

New Weave and Assessment Process

ADMINISTRATIVE UNITS



THE UNIVERSITY *of*
NEW ORLEANS.

OFFICE OF INSTITUTIONAL
EFFECTIVENESS AND RESEARCH

Login to New Weave

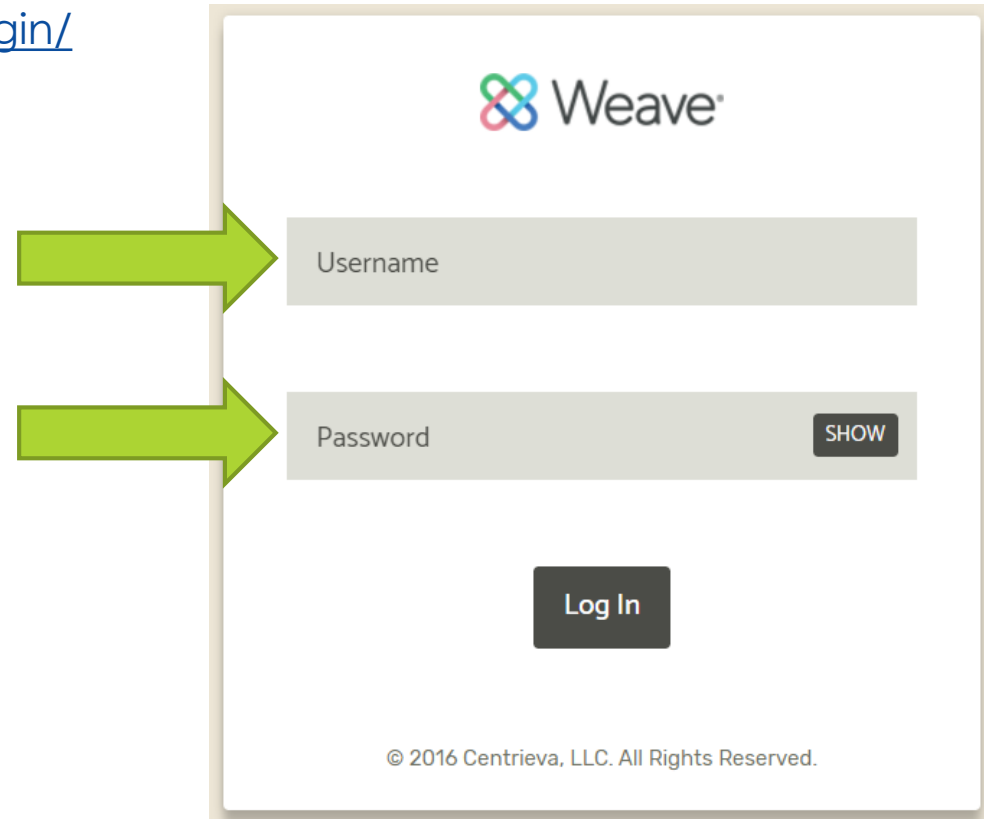
- ▶ Website: <https://app.weaveeducation.com/login/>

* Google Chrome is the recommended browser for using WEAVE online.

- ▶ Use UNO Username and Password.

* Your username is your UNO user id (the first part of your email address).

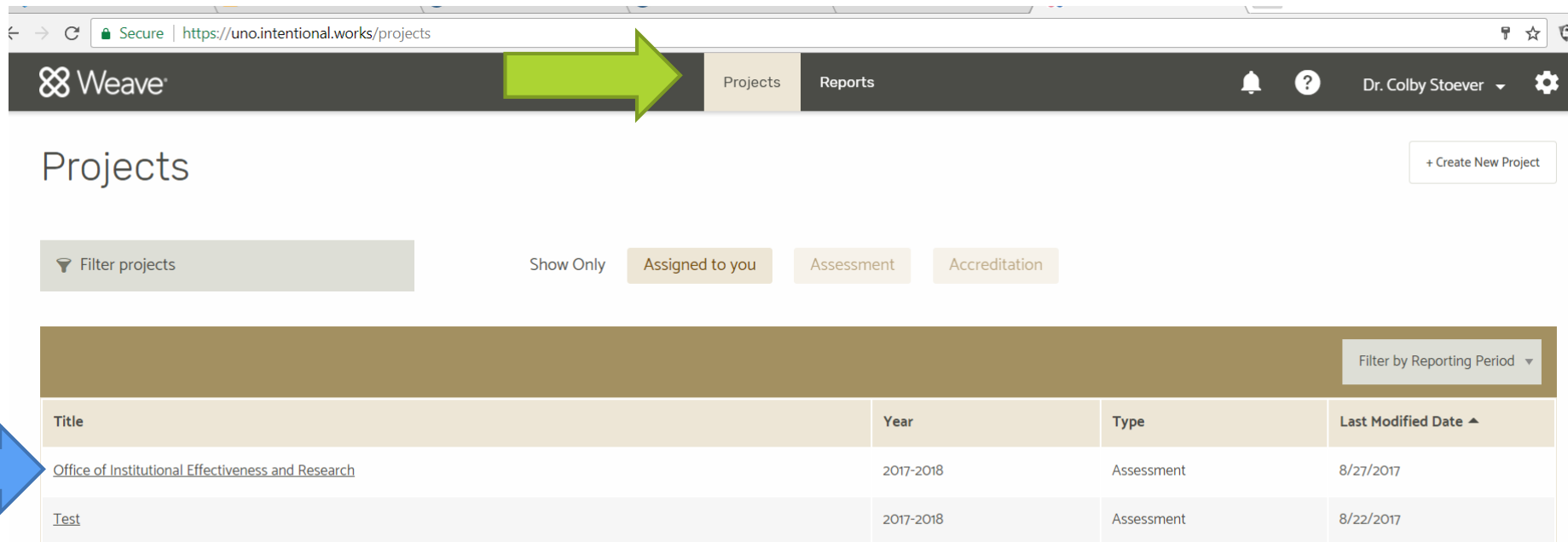
* Your Password is your UNO password. (case-sensitive)



The screenshot shows the Weave login interface. At the top is the Weave logo, which consists of a colorful knot icon followed by the word "Weave". Below the logo are two input fields: "Username" and "Password". A green arrow points to the Username field, and another green arrow points to the Password field. The Password field includes a "SHOW" button on its right side. Below the input fields is a dark "Log In" button. At the bottom of the page, there is a copyright notice: "© 2016 Centrieva, LLC. All Rights Reserved."

Finding your Project “Assessment Plan”

Projects will appear when you login. If not, click on the Projects tab.
Enter the your project by clicking your project’s title.

