

# TTUHSC Weave *How To Users Guide*

## Weave Assessment Project

### HOW TO LOG IN TO WEAVE

Visit this [link](https://app.weaveeducation.com/login/ttuhsc) (https://app.weaveeducation.com/login/ttuhsc) and login with your TTUHSC credentials. (Do not use Internet Explorer as your internet browser.)

Your User ID and password are the same as your eRaider ID 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](mailto:katie.chapman@ttuhsc.edu) and indicate the plan(s) for which you need access.

### NAVIGATING THE DASHBOARD

Upon logging in, you will be brought to the Weave dashboard. This page provides a graphical overview of the assessment projects that have been assigned to you. You will be able to see your projects' status here and read any announcements from the Weave Administrator. You can also filter by reporting periods & filter by projects to see specific elements' status within the project.

*NOTE: Weave refers to continuous improvement/assessment "Plans" as "Projects."*

Your dashboard will look similar to this screenshot:

The screenshot displays the Weave dashboard interface. At the top, there is a navigation bar with the Weave logo and menu items: DASHBOARD, PROJECTS, CREDENTIALS, and REPORTS. The user's name, Katie Chapman, is visible in the top right corner. The main content area is titled "Dashboard" and is divided into several sections:

- Assessment Project Status:** A bar chart showing the status of assessment projects. The chart has four categories: Not Started (75), In Progress (3), Internal Review (0), and Complete (0).
- All Projects:** A section showing project progress metrics: 68% Outcomes with Measures, 80% Measures with Targets, and 84% Targets with Findings. It also lists 5 Measures Missing, including "11 - Assessment plans", "11 - Unnamed", and "11 - Institutional Surveys".
- Your Team Stats:** A section showing team statistics: 0 Accreditation Projects, 78 Assessment Projects, and 0 Program Reviews. A large blue box highlights "78 Projects". Below this are three circular gauges: 12 Findings Entered, 118 Reports Generated, and 0 Narratives Written.
- Announcement Feed:** A section with two announcements. The first is "Welcome TTUHSC Faculty/Staff" dated Nov 30, 2020, from Katie Beth Chapman. The second is "Welcome to Weave" dated Apr 4, 2019, providing information about the Weave announcement feed.

At the bottom of the dashboard, there is a footer with navigation links: Dashboard, Projects, Reports, Credentials, Users, Account, Help. On the right side of the footer, it says "Powered by Weave" and "© 2021 Centriova LLC. All Rights Reserved".

## SELECTING A PROJECT

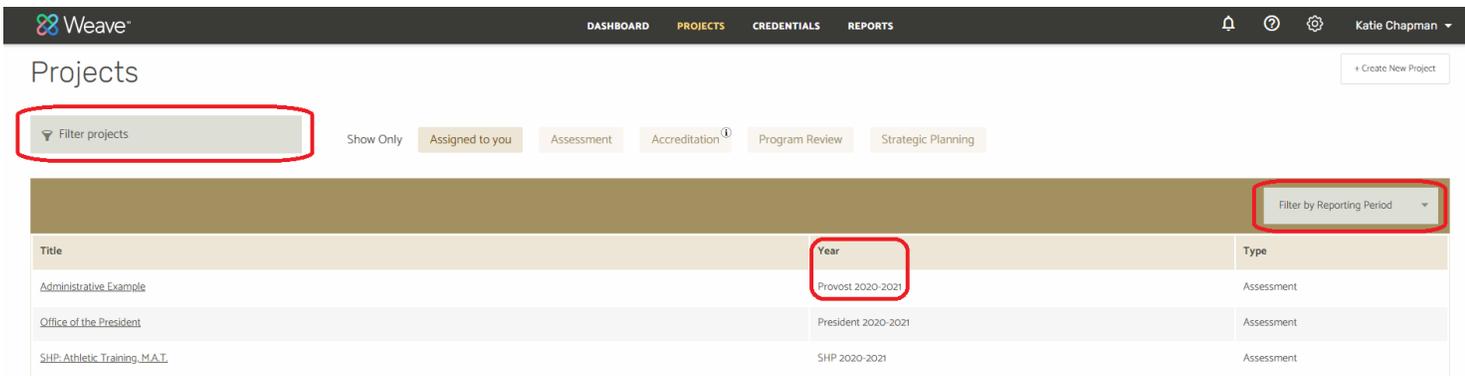
To access your plan(s) in Weave, you will select "Projects" at the top of the page. This option will be available at all times, so you can easily get back to your plan(s).



