TTUHSC Weave *FAQ*

LOGGING IN/BECOMING A WEAVE USER

How do I log into Weave?
Visit this link and login with your TTUHSC credentials. (Do not use Internet Explorer as your internet browser.)

What if I have forgotten my User ID or Password?
Your User ID and Password are the same as your eRaider username and password. New users must be given access to the Weave system by a TTUHSC Weave Administrator. If you need access, please contact katie.chapman@ttuhsc.edu and indicate the plan(s) for which you need access.

I have logged in, but I'm getting an error page and cannot access anything.
Most likely, you have been directed to an incorrect page. Make sure you are not using Internet Explorer as your internet browser. Close your browser and log in again, being sure to use the link below. It is best to bookmark the correct URL to prevent further login issues:
https://app.weaveeducation.com/login/ttuhsc.

DATA ENTRY

How do I access the fillable portion of my project once I am in my plan?
There are two arrows located right below your project's name. You will click on the right-facing arrow in bold "**>|**" to move your outline view to the right and access the fillable portion of your project.

Do I have to complete all elements under the Projects Assessment page?
Yes, all elements are required for your Weave Continuous Improvement Plan. The elements include Program/Unit Mission, Progress on Planned Improvements, TTUHSC Goals, Outcomes/Objectives, Action Plan, Measures, Targets, and Findings.

What if I want to change the order of my TTUHSC Goals, Outcomes/Objectives, or Measures?
The system automatically allows you to reorder your TTUHSC Goals, Outcomes/Objectives, and Measures. After entering all your Outcomes/Objectives or Measures, review the current order on the right side of the screen under "Outline View*."* You can drag and drop items into the order you want. Simply scroll your mouse over the two lines of the area you want to move, hold, and drag to where you want that section.

Can I have more than one TTUHSC-wide Strategic Goal in my plan?
Yes, you can have more than one TTUHSC-wide Strategic Goal. However, you need to ensure that the goal aligns appropriately with your area and the Outcomes/Objectives within each goal.

Can I have more than one Outcome/Objective per TTUHSC Goal?
Yes, you can have more than one Outcome/Objective per TTUHSC Goal, as long as they all align appropriately with that goal.

How can I keep track of any changes or editing done to my Weave plan?
There is an internal notes section at the bottom of each Outcome/Objective where you can keep notes or communicate with your colleagues regarding any changes. This section will not show on reports.

What does the "Program Level" dropdown mean when I am trying to add an Outcome/Objective?
The "Program Level" dropdown has no meaning to our Weave plans. This is a part of the Weave system that we cannot change. You will click the "Program Level" and proceed as normal; it will not affect your plan in any way.

Do I have to link a Supported Initiative to my Outcomes/Objectives?
No, Outcomes/Objectives do not have to be linked to any component in the Supported Initiatives section.

How do I add an element in my plan?
Click on the "+" sign next to the element you want to add, and it will add a blank section for you to fill out.

Do I have to add an Action Plan?
Yes, for those Targets marked as *Partially Met* or *Not Met,* you will be required to utilize the Action Plan section. Under Action Plan, you will provide a detailed description of the actions you plan to take the Targets that were marked as *Partially Met* or *Not Met* based on your findings. If it would be more beneficial to break these up into multiple actions, you may also utilize the Action Items section. If all Targets were *Met*, we advise you use this section to indicate what your department will do to make general improvements over the next year. However, if the Target was *Met* and your department does not have anything to add, indicate "Target was met" in the Action Plan description.

Can I change my elements from year to year?
Yes! After plans carry over to a new reporting year, you will be able to edit the content of each unit's plan.

How do I edit my Plan?
Select the "Projects" tab at the top of the home screen, and it will bring you to a list of plans that are assigned to you. You may then select the plan you want to edit. Click your mouse in the text box of the item you want to edit. Make necessary changes in the title and text of the item. Your changes will be automatically saved as you edit the plan.

Can I format the text in my Weave Plan?
Yes. You can change the formatting (e.g., bold, italicize, underline) using the keyboard commands as you type text into the plan or by highlighting the portion of the text you would like to change. If you would like to add bullet points to your entry, you can type it in a Word document with bullet points and then copy and paste as plain text. Please note the formatting changes (e.g., bold, italicize, underline) will not copy and paste from the Word document. You can only edit the text directly in Weave.

When will a new continuous improvement cycle be available in Weave?
We will rollover continuous improvement plans in Weave on November 1st of every year. Plans will rollover with the previous year's information, minus your Findings, Target Status, and Project Attachments. If you would like your plan to start blank for a certain cycle, please contact Katie Beth Chapman (katie.chapman@ttuhsc.edu) no later than October 15th.

Can I create a new plan in Weave? Or edit the title of my current plan?
While the system will allow you to create a new plan or edit the title of your current plan, we kindly ask that you do not. Please request any addition/update you might need through Katie Beth Chapman (katie.chapman@ttuhsc.edu).

Can I delete entities/entries in Weave?
Yes. Because deletions of major entities/entries in Weave can affect all things that reference that object, please be careful in what you delete. It may not be possible to recover deleted entries.

Is there a character limit in any of the elements?
Yes. The Target Description, Target, and Findings fields are limited to 255 characters. The Explanation of Findings field has a character limit of 5,000.

When should I plan to complete/update the Planning Phase portion of my Weave plan every year?
We advise you have the Planning Phase elements completed/updated by February 1st of every year. The Planning Phase includes the following elements: Mission Statement, TTUHSC Goals, Outcomes/Objectives, Measures, and Targets.

