QUICK REFERENCE HOW TO GUIDE- ANNUAL PLANS

Login Information

WEAVE can be accessed from any computer with internet access. Unit directors determine the faculty/staff in each area that will have access to WEAVE and what level of access is needed. Figure 1 is a screenshot of the login page for UWA.

Instructions for Logging In

1. Go to https://app.weaveeducation.com/login/. Create/edit a bookmark/favorite with this exact address before logging in.
2. Enter a WEAVE ID and password, and click **Log In.** The WEAVE ID and password are the same as each user's UWA ID (not including @uwa) and password.

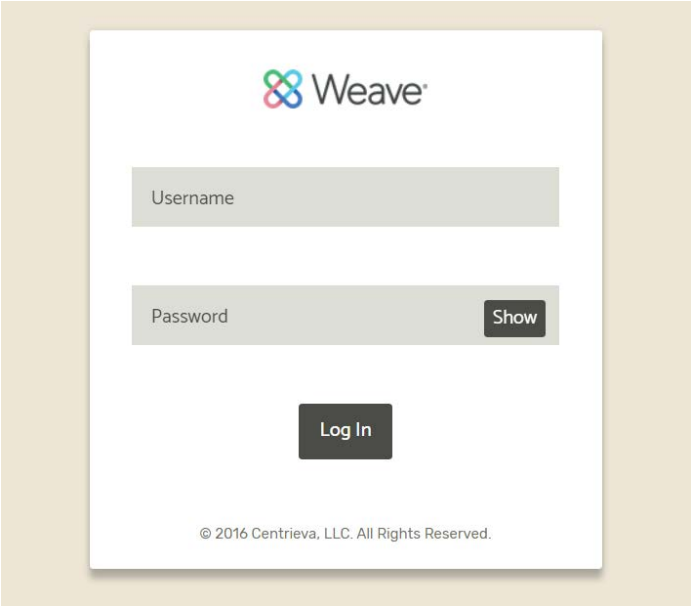


Figure 1

Home Page Information

The Home Page (shown in Figure 2 below) is the first page users will view after logging into WEAVE. This page contains access to all Projects assigned to the user. You will see four tabs at the top center of the page: Dashboard, Projects, Credentials, and Reports. The default tab is the Dashboard tab. For most users, the Projects tab will the tab used for most of the work being done within WEAVE. From this page,

you can access Projects by searching the name of the project in the “Filter projects” box, (OR) you can select the underlined Project name under “Title.”

