WEAVEonline
Data Entry and Retrieval Instruction Manual

WEAVEonline, designed by the folks at Virginia Commonwealth University, is an online system for annually tracking and reporting an institution's outcomes. The system was developed to be consistent with the accreditation standards established by the Southern Association of Colleges and Schools (SACS).

Georgia State's reporting cycle follows the academic year (June-May) for its academic departments, and the fiscal year (July-June) for its administrative units. For all departments and units, the results of the outcome measures must be entered onto the system by September 1.

PART 1: GETTING ON THE WEAVEonline SYSTEM

- Access WEAVEonline® at http://www.weaveonline.net/subscriber/gsu —please bookmark this URL.

  Note: Netscape and older version of Internet Explorer do not support some of WEAVEonline's functionality and may cause data collection errors. If you are a Netscape user, please download and install Mozilla or Firefox from http://www.mozilla,com. If you are an Internet Explorer user, please download and install Internet Explorer from the Microsoft web site.

- Logging on: Your log on ID for the WEAVE system has been set to match your campus ID. This is also the first part (to the left of the @) of your *official* GSU email address. If you are uncertain about your campus ID, you can look it up on the online directory accessed through the GSU home page. (The most common structure is first initial and last name.)

  After entering your ID and leaving the password area blank, you can obtain your initial password by clicking on "Forgot Password." The system will email your password to your GSU email account. When you log on the first time using that initial password, you can change your password from the log on screen ("Change Password").

  Note: If you do not know your GSU campus ID, or you are unable to log in for any reason, email Julia Bannerman at jbannerman@gsu.edu.

- The Home page provides at-a-glance summaries and other useful information. Verify your name at the top of the screen and note that the cycle year is correct (2005-2006).

  If you have multiple programs or departments for which you are responsible, a list of those will appear on the page. (If this list does not appear to be correct, please email the Weave administrator at weave@gsu.edu.) If you have responsibility for only one department, then only that department should appear on the list. The Status Snapshot gives the data entry status overview of all of your programs. Click on **Detailed Reports** to display status information for each program.

  Individuals with access to WEAVEonline are assigned one of two roles–Data Manager or Reviewer. **Data Managers** can enter and edit information on the system, pull status and informational reports, and give access to other individuals to their unit's information. **Reviewers** can review all the data pertaining to their units and pull status and informational reports. To enter or review information, you must click on one of the programs listed on the right side of the page to bring up the data entry screens.

- Logout: To exit the system at any time, click on the light blue "logout" tab at the top right of the screen. Remember to save any information you have entered before signing off.

PART 2: ENTERING INFORMATION INTO THE WEAVEonline SYSTEM

WEAVEonline has six main data entry screens. Right now, we are using five of these:

★ Mission
★ Outcomes/Objectives
★ Measures and Findings
★ Action Plan
★ Analysis
★ Annual Reporting (GSU is currently not using this function)

Please note, the Measures and Findings page includes your effectiveness indicators (measures), success criteria (target levels) AND results (findings).

Once you have entered your department's *mission statement, outcomes, indicators* and *targets*, these will automatically roll into the next fiscal year's records. Of course, the *results* (findings), *action plan*, and *analysis* will be entered each year as you gather and analyze new data.

We are currently collecting data on Fiscal Year 06 (Academic Year 05-06).

Section A: Entering Continuing Data Fields—Mission, Outcomes, Measures and Targets

Enter Mission Statement

Each unit or department will enter its mission statement on the system. The mission statement should consist of the purpose of your unit and a brief list of key responsibilities or services you provide. It should be one or two paragraphs of text, not pages.

- Click on ***Mission*** on left side menu. This will bring up a new screen. (If you have already entered a mission statement, the statement will appear and the button will read ***Edit Mission***. Otherwise, the screen will note that no mission statement has been entered.)

- Click on ***Add Mission*** at the top center of screen. The data screen will appear.

- Type the department's mission statement into the text box (or edit a previously entered mission statement). Text can be entered directly from the keyboard or cut-and-pasted from another document.

Formatting Note:
When typing directly into a text box (and sometimes, when cutting and pasting), you may lose some formatting details like paragraph breaks or bolding. You can use simple HTML codes to create the format you desire.

- When you have entered the mission statement, click ***Yes*** to the question *Data Completed?* If you have not completed the statement, click ***No***.

- Click ***Save***. You must save before leaving the screen or you will loseany information that has been entered. This will save any information you have entered and return you to the previous screen. What you have just entered will be listed on that screen, with the option to ***Edit***. (Once data has been saved, hitting **cancel** will not delete it.)

