

# Using WEAVEonline at Texas A&M

## FAQs

### Logging In/ Becoming a User

#### How do I log in?

Visit <http://assessment.tamu.edu/WEAVEonline.htm> and select “Login;” you will then be prompted to enter your Net ID and password.

#### What if I have trouble with my Net ID?

If you do not know your Net ID or password, visit <http://gateway.tamu.edu/> or call 979-845-8300. They can usually help fix the problem in just a few minutes.

#### I’ve logged in, but I’m getting an error page or can’t access anything.

Most likely you’ve been directed to an incorrect page; close your browser and login again, being sure to use <http://assessment.tamu.edu/WEAVEonline.htm> (this is also the best page to bookmark).

### Data Entry

#### Why are my outcomes and/or measures numbering at zero?

#### What if I want to change the order of my outcomes and/or measures?

The system automatically gives you the opportunity to reorder your outcomes and measures. After entering all your outcomes or measures, click the “Reorder” button. You can drag and drop items into the order you want; select, hold, drag until a dotted line appears, and let go. Once you’re finished click save and the main screen will show the correct order.

#### How can I keep track of changes/editing?

WEAVE will tell you who last updated the plan and when those changes were made. In addition, there are comment boxes called “Editing Logs” throughout.

#### I need to delete a goal, outcome, or measure, but I can’t find the button or it doesn’t work.

Your WEAVEonline administrator can delete items for you; email [weave@tamu.edu](mailto:weave@tamu.edu) for assistance.


### Using the Document Repository

#### What if I have a supporting document? How do I enter it?

If you have longer supporting documents (old reports, rubrics, charts, graphs, etc.) these can be uploaded into the document repository and then associated with outcomes. The document link will appear in the detailed assessment report (see the “Reports” tab in WEAVEonline).

### Getting Help/Error Messages

#### Where is a user guide?

Once you login to WEAVEOnline, click on the blue question mark  in the upper right corner for a comprehensive User Guide and other helpful assessment tips.

**How can I get help with assessment?**

For help with assessment, call the Office of Institutional Assessment at 862-2918.

**How can I get feedback on my plan?**

An Assessment Plan rubric is available at [http://assessment.tamu.edu/asmt\\_help/asmt\\_feedback\\_rubric.pdf](http://assessment.tamu.edu/asmt_help/asmt_feedback_rubric.pdf). You can print this rubric and use it to evaluate your plan. You can also ask a colleague to apply the rubric to your plan and give you feedback. Finally, the Office of Institutional Assessment will review plans upon request.

**I am getting a “server error;” what’s wrong?**

Try closing the browser completely and starting over. If that doesn’t work, please call our office and we will investigate the problem.