

## WEAVEonline@cmich

# Assessment Management System: Quick Guide

SUGGESTION: USE THE MOST CURRENT VERSION OF INTERNET EXPLORER TO ACCESS WEAVEonline.

The following is a quick step-by-step process to getting you started in WEAVEonline®. Comprehensive instructions are available in the WEAVEonline® Training Manual located in the Program Assessment Team Site (<https://portal.cmich.edu/sites/academicaffairs/PRogramAssessment/default.aspx>).

### A. Getting into the WEAVEonline@cmich system

CMU's WEAVEonline is accessed either through the Program Assessment Team Site (CMU employees only): <https://portal.cmich.edu/sites/academicaffairs/PRogramAssessment/default.aspx>

OR

Directly through the WEAVEonline log-on page: <http://app.weaveonline.com/cmich/login.aspx>

- All faculty and staff have access to VIEW UNIVERSITY-WIDE REPORTS. Use the WEAVEonline ID and Password as published in the Program Assessment Team site.
- DATA MANAGERS: You must be given access, by CMU's WEAVE Administrator, to enter the system. After given the appropriate access, use your CMU Global ID and the password created by you.

### B. UNIVERSITY-WIDE ACCESS: SHARING INFORMATION VIA REPORTS

1. All faculty and staff may view the reports function for all entities. Log-in using the link and credentials (ID and password) published in the Program Assessment Team Site.
2. Once logged in, you should be on the **WEAVEonline Homepage**. On the top of the page you should see two tabs: **Home and Reports**. Click on **Reports**.
3. Viewing a report is a three-step process
  - Select cycle

- Select a report
  - Full Assessment Report | Detailed Assessment Report (DAR)
  - Audit Reports | Data Entry Status Details
  - Audit Reports | Outcomes/Objectives that Need Measures
  - Audit Reports | Measures that Need Findings
  - Audit Report | Findings that Need Action Plans
  - Data Entry Status Reports
  - Analysis Question Report
  - Planning & Budgeting Reports (Action Plans)
  - Association Reports
  - Special Assessment Reports
  - Annual Reports
- Select one or more entities
- Click Next >>
- Select your appropriate parameters then click 'Run' to view your report.

## C. DATA MANAGERS

1. Faculty and/or staff must be given access to WEAVEonline system to enter data. Faculty/staff assigned this role will only be able to view, enter and edit information for the specific identified entity. Direct questions or problems to the CMU WEAVEonline Administrator.
  2. Once logged in, you should be on the **Homepage**. On the top of the page are **three active links**:
    - ❖ **Click on **Select Cycle and Entity**:**
      1. Select a cycle. Choose the appropriate year from the drop down menu.
      2. Select an entity. Choose the entity you will be entering data for. (Make sure the entire tree shows– if necessary pick in the **Show Through** menu: Program
    - ❖ **Click on **Assessments**. Choose, from the drop down menu, the area that you will be entering data.**

REMINDER

      - First time entry you will have a prompt indicating 'Add ..... '.
      - To Edit existing information: Look for the 'Edit' button or you may need to first 'Expand All' to find the 'Edit' button or Text box.
- Within the Assessment section WEAVEonline permits data to be entered in the following areas:
- ✓ Mission/Purpose
  - ✓ Goals
  - ✓ Outcomes/Objectives including associations between Standards, Strategic Plans, General Education and institutional Priorities

- ✓ Measures including type (or source of evidence), and relationships between measures and outcomes/objectives
- ✓ Achievement Target for each Measure-Outcome/Objective pair.
- ✓ Assessment Results/Findings for each Measure-Outcome/Objective pair and if the assessment result/finding meets, partially meets or does not meet expectations (achievement target).
- ✓ Action Plans developed to improve future results including Status of Action, Target Date, Target Date Description, Priority, Responsible Person/Group, Additional Resources needed, Budget Amount Requested.
- ✓ Analysis Questions – responses to questions developed by CMU related to assessment findings.
- ✓ Annual Report – prompts identified by CMU. Each specific entity will enter information as directed by the headings.

❖ **Click of Reports**

Viewing/Generating a report is a three-step process

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