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About Help

Using Help

- Opens Help Pane
- Pins open/docks Help and allows user to re-size both WEAVE and Help panes
- Removes the pin/undocks and closes all Help panes
- Closes Help

Help Panels

- Quick Reference: Helpful information for the current WEAVE page (ex. Legends).
- WEAVEonline Help System: Integrated Help including a Table of Contents, Index, Search, and Glossary
- Assessment Learning Center: Multiple documents covering the WEAVEonline application as well as Assessment 101 type documents.
- Institutional Assessment Office: Complete contact information for your campus WEAVEonline Administrator(s)

WEAVEonline Administrator

Your WEAVEonline Administrator can be contacted easily throughout the application by selecting either Password Trouble? on the login screen or Email Admin at the bottom left of subsequent screens. Either link will open your email program with the WEAVEonline Administrator’s address already completed.

Related Topics

Login Procedures
About WEAVEonline
WEAVEonline Home
General Navigation & Links
WEAVEonline is an assessment management software application that helps manage accreditation, assessment, planning and quality improvement processes for colleges and universities. WEAVEonline collects and manages data for each of the areas below and uses these data to create reports.

- **Mission / Purpose**
- **Goals**
- **Outcomes / Objective**
  - Associations between Outcomes/Objectives and
    - Goals,
    - Standards,
    - Strategic Plans, General Education / Core Curriculum, and Institutional Priorities
    - Designation as Student Learning or Non-Student Learning
- **Measures**
  - Type of Measure (Source of Evidence)
  - Relationships between Measures and Outcomes/Objectives
- **Achievement Target** (for each Measure-Outcome/Objective pair)
- **Assessment Results / Findings** (for each Measure-Outcome/Objective pair)
  - Determination if the assessment result / finding meets, partially meets, or does not meet expectations
- **Action Plans Developed to Improve Future Results**
  - Status of Action (planned, in-progress, finished, on-hold, terminated)
  - Target Date (month/year date)
  - Target Date Description (ex. Fall 2010)
  - Priority (high, medium, low)
  - Responsible Person/Group
  - Additional Resources Needed
  - Budget Amount Requested (dollar amount)
- **Analysis Questions Responses** (questions are developed at your institution)
- **Annual / Special Report Responses** (prompts are developed at your institution)

Related Topics
About Help
WEAVEonline Home
Login
General Navigation & Links
Admin Tools
Assessment
Reports
Mapping
Home Tab

WEAVEonline Home

The Home Page is the main entrance into the WEAVEonline application and is comprised of the following:

Main Navigational Bar

Use the top tabs and their subsequent drop down menus to setup the application (Admin Tools), enter assessment data (Assessments), run reports (Reports), and to logout of the application (Logout). The available menu tabs are determined by each users' roles (ex. only WEAVEonline Administrators and Entity Administrators will see the Admin Tools tab) and by the Cycle & Entity Selections.

Cycle & Entity Selection

You may make your Cycle & Entity Selection on the Home Tab or within the Assessment tab.

News Items

- **Local News**: Campus specific deadlines, workshops, new resources, links, etc. are posted by your WEAVEonline Administrator and maintained through Admin Tools > Local News Items.

- **WEAVEonline News**: News and information from Centrieva Corporation for all subscribers.

Related Topics

- General Navigation & Links
- Login Information
- About Help
- About WEAVEonline
- Admin Tools
Login Information

INFORMATION NEEDED

In order to successfully login to WEAVEonline you must know your:

- WEAVEonline ID
- Temporary Password
- URL for the login page of your institution’s WEAVEonline Application

Please contact your WEAVEonline Administrator if you need any of the above information.

ABOUT THE LOGIN PAGE

The login page will display a welcome sentence that includes the name of your institution. If this is not the case, recheck the address entered into your browser. Once you have reached the login page:

- **Bookmark the login page:** Bookmarking pages past the login will not return you to the correct location. The correct login page will have the name of your institution in the 'welcome' line.

- **WEAVEonline ID:** Your WEAVEonline ID it is a unique identifier at your institution, such as the first part of your email address (example: jdoe as part of jdoe@yourcoll.edu). Check with your WEAVEonline Administrator for instructions.

- **Password:** During your first login, you will need to enter a password. This is a temporary password that you will reset during the login process. Check with your WEAVEonline Administrator for instructions.

- **Reset Password:** If you have forgotten your password, Reset Password sends a new temporary password to your email address.

- **Change Password:** Use this link if you wish to change your permanent password.

- **Password Trouble?** Clicking Password Trouble creates a blank email within your e-mail program, addressed to your WEAVEonline Administrator. If you experience issues on the login page you should contact your WEAVEonline Administrator.

- **Browser Information:** The browsers currently supported by WEAVEonline are listed at the bottom of the screen. Using these browsers will ensure appropriate functionality throughout the application.

WELCOME DBUSER?

If the welcome sentence ever states, "Welcome DB User...", please recheck your WEAVEonline Web Address (URL), making sure to include the abbreviation for your institution.

WEAVEonline Administrator

Your WEAVEonline Administrator can be contacted easily throughout the application by selecting either Password Trouble? on the login screen or Email Admin at the bottom left of subsequent screens. Either link will open your email program with the WEAVEonline Administrator’s address already completed.
Related Topics

WEAVEonline Home
General Navigation & Links
User Information
General Navigation & Links

**NAVIGATION BAR**

The tabs that display within the top navigational bar are tailored for your specific role(s) within the application.

1. **Home**: A news & information page.
2. **Admin Tools**: Only WEAVEonline Administrators, Entity Administrators, Group Owners, and Curriculum Map Owners have access to this area. Administrative functions such as creating and modifying users, entities, and other options are maintained within this tab of the application.
3. **Assessments**: All assessment data is entered/managed within this top navigational bar.
4. **Reports**: The final step in the assessment process is to run reports.
5. **Logout**: The official means of exiting the application.

**Note**: All tabs are not visible to all users. Contact your WEAVEonline Administrator if you have questions.

**GENERAL NAVIGATION**

Use the following buttons to expand or collapse individual or multiple subsets.

- Expands all subsets
- Collapses all subset
- Expands/collapses individual subsets

**LINKS**

General links and links that are available for customizing are located at the bottom of each screen. All customizable links are maintained in Admin Tools > Member Information.

1. **Privacy & Accessibility**: General information regarding privacy and accessibility. Each link opens in a new window.
2. **Email Admin**: This customizable link opens your email application with the address of your campus WEAVEonline Administrator pre-filled in the ‘To:’ field.
3. **Campus Home Page**: This customizable link for your campus home page opens in a new window.
4. **Campus Assessment Website**: This customizable link for your campus assessment website opens in a new window.

**Related Topics**

Admin Tools
User Roles
Admin Tools Tab

ADMIN TOOLS

WEAVEonline Administrators, Entity Administrators, Group Owners, and Curriculum Map Owners have access to the Admin Tools area. Administrative functions such as creating and modifying users/roles, entities, and other options are maintained within this area of the application. General Users will not have access to Admin Tools and will instead focus upon the Assessment and Reports tabs.

The following sections are in Admin Tools:
- Member Information
- Cycle Information
- User Information
- Entity Tree
- User Information
- Strategic Plans
- Institutional Priorities
- General Education/Core Curriculum
- Standards - Groups
- Standards
- Local News Items
- Analysis Questions
- Annual/Special Reporting
- Mapping

Related Topics

About WEAVEonline
Login Information
WEAVEonline Home
General Navigation & Links
# Member Information

1. The Member Information page displays your institution's application profile information.
2. Click on ![Edit](edit.png) to make changes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Name</td>
<td>Displays within the header of each page of the application</td>
<td>required</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>The abbreviation for the member that is used in the URL for the application</td>
<td>required, cannot be edited</td>
</tr>
<tr>
<td>Subscriber's Website URL</td>
<td>Primary website for the institution</td>
<td>required</td>
</tr>
<tr>
<td>WEAVEonline Administrator's Email</td>
<td>An email address generated by the subscribing institution to be used by campus WEAVEonline users requesting assistance with the application. Emails should be received by, and responded to, by the WEAVEonline Administrator(s). Email links exist on the login page (Password Trouble?) and on every page of the application (Email Admin)</td>
<td>required</td>
</tr>
<tr>
<td>Assessment Website URL</td>
<td>Website address for campus assessment office or another important area. Displays on the bottom of each page of the application</td>
<td>optional</td>
</tr>
<tr>
<td>Text for Assessment Website Link</td>
<td>Label for the Assessment Website link.</td>
<td>optional</td>
</tr>
<tr>
<td>Annual / Special Reporting Website URL</td>
<td>Website address for campus annual and special reporting guidelines. Link displays on the Assessments &gt; Annual/Special Reporting page of the application. Opens in a new window.</td>
<td>optional</td>
</tr>
<tr>
<td>Gen. Ed./Core Curriculum Website URL</td>
<td>Website address for campus General Education or Core Curriculum document. Link displays on the Assessments &gt; Assessment Summary &gt; Outcomes/Objectives page. Opens in a new window.</td>
<td>optional</td>
</tr>
<tr>
<td>Strategic Plan Website URL</td>
<td>Website address for campus Institutional Strategic Plan document. Link displays on the Assessments &gt; Assessment Summary &gt;</td>
<td>optional</td>
</tr>
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</table>
### Outcomes/Objectives page
Opens in a new window.

<table>
<thead>
<tr>
<th><strong>Institutional Priorities Website URL</strong></th>
<th>Website address for campus Institutional Priority document. Link displays on the Assessments &gt; Assessment Summary &gt; Outcomes/Objectives page. Opens in a new window.</th>
<th>optional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approve Plans? (applies to all entities)</strong></td>
<td>Check this box if entities require higher-level (or committee) approval of assessment plans for Mission/Purpose, Goals, Outcomes/Objectives, and/or Measures.</td>
<td>optional</td>
</tr>
<tr>
<td><strong>Authentication Method</strong></td>
<td>Authentication via a single sign on process is an option. Currently WEAVEonline supports Shibboleth, CAS, and LDAP. Contact WEAVEonline support for more details.</td>
<td>optional, cannot be edited</td>
</tr>
<tr>
<td><strong>Current Status</strong></td>
<td>Field indicates whether the application is in the pre-production pending setup stage (access limited to Home &amp; Admin Tools) or is in full production (full access).</td>
<td>cannot be edited</td>
</tr>
</tbody>
</table>

### Related Topics
Admin Tools
Cycle Information

EDITING A CYCLE

1. Click **Edit** in the far right column of the Cycle Information table, if you need to modify a cycle. Please keep in mind that:
   - Cycles should be added only as needed.
   - A cycle cannot be deleted.
   - A member's initial WEAVEonline application is generated with one cycle. Please do not add a new cycle while in the **Pre-Production-Pending Setup** stage.
   - You may find it easiest to have only one cycle open as your institution begins using WEAVEonline.

2. Click **Update** when you are done editing or **Cancel** if you do not want your changes to be saved.

ABOUT CYCLES

1. A cycle consists of:
   - **Cycle Start Date**: The date in which an assessment cycle begins (ex. 9/1/2009)
   - **Cycle End Date**: The date when an assessment cycle ends (ex. 8/31/2010)
   - **Cycle Display**: The visual representation of this time period (2009-2010)
   - **Editable Status**:
     - **Checked** = Editable: Users with read/write privileges will be able to modify all data within this cycle.
     - **Unchecked** = Ineditable: Users with read/write privileges will not be able to modify data that exist in this cycle only, including: Findings, Analysis Questions/Annual Report Responses, and specific items (ex. Goal, Outcome/Objective, etc.).
     - **Note**: If a Mission, Goal, Outcome/Objective, Measure, Achievement Target, Measure, or Action Plan is active in any editable cycle, they can be edited even when Editable is unchecked.

2. Cycle rows are color coded:
   - **Blue** = current cycle
   - **Yellow** = previous cycle
   - **Grey** = all cycles prior to the previous cycle
   - **White** = cycles chronologically after the institutional current cycle

SET INSTITUTIONAL CURRENT CYCLE

If your institution has more than one editable cycle, this feature allows you to control the default cycle that users enter.
1. Click ‘Set Institutional Current Cycle’
2. Choose the Institutional Current Cycle from the drop down list.
3. Click ![Save](Image)
4. Note that the Institutional Current Cycle now has a blue background, and any cycles that have dates more recent than the Institutional Current Cycle will have a white background.
5. **Note:** The Institutional Current Cycle must be *Editable*.

**Related Topics**

Creating a New Cycle
Creating a Back Cycle
**Adding New Cycles**

**CREATING A NEW CYCLE**

To add a new, next *Cycle*:

1. **Note:** A cycle cannot be deleted

2. Click on the **Add Cycle** link just below the cycle information display.

3. Enter data for the new cycle:
   - **Cycle Start Date:** should not fall within the dates of any other cycle.
   - **Cycle End Date:** should not fall within the dates of any other cycle.
   - **Cycle Display:** can show overlap, e.g., 2008-2009 after 2007-2008
   - **Editable:** Should remain checked if you want to work in the cycle.

4. Click **Save** to finish the cycle set-up or click **Cancel** to abandon your changes.

**Copying Associations**

1. If an entity appears in more than one cycle, this button will be at the top right of the screen after the first cycle.
   a. When a new cycle has been opened, all items (Goals, Outcomes/Objectives, Measures, and Achievement Targets) that are active will be visible.
   b. Clicking will:
      - **Revive relationships** between Outcomes/Objectives and Measures; thereby reviving relationships with Achievement Targets and Action Plans.
      - Clicking this button will also bring forward any Assessment Results/Findings from the previous cycle (read only) so the historical data can be referred to easily.

2. Remember that the Goals, Outcomes/Objectives, Measures, and Achievement Targets you see in the new cycle depend on the Active through Cycle dates set for each of these assessment elements.
   - If you do not see the set of elements you expected, go back to the previous cycle and reset cycles as necessary.
   - If you wish the information to be available indefinitely choose "Keep Active".
   - If you wish for the data to have existed in the previous cycle only, the Established in Cycle and Active through Cycle dates will be identical.