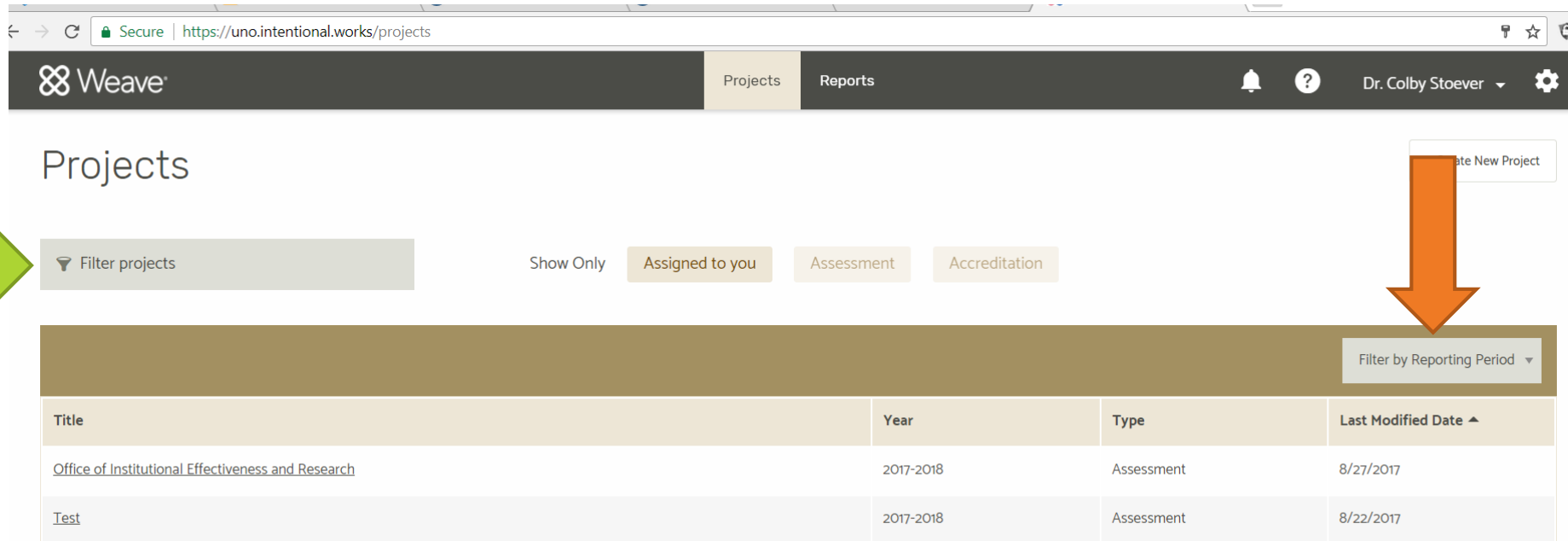


The screenshot shows the Weave system interface. The browser address bar displays <https://uno.intentional.works/projects>. The navigation bar includes the Weave logo, a green arrow pointing to the 'Projects' tab, and the 'Reports' tab. The user is identified as 'Dr. Colby Stoever'. Below the navigation bar, the 'Projects' section is visible, featuring a '+ Create New Project' button and a 'Filter projects' dropdown. The 'Show Only' filters are set to 'Assigned to you', 'Assessment', and 'Accreditation'. A table of projects is displayed below, with a blue arrow pointing to the first row's title.

Title	Year	Type	Last Modified Date ▲
Office of Institutional Effectiveness and Research	2017-2018	Assessment	8/27/2017
Test	2017-2018	Assessment	8/22/2017

Finding your Project “Assessment Plan” –Cont.

Search for your project.
Filter by reporting year. (only one this time)



The screenshot shows the Weave system interface. The browser address bar displays <https://uno.intentional.works/projects>. The navigation bar includes the Weave logo, 'Projects' and 'Reports' tabs, and a user profile for 'Dr. Colby Stoever'. The main content area is titled 'Projects' and features a 'Filter projects' dropdown menu (indicated by a green arrow), 'Show Only' filters for 'Assigned to you', 'Assessment', and 'Accreditation', and a 'Filter by Reporting Period' dropdown menu (indicated by an orange arrow). Below these filters is a table with the following data:

Title	Year	Type	Last Modified Date ▲
Office of Institutional Effectiveness and Research	2017-2018	Assessment	8/27/2017
Test	2017-2018	Assessment	8/22/2017

What you should see.

The screenshot displays the Weave project management interface. At the top, a dark navigation bar contains the Weave logo, 'Projects' and 'Reports' tabs, a notification bell, a help icon, and the user name 'Dr. Colby Stoever' with a settings gear. Below the navigation bar, a breadcrumb trail reads 'Projects / Assessment / Training Weave / 2017-2018'. The main content area is titled 'Training Weave 2017-2018' and includes a 'Set Project Status' button and 'Expand All | Collapse All' links. A left sidebar contains two sections: 'Table of contents' with a dropdown menu showing 'Mission Statement' and 'Goals', and 'Team' with a profile icon and an 'Add team member' button. The main content area features three sections: 'Mission Statement', 'Goals' (with a '+Add Goals' button), and 'Project Attachments'.

New Weave Features and Controls

Left side of screen

The screenshot displays the Weave interface. At the top, a dark navigation bar contains the Weave logo and the text 'Projects / Assessment / Training Weave / 2017-2018'. Below this, a grey button labeled 'Set Project Status' is followed by the project name 'Training Weave' and the year '2017-2018'. The main content area is divided into two sections. The first section, titled 'Table of contents', includes a 'Mission Statement' and a 'Goals' dropdown menu. The second section, titled 'Team', features a profile picture icon and an 'Add team member' button. Four numbered arrows point to these elements: a green arrow labeled '1' points to the navigation bar, an orange arrow labeled '2' points to the 'Table of contents' section, a blue arrow labeled '3' points to the profile picture icon, and a green arrow labeled '4' points to the 'Add team member' button.

- ▶ 1. Navigation Bar (click these to go back)
- ▶ 2. Table of contents for project
- ▶ 3. People who have been added to this project. Hover over pics to get names.
- ▶ 4. Add team members (where you can invite team members (people) to your project)

