

**Morehead State University  
Office of Institutional Research and Assessment**



**A Guide for Unit Assessment Coordinators Completing  
Unit Assessment Plans  
Using WEAVEonline**

## Update on Changes to WEAVEonline- Coming Soon!

At some point in the near future, Unit Assessment Coordinators will notice some formatting changes after logging in to WEAVEonline.

4.0 (what you see now)	4.5 (coming soon)
Select Cycle and Entity section	Select from the Home page or from cycle/entity pull down menus on any page
Awkward left-side menu	Convenient top menu
Small font on partial page	Larger font on full-width page
Single Help Center with lengthy guides	Page-specific Help that you can pin open as you work
Work pane covering only 2/3 of page	Page-width work pane that resizes well if Help window is pinned open
Buttons that vary in color and location	Buttons that are consistent
<i>Assessment Essentials</i> consolidated tab and page	Separate menu tabs for <i>Goals, Outcomes/Objectives, Measures &amp; Findings</i> (within a summary page)
Layout sometimes too tight	Layout with a more spacious feel
“Other” Source of Evidence codes	Report-friendly text for same codes
Action Plans listed with fine print	Action Plans in an easy chart
Action Plan Notes – no originator	Action Plan Notes – created by
Analysis Questions menu item	Achievement Summary / Analysis
Packed Achievement Target Summary	Clear Achievement Target Summary
Annual Reporting menu item	Annual / Special Reporting

### **Academic Program Timeline**

- **By April 10<sup>th</sup>:** Academic program faculty need to check that 2008-09 assessment data results are aggregated/prepared for April/May faculty need meetings. This faculty meeting could be a departmental faculty meeting to discuss all programs and **it is important that meeting minutes are recorded and posted to WEAVE.**
- **By May 8<sup>th</sup> (or end of semester):** all program faculty meet within their unit to:
  - a) Discuss previous year's outcomes and assessment data/results;
  - b) Develop plans of action to address any targets that were not met or partially met;
  - c) Develop an executive summary (approx. 400-500 words) that answers the following questions:
    1. What were you trying to assess or measure? What were the findings?
    2. What are the implications of these findings?
    3. What are you going to do as a result of what you found?
  - d) Revise existing outcomes and/or develop new outcomes, measures and targets for the 2009-10 academic year.
- **By May 30<sup>th</sup>:** 2008-09 plans of action and executive summaries uploaded to WEAVE. Also, 2009-10 adjusted/new outcomes, measures and targets uploaded to WEAVE.
- **By July 30<sup>th</sup>:** Report provided to Provost's Council regarding results of 2008-09 cycle and status of 2009-10 plans for all academic programs.

### **Academic Support Unit Timeline**

- **By June 15<sup>th</sup>:** Academic support unit supervisors need to check that 2008-09 assessment data results are aggregated/prepared for June unit meetings. **It is important that meeting minutes are recorded and posted to WEAVE.**
- **By June 30<sup>th</sup>:** All unit staff meet within their unit to:
  - a) Discuss previous year's outcomes and assessment data/results;
  - b) Develop plans of action to address any targets that were not met or partially met;
  - c) Develop an executive summary (approx. 400-500 words) that answers the following questions:
    1. What were you trying to assess or measure? What were the findings?
    2. What are the implications of these findings?
    3. What are you going to do as a result of what you found?
  - d) Revise existing outcomes and/or develop new outcomes, measures and targets for the 2009-10 academic year.
- **By July 30<sup>th</sup>:** 2008-09 plans of action and executive summaries uploaded to WEAVE. Also, 2009-10 adjusted/new outcomes, measures and targets uploaded to WEAVE.
- **By September 30<sup>th</sup>:** Report provided to Provost's Council regarding results of 2008-09 cycle and status of 2009-10 plans for all academic support units.