PROJECT ATTACHMENTS

What are Project Attachments?
It is recommended that you upload any key documents that provide evidence of the progress you've made toward achieving your Outcomes/Objectives. Documents that include sensitive, individual identifiable material, such as R-numbers, should not be stored in Weave. You must upload documents in formats to which most people have access (e.g., Word, Excel, and PDF).

How do I upload a Project Attachment?
If you have supporting documentation, you can upload it by going to the "Project Attachments" section at the bottom of the plan. You can either drag and drop your file to this section or Click "browse for files" and choose a document to upload. Please ensure the file you are attaching has a distinct and descriptive name (i.e., Annual Report for Targets 1.1.1.1). In addition, reference the document in the appropriate element (i.e., "See attached <Annual Report for Targets 1.1.1.1> for reference."

REPORTS

What type of report should I print?
Academic Planning & Compliance (APC) personnel use the Page View report for reviewing plans. It generates a comprehensive summary. Mission Statement, TTUHSC Goals, Progress of Planned Improvements, Outcomes/Objectives, Supported Initiatives, Action Plan/Items, Measures, Targets, Findings, and Attachments are included. The comprehensive report is referred to as the Continuous Improvement Report.

How do I run a report in Weave?
(1) Click the "Reports" tab on the top of the Weave home page.
(2) Select "Assessment" as the report type from the dropdown.
(3) Select "Create New Report" to generate a new report. We recommend generating your report in Page View for the report type.
(4) Title your report with a distinctive name that you will be able to track if you will be continuously creating different reports. The Executive Summary and Report description sections are optional. Then select next.
(5) Select the plan(s) for which you would like to generate a report. Then select next.
(6) You can uncheck any elements you would not like to see in your report in this next step. Before selecting "Compile Report," we recommend you double-check that all elements you would like to see in your report are checked.
(7) You will then be able to review your information before selecting "Save Report."
(8) You will then be brought to a page where all the reports you've created are listed. You will be able to access your report once "Processing…" changes to "Download." You will also receive an email once your report has been generated.
(9) Once your report is ready, click "Download" to view and save it.

If you would like to access a report you previously created, follow steps 1 & 2 from above and then select "View Saved Reports." This will take you to all the reports you have previously created. Please select the one you would like to view.

NOTE: ONLY YOU will have access to reports you create. If other users need to see the reports you have created, you will have to share those saved reports with them via another method outside of Weave.

I have gone through all of the appropriate steps, but my report will not run. What should I do?
The first step you should try is changing your web browser. Many times, a report will not run under Safari or Internet Explorer. The recommended web browser for running Weave reports is Google Chrome or Firefox. If you continue to have trouble, please email katie.chapman@ttuhsc.edu for assistance.

CONTINUOUS IMPROVEMENT PLAN REVIEWS

When will my Weave plan be reviewed?
Every fall, a group of TTUHSC faculty from each school reviews and evaluates academic program plans. A group of TTUHSC staff from different areas across the institution reviews and evaluates administrative and academic/student support plans. Results are communicated to appropriate representatives for each Weave plan and compiled into an *Executive Summary* to be presented to the President's Cabinet. APC personnel will work collaboratively with faculty and staff to improve any Weave plans falling in or below the "Developing" category.

How do I know the criteria that will be used to evaluate my plan?
Rubrics for academic programs and administrative and academic/student support units are available on the Office of Academic Planning & Compliance website at this [link.](#) Each review committee will use these rubrics to evaluate Weave Continuous Improvement Plans. Reviews will be based on best assessment practices only and are not intended t-o replace other program review processes. Results will be communicated to appropriate representatives for each Weave plan.

How can I get feedback on my Weave plan?
You can request to have your Weave plan reviewed at any time by emailing katie.chapman@ttuhsc.edu and indicating which plan you would like reviewed.

HELP

Where can I find a Weave user guide or tutorial?
On the Weave home page, click on the white question mark in the upper right-hand corner. This brings you to a Weave Resource Center. In addition, an HSC specific *How To Users Guide* is available on the APC webpage at this [link.](#)

Where can I find additional resources to complete my TTUHSC Weave plan?
Please visit the APC Weave Resources Page [here](#) to find various resources that will help you complete your Weave plan.

> ***Guidelines for Documenting Continuous Improvement*** – The document gives the rationale behind Weave, the institution-wide program assessment process, and explains specific accreditation requirements and procedures.
> ***Continuous Improvement Plan Reviews*** – An overview of the plan review process at TTUHSC.
> ***Rubrics*** – The two rubrics developed by the Academic Planning & Compliance to review and evaluate each Weave plan.
> ***TTUHSC Weave 2.0 Technical Training PowerPoint*** – An overview of SACSCOC accreditation requirements, a brief history of Weave, basic Weave components, and the Continuous Improvement Plan review process.
> ***TTUHSC Weave 2.0 Content Training PowerPoint*** – An overview of the elements to be completed during the Planning Phase, along with helpful tips on writing Mission Statements, selecting TTUHSC Goals, Outcomes/Objectives, tying your Supported Initiatives, Measures, and Targets.

TTUHSC Weave Cheat Sheet – An overview of the content that each Weave plan should contain, along with helpful tips on writing Mission Statements, Progress on Planned Improvements, selecting TTUHSC Goals, Outcomes/Objectives, tying your Supported Initiatives, Action Plans, Measures, Targets, and Findings.

TTUHSC How to Users Guide – A step-by-step overview of completing a continuous improvement plan in Weave, with helpful screenshots.

TTUHSC Weave 2.0 Technical Training Recording – A video recording of Weave data entry demonstration.

Who can I contact to get help with Weave?

For help with Weave, call or email Katie Beth Chapman at 806-743-3307 or katie.chapman@ttuhsc.edu.

TTUHSC Weave Administrators

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