VERY IMPORTANT: Be sure to **SAVE** the information you have entered before leaving the screen. Otherwise you will lose all the information you have entered.

- At this point you can log off the system or go to another data entry or edit the mission statement.

Enter Outcomes

- Click on ***Outcomes/Objectives*** on left side menu. A new screen will appear showing any outcomes you have already entered. If you have not yet entered any outcomes, the screen will note that fact.

- Click on ***Add Outcome/ Objective*** button at the top center of the screen. A data entry screen will appear. Note that the system will automatically number your outcomes.

- The first text entry box ***(Outcome/Objective)*** is designed for a short title (50 characters or less) for your outcome. This information can be typed in or cut and pasted from another document. This is the text that will appear on summary reports and pop-up indexes, so it is important that the short description be clear and distinctive.

Terminology Note*:*
The WEAVEonline system considers Outcomes to be a special type of Objective, and will often use the terms interchangeably. Georgia State DOES distinguish between these two terms. At the present time, we are using Outcomes only. Outcomes describe the ***result or impact of your department's activities on the student, customer, or institution.*** *They do NOT describe the department's activities or goals.*

- Below the short title is a text box for you to enter the ***Full Description*** of the outcome. Type in (or cut-and-paste) your department's first **Intended/Expected Outcome**. (Note: Indicators/measures for your outcomes will be entered later from a different screen.)

- Check (in the appropriate circle) whether this is a ***Student Learning Outcome*** (***yes/no***)—if yes, you may select a ***General Education Outcome*** that corresponds to your SLO by clicking the ***Select*** button. Doing so will cause the list of GEOs to pop up in a separate window. In that window, click on the box(es) that corresponds to the relevant GEOs, and click ***Select*** again. The number(s) of the GEO you have chosen will appear automatically in the box. (Note: most administrative units do not have Student Learning Outcomes.)

Navigation Note:
Whenever you see a ***Select*** button to the right of a data entry box, it signals that there is a drop-down menu to select from.

You may elect to associate your outcomes with the Georgia State Strategic Plan, Institutional Priorities, and accreditation or professional standards.

- To associate your outcomes with the GSU Strategic Plan, you first click on the ***Select*** button to the right of the ***Strategic Plan Initiatives***. An abbreviated outline of the elements of the current GSU Strategic Plan will pop up in a separate window. You can then click on the appropriate box and click ***Select***. The number of the element you have chosen will automatically appear in the box. (**Note: if you click on the term "Strategic Plan," you will be linked to the full Georgia State Strategic Plan** in a separate window.)

- To associate your outcomes with the institutional priorities, click the ***Select*** button to the right of ***Institutional Priorities***. A list of the priorities will pop up in a separate window. You can then click on the appropriate box and click ***Select*** once again. The number of the priority you have chosen will appear in the box.

- To associate your outcomes with accreditation or professional standard or another strategic plan (e.g., college or division plan), click on the text box below ***Enter Accreditation/Professional Standards or other Relevant Association***, and type in (or cut and paste) the description of the associated standard or plan.

- When you have entered the data related to the outcome, click ***Yes*** to *Data Completed?* If you have not completed the statement, click ***No***.

- Click ***Save***. This will save any information you have entered, and will return you to the previous (Summary Outcomes) screen. What you have entered will be listed on that screen, with options to ***View***, ***Edit***, and

Delete. The ***Add Outcome/Objective*** button will still appear at the top of the page. The list on this page will also tell you whether your data entry is *completed* or *in progress.*

- At this point you can enter additional outcomes, log off the system or go to another data entry or edit page.

Enter Measures (Indicators) and Targets (Success Criteria)

WEAVEonline recognizes the possibility that you may be using one measure (effectiveness indicator) to collect data related to more than one outcome. Because of that, Measures (indicators) are entered independently from Outcomes. There is a box for each measure that requires you to then link it to the appropriate outcome(s).

> ***Terminology Note:***
>
> *Measures* = *Outcomes Effectiveness Indicators.*
>
> *Target Performance Level* = *Success*

- Click on ***Measures and Findings***. A Measures and Findings Summary screen will appear. If you have entered any Measures previously, they will appear on the summary.

- Click on the ***Add Measure*** button at the top center of the page. A data entry screen with prompts will appear.

- In the top text entry box (***Measure***), enter a short description (50 characters or less) of your first measure (indicator). This is the text that will appear on summary reports and pop-up indexes, so it is important that the short description be clear and distinctive.