### **Administrative Support Unit Timeline**

- **By July 15<sup>th</sup>:** Administrative support unit supervisors need to check that 2008-09 assessment data results are in WEAVE to assure data is aggregated/prepared for August meetings. **It is important that meeting minutes are recorded and posted to WEAVE.**
- **By August 15<sup>th</sup>:** All support unit staff meet within their unit to:
  - a) Discuss previous year's outcomes and assessment data/results;
  - b) Develop plans of action to address any targets that were not met or partially met;
  - c) Develop an executive summary (approx. 400-500 words) that answers the following questions:
    1. What were you trying to assess or measure? What were the findings?
    2. What are the implications of these findings?
    3. What are you going to do as a result of what you found?
  - d) Revise existing outcomes and/or develop new outcomes, measures and targets for the 2009-10 academic year.
- **By August 30<sup>th</sup>:** 2008-09 plans of action and executive summaries uploaded to WEAVE. Also, 2009-10 adjusted/new outcomes, measures and targets uploaded to WEAVE.
- **By October 30<sup>th</sup>:** Report provided to President's Cabinet regarding results of 2008-09 cycle and status of 2009-10 plans for all units.

***\*Please note that the dates listed in the timeline section are final dates. Units are encouraged to complete current plans and enter 2009-10 plans for approval as early as possible.***

#### **Log-in Information**

**LOGIN** to WEAVE: <http://app.weaveonline.com/moreheadstate/login.aspx>

- Login ID is YOUR Eagle ID. Example: m0011111
- Password of your choice.

\*We have added a direct link to the WEAVE login on the OIRA website at [www.moreheadstate.edu/ira](http://www.moreheadstate.edu/ira). If you experience problems with the login, please try going to our website and clicking on the icon.

\* If you forget your password, please email [weave@moreheadstate.edu](mailto:weave@moreheadstate.edu) to request that it be reset.

***Be sure to use the correct link!***

**Each unit should have entered the following information into WEAVEonline at this point:**

- ✓ **MISSION**
- ✓ **GOALS**
- ✓ **OUTCOMES/OBJECTIVES**
- ✓ **MEASURES**
- ✓ **ACHIEVEMENT TARGETS**

#### **Completing the cycle...**


To complete the assessment cycle for 2008-2009, units will now gather the findings, complete the necessary Action Plans when appropriate, provide answers to the Analysis Questions, write their Annual Report (Executive Summary), upload supporting documents, and review reports as needed. This mini-guide is designed to assist with the completion of current year plans.

#### **Step 1: Select the appropriate Cycle and Entity**

- Click the **Select Cycle and Entity** button.
- Select the appropriate Cycle from the drop-down menu.
- Select the appropriate unit from the Available Entities.

#### **Step 2: Add the FINDINGS**

- Click **Assessments**, WEAVE will open the Mission/Purpose work page for your unit.

- Click the **Assessment Essentials** button on the side Nav-Bar. WEAVE will open the work page containing the Goals, Outcomes/Objectives, and Measures and Findings sections.
- In the Measures & Findings section, click the **Expand All** button to open all of the measures, or click an **arrow** button  to open a single measure.
- At the bottom of the information for the measure, click the **Add Finding** button.
- Use the text box to enter the narrative for your finding.
- Achievement Target: Click *Met*, *Partially Met*, or *Not Met* as appropriate to your finding.
- Entry Status: Select from *Draft/In-progress* or *Final*. **Be sure to mark as final when complete!**
- **Always remember to SAVE your work!**
- **Remember to enter findings by repeating these steps for each measure in your plan.**
- *Note- Once you have entered your findings, the Add Findings button changes to an Edit Findings button. If you need to make changes to your work, use the **Edit Finding** button to re-enter the work page.*

### Step 3: Prepare ACTION PLANS

If your finding indicates that a measure was **not met** or **partially met**, you **MUST** prepare an action plan demonstrating how you plan to resolve the issue. If the measure was met, you will not need to enter an action plan.