New Weave Features and Controls

Right side of screen

- ▶ Expand all | Collapse All- will expand or collapse project elements

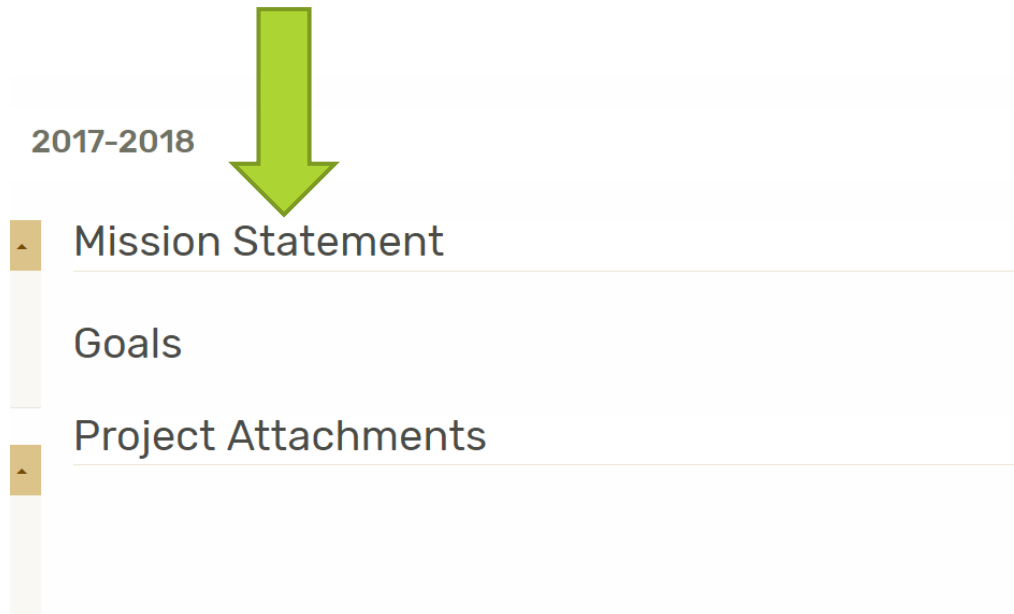


Expand All | Collapse All

Mission Statement – New Requirement

- ▶ Mission Statement: A written declaration of an unit's/department's core purpose and focus that normally remains unchanged over time. Properly crafted mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state who will be served and how, and (3) communicate a sense of intended direction.
- ▶ The Office of Institutional Effectiveness and Research (OIER) provides institutional data to the University. OIER supports data-informed decision-making with accurate and timely reporting of official data to internal and external audiences. OIER is responsible for academic federal and state reporting. We assist the university, colleges, and departments/units with accreditation reporting requirements, professional organization surveys, and grant writing by providing student and faculty data. OIER manages the online factbook and collects campus-wide student, faculty and staff survey information. OIER is responsible for the assessment of administrative units and manages project evaluations when needed.

Entering Mission Statement



- ▶ Hover over and click “Mission Statement”

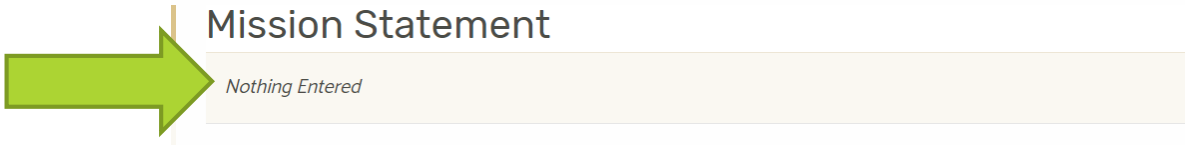
Entering Mission Statement (cont.)

- ▶ Double-Click on shaded box that appears.

2017-2018

Mission Statement

Nothing Entered

A green arrow points from the left towards a light-colored rectangular box. The box contains the text "Nothing Entered" in a smaller, italicized font. Above the box, the text "Mission Statement" is displayed. To the left of the box, the text "2017-2018" is visible.

Mission Statement (cont.)

- ▶ At this point, you can type or copy and paste your mission statement into the box.
- ▶ Click out the box.

Mission Statement



Mission Statement

Mission Statement: A written declaration of an unit's/department's core purpose and focus that normally remains unchanged. mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state who will be served and (3) provide a sense of intended direction.

Goals- New Requirement

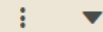
- ▶ Goals in your project (assessment plan) are different from personal goals.
- ▶ Goals should not be specific, but rather general statements of direction.
- ▶ In a broad sense, how do you want to effect change?
- ▶ Goals can be very long-term(i.e. an end product of many steps or outcomes).

Goal Examples

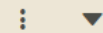
Goals

+Add Goals

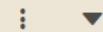
1 Provide greater access to institutional data.



2 Provide institutional data in a timely manner to decision-makers and external agencies.



3 Make assessment for a more useful process and more efficient.



Entering Goals

- Click on “+Add Goals”

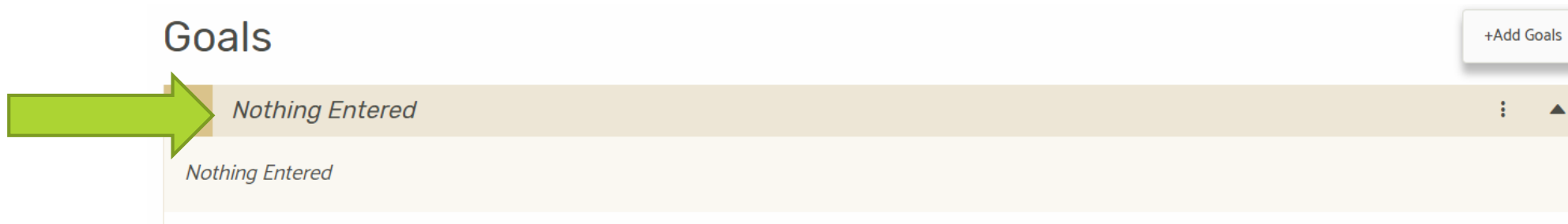
Goals



+Add Goals

Entering Goals (cont.)

- Click on Shaded Box



The screenshot shows a user interface for entering goals. At the top left, the word "Goals" is displayed. To the right of "Goals" is a button labeled "+Add Goals". Below this is a list of goal entries. The first entry is highlighted with a light beige background and contains the text "Nothing Entered". A large green arrow points to the left side of this highlighted entry. To the right of the text in the highlighted entry are three vertical dots and a small upward-pointing triangle. Below the highlighted entry is another entry, also containing the text "Nothing Entered".

Entering Goals (cont.)

- Type in Goal (1)

Goals

+Add Goals

1 Type Goal|

Nothing Entered

Entering Goals (cont.)

- Click on shaded box below goal to enter a goal description (not a requirement). I repeat the goal here.
- Repeat process for all Goals.

Goals

+Add Goals

1 Type Goal



Nothing Entered



Outcomes

- ▶ What are you doing or going to do this reporting cycle to help achieve your unit's goals?
- ▶ Outcomes need to be more specific than goals because they relate to **actual work in a reporting cycle** .
- ▶ Outcomes need to be related to goals and should be fixing a known problem.
- ▶ Outcomes have to be **measurable**. You have to know if they were achieved or in the process for being achieved.
- ▶ Outcomes **should NOT be normal businesses process** unless these process are failing. However, an outcome can be to improve a normal business process.
 - ▶ For example, OIER cannot have goal to complete federal reports; however, it can have a goal to make writing federal reports more efficient.