**Related Topics**

Creating a Back Cycle
Set Institutional Current Cycle
Outcomes/Objectives
CREATING A BACK CYCLE

If your new cycle will be a Back Cycle to enter historical data:

1. Click on Add Cycle at the bottom left of the cycles area.

2. Enter data for the new cycle:
   - Cycle Start Date should not fall within the dates of any other cycle.
   - Cycle End Date should not fall within the dates of any other cycle.
   - Cycle Display can show overlap, e.g., 2005-2006 before 2006-2007
   - Editable? should remain checked if you want to work in the cycle.

3. Click Save to finish the cycle set-up.

4. In Admin Tools | Entity Tree Expand your current Entity Tree to show all active and inactive entities and copy/paste to MS Word. Print if desired.

5. Right-click on each of the entities you identified above and edit the 'Established in Cycle' to your back cycle. This includes any inactive entities. This step is critical for those entities you want in your back cycle.

6. Before you leave the Entity Tree, create any desired entities not already in the tree and make sure their 'Established in Cycle' and 'Active through Cycle' dates are accurate.

Related Topics
Cycle Information
Creating A New Cycle
Entity Tree

ABOUT THE ENTITY TREE

The Entity Tree shows the hierarchy of the individual organizational units (entities) within WEAVEonline. The placement of entities within the tree has an effect on the inheritance of Strategic Plan items and User Roles.

- WEAVEonline uses the term 'entity' to name the objects within the Entity Tree.
- The Entity Tree legend is as follows:
  o Black type: Academic Entity that can enter data.
  o *Black type (Italics)*: Administrative Entity that can enter data.
  o **Bold Black type**: Academic Entity that cannot enter data.
  o **Bold Black type (Italics)**: Administrative Entity that cannot enter data.
  o Note: The legend can be viewed within help’s quick reference section.
- Hovering over an entity will show the established date for that entity.
- Clicking on an entity will open a description box for this entity (entity name, established date, etc.) as well as a series icons for modifying the entity, adding additional entities, working with roles for this entity, and isolating areas of the tree as you work. For more details see Building & Editing the Entity Tree.
- Right-clicking an entity automatically displays the icons available for the entity without the description box. For more details see Building & Editing the Entity Tree.
- Most often, the Level 1 (Institution) entity in the tree will be the institution itself. This Initial Entity came directly from your WEAVEonline Setup. If you need to edit this entity please see Editing the Entity Tree.
- Roles can be viewed, added, and edited via the Entity Tree. For more information see View/Edit Roles by Entity.
- There are seven levels available in WEAVEonline for building your hierarchy. Consider each level to be similar to the following representation:

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
<th>Level 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Top Executive Area</td>
<td>Subordinate Executive Area</td>
<td>Major Area (College/Division)</td>
<td>Other Area (School/Subdivision)</td>
<td>Department</td>
<td>Program</td>
</tr>
</tbody>
</table>

- Notes:
  - Entities of a higher level must be positioned under entities of a lower level. In other words, a Level 6 entity (Department) cannot be the parent of a Level 4 entity (College).
  - Only entities at Level 7 can be associated with Standards - Groups.
  - Adding entities that are not assessable allows more flexibility later on when assigning roles to users, adding Strategic Plans at lower level entities, and when managing Standards.
  - Deleting an entity is permanent. This entity and all data associated with this entity will be lost.
Related Topics
Building & Editing the Entity Tree
Building the Entity Tree
Deleting an Entity
Editing the Entity Tree
View/Edit Roles by Entity
**Building & Editing the Entity Tree**

**BUILDING & EDITING THE ENTITY TREE**

**About Building & Editing the Entity Tree**

- A left (or regular) click on an entity will display a description box containing entity details as well as a series of available icons.

- A right click on an entity will display a drop down list of available icons without the descriptive details.

- Use these icons to:
  - Build the Entity Tree
  - Edit the Entity Tree
  - Delete an Entity
  - Add Roles by Entity
  - View/Edit Roles by Entity

**Build the Entity Tree**

1. To build the entity tree, click or right click an entity already present in the tree and choose:
   - To add an entity at a subordinate level (the new entity will be a 'child' of this entity)
   - To add an entity at the same level (the new entity will be a 'sibling' of this entity)

2. For each new entity, provide the following descriptive information:
   - **Entity Name:** Describe a function or structure within your institution not the person leading that area.
• **Entity Level:** Select from a pull-down menu – do NOT worry if the *Entity’s Levels* are not the same as levels you originally envisioned for your structure. Any level can have *assessment* data entry (see ’Will it Be Assessed?’ below)

• **Established in Cycle:** Select the *cycle* in which to establish this new entity.

• **Active through Cycle:** Select the cycle through which you wish to have this entity active through. Choosing the same cycle for Established and Active Through will create an entity that only exists in that one cycle.

• **Will It Be Assessed?:** Check this box if *assessment* data will be entered for this entity.

• **Main Focus on Learning Outcomes?:** Check this box if this entity is an academic entity focusing mainly on student learning outcomes/objectives. Leave this box unchecked if this is an administrative type entity.

• **Degree Type (if academic program):** Select from a pull-down menu. Describes the type of credential (if any) awarded students who complete the program.

• **Hide Goals?:** Check if *goals* are not normally used in the entity’s assessment process

3. Once the information above has been entered you may press:

   - to Save this entity

   - to Add another entity at this same level (a sibling) and with the same parent entity

   - to Cancel and Exit the editing process. No changes will be saved.

4. **Notes about building the Entity Tree:**

   • Entities of a higher level must be positioned under entities of a lower level. In other words, a Level 6 entity (Department) cannot be the parent of a Level 4 entity (College).

   • Only entities at Level 7 can be associated with *Standards Groups.*

   • Adding entities that are not assessable allows more flexibility later on when assigning *roles* to users, adding Strategic Plans at lower level entities, and when managing *Standards.*

**EDIT THE ENTITY TREE**

1. **Select an Entity:** Right or left click an entity you wish to edit.

2. **Choose the appropriate Icon and make changes as needed:**

   - Edit the descriptive details for this entity then choose:

     - to Save

     - to Cancel and exit the editing process. No changes will be saved.

     - Add a new entity at a lower level (see Build the Entity Tree)

     - Add a new entity at the same level (see Build the Entity Tree)
- Cut entity (to reposition to new location)
- Paste (final step of cut/paste process)
- View/Edit Roles for this entity (see Add Roles by Entity and View/Edit Roles by Entity)
- Isolate a branch of the entity tree (scroll up to view isolated area, choose Admin Tools/Entity Tree to return)
- Close description box

**Note:** Only the tools appropriate to this entity will be displayed.

3. **Repositioning Entities:** There are two options for repositioning entities in the tree.
   a. **Drag & Drop:** Entities can be repositioned within the tree by using drag/drop capabilities. Hover over the entity you wish to move, click and hold your mouse button, drag your mouse until the new parent of the entity is highlighted, then drop (let go of the mouse button). The entity is now in its new position.
   b. **Cut & Paste:** Entities can also be repositioned using cut/paste:
      i. Select \(\text{卿} \) to cut an entity from a location on the tree (this is step one of cutting/pasting).
      ii. Choose the new ‘parent’ of the entity with a regular click, then press the paste icon \(\text{卿} \) (this is step two of cutting/pasting).
      iii. Select \(\text{卿} \) to close a dialog box.

### DELETE AN ENTITY

Entities can be deleted if they were entered in error:

1. **Select an Entity:** Right or left click an entity whose roles you wish to view or edit.
2. **Edit:** Select \(\text{卿} \), the description box opens.
3. **Select Delete:** Choose \(\text{卿} \) at the bottom of the box.
4. **Read Disclaimer:** A disclaimer is displayed. Please read this carefully.
5. **Agree:** Agree to the disclaimer. Deletions are permanent and all data associated with this entity in every cycle will be deleted and cannot be recovered.
6. **Click Permanently Delete.** We cannot recover deleted entities.

### ADD ROLES BY ENTITY

To add a new role to this entity:

1. **Select an Entity:** Right or left click an entity whose roles you wish to view or edit.
2. **View/Edit Roles:** Select \(\text{卿} \). A role grid is displayed.
3. **Add Role:** Click \(\text{卿} \) at the bottom left of the role grid.
4. **Make Selections:** A blank row is generated at the top of the role grid:
   - **User:** Select a user from the drop down list.
   - **Role:** Select a role from the drop down list.
   - **Inherited From:** N/A will be displayed in this column as the role originates at this entity.
   - **Apply to Lower Levels?** Make a determination regarding the inheritance of this user's role to subordinate entities.
     - 'Yes': The inheritance of this role to subordinate entities is allowed;
     - 'No': The inheritance of this role to subordinate entities is not allowed.

5. **Choose:**
   - **Insert** - to insert the new role.
   - **Cancel** - to Cancel and exit the process. No changes will be saved.

**VIEW/EDIT ROLES BY ENTITY**

To view or edit user roles by entity:

1. **Select an Entity:** Right or left click an entity whose roles you wish to view or edit.

2. **View/Edit Roles:** Select.

3. **Review Role Grid:** A role grid for the chosen entity will display with the following:
   - **User:** The name (last name, first name) of all users that have been associated with the chosen entity.
   - **Role:** The assigned role for each user.
   - **Inherited From:** If the role originated from a higher-level parent entity, this 'Inherited From' entity will be displayed. If the role originated at this level a '---' will be displayed.
   - **Apply to Lower Levels?** A designation is given regarding the inheritance of this role to subordinate entities. For users whose role was inherited from a higher-level parent entity a '---' is displayed.
     - 'Yes': The inheritance of this role to subordinate entities is allowed;
     - 'No': The inheritance of this role to subordinate entities is not allowed
     - '---': The role is inherited. Editing the inheritance must be completed at the originating entity.
   - **Options:** The final column will contain additional options such as 'Edit', 'Remove', 'Save', and 'Cancel'.
   - **Please Note:** Users with combination roles are listed in separate rows.
   - **Please Note:** The User column and the Role column can be used alone or in tandem to sort the grid.

4. **Choose:**
   - **Edit** - to edit inheritability. Select either 'yes' or 'no' radio button to allow or disallow inheritability.
**Save** - to save changes to inheritability.

**Remove** - to remove the association between this user and this role. This user will no longer have access to this entity.

**Cancel** - to Cancel and exit the editing process. No changes will be saved.

### Related Topics
- Entity Tree
- User Information
- View/Edit User Roles by User
- Role Chart
User Information

ABOUT USER INFORMATION

- The User Information page has three tabs: Task Options, User Profile and User Roles.
- Task Options is the default User Information page. Moving to subsequent pages, where User Profiles or User Roles are viewed and edited requires action on this page.
- In General
  - Task Options allows you to Add New Users or Find Users.
  - Once a user is located you may then View/Edit their User Profile or View/Edit their User Roles.

<table>
<thead>
<tr>
<th>Task Options</th>
<th>User Profile</th>
<th>User Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a User</td>
<td>View/Edit User Profile</td>
<td>View/Edit User Roles</td>
</tr>
</tbody>
</table>

Find a User
- Find a User to Edit or assign Roles
- Find all Users with a particular Role
- View a User List

ADD A USER

To add one or more new users, begin on the Task Options tab:

1. **Choose Task Option**:
   a. ☑ Add a User
   b. The screen refreshes to the User Profile page.

2. **Enter Data**: For each user, WEAVEonline collects the following profile information (* = required):
   - **First Name***
   - **Last Names***
   - **WEAVEonline ID***: A unique identifier for the user. This is often the first part of the user’s email address and is not case sensitive.
   - **Password***: A temporary single-use password for a user to reset (4-10 characters).
   - **Confirm Password***: Reenter the password. This ensures accuracy when entering the password.
     - **Please Note**: The password fields default to ten or six characters ( * or ●) after saving. They do not indicate actual password length.
   - **Email Address***: A full email address.
   - **Primary Phone**: Phone number for attempting to contact the user.
Admin Tools Tab

- **Secondary Phone**: Second/alternate phone number
- **Time Zone**: Time Zone for this user
- **Active Status**: The status defaults to checked (active). If not checked, the person will no longer have access to WEAVEonline. This status is set for the current cycle only. Users with access to an entity that only exists in a prior cycle will not be able to enter the application.

3. **Choose**:

   - to Save this user and to move on to other tasks.
   - to Save this user and add additional users.
   - to Cancel the current action. No changes will be saved.

**FIND A USER**

To view, edit or modify a user's profile or roles you must first **Find a User** via the **Task Options tab**:

1. **Choose a Task Option**: You may choose to find a user by name/ID, by role, or view the entire user list.
   
   a. **Find a User to Edit or assign Roles**
      1. The screen refreshes with additional options
      2. Type in the first few characters in any or all of the following fields:
         - **First Name**
         - **Last Name**
         - **WEAVEonline ID**
      3. Click
   
   b. **Find all Users with a particular Role**
      1. Select a Role from the drop down list
      2. Click
   
   c. **View a User List** The screen refreshes with additional options. Choose which users you would like to display
      1. **Active** - users that can have access and roles in current cycle
      2. **Inactive** - users that lacks access in the current cycle
      3. **All** - all users, both active and inactive

2. **Locate User**: A table is displayed with all matches:

   - The final column of each user's row includes links to the users' Profile and Roles.
   - By default the table is sorted by last name. The table can also be sorted by WEAVEonline ID, First Name, Email Address, Logins, and Last Login. A first click sorts A-Z, the second click sorts Z-A, and the third click removes the sort.
   - If the number of matches exceeds 25, the table is displayed in pages. Tools on the bottom of the table allow you to adjust the number of records displayed per page and allow you to move from page to page.
3. **View/Edit Profiles or Roles**: In the same row of the user, choose to either Profile (to view or edit user information) or Roles (to view or edit user roles).

**VIEW/EDIT USER PROFILE**

1. **Find a User**: Use one of the Task Options above to find a user.

2. **Select Profile**: Click on **Profile** in the final column of the user table if you wish to view or edit a user's information.