- At the bottom of the information for the measure, click the **Add Action Plan** button. *This button will only become available after findings have been entered.*
- On the Add Action Plan work page, choose an appropriate Status from the drop-down menu. You will choose from *Planned*, *In-Progress*, *Finished*, *On Hold*, or *Terminated*.
- Give the action plan a title under Condensed Description.
- Under Description, use the text box for the narrative describing the action plan.
- Under Target Date, type in the *Month* and *Year* the action plan should be completed.
- Target Date Description indicate the reason that particular *Month* and *Year* was chosen.
- Under Priority, select an appropriate level from *High*, *Medium* or *Low*.
- List the person(s) along with their title(s) responsible for overseeing the completion of the action plan under Responsible Person/Group.
- If the action plan requires additional resources, list those resources under Additional Resources Needed.
- If the Action Plan requires additional funding, list the amount under Budget Amount Requested.
- WEAVE will automatically put the current year under the Established in Cycle for you.
- Under the Active through Cycle you may select *Keep Active* or the *Current Year*.
- Remember to click Final, when you have finished the action plan.
- **Remember to SAVE your work!**


## Action Plan Tracking

The Action Plan Tracking page allows you to view the action plans you have created. Each plan is categorized by its status—*Planned, In-Progress, Finished, On-Hold, or Terminated*.

- Click the **Action Plan Tracking** button on the side Nav-Bar. WEAVE will open the work page containing the action plans you have created.
- View Actions lists each possible status next to a box that is check-marked. Clicking any of the boxes will remove the check-mark and WEAVE will hide the plans with that status from view. This will give you control of the amount of information on the page. To have WEAVE make those plans available, just click the box again.
- The title of each action plan is underlined. Click the title and WEAVE will bring up the Action Plan Detail page. This page displays all of the information that was entered into the action plan. If you need to make changes, click the **Edit Plan** button.
- The **Edit Plan** button takes you to the Update Action Plan work page. Make any corrections or changes to your action plan here.
- **Always SAVE your work!**
- *Note - The **Edit Measure/Objective** button brings up the measures you have entered into WEAVE. The measure that was selected as associated with the action plan will be check-marked. Click the boxes next to the measures if the action plan needs to be associated with more measures or a different measure.*

## Step 4: Analysis Questions

**All units need to answer a minimum of three of the Analysis Questions and more if appropriate.** Answer the questions appropriate for your unit. Please type 'not applicable' into the text box for those questions you are not answering.

- Click the **Analysis Questions** button on the side Nav-Bar. WEAVE will open the work page containing the analysis questions.
- Click the **Expand All** button to open all the questions, or click the arrow button  to open a single question.
- Click **Add Answer** and WEAVE will bring up the text box to enter your narrative for each question.
- *Note-Once you have entered your answer, the Add Answer button changes to an Edit Answer button. If you need to make changes to your work, use the **Edit Answer** button.*

## Step 5: Annual Reporting

**This is referred to as the Executive Summary.** Prepare the summary that is appropriate for your unit. Academic programs and support units should enter an (Acad) Executive Summary while administrative units should enter an (Admin) Executive Summary. Please type 'not applicable' into the text box for the summary you are not writing.

- Click the **Annual Reporting** button on the side Nav-Bar. WEAVE will open the work page containing the annual reports.
- Click the **Add Details** button of either the (Admin) or (Acad) Executive Summary as is appropriate for your unit.
- WEAVE will bring up the text box for you to enter your narrative.
- The content of the Executive Summary (approx. 400-500 words) should answer three key questions:
  - What were you trying to assess or measure? What were the findings?
  - What are the implications of these findings?
  - What are you going to do as a result of what you found?

***This is a very important section and helps detail how we are “closing the loop”. Please take the time to provide a thoughtful reflection on the findings and explanation of next steps.***

- *Note-Once you have entered your summary, it will appear underlined. Click the underlined report and WEAVE will open a page that will allow you to click the **Edit** button to make changes to the report.*

## **Step 6: Document Repository**

**This area is used for uploading supporting documents. We highly recommend you upload surveys, etc. with aggregate data included.**

- Click the **Document Repository** button on the side Nav-Bar. WEAVE will open the document management work page.
- Click the **Upload Document** button.


