EZ-WEAVE:
The WEAVEonline Manual

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Why are we doing this?

Our regional accreditation, Middle States Commission of Higher Education, requires us to have:

1) Learning goals at the institutional program level for all programs…

2) With evidence that assessment information is used to improve teaching and learning.

WEAVEonline is our way to capture the information we must document for others. Thank you for all of your work on this each year.

Alexandra Gregory, D.M.A
Associate Provost for Academic Affairs
This document serves as a resource for faculty and department chairs who are responsible for student learning outcomes assessment planning and reporting for their academic programs. Its purpose is to guide you in using WEAVEonline software for planning and documenting learning assessment. It also prepares you for submitting the Assessment Annual Report.

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Accessing WEAVE

The easiest way to access your WEAVE account is by going through DORI.

1. Login to DORI.
2. At the top bar, by your name, click on the drop down menu labeled “Go To” and select “Employee”.
3. Click on the tab at the top that says “Policies and Guidelines”.

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**Office of the University Registrar**

**ANNUAL FERPA NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides postsecondary educational institutions from disclosing the educational records of student to third parties without the student’s consent. Under the provisions of FERPA, parents are considered to be third parties, and student information may not be disclosed to parents without the student’s consent. One of the exceptions to the release of student information is “Directory Information.” Directory information may be disclosed to third parties without the student’s consent unless the student requests that it be disclosed. Disclosure of all other information is to third parties, eg., parents, is prohibited by the provisions of FERPA. In order to share non-directory information with third parties, including
4. On the right hand side you will see the section labeled Academic Affairs. Here is where you can always find the Academic Affairs Graduate Assistant’s contact information if you have any questions.

5. Click on the link “Enter WEAVEonline”.

6. You’ve made it! Now you can begin updating your assessment!
Tips and tricks to know before you get started

- The only tab you are likely to ever use is the “Assessment” tab. Do not become overwhelmed by all the other tabs and options. I do encourage you to click around the site just to become comfortable with it.

- The outcomes/objectives, measures and findings sections are all on the same page. You can access this page by clicking outcomes/objectives OR measures and findings choices from the assessment drop down menu. Either one will bring you to the main assessment page. I cannot tell you why this is, it just is.

- Keep it short! All outcomes/objectives, measures, targets and findings are not meant to be lengthy. 1-3 sentences is all you need.
- The little grey arrow square is what expands the selection.
• You can click “expand all” or “collapse all” within a section to see everything in that section or minimize everything in that section.

• WEAVE is set up to automatically roll over information year after year. This means that the only thing you should need to add every year is your findings.

• For entry status, you may select Draft/In Progress or Final. This is ONLY for you to keep track of what you have completed and what still needs work.

• Never delete anything! If you are no longer using an objective/outcome, measure or target, simply click the drop down menu next to “Active through cycle” and select which cycle you would like the information to stop in.

• Mission/Purpose and Goals are optional.
Outcomes/Objectives

The outcomes/objectives section is where you put your SLO (student learning outcomes). The student learning outcomes should be the same learning outcomes that are listed in the University catalog for your program.

To create a student learning outcome, start by clicking “Add” under the outcomes/objectives section.

That will bring you to this screen:

1. In the “Condensed description box”, type a short title that will help to identify outcomes in abbreviated lists.
2. Enter in an entire description in the “Description” box.
3. If the outcome/objective is a SLO, select yes.
4. Associations: this is where you are making links between your outcomes/objectives and the university core curriculum, Duquesne Dimensions and if applicable your national disciplinary association or accrediting agency.
standards. You find these associations by clicking the small grey arrow box under each of the associations listed below. It will expand to show you all of the associations available. You simply click the boxes next to the associations that are relevant to this specific outcome/objective and click “save”.

   a. Goal associations: if you have posted program goals in WEAVE, then you can associate each outcome/objective with the appropriate goal(s).
   b. Standard associations: you have the option of inputting the standards/competencies from your national disciplinary association or accrediting agency here. Contact the Assessment Graduate Assistant if your national disciplinary association or accrediting agency standards are not listed and she will add them for you.
   c. General Education/Core curriculum: Undergraduate programs are required to link to relevant Core Curriculum learning outcomes. This helps provide a full documentation of student learning in the Core.
   d. Dimensions associations: It is required for all undergraduate and graduate programs to make the association between your SLO and the Duquesne Dimensions so that we can get a larger University picture of how programs are incorporating the Dimensions. The Dimensions are our link to Mission.
   e. Strategic plan associations: If your department or school has a strategic plan in WEAVE, link the outcomes to it here. Also, where your learning outcomes relate directly to the University Strategic Plan, make the links here.

- Refer to the University catalog if you are wondering what outcomes/objectives should be in WEAVE. Every program is required to have their student learning outcomes/objectives in the catalog.
Measures

Measures are the tangible way that you are measuring your student learning outcomes/objectives. When you think of measures, think of course examinations, presentations, portfolios, national certification tests, etc. Measures can be course specific (i.e. a specific presentation in a specific course) or across courses (i.e. a presentation in 3 different courses). Whatever it may be, cite the course(s) where the measure is being completed. Measures can be qualitative OR quantitative.

