

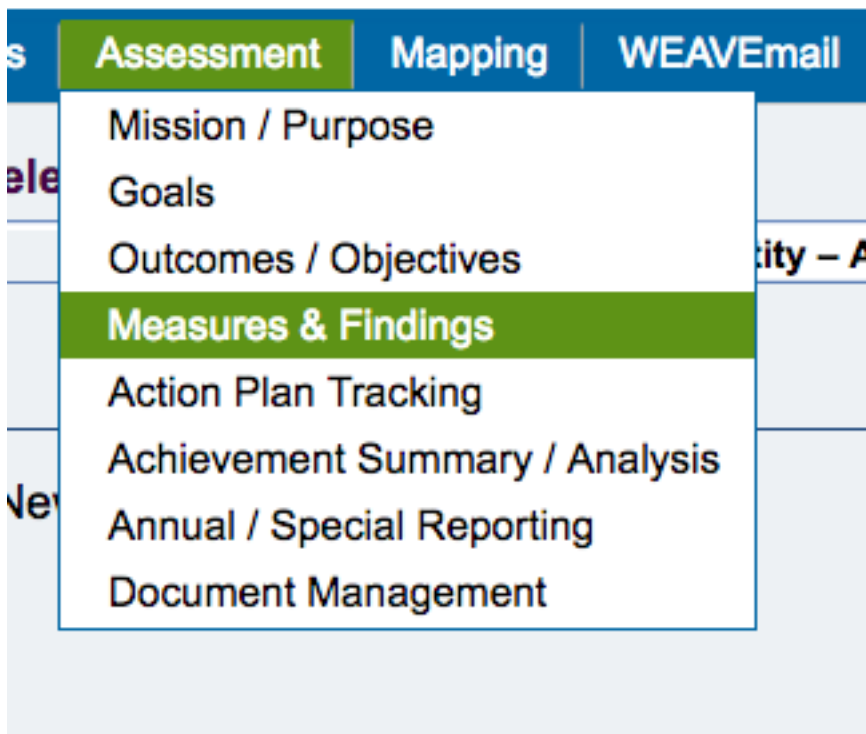
This document covers basic user instructions for WEAVE on how-to enter an assessment report (e.g., the findings from the assessment process) and how-to create and Action Plan.

ASSESSMENT REPORT

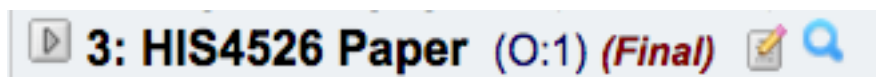
NOTE: You will need to do this for each of the Targets that you assessed in your plan. Directions are provided as if you just logged into WEAVE for the first time.

REMINDER: User Name = e-mail; if requested, the Abbreviation = "OKBU"

1. Login to WEAVE, go to "Measures & Findings" under the "Assessment" Tab.




2. Scroll down to the "Measures & Findings" section of the screen, which should be at the bottom, below the "Goals" and "Outcomes/Objectives."
3. Expand the Measure that you want to manipulate by clicking on the triangle.



4. Beneath the “Target” that you have information about, click the “+ Add Finding” Button.

Targets and Findings:

1: Apply methods of modern philosophy

▼ Target (**Final**) [\[Preview Formatting\]](#) 

75% of students will achieve a Satisfactory or better.

Established in Cycle: 2015-2016

Active Through: Keep Active

Last Updated by Andrew Spencer on 9/10/2015 Established by Andrew Spencer on 9/10/2015

 Edit Target

 Add Finding

5. Enter your “Assessment Report” information that you discovered during the assessment process. It should answer the questions regarding ONE target only:
 - a. What is the Status of Student Learning with respect to this measure and target?
 - b. How did you come to your conclusions about the status of student learning relative to this measure and target?
 - c. What needs to change to make it better?
 - d. Or, if you didn’t measure it, explain why and when it will be measured.
6. Select the status of the Target. NOTE: Items that are Met and Partially Met should have an accompanying Action Plan.


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


Especially if the Target is *Partially Met* or *Not Met*, develop an Action Plan to improve future results.

NOTE: If your institution provides other instructions for Action Plans, please follow those.

