Old Dominion University

Guide to WEAVEonline℠

Welcome to WEAVEonline℠, ODU's new web-based assessment management system. WEAVEonline℠ will enable both academic programs and administrative departments to post their assessment plans AND reports on the web 24/7. WEAVEonline℠ also allows others both inside and outside (with permission) the department to review assessment plans and reports. Finally WEAVEonline℠ will produce annual reports and eventually curriculum maps. Following is the ODU guide to getting started with WEAVEonline℠.

Follow the steps below to add or edit your program assessment data. For more information about assessment or for assistance with WEAVEonline℠, please email the WEAVEonline Administrator at weave@odu.edu.

1. Access **WEAVEonline℠** at http://www.weaveonline.net/subscriber/odu/ **– please bookmark this new URL.**

   NOTE: If you are working off-campus, Netscape and older versions of Internet Explorer do not support some of WEAVEonline's functionality and may cause data collection errors. If you are a Netscape user, please download and install Internet Explorer from the Microsoft® Web site.?

2. Your WEAVEonline ID is your ODU UserID. **Login** using your ODU UserID and your WEAVEonline password.
   a. First time Login:
      i. Click, Forgot Password? Below the Login button. Your password will be automatically e-mailed to your ODU e-mail address.
   b. Changing your password:
      i. Once you have received your password, be sure to change it to a password you will remember.
         1. Enter your WEAVEonline ID, leaving the password field blank
         2. Click on the Change Password link, then enter your Old Password, and your new password

> **NOTE**: If do not know your ODU UserID, please call the OCCS Help Desk at 683-3192. For other technical problems or WEAVEonline-related questions, email the WEAVEonline Administrator at weave@odu.edu.

3. **Getting Started:** The homepage includes the Status Snapshot, giving the data entry status overview of all your programs, Click on **Detailed Report** to display status information for each program. Additionally, the right box, is a list of all programs for assessment, which can be sorted by organizational levels or A-to-Z.

4. **Selecting a program for assessment:** Once you select a program, you will be taken to the **Program Overview** page for that program which serves as a status summary page for data entered for that specific program. A glossary of terms is located under **help** (top right).

5. Select the **Mission** tab on the left menu to review the program mission statement. Click the **Add** button to add the program's Mission statement if one does not exist, or select the **Edit** button to update an existing Mission statement. Once the Mission Statement has been Added or Edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Beginning in the 2007-2008 assessment cycle, and all future years, an option will appear to copy the mission statement data to the next assessment cycle. This will appear directly under the Data Entry Completed question, click **Yes** to copy data over to the next cycle (**No** is the default). Click **Save** to submit your Mission statement to WEAVEonline. **NOTE: Always save at least every 15 minutes!**

6. Select the **Outcomes/Objectives** tab on the left menu to review the program's Outcomes/Objectives. Click the **Add** button to add a new Outcome/Objective, or select the **Edit** button next to an existing Outcome/Objective to update. After the Outcomes/ Objectives have been Added or Edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Beginning in the 2007-2008 assessment cycle, and all future years, an option will appear to copy the Outcome/Objective data to the next assessment cycle. This will appear directly under

the Data Entry Completed question, click **Yes** to copy data over to the next cycle (**No** is the default). **NOTE: Always save at least every 15 minutes!**

7. Select the **Measures** tab on the left menu to review existing Measures and relate these Measures to your Outcomes/ Objectives. Click the **Add** button to add a Measure, or select the **Edit** button next to a Measure to update. Once the Measures have been Added or Edited click **Yes** or **No** under **Data Entry Completed** (**No** is the default). Beginning in the 2007-2008 assessment cycle, and all future years, an option will appear to copy the Measures data to the next assessment cycle. This will appear directly under the Data Entry Completed question, click Yes to copy data over to the next cycle (**No** is the default). **NOTE: Always save at least every 15 minutes!**
8. Once you have completed an assessment using a given Measure, please add your **Findings**. Select the **Measures** tab on the left menu to review existing Measures. On the Summary of Measures and Findings page, locate a Findings link below each measure. Click **Add Findings** or **Edit Findings** to add or update the findings for each measure.
9. After you review findings, select the **Action Plan** tab on the left menu to plan actions. Formulate actions when you want to improve performance. If an assessment shows that you are not meeting target performance levels, take action! Click the **Add** button to add a new Action, or select the **Edit** button next to an existing Action to update. Remember, these are actions that you plan to take in the future, *not reports of actions already taken*.
10. At year's end, select the **Analysis** tab on the left menu to add summary comments for this assessment cycle. Click the **Add** button to add your analysis narrative, or select the **Edit** button to update an existing analysis.
11. Select the **Annual Reporting** tab. Enter the information requested in the referenced guidelines, if so directed by your dean or vice president. As in other sections, select **Add** or **Edit**, as appropriate.
12. **Tracking** and **Mapping** and **Feedback** modules – coming soon!
13. Select the **Reports** tab on the left menu to view/print reports for your program. Click on the link for the desired report. You can export to Microsoft® Word from the Detailed Assessment Report by clicking on the Export button within that report. The Data Audit reports allow you to do a quick self-check on whether you have Measures Needed for any Outcomes/Objectives, Findings Needed for any Measures, or Actions Needed as a result of any Findings.

Administrative Features

1. Select the **People & Programs** tab on the left menu in the blue-bordered Administrative Workspace to view or add people in WEAVEonline^{SM} (you will need to know the person's ODU UserID and e-mail address), update your own name or phone number, or give people read-write or read-only access to your programs.

2. Select the **Messages** tab on the left menu in the blue-bordered Administrative Workspace to draft an email and send it to one or more people in your assessment area(s). You can send a message to an individual person, or by program area. You can also draft and send a message to those who have access to certain WEAVEonline^{SM} programs in your area.

3. Select the **Reports** tab on the left menu in the blue-bordered Administrative Workspace to run reports across two or more programs. Select a specific report from the first column, then select the programs you want included in that report. When you are ready to run the report, click Go!

4. Select the **Search** tab on the left menu in the blue-bordered Administrative Workspace to search across all of your programs for a particular keyword or to find programs with new data entry on or after a selected date.