Entering Outcomes

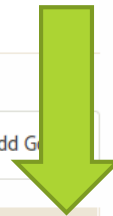
- Click on down carrot to expand Goal.

Mission Statement

Goals

1 Type Goal

+Add G



Entering Outcomes (cont.)

- Click one "+ Add Outcomes"

Goals

1	Type Goal	+Add Goals
My goal description.		↓
Outcomes		

Entering Outcomes (cont.)

➤ Click on Shaded Box

Outcomes

+Add Outcomes

1.1 *Nothing Entered*

Description

Nothing Entered

Supported Initiatives (0)

+Add Supported Initiative

Entering Outcomes (cont.)

- Type in Outcome (1)

Outcomes

+Add Outcomes

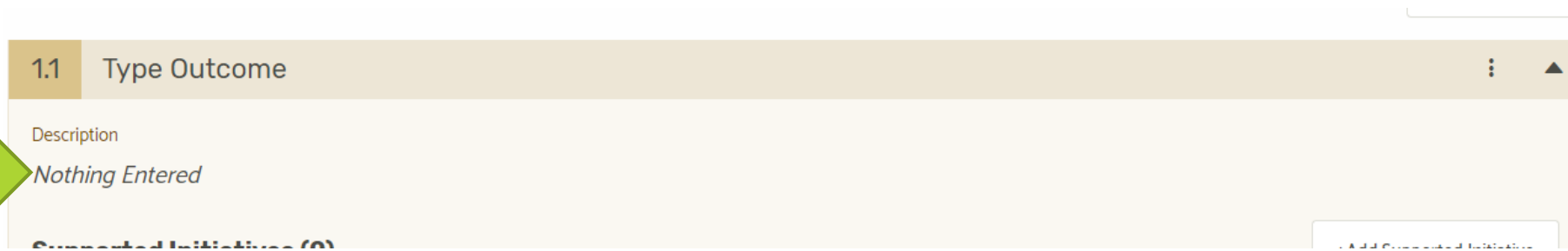
1.1 Type Outcome|

Description

Nothing Entered

Entering Outcomes (cont.)

- Click on shaded box below goal to enter an outcome description.
- This is required. In two to three sentences, state why this outcome is important to achieving your goal. What problems is it solving?



The screenshot shows a form titled "1.1 Type Outcome". The form has a header bar with the title and a menu icon. Below the header, there is a "Description" field containing the text "Nothing Entered". A green arrow points to this field. At the bottom of the form, there is a section for "Supported Initiative (0)" and a button labeled "Add Supported Initiative".

Supported Initiative- New Requirement

- ▶ Supported Initiative – links your outcome to the UNO Strategic Plan Goals
- ▶ It is important to know how the university is working toward the strategic plan.
- ▶ At least one of your outcomes should be link to an UNO Strategic Plan Goals.

Linking your outcome to the Strategic Plan

Click “+ Add Supported initiative”

Outcomes

+Add Outcomes

1.1 Type Outcome

Description

Why the outcome??

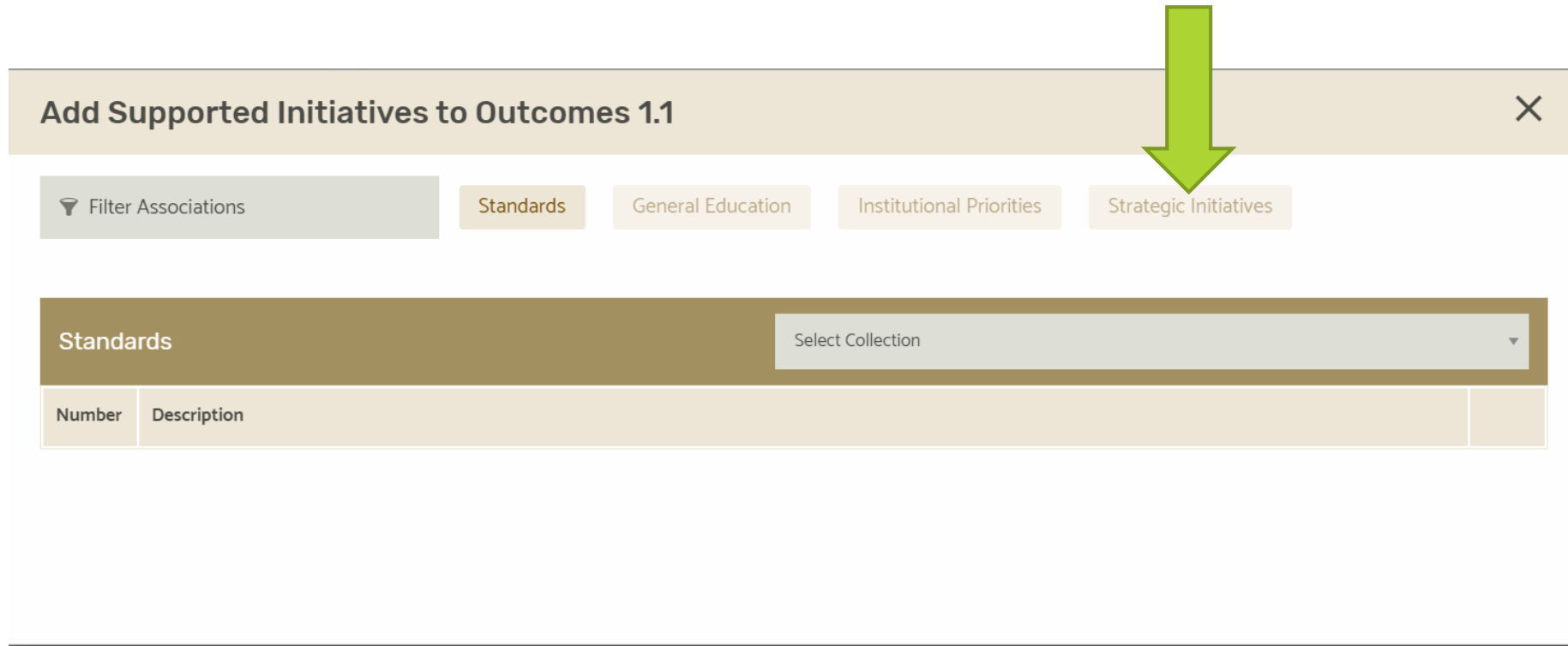
Supported Initiatives (0)