3. **View/Edit User Profile**:
   a. General user information is displayed:
      - First Name
      - Last Names
      - WEAVEonline ID
      - Password
      - Confirm Password
      - Email Address
      - Primary Phone
      - Secondary Phone
      - Time Zone
      - Active Status
   
   b. In addition to the data entered when adding a user, additional audit information is displayed:
      - **Last Modified By**: Name last person to modify this user's information
      - **Created By**: Name of person who created this user's information.
      - **Last Password Changed**: defaults to 1/1/0001 12:00:00 AM until a password change at the first actual login.
      - **Last Login**: defaults to 1/1/0001 12:00:00 AM until the first actual login date.
      - **Login Count**: Sum of all visits by this user.
   
   c. Click **Edit** to make changes to this user's information.
      - **Reset a Password**: You may reset a password for a user.
         i. Modify the Password and Confirm Password fields to a new temporary password.
         ii. After saving, the user will be prompted to change their password upon login.
   
   d. Choose:
      - **Save** - to Save changes.
      - **Cancel** - to Cancel the current action. No changes will be saved.

**VIEW/EDIT USER ROLES**
1. **Find a User:** Use one of the Task Options above to find a user.

2. **Select Roles:** Click on Roles in the final column of the user table if you wish to add, view or edit a user's Roles.

3. **View/Edit User Roles:**
   a. The screen will refresh to the User Roles page and display the *Entity Tree*.
   b. The selected user's roles are shown in contrasting type beneath each entity (if present).

   c. Hover over a role to view *inheritance* information (if applicable).
   d. Click an entity to see the **Role Definition/Inheritance Chart**. This chart shows user roles defined at the selected entity, inherited roles, and any additional available roles. See the Role Chart for more information about roles, combining roles, access for the different roles.

   e. Choose:

   ![Role Chart Example]

   - to add a role.

   - Inheritance is allowed. This role will be inherited by subordinate entities. You must be at the originating entity in order to edit inheritance. Click on the arrow to change between allowing and cancelling inheritance.

   - Inheritance is cancelled. This role will not be inherited to subordinate entities. You must be at the originating entity in order to edit inheritance. Click on the arrow to change between allowing and cancelling inheritance.

   - to delete a role

   f. The changes are saved automatically.

**Related Topics**

- Entity Tree
- Role Chart
# Role Chart

<table>
<thead>
<tr>
<th>Role</th>
<th>Possible Role Combinations:</th>
<th>Top Navigation Options</th>
<th>Admin Tools Menu Options</th>
<th>Mapping Menu Options</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEAVEonline Administrator (Read-Write Access)</td>
<td>n/a</td>
<td>all</td>
<td>all</td>
<td>all</td>
<td>This role includes all privileges; no other roles should be assigned. An individual user with a WEAVEonline Administrator role is expected to be associated with all entities, including inactive entities.</td>
</tr>
<tr>
<td>Entity Administrator (Read-Write Access)</td>
<td>n/a</td>
<td>all</td>
<td>User Information (but cannot inactivate users) Strategic Plans Standards - Groups Standards</td>
<td>all</td>
<td>An individual user with an Entity Administrator role cannot have other role assignments for the same entity. Can assign all roles except WEAVEonline Administrator, Entity Administrator, and Data Upload.</td>
</tr>
<tr>
<td>Entity - Write &amp; Review (Read-Write Access)</td>
<td>Group Owner&lt;br&gt;Map Owner</td>
<td>Home Assessment Mapping Reports</td>
<td>n/a</td>
<td>Configure Map View Create Snapshot Map Archive</td>
<td>Use this role for the typical WEAVEonline user who will enter assessment data for assigned entities.</td>
</tr>
<tr>
<td>Entity - Read Only (Read-ONLY Access)</td>
<td>Group Owner&lt;br&gt;Map Owner</td>
<td>Home Assessment Mapping Reports</td>
<td>n/a</td>
<td>Configure Map View Map Archive</td>
<td>Can see an entity's entries in Read-ONLY mode.</td>
</tr>
<tr>
<td>Approver (Combined Access, see comments)</td>
<td>Group Owner&lt;br&gt;Map Owner</td>
<td>Home Assessment Mapping Reports</td>
<td>n/a</td>
<td>Configure Map View Map Archive</td>
<td>Can see entity's entries in Read-ONLY mode, but enter approval and related comments with Read-Write privileges in the approval fields</td>
</tr>
<tr>
<td>Group Owner (Read-Write Access)</td>
<td>Entity - Write &amp; Review&lt;br&gt;Entity - Read Only&lt;br&gt;Approver&lt;br&gt;Map Owner</td>
<td>Home Admin Tools Standards - Groups Standards</td>
<td>n/a</td>
<td></td>
<td>This role is limited to creating groups and the standards for those groups. No access to Assessment unless combined with another role</td>
</tr>
<tr>
<td>Map Owner (Read-Write Access)</td>
<td>Entity - Write &amp; Review&lt;br&gt;Entity - Read Only&lt;br&gt;Approver&lt;br&gt;Group Owner</td>
<td>Home Mapping</td>
<td>n/a</td>
<td>Analysis Approaches Courses/Experiences Outcomes/Objectives GE/Core Curriculum Configure Map View Map Archive</td>
<td>This role is limited to creating and updating mapping function for assigned entities. No access to Assessment unless combined with another role</td>
</tr>
<tr>
<td>Role</td>
<td>Access</td>
<td>Home</td>
<td>Reports</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------</td>
<td>------</td>
<td>---------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>External Reviewer</td>
<td>Read-ONLY Access</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Data Upload</td>
<td>Read-Write Access</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Related Topics**

- Entity Tree
- User Information
Strategic Plans

ABOUT STRATEGIC PLANS

- **Strategic Plan** elements are entered within the Admin Tools Tab and are associated with Outcomes/Objectives within the Assessment Tab.
- The elements are entered by entity and are inherited to all subordinate entities. That is, a strategic plan from a higher-level entity will apply to and appear for lower-level entities in that same line.
- Each element has an *Established in Cycle* and an *Active through Cycle* date. Use these dates to control in which cycle each element should appear.
- Any entity in your tree can have 'strategic plan' type elements that apply to their entity and its subordinates.
- A Strategic Plan can also have infinite levels (depth).
- Each element can consist of 500 characters.
- Only subordinate elements can be associated with Outcomes/Objectives. In the example below, only 1.1 and 1.2 can be associated with an Outcome/Objective.

**Example:**

1. Increase Enrollment
   1.1 Graduate Enrollment
   1.2 Undergraduate Enrollment

CREATE A STRATEGIC PLAN

To create a strategic plan:

1) **Select Entity:** Click on the entity for which you want to enter Strategic Plan elements.
2) **Add SP:** Click 🔗 Add SP
3) **Add SP Details:** In the Strategic Plan data entry box, add:
   a) **Code:** The ordinal number (0, 1, 2) used to organize the elements
      i) Only numbers are allowed in this field, no letters, characters, or decimal points
      ii) The code is always the digit furthest to the right in the displayed item number.

<table>
<thead>
<tr>
<th>Code</th>
<th>Item Display (Code &amp; Description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Increase Enrollment</td>
</tr>
<tr>
<td>1</td>
<td>1.1 Graduate Enrollment</td>
</tr>
<tr>
<td>2</td>
<td>1.2 Undergraduate Enrollment</td>
</tr>
</tbody>
</table>

   b) **Description:** The description for the first Strategic Plan element.
4) **Choose:** After the details have been entered choose:
Admin Tools Tab

5. **Continue to Create Elements**: After the first element appears on the screen you may edit or continue add elements.

   - **Add a new, next element.**
   
   - A left (or regular) click on an element will display a description box containing details as well as a series of available icons.
   
   - A right click on an element will display a drop down list of available icons without the descriptive details.
   
   - Use these icons to:
     - **Edit the Code, Description, or Established in or Active through date of the elements.** Then **Save** and **Edit** as necessary.
     - **Add a new element at a lower level**
     - **Add a new element at this level**

6. **Repositioning Elements**:
   
   a. **Drag & Drop**: Elements can be repositioned within the list by using drag/drop capabilities. Hover over the entity you wish to move, click and hold you mouse button, drag your mouse until the new parent of the element is highlighted, then drop (let go of the mouse button). The entity is now in its new position. Alternately you may also move your mouse near the hierarchy connection lines to view a dotted guideline. This guideline will allow you to place an element between entities or at the uppermost point of the list.

**Related Topics**

Assessment Summary
Outcomes/Objectives
Reports
General Education/Core Curriculum

ABOUT GENERAL EDUCATION/CORE CURRICULUM

- **General Education/Core Curriculum** elements are entered within the Admin Tools Tab and are can be associated with ALL Outcomes/Objectives within the Assessment Tab.
- Each element has an *Established in Cycle* and an *Active through Cycle* date. Use these dates to control in which cycle each element should appear.
- The General Education/Core Curriculum list can also have infinite levels (depth).
- Each element can consist of 500 characters.
- Only subordinate elements can be associated with Outcomes/Objectives. In the example below, only 1.1 and 1.2 can be associated with an Outcome/Objective.

**Example:**

1. Increase Enrollment
   - 1.1 Graduate Enrollment
   - 1.2 Undergraduate Enrollment

ADDING A GENERAL EDUCATION/CORE CURRICULUM ITEMS

1. **Add First Element:** Click ![Add GE/CC](Add GE/CC)
2. **Add Details:** In the data entry box, add:
   a. **Code:** The ordinal number (0, 1, 2) used to organize the elements
      - Only numbers are allowed in this field, no letters, characters, or decimal points.
      - The code is always the digit furthest to the right in the displayed item number.
      - ![Code Table](Code Table)
   b. **Description:** The description for the first element.
   c. **Choose:** After the details have been entered choose:
      - ![Save](Save) - to Save this element.
      - ![Save + Add](Save + Add) - to Save this element and add additional elements at this level.
      - ![Cancel](Cancel) - to Cancel and exit the editing process. No changes will be saved.
3. **Continue to Create Elements**: After the first element appears on the screen you may edit or continue to add elements.

- Add a new, next element.

- A left (or regular) click on an element will display a description box containing details as well as a series of available icons.

- A right click on an element will display a drop down list of available icons without the descriptive details.

- Use these icons to:
  - Edit the Code, Description, or Established in or Active through date of the elements. Then as necessary.
  - Add a new element at a lower level
  - Add a new element at this level

4. **Repositioning Elements**:
   a. **Drag & Drop**: Elements can be repositioned within the list by using drag/drop capabilities. Hover over the entity you wish to move, click and hold you mouse button, drag your mouse until the new parent of the element is highlighted, then drop (let go of the mouse button). The entity is now in its new position. Alternately you may also move your mouse near the hierarchy connection lines to view a dotted guideline. This guideline will allow you to place an element between entities or at the uppermost point of the list.

**Related Topics**

- Assessment Summary
- Outcomes/Objectives
- Reports
Institutional Priorities

ABOUT INSTITUTIONAL PRIORITIES

- **Institutional Priority** elements are entered within the Admin Tools Tab and are can be associated with ALL Outcomes/Objectives within the Assessment Tab.
- Each element has an **Established in Cycle** and an **Active through Cycle** date. Use these dates to control in which cycle each element should appear.
- The Institutional Priority list can also have infinite levels (depth).
- Each element can consist of 500 characters.
- Only subordinate elements can be associated with Outcomes/Objectives. In the example below, only 1.1 and 1.2 can be associated with an Outcome/Objective.

**Example:**

1. Increase Enrollment
   
   1.1 Graduate Enrollment
   
   1.2 Undergraduate Enrollment

ADDING INSTITUTIONAL PRIORITY ITEMS

1. **Add First Element:** Click .
2. **Add Details:** In the data entry box, add:
   
   a. **Code:** The ordinal number (0, 1, 2) used to organize the elements
      
      - Only numbers are allowed in this field, no letters, characters, or decimal points.
      
      - The code is always the digit furthest to the right in the displayed item number.

<table>
<thead>
<tr>
<th>Code</th>
<th>Item Display (Code &amp; Description)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Communication</td>
</tr>
<tr>
<td>1</td>
<td>1.1 Oral Communication</td>
</tr>
<tr>
<td>2</td>
<td>1.2 Written Communication</td>
</tr>
</tbody>
</table>

   b. **Description:** The description for the first element.
   
   c. **Choose:** After the details have been entered choose:
      
      - to Save this element.
      
      - to Save this element and add additional elements at this level.
      
      - to Cancel and exit the editing process. No changes
3. **Continue to Create Elements:** After the first element appears on the screen you may edit or continue to add elements.

- **Add a new, next element.**

- A left (or regular) click on an element will display a description box containing details as well as a series of available icons.

- A right click on an element will display a drop down list of available icons without the descriptive details.

- Use these icons to:
  - **Edit** the Code, Description, or Established in or Active through date of the elements. Then **Save** as necessary.
  - **Add a new element at a lower level**
  - **Add a new element at this level**

4. **Repositioning Elements:**

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**Related Topics**

Assessment Summary
Outcomes/Objectives
Reports
Standards - Groups

ABOUT STANDARDS - GROUPS

- This page allows you to create groups and determine which entities should be held to the standards each group. An example might be the creation of a Group called ABET. The undergraduate engineering entities would then be associated with this group.
- Only entities at the 7th level (ex. program) can be associated with a group.
- An entity can be associated with multiple groups.
- Each group has an Established in Cycle and an Active through Cycle date that allows this group to include different entities over time.
- Building the standards for a group takes place in Standards.

CREATE A GROUP

Creating a group is a two-step process, the first step is to name the group, the second is to associate entities with the group.

1. Name Group
   a. Select Cycle: Using the drop down list, choose the earliest cycle in which the group you are creating should exist.
   b. Add Group: Click .
   c. Add Details:
      a. Grouping Descriptions: Enter the Grouping Description (name of the group).
      b. Cycle Dates: Modify the 'Established in Cycle' and 'Active through Cycle' dates as necessary.
   d. Choose:
      - to Save
      - to Cancel. No changes will be saved.
   e. View Group: The group will now be displayed on the right side of the screen.