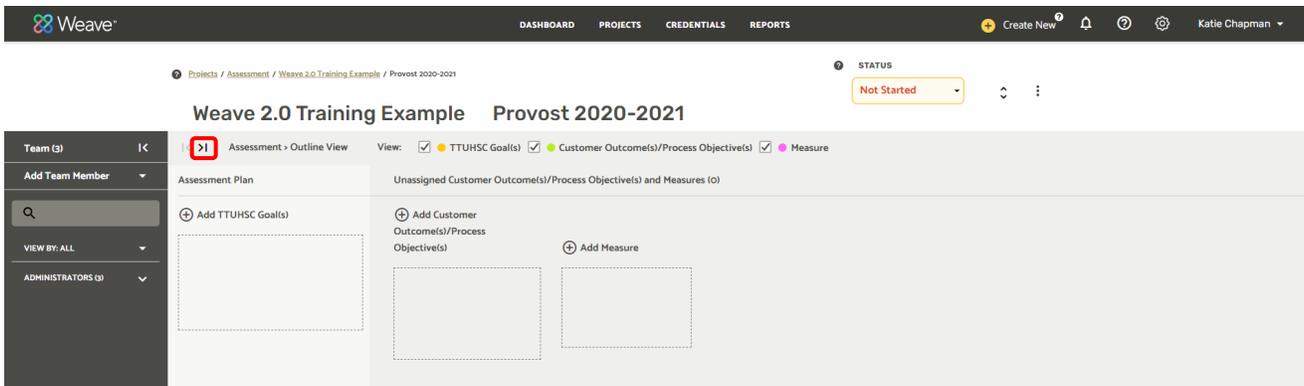
On the "Projects" page, you will see a list of plans that have been assigned to you. You can filter for a specific project by typing in that project's name in the "Filter projects" box. Or you can scroll through your list to access your specific project.

As the years go on, your projects will increase & you will want to filter by the "Reporting Period" to ensure you are working on the correct plan for that reporting period. You will always want to double-check that the "Year" for the plan you are going to select is the correct one for that reporting period.

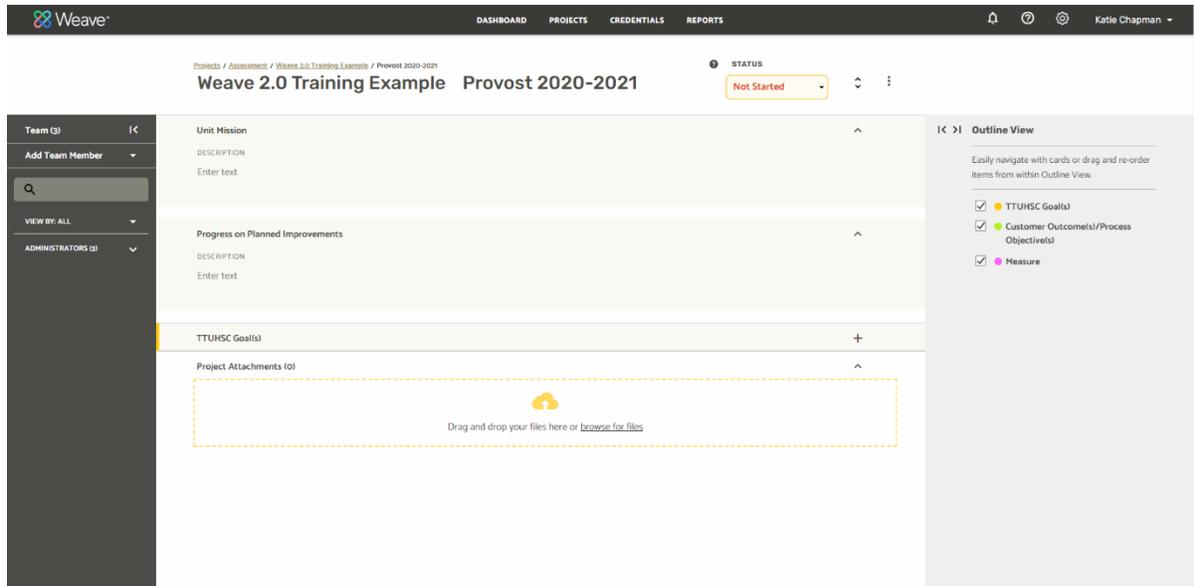
*NOTE: TTUHSC does not utilize the credentials, accreditation, program review, or strategic planning services offered through Weave.*



