

TTUHSC Weave *How To Users Guide*

Weave Assessment Project

HOW TO LOG IN TO WEAWE

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.)

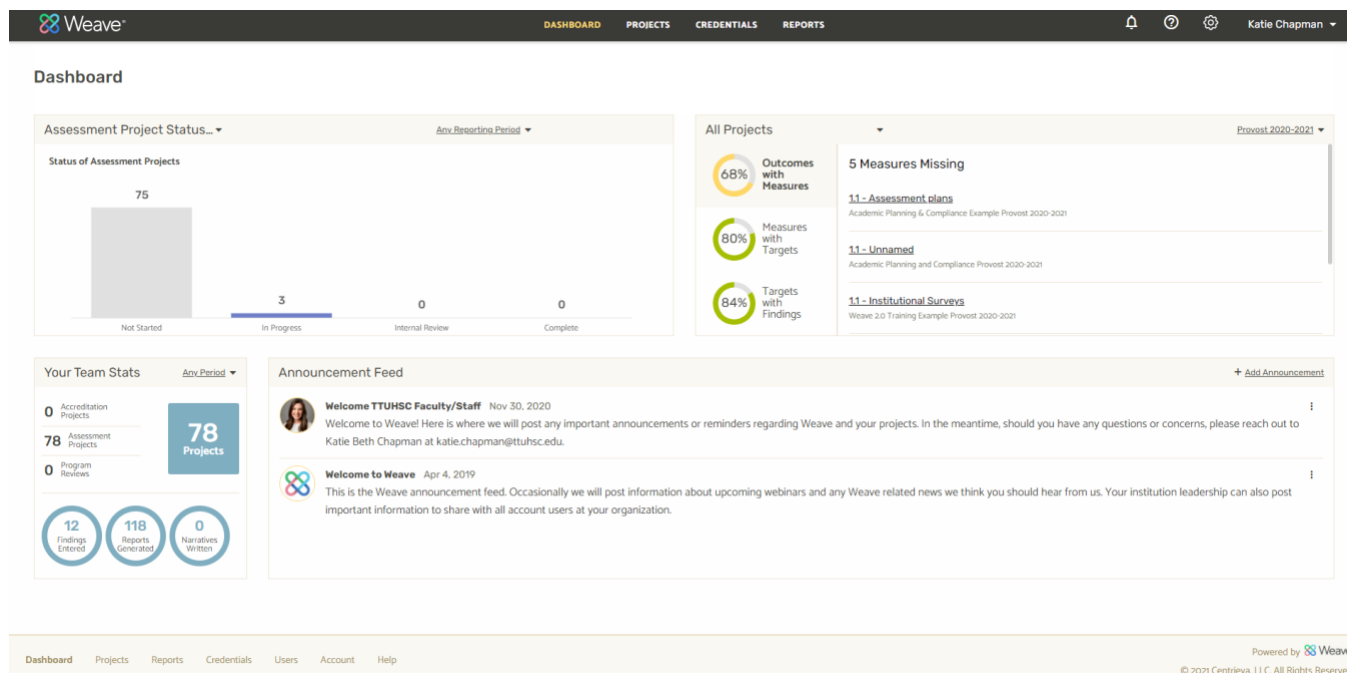
Your User ID and password are the same as your eRaider ID and password. New users must be given access to the Weave system by a TTUHSC Weave Administrator. If you need access, please contact katie.chapman@ttuhsc.edu and indicate the plan(s) for which you need access.

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:



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.

