Instructions for Entering Annual Student Learning Outcomes Assessment for Academic Degree and Certificate Programs

1) Go to https://app.weaveonline.com/uthsca/login.aspx Use your HSC email user ID and password to login.

2) When you login you will be on the WEAVE home page.

3) Be sure you are in the correct year, and select your desired program from the pull-down menu.

4) Next, click on the Assessment tab and select “Measures and Findings.”

5) This will take you to the information page for the program. All of the student learning outcomes will be listed in the “Outcomes/Objectives” section, and the assessment methods and results are recorded in the “Measures & Findings” section. Just below the Measures & Findings heading, click on the button that says “Expand All.”
6) Now you can see the detailed information for each assessment measure.

This is the related outcome.

This is the performance target.

This is where you add the new results for this year.

These are results from previous years.

7) Click on the green plus sign that says “Add Finding.” Fill in the text box with the results for this particular target. Be as detailed as possible, indicating how many/what percentage of students were involved and at what level they were able to perform.

8) Once you have finished entering the results, indicate the target status beneath the text box by clicking one of the choices.

Then check “Final” next to entry status, and SAVE.

9) If your target status is “Not Met”, or “Partially Met”, you will need to add an action plan.

Click on the green plus sign that says “Add New Action Plan.” This needs to be a brief explanation of what types of follow-up actions have been taken to address any issues related to the unmet target.
10) On the action plan page, select an Implementation Status from the pull-down menu—it should say “Finished.” Then fill in the Condensed Description and the Complete Description.

You can designate a responsible person/group and can also describe any additional resources that will be needed to complete the action plan. When you are finished, go to the bottom of the page and select “Final” for the entry status and click SAVE. You will be taken back to the main assessment information page.

11) Repeat this process to add findings and action plans for the remainder of the measures. You can make edits to your findings by clicking the associated “Edit Finding” button.

12) Once you have finished adding all findings and action plans, scroll back up to the top of the page and select the “Assessment” pull-down menu again. This time, select “Achievement Summary/Analysis” from the list.
13) On the Achievement Summary/Analysis screen, answer the first two questions in the list. To do this, click on the small triangle next to each question and you will see a green plus button that says “Add.”

14) Once you click the “Add” button, you will be allowed to enter your response in a text box. For the first question, please provide an overall summary of how the students in the program performed this year. You can include observations about areas they seemed to master, and other areas that perhaps they struggled with. When you have finished your response, select “Final” for entry status and SAVE.

15) Get to the data entry page for the second question the same way. Enter a summary of all the changes and improvements that have been made to the program over the past year. THIS IS THE MOST IMPORTANT QUESTION ON THE ENTIRE ASSESSMENT REPORT, so please try to be as thorough as possible. Our accreditation reviewers want to be able to understand the thought process behind how analysis of the assessment results was used to make changes or improvements to the program.

16) Once you have entered all your findings, action plans, and responses to the two analysis questions you are DONE until next year.
17) If you would like to print out a report of all your information, hit the “Reports” tab at the top of the page and it will take you to a list of possible reports you can run.

Make sure to select “WEAVEonline Defaults” from the “Use Settings From” pull-down menu. (Otherwise your report will be formatted with strategic planning language, instead of academic assessment language.) Select the appropriate year, select the academic program from the menu on the right, then select the report you wish to run. The “Detailed Assessment Report” is the most inclusive, so you may want to run that one first to capture all of your data. Then you can explore the various other report options as you wish. WEAVE allows you to filter each report by year, and by other data elements, in order to tailor them to your needs.

Good luck! If you have questions, please email the WEAVE administrator (click on the link from the WEAVE home screen).