

Annual Assessment Reporting in Weave

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What is the purpose of assessment? (*answer: to demonstrate Institutional Effectiveness*)

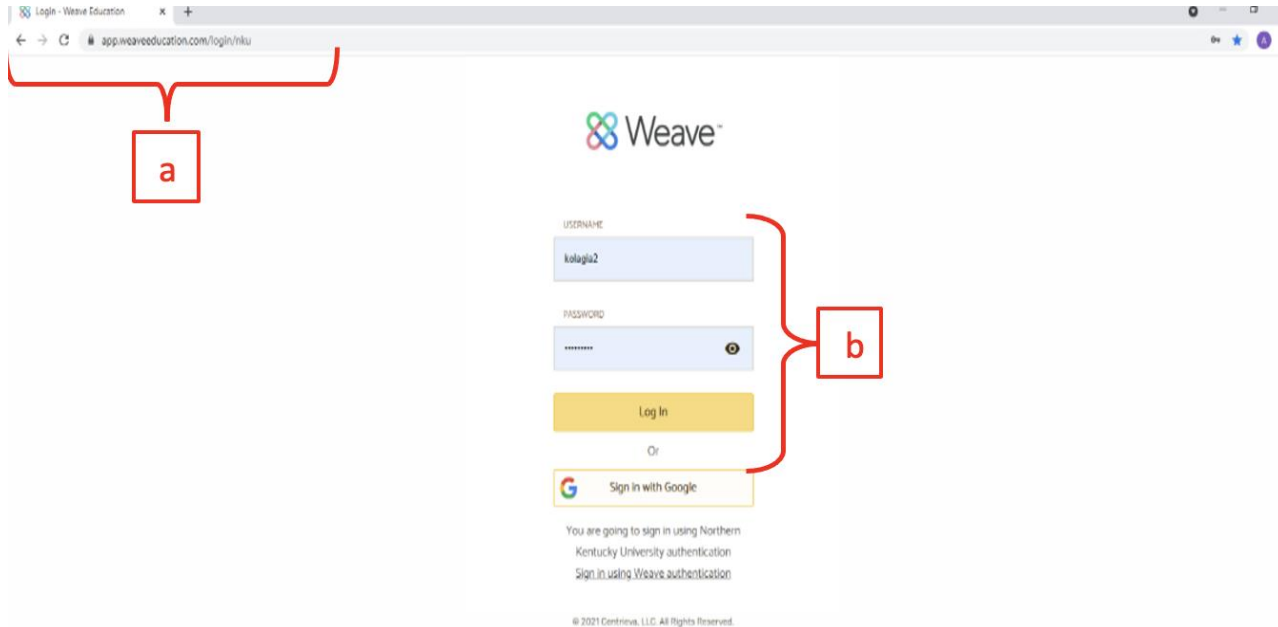
- Institutional effectiveness is the systematic and ongoing process of collecting, analyzing and acting on data and information relating to the goals and outcomes developed to support the University's mission and purpose. Thus, institutional effectiveness is oriented towards measuring results and using those results to aid in decision - making and foster improvement.
- Institutional effectiveness is a cyclical process in which continuous improvements and refinements on goals and methods are undertaken on an ongoing basis.
- Furthermore, institutional effectiveness, like the University itself, is an ever - changing and evolving process. Thus, it needs to be revisited continuously.

Assessment Calendar

The calendar runs October to September each year.

- *By September 15th, programs should finish entered data collected in the prior year and document changes made to improve student learning.*
- *By October 15th, programs should identify the assessment work they have planned for the upcoming academic year. Which SLOs, measures and targets.*

Logging In to Weave



1. Login

a. Login to Weave with the link given :
<https://app.weaveeducation.com/login>

b. Your NKU account information syncs with Weave (user name and password)

Do not use the @nku.edu part. Weave works best with Google Chrome web browser.

Using Weave Online

The screenshot shows the Weave Online dashboard. At the top, there is a navigation bar with 'DASHBOARD', 'PROJECTS', 'CREDENTIALS', and 'REPORTS'. On the right, there is a user profile section with 'Create New', a notification bell, a search icon, and the user's name 'Akshi Kolagi'. The main content area is divided into several sections:

- Assessment Project Status... 2019-2020**: A bar chart showing the status of assessment projects. The categories and their counts are: Not Started (14), In Progress (19), Internal Review (9), and Complete (184).
- All Projects**: A list of projects with progress indicators. The first project is '88 Measures Missing' with a 92% completion rate for 'Outcomes with Measures'. Other projects include '11 - Promote the IST Programs and Integrative Learning across campus', '12 - Build Internal and External Partnerships', and '13 - Identify and engage with IST alumni'.
- Your Team Stats 2019-2020**: A summary of team performance. It shows 38 Accreditation Projects, 199 Assessment Projects, and 1 Program Review. A large blue box highlights '238 Projects'. Below this, there are three circular icons: '579 Findings Entered', '945 Reports Generated', and '2 Narratives Written'.
- Announcement Feed**: A section for news and updates. The first announcement is 'Welcome to Weave Apr 4, 2019', which explains the purpose of the Weave announcement feed.