+Add Supported Initiative



Linking your outcome to the Strategic Plan

New box will appear.
Click on "Strategic Initiatives" box



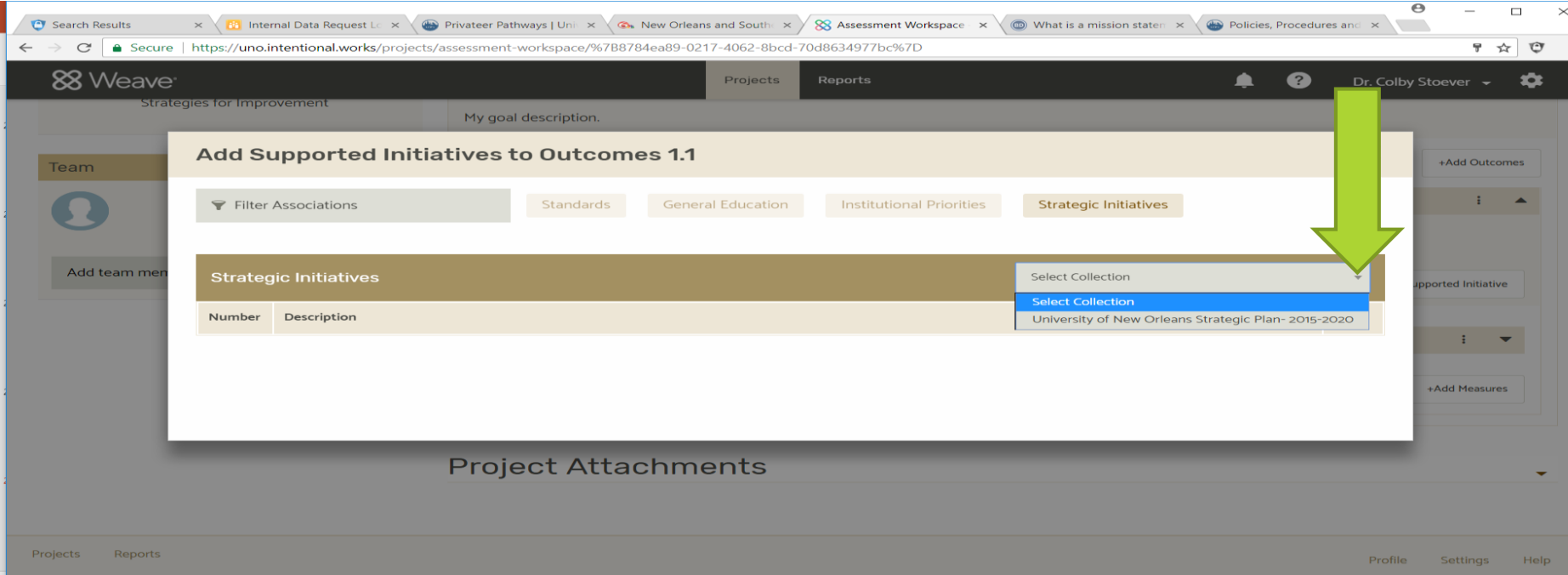
The screenshot shows a dialog box titled "Add Supported Initiatives to Outcomes 1.1" with a close button (X) in the top right corner. Below the title bar is a row of filter buttons: "Filter Associations" (with a funnel icon), "Standards", "General Education", "Institutional Priorities", and "Strategic Initiatives". A large green arrow points down to the "Strategic Initiatives" button. Below the filter row is a section titled "Standards" containing a "Select Collection" dropdown menu. At the bottom, there is a table with two columns: "Number" and "Description".

Number	Description
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Linking your outcome to the Strategic Plan

Click down carrot in "Select a Collect"

Click on "University of New Orleans Strategic Plan 2015-2020"









The screenshot shows the Weave system interface. The main header includes the Weave logo and navigation tabs for 'Projects' and 'Reports'. The user is logged in as 'Dr. Colby Stoever'. A modal window titled 'Add Supported Initiatives to Outcomes 1.1' is open, displaying a table of 'Strategic Initiatives' and a dropdown menu for 'Select Collection'. A green arrow points to the dropdown menu, which is currently open, showing the option 'University of New Orleans Strategic Plan- 2015-2020' selected.

Number	Description
	University of New Orleans Strategic Plan- 2015-2020

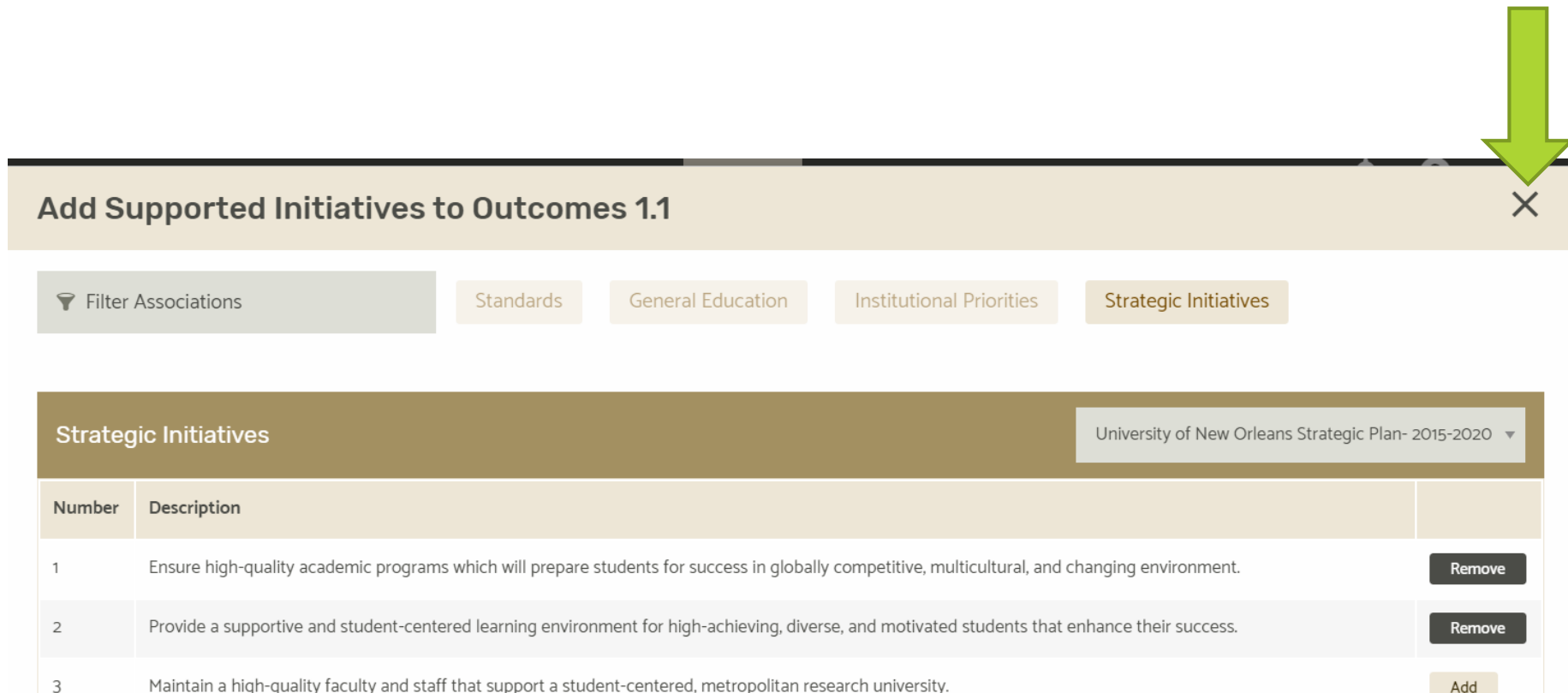
Linking your outcome to the Strategic Plan

Click on the “Add” button next to any goal you need to add.