Once you have selected your project for the first time, your assessment plan will look like this screenshot:

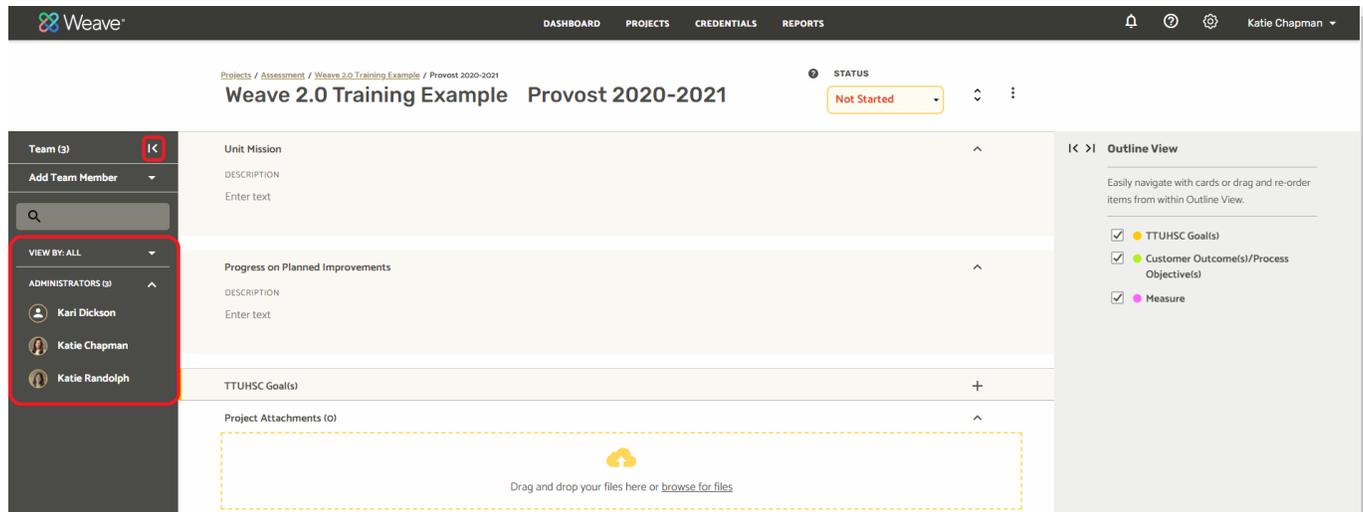


You will click on the right facing arrow in black “>|” (pictured above) to move your outline view to the right and access the fillable portion of your project as shown below:



## NAVIGATING YOUR PROJECT

You can view who all has access to a plan by looking through the users listed on the left-hand side of your plan. You can minimize or expand this section by clicking on this symbol: |<



## PROJECT STATUS

- Set your project status
  - Not started: all projects start with this status until content is added.
  - In Progress: update your project to this status when content is added.
  - Internal Review: update your response to this status to let your team know that it's complete and ready for internal review.
  - Complete: update your project to this status to indicate it is complete and ready for final review.