2. Landing Page

- Your name will be displayed on top right of the page
- Projects status is shown for the projects which were assigned under your name

Using the Project Workspace

The screenshot shows the Weave Education Project Workspace interface. The top navigation bar includes 'DASHBOARD', 'PROJECTS', 'CREDENTIALS', and 'REPORTS'. The 'PROJECTS' tab is active. Below the navigation bar, there is a search bar labeled 'Filter projects' (annotated with 'd') and several filter buttons: 'Show Only', 'Assigned to you', 'Assessment', 'Degree', 'Administrative Plan', 'Accreditation', and 'Program Review' (annotated with 'a'). On the right side, there is a 'Filter by Reporting Period' dropdown menu (annotated with 'b'). The main content area is a table with columns 'Title', 'Year', and 'Type'. The table lists 10 projects, with the first row being 'Learning PLUS' (2020-2021, Assessment) and the last row being 'Physics, Geology, and Engineering Technology Department' (2019-2020, Assessment). A red bracket (annotated with 'c') groups the first 10 rows of the table. At the bottom of the table, there is a 'Rows per page' dropdown menu (annotated with 'e') set to '10 of 991', and a pagination control showing '1' of 10 pages.

Title	Year	Type
Learning PLUS	2020-2021	Assessment
Physics, Geology, and Engineering Technology Department	2020-2021	Assessment
GCC Grant County Center	2020-2021	Assessment
GCC Grant County Center	2019-2020	Assessment
NKCEE-Northern Kentucky Center for Educator Excellence	2020-2021	Assessment
Biological Sciences BS/BA	2020-2021	Assessment
Health Communication BA	2020-2021	Assessment
Physics, Geology, and Engineering Technology Department	2018-2019	Assessment
Physics, Geology, and Engineering Technology Department	2017-2018	Assessment
Physics, Geology, and Engineering Technology Department	2019-2020	Assessment

3. Project workspace

- Click on Projects
- You can select the year of reporting by clicking on 'Filter by Reporting Period' option on the right side and select a year.
- Projects matching the search will be displayed in the grid. Select the project by clicking on it
- Type project full/partial name in 'Filter Projects' text box
- 10 projects are displayed on the grid by default. You can change it by selecting down arrow which is present after 'Rows per page'.

Viewing Your Project in Weave

The screenshot displays the Weave software interface for an assessment project. The main content area shows a grid of project components under the heading 'Assessment Plan'. The components are organized into three columns: '1 Knowledge of Discipline', '2 Ability to Communicate', and '3 Application of Experimentation and Instrumentation'. Each column has sub-components (e.g., 1.1 Concepts, 2.1 Communication, 3.1 Protocols) and further sub-components (e.g., 1.1.1 ACS standardized final exam, 2.1.1 Lab report, 3.1.1 Lab report). A 'STATUS' dropdown menu is located at the top right, currently set to 'Internal Review'. A 'YEAR' dropdown menu is located at the top center, currently set to '2020-2021'. A navigation menu on the left lists team members. A search bar is at the bottom left. Red boxes and arrows labeled 'a', 'b', 'c', and 'd' highlight specific features: 'a' points to the status dropdown, 'b' points to the year selector, 'c' points to the view filters, and 'd' points to the '>|' button.

4. View a Project

- We selected Chemistry, BA and BS to view a project. The project would land on Outline View as shown. The current status of the project can be seen under Status and can be changed.
- The project year is shown below "Year". If the project name of a program is the same for all years, you can switch between different years of the program.
- You can select which options to see: Goal, Student Learning Outcome, and Measure.
- To change the Outline view and to edit the content, click on '>|' button.

Editing a Project in Weave

The screenshot displays the Weave interface for a project titled "Chemistry, BA and BS" for the year 2020-2021. The interface includes a top navigation bar with "DASHBOARD", "PROJECTS", "CREDENTIALS", and "REPORTS". A left sidebar shows team members and administrative options. The main content area is divided into sections: "Goal", "Description", "Student Learning Outcome", "Supported Initiatives", and "Action Plan". A right-hand navigation pane is visible, showing a tree view of the project structure. Red boxes labeled 'a' through 'e' highlight specific UI elements: 'a' is the right-hand navigation pane, 'b' is the status dropdown, 'c' is the goal title, 'd' is the description text, and 'e' is the delete button.