2. Associate Entities with Groups:
   a. Drag and Drop Entities: Pick-up entities from left and drop them on the group name on the right.
      i. Select entities from the left column by hovering over them and holding down your regular mouse key.
      ii. While holding down the regular mouse key, drag the entity to the appropriate group in the right column.
      iii. Release your mouse.
   b. View Association: The entity will now show as a member of this group.

3. Build Standards (see Standards)
Related Topics

Standards
Outcomes/Objectives
Reports
Standards

ABOUT STANDARDS

- **Standards** elements are entered within the Admin Tools Tab and are associated with Outcomes/Objectives within the Assessment Tab.
- Only entities that are associated with a particular Group will be able to associate their Outcomes/Objectives with the Standards for that Group.
- This page allows you to add or view/edit Standards for a particular Group. Groups must be created prior to adding standards. Create a Group at Admin Tools > Standards - Groups.
- Each element of a Standard has an *Established in Cycle* and an *Active through Cycle* date. Use these dates to control in which cycle each element should appear.
- Each element can consist of 400 characters.
- Only subordinate elements can be associated with Outcomes/Objectives. In the example below, only 1.1 and 1.2 can be associated with an Outcome/Objective.

**Example:**

1. Increase Enrollment
   - 1.1 Graduate Enrollment
   - 1.2 Undergraduate Enrollment

CREATING STANDARDS

1. **Select Cycle:** Select the cycle using the drop down menu.
2. **Select Group:** Select the Group from the drop down menu.
3. **Add First Element:** Click.
   a. **Add Details:** In the data entry box, add:
      i. **Code:** The ordinal number (0, 1, 2) used to organize the elements
         - Only numbers are allowed in this field, no letters, characters, or decimal points.
         - The code is always the digit furthest to the right in the displayed item number.
      
<table>
<thead>
<tr>
<th>Code</th>
<th>Item Display (Code &amp; Description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Communication</td>
</tr>
<tr>
<td>1</td>
<td>1.1 Oral Communication</td>
</tr>
<tr>
<td>2</td>
<td>1.2 Written Communication</td>
</tr>
</tbody>
</table>

ii. **Description:** The description for the first element.
iii. **Choose:** After the details have been entered choose:
- to Save this element.

- to Save this element and add additional elements at this level.

- to Cancel and exit the editing process. No changes will be saved.

3. **Continue to Create Elements**: After the first element appears on the screen you may edit or continue to add elements.

   - Add a new, next element.

   - A left (or regular) click on an element will display a description box containing details as well as a series of available icons.

   - A right click on an element will display a drop down list of available icons without the descriptive details.

   - Use these icons to:

     - Edit the Code, Description, or Established in or Active through date of the elements. Then as necessary.

     - Add a new element at a lower level

     - Add a new element at this level

4. **Repositioning Elements**:
   a. **Drag & Drop**: Elements can be repositioned within the list by using drag/drop capabilities. Hover over the entity you wish to move, click and hold your mouse button, drag your mouse until the new parent of the element is highlighted, then drop (let go of the mouse button). The entity is now in its new position. Alternately you may also move your mouse near the hierarchy connection lines to view a dotted guideline. This guideline will allow you to place an element between entities or at the uppermost point of the list.

**Related Topics**
Standards - Groups
Outcomes/Objectives
Reports
Local News Items

ABOUT LOCAL NEWS

- Local News content is displayed on the WEAVEonline Home Page.
- Users must login to the application before they can view Local News.
- All users have access to the Home page.
- Use Local News to communicate with your subscribers. For example:
  - Welcome users
  - Announcements such as upcoming deadlines, reminders, workshops/events
  - Promote new resources or links to useful websites
- News items cannot be deleted, rather you may control when they display, the display order, and edit them at any time.

ADDING NEWS ITEMS

1. **Add News**: Click + Add News Item.
2. **Enter News Details**: Insert display details.
   - **Start Date**: The day/month/year in which you want the news item to start being displayed.
   - **End Date**: The day/month/year in which you want the news item to end being displayed.
   - **Display Order**: Determine the appropriate order for your news item using ordinal numbers (1, 2, 3 etc.).
   - **News Content**: Enter news content into the text editor field.
3. **Choose**:
   - to Save this news item.
   - to Cancel and exit the editing process. No changes will be saved.

EDITING NEWS ITEMS

1. **Review Local News Grid**: Each news item is displayed in a separate row.
2. **Select News Item**: In the same line as the news item you wish to edit, select Edit from the far right column.
3. **View/Edit News Item**: Make any changes to the chosen news item.
4. **Choose**:
   - to Save changes.
- to Cancel and exit the editing process. No changes will be saved.

Related Topics
About Home
Login Information
General Navigation & Links
Analysis Questions

ABOUT ANALYSIS QUESTIONS

• This section allows the institution to ask summary/analysis questions of all entities. These questions are responded to on the Achievement Summary / Analysis page within the Assessment tab.

• Often these questions revolve around what has been learned from assessment findings, what they believe the information means for their area, and what they will do now as a result of the first two answers. Sample Questions for a campus might include the following:
  ○ What specifically did your assessments show regarding proven strengths or progress you made on outcomes/objectives?
  ○ What specifically did your assessments show regarding any outcomes/objectives that will require continued attention?

• However, an institution might also use this section in other ways. For example, this would be an excellent place to enter questions related to a program review process. Consider designating questions such as this with a [PR].

• These questions are created at your institution and maintained by the WEAVEonline Administrator.

• Please Note: Analysis Questions cannot be deleted. You may choose to edit questions that have not yet been implemented and/or modify the 'Established in Cycle' or 'Active through Cycle' dates.

• Each question has an 'Established in Cycle' or 'Active through Cycle' dates. This allows questions to be retired, and new questions generated in subsequent cycles.

ADDING ANALYSIS QUESTIONS

1. Add Question: Click Add Question.

2. Enter Details:
   a. Analysis Question: Enter the question in the text editor field. The character maximum is 512.
   b. Established in Cycle: Select the first cycle in which this question should be available to users.
   c. Active through Cycle: Select the last cycle in which this question should be available or choose 'Keep Active' to allow this question to be present in future cycles. Choosing the same cycle for Established and Active Through will create a question that only exists in that one cycle.

3. Choose:
   - to Save this question.
   - to Cancel and exit. No changes will be saved.
VIEW/EDIT OR ADD ADDITIONAL ANALYSIS QUESTIONS

1. **Continue to Create and Elements**: After the first question appears on the screen you may edit or continue to add questions.
   - Add a new, next question.
   - A left (or regular) click on a question will display a description box containing details as well as available icons.
   - A right click on a question will display a drop down list of available icons without the descriptive details.
   - Use this icon to: Edit the question or the 'Established in' or 'Active Through' dates. Then press as necessary.

2. **Reposition Elements**:
   a. **Drag & Drop**: Questions can be repositioned within the list by using drag/drop capabilities. Hover over the entity you wish to move, click and hold you mouse button down then drag your mouse near the hierarchy connection lines to view a dotted guideline. When the guideline is displayed between the appropriate questions or at the uppermost point of the list, release your mouse.

**Related Topics**
Assessment Tab > Analysis Questions
Reports
Annual / Special Reporting

About Annual/Special Reporting

- The Annual/Special Reporting section provides another area to collect data. An institution’s annual report is usually a broader document than the typical assessment report. Often its primary use is to inform a governance board or external stakeholders.
- Possible sections may include:
  - Executive Summary
  - Contributions to the Institution
  - Highlights
  - Teaching Activities
  - Research & Scholarly Activities
  - Public/Community Service
  - International Activities
  - Challenges
- Some sections, such as Executive Summary, may remain stable. Other sections, such as connections to a particular topic or geographic area, may be a focal point for a single year.
- These questions are created at your institution and maintained by the WEAVEonline Administrator.

Please Note: Annual/Special Reporting sections cannot be deleted. You may choose to edit sections that have not yet been implemented and/or modify the 'Established in Cycle' or 'Active through Cycle' dates.
- Each section has an 'Established in Cycle' or 'Active through Cycle' dates. This allows sections to be retired, and new questions generated in subsequent cycles.
- Within the Assessment > Annual/Special Reporting page you may include a link to Annual/Special Reporting Guidelines. See Member Information for more details.

Edit Annual/Special Reporting Section

1. Add Section: Click Add Section.
2. Enter Details:
   a. Add Report Section: Enter the report section prompt in the text editor field. The character maximum if 40.
   b. Established in Cycle: Select the first cycle in which this section should be available to users.
   c. Active through Cycle: Select the last cycle in which this section should be available or choose 'Keep Active' to allow this section to be present in future cycles. Choosing the same cycle for Established and Active Through will create a section that only exists in that one cycle.
3. Choose:
VIEW/EDIT OR ADD ADDITIONAL SECTIONS

1. Continue to Create and/or Edit Sections: After the first section appears on the screen you may edit or continue to add sections.
   - Add a new, next section.
   - A left (or regular) click on a section will display a description box containing details as well as available icons.
   - A right click on a question will display a drop down list of available icons without the descriptive details.
   - Use this icon to: Edit the section or the 'Established in' or 'Active Through' dates. Then press as necessary.

2. Reposition Elements:
   a. Drag & Drop: Sections can be repositioned within the list by using drag/drop capabilities. Hover over the entity you wish to move, click and hold you mouse button down then drag your mouse near the hierarchy connection lines to view a dotted guideline. When the guideline is displayed between the appropriate questions or at the uppermost point of the list, release your mouse.

Related Topics
About Mapping

The mapping feature is not yet available.

Related Topics
Assessment Tab

About the Assessment Tab

- The Assessment tab displays a drop down menu that includes all of the areas necessary for assessment data entry including:
  - Mission/Purpose
  - Goals
  - Outcomes/Objectives
  - Measures
    - Achievement Targets
    - Assessment Results/Findings
  - Action Plan Tracking
  - Achievement Summary / Analysis
  - Annual/Special Reporting
  - Document Repository

- Working from top to bottom, the first step in adding assessment data is the Mission/Purpose section.

- Goals, Outcomes/Objectives, Measures, Achievement Targets and Assessment Results/Findings are entered on the Assessment Summary page.

Related Topics

About WEAVEonline
WEAVEonline Home
General Navigation & Links
Assessment Summary
Document Repository
Reports
**Mission/Purpose**

**ADDING & EDITING A MISSION/PURPOSE**

1. **Cycle & Entity Selection:** Make your cycle and entity selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background

2. **Choose:**
   - to Add a Mission/Purpose statement if one does not already exist
   - to Edit an existing Mission/Purpose statement

3. **Enter and/or Edit data:**
   a. **Mission/Purpose:** Actual statement for the entity.
      - Character Limit: 40,000
      - This shows on the Detailed Assessment Report.
   b. **Additional Information:** Add any additional information regarding the Mission/Purpose statement for this entity. For example, how does this entity’s Mission/Purpose statement relate to the mission, goals, or priorities of the institution?
      - Character Limit: 4,000
      - This shows on the Detailed Assessment Report.
   c. **Established In Cycle:** In what cycle was this Mission/Purpose statement established?
      - This defaults to the current cycle unless a Mission/Purpose statement was created and set to ‘Keep Active’ in a previous cycle.
   d. **Active Through Cycle:** How long should this Mission/Purpose statement stay active, potentially continuing into future cycles? See note below.
      - Choosing ‘Keep Active’ will allow this Mission/Purpose statement to be viewed in future cycles.
      - Choosing a cycle string (ex. 2009 – 2010) will keep the Mission/Purpose statement active until the end of the chosen cycle.

4. **Indicate Data Entry Status:** Is your data entry ‘In Progress’ or ‘Final’?
   - If no data is entered and is clicked at the bottom of the page; the entry status will remain at ‘None’.
   - Select ‘In Progress’ if more discussions or additions are needed.
   - Select ‘Final’ if your data entry is complete.
• Status can be tracked using Audit Reports such as the Data Entry Status Overview and Data Entry Status Details. See Reports for more details.

5. **Choose:**

   - to Save this Mission/Purpose statement
   - to Cancel and exit the editing of the Mission/Purpose Statement. No changes will be saved.

5. **Additional Option:** When editing a Mission/Purpose, note that one additional option is available:

   a. **Delete:** If the Mission/Purpose was entered in error, you may delete it by choosing and then clicking the button and agreeing to the disclaimer.

   • This is a permanent deletion and will affect all cycles where this Mission/Purpose is present.
   • **PLEASE NOTE:** This button is currently only available to WEAVEonline Administrators and Entity Administrators.

**Important:** An entity can only have one Mission/Purpose statement per cycle. Editing a Mission/Purpose that exists over several cycles will update the Mission/Purpose in each of these cycles. If any changes are made from one cycle to the next, alter the ‘Active Through Cycle’ so that the Mission/Purpose is not active in the next cycle. Then create a new Mission/Purpose in that next cycle with the new wording.

<table>
<thead>
<tr>
<th>Cycle</th>
<th>08 - 09</th>
<th>09 - 10</th>
<th>10 – 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td>Est. 08-09/ Keep Active</td>
<td>Est. 08-09/ Keep Active</td>
<td>Est. 08-09/ Keep Active</td>
</tr>
<tr>
<td>Example 2</td>
<td>Est. 08-09/ Active Through 08 - 09</td>
<td>Est. 09-10/ Keep Active</td>
<td>Est. 09-10/ Keep Active</td>
</tr>
</tbody>
</table>

**Related Topics**

Assessment
Goals
Outcomes/Objectives
Assessment Summary

ABOUT THE ASSESSMENT SUMMARY PAGE

- The Assessment Summary page is where you will enter the majority of your assessment data including:
  - Goals
  - Outcomes/Objectives
  - Measures
    - Achievement Targets
    - Assessment Results/Findings
- Action Plans can also be added on this page within the Measures & Findings section of this page, although they are tracked within Action Plan Tracking.

CYCLE AND ENTITY SELECTION

Make your cycle and entity selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
- Current Cycle = Blue Background
- Previous Cycle = Yellow Background
- Prior to Previous Cycles = Grey Background
- Future Cycle = White Background

SELECT VIEW

The Select View button is available on the Assessment Summary page. Selecting your view allows you to narrow your view to the outcomes/objectives and/or measures on which you would like to concentrate.

