

# WEAVE 4.5 quick start guide

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## Overview

- Following data is entered in WEAVE for Academic Programs:
  - Goals
  - Outcomes/Objectives
  - Measures/Achievement Target
  - Findings (Annual data)  
Out of these, only Findings have to be entered every year. All other data, once entered, doesn't vary a lot over the years
- Following data is entered for Academic Departments/Administrative Units:
  - Annual Report

For example, if Department of Chemistry has BS, MS, and PhD programs, they will enter:

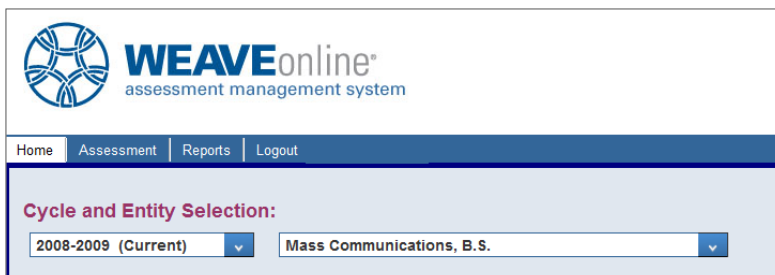
- Annual Report for the Department
- Goals/ Objectives/ Outcomes/ Measures/ Findings etc for each program separately

## Some of the terms used in WEAVE

- **Cycle:** Academic Year e.g. 2008-09 cycle is from July 2008 to June 2009
- **Entity:** Program/Department/Administrative unit for which assessment data can be entered. e.g. Department of Chemistry is an entity. Chemistry BS, Chemistry MS and Chemistry PhD are also entities.

## Getting Started

- To log in please go to <http://www.assessment.vcu.edu/weave> (please bookmark this page for future reference)
- Click on the Login button
- Log in with your VCU eID and password
  
- Once logged in, select the correct Cycle and Entity from the dropdown menu



The screenshot shows the WEAVEonline assessment management system interface. At the top left is the WEAVEonline logo, which consists of a circular icon with four interlocking shapes and the text "WEAVEonline" in a bold, blue font, with "assessment management system" in a smaller, lighter blue font below it. To the right of the logo is a navigation bar with four tabs: "Home", "Assessment", "Reports", and "Logout". Below the navigation bar is a section titled "Cycle and Entity Selection:" in red text. This section contains two dropdown menus. The first dropdown menu is labeled "2008-2009 (Current)" and has a downward arrow. The second dropdown menu is labeled "Mass Communications, B.S." and also has a downward arrow.

## To enter Assessment Data:

- Next, go to **Assessment > Goal**
- The next page will show Goals, Outcomes/Objectives and Measures & Findings

**Goals**

View this set of Goals:  Active  Hidden  All


- 1: Writing Communication (Draft/In Progress)
- 2: ... (Draft/In Progress)
- 3: ... (Draft/In Progress)
- 4: Freshman Retention (Final)
- 5: Student Engagement (Final)

**Outcomes/Objectives** (Numbers inside parentheses show related goals.)

- 1: Organization (G:1) (Draft/In Progress)
- 2: Development (Final)
- 3: Grammar & Mechanics (Final)
- 4: Purpose & Audience (Final)
- 5: Multiple Drafts (Final)
- 6: ... (Final)
- 7: ... (Final)
- 8: ... (Final)
- 9: Collaborative Learning (Final)
- 10: Critical Thinking in Writing (Final)
- 11: DFW Rates (Final)
- 12: Students in Good Standing (Final)

**Measures & Findings** (Numbers inside parentheses show related outcomes/objectives.)

- 1: Writing Rubric Evaluation (Final)
- 2: Critical Thinking Rubric Evaluation (O:10) (Final)
- 3: DFW Rates (Final)
- 4: Re-enrollment (Final)
- 5: NSSE/CLASSE Results (Final)

- To edit any entry, click on the little button  next to it to expand that entry and click on Edit button

- 1: Organization (G:1) (Draft/In Progress)
- 2: Development (Final)
- 3: Grammar & Mechanics (Final)


Students will demonstrate improvement in grammar and mechanics usage when writing essays. [\[Preview Formatting\]](#)