Every measure has to be linked to at least one outcome/objective. This makes sense because you would not report having an objective but not have any way of measuring whether you are meeting that objective or not.

To add a measure, click on “Add measure”

That will bring you to this screen:

1. You will first see a box with a list of terms to choose from. Choose the term that describes your measure the best. Ex: If my measure was a national exam for my students to be able to work in the field of study, I would select “Licensure Exam”.
2. In the “condensed description” box, type a short title to help you identify the measure when in an abbreviated list.
3. In the “description” box, type a simple and concise description of the measure. If you have a more qualitative approach to learning assessment, write the “evidence” of learning you expect to see.
4. Link the measure to the outcome/objective that it is measuring. Often, one measure will be linked to more than one
Targets

Targets are the specific statements on what you expect your students to achieve. Every measure must have a target to report a finding. Targets can be quantitative or qualitative depending on your measure. An example of a quantitative target would be “Students will obtain an 80% or better on the applied project.” An example of a qualitative target would be “Students will pass the applied project.” It does not matter which type of target you choose to use, as long as you are able to show that by students meeting that target, they are demonstrating competence in the objective/outcome by ways of the linked measure.

To add a target, click on “Add target”

That will bring you to this screen:

1. Create a description, qualitative or quantitative, on how you are using this measure to track your student learning.
2. Be sure to pay attention to the outcome/objective that is linked this measure. The target should specifically mention how this target is tracking student learning with regards to this specific outcome/objective by ways of this specific measure.
3. Complete a target for every measure and outcome/objective relationship.
**Findings**

Findings are the student learning results. Think of the findings as the grades or scores your students receive. You do not need to report a specific student’s performance, rather you should be reporting on the average student performance.

To add a finding, click “Add finding”

That will bring you to this screen:

1. Type your finding directly into the box.
2. If you have quantitative measures and targets, these findings would be the scores or percentages students received. For example: “*All students received 80% or better on the capstone project.*”
3. If you are using qualitative measures and targets, these findings would be reported in a different version of this previous statements. For example: “*All students completed the capstone project.*”
4. If you had no students enrolled in the program/course, you would simply state that in the description of your finding. For example: “*No students were enrolled in the program for the 2015-2016 school year.*”

5. You will need to click if your target was “Met”, “Partially Met”, “Not Met” or “Not reported in this reporting cycle”.

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**Step 1**
a. If your target was “Met”, way to go! You are done and ready to move on to adding more of your findings.

b. If your target was “Partially Met” or “Not Met”, don’t worry! Sometimes the measures you create do not actually measure the outcome/objective you have linked it to. This is meant to be the reflective piece of the assessment of your program. Do you need to change your measure as it relates to a specific outcome/objective?

c. ONLY select “Not reported in this reporting cycle” if the measure/target was new this reporting cycle and you were unable to collect the data on it because you decided on it mid-year OR you had no students enrolled in the program/course to measure.

**Action Plan**

This is where you talk about what you are going to do about your “Partially Met” or “Not Met” targets. If you realized that you need to change the way you are measuring an outcome/objective, this is where you state that. We simply want to see that you recognize something is not working and you have a plan to fix it.

To add an action plan, click “Add New Action Plan”.

1. Create a condensed description of the action plan. For example: “Capstone project action plan”.

2. Create a description for the action plan. For example: “The capstone project is no longer adequately measuring student competency in the area of child development and learning. Faculty will be revising the capstone project in the coming weeks to determine what outcomes/objectives it best measures.”

3. The additional pieces are for your use only.
Achievement Summary/Analysis

This is where you report on your program’s most significant findings from the past year (read as: “This is your place to brag about all that your students have accomplished in your program”). You can access it by scrolling over the “Assessment” tab and clicking on “Achievement Summary/Analysis”

Enter in 2-4 bulleted statements of your most significant findings. Only 2-4 statements. Please do not reiterate all of the findings you reported on the previous page. Just your MOST significant findings.

Annual Special Reporting

This section is essentially the summary of the report.

Deans should complete the 4 questions labeled “Deans” under their school’s WEAVE page. Be sure to consider all departments in your school while writing this section.

Questions 5, 6, & 7 are for other Academic Affairs Administrators who report to the provost or associate provosts.
Assessment Checklist

What sections and parts need to be completed in WEAVE vary by program. Be sure to pay attention to the specific checklists below to ensure you are not completing any more or less than is required!

Program Chairs WITH professional accreditation (outside accreditors):

☐ Complete the Achievement Summary/Analysis of your most significant findings

Program Chairs WITHOUT professional accreditation:

☐ Complete outcomes/objectives
☐ Complete measures
☐ Complete targets
☐ Complete findings
☐ Complete action plans (if necessary)
☐ Complete the Achievement Summary/Analysis of your most significant findings

Deans:

☐ Complete the 4 DEANS questions under Annual/Special Reporting under the School page

Timeline

September 1st:

- All Deans complete their school pages in WEAVE.
- All Academic Administrators complete their unit pages in WEAVE. (These staff report to the Provost or Associate Provosts).