- Select View - By default, all Outcomes/Objectives and Measures are selected.
- Reset All - Clears your selections and returns the settings to the default.
- See Selected View - Once you have chosen your selections, click See Selected View. This hides everything except what you have selected.
- Hide Menu - Minimizes the Select View menu
Please Note: The application does not automatically select the measures that have been associated with an outcome/objective or vice versa. For example, if you choose Outcome/Objective 1, and it is associated with Measure 1, you need to select both.

COPY ASSOCIATIONS

If an entity appears in more than one cycle, this button will be at the top right of the screen after the first cycle.

1. When a new cycle has been opened, all items (Goals, Outcomes/Objectives, Measures, and Achievement Targets) that are active will be visible.

2. Clicking will:
   - Revive relationships between Outcomes/Objectives and Measures; thereby reviving relationships with Achievement Targets and Action Plans.
   - Clicking this button will also bring forward any Assessment Results/Findings from the previous cycle (read only) so the historical data can be referred to easily.

REORDERING

Goals, Outcomes/Objectives and Measures can be reordered.

1. The first goal, outcome/objective, or measure entered will have a default number of ‘1’. The second will have a default number of ‘2’. Converted data will all have a default number ‘0’. To renumber, click .

2. The items will now be numbered consecutively starting with the number 1.

3. If reordering is needed, you may drag and drop items to their correct locations. If item three needs to be between 1 and 2, you would drop it between 1 and 2.

4. Click to keep your changes or to discard.

EDITING LOG

Use the editing log (500 characters) to provide a track record of minor edits for data that has been set to 'keep active' and therefore persists through cycles.

- The editing log is not shown in reports and can only be viewed by users who have read/write access to an entity.
- The editing log text box can be used for multiple authors to converse while drafting an assessment element. The comments can be removed after the assessment element has been finalized.
- The editing log is carried forward from cycle to cycle.

Related Topics

Goals
Outcomes/Objectives
Measures
Achievement Targets
Assessment Results/Findings
Action Plan Tracking
Goals

ABOUT GOALS

• Within the Assessment Summary page you will see three sections Goals, Outcomes/Objectives and Measures & Findings. The first of these sections is Goals.

• Click the following for information about: Reordering, Select View, Copy Associations, or the Editing Log.

• If you see the phrase below, you are NOT expected to enter goals. If you wish to enter goals, contact your WEAVEonline Administrator.

"ENTITY does not use Goals as part of the Assessment process. To change this setting, please click on the ‘Email Admin’ link in the footer to inform your WEAVEonline Administrator of your Goal preference."

ADDING GOALS:

1. Cycle & Entity Selection: Make your cycle and entity selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   • Current Cycle = Blue Background
   • Previous Cycle = Yellow Background
   • Prior to Previous Cycles = Grey Background
   • Future Cycle = White Background

2. Choose:

   - to Add a new goal

3. Enter Data:
   a. Condensed Description: A shortened description of 50 characters (similar to a title). This shows on the Detailed Assessment Report.
   b. Description: The goal in its entirety. 4,000 characters. This shows on the Detailed Assessment Report.
   c. Established in Cycle: From the pull down menu, choose the cycle when this goal was first established.
   d. Active Through Cycle: From the pull down menu options, choose how long the goal should remain active
      i. Cycle String (ex. 2008-2009): The goal will only apply until the end of the cycle chosen. In this example the goal will not exist in the 2009-2010 cycle.
      ii. Keep Active: The goal will remain active indefinitely, moving forward automatically to each new cycle.

4. Indicate Data Entry Status: Is your data entry ‘In Progress’ or ‘Final’?
   • If no data is entered and ‘Cancel’ is clicked at the bottom of the page; the entry status will remain at ‘None’.
   • Select ‘In Progress’ if more discussions or additions are needed.
• Select ‘Final’ if your data entry is complete.
• Status can be tracked using Audit Reports such as the Data Entry Status Overview and Data Entry Status Details. See Reports for more details.

4. **Choose:**
   - to Save your changes.
   - to Cancel and Exit the editing process. No changes will be saved.

**EDITING A GOAL**

1. **Choose a Goal to Edit:**
   a. Expand a Goal using either [Expand All] or the expansion triangles [Expand] (see General Navigation for more information).
   b. Click on [Edit] and make any changes.

2. **Additional Options:** When editing a goal, note that two additional items are available:
   a. **Delete:** If this item was entered in error, you may delete it by clicking [Delete] and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this Goal is present.
      • **PLEASE NOTE:** This button is currently only available to WEAVEonline Administrators and Entity Administrators.
   b. **Editing Log:** Use the editing log (500 characters) to provide a record of minor edits for data that has been set to ‘keep active’ and therefore persists through cycles.
      • The editing log is not shown in reports and can only be viewed by users who have read/write access to an entity.
      • The editing log text box can be used for multiple authors to converse while drafting an assessment element. The comments can be removed after the assessment element has been finalized.
      • The editing log is carried forward from cycle to cycle.

3. **Choose:**
   - to Save
   - to Cancel and exit the editing process. No changes will be saved.

**Important:** Editing a Goal that exists over several cycles will update that goal in every one of those cycles. If significant changes exist from one cycle to the next, consider altering the ‘Active Through Cycle’ so that the Goal is not active in the next cycle. Then create a new goal in that next cycle with the new wording.
Cycle: 08 - 09 | 09 - 10 | 10 – 11
Example 1 | Est. 08-09/ Keep Active | Est. 08-09/ Keep Active | Est. 08-09/ Keep Active
Example 2 | Est. 08-09/ Active Through 08 - 09 | Est. 09-10/ Keep Active | Est. 09-10/ Keep Active

Related Topics
Assessment
Assessment Summary
Copy Associations
Editing Log
Reordering
Select View
Outcomes/Objectives
Outcomes/Objectives

ABOUT OUTCOMES/OBJECTIVES

- Within the Assessment Summary page you will see three sections Goals, Outcomes/Objectives and Measures & Findings. The second of these sections is Outcomes/Objectives.
- Click the following for information about: Reordering, Select View, Copy Associations, or the Editing Log.

ADDING OUTCOMES/OBJECTIVES:

1. **Cycle & Entity Selection:** Make your cycle and entity selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background

2. **Choose:**

   ![Add button]

   - to Add a new Outcome/Objective

3. **Enter Data:**
   - **Established in Cycle:** From the pull down menu, choose the cycle when this item was first established.
   - **Active Through Cycle:** From the pull down menu options, choose how long this item should remain active
   - **Cycle String (ex. 2008-2009):** The item will only apply until the end of the cycle chosen. In this example the item will not exist in the 2009-2010 cycle.
   - **Keep Active:** The item will remain active indefinitely, moving forward automatically to each new cycle.
   - **Condensed Description:** A shortened description of 50 characters (similar to a title). This shows on the Detailed Assessment Report.
   - **Description:** The Outcome/Objective in its entirety. 400,000 characters. This shows on the Detailed Assessment Report.
   - **Student Learning Outcome?** Is the outcome/objective described above a student learning outcome? If so, choose 'yes'. Otherwise, leave the default, 'no'.
     - Selecting 'yes' or 'no' tags the outcomes/objectives for reports.
     - All Student Learning Outcomes are selected for the **Student Learning Outcome Summary Report**. The **Detailed Assessment Report (DAR)** lists the Student Learning Outcomes before non-student learning outcomes.

4. **Associate this Outcome/Objective with:** Each outcome/objective can be associated with available Goals, Standards, General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans.
i. Goals, if applicable, were entered in Assessment Essentials | Goals for this entity. Once an Outcome/Objective has been associated with a goal(s), this relationship can be viewed on the main Assessment Summary page.

ii. Standards, General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans are setup and maintained primarily by the WEAVEonline Administrator, but are available for your association on Outcome/Objective 'Add' and 'Edit' pages.

iii. If the headings for General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans are hyperlinked, click the link to open a new window with more details/actual campus documentation.

iv. To make associations:
   1. Click to open the list of possible associations.
   2. Add a check, by clicking in the box, for all applicable associations.
   3. Leave the selection list open if you have made new or additional selections.
   4. Clicking will collapse the selection list and recent changes will not be saved.

v. The Association Reports highlight the associations between Outcomes/Objectives and the selections made to General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans. The Condensed Description or the Full Description can be selected to show on the reports.

4. Associations: An additional text field is available to add any other associations for this outcome/objective that have not already been listed. These additional associations do appear in the Detailed Assessment Report (DAR).

5. Indicate Data Entry Status: Is your data entry 'In Progress' or 'Final'?
   - If no data is entered and is clicked at the bottom of the page; the entry status will remain at 'None'.
   - Select 'In Progress' if more discussions or additions are needed.
   - Select 'Final' if your data entry is complete.
   - Status can be tracked using Audit Reports such as the Data Entry Status Overview and Data Entry Status Details. See Reports for more details.

6. Choose:
   - to Save your changes.
   - to Cancel and Exit the editing process. No changes will be saved.

**EDITING AN OUTCOME/OBJECTIVE**

1. Choose an Outcome/Objective to Edit:
   a. Expand an Outcome/Objective using either or the expansion triangles (see General Navigation for more information).
2. **Additional Options**: When editing an Outcome/Objective, note that two additional items are available:

   a. **Delete**: If this item was entered in error, you may delete it by clicking and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this Outcome/Objective is present.

      **PLEASE NOTE**: This button is currently only available to WEAVEonline Administrators and Entity Administrators.

   b. **Editing Log**: Use the editing log (500 characters) to provide a track record of minor edits for data that has been set to ‘keep active’ and therefore persists through cycles.

      - The editing log is not shown in reports and can only be viewed by users who have read/write access to an entity.
      - The editing log text box can be used for multiple authors to converse while drafting an assessment element. The comments can be removed after the assessment element has been finalized.
      - The editing log is carried forward from cycle to cycle.

3. **Choose**:

   - to Save

   - to Cancel and exit the editing process. No changes will be saved.

**Important**: Editing an Outcome/Objective that exists over several cycles will update that Outcome/Objective in every one of those cycles. If significant changes exist from one cycle to the next, consider altering the ‘Active Through Cycle’ so that the Outcome/Objective is not active in the next cycle. Then create a new Outcome/Objective in that next cycle with the new wording.

<table>
<thead>
<tr>
<th>Cycle</th>
<th>08 - 09</th>
<th>09 - 10</th>
<th>10 – 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td>Est. 08-09/</td>
<td>Est. 08-09/</td>
<td>Est. 08-09/</td>
</tr>
<tr>
<td></td>
<td>Keep Active</td>
<td>Keep Active</td>
<td>Keep Active</td>
</tr>
<tr>
<td>Example 2</td>
<td>Est. 08-09/</td>
<td>Est. 09-10/</td>
<td>Est. 09-10/</td>
</tr>
<tr>
<td></td>
<td>Active Through</td>
<td>Keep Active</td>
<td>Keep Active</td>
</tr>
<tr>
<td></td>
<td>08 - 09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Related Topics**

- Assessment Summary
- Copy Associations
- Editing Log
- Reordering
- Select View
- Goals

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Measures

ABOUT MEASURES

- Within the Assessment Summary page you will see three sections Goals, Outcomes/Objectives and Measures & Findings. The third of these sections is Measures & Findings.
- The Measures & Findings section will include data entry for Achievement Targets and Assessment Results/Findings. Action Plans can also be added in this section.
- **Please Note**: Measures cannot be added until at least one Outcome/Objective has been added.
- Click the following for information about: Reordering, Select View, Copy Associations, or the Editing Log.

ADDING MEASURES:

1. **Cycle & Entity Selection**: Make your *cycle* and *entity* selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background
2. **Choose**: - to Add a new Measure
3. **Enter Data**:
   a. **Source of Evidence**: Choose the type of measure that best describes the tool you will be adding to assess the Outcomes/Objectives. The measures are sorted into three columns: Academic Direct, Academic Indirect, and Administrative Indirect.
      i. Hover over a type of measure for a fuller description
      ii. If your measure is not listed, choose the generic choice at the top of the appropriate column.
      iii. The Source of Evidence is listed on the *Detailed Assessment Report (DAR)*.
   b. **Condensed Description**: A shortened description of 50 characters (similar to a title). This shows on the Detailed Assessment Report.
   c. **Description**: A complete description of your measurement tool or approach. 250,000 characters. This shows on the Detailed Assessment Report.
   d. **Select Related Outcomes/Objectives**: Create a relationship between this measure and one or more Outcomes/Objectives.
      i. Once a Measure has a relationship with an outcome/objective, this relationship is shown on the main Assessment Summary page.
ii. A Measure must have a relationship with an outcome/objective before Achievement Targets and Findings can be added.

iii. Each Measure - Outcome/Objective relationship will have its own Achievement Target and Findings. Therefore, if a Measure has one relationship there will be data entry areas for one Achievement Target and Finding. If a Measure has been related to two Outcome/Objectives there will be data entry areas for two Achievement Targets and two Findings.

e. **Established in Cycle**: Choose the cycle from the pull down menu when this measure was first established.

f. **Active Through Cycle**: From the pull down menu options, choose how long the measure should remain active.
   
i. **Cycle String (ex. 2008-2009)**: The measure will only apply until the end of the cycle chosen. In this example, the measure will not exist in the 2009-2010 cycle.

ii. **Keep Active**: The measure will remain active indefinitely, moving forward automatically to each new cycle.

4. **Indicate Data Entry Status**: Is your data entry 'In Progress' or 'Final'?
   
   • If no data is entered and is clicked at the bottom of the page; the entry status will remain at 'None'.
   
   • Select 'In Progress' if more discussions or additions are needed.
   
   • Select 'Final' if your data entry is complete.
   
   • Status can be tracked using **Audit Reports** such as the Data Entry Status Overview and Data Entry Status Details. See Reports for more details.

5. **Choose**:
   
   - to Save your changes.
   - to Cancel and Exit the editing process. No changes will be saved.

**EDITING A MEASURE**

1. **Choose a Measure to Edit**:
   
   a. Expand a Measure using either or the expansion triangles (see General Navigation for more information).
   
   b. Click on and make any changes.