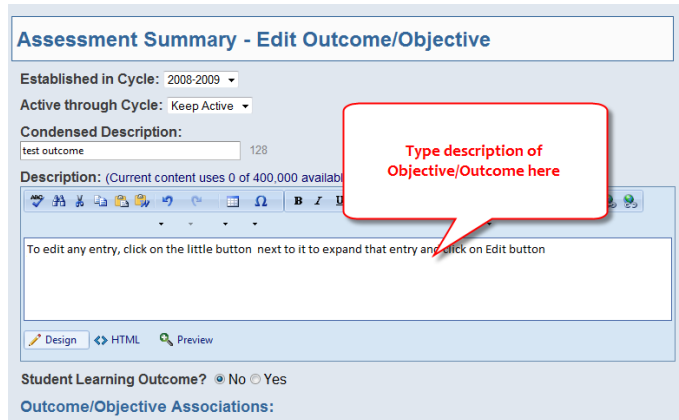
Student Learning Outcome: No  
Established in Cycle: 2007-2008  
Active Through: Keep Active  
Entry Status: Final  
Last Updated By: Kristy Byrd on 1/22/2009  
Established By: Kristy Byrd on 1/22/2009

**Edit**

- 4: Purpose & Audience (Final)
- 5: Multiple Drafts (Final)

- On the Edit page, you can either type the text or Copy-Paste it from a Word document.

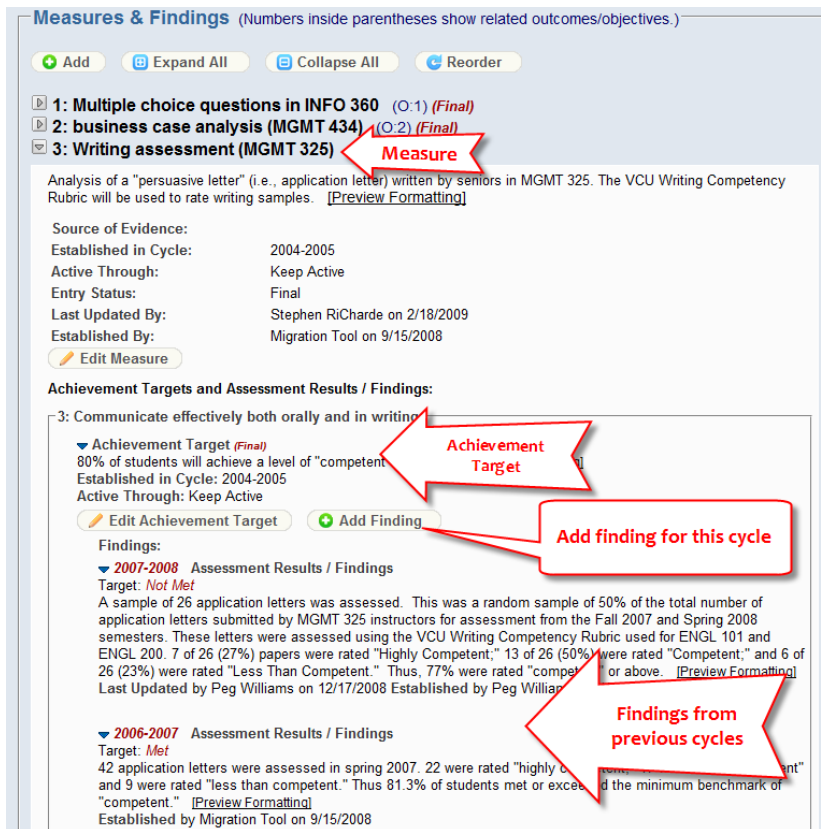
**Note:** If copying from Word document, please use “Paste from Word” button (  )