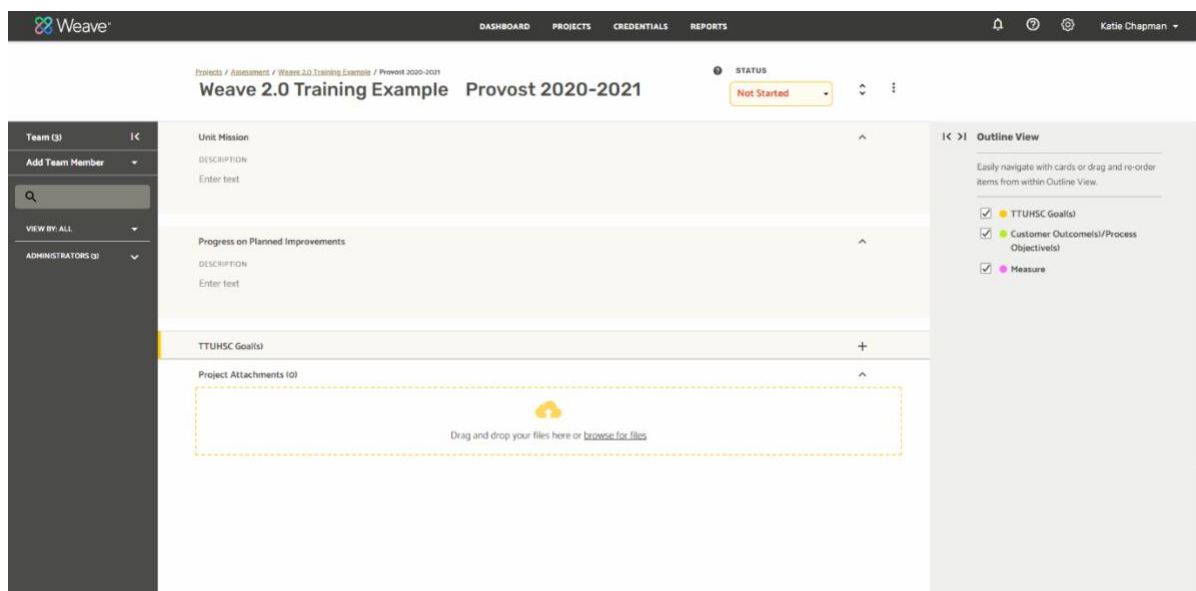
As the years go on, your projects will increase & you will want to filter by the "Reporting Period" to ensure you are working on the correct plan for that reporting period. You will always want to double-check that the "Year" for the plan you are going to select is the correct one for that reporting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

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

A screenshot of the 'Projects' page in the Weave application. The page has a dark grey header with the Weave logo and navigation tabs (DASHBOARD, PROJECTS, CREDENTIALS, REPORTS). The 'PROJECTS' tab is active. Below the header, there's a section titled 'Projects' with a '+ Create New Project' button. A search bar labeled 'Filter projects' is highlighted with a red box. To its right are filter buttons: 'Show Only', 'Assigned to you', 'Assessment', 'Accreditation', 'Program Review', and 'Strategic Planning'. Below these is a table with three columns: 'Title', 'Year', and 'Type'. The 'Year' column header is highlighted with a red box. In the top right corner of the table area, a dropdown menu labeled 'Filter by Reporting Period' is also highlighted with a red box. The table contains three rows of project data.