The screenshot shows the Weave project management interface. The top navigation bar includes 'DASHBOARD', 'PROJECTS', 'CREDENTIALS', and 'REPORTS'. The breadcrumb trail is 'Projects / Assessment / Academic Planning And Compliance / Provost 2020-2021'. The main title is 'Academic Planning and Compliance Provost 2020-2021'. The left sidebar shows 'Team (3)', 'Add Team Member', a search bar, 'VIEW BY: ALL', and 'ADMINISTRATORS (3)'. The main content area has sections for 'Unit Mission', 'Progress on Planned Improvements', and 'Goals'. A 'STATUS' dropdown menu is open on the right, showing four options: 'Not Started', 'In Progress', 'Internal Review', and 'Complete', each with a brief description of when to use that status.

## FILLING IN YOUR PROJECT

To fill in your plan, click in any box that highlights yellow or has "Enter Text" to begin typing your information. The "Enter Text" section to the right of the element is for the title of that element. The "Description" section is for providing a long description of that element. Please note this is real-time editing. Once you begin typing, the information you input or edit will be automatically saved.

The close-up screenshot shows the 'Progress on Planned Improvements' section. It features a 'DESCRIPTION' field with 'Enter text' and a 'TTUHSC Goal(s)' section with '1 TTUHSC Goal(s) Enter Text'. Red arrows point to the 'Enter Text' field with the label 'Title of Element' and to the 'DESCRIPTION' field with the label 'Full Description of Element'.

## ADDING NEW ELEMENTS TO YOUR PROJECT

To add a new additional element to your project, you will click on the "+" next to the element you want to add. Please note – when adding an outcome/objective, a dropdown box will appear with the option of "Program Level." This option is automatically populated in Weave. It does not mean anything substantive regarding adding your outcome/objective, but you will need to select it to continue.

TTUHSC Goal(s)	+
1 TTUHSC Goal(s) Enter Text	^ ⋮
DESCRIPTION Enter text	
Customer Outcome(s)/Process Objective(s)	+

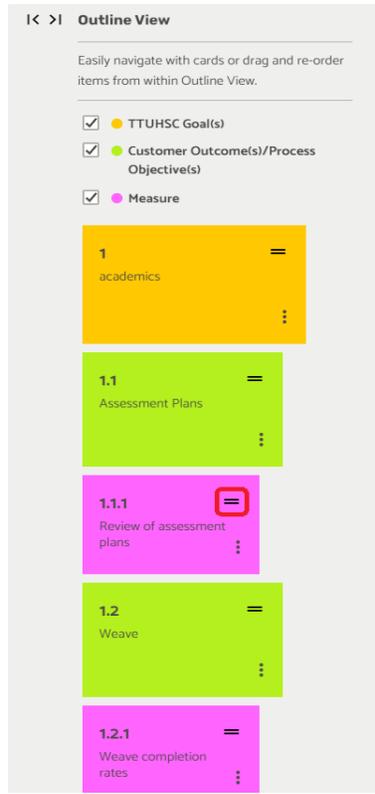
## TOGGING ELEMENTS IN YOUR PROJECT

To expand/minimize an element and its corresponding components, you will click on the up or down arrows next to the element.

Progress on Planned Improvements	^
DESCRIPTION The Office of Academic Planning & Compliance has continued managing Digital Measures and the General Education assessment process. Office personnel also began managing the State Authorization processes at the institution. Lastly, the continuous improvement process has been reviewed and the assessment management system, Weave, has been recently updated and reconfigured.	
TTUHSC Goal(s)	+
1 TTUHSC Goal(s) Academics	^ ⋮
DESCRIPTION Provide innovative educational programs that prepare students to be competent and caring healthcare professionals and researchers.	
Student Learning Outcome(s)/Process Objective(s)	+
1.1 Student Learning Outcome(s)/Process Objective(s) Institutional Surveys	∨ ⋮

## REARRANGING PROJECT ELEMENTS

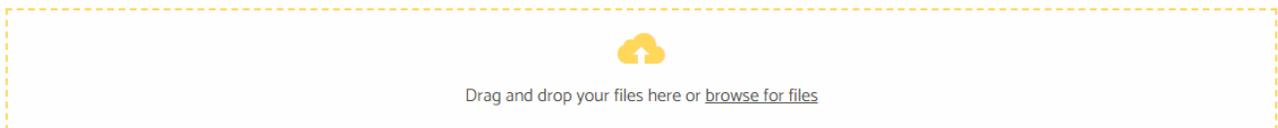
You can rearrange the order of your plan elements using the "Outline View" on the right side of your project page. You will move your mouse over the double lines of the element you want to move and select. Then drag to the desired location.