Established in Cycle:

Entry Status: Draft / In Progress Final

 Save

 Cancel

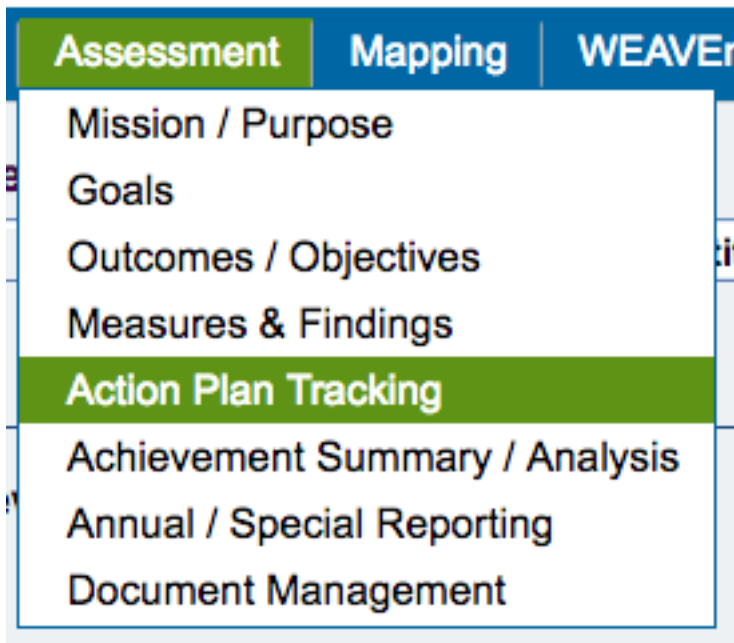
7. Click “Final”
8. Click “Save”
9. Repeat this process for the other Targets in this Assessment Plan.

ACTION PLAN

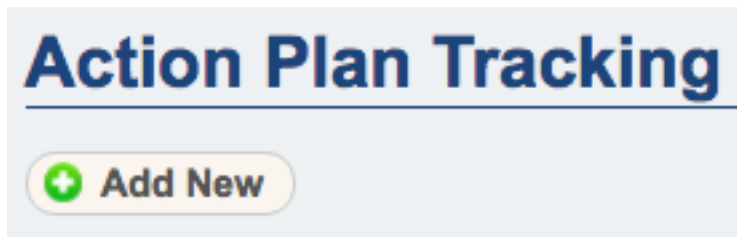
NOTE: You will need to do this for each of the Targets that you assessed as “Not Met” or “Partially Met”. You may choose to include an action plan for Targets that are “Met” if you are still making changes. Directions are provided as if you just logged into WEAVE for the first time.

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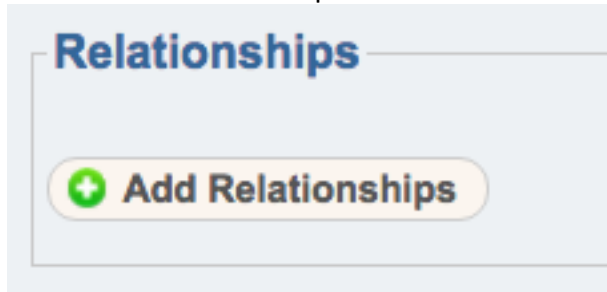
1. Login to WEAVE, Go to the “Action Plan Tracking” link in the Assessment Tab.



2. Assuming this is a new Actin Plan, then click “+ Add New” otherwise, find the one you want to edit and add notes or edit the details.



3. Click “+ Add Relationships” to link this Action Plan to a Target.



4. Click the radio button(s) next to the Target(s) that you are creating the measure for. You are only checking boxes FOR THE ACTION PLAN you are currently working on.

Chemistry Poster:

- Apply methods of modern philosophy
- Discuss current academic perspectives

HIS4526 Paper:

- Apply methods of modern philosophy

Portfolio :

5. Select the appropriate Implementation Status.
 - a. If you are going to do something in the future, then select “Planned” or “In-Progress”
 - b. If you made whatever changes were necessary (but need to document what you did) then click “Finished.”
 - c. The other two options are left for if a plan doesn’t work out for some reason.

Implementation Status: Planned
 In-Progress
 Finished
 On-Hold
 Terminated

* **Condensed Description:**

* **Description:** 0 of 20,000

6. Enter a summary “Condensed Description” that succinctly indicates what the plan is going to do. For example:
 - a. Revise PHI1100 syllabus for paper assignment
 - b. Create pre-req for HIS4657
 - c. Reword SCI3456 lab report rubric


* **Condensed Description:** 128

* **Description:** 0 of 20,000

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7. Enter a simple explanation of what the action plan is in the “Description Box”

8. If the plan will be completed in the future, enter a reasonable “Projected Completion Date.” (This is helpful because we can run reports on this to help remind.)

Projected Completion Date: 

9. Indicate who the responsible person/group is.

Responsible Person/Group:

500

10. Other fields can be left blank.
11. Change “Entry Status” to “Final”
12. Click “Save”

Entry Status: Draft / In Progress Final

13. Repeat as necessary for Action Plans related to other targets.