Strategic Initiatives		University of New Orleans Strategic Plan- 2015-2020 ▾
Number	Description	
1	Ensure high-quality academic programs which will prepare students for success in globally competitive, multicultural, and changing environment.	Add 
2	Provide a supportive and student-centered learning environment for high-achieving, diverse, and motivated students that enhance their success.	Add 
3	Maintain a high-quality faculty and staff that support a student-centered, metropolitan research university.	Add 
4	Strengthen UNO’s research and creative activity.	Add 
5	Maintain and manage every UNO campus facility in an ecologically, economically, and socially sound manner.	Add 
6	Broaden UNO’s image as a premier university at the regional, national and international level while expanding our connection to the community.	Add 

Linking your outcome to the Strategic Plan

Click on the "X" at the top of the box when done.



Add Supported Initiatives to Outcomes 1.1 X

Filter Associations Standards General Education Institutional Priorities Strategic Initiatives

Strategic Initiatives University of New Orleans Strategic Plan- 2015-2020

Number	Description	
1	Ensure high-quality academic programs which will prepare students for success in globally competitive, multicultural, and changing environment.	Remove
2	Provide a supportive and student-centered learning environment for high-achieving, diverse, and motivated students that enhance their success.	Remove
3	Maintain a high-quality faculty and staff that support a student-centered, metropolitan research university.	Add

Strategies for Improvement

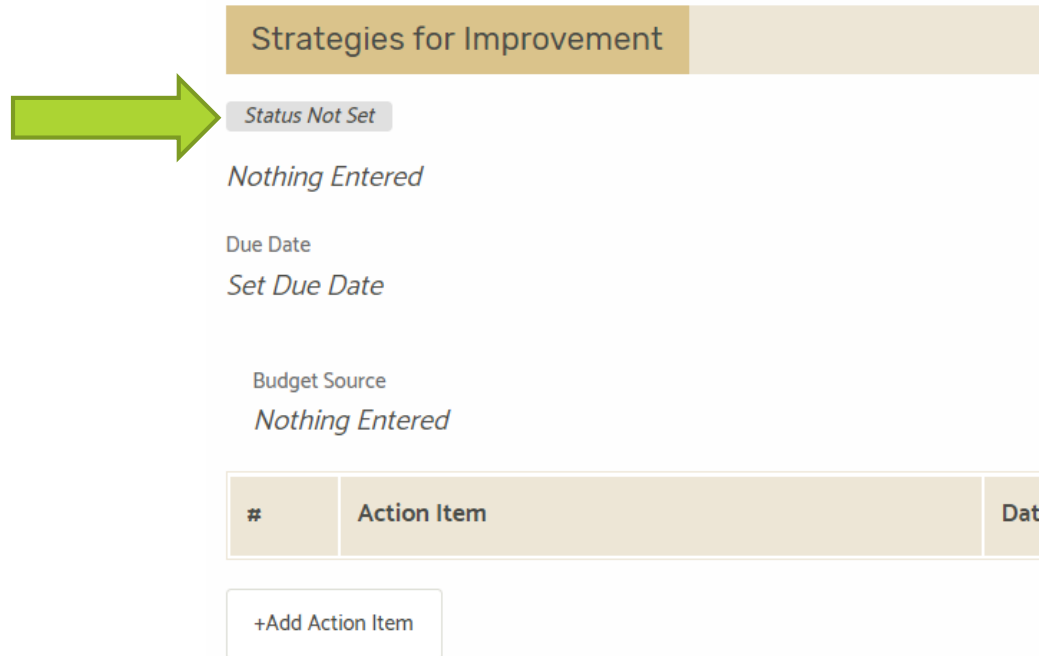
- ▶ What actions are you going to do over the reporting cycle to achieve your outcome?
- ▶ This is a section that needs to be updated over time (Take 30 minutes a month to update).

Entering Strategies for Improvement

- Click on down carrot to expand Strategies for Improvement.



Entering Strategies for Improvement (cont.)



Strategies for Improvement

Status Not Set

Nothing Entered

Due Date
Set Due Date

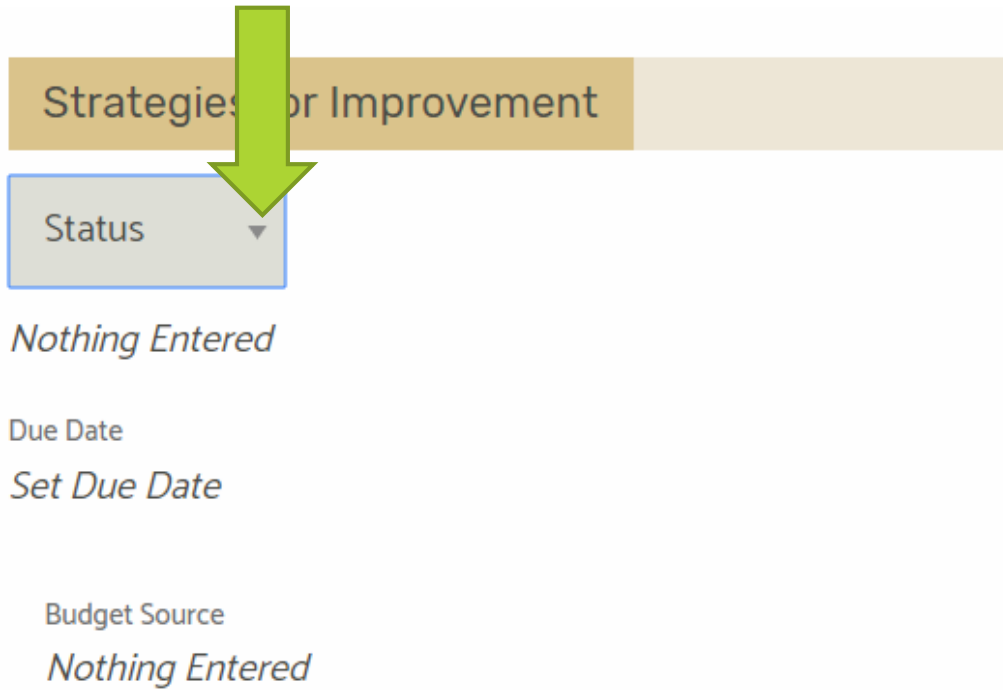
Budget Source
Nothing Entered

#	Action Item	Date
---	-------------	------

+Add Action Item

▶ Click "Status not Set".