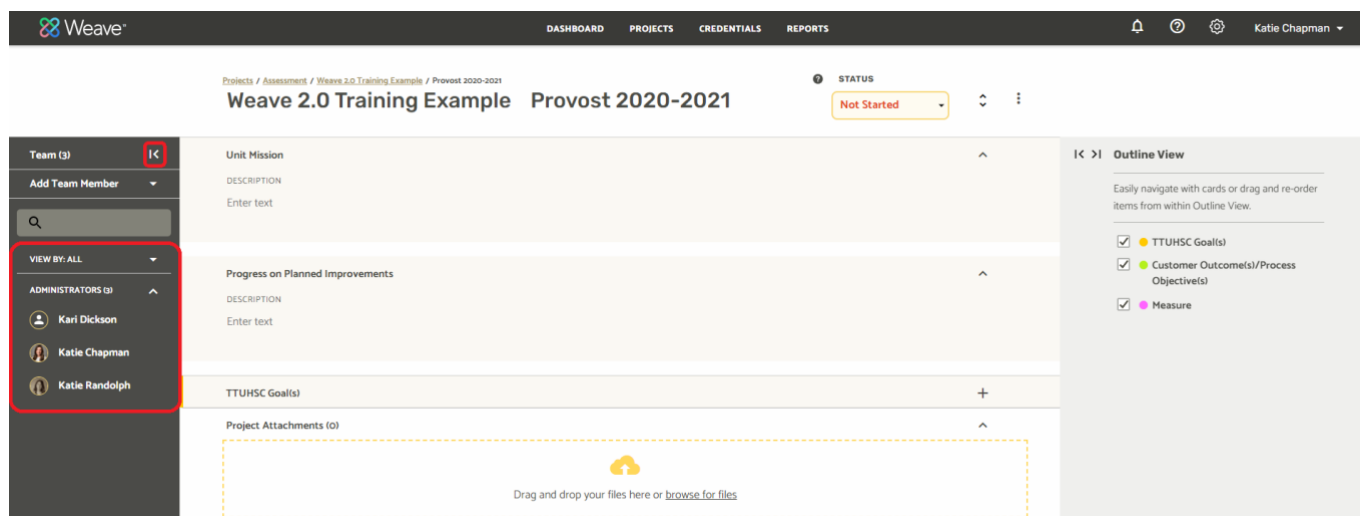
Title	Year	Type
Administrative Example	Provost 2020-2021	Assessment
Office of the President	President 2020-2021	Assessment
SHP: Athletic Training, M.A.T.	SHP 2020-2021	Assessment

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



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'. The right-hand status panel is highlighted with a red box and contains a dropdown menu set to 'Not Started' and detailed instructions for each status: Not Started, In Progress, Internal Review, and Complete.

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.

This close-up shows the 'Progress on Planned Improvements' section. It features a yellow-highlighted 'DESCRIPTION' box with the placeholder 'Enter text'. Below it, a red box highlights the '1 TTUHSC Goal(s)' title, which also has a placeholder 'Enter Text'. Red arrows point from the text 'Title of Element' and 'Full Description of Element' to their respective input fields.

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)	+

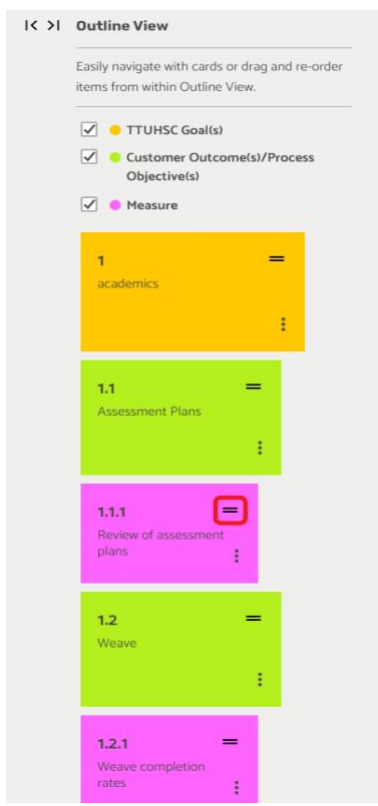
TOGGING ELEMENTS IN YOUR PROJECT

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	⌵ ⋮

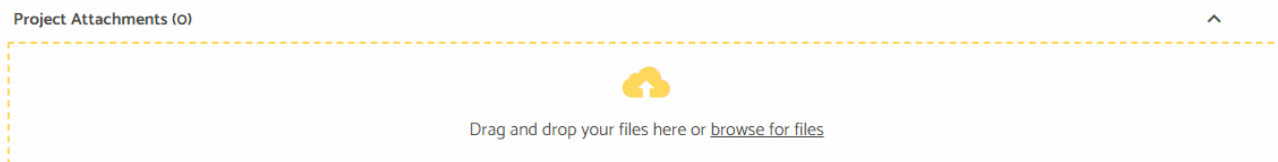
REARRANGING PROJECT ELEMENTS

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.



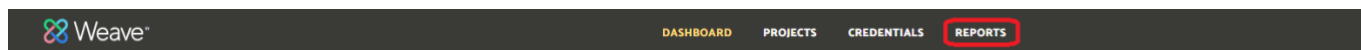
PROJECT ATTACHMENTS

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).



