, expand the Measure it is associated with.
4. Click **Edit**, **Edit Achievement Target** or **Edit Finding,** as appropriate.

Action Plans

Entering an Action Plan

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Action Plan Tracking** from the drop-down menu.
3. Click **Add New**.
4. Click **Add Relationships** to link the Action Plan to specific Outcomes and Measures.
5. Select the **Status** of the plan
6. Enter the appropriate information in the available text boxes.

7. Select the **Establish in** and **Active through** cycles.
8. When done, click **Save**.

Viewing an Action Plan

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Action Plan Tracking** from the drop-down menu.
3. Find the Action Plan you want to edit and click the **Details** button.

Editing an Action Plan

1. Follow steps 1-3 under Viewing an Action Plan.
2. Next to View, select **Action Plan Detail.**
3. Click **Edit Plan.**

Adding Notes to an Action Plan

1. Follow steps 1-3 under Viewing an Action Plan.
2. Next to View, select **Action Plan Notes**.
3. Click **Add Note.**

Document Repository

Accessing the Document Repository

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Document Repository** from the drop-down menu.

Uploading Documents to the Repository

1. In the Document Repository, click **Upload Document**.
2. Click **Browse** to select the document you wish to upload.

Caution: Do NOT store documents in WEAVEonline that contain individually identifiable information. Remove such references BEFORE uploading the document.

3. Enter a **Document Name** and **Description**.
4. Click **Save & Continue**.
5. On the Document Repository—Make Connections page, click **Expand All**.
6. Select all items you wish to link this document to.
7. Click **Save**.

Viewing Documents in the Repository

1. In the Document Repository, locate the document you wish to view.
2. If the document you wish to view is not listed, click **Show All Documents** to list both active and inactive documents.
3. Click the .

Deleting Documents in the Repository

1. In the Document Repository, locate the document you wish to delete. If the document you wish to view is not listed, click **Show All Documents** to list both active and inactive documents.
2. Click the .

Editing Document Details in the Repository

Note: This does not allow you to edit the document itself. It only allows you to edit the document's associations in WEAVEonline. If you need to edit the actual document, you need to do that in the original file and upload the revised version to WEAVEonline.

1. In the Document Repository, locate the document you wish to delete.
2. If the document you wish to view is not listed, click **Show All Documents** to list both active and inactive documents.
3. Click the name of the document you wish to edit.
4. Click **Edit**.
5. Then **Save**.

Analysis & Annual Report Questions

Answering Analysis Questions

1. In the menu bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Achievement Summary/Analysis** from the drop-down menu.
3. Under Achievement Target Summary, click **Expand All** to review your Achievement Targets.
4. Under Analysis Questions, click **Expand All** to expand the questions.
5. Click the appropriate **Add Answer** button.
6. Enter your answer in the text box
7. Click **Save**.

Editing Analysis Questions

1. Follow steps 1-4 under Answering Analysis Questions.
2. Click **Edit Answer**.
3. Edit your answer, and then click **Save**.

Please Answer Both Analysis Questions

Reports

Running Reports

Important: You must turn off your pop-up blocker before running reports in WEAVEonline.

1. In the menu bar located below the WEAVEonline logo, click **Reports**.
2. Select the cycle for which you want to run the report.
3. Select the type of report you wish to run.
4. Select the program(s) for which you wish to run the report. You can select multiple programs.
5. Click **Next**.
6. You will be prompted to select appropriate parameters. Make your selections, then click **Run**.

Printing/Saving Reports

1. Follow the steps outlined in Running Reports.
2. To just print the report, click **Print this report**.
3. To save the report, click **Print this report** and choose **Adobe PDF** as your printer (if available). This will create a PDF of the report, which you can then save to your computer.

Contacts

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