

LOCKER: SMU has made available a Locker space for SACS Documents. This is the place to initially store any documents for WEAVEonline. By doing this, documents will be available for linking to WEAVEonline, and to Xitracs, the software that will create the university's SACS submission.

REPORTS TAB: The final tab is a link to running reports from the data. First, select the cycle, then in the middle column, select the report wanted. The top listing, Detailed Assessment Report (DAR) will print anything entered in any section. The rightmost column lists all available entities. Select one or more to retrieve the data. After clicking the Next tab, another window opens with a couple more questions about the organization of the data in the report and what is to be included. Then click the Run tab. If the report window does not appear, check the status bar at the top of the page to see if you need to permit pop-ups.

SOME THINGS TO KNOW/REMEMBER:

Nothing is un-editable until it has been archived, even then, it can be reactivated. Don't be afraid to save anything. You will be able to change it later. If you are working in a cycle, and edit something in that cycle, it will change information only in the cycle in which you are working. It will not change information in other years.

From time to time, read the announcements on the WEAVEonline entry page. They are carefully crafted to provide up to date, useful information.



The screenshot shows the WEAVEonline login interface. At the top right is the 'weave ONLINE' logo. Below it is a blue header with the word 'Login'. The main content area has a light blue background and contains the following elements: a welcome message 'Welcome, Southern Methodist University WEAVEonline user. Please login...'; a 'WEAVEonline ID:' label with a text input field; a 'Password:' label with a text input field; a green 'Login' button; three links: 'Reset Password', 'Change Password', and 'Password Trouble?'; and a 'Supported Browsers' section with icons for 'IE 3.x' and 'IE 7.0'.

weave:

- 3** : to interlace especially to form a texture, fabric, or design
 - 4 a** : to produce by elaborately combining elements : [contrive](#)
 - 4 b** : to unite in a coherent whole
 - 4 c** : to introduce as an appropriate element : work in
 - 5** : to direct (as the body) in a winding or zigzag course especially to avoid obstacles
- <http://www.merriam-webster.com/dictionary/weave>

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A WEAVEonline User's Guide—
A work in progress...

WEAVE 4.5 – A User's Guide

To locate WEAVEonline, go to <http://www.smu.edu/ir> Click on the WEAVE button, it will take you to the WEAVEonline log-in page. **It must say** "Welcome **Southern Methodist University** WEAVEonline user, Please log-in..." if it doesn't, you are in the wrong log-in page and you will not be able to log in. A picture of the correct log-in screen is on the cover of this booklet.

Type in your SMU ID and password. If you forget the password you have chosen, the administrator can reset it, but does not have access to what was entered once it has been changed the first time you log in.

Once you have logged in, and you are on the WEAVEonline SMU Home page, the first thing to do is select the cycle and entity you want to work with. You will have pre-defined access to units, called "entities" by WEAVEonline. These will appear in the drop-down screen once you log in. Choose your cycle and department/entity by moving the cursor to the entity you want, then click on it (the screen will not change). The selected cycle and entity will show in the boxes on the screen.

THE ASSESSMENT TAB DROP DOWNS

Move your cursor over the "Assessments" tab. The choices will show in the drop-down box. Start with the **Mission Statement** by clicking on it. This will bring up your Mission Statement. This can be edited at any time. If it has not been entered, you can type it in directly, or copy and paste from a Word document.

To access other areas of activity, put the cursor over the Assessments tab. There will be a drop down containing the other elements of the WEAVEonline system: Outcomes/Objectives; Measures and Findings; Action Plan Tracking; Achievement Summary/Analysis; Annual/Special Reporting, Document Repository. Selecting the elements in the Assessments drop down allows you to add or edit your departmental/unit goals, outcomes, and measures.

Goals – Goals are not mandatory to use. However, they can be helpful. To add a goal, click on "Add" and provide a short description and the longer text of the goal. Click "Save"

Outcome/Objective – To add an outcome or objective, click "Add" and provide a short description and the longer text of the outcome. Associate the outcome with any of the available options: Goals, Standards, General Education or Core Curriculum, Institutional Priorities and Strategic Plans or any other associations (if applicable). The Institutional Priorities and Strategic Plans are from the SMU Centennial Strategic Plan, 2006-2015. The General Education or Core Curriculum path goes to check boxes with elements of the SMU General Education goals. You may choose either the Draft/In Pro-

gress or Final status. Click "Save".

Measures - To add a measure, click "Add". The first element that you are asked to provide is the source for the evidence of this measure. You can choose only one. Then, provide a short description and the longer text of the measure. Associate the Measure with at least one outcome. **You must do this before you will be able to add a Target for the Measure.** When you have done this, you will see an indication of which Outcome/Objective is linked to the Measure by something that looks like this "(O:1)" alongside the Measure. Click "Save". Once you have entered a Target, you will see a button to enter a Finding.

Findings – Once a measure has been entered and the achievement target set, you will see the button for "Add Finding". Enter the narrative of the findings in the text box and select the level that indicates how well the outcome was met. After findings have been entered, you can add an Action Plan for any items for which it was indicated that outcomes were not met or partially met.

☞ From this point, these screens, while useful, are optional unless indicated by the unit administrator. WEAVEonline has many functions which are not currently used by SMU. ☞

Action Plan Tracking Planned; This section tracks any Action plans entered in one of five statuses: In-Progress; Finished; On-hold; Terminated.

Achievement Summary/Analysis—this section summarizes any Achievement Targets and provides two questions for Analysis purposes: 1) What specifically did your assessment show regarding proven strengths or progress you made on outcomes/objectives? 2: What specifically did you assessment show regarding any outcomes/objectives that will require continued attention?

Annual/Special Reporting—a section with areas to summarize activity: Executive Summary; Contributions to the Institution; Highlights; Teaching; Research/Scholarly Activities; Public Community Service; International Activities; Challenges.

Document Repository – You can add documents that support your assessment planning work. These uploaded files will be stored in the WEAVE system and can be linked to outcomes, measures, or findings. DO NOT upload documents that include student names, ID numbers, or any other sensitive material. There is a tutorial on uploading files on the WEAVE resources page: <http://smu.edu/ir/Weave.htm>

Finally, the Document Repository section provides way to link documents to the entities. Click on the Browse button to find the document in a directory, and link it into the WEAVEonline system.