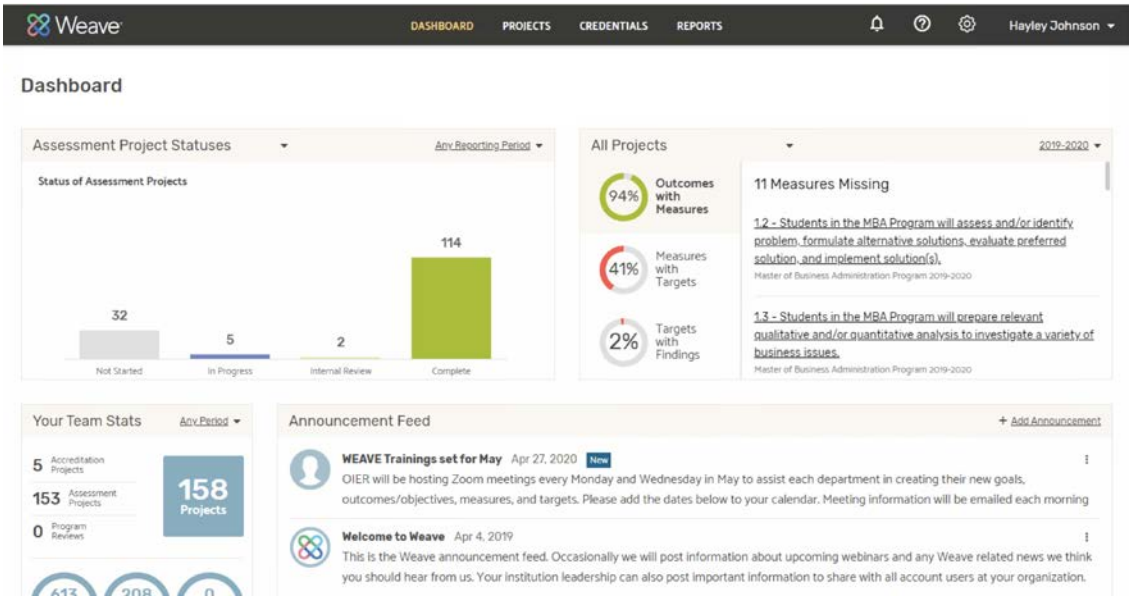


Figure 2

Resource Center

WEAVE has a resource center that contains helpful tips and general information. For more specific answers to questions, the UWA WEAVE Administrator can be contacted via email. The Resource Center can be accessed from all pages within WEAVE by selecting the “?” bubble shown in Figure 3 below.

