

Accessing WEAVEonline

Logging In

1. Type the following into the address line of your browser: <https://app.weaveonline.com//login.aspx>
2. The screen should say: "Central Methodist University WEAVEonline user...", if it does not, double check the address you entered. Once correct, create/edit a bookmark/favorite with this exact address before logging in.
3. Enter your WEAVEonline ID and password and click **Login**. Email cmdudenh@centralmethodist if you do not know your login information.
4. The WEAVE login screen is available under the "Committees" tab of MYCMU and on the intranet under "Faculty".

Home

1. In the **Cycle and Entity Selection** section, just below the navigation bar, use the dropdown boxes to select the Cycle and Entity in which you wish to work. The menu will default to the current cycle.

Cycle and Entity Selection:

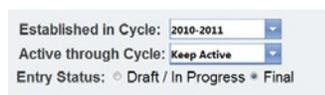
2011-2012 (Current) BS, Biology

Assessment: Add New

Entering an Outcome/Objective

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.

Home | Admin Tools | **Assessment** | Mapping | WEAVEmail | Search | Reports | Logout

2. Select **Outcomes/Objectives** from the dropdown menu.
3. To add new Outcome/Objective, under Outcomes/Objectives, click **Add**. 
4. In the appropriate text boxes, enter a **Condensed Description** (title) and a **Description**. Red asterisk * indicates required fields.
5. Select **Yes** or **No** next to designate whether this is a **Student Learning Outcome**. 
6. Click **Add Associations** and add checkmarks where relevant. Leave these sections open (do not press **Cancel**) if changes were made.
7. Select the appropriate Entry Status (**Draft/In Progress** or **Final**).
8. Select the **Established in** and **Active through** cycles. 
9. When done, click **Save**.

Entering a Measure

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the dropdown menu.
3. Under Measures & Findings, click **Add Measure**. *Please Note: A Measure cannot be added unless at least one Outcome/Objective exists.*
4. Select *one* **Source of Evidence** from the three columns for the Measure.
5. **Red * indicate required fields**. In the appropriate text boxes, enter a **Condensed Description** (title) and a **Description**.
6. Under **Select Related Outcomes/Objectives**, check the box next to each Outcome/Objective that should link to that Measure.
7. Select the **Established in** and **Active through** cycles.
8. Choose the appropriate Entry Status (Draft/In Progress or Final). When done, click Save. 

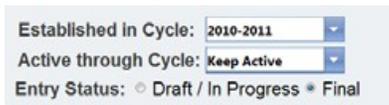
Entering an Achievement Target

Please Note: Every Measure must have an **Achievement Target** in order to enter Findings and Action Plans.

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the dropdown menu.
3. Expand the Measure for which you need to add an Achievement Target, either by clicking the **expansion triangle** next to the Measure or by clicking the **Expand All** button.



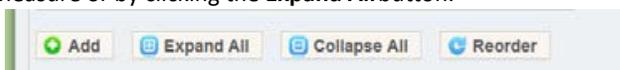
4. Under the **Targets and Findings** section, click **Add Target**.
5. Enter the **Target**, **Red *** are required fields.
6. Select the **Established in** and **Active through** cycles.
7. Select the appropriate Entry Status (**Draft/In Progress** or **Final**).
8. When done, click **Save**.



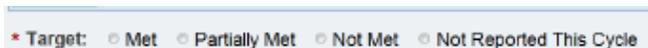
Established in Cycle: 2010-2011
Active through Cycle: Keep Active
Entry Status: Draft / In Progress * Final

Entering Findings

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Measures & Findings** from the dropdown menu.
3. Expand the Measure for which you need to add Findings, either by clicking the **expansion triangle** next to the Measure or by clicking the **Expand All** button.



4. In the **Targets and Findings** section, find the appropriate Achievement Target and click **Add Finding**.
5. Enter a summary of your Findings, **Red *** is a required field.
6. Choose **Met**, **Partially Met**, or **Not Met**, **Not Reported This Cycle**.



* Target: Met Partially Met Not Met Not Reported This Cycle

7. Select the appropriate Entry Status (**Draft/In Progress** or **Final**).
8. When done, click **Save**.



Established in Cycle: 2010-2011
Active through Cycle: Keep Active
Entry Status: Draft / In Progress * Final

Entering an Action Plan

Please Note: Action Plans can be entered from within the **Assessment > Measures & Findings** section by selecting the **Add New Action Plan** button or by using the method outlined below.

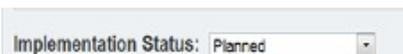
1. In the navigation bar located below the WEAVEonline logo, point to **Assessment** and choose **Measures and Findings**.
2. Click **Add New Action Plan** under the appropriate measure.



3. Click **Add Relationships** to link the Action Plan to specific Measure-Outcome/Objective pairs.



4. Select the **Implementation Status** of the plan.



Implementation Status: Planned

5. Enter the appropriate information in the available text boxes and select a Priority from the dropdown menu.

6. Select the **Established in** and **Active through** cycles.



Established in Cycle: 2010-2011
Active through Cycle: Keep Active
Entry Status: Draft / In Progress * Final

7. Select the appropriate Entry Status (**Draft/In Progress** or **Final**).

8. When done, click **Save**.

Assessment: Edit Existing

Editing an Outcome/Objective, Measure, Achievement Target or Finding

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Make the appropriate selection from the dropdown menu.
3. Expand the item you wish to edit, either by clicking the **expansion triangle** next to the item or by clicking the **Expand All** button. To edit an Outcome/Objective, Measure, Achievement Target or Finding, expand the appropriate section.



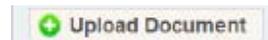
4. Click **Edit**, **Edit Achievement Target** or **Edit Finding**, as appropriate.
5. Make any changes and update the Entry Status (**Draft/In Progress** or **Final**) as needed.
6. When done, click **Save**.



Established in Cycle: 2010-2011
Active through Cycle: Keep Active
Entry Status: Draft / In Progress * Final

Document Repository

1. In the navigation bar located below the WEAVEonline logo, point to **Assessment**.
2. Select **Document Management** from the dropdown menu and click **Upload Document** to begin.
3. **Browse** for the document you wish to upload.
4. Enter a **Document Name** (required *).
5. Click **Save & Continue**.
6. Expand (using the **Expand All** button or the **expansion triangles**) the assessment areas where you wish to connect this document.
7. **Add checkmarks** to set up connection locations for the document. Please add documents such as rubrics, example tests, etc. to the associated MEASURE. Add Yearly information, such as results, statistics, etc. to FINDINGS.
8. When done, click **Save** to both load the document and make the connections.



Help

If you need further assistance with entering data into WEAVE, please contact cmdudenh@centralmethodist.edu.

All academic entities should be established in WEAVE. If you need assistance editing or adding outcomes, mission statements, etc. please email Cindy at the address above.

Academic entities are responsible for adding findings for each departmental outcome each year.

