

TTUHSC Weave *Frequently Asked Questions*

LOGGING IN/BECOMING A WEAVE USER

How do I log into Weave?

Visit this [link](#) and select “Log In”. You will be prompted to enter your User ID and Password.

What if I have forgotten my User ID?

Your User ID is the same as your eRaider ID. New users must be given access to the Weave system by a TTUHSC Weave Administrator. Please contact leslie.collins@ttuhsc.edu if you need access.

What if I have forgotten my password?

Go to the Weave login screen and select “Reset Password.” Enter your User ID, and a temporary password will be sent to your TTUHSC email address within a few minutes. If you know your password but would like to change it, you can select “Change Password.” By clicking “Password Trouble,” you can contact your TTUHSC Weave Administrator directly from this page.

Weave is asking me for my school’s abbreviation. What do I do?

Enter “TTUHSC.”

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. Close your browser and log in again, being sure to use the link above. It is best to bookmark the correct URL to prevent further login issues.

DATA ENTRY

Do I have to complete all sections under the Assessment tab?

No! The required elements for your Weave assessment plan include Mission Statement, Outcomes/Objectives, Measures, Targets, Findings, and Achievement Summary/Analysis questions. Optional sections include Goals, Action Plan Tracking, and Annual/Special Reporting.

What if I want to change the order of my Outcomes/Objectives or Measures?

The system automatically gives you the opportunity to reorder your Outcomes/Objectives and Measures. After entering all your Outcomes/Objectives or Measures, click the “Reorder” button. You can drag and drop items into the order you want. Simply select, hold, and drag until a dotted line appears. Once you are finished, click “Save,” and the main screen will show the correct order.

How can I keep track of any changes or editing done to my Weave plan?

Weave will tell you who last updated the plan and when those changes were made. In addition, there are comment boxes called “Editing Logs” where you can keep notes or communicate with your colleagues regarding any changes.

Do I have to link my Outcomes/Objectives to the TTUHSC Strategic Plan?

Yes, each Outcome/Objective must be linked to at least one element of the TTUHSC Strategic Plan. You can do this by going to a particular Outcome/Objective and clicking "Edit." Then, scroll down near the bottom of the screen and click "Add Associations" under Strategic Plan Associations. Place a check mark next to at least one element of the TTUHSC strategic plan. These associations will appear in the Detailed Assessment Report (DAR).

Can I change my Outcomes/Objectives, Measures, and Targets from year to year?

Yes! Your mission statement, outcomes/objectives, measures, and targets will carry over from the last cycle unless you tell the system otherwise. After they carry over, you are still able to edit the content and the name of each unit. To prevent an item from carrying over from cycle to cycle, go to the specific unit and scroll down to the bottom of the screen where it says "Active Through." Change it to the year you want that particular item to end. As long as it reads "Keep Active," the item will carry over.

How do I edit my Mission Statement, Outcomes/Objectives, Measures, Targets, and Findings?

Under the Assessment tab at the top of the home screen, you may select the area you want to edit. Hover your mouse over the symbol of the paper and pencil of the item you want to edit. Make necessary changes in the title and text of the item. When you are finished, click "Final" and then "Save" at the bottom of the page. If you need to come back to the item to double check it or add to it, leave the item as "Draft/In Progress."

Why can't I delete entries in Weave?

Because deletions of major entities in Weave can affect all things that reference that object, only Weave Administrators can delete entries from the system. If you create something in error, try to make it obvious that it needs to be deleted (i.e. changing title or description to say "Delete"), and email leslie.collins@ttuhsc.edu to have the problem corrected.

DOCUMENT MANAGEMENT

What is Document Management?

This document repository allows Weave users to upload, access, and store documents that support the unit's assessment plan. 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 supporting document?

If you have supporting documentation, you can upload it by going to Document Management under the Assessment tab at the top of the home screen. Click "Upload Document" and enter a name for the document and brief description. You will then be able to link the document to a specific Outcome/Objective, Measure, or Finding. The document link will appear in the Detailed Assessment Report (DAR).

REPORTS

Which report should I print?

OIEA personnel use the Detailed Assessment Report (DAR) to evaluate your plan. It generates a comprehensive summary of the Mission Statement, Outcomes/Objectives, Measures, Targets, Findings, Achievement Summary/Analysis, and any supporting documentation. You may also use an Audit Report to see if there are any specific assessment areas in need of data entry.

How do I run a report in Weave?

Go to the Reports tab on the top of the Weave home page. Working from left to right, select a cycle for which you wish to run the report. Select a Report from the second column. Select Report Entities, and indicate which entities that you want included within the report from the third column. If you only have access to one entity, you can leave the first box selected. If you have more than one entity, select the fourth option and choose the entity for which you want to run a report. Once cycle, report, and entity (or entities) have been chosen, click "Next." Select report parameters as appropriate, and then click "Run." In order to keep your formatting, please select "Keep User-Inserted Formatting."

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. The recommended web browser for running Weave reports is Firefox. If you continue to have trouble, please email leslie.collins@ttuhsc.edu for assistance.

ASSESSMENT PLAN REVIEWS

When will my Weave plan be reviewed?

Every October, a committee of TTUHSC faculty from each school reviews and evaluates all academic program plans. A committee of TTUHSC staff from different areas across the institution reviews and evaluates all administrative plans. Results are communicated to appropriate representatives for each Weave plan and compiled into an *Executive Summary* to be presented to the President's Executive Council. OIEA personnel work collaboratively with faculty and staff to improve any Weave plans receiving less than 12 of 21 points.

How do I know the criteria that will be used to evaluate my plan?

Assessment rubrics for both academic programs and administrative units are available on the OIEA website (<https://www.ttuhsc.edu/oiea>). Each review committee will use these rubrics to evaluate each Weave assessment plan. Reviews will be based on best assessment practices only and are not intended to 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 make a request to have your Weave plan reviewed at any time by emailing leslie.collins@ttuhsc.edu.

HELP

Where can I find a Weave user guide or tutorial?

On the Weave home page, click on the blue question mark next to “Help” in the upper right hand corner. Click on “Getting Started” for a comprehensive Quick Start Guide, tutorial presentation, and other helpful tips.

Where can I find resources to complete my TTUHSC Weave plan?

Please visit the OIEA website (<https://www.ttuhscc.edu/oiea>) to find various resources that will help you complete your Weave plan.

TTUHSC Cheat Sheet for Assessment – An overview of the content that each Weave plan should contain, along with helpful tips on writing mission statements, outcomes/objectives, measures, and targets.

Guidelines for Documenting Institutional Effectiveness – The rationale behind Weave and an institution-wide program assessment process. This document explains specific accreditation requirements and procedures.

Assessment Plan Reviews – An overview of the assessment plan review process at TTUHSC.

Rubrics – The two rubrics developed by the Office of Institutional Effectiveness and Accreditation to review and evaluate each Weave plan.

Presentations under Training Resources include specific instructions on each step of the Weave assessment process, ranging from how to write an effective mission statement to writing effective student learning outcomes.

Who can I call to get help with Weave and/or TTUHSC program assessment?

For help with Weave or program assessment, call or email Leslie Collins at 806-743-9861 or leslie.collins@ttuhsc.edu.

TTUHSC Weave Administrators

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