WEAVE
Assessment Plan
ADMINISTRATIVE UNITS
Accessing Weave
You can now access WEAVE in two easy steps.

**Step 1** Go to our My Applications web page
Link: https://myapplications.microsoft.com/

**Step 2** Click on the Weave icon inside of My Apps

No login required

* Google Chrome is the recommended browser for using WEAVE online
Administrative and Service Unit's Assessment Training

ASSESSMENT PLAN - END OF REPORTING CYCLE
Enter Target Status

Click on down carrot to select “Achievement Status” (Did you meet the target?).
Enter Target Status

Select the most appropriate response.

- Not Reported this Period
- Not Met
- Partially Met
- Met
- Exceeded

DESCRIPTION
The OIER will publish 10 New IPEDS Dashboards by the end of this reporting cycle.

TARGET
10 New IPEDS Dashboards

FINDING
Enter text

ANALYSIS
Enter text
Findings

- Did you meet the target?
- Enter the metrics from the measure if it was met or not.
Click on box below “FINDING” title to enter finding.

**DESCRIPTION**
For each measure, an achievement target must be established; in other words, how or when will you know if you’ve been successful? Targets communicate clearly the expected level of accomplishment for the measure.

**TARGET**
Example: Development of required state ABC reports will be completed prior to the submission deadline and submitted on or before the deadline on an annual basis.

**FINDING**
Explain why the target was met or not met. Findings describe what the measures indicated about each outcome. Did you meet the target? Enter the metrics from the measure if it was met or not.
This is a planning and a reflection section. Describes what the department/unit has done given the findings. It’s is an action that describes specifically what the department/unit did (not will do) to improve.

If you met target, what did you do to achieve target? Will you increase/decrease the target next year? Will you stop using measure?

If you did not meet the target, what needs to change to meet target next year?
Entering Analysis

Click box below “Analysis” title to enter analysis.

Target (1)

1.1.1.1

DESCRIPTION
For each measure, an achievement target must be established; in other words, how or when will you know if you’ve been successful? Targets communicate clearly the expected level of accomplishment for the measure.

TARGET
Example: Development of required state ABC reports will be completed prior to the submission deadline and submitted on or before the deadline on an annual basis.

FINDING
Explain why the target was met or not met. Findings describe what the measures indicated about each outcome. Did you meet the target? Enter the metrics from the measure if it was met or not.

ANALYSIS
Analysis needs to close the loop. What happened this cycle to cause the findings? What are we going to do to improve the next cycle? What did we learn?

Please limit Analysis to 5000 characters or less.

STATUS
Partially Met
Project Attachment

- Place to upload measure data, documents, evidence you completed tasks, etc.
Upload Attachments

Drop documents into the below box to upload attachments

Drag and drop your files here or browse for files
Changing your Assessment Plan’s Status

- Once you have completed you assessment plan at the end of the cycle, you need to change your assessment plan’s status to “Internal Review”.
- Click the box shown below. Then, select “Internal Review”.

![Screenshot showing status change interface]

**Projects / Assessment / WEAVE Training / 2019-2020**

**WEAVE Training 2019-2020**