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 screen titled "Select type of report". It features a dropdown menu with "Assessment" selected. Below the dropdown are two buttons: "Create New Report" and "View Saved Reports". The "Create New Report" button is highlighted with a red rounded rectangular border.

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 screen titled "Create new report" with a question mark icon. It contains four input fields: "REPORT FORMAT" with "Page View" selected, "REPORT TITLE" with "Academic Planning & Compliance Report - 1.21.21", "EXECUTIVE SUMMARY (500 CHARACTER MAX)" with "Optional", and "REPORT DESCRIPTION (WILL NOT BE INCLUDED IN REPORT - FOR INTERNAL USE ONLY)" with "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
None Selected ▼

TEMPLATE
None Selected ▼

STATUS
Select Status ▼

0 Projects selected

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

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

☒ Report Elements

☒ Cover Page

☒ Logo on Cover Page

☒ Executive Summary

☒ Date Stamp

☒ Table of Contents

☒ Unit Mission

☒ Progress on Planned Improvements

☒ TTUHSC Goal(s)

☒ Customer Outcome(s)/Process Objective(s)

☒ Supported Initiatives

☒ Action Plan

☒ Action Items

☒ Measures

☒ Targets

☒ Findings

☒ Internal Notes

☒ 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 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

DASHBOARDPROJECTSCREDENTIALSREPORTS

Katie Chapman

Reports

Create New Report

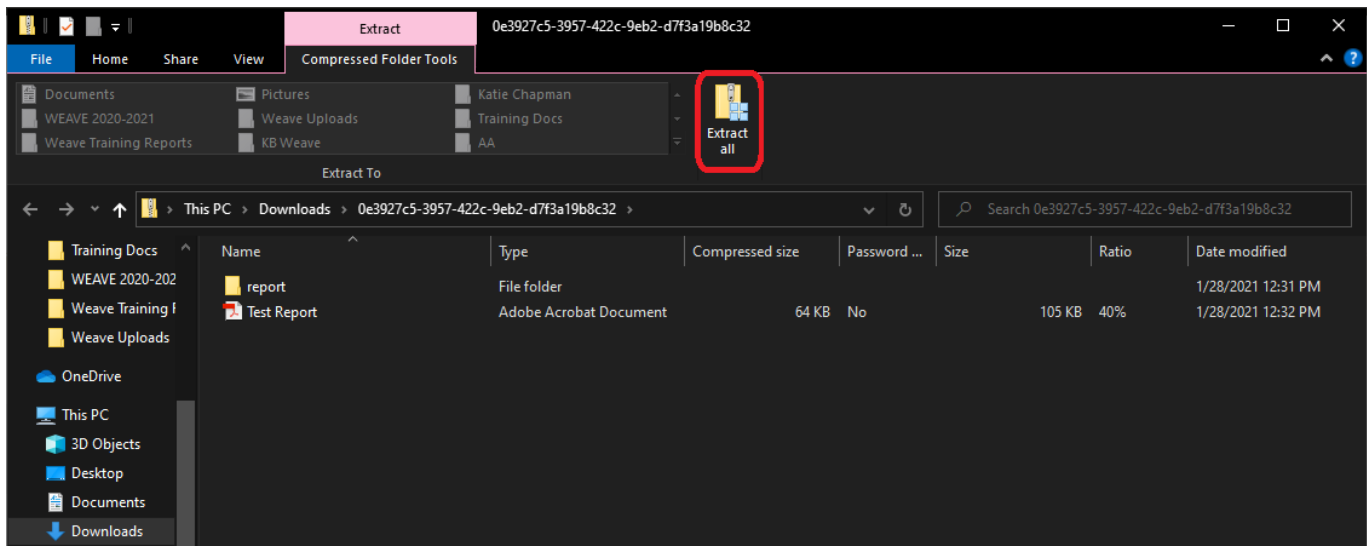
Filter reports

Date	Report Name	Description	Compiled By		
JAN 21, 2021	[Processing] TEST		Katie Chapman	Processing...	
JAN 21, 2021	Academic Planning & Compliance Report - 12121		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	