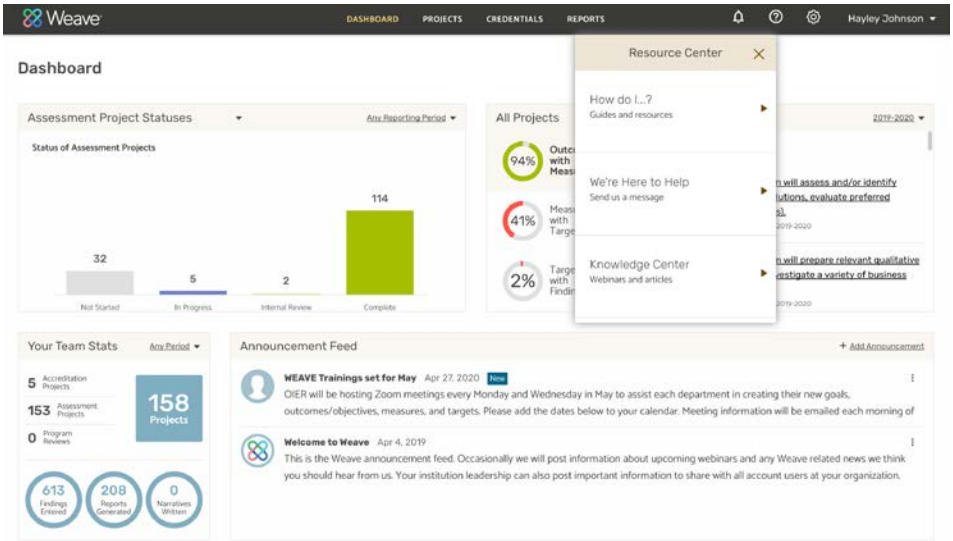


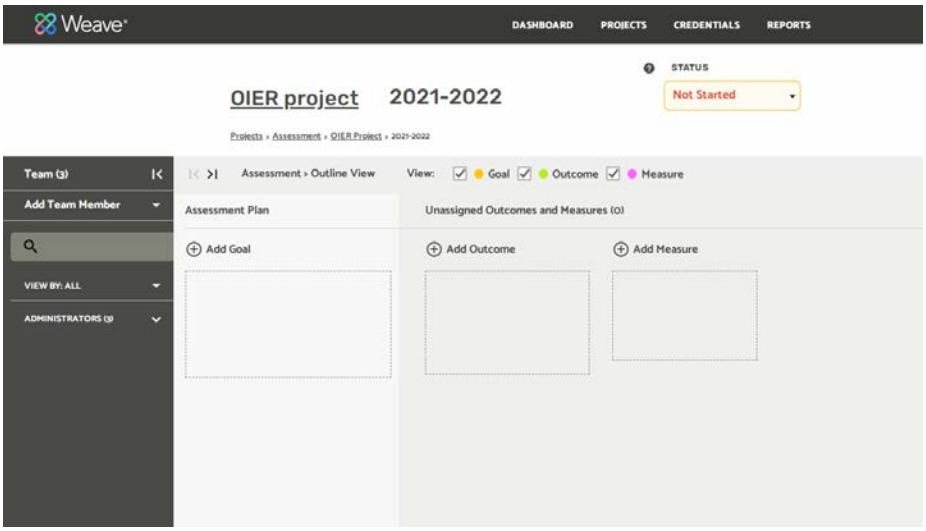
Figure 3

Instructions for assistance using the WEAVE Resource Center

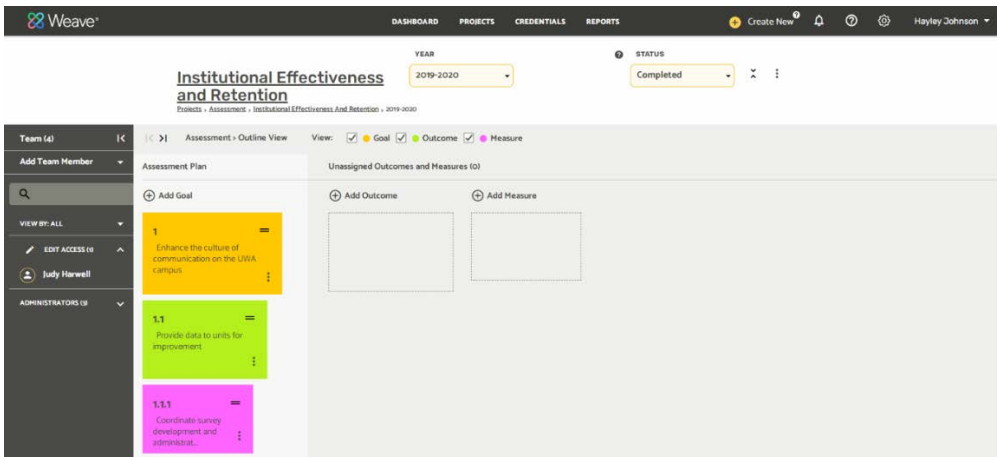
1. Hover over , and click the icon.
2. This option will open a new window in the browser and show multiple categories of assistance: How do I...?; Help for this page; We’re Here to Assist; Knowledge Center; and Weave Feature Requests.
3. By selecting any of the categories listed above, the user can access a variety of information.

The Projects Tab

The Projects Tab in WEAVE provides access to all projects a user is assigned to currently. When a project is brand new and no information has been entered, the following page will appear by clicking on the underlined title:



When a project is existing and information has been entered, the following page will appear by clicking on the underlined title:



The user will be able to see all people assigned to this team as a user in the first column to the far left. You will also be able to see if the user(s) have edit or read access. You can also assign users to the project in this area.

In the middle column, you can see two alternate views. If no information has been entered, there will be no information listed in any category. However, if information has been entered, you will see an outline of the goals, outcomes/objectives, and measures in a sticky note view. From this sticky note view, quick edits can be made to any goal, outcome/objective, or measure by clicking on the wording. However, targets cannot be accessed from this view. In addition, new outcomes/objectives and measures can be added in the far right column. To make complete edits, you will need to click the >| symbol in the middle column. This will expand this column and allow access to make any changes needed to the existing goals, outcomes/objectives, measures, and targets. Once this column is expanded, you will see the following categories.

- Institutional Mission
- Departmental Mission
- Goals (with all Outcomes, Measures, and Targets falling under this category)
- Project Attachments

The following is information on the sections found within each Project and detailed instructions for entering information into each section.

Institutional Mission

The institutional mission statement is a declaration of the overall purpose of the University. The institutional mission is established as part of the University Strategic Plan. This mission statement will be given to each user to enter in this category, and it can also be found here within the 2020-2025 University Strategic Plan: https://www.uwa.edu/sites/default/files/inline-files/UWA%20Strategic%20Plan%202020-2025.pdf.

