Tips for Using Weave

Getting In:

- The NEW Weave Login is at https://app.weaveeducation.com/login/
- Normally the username is your ePantherID (without @uwm.edu), but if that doesn’t work, you can use the “Retrieve Username” function to have it emailed to you. If you have never used Weave before, you will need to contact the assessment coordinator to get access.
- If your password doesn’t work, or you have other questions, email the assessment coordinator (Adam Andrews, andrewsa@uwm.edu).

Using Weave:

- The “Dashboard” is the first thing you see. To access your program’s Weave entries, click on “Projects” at the very top of the screen, and you should see each degree program that you are responsible for listed. Each program has a separate listing for each year. If any degree programs (or years) are missing that you need to enter data for, contact the assessment coordinator.
- Click on a program’s name from the “Projects” page to open it. Once open, it's easiest to click on "Expand All" in the upper right side to see everything. Otherwise each level has to be clicked to expand it, individually.
- When you start entering data for a program, switch the toggle in the upper left side to say "In Progress" (it defaults to "Not Started"). When you are done, set it to "Internal Review" so we know that it is complete. Once we have reviewed everything, someone in Academic Affairs will set them to "Completed."
- You can edit fields by just clicking on them. If anything is out of date for the year being entered, change it.
- Weave organizes data by Program Goals and Learning Outcomes. Goals are general and aspirational, while Outcomes are specific and measurable.
- Each “Measurement Tool” that you add is a site of assessment for that outcome (if it is measured in two different courses or using two different assignments, then each would get its own “Measurement Tool” entry).
- Under “Measurement Tool” the source of evidence will usually be one of the “Academic Direct” choices (e.g., Performance-Academic Direct; Multiple choice Exam- Academic Direct). “Academic Direct” simply means that faculty evaluated
an artifact or performance of student work directly. Indirect refers to data gathered via surveys, self-reports, interviews, student reflections, and so on.

- Under “Measurement Tool” be certain to enter a description of how the data was gathered (e.g., assessing a student portfolio using a rubric that scored student performance on a scale of 1-5).

- To enter data, you need to have a “Target.” If isn’t a target and findings field already listed for the measurement tool you are entering data for, then click “Add Target” in order to add a target and findings field. The target is the % of students that need to meet a particular benchmark or score in order for your program to consider itself “succeeding.” Some kinds of assessment data (such as survey data) doesn’t necessarily use targets, but you still have to add a “target” field in order to enter data. You can have multiple “target” fields for the same measurement tool (e.g., if you are using both minimum and “exemplary” targets).

- Be sure to set the target toggles to "Met", "Partially Met" etc. for each outcome you are entering data for. If an outcome wasn’t measured this year (if you are, for example, only measuring one outcome per year on a rotation) then set it to "Not Reported This Cycle"

- Enter current data into the "Findings" field (e.g., 87% of students achieved a score of 3 or better, exceeding our target of 80%). This is a short text field, and should only contain 1-2 sentences of data information.

- Below that, there is a space for further discussion about the significance, context, or meaning of the data you’ve entered. This field allows for extensive text, including context or faculty commentary/analysis. If these fields are not adequate to record or address your assessment data, then you can upload an attachment to Weave instead (see below).

- The "action plan" is your program's response to the assessment data (if one is needed), e.g., what changes you plan to make to curriculum, policy, etc, or even planned changes to learning outcomes or the assessment process itself, or planned special initiatives or assessment projects meant to delve into a question or issue faculty want to investigate in the program. If all targets are met and there are no changes planned, then this can be left empty. Note: The actual space for recording “Action Plans” is above the Measurement Tool, rather than below it.

- The “Improvement Type” field lets you specify what changes are planned based on the assessment data being entered. If no changes are needed or planned, this can be left blank.
The “Improvements Achieved” field allows you to document the outcome of program changes.

**Uploading Attachments:**

Weave allows users to upload attachments. You can upload rubrics, action plans, assessment plans, excel files, or even assessment reports. If your program already has an assessment report that contains the necessary information, you can opt to upload that document as an attachment rather than filling out the individual fields in Weave.