Entering Strategies for Improvement (cont.)



Strategies for Improvement

Status ▼

Nothing Entered

Due Date
Set Due Date

Budget Source
Nothing Entered

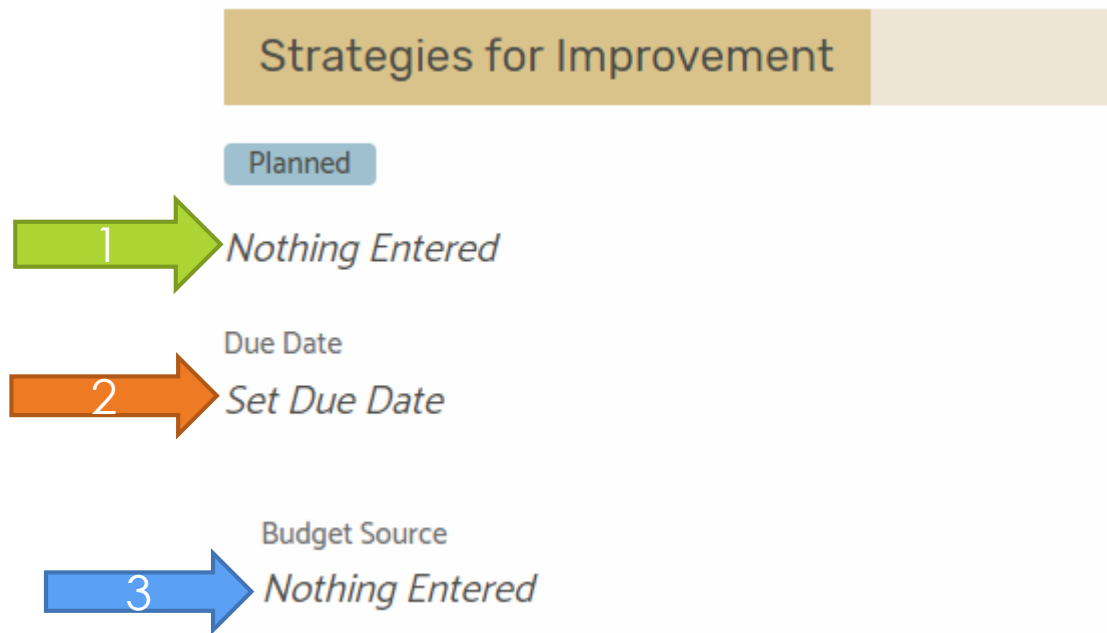
- ▶ Click on down carrot in Status box

Entering Strategies for Improvement (cont.)

Choose appropriate status.

The screenshot shows the Weave software interface. The top navigation bar includes the Weave logo, 'Projects', and 'Reports' tabs. The user is logged in as 'Dr. Colby Stoever'. The main content area is titled 'Strategic Initiatives' and contains a list of bullet points. Below this is a section titled 'Strategies for Improvement' with a dropdown menu for 'Status' that is currently open, showing options: 'Status', 'Planned', 'Complete', and 'In Progress'. Below the status dropdown, there are fields for 'Budget Source' (Nothing Entered) and 'Dollar Amount' (Nothing Entered). A table with columns '#', 'Action Item', 'Date Created', 'Due Date', and 'Status' is visible, along with an '+Add Action Item' button. At the bottom, there is a 'Measures' section with an '+Add Measures' button. The Windows taskbar at the bottom shows the time as 11:50 AM on 8/29/2017.

Entering Strategies for Improvement (cont.)



- ▶ 1. Give a short description of your strategies by clicking the box below the status.
- ▶ 2. Set a due date to complete the entire improvement by clicking "Set Due Date" (best to enter the date of the end of the cycle).
- ▶ 3. If budget resources are needed, enter the source of funds by clicking on the box below "Budget Source".

Entering Strategies for Improvement (cont.)

Click on the box below dollar amount to enter budget for improvements.

Strategies for Improvement

Planned

General statement of what is to be done in the reporting cycle.

Due Date

6/1/2018

Budget Source

OIER Annual Budget

Dollar Amount

\$10,000,000.00



Action Items

- ▶ What tasks/projects is your unit going to perform to achieve your outcome?
- ▶ Be sure the task is being performed within the reporting cycle.

Action Items (cont.)


Click "+ Add Action Item" to add action item.

#	Action Item	Date Created	Due Date	Status	
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+Add Action Item

Action Items (cont.)

1. Click box under "Action Item". Add a description of what you plan to do.
2. Set a due date for task by clicking box below due date (This can be updated any time).
3. Click on the box below "Status".

#	Action Item	Date Created	Due Date	Status	
	<input type="text" value="Description Not Set"/>	8/29/2	<input type="text" value="Set Due Date"/>	<input type="text" value="Not Set"/>	

Action Items (cont.)

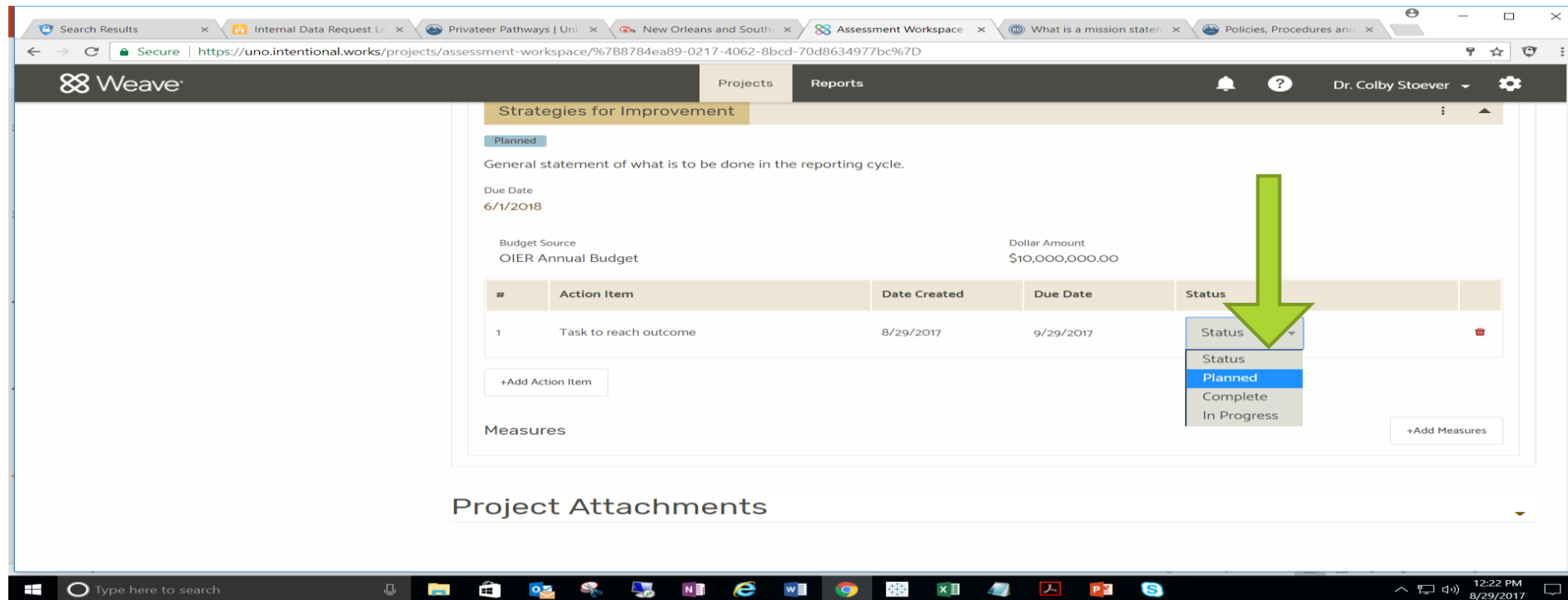
Click down carrot in status box.