Instructions for Entering/Editing Institutional Mission

1. After selecting a Project, and expanding the middle column by clicking the >| symbol, the user will see the "Institutional Mission" area (shown in Figure 4 below).
2. To enter a new Institutional Mission, the user will click on "Enter Text," and type the mission in this box. When the entire mission statement is entered, click outside of the text box. By clicking outside of the box, all information entered will be saved. There is no save button.
3. To make edits to the existing Institutional Mission, the user will click on the current institutional mission, make the necessary changes, and again click outside of the box, which will save the newly entered information.

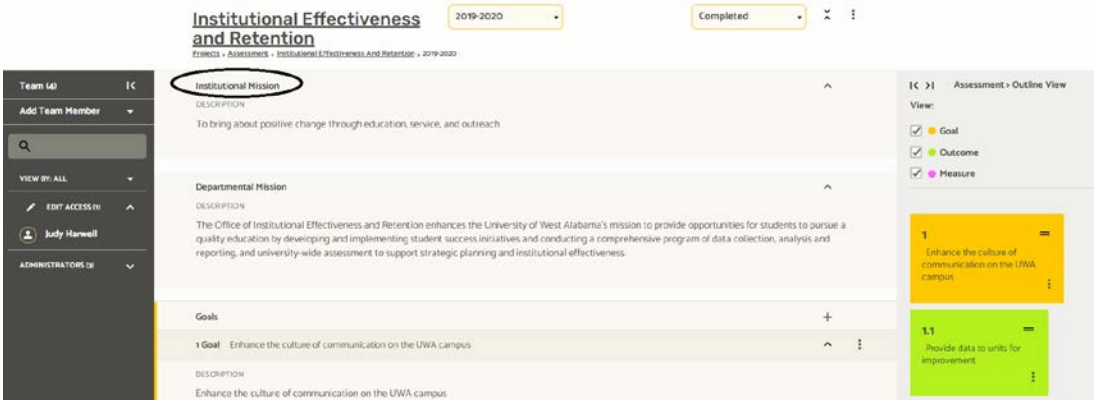


Figure 4

Departmental Mission

The departmental mission statement is a declaration of the overall purpose of the department/office/unit. It should be clear and guide the actions of the unit, provide direction, and guide decision-making. The mission statement should (1) describe the unit, (2) describe the purpose of the unit, (3) describe how the unit accomplishes its purpose and why, and (4) describe how the unit relates to and enhances the University's mission.

Instructions for Entering/Editing Departmental Mission

1. After selecting a Project, and expanding the middle column by clicking the >| symbol, the user will see the "Departmental Mission" area (shown in Figure 4 below).
2. To enter a new Departmental Mission, the user will click on "Enter Text," and type the mission in this box. When the entire mission statement is entered, click outside of the text box. By clicking outside of the box, all information entered will be saved. There is no save button.
3. To make edits to the existing Departmental Mission, the user will click on the current departmental mission, make the necessary changes, and again click outside of the box, which will save the newly entered information.