### **1. Upload A Document:**

- Under Select Document you may click the **Browse** button to find the appropriate file on your computer.
- Document Name is for the title of the document you are uploading. Use a title that is clear, concise, and descriptive. Remember, this title will appear in your report.
- Use the Description text box to write a brief narrative describing the document and its importance to the unit’s assessment.
- Click the **Save & Continue** button.

***Reminder: “Caution! Do not store documents in WEAVEonline that contain individually identifiable information. Remove such references before uploading the document.”***

## 2. Create Associations

The Create Associations page gives you the opportunity to select the items the uploaded document supports.

- Use the **arrow** button  to open each item. WEAVE will show the information that was entered for each item. Above this description will be a box. If the item should be associated with the supporting document, check-mark the box. (*Clicking the box a second time will un-select the item.*)
- When you are finished making the appropriate associations. Click the **SAVE** button.

### The Document Management Page

This page allows you to upload another document, view a document or delete a document.

- The **All Documents/Active Documents** button allows you to view all supporting documents you have uploaded or only the supporting documents uploaded for the current cycle.
- Double click the View icon or the title of a document to go to the Document Detail page where you may click the **Edit** button if you need to change the name, description or associations of the document.

## Step 7: Reports

### (Review your reports as needed)

*Note: Reports are run as pop-up boxes, be sure that your computer will allow pop-up boxes or reports will not be displayed.*

- Click the **Reports** button on the home Nav-Bar. WEAVE will open the reports work page.

1: **Select Cycle**: Click appropriate cycle year.

2: **Select a report**: Click the report you wish to run. The default is the *Detailed Assessment Report* which is *THE* assessment work entered for that cycle. Other reports are available and may be useful.

3: **Select one or more entities**: Click the appropriate box for your unit.

- Click the **NEXT>>** button.

### Detailed Assessment Report (DAR)

This page lets you tailor the report by offering the choice between seeing the goals separately or with the outcomes/objectives.

- You may Include the *Annual Report Section Responses* and/or *Analysis Questions and Answers* in your report by clicking the box to check-mark that item.

- Select the box to *Hide Entities without data list* to not view those entities.
- Once you have selected the parameters you want, click the **RUN** button.
- WEAVE will open the Detailed Assessment Report (DAR).
  - Use the **Open Email List** button as a quick way to send an e-mail to those people WEAVE associates with your unit.
  - Use the **Print this report** option to have a printer friendly version of the Detailed Assessment Report run to your local printer.

### **Step 8: Final Check**

As a final check, we encourage each unit to carefully review the time period selected for the *Active through Cycle in the Goals, Outcomes, Measures, Findings, and Action Plan* sections of the plan.

- If you have selected *Keep Active*, the goal, outcome, measure, finding or action plan will carry forward to the next assessment plan created. If you do not intend to carry these sections forward to the next plan, please make sure that you select the current year option.

### **One additional note for those who will be approving the 2009-10 plans in WEAVE:**

Those who approve unit assessment plans, whether for academic programs or academic support units or administrative support units, are in the process of being reviewed and updated to reflect the appropriate approver for each program or unit. There are multiple levels of approval for some plans (e.g. for academic programs - dept. chair and college dean). For units with more than one level of approval, individuals at each level should leave comments as to the approval status, but only the final or “top” approver should toggle the setting in WEAVE to ‘yes’ on the approval. All other approvers should only leave comments. According to the software programmers at WEAVE, this is the only way to operate it at multiple levels of approval at this point.

*If you have questions regarding the operations of WEAVEonline , please contact the Office of Institutional Research and Assessment at 783-9555 or visit our website:*

<http://www.moreheadstate.edu/ira/>

*Questions regarding the content of unit assessment plans in Academic Affairs at MSU should be directed to Dr. Charles Patrick, [c.patrick@moreheadstate.edu](mailto:c.patrick@moreheadstate.edu)*

*Questions regarding the content of unit assessment plans in all other divisions at MSU should be directed to Ms. Jill Ratliff, [ji.ratliff@moreheadstate.edu](mailto:ji.ratliff@moreheadstate.edu)*