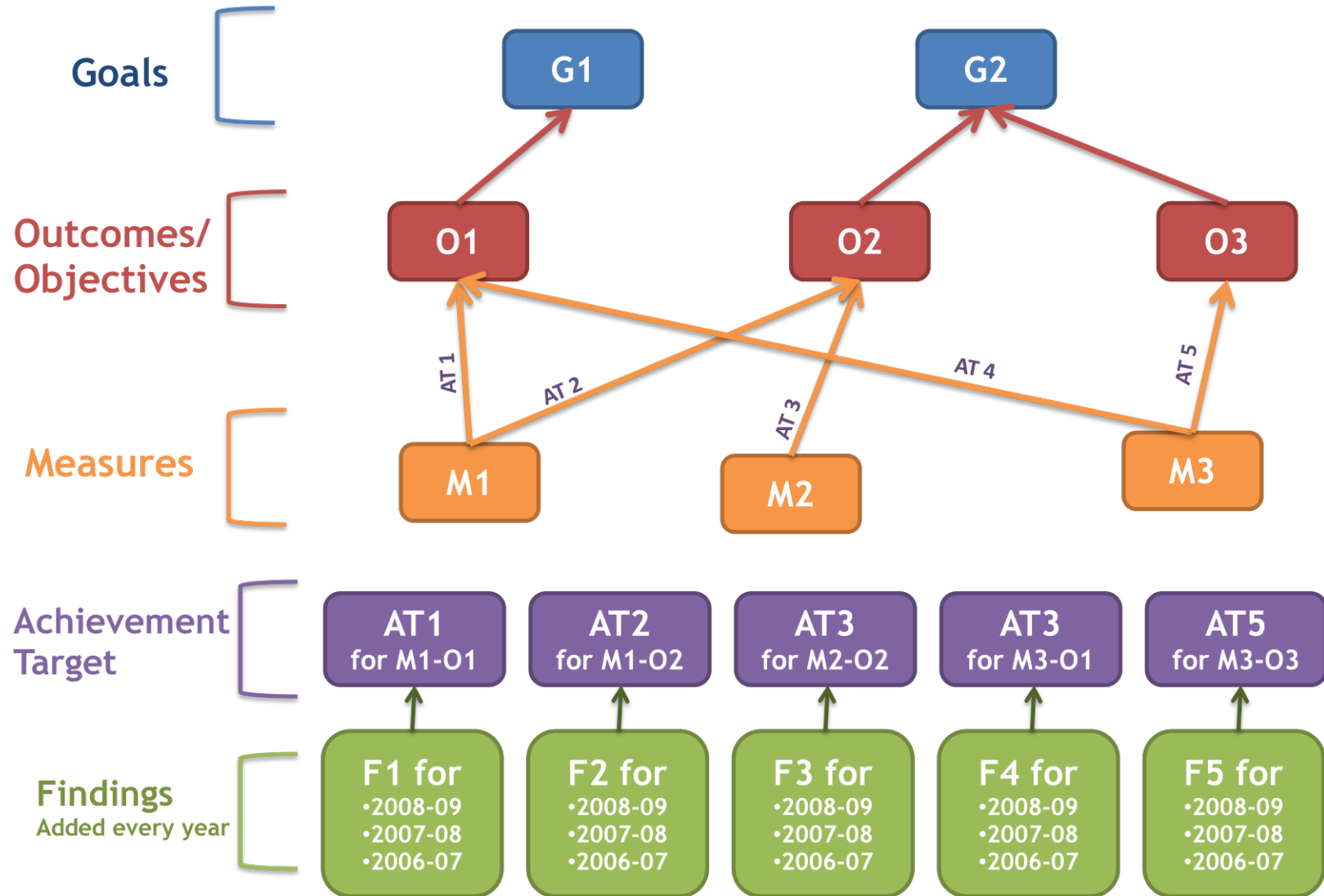
Make sure to **Save** the entry before you move to next page

## To add findings for this year

- Go to the Assessment page
- Expand** the Measure under which the finding has to be entered. You will find the Achievement Target and Findings from previous cycles.
- Click on **Add Finding** to add this year’s data

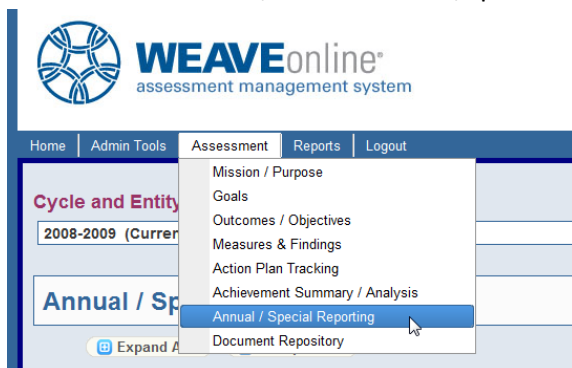


The Chart below explains the “associations” between Goals, Objectives, Measures and Findings



## How to add Annual Report

On Assessment menu, click on Annual/Special Reporting



Add data for each of the Annual Report sections listed below:

- ▶ **Executive Summary**
- ▶ **Contributions to the Institution**
- ▶ **Highlights**
- ▶ **Teaching Activities**
- ▶ **Research and Scholarly Activities**
- ▶ **Public/Community Service**
- ▶ **International Activities**
- ▶ **Challenges**

2008-09 Annual Report Guidelines can be found here:

<http://www.assessment.vcu.edu/reporting/2009Guidelines.html>