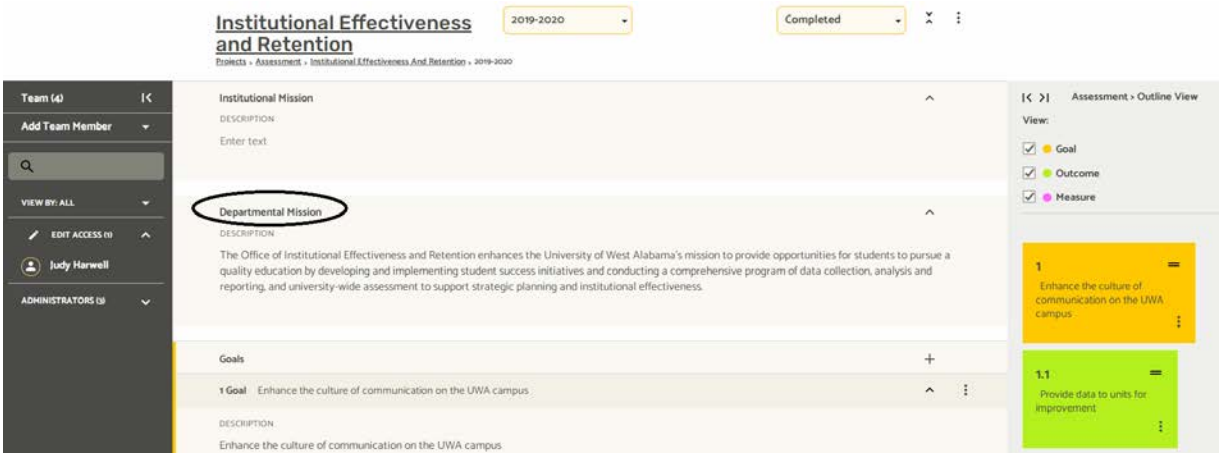


Figure 5

Goals

Goals are broad statements describing what a unit wants to accomplish. Goals must relate to both the unit's mission and the University's mission. For most units, the goal(s) will usually be stated as the University goal(s) it is attempting to meet. All University goals can be found here in the 2020-2025 University strategic plan: https://www.uwa.edu/sites/default/files/inline-files/UWA%20Strategic%20Plan%202020-2025.pdf.

Instructions for Entering a New Goal

1. After selecting a project, and expanding the middle column by clicking the >| symbol, the user will see four primary areas listed (shown in Figure 6 below).
2. To enter a new Goal, the user will click on + symbol, and a new area will populate under the Goals section. The user will click on "Enter Text," and type the goal in this box. When the goal has been entered, click outside of the box. By clicking outside of the box, all information entered will be saved. There is no save button.

Figure 6

Instructions for Editing an Existing Goal

1. After selecting a project, and expanding the middle column by clicking the >| symbol, the user will see all existing goals (shown in Figure 7 below).
2. When all boxes are expanded (which can be done by clicking the ^ symbol, the user should click on the box containing the information that needs to be edited. After clicking on the box, a cursor should populate, and the user will now be able to edit any information in this box.
3. When all information is edited, click outside of the text box. By clicking outside of the box, all information entered will be saved. There is no save button.

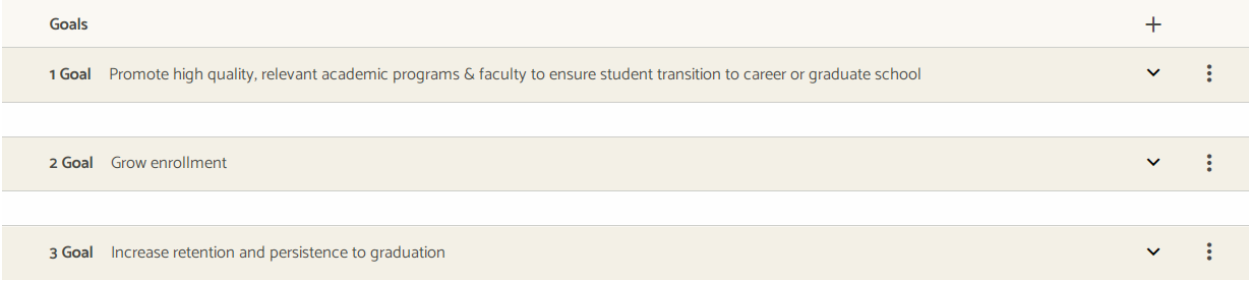


Figure 7

Outcomes/Objectives

Outcomes/Objectives are statements that describe in some detail what a unit plans to accomplish. Outcomes/Objectives should be associated with all applicable goals. Outcomes are more closely associated with student learning and what skills students will acquire. Student Learning Outcomes or SLOs are statements that specify what students will know, be able to do or be able to demonstrate when they have completed or participated in a program, activity, course, or project. Objectives are more closely associated with administrative aims of the unit.