- When completed, tab to the next box: ***Full Description***. Type in (or cut-and-paste) the full description of your first effectiveness indicator (measure).

- The next step is to link the measure with the appropriate outcome(s). When you click on the ***Select*** button at the right of the ***Related Outcome(s)/Objective(s)*** box, your previously entered outcomes will pop up. Click on the appropriate boxes and click on ***Select***. The system will automatically enter the numbers of the referent Outcomes.

- The next entry asks you to identify the ***Target Performance Level*** (Success Criteria) related to the Measure. Here you type in (or cut-and-paste) the target level you are aiming for on your measure (indicator). (Example: *95% of programs are compliant*; or *80% of respondents indicate agreement*)

- Then click whether the data entry is complete (***yes/no***)

- Click ***Save***. You will be returned to the Summary Measures and Findings screen, and your newly entered measure should appear, with options to ***View***, ***Edit***, or ***Delete***. You will see the ***Add Measure*** button at the top center of the screen. At this point, you can edit what you have already entered, enter a new measure, go to a different data entry screen, or logout. (**Very important:** Immediately under the description of each Measure, you will see a link to ***Add Findings***. If you have completed the data collection for the year, and have results available, you can click on ***Add Findings*** to enter that data. See instructions below.)

Section B:	Entering Annual Results—Findings, Action Plans, and Analysis

Terminology Note:

<u>Findings</u> = *<u>Results</u>*

Findings (results), Action Plans and Analyses can not be entered onto the system until you have completed data collection and analysis for the measurement period—typically the end of the fiscal or academic year. (If a department decides to collect, analyze, and report results more frequently (monthly or by semester), those data can be entered into the system at that time, but what appears online by September 1st **must** be a summary of the **entire year**.)

Enter Findings (Results)

- Click on ***Measures & Findings***. A list of all the measures you have listed previously for the current year, if any, will appear.

- Click on the ***Add Findings*** button on the Measure for which you want to describe the results/findings. An entry screen will appear.

- Enter your results or findings in the box marked Findings. (Note: Your findings are recorded by specific measure/indicator, not by outcome. If you use a single indicator to measure results on more than one outcome, be sure to record ALL the relevant findings.)

- After you have entered the text, click to answer the three following questions: *Target Level Achievement* (***Met, Partially Met, Not Met***), *Further Action Planned* (***Yes, No***), *Data Entry Complete* (***Yes, No***).

- When you have completed that screen, click on ***Save*** to save the information and return to the Measures Summary page. That summary page will note whether the findings are *completed* or *in progress*, and the ***Add Findings*** button for that measure will have changed to ***Edit Findings***.

*The reason outcomes are tracked is to discover where modifications can be made to improve performance. **Actions** refer to the tasks necessary to effect those modifications. Actions to improve performance are desirable even when you are meeting your targets. If you partially met or did not meet your target level, further actions are **required**.*

- At that point, you can edit what you have written, add findings for another measure, or go to the data entry screen for Action Plans. All Measures need to have Findings for the current fiscal year entered into the system by September 1st.

Enter Action Plan

When you are planning to take action to improve your performance based on your assessment results, you list those actions in the Action Plan. Such actions might include modifying processes, operations, or practices of the department as well as modifications in your intended outcomes or measures. (Please note that if you miss a target, find that your IE measures/indicators are not providing you with usable information, or need to define an additional outcome because your unit has taken on additional responsibilities, you will **need to take action** and note same in the Action Plan.) If actions have already been taken prior to the end of the fiscal year on which you are reporting, then those actions should be noted in the Analysis section (see below). If the needed actions will be taken during the subsequent academic or fiscal year, they need to be included in the action plan.

- Click on ***Action Plan*** on the left side menu. A summary screen will appear. (If you have already entered some actions, they will appear on the screen and you have the option of editing each one or adding another.)

Note that Action Plans are entered independently of measures and outcomes. At the bottom of the screen you will be asked to link the action to the specific related outcome(s) and measure(s).

