WEAVEonline® v3.1 Quick Start (Assessment Cycles 2007 – 2008 and 2008 – 2009)

Follow the steps below to edit or add your program assessment data. For more information about assessment or for assistance with WEAVEonline®, please email the WEAVEonline Administrator at weave@shawneecc.edu.

1. Access **WEAVEonline®** at http://www.weaveonline.net/subscriber/shawneecc.edu/ **– please bookmark this new URL.** Weaveonline is also found under the faculty/staff tab on the SCC homepage at http://www.shawneecc.edu/faculty_staff/.

   NOTE: Netscape and older versions of Internet Explorer do not support some of WEAVEonline's functionality and may cause data collection errors. If you are a Netscape user, please download and install Mozilla or Firefox from the VCU Web site. If you are an Internet Explorer user, please download and install Internet Explorer from the Microsoft Web site.

2. Your WEAVEonline ID is your SCC network login. **Login** using your SCC network login and Password.

   NOTE: If do not know your SCC network login, or you are not able to login using your ID, please call the Joe Morris at 634-3302. For other technical problems or WEAVEonline-related questions, email the WEAVEonline Administrator at weave@shawneecc.edu.

3. The Weave Home page is now a blue-bordered Administrative Workspace, introducing a dashboard-style layout that provides at-a-glance summaries and other useful information. Verify your name and note the year 2007-2008. The Status Snapshot gives the data entry status overview of all your programs (no longer called units). Click on **Detailed Report** to display status information for each program.

4. After sorting your program list display by either organizational Levels or A-to-Z, **select a program** for assessment. The Overview page for that program displays within a magenta-bordered Program Workspace. This Program Overview page serves as a data entry status page. It includes an updated glossary of terms under **help** (top right).

   NOTE: **Mission, Outcomes/ Objectives,** and **Measures** were rolled over from the 2007-2008 data set and marked as **Completed** under **Entry Status,** but they are still editable. You can continue them; you can also edit or delete them. Decide whether you wish to modify the 50-character descriptions for **Outcomes/Objectives** and **Measures**, which also appear as checkbox choices later on in the program.

5. Select the **Mission** tab on the left menu to review the program mission statement. Click the **Add** button to add the program's Mission statement if one does not exist, or select the **Edit** button to update an existing Mission statement. Once the Mission Statement has been Added or Edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Directly under that click **Yes** to copy data over to the next future cycle (**No** is the default). Click **Save** to submit your Mission statement to WEAVEonline. **NOTE: Always save at least every 30 minutes!**

6. Select the **Outcomes/Objectives** tab on the left menu to review the program's Outcomes/Objectives. Click the **Add** button to add a new Outcome/Objective, or select the **Edit** button next to an existing Outcome/Objective to update. After the Outcomes/ Objectives have been Added or Edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Directly under that click **Yes** to copy data over to the next future cycle (**No** is the default).

7. Select the **Measures** tab on the left menu to review existing Measures and relate these Measures to your Outcomes/ Objectives. Click the **Add** button to add a Measure, or select the **Edit** button next to a Measure to update. Once the Measures have been Added or Edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Directly under that click **Yes** to copy data over to the next future cycle (**No** is the default).

8. Once you have completed assessment using a given Measure, please add your **Findings**. Select the **Measures** tab on the left menu to review existing Measures. On the Summary of Measures and Findings page, locate a Findings link below each measure. Click **Add Findings** or **Edit Findings** to add or update the findings for each measure.

9. After you review findings, select the **Action Plan** tab on the left menu to plan actions. Formulate actions when you want to improve performance. If assessment shows that you are not meeting target performance levels, take action! Click the **Add** button to add a new Action, or select the **Edit** button next to an existing Action to update. Remember, these are actions that you plan to take in the future, not reports of actions already taken.

10. At year's end, select the **Analysis** tab on the left menu to add summary comments for this assessment cycle. Click the **Edit** link to add or edit your analysis narrative.