Instructions for Entering/Editing Outcomes/Objectives

1. After a new goal has been entered, a section for an Outcome will populate.
2. To add a new Outcome, the user should click the + symbol next to the Outcome (shown in Figure 8 below). After clicking this symbol, a new box will appear like this: Program Level. Select this box by clicking on it. A new area will populate under the Outcomes section. The user will then enter information in the appropriate boxes by clicking on "Enter Text." The box next to the number will be the brief outcome/objective. The box under the number will be a more detailed description of the outcome/objective. *The information in these boxes ideally should be different.*
3. To edit an existing Outcome, the user should click on the ^ symbol next to the outcome that needs to be edited (shown in Figure 9 below). This will expand all boxes to show any information related to this outcome. When all boxes are expanded, the user should click on the box containing the information that needs to be edited. After clicking on the box, a cursor should populate, and the user will now be able to edit any information in this box.
4. When all information is entered/edited, click outside of the text box. By clicking outside of the box, all information entered will be saved. There is no save button.

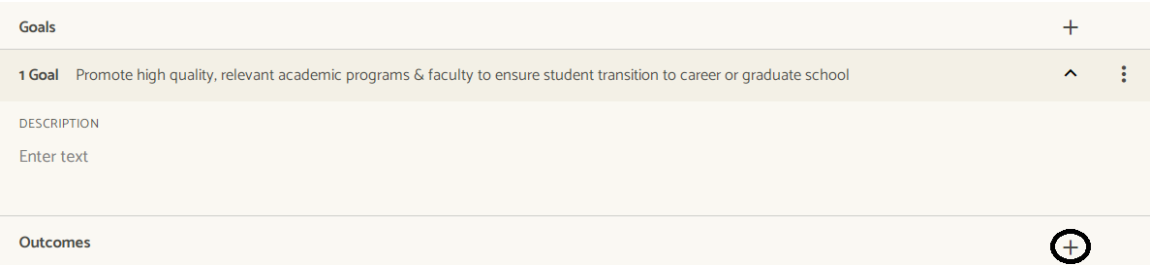


Figure 8

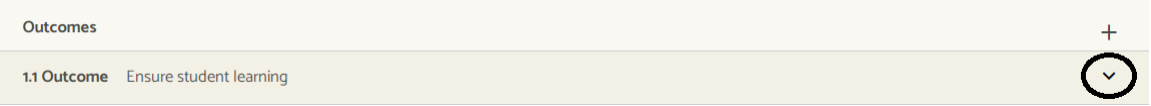


Figure 9

Measures

Measures are statements of evidence that a unit uses to verify if a stated outcome/objective has been met. A Measure may be any information that can be used as "proof" that an outcome/objective has been met, such as a survey, exam, evaluation, committee minutes, etc. **REMEMBER:** ALL Measures must be associated with an Outcome/Objective and must have a target.

Instructions for Entering/Editing Measures

1. After a new outcome has been entered, a section for a Measure will populate.
2. To add a new Measure, the user should click the + symbol next to the Measure (shown in Figure 10 below). After clicking this symbol, a new area will populate under the Measures section. The user will then enter information in the appropriate boxes by clicking on "Enter Text." The box next to the number will be the brief measure. The box under the number will be a more detailed description of the measure. *The information in these boxes ideally should be different.*
3. To edit an existing Measure, the user should click on the ^ symbol next to the measure that needs to be edited (shown in Figure 11 below). This will expand all boxes to show any information related to this outcome. When all boxes are expanded, the user should click on the box containing the information that needs to be edited. After clicking on the box, a cursor should populate, and the user will now be able to edit any information in this box. When all boxes are expanded, the user should click on the box containing the information that needs to be edited. After clicking on the box, a cursor should populate, and the user will now be able to edit any information in this box.
4. When all information is entered/edited, click outside of the text box. By clicking outside of the box, all information entered will be saved. There is no save button.