2. **Additional Options**: When editing a Measure, note that two additional items are available:
   
   a. **Delete**: If this item was entered in error, you may delete it by clicking and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this Measure is present.

   **PLEASE NOTE**: This button is currently only available to WEAVEonline Administrators and Entity Administrators.
b. **Editing Log**: Use the editing log (500 characters) to provide a track record of minor edits for data that has been set to "keep active" and therefore persists through cycles.

- The editing log is not shown in reports and can only be viewed by users who have read/write access to an entity.
- The editing log text box can be used for multiple authors to converse while drafting an assessment element. The comments can be removed after the assessment element has been finalized.
- The editing log is carried forward from cycle to cycle.

3. **Choose**:

- to Save
- to Cancel and exit the editing process. No changes will be saved.

⚠️ **Important**: Editing a Measure that exists over several cycles will update that Measure in every one of those cycles. If significant changes exist from one cycle to the next, consider altering the 'Active Through Cycle' so that the Measure is not active in the next cycle. Then create a new Measure in that next cycle with the new wording.

### Related Topics

- Assessment
- Assessment Summary
- Copy Associations
- Editing Log
- Reordering
- Select View
- Outcomes/Objectives
- Achievement Target
- Assessment Results/Findings
Achievement Targets

ABOUT ACHIEVEMENT TARGETS

- Within the Assessment Summary page you will see three sections Goals, Outcomes/Objectives and Measures & Findings. The third of these sections is Measures & Findings.
- Achievement Targets are within the Measures & Findings section.
- A Measure must have a relationship with an outcome/objective before Achievement Targets and Findings can be added. Once created, these Measure-Outcome/Objective pairs will be the basis for entering Achievement Targets, Assessment Results/Findings, and Action Plans.
- Each Measure - Outcome/Objective relationship will have its own Achievement Target and Finding.

ADDING ACHIEVEMENT TARGETS

1. **Cycle & Entity Selection**: Make your cycle and entity selection at the top of the Assessment Summary page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background

2. **Expand a Measure**: Expand the appropriate measure using either the expansion triangles (see General Navigation for more information).

3. **View Relationships and Add Achievement Target**: Directly below the Measure description is the Achievement Targets and Assessment Results / Findings section
   a. In the Achievement Targets and Assessment Results / Findings section each relationship between the chosen Measure and Outcomes/Objectives is presented within a boundary box.
   b. Choose The Measure-Outcome/Objective relationship pair for which you will be adding an achievement target and choose to either:
      - to Add an Achievement Target
      - to Remove the relationship between this Outcome/Objective and Measure (see Remove Relationship)
   c. If the above choices are not available, you must first edit the Measure and include a relationship with this Outcome/Objective.

4. **Add Achievement Target Details**:
   a. The Measure-Outcome/Objective relationship pair for which you entering an Achievement Target is shown at the top of the screen.
b. Enter the **Achievement Target** for this measure (i.e., what score, rating, etc. do you hope to see from this Measure-Outcome/Objective relationship?).

c. The Achievement Target shows on the **Detailed Assessment Report (DAR)**.

d. **Please Note:** Each Measure-Outcome/Objective relationship pair can only have one Achievement Target per cycle.

5. **Established in Cycle**:
   a. 'Established in Cycle' defaults to the current cycle.
   b. If an identical Achievement Target was established in a previous cycle, adjusting the 'Active Through Cycle' in the previous cycle would maintain the continuity between both cycles.

6. **Active Through Cycle**: From the pull down menu options, choose how long the Achievement Target should remain active.
   a. Cycle String (ex. 2008-2009): The Achievement Target will only apply until the end of the cycle chosen. In this example, the Achievement Target will not exist in the 2009-2010 cycle.
   b. Keep Active: The Achievement Target will remain active indefinitely, moving forward automatically to each new cycle.

7. **Indicate Data Entry Status**: Is your data entry 'In Progress' or 'Final'?
   - If no data is entered and is clicked at the bottom of the page; the entry status will remain at 'None'.
   - Select 'In Progress' if more discussions or additions are needed.
   - Select 'Final' if your data entry is complete.
   - Status can be tracked using **Audit Reports** such as the Data Entry Status Overview and Data Entry Status Details. See Reports for more details.

8. **Choose**:
   - To Save your changes.
   - To Cancel and Exit the editing process. No changes will be saved.

9. **Remove Relationship**:
   a. Select if the Outcome/Objective associated with this measure was added by mistake. Removing this association will result in the deletion of this Measure-Outcome/Objective association.
   b. Prior to removing this relationship you must remove any Achievement Targets and Assessment Results/Findings associated with this Measure-Outcome/Objective pair.

**EDITING AN ACHIEVEMENT TARGET**

1. **Expand a Measure**: Expand the appropriate measure using either Expand All or the expansion triangles (see General Navigation for more information).

2. **Achievement Targets and Assessment Results / Findings**
a. In this section each relationship between the chosen Measure and the Outcomes/Objectives are presented within a separate boundary box.

b. Choose the Measure-Outcome/Objective relationship pair for which you will be adding an achievement target and choose to either:

- to Edit the Achievement Target
- to Remove the relationship between this Outcome/Objective and Measure (see Remove Relationship)
- To add a Finding for this Outcome/Objective and Measure pair (see Findings).

3. **Additional Options**: When editing an Achievement Target, note that two additional items are available:

   a. **Delete**: If this item was entered in error, you may delete it by clicking and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this Measure is present.
      - **PLEASE NOTE**: This button is currently only available to WEAVEonline Administrators and Entity Administrators.
      - **PLEASE NOTE**: If a finding has been entered for this Achievement Target (and its related Outcome/Objective and Measure pair) then the finding must be removed prior to the Achievement Target deletion.

   b. **Editing Log**: Use the editing log (500 characters) to provide a track record of minor edits for data that has been set to 'keep active' and therefore persists through cycles.
      - The editing log is not shown in reports and can only be viewed by users who have read/write access to an entity.
      - The editing log text box can be used for multiple authors to converse while drafting an assessment element. The comments can be removed after the assessment element has been finalized.
      - The editing log is carried forward from cycle to cycle.

4. **Choose**:

   - to Save
   - to Cancel and exit the editing process. No changes will be saved.

**Important**: Editing an Achievement Target that exists over several cycles will update that Achievement Target in every one of those cycles. If significant changes exist from one cycle to the next, consider altering the 'Active Through Cycle’ so that the Achievement Target is not active in the next cycle. Then create a new Achievement Target in that next cycle with the new wording. There can only be one Achievement Target per Measure/Objective pair per cycle.
Related Topics
Assessment
Assessment Summary
Outcomes/Objectives
Measures
Assessment Results/Findings
Assessment Results/Findings

ABOUT ASSESSMENT RESULTS/FINDINGS

- Within the Assessment Summary page you will see three sections Goals, Outcomes/Objectives and Measures & Findings. The third of these sections is Measures & Findings.
- Assessment Results/Findings are within the Measures & Findings section.
- A Measure must have a relationship with an outcome/objective and an Achievement Target before Findings can be added. Once created, these Measure-Outcome/Objective related pairs will be the basis for entering Achievement Target, Assessment Results/Findings and Action Plans.
- Each Measure - Outcome/Objective relationship will have its own Achievement Target and Finding.

ADDING ASSESSMENT RESULTS/FINDINGS

1. **Cycle & Entity Selection:** Make your *cycle* and *entity* selection at the top of the Assessment Summary page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background

2. **Expand a Measure:** Expand the appropriate measure using [Expand All](#) or the expansion triangles [.expand](#) (see General Navigation for more information).

3. **View Relationships and Add Assessment Results / Findings:** Directly below the Measure description is the Achievement Targets and Assessment Results / Findings section
   a. In the Achievement Targets and Assessment Results / Findings section each relationship between the chosen Measure and Outcomes/Objectives is presented within a boundary box.
   b. Choose The Measure-Outcome/Objective relationship pair for which you will be adding a Finding and choose to either:
      - to Add Finding
      - to Remove the relationship between this Outcome/Objective and Measure (see Remove Relationship)
   c. If the above choices are not available, you must first edit the Measure and include a relationship with this Outcome/Objective and add an Achievement Target.

4. **Add Finding Details:**
a. The Measure-Outcome/Objective relationship pair and the Achievement Target is shown at the top of the screen.

b. Enter the **Assessment Result/Findings** for this Measure-Outcome/Objective relationship pair in the text editor field,

c. 2,500,000 characters are allowed.

d. The Assessment Results/Findings show on the **Detailed Assessment Report (DAR)**.

5. **Expectation Determination:** Make a determination as to whether assessment results for this Measure-Outcome/Objective pair 'met' your expectations, 'partially met' your expectations, or your expectations were 'not met' by clicking on the appropriate toggle button.

   - This determination is presented within the **Detailed Assessment Report (DAR)**.
   - Determinations for an entity as a whole can be found on the Achievement Summary & Questions page.
   - **Please Note:** It is recommended that if the Achievement Target is less than Met, an action plan be developed to improve future results (see Action Plan Tracking).

6. **Established in Cycle:**

   - Since Assessment Results/Findings are specific to a cycle, the 'Established in Cycle' is set to the cycle for which you chose to enter data and cannot be changed.

7. **Indicate Data Entry Status:** Is your data entry 'In Progress' or 'Final'?

   - If no data is entered and [Cancel] is clicked at the bottom of the page; the entry status will remain at 'None'.
   - Select 'In Progress' if more discussions or additions are needed.
   - Select 'Final' if your data entry is complete.
   - Status can be tracked using **Audit Reports** such as the Data Entry Status Overview and Data Entry Status Details. See Reports for more details.

8. **Choose:**

   - [Save] - to Save your changes.
   - [Cancel] - to Cancel and Exit the editing process. No changes will be saved.

9. **Remove Relationship:**

   a. Select [Remove Relationship] if the Outcome/Objective associated with this measure was added by mistake. Removing this association will result in the deletion of this Measure-Outcome/Objective association.

   b. Prior to removing this relationship you must remove any Achievement Targets and Assessment Results/Findings associated with this Measure-Outcome/Objective pair.

10. **Add Action Plan:** Once a finding has been added, the Add Action Plan button will be available. Please see the Action Planning Tracking section for more information.

   - [Add Action Plan] - to Add and Action Plan based upon this Measure-Outcome/Objective relationship pair (see Action Plan Tracking)
EDITING ASSESSMENT RESULTS/FINDINGS

1. **Expand a Measure**: Expand the appropriate measure using either or the expansion triangles (see General Navigation for more information).

2. **Achievement Targets and Assessment Results / Findings**
   a. In this section each relationship between the chosen Measure and the Outcomes/Objectives are presented within a separate boundary box.
   b. Choose the Measure-Outcome/Objective relationship pair you wish to edit and choose Edit Finding:

   ![Edit Finding] - to Edit the Assessment Results/Findings

   ![Remove Relationship] - to Remove the relationship between this Outcome/Objective and Measure (see Remove Relationship)

3. **Additional Options**: When editing a Finding, note that two additional items are available:
   a. **Delete**: If this item was entered in error, you may delete it by clicking and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this Assessment Result / Finding is present.
      - **PLEASE NOTE:** This button is currently only available to WEAVEonline Administrators and Entity Administrators.
      - **PLEASE NOTE:** You must delete any related Findings prior to deleting/changing the 'Active Through status' for Achievement Targets, Measures or Outcomes/Objectives.
   b. **Editing Log**: Use the editing log (500 characters) to provide a track record of minor edits for data that has been set to 'keep active' and therefore persist through cycles.
      - The editing log is not shown in reports and can only be viewed by users who have read/write access to an entity.
      - The editing log text box can be used for multiple authors to converse while drafting an assessment element. The comments can be removed after the assessment element has been finalized.
      - The editing log is carried forward from cycle to cycle.

4. **Choose**: 
   ![Save] - to Save

   ![Cancel] - to Cancel and exit the editing process. No changes will be saved.
Related Topics
Assessment
Assessment Summary
Copy Associations
Outcomes/Objectives
Measures
Action Plan Tracking
Achievement Summary & Questions
**Action Plan Tracking**

**ABOUT ACTION PLANS AND ENHANCEMENT ACTIONS**

- An **Action Plan** (or **Enhancement Action**) should be created when improvements are being planned or implemented that will benefit the **Mission/Purpose, Goals**, and/or **Outcomes/Objectives** of your entity.
- Any **Finding** that is 'not meeting' or only 'partially meeting' the **Achievement Target** for a Measure-Outcome/Objective related pairs should have an Action Plan.
- An Action Plan should show how you are taking the data gained from the assessment process and applying this knowledge to improve either student learning or other mission-driven services or functions.
- An Action Plan can be created in two places within the Assessments tab of the application see Adding Action Plans for more details.
- All Action Plans and Enhancement Actions that have a relationship with a Measure-Outcome/Objective pair will show on the Assessment Summary page, within the Measures & Findings section for that pair.
- As your Action Plan develops and progress is made, you will want to return often to this section – cycle after cycle - to update your plan and to leave **Action Plan Notes** (see Adding & Editing Action Plan Notes) regarding the progress of the plan and/or any issues that arise. Tracking allows you to close the loop on your assessment plan – taking your Assessment Results/Findings and allowing them to direct your improvement processes.
- The Action Plan Tracking page displays all Action Plans that are active in the selected cycle, sorted by their status (planned, in-progress, finished, on-hold, terminated).
- To concentrate on Action Plans with a specific status(es), use the View Action option and un-check the statuses you do not want to view.

**ADDING ACTION PLANS**

1. **Cycle & Entity Selection:** Make your cycle and entity selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background
2. **Adding an Action Plan:** An Action Plan can be created in two places within the Assessments tab of the application:
   a. **Assessment Summary**
      i. Within the Measures & Findings section. You may add and Action Plan after Assessment Results/Findings have been entered. To do so, click the **Add Action Plan** button.
ii. An Action Plan added from the Assessment Summary page will have a relationship with one Measure-Outcome/Objective pair. Adding additional relationships can be done by editing the Action Plan within the Action Plan Tracking page.

b. Action Plan Tracking
   i. An Action Plan (and/or Enhancement Action) can be added directly from the Action Plan Tracking page by clicking the button.
   ii. An Action Plan added from the Action Plan Tracking page can be related with one or more Measure-Outcome/Objective pairs by clicking the button and selecting the appropriate choices, or the Action Plan can stand alone.