## PROJECT ATTACHMENTS

You can drag and drop your attachment or upload by selecting "browse for files." Your attachments will be uploaded in one area, and you will not be able to upload them specifically to an element. Save your file with a distinctive and descriptive name (i.e., Annual Report for Targets 1.1.1.1 Findings). You must upload documents in formats to which most people have access (e.g., Word, Excel, PDF).

Project Attachments (0)



## DOWNLOADING A REPORT

To download a report in Weave, you will select "Reports" at the top of the page. This option will be available at all times, so you can easily get back to this section.



You will then select "Assessment" for your type of report. Then select "Create New Report."

A screenshot of a web interface titled "Select type of report". It features a dropdown menu with "Assessment" selected. Below the dropdown are two buttons: "Create New Report" (highlighted with a red rounded rectangle) and "View Saved Reports".

You will select "Page View" for the Report Format. Ensure that you title the report with a distinctive name. The Executive Summary and Report Description sections are optional. Then select "Next."

A screenshot of a web interface titled "Create new report" with a question mark icon. The form has four sections: "REPORT FORMAT" with a dropdown menu showing "Page View"; "REPORT TITLE" with a text box containing "Academic Planning & Compliance Report - 1.21.21"; "EXECUTIVE SUMMARY (500 CHARACTER MAX)" with a text box containing "Optional"; and "REPORT DESCRIPTION (WILL NOT BE INCLUDED IN REPORT - FOR INTERNAL USE ONLY)" with a text box containing "Optional". At the bottom are "Back" and "Next" buttons.

Select the plan(s) for which you would like to generate a report. You can filter for a specific project by typing in that plan's name in the "Project Title" box. You can also filter by Reporting Period, Status, or you can scroll through your list to access your specific project. Select the box next to the plan(s) for which you would like to pull a report. You can select multiple plans when pulling reports.

As the years go on, your projects will increase and you will want to filter by the "Reporting Period" to ensure you are pulling the plan for the correct reporting period. You will always want to double-check that the "Reporting Period" for the plan you are going to select is the correct one you are wanting. Then select "Next."

### Which projects are included in this report?

PROJECT TITLE
REPORTING PERIOD
TEMPLATE
STATUS

None Selected
None Selected
Select Status

Select -	Project Title	Template	Reporting Period	Status
<input type="checkbox"/>	Academic Planning & Compliance Example	Administrative	Provost 2020-2021	Not Started
<input checked="" type="checkbox"/>	Academic Planning and Compliance	Administrative	Provost 2020-2021	Not Started
<input type="checkbox"/>	Academic/Student Support Services Example	Academic/Student Support Services	Provost 2020-2021	Not Started
<input type="checkbox"/>	Administrative Example	Administrative	Provost 2020-2021	In Progress
<input type="checkbox"/>	APC Replica Plan	Administrative	Provost 2020-2021	In Progress

0 Projects selected

In the next page, you can uncheck any elements you would not like to see in your report in the next step. Before selecting "Compile Report," we recommend you double-check that all sections you would like to see on your report are checked.

### Select elements for the report

<input checked="" type="checkbox"/>	<b>Report Elements</b>
<input checked="" type="checkbox"/>	Cover Page
<input checked="" type="checkbox"/>	Logo on Cover Page
<input checked="" type="checkbox"/>	Executive Summary
<input checked="" type="checkbox"/>	Date Stamp
<input checked="" type="checkbox"/>	Table of Contents
<input checked="" type="checkbox"/>	Unit Mission
<input checked="" type="checkbox"/>	Progress on Planned Improvements
<input checked="" type="checkbox"/>	TTUHSC Goal(s)
<input checked="" type="checkbox"/>	Customer Outcome(s)/Process Objective(s)
<input checked="" type="checkbox"/>	Supported Initiatives
<input checked="" type="checkbox"/>	Action Plan
<input checked="" type="checkbox"/>	Action Items
<input checked="" type="checkbox"/>	Measures
<input checked="" type="checkbox"/>	Targets
<input checked="" type="checkbox"/>	Findings
<input checked="" type="checkbox"/>	Internal Notes
<input checked="" type="checkbox"/>	Attachments

Back
Compile Report

Once you review the report on the next page, you will select "Save" and will be notified that you will receive an email once your report is complete.