- Click on ***Add Action***. An entry screen will appear. (The action will be numbered automatically)
- In the first text entry box at the top (***Action***), type in a short description or title of the action. (Note you are limited to 50 characters.) This is the text that will appear on summary reports and pop-up indexes, so it is important that the short description be clear and distinctive. Tab to the second box.
- In the second box, enter the ***full description*** of the action that your unit will be taking.
- The next box links the action to the appropriate Outcome (***Related Outcome(s)/Objective(s)***). Click on the ***Select*** button to pull up the list of your Outcomes. In that new window, you can then click on the boxes that correspond to the correct Outcomes, and click on ***Select*** again. The numbers corresponding to the outcomes you have chosen will automatically appear in the box.
- The next box links the Action to the appropriate Measure/Indicator (***Related Measure(s)***). Click on the ***Select*** button to pull up the list of your Measures. In that new window you can then click on the boxes that correspond to the correct Measures. Click ***Select*** again. The numbers corresponding to the measures you have selected will automatically appear in the box.
- In the next box, type in the name of the ***Person/group responsible for the action***.
- In the following box, type in the ***Target date for implementation of the action.***
- Click on the ***Priority*** level you want to assign to the Action (***High, Med, Low***).
- In the next text entry box, you can describe any ***Additional resources needed*** to carry out the action.
- Click (***Yes, No***) whether data entry is completed.
- Click on ***Save***. You will be returned to the summary page for Actions.

From here, you can add another Action, edit an Action, or go to another data entry page.

Enter Analysis

In the Analysis section of the system you integrate and interpret your institutional effectiveness data. It is the most important piece of the outcomes reporting function, and corresponds to Section C of the Annual Report to the Provost. **All the elements in this section are narrative, and do require some analytic thinking.**

In the analysis section, you explain what all your findings for this year mean and how you have used or are planning to use the information to improve your future outcomes.

- Click on ***Analysis*** on the left side menu. This will bring up a summary screen showing anything you may have entered previously, with the opportunity to enter or edit the information.

- Click on the ***Add Analysis*** (or ***Edit Analysis***) button.

- The first text box poses the question: ***What specifically did your assessments show regarding proven strengths or progress you made on outcomes?*** In this section you should discuss:
  (a) how the results of this assessment demonstrate the progress you have made in improving your actual outcomes, or in measuring them effectively, noting the improvements you can demonstrate were due to the modifications in operations or programs you made based on either this year's or last year's results; and
  (b) your strategies for further improving the unit's performance based on these assessment results (including descriptions of (1) changes or modifications you are planning to make in the upcoming year(s) to implement those improvement strategies; and (2) changes or modifications you have recently made based on this year's assessment results. (Note: your specific plans for implementing modifications should be included in the "Action Plan" section above.)

- The second text box poses the question: ***What specifically did your assessments show regarding any outcomes that will require continued attention?*** In this section you should include discussion of any outcomes that were not met (i.e, targets that were "not met" or only "partially met"), why that occurred, and strategies to improve those outcomes. You should also include any needs you have identified to modify or add outcomes, measures, or targets. (Note: your specific plans for addressing these shortcomings should be listed in the "Action Plan" section above.)

- Click (***Yes, No***) whether data entry is completed.

- Click on ***Save***. You will be returned to the summary page for Analysis. From here, you can return to edit your analysis, go to another page to add or edit data, or go to yet another page to view summaries or details of the information you currently have on the system.

Enter Annual Reporting (optional)

Completion of this section of the WEAVEonline system is optional, but may be useful for some units who would like to capture some of this information each year. The system is set up to use this information to develop an "annual report" that can be exported to a Word document. (Please note that this annual report does not correspond to GSU's Annual Report to the Provost, although some elements are similar.) The Word document can then be edited (for example, to change the box headings or add information.) If you would like to have additional information about this feature of the program, please contact Julia Bannerman (jbannerman@gsu.edu) or the WEAVE administrator (weave@gsu.edu).

PART 3: VIEWING SUMMARIES AND REPORTS

Section A: Assessment Reports

Three types of assessment reports are available from the WEAVEonline sysem.

If you are a manager with responsibility for more than one reporting unit, the information for all of your units will be accessible from the screen when you log in. Click on each tab to see that unit's information.

- ★ The **Detailed Assessment Report** contains all of the information that has been entered for a unit on all outcomes, including the summary reports (in a table format). This can be exported to a Word document.
- ★ We currently are not using th**e Annual Report** function. For more information, please contact Julia Bannerman (jbannerman@gsu,edu).
- ★ The **Data Entry Status Report** shows which data entry elements have

been completed and when they were last updated.

- Click on ***Reports*** on the left side menu. This will bring up a new screen. Click on the specific report you want to view.

Section B: Data Audit

From the report screen you also have access to three types of data audits:

★ Outcomes that are missing Measures/indicators,
★ Measures/indicators that are missing Findings, and
★ Targets that were not met or only partially met that are missing Action plans.

These reports will help you monitor whether the information has been entered for your unit(s).

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