3. Enter Action Plan Details:
   b. Condensed Description: A shortened description of 50 characters (similar to a title). Please Note: This is a required field.
   c. Description: A complete description of your Action Plan, up to 20,000 characters.
   d. Target Date: A date when the Action Plan will be fully implemented (MM/YY). Please Note: When editing, if you do not have a date in this section, the application will insert 1/1. Please delete the 1/1 prior to saving.
   e. Target Date Description: A more general description of the target date (ex. Fall 2010).
   f. Priority: The priority level of this Action Plan (High, Medium, or Low)
   g. Responsible Person/Group: Person(s) or group(s) responsible for ensuring that this Action Plan progresses.
   h. Additional Resources Needed: Provide details as to what resources are needed to complete this Action Plan.
   i. Budget Amount Requested: Provide a whole dollar amount for the above resources, if applicable.
   c. Established in Cycle: The 'Established in Cycle' date defaults to the current cycle. If this Action Plan was actually established in a previous cycle, choose the correct cycle from the drop down list.
   d. Active Through Cycle: From the pull down menu options, choose how long this Action Plan should remain active. If you prefer to see this Action Plan well past the actual completion of the plan, consider choosing 'Keep Active'.
      i. Cycle String (ex. 2008-2009): The Action Plan will only be visible until the end of the cycle chosen.
      ii. Keep Active: The Action Plan will remain active indefinitely, moving forward automatically to each new cycle.

4. Indicate Data entry Status: Is your data entry 'In Progress' or 'Final'?
   - If no data is entered and is clicked at the bottom of the page; the entry status will remain at 'None'.
   - Select 'In Progress' if more discussions or additions are needed.
   - Select 'Final' if your data entry is complete.
• Status can be tracked using Audit Reports such as the Data Entry Status Overview and Data Entry Status Details. See Reports for more details.

5. Choose:

   - to Save your changes.

   - to Cancel and Exit the editing process. No changes will be saved.

EDITING ACTION PLANS

1. Choose and Action Plan to Edit:
   b. By default you will be viewing Action Plan Detail.
      View:  Action Plan Detail  Action Plan Notes
   c. Click at the bottom of the page.

2. Make all desired changes to the Action Plan:
   a. Edit Relationships: If the Measure/Objective relationship pair needs to be modified, click and then select all appropriate relationship pairs. These relationships will show, with the established cycle date, on the Assessment Summary page.
   b. Additional Options: When editing an Action Plan, two additional options are available:
      ▪ Delete: If this item was entered in error, you may delete it by clicking and agreeing to the disclaimer. This is a permanent deletion and will affect all cycles where this Action Plan is present.
      ▪ PLEASE NOTE: This button is currently only available to WEAVEonline Administrators and Entity Administrators.
      ▪ Editing Log: Use the editing log (500 characters) to provide a track record of minor edits for data that has been set to ‘keep active’ and therefore persists through cycles.
         ▪ The editing log is not shown in reports and can only be viewed by users who have read/write access to an entity.
         ▪ The editing log text box can be used for multiple authors to converse while drafting an assessment element. The comments can be removed after the assessment element has been finalized.
         ▪ The editing log is carried forward from cycle to cycle.
      ▪ PLEASE NOTE: Editing an Action Plan that exists over several cycles will update that plan in each of those cycles.

3. Choose:

   - to Save
ADDING & EDITING ACTION PLAN NOTES

1. **Choose Action Plan:**
   b. By default you will be on the **Action Plan Detail** page.

2. **Select View:** Select the radio button to view **Action Plan Notes**:
   View: [Action Plan Detail] [Action Plan Notes]

3. **Add a Note:** To add a new note:
   a. Click [Add Note]
   b. Enter a note into the text field
   c. The name of the author and the creation date is captured.
   d. Choose:
      - [Save] - to Save
      - [Cancel] - to Cancel and exit the editing process. No changes will be saved.

4. **Edit a Note:** To edit a note:
   a. Click [Edit Note]
   b. Make your changes.
   c. The name of the user editing the note and the date is captured.
   d. Choose:
      - [Save] - to Save
      - [Cancel] - to Cancel and exit the editing process. No changes will be saved.
      - [Delete] - to Delete the Note (Available to WEAVEonline Administrators and Entity Administrators only)

5. Click [Return to Tracking List] to return to the list of all Action Plans.

6. Action Plans can be viewed within several reports:
   a. **Detailed Assessment Report (DAR):** Includes Condensed Description, Description, Priority, Responsible Person/Group, Additional Resources Needed, and Budget Amount Requested for any Action Plan established in the chosen cycle.
b. **Planning & Budgeting Reports (Action Plans):** Budgeting - Resources Requested:
   Includes the above in chart format, sorted either by entity or by priority, for only those actions with Additional Resources Needed and/or Budget Amount Requested.

c. **Planning & Budgeting Reports (Action Plans):** Planning - Comprehensive Planning:
   Includes the above in chart format, sorted by either entity or by priority, for all actions, whether or not additional resources are sought.

**Related Topics**

- Assessment Summary
- Assessment Results/Findings
- Achievement Summary & Questions
Achievement Summary / Analysis

**ACHIEVEMENT SUMMARY**

The Achievement Summary provides an at-a-glance summary of all Findings grouped by Achievement Target standing.

1. **Cycle & Entity Selection:** Make your *cycle* and *entity* selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background

2. **Achievement Summary:** In the Achievement Summary you will see a list of all Assessment Results/Findings for the chosen *cycle* and *Entity*, sorted into those whose *Achievement Targets* were ‘not met’, ‘partially met’, or ‘met’.
   - Each summary includes the Measure-Outcome/Objective condensed descriptions, the Achievement Target and the Assessment Result / Finding.
   - Use one of the following to view the summaries:
     - Expand All - Expands all subsets
     - Collapse All - Collapses all subset
     - Expand/collapse individual subsets

**ANALYSIS QUESTIONS**

The questions shown on this page are developed on your campus. Please contact your **WEAVEonline Administrator** if you need assistance. To answer questions:

1. **Cycle & Entity Selection:** Make your *cycle* and *entity* selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background

2. **Add/Edit Answers:**
   a. Use the **Add Answer** button or the expansion triangles to expand/collapse individual subsets.
b. Click the Add Answer and enter answer within the text editor field (400,000 characters).

c. Mark your data entry status as either 'In Progress' or 'Final'.
   - If no data is entered and Cancel is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.
   - Select 'In Progress' if more discussions or additions are needed.
   - Select 'Final' if your data entry is complete.
   - The data entry status can be tracked using Audit Reports.

d. Click:
   - to Save your response.
   - to Cancel and exit the editing of your response. No changes will be saved.

3. Editing & Deleting: Once an answer has been added, you may choose to Edit Answer or Delete Answer.

4. Reports: Analysis Question answers are presented in the Analysis Answers Profile and Analysis Answers to Single Section reports.

Related Topics
Assessment Summary
Reports
Responding to Annual Report Prompts

1. About Annual Reports:
   - The Annual Report sections are determined by your institution for the purpose of gathering information in areas of interest to those in leadership, advisory, or governance roles, or to the public.
   - If a link to Report Guidelines appears on the top of the page, it will provide more details. This link is maintained at your institution.
   - Check with your WEAVEonline Administrator if you have any questions.

2. Cycle & Entity Selection: Make your cycle and entity selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background

3. Adding & Editing Responses:
   a. Each annual report ‘prompt’ is shown in black type.
   b. Use one of the following to begin:
      - Expands all subsets
      - Collapses all subset
      - Expands/collapses individual subsets
   a. Click the Add Details button.
   b. Add your response within the text editor field (750,000 characters).
   c. Mark your data entry as either 'In Progress' or 'Final'.
      i. If no data is entered and Cancel is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.
      ii. Select 'In Progress' if more discussions or additions are needed. Select ‘Final’ if your data entry is complete.
      iii. Status can be tracked using Audit Reports such as the Data Entry Status Overview and Data Entry Status Details.
   d. Choose:
      - to Save your changes.
Assessment Tab

- to Cancel and Exit the editing process. No changes will be saved.

4. **Editing & Deleting**: Once an answer has been added, you may choose to [Edit Answer] or [Delete Answer].

5. **Reports**: Annual Report responses are presented in the Annual Report Profile and Annual Reports for Single Section reports.

**Related Topics**
Document Repository

ABOUT THE DOCUMENT REPOSITORY

- The Document Repository acts like a folder to hold electronic files for each entity.
- Once uploaded, your documents can be connected with one or more assessment sections, from Mission/Purpose through Assessment Results/Findings and Action Plans and on to Analysis Questions and Annual Reporting.
- These areas become available for document association once data has been entered. The Analysis Questions and Annual Report sections are available for connections prior to data entry.
- Please Note: Individually identifiable information (such as examples of work that includes students’ names) should not be posted in the repository.
- The repository is cycle based. You can control what cycle the document should be available, and you can control at what cycle the document should no longer be available. A document only needs to be loaded once.
- Documents that have been connected to assessment sections show as hyperlinks within those sections. Clicking a document hyperlink opens the document for viewing.

UPLOADING DOCUMENTS TO THE REPOSITORY

1. Cycle & Entity Selection: Make your cycle and entity selection at the top of the page using the drop down boxes. The background color for the cycle drop down box is color coded by cycle as follows:
   - Current Cycle = Blue Background
   - Previous Cycle = Yellow Background
   - Prior to Previous Cycles = Grey Background
   - Future Cycle = White Background

2. Choose: "Upload Document" - to upload a document to the repository of the selected entity.

3. Upload a Document:
   a. Select a Document: Select the document you wish to upload using the Browse button to find the file on your computer. Please Note the following:
      - The maximum file size is 20MB.
      - Documents within the repository should not contain individually identifiable student information.
      - In order to open/view a document in the repository, a person will need to have the correct application on their computer (i.e. if you upload an SPSS document, only people with SPSS on their computer will be able to open that document). For this reason, you may wish to save any less common document types as PDFs.
b. **Document Name**: Name this document. This name will appear on the Document Management Grid. Consider providing a name that will help others understand the timing/purpose of the document (ex. 08-09 English 301 Rubric). 128 Characters.

c. **Document Description**: Provide an optional description of the document. 256 Characters.

d. **Choose**:

- to Save this Document in the Repository and to Continue the upload process by making connections between the document and assessment sections.

- to Cancel the upload of this document. The document will not be saved in your repository.

4. **Make Connections**: On this page you make connections between this document and sections (Mission, Goals, Outcomes/Objectives, etc.) of the chosen entity’s assessments.

   a. Use one of the following to begin:

   - Expands all assessment sections.

   - Collapses all assessment sections.

   - Expands/collapses individual assessment sections.

   b. Check any and all sections of your entity’s assessments that you wish to have associated with this document.

   c. Sections may be left open or collapsed when saving.

   d. Choose:

   - to Save the connections to this document.

   - to Cancel, and not add/change the connections for this document.

5. **Please Note**: By default, documents are ‘established’ in the cycle you are currently working in (see cycle/entity drop down selection at the top of the screen), and they are set to ‘Keep Active’. This means that, if you upload a document in 08-09, it will not show up in the previous cycle 07-08 unless you edit its established date (see Editing Cycle Dates below). It will, however, show up in future cycles.

**MANAGING DOCUMENTS IN THE REPOSITORY**

Once a document has been added to the repository, you will see the Document Repository table.

1. **Document Repository Table**: A list of documents uploaded for this entity.

   a. **Current Documents**: By default, the table shows all documents active in the selected cycle.
b. **Document Order**: By default documents are listed in chronological order by upload date. You may reverse the order by clicking on the column header labeled 'Upload Date'.

c. Choose:

- to View this document.

- to Remove this document from the repository.

d. **Show All**: If you wish to show all documents, regardless of their cycle, click

  ![Show All Documents]

  - **Copy Connections**: A document that is set to 'keep active' will automatically be listed in the repository in each subsequent cycle. To copy the connections from a prior year to the selected year you may:

  - Manually add these associations (see Make Connections above), or

  - Click on ![Copy Connections]; choose the appropriate document by putting a check mark in the box to the left of the document name, and click ![Copy]. This will copy the connections from the prior year to the selected year.

2. **View/Edit Document Details**: To view or view/edit the details of a document:

a. **Select Document**: Click on the Document Name to open the Document Details page and view:

  i. Title (Document Name)

  ii. Description

  iii. Connections

  iv. Name of person who uploaded the document and the upload date.

b. **Choose**:

  - to Edit the title, description, connections, or the established cycle or active through status.

  - to View the actual document.

  - to Return to the Main Document Repository List.

c. **Editing Connections**: When editing document details use the following to edit connections:

  - Expands all assessment sections.
- Collapses all assessment sections.

- Expands/collapses individual assessment sections.

d. **Editing Cycle Dates**: Use the drop down lists to modify the 'Established in Cycle' and 'Active through Cycle' dates.
   
   - **Please Note**: In order to modify the 'Established in Cycle' date to a cycle prior to where the document is currently established, you must first choose that cycle from the Cycle and Entity Selection at the top of the page.

e. Choose:
   
   - to Save edits.
   
   - to Cancel, and not save edits for this document.

Related Topics

About Assessments
Reports

ABOUT REPORTS

- Reports can be run at any point in time, regardless of cycle or entity.
- You may only run reports for entities to which you have been given access. Contact your WEAVEonline Administrator if you have questions.
- Two different report types are used by WEAVEonline, each with their own properties:
  - **HTML Reports** - Reports with hyperlinked documents that allow those viewing the report to view all supporting evidence for the entity. Export options for these reports include:
    - Print
    - PDF: During the printing of the report, the user may be able to print to PDF when selecting their printer. If this option is not available, you may download a free 'print to pdf' application such as PDF 995.
  - **Basic Reports** - Reports without hyperlinked documents. Export and printing options for these reports include:
    - Print
    - Tiff
    - PDF
    - Web Archive
    - Excel
    - Comma Separated Variable (CSV)
- Within all reports you may create an email list of users. The email addresses of these users are placed in the To: line of your email program. They do not receive a copy of the report. See below for more information.