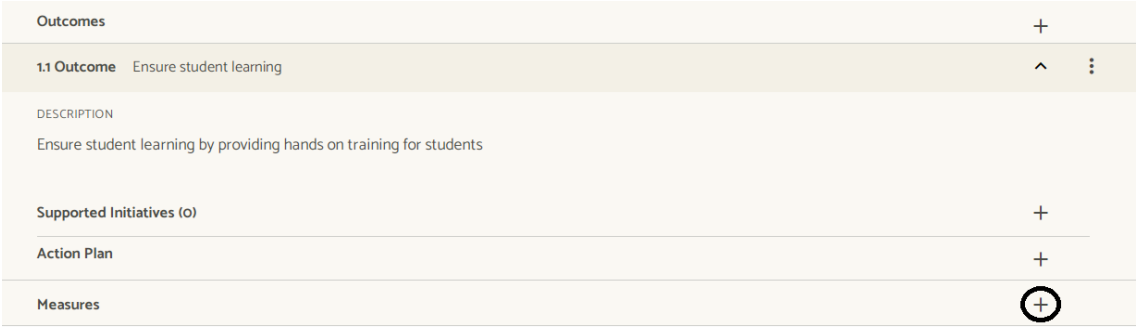


Figure 10

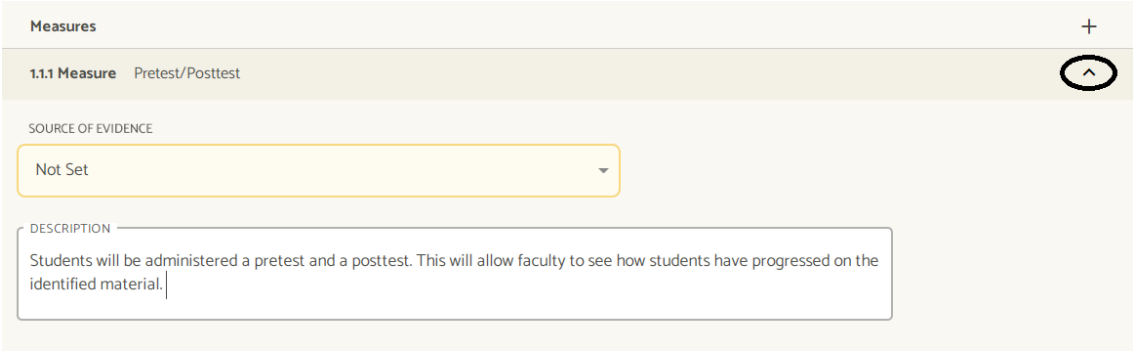


Figure 11

Targets for Measures

A Target is the threshold that the measure must meet for a unit to determine it has successfully met a specified Outcome/Objective. Targets are measurable statements and expected results. Generally, if a Measure is a survey, the Target would be the anticipated type of responses. If a Measure is a count of activity or a percentage, the Target would be the level that indicates success.

Instructions for Entering/Editing Targets

1. After a new measure has been entered, a section for Targets will populate.
2. To add a new Target, the user should click the + symbol next to the Target (shown in Figure 12 below). After clicking this symbol, a new area will populate under the Target section. The user will then enter information in the appropriate boxes by clicking on "Enter Text." The target can be entered in either the Description box or the Target box. *This is personal preference, and there is no need to put information in both boxes.*
3. To edit an existing Target, the user should click on the box containing the information that needs to be edited (shown in Figure 13 below). After clicking on the box, a cursor should populate, and the user will now be able to edit any information in this box.
4. When all information is entered/edited, click outside of the text box. By clicking outside of the box, all information entered will be saved. There is no save button.