11. Select the **Annual Reporting** tab. Click the **Edit** link to add or edit your each section. Enter the information requested in the referenced guidelines, if so directed by your division chair or vice president.

12. Select the **Tracking** tab to update information on actions planned in previous assessment cycles. This new module helps you create an accurate record of assessment-indicated actions taken over time by your program. “Closing the loop” – acting to improve performance after reviewing results – is important to a program’s vitality. The Summary of Action Tracking page displays year of origin and that year’s action plan number for each entry. Select **Edit** to update a planned action and indicate the implementation status of this action. Each planned action is Current until its status is changed. If you have not planned any past Actions, the Tracking module will be empty.

    NOTE: **Save** the optional **Comments** field to record a full description of what happened as a result of the action.

13. **Mapping** and **Feedback** modules – coming soon!

14. Select the **Reports** tab on the left menu to view/print reports for your program. Click on the link for the desired report. You can export to Microsoft® Word from the Detailed Assessment Report by clicking on the Export button within that report. The Data Audit reports allow you to do a quick self-check on whether you have Measures Needed for any Outcomes/Objectives, Findings Needed for any Measures, or Actions Needed as a result of any Findings.

WEA

WHAT’S NEW: 2002-2003, 2003-2004, 2004-2005 **WEAVEonline** entries are available in a non-editable archive that is accessible from the Administrative Workspace.

1. Your WEAVEonline ID is your SCC network login/password. Login to **WEAVEonline**, using your SCC network login and Password. You will automatically enter a blue-bordered Administrative Workspace.

   NOTE: If you are in a magenta-bordered Program Workspace, simply click on the Home tab on the left menu.

2. You are now in the **WEAVEonline** Administrative Workspace for the 2007-2008 assessment cycle. To access the 2006-2007 archive, click on the **Archives** tab on the left menu.

3. Once in the Archives, click on the desired archive year. You will see an Administrative Workspace for that year; the selected archive year will display on this Home page. You then have read-only access to all data entered that year for your programs and can navigate in the workspaces the same way you do in the current year.

4. Remember that **WEAVEonline** is an assessment management system under development, shaped on a continuing basis by faculty and staff ideas and feedback. Not all modules will be available in a given archive year.

5. When you are ready to leave the archive, you can toggle back to **Current Data** from the Home page.

WEAVEonline® v3.1 – Administrative Modules

1. Select the **People & Programs** tab on the left menu in the blue-bordered Administrative Workspace to view or add people in WEAVEonline, update your own name, phone number, and email, or give people read-write or read-only access to your programs.

2. Select the **Messages** tab on the left menu in the blue-bordered Administrative Workspace to draft an email and send it to one or more people in your assessment area(s). You can also draft and send a message to those who have access to certain WEAVEonline programs in your area.

3. Select the **Reports** tab on the left menu in the blue-bordered Administrative Workspace to run reports across two or more programs. Select a specific report from the first column, then select the programs you want included in that report. When you are ready to run the report, click Go!

4. Select the **Search** tab on the left menu in the blue-bordered Administrative Workspace to search across all of your programs for a particular keyword or to find programs with new data entry on or after a selected date.

WEAVEonline Password Information

1. Obtain the initial password:

To obtain your initial password, enter your ID into the WEAVEonline ID field, then click the "Forgot Password?" link. The system will email you a randomly assigned password that you can change. Refer to steps 2 and 3 below on password recommendations and changing your WEAVEonline password.

2. Password Specs and Recommendations:

The password's maximum character length is 20. There are no character restrictions except for the single quote mark. You can use any alpha-numeric combination you want.

Password recommendations:
- passwords should be at least 6 - 10 characters in length.
- passwords should include one upper case character, one lower case character, and one numeric character.

3. Change Password

- Enter your WEAVEonline ID.
- Click the "Change Password" link (located below the login fields).
- Enter your current password in the Old Password field.
- Next, enter your new password twice. Click submit. A prompt displays letting you know the change was successful.

You are now able to login with your WEAVEonline ID and new password.