**Report Added!** ✕

Your report will be added to the Saved Reports list when it is ready to download. We will send an email notification to [katie.chapman@ttuhsc.edu](mailto:katie.chapman@ttuhsc.edu) when it is available.

Continue

On the Saved Reports page, you will see the current report you are running indicated as "Processing," and all previous reports will have a "Download" button option for you. After processing is complete, select "Download" for the report you want to pull.

Weave DASHBOARD PROJECTS CREDENTIALS REPORTS 🔔 ⚙️ ⚙️ Katie Chapman

Reports Create New Report

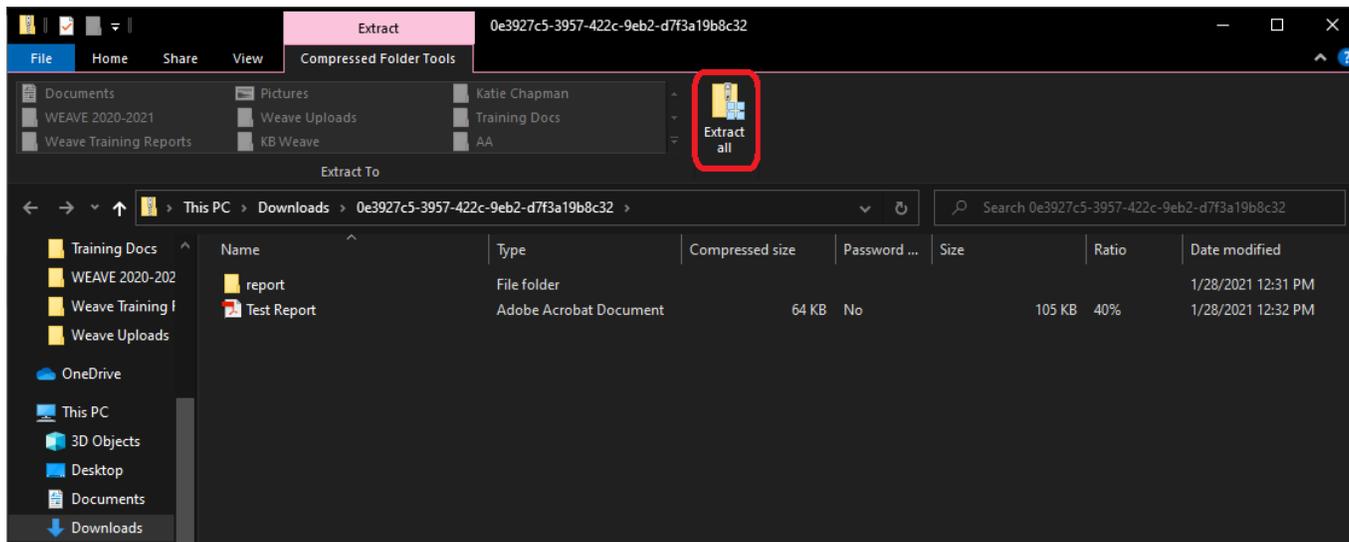
Saved Reports  
Filter reports

Date	Report Name	Description	Compiled By	
JAN 21, 2021	[Processing] TEST		Katie Chapman	Processing...
JAN 21, 2021	Academic Planning & Compliance Report - 1.21.21		Katie Chapman	Download
JAN 20, 2021	TEST		Katie Chapman	Download
JAN 19, 2021	Test Weave 2.0 Training Report		Katie Chapman	Download
JAN 12, 2021	Weave Training Test		Katie Chapman	Download