GENERATING REPORTS

1. From any page within the application, choose Reports from the top navigational bar.
2. To generate a report:
   a. Choose the cycle from the first column.
   b. Choose the type of report you wish to generate.
   c. Choose the entity or entities for which you want to run the report.
   d. An additional option on the main Reporting page allows you to:
      i. Open the report in a 'New Window'. This is the default. You will need to allow pop-ups from WEAVEonline to access these reports.
      ii. Open the report in the 'Same Window'.
3. Then choose:

   ![Next](image)

   - to review and select additional parameters
4. View your report. If you chose to view your report in a ‘New Window’ check in your Start Bar for a ‘Reporting’ button.

**Reports for the Typical User**

A typical user, who enters assessment data within WEAVEonline, will find the reports below to be the most useful.

*HTML Reports, Basic Reports - see description above*

**Full Assessment Report:**

- **Detailed Assessment Report (DAR)**
  A formatted report of all assessment data including: Mission/Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results/Findings, Action Plans, Analysis Question responses, and Annual Report section responses. You can sort data for an entity with goals integrated or in a separate section and opt to include Annual Report Section Responses and Analysis Questions and Answers. You can also run the report for multiple entities and find out which entities have not entered data.

**Audit Reports**

- **Outcomes/Objectives that Need Measures:** All Outcomes/Objectives should be associated with one or more measures. This report highlights any Outcomes/Objectives in need of an association.

- **Measures that Need Findings:** When data is complete for a cycle, all Measure-Outcome/Objective pairs should include Assessment Results/Findings. If not, this report highlights any Measure-Outcome/Objective pairs in need of Assessment Results/Findings.

- **Findings that Need Action Plans:** When data is complete for a cycle, all Assessment Results/Findings that did not meet or only partially met the achievement target should have an Action Plan developed in order to improve results in future cycles. This report highlights any Assessment Results/Findings that are in need of an Action Plan.

**Data Entry Status Details (DES) Reports**

- **DES Details, color-coded:** A summary of data entry progress for each major area within WEAVEonline: Mission/Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results/Findings, Action Plan, Analysis Questions, and Annual Report.

**Reports for Administrators**

WEAVEonline Administrators and others will find the following reports useful. These reports provide either a big picture – overall statistics, broken down by academic entities (those focused on student learning) and administrative entities – or data entry status details – color-coded status lists, alphabetized by entity. *HTML Reports, Basic Reports - see description above*

**Full Assessment Report:**

- **Detailed Assessment Report (DAR)**
  A formatted report of all assessment data including: Mission/Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results/Findings, Action Plans, Analysis
Question responses, and Annual Report section responses. You can sort data for an entity with goals integrated or in a separate section and opt to include Annual Report Section Responses and Analysis Questions and Answers. You can also run the report for multiple entities and find out which entities have not entered data.

Audit Reports

- **Outcomes/Objectives that Need Measures**: All Outcomes/Objectives should be associated with one or more measures. This report highlights any Outcomes/Objectives in need of an association.
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- **Findings that Need Action Plans**: When data is complete for a cycle, all Assessment Results/Findings that did not meet or only partially met the achievement target should have an Action Plan developed in order to improve results in future cycles. This report highlights any Assessment Results/Findings that are in need of an Action Plan.

Data Entry Status Details (DES) Reports

- **DES Details, color-coded**: A summary of data entry progress for each major area within WEAVEonline: Mission/Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results/Findings, Action Plan, Analysis Questions, and Annual Report.
- **DES Overview, statistics**: Charts of overall progress for all entities, for academic entities, or for administrative entities for each major area within WEAVEonline: Mission/Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results/Findings, Action Plan, Analysis Questions, and Annual Report.

Analysis Question Reports

- **Analysis Answer Profile**: The Profile displays answers to all Analysis Questions grouped by entity.
- **Analysis Answers to Single Question**: This report gathers answers to a chosen Analysis Question for all selected entities.

Planning & Budgeting Reports (Action Plans)

- **Budgeting - Resources Requested**: All actions plans created in the selected cycle that have requested additional resources are presented in a table that includes Actions, Target Date, Person/Group Responsible, Description and Additional Resources. The report can be sorted by priority (High, Medium, or Low) or alphabetically by entity and displays Actions grouped by their Status (Planned, In-Progress, Finished, On-Hold, and Terminated).
- **Planning - Comprehensive Planning**: All actions plans created in the selected cycle are presented in a table that includes Actions, Target Date, Person/Group Responsible, Description and Additional Resources. The report can be sorted by priority (High, Medium, or Low) or alphabetically by entity and displays Actions grouped by their Status (Planned, In-Progress, Finished, On-Hold, and Terminated).

Association Reports: These reports highlight the association you have made between your outcomes/objectives and various matters of institutional importance – General Education/Core Curriculum, Institutional Priorities, and Strategic Plans. These tie efforts between assessment and institutional effectiveness. Report parameters allow you to choose to display Condensed Descriptions only or to display the Condensed Descriptions combined with Full Descriptions. A total count of associations for selected element and by entity is given.
- **Strategic Plan Profile**: The Profile displays associations between Outcomes/Objective and all selected Strategic Plan elements grouped by entity.
- **General Education / Core Curriculum Associations**: Displays selected General Education/Core Curriculum items with connected Outcomes/Objectives below, sorted by entity.
- **Institutional Priority Associations**: Displays selected Institutional Priority items with connected Outcomes/Objectives below, sorted by entity.
- **Strategic Plan Associations**: Displays selected Strategic Plan items with connected Outcomes/Objectives below, sorted by entity.

**Special Assessment Reports**

- **Student Learning Outcomes/Objectives report**: Displays all Outcomes/Objectives designated as a Student Learning Objective (see Outcomes/Objectives) for all selected entities.

**Annual Reports**

- **Annual Report Profile**: The Profile displays answers to all Annual Report Prompts grouped by entity.
- **Annual Reports for Single Section**: This report gathers answers to a chosen Annual Report Section for all selected entities. The report is sorted alphabetically by entity.

**Related Topics**
Mapping

The mapping feature is not yet available.

Related Topics
Glossary

Abbreviation: database identifier for member institution

Academic Direct Measure: method that examines student work or performance

Academic Indirect Indicator: method that gathers perceptions of student work or performance

Achievement Target: overall level for satisfactory performance on a Measure-Outcome/Objective combination

Achievement Target Summary: Findings from selected cycle, grouped by Achievement Target standing

Action Plan: activity sequence designed to help entity better accomplish intended outcomes/objectives

Action Plan Notes: Brief notes on the progress of an Action Plan.

Action Plan Tracking: cumulative record of action plan implementations, quite useful in accreditation and program review

Active Entity: presence in the selected cycle

Active through Cycle: last cycle this data element will be present

Active Users: user that can have access and roles in current cycle

Additional / Special Reporting Sections: reporting sections that show for all entities; some may be labeled for subset

Additional Reporting Sections: local topics for response, as directed by WEAVEonline Administrator

Additional Resources Requested: items necessary for action plan, but unavailable in current or reallocated resources

Admin Tools: tabs to enter and change institution-level elements

Administrative Measure: method that gauges entity effectiveness in non-learning areas

Analysis Answer Profile: all Analysis answers for selected entities, by entity

Analysis Answers to Single Question: Analysis Answers to Single Question

Analysis Question Reports: reports that focus on institutional questions

Analysis Questions: queries that show for all entities; some may be labeled for subset

Approve Plans Before Implementation?: require approval of entry beyond entity level

Assessment: process to answer - Are our efforts bringing forth the desired results?

Association: key area to which an outcome/objective has a significant tie

Association Reports: reports that focus on various Outcome/Objective associations

Audit Reports: reports to determine whether additional data entry is needed

Audit: Findings that Need Action Plans: Findings with Targets not fully met, but still lacking action plan relationships

Audit: Measures that Need Findings: Measures that lack Findings, listed by entity

Audit: Outcomes/ Objectives that Need Measures: Outcomes/Objectives that lack Measures, listed by entity
Glossary

Authentication Method: method for authorizing individual logins (aka single sign-on)

Budget Amount Requested: dollar amount requested through budget and planning process
Budgeting – Resources Requested: Action Plan resource requests, by entity or priority

Centrieva: The company behind WEAVEonline.
Condensed Description: shortened description for collapsed views, reports and checkboxes
Connection: desired display locations for a document in the Document Repository
Copy Connections: copy forward connections from previous cycle for selected documents
Copy of Active through Cycle: last cycle this data element will be present
Core Curriculum: central course of study, often mandatory for all students
Current Status: current setting for member’s WEAVEonline application
Cycle: span of time for a single assessment sequence

Data Entry Status (DES) Reports: reports that focus on the latest data entry statuses
Default Time Zone: time zone for WEAVEonline Administrator
Delete: permanent elimination of item, document or association from ALL cycles
DES Details, color-coded: color-coded account of data entry status, by section within entity
DES Overview, statistics: summary entry stats, by section within entity type
Detailed Assessment Report (DAR): all data entered for an entity, with any document connections
Display Order: arrangement within Local News on Home Page
Document Connections: designation of desired display locations for a document
Document Repository: entity-level storage of documents for linking to Assessment elements

Editable: allows data entry for alteration of text or associations
Editing Log: register across cycles that entity can use to monitor changes
Element: distinctive part of a larger whole
End Date (Local News): last date the news item displays on Home page
Enhancement Action: action plan arising from opportunity instead of finding
Entity: basic organizational unit in WEAVEonline
Entity is Assessed?: entity is set up to allow assessment data entry
Entity Level: One of seven levels of depth used to build the entity tree
**Entity Tree**: structure showing entity relationships

**Entry Status**: if approval process used, Final can trigger review

**Established in Cycle**: initial cycle for this data element

**Feedback from Reviewer**: if approval process used, advisory notes to entity

**Findings**: assessment results for comparison of actual vs. expected achievement level

**Full Assessment Report**: report that can display all data entered, by entity

**General Education**: foundational knowledge, skills, and perspectives to cultivate a broadly educated person

**General Education / Core Curriculum Associations**: selected General Education / Core Curriculum Associations, listed alpha by entity

**Goal**: broad statement about desired ends

**Hyperlink**: a navigation link embedded in a text object -- if the word is clicked, the browser will navigate to a different page

**Inactive Entity**: lacking presence in the selected cycle

**Inactive Users**: user that lacks access in the current cycle

**Ineditable**: does not allow data entry for alteration of text or associations

**Inheritance**: User roles for one entity are given, by default, to subordinate entities. Inheritance can be removed.

**Institutional Current Cycle**: default cycle upon entering application

**Institutional Priorities**: items of urgency or importance to the institution

**Institutional Priority Associations**: selected Institutional Priority Associations, listed alpha by entity

**Keep Active**: this data element will be present in future cycles

**Main Focus is on Learning Outcomes?**: is the entity directly responsible for student learning outcomes? In other words is this entity considered Academic or Administrative

**Measure**: method to gauge achievement of expected results

**Mission - Additional Information**: key relationships / references for mission / purpose
Mission / Purpose: highest aims, intentions, and activities of the entity

Objective: active-verb description of specific point or task entity will accomplish or reach – can be assessed!

Outcome: active-verb description of a desired end result related to the entity mission – can be assessed!

Outcome/Objective Associations: key areas to which outcome/objective connects

Planning – Comprehensive Planning: Action Plans, with or without resources requested, by entity or priority

Planning & Budgeting Reports (Action Plans): reports that focus on proposed resource allocation to address assessment-identified needs

Priority: perception of value action plan could have for enhancing quality

Production: (aka Full Production) full access to the application (Home, Admin Tools, Assessment, and Reports)

Related Action Plan(s): action plan(s) for this Target and Measure-Outcome/Objective combination

Related Strategic Plan: Strategic Plan elements apply to this entity and are inherited by subordinate entities

Relationship: Measure-Outcome/Objective combination and also M-O/O combination linked to an Action Plan

Relevant Associations: key connections not covered by checkbox options

Reporting for Single Section: single reporting section, with responses listed alpha by entity

Reporting Section Profile: Reporting Section data, by section within entity

Reporting Sections: reports that focus on Additional Reporting Sections

Reports: various topics and formats to view or check data for selected entities

Responsible Person/Group: person or group responsible for implementing action plan

Roles: the access given for a user to an entity (ex. Entity - Read Only, Entity - Write & Review)

Source of Evidence: type of measure used to collect assessment data

Special Assessment Reports: reports that focus on particular aspects of assessment

Standards: acknowledged set of requirements fostering excellence

Standards Group: Standards source that a group of entities wish to use

Start Date (Local News): first date the news item displays on Home page

Status: Finished: activity sequence finished; effectiveness assessed and noted
**Status: In-Progress**: activity sequence begun, with Action Plan Notes being entered

**Status: On-Hold**: activity sequence interrupted but not abandoned; reason for hold noted

**Status: Planned**: activity sequence designed, but not implemented

**Status: Terminated**: activity sequence abandoned and reason noted

**Strategic Plan**: a long-term, practical, action-oriented document resulting from the strategic planning process

**Strategic Plan Associations**: selected Strategic Plan Associations, listed alpha by entity

**Strategic Plan Profile**: Outcome/Objective associations with selected Strategic Plan elements, by entity

**Student Learning Outcome**: Student Learning Outcomes/Objectives, listed alpha or by parent

**Student Learning Outcomes/Objectives Report**: Student Learning Outcomes/Objectives, listed alpha or by parent

**Target Date**: date (mm/yyyy) for action plan to be fully implemented

**Target Date Description**: description of full implementation timing that goes beyond date

**Upload Document**: document upload to an entity's repository

**View Active**: return to view all active documents for selected cycle

**View All**: see all documents, regardless of cycle

**WEAVEonline Administrator**: Campus representative charged with coordinating the use of WEAVEonline