WEAVE 4.5 quick start guide

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

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](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
To enter Assessment Data:

- Next, go to Assessment > Goal

- The next page will show Goals, Outcomes/Objectives and Measures & Findings

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