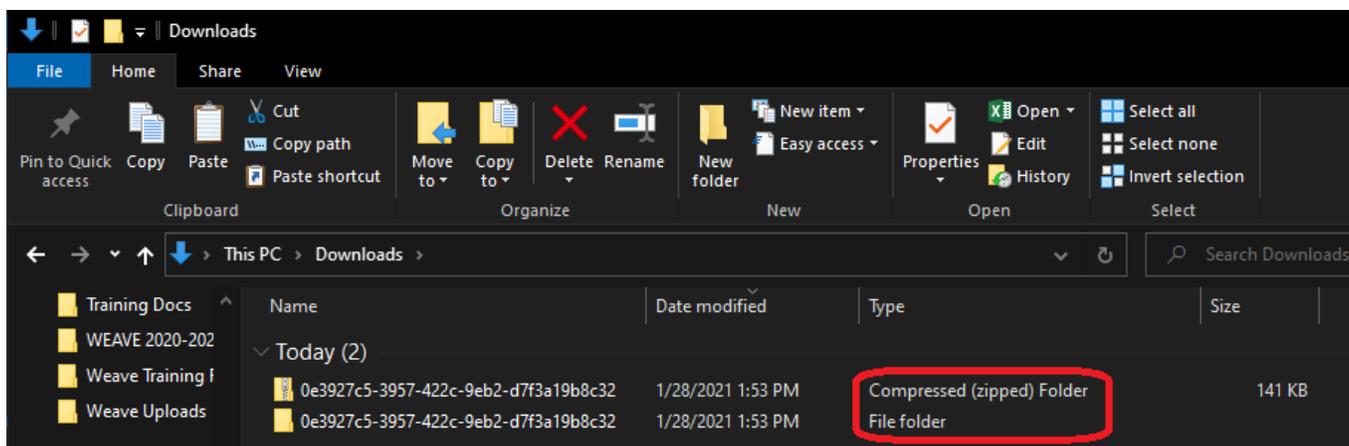
If you are downloading a report for which you checked to include "Attachments," there are a few extra steps you may need to take to access the attachments in the report.

- **Downloading a Report on a PC**

Select "Download" from the Weave Reports page. When the File Explorer pops open for you to download and open the report, you will need to select "Extract all" before doing anything else. This will ensure that when the report is opened, you will also be able to open the attachments within the report.

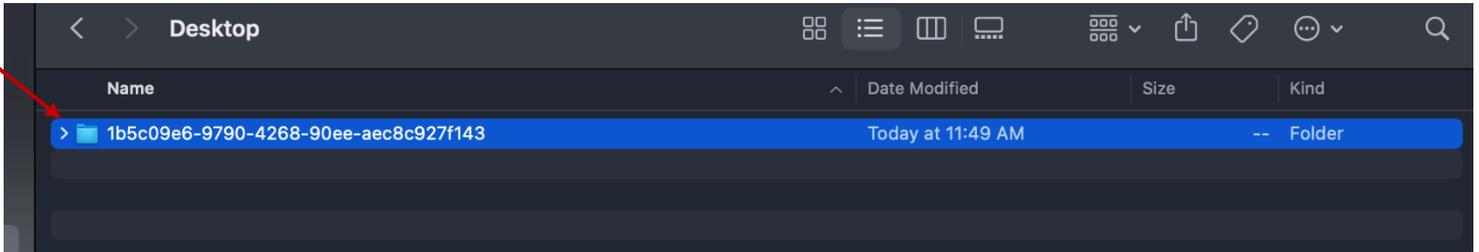


After selecting "Extract all" and a new File Explorer opens, you will then need to go to your Downloads folder. You will find the report that was just downloaded with two different types indicated: "File Folder" and "Compressed (zipped) Folder." It is important to note that you will need both of these files if you plan to share this report with anyone. The "File Folder" is the file of the report you will open on your computer and the "Compressed (zipped) Folder" is the file of the report you will share with others. You will want to copy both and paste them into the appropriate folder that you would like your report saved. You may rename the folders to match the report name.



- **Downloading a Report on a Mac**

Select "Download" from the Weave Reports page. To share your report with access to supporting documents, send the complete zip folder. If only the PDF of the report is sent, attachments will not open. There is no need to "Extract All" when using an Apple computer. You may rename the folder to match the report name.



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