#	Action Item	Date Created	Due Date	Status	
1	Task to reach outcome	8/29/2017	9/29/2017	Status	



Action Items (cont.)

Click Status of task.
Repeat for all Action items.



The screenshot displays the Weave software interface. The top navigation bar includes the Weave logo, 'Projects', and 'Reports' tabs. The user is logged in as 'Dr. Colby Stoever'. The main content area is titled 'Strategies for Improvement' and shows a 'Planned' status filter. Below this, there is a general statement of what is to be done in the reporting cycle, a due date of 6/1/2018, and budget information: 'Budget Source: OIER Annual Budget' and 'Dollar Amount: \$10,000,000.00'. A table lists action items with columns for '#', 'Action Item', 'Date Created', 'Due Date', and 'Status'. The first row shows a task to reach outcome, created on 8/29/2017 and due on 9/29/2017. A dropdown menu is open for the 'Status' column of this row, with options: 'Status', 'Planned', 'Complete', and 'In Progress'. A green arrow points to the 'Planned' option. Below the table is a '+Add Action Item' button and a 'Measures' section with a '+Add Measures' button. The bottom of the screen shows the Windows taskbar with the time 12:22 PM on 8/29/2017.

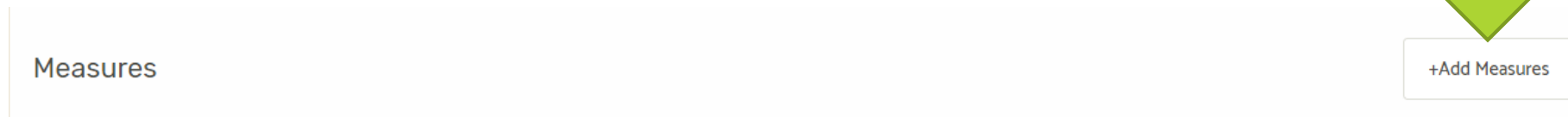
#	Action Item	Date Created	Due Date	Status
1	Task to reach outcome	8/29/2017	9/29/2017	Status

Measures

- ▶ What are you going to measure to know if your outcome was achieved?
- ▶ Surveys
- ▶ Counts
- ▶ Ect.

Entering Measures

Click "+ Add Measures".



Measures

1.1.1 *Nothing Entered*

Description
Nothing Entered

Methodology
Nothing Entered

- ▶ 1. Enter title of measure by clicking box next to numbers.
- ▶ 2. Provide a description of the measure by clicking below the “Description” title.
- ▶ 3. Provide methodology by clicking below the “Methodology” title. Methodology section should state where data is coming from, how it is collected, and when it is collected.

Targets

- ▶ Using your measures, what degree of that measure do you want to achieve?
 - ▶ How much of something are you going to produce?
 - ▶ How satisfied were customers with a new service?
 - ▶ You can have several targets per measure.

Entering Targets

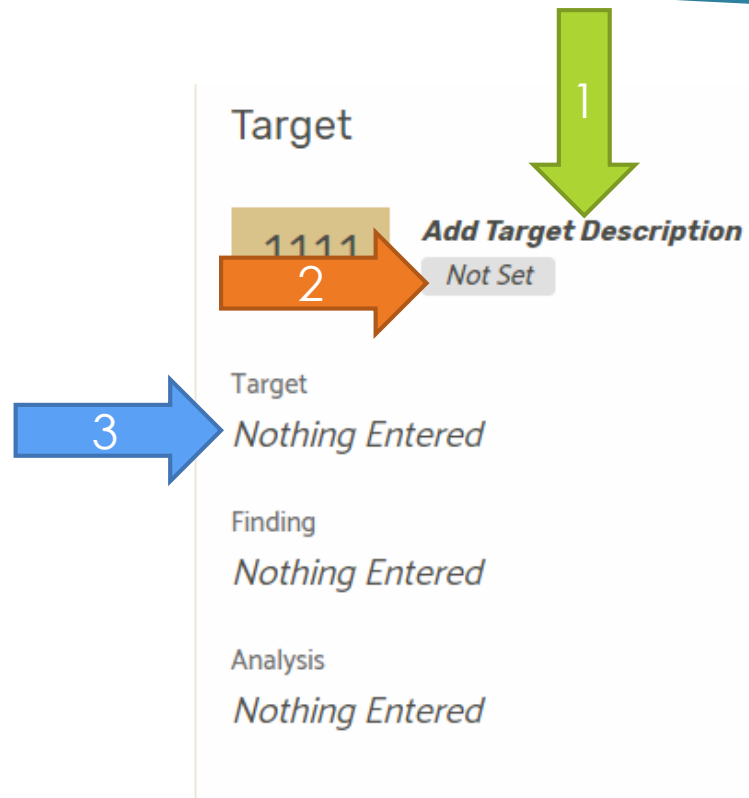
Click the “+Add Target” box

Target



+Add Target

Entering Targets (cont.)



- ▶ 1. Add target description by clicking the “Add Target Description” title.
- ▶ 2. Click the shaded box below Target Description.
- ▶ 3. Enter the Actual target by clicking the box below the “Target” title.

Changing your Assessment Plan's Status

- * Once you have completed your assessment plan at the Beginning of the cycle, you need to change your assessment plan's status to "In Review".
- * Click the box shown below. Then, select "**Internal Review**".

[Projects](#) / [Assessment](#) / [Office Of Institutional Effectiveness And Research](#) / 2018-2019

Internal Review

Office of Institutional Effectiveness and Research

2018-2019 ▾