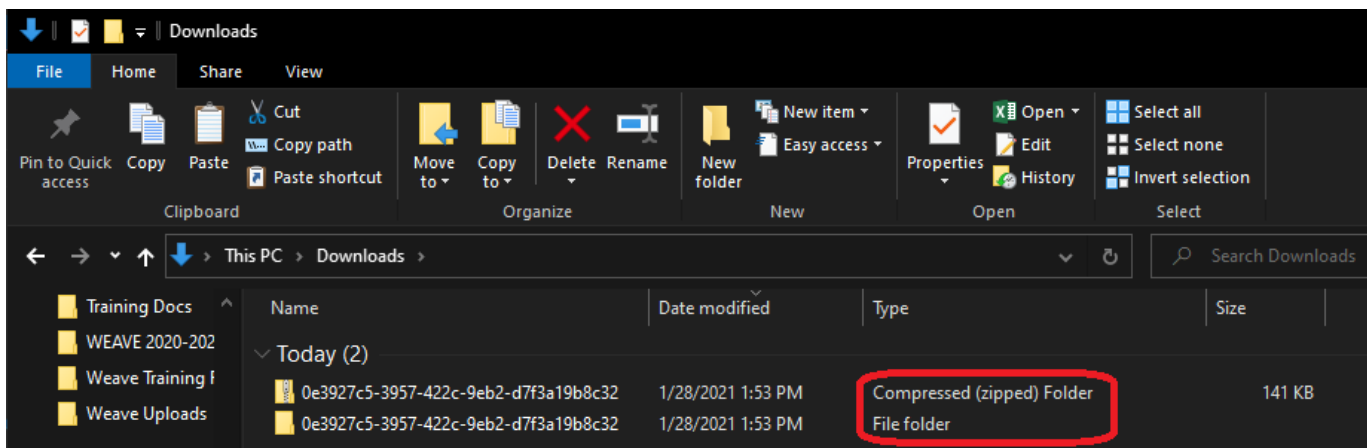
If you are downloading a report for which you checked to include "Attachments," there are a few extra steps you may need to take to access the attachments in the report.

- **Downloading a Report on a PC**

Select "Download" from the Weave Reports page. When the File Explorer pops opens 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.

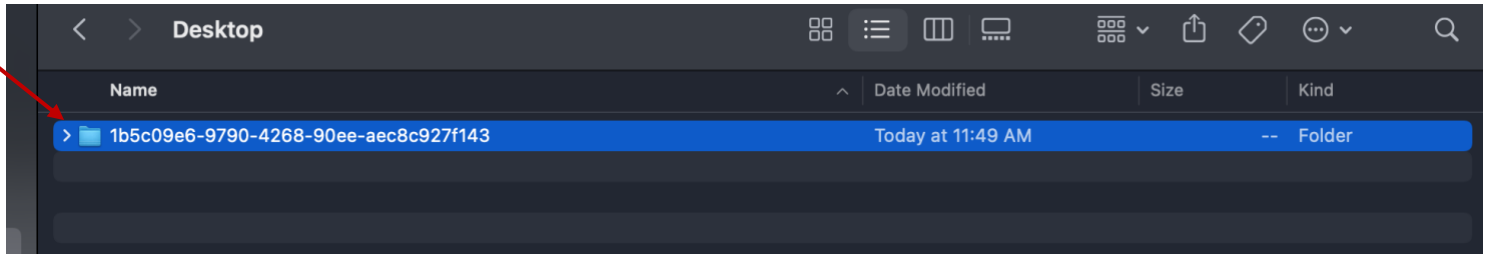


After selecting "Extract all" and a new File Explorer opens, you will then need to go to your Downloads folder. You will find the report that was just downloaded with two different types indicated: "File Folder" and "Compressed (zipped) Folder." It is important to note that you will need both of these 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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