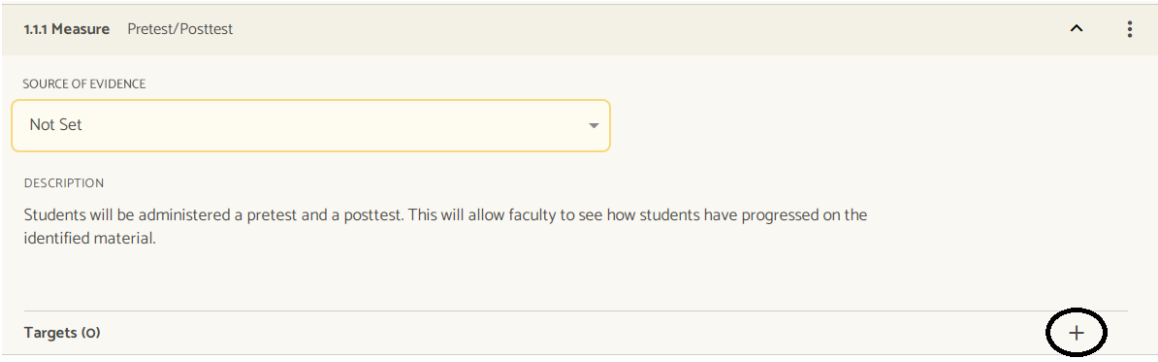


Figure 12

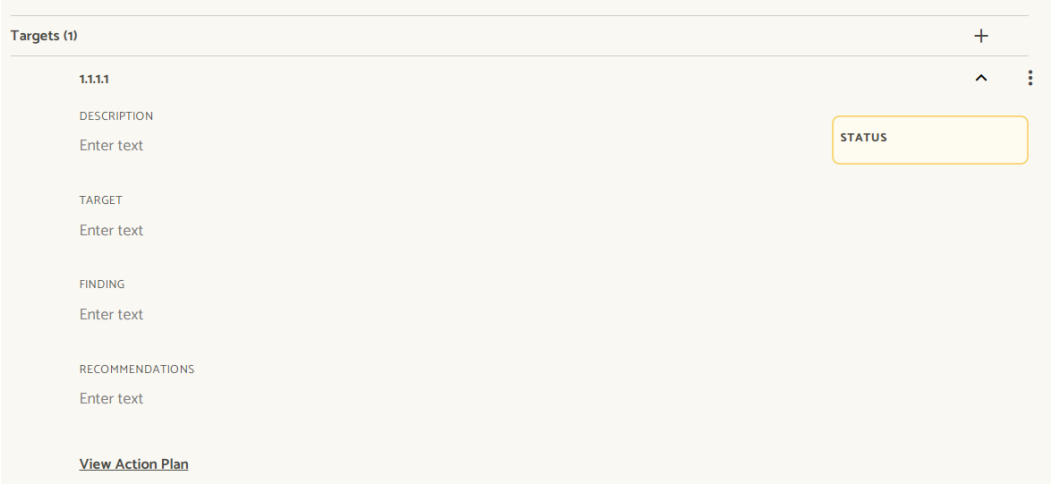


Figure 13

Project Attachments

The Project Attachments section is available to upload any supporting documents. To provide evidence for any of the information listed in the Goals, Outcomes/Objectives, Measures, or Targets, documents can be uploaded at any time.

Instructions for Uploading Information in Project Attachments

1. After selecting a Project, the user will see the Project Attachments category at the very bottom of the page by default (as shown in Figure 14 below).
3. After clicking in the box, the user will be able to drag and drop files in the box, or browse for files from a computer. Multiple files can be uploaded at the same time.
4. When the document(s) is uploaded, the name will appear in WEAVE as the name of the saved File an Attachments section below Project Attachments. **Just as a word of caution: whatever the name of the document is on the user's computer will be the name of the uploaded document, so name documents appropriately and in a way they are easily identifiable.*

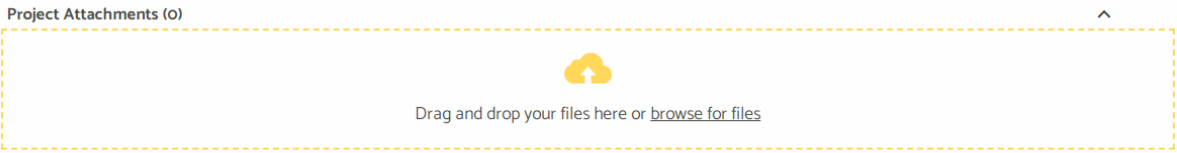


Figure 14