5. Editing the project content

- Assessment Outline View is shown on the right side of the page.
- You can compress or expand using these arrows. This allows you to see the content with or without the description.
- Click on Goal to edit the goal.
- Click on Description to edit the description.
- To delete the project, click on the 3 vertical dots.

Editing a Project in Weave

The screenshot displays the Weave interface for editing a project. The left sidebar shows a team of 14 members, including Bethany Bowling, Diana McGill, Emily Detmer-Goebel, KC Russell, and Patrick Hare. The main content area is titled "Target (1)" and contains the following information:

- 1.1.1** (ID)
- DESCRIPTION**: Student scores on ACS standardized final exams will be within one standard deviation of the national mean.
- TARGET**: >= 50% met or exceeded target (Exceeded = more than one standard deviation above the national mean). Assessed in CHE 120 (Fa 2015, Fa 2018), CHE 361 (Sp 2015, Sp 2018).
- FINDING**: Enter text.
- ANALYSIS OF FINDING**: Enter text.
- View Action Plan** (link)

The right sidebar shows the "Assessment > Outline View" with the following details:

- View:** Goal, Student Learning Outcome, Measure.
- 1 Knowledge of Discipline** (yellow box)
- 1.1 Concepts** (green box)
- 1.1.1 ACS standardized final exam** (purple box)
- 1.2 Critical Thinking** (green box)
- Question** (purple box)

Red annotations highlight specific editing areas:

- a**: A red box highlights the "STATUS" dropdown menu, which currently shows "Not Reported this Pe...".
- b**: A red bracket highlights the "TARGET" description text.
- c**: A red box highlights the "DESCRIPTION" text in the "Action Plan" section.

6. Editing continued

- Target status can be changed here to reflect the current reporting cycle.
- Target Title, Description and Findings have a 255 character limit.
- There is no word/character limit for the action plan section.

Editing a Project in Weave

Project Attachments (8)

Drag and drop files here or [browse for files](#)

NAME	DATE UPLOADED	SIZE
SLO_1p2_assignment.pdf	5/12/2021	171KB
SLO_1p2_example_responses.pdf	5/12/2021	237KB
SLO_1p2_results.xlsx	5/12/2021	11KB
SLO_1p2_rubric.pdf	5/12/2021	443KB
SLO_3p1_CHE120L Assessment Fall 2020.docx	1/12/2021	16KB
SLO_3p1_DidNotMeet.jpg	1/12/2021	218KB
SLO_3p1_Exceed.jpg	1/12/2021	246KB
SLO_3p1_Met.jpg	1/12/2021	218KB

Knowledge of Discipline

- 1.1 Concepts
- 1.1.1 ACS standardized final exam
- 1.2.1 Test question

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- d. You can upload any supporting document related to the project at the bottom of the page. It is advised to have a file name which describes what kind of information it contains. For Ex. If the file is a report with respect to Goal 1 of your project, you can name it as “Report-goal1 2020-2021”

Creating a New Project in Weave

The screenshot shows the Weave interface. At the top, there is a navigation bar with 'DASHBOARD', 'PROJECTS', 'CREDENTIALS', and 'REPORTS'. A '+ Create New' button is highlighted with a red box labeled 'b'. Below the navigation bar, the 'Projects' page is displayed. A 'Filter projects' dropdown is set to 'Assigned to you', which is also highlighted with a red box labeled 'a'. Below the filter, there are tabs for 'Degree Plan', 'Administrative Plan', 'Accreditation', and 'Program'. A table with columns 'Title' and 'Year' is visible, with one row containing 'Center for Integrative Natural Science and Mathematics' and '2020-2021'. A modal window is open, showing a dropdown menu with options: 'Degree Plan', 'Administrative Plan', 'Strategic Plan', and 'Assessment Project'. The 'Assessment Project' option is highlighted with a red box labeled 'c'. Below the dropdown, a form asks 'What type of Assessment Project is this?' with two radio button options: 'New Assessment Project' (selected) and 'Create using an existing Project'. The 'New Assessment Project' option is highlighted with a red box labeled 'd'. At the bottom of the modal, there are 'Back' and 'Next' buttons.

7. Creating a new project
 - a. Start at the “Assigned to you” tab on the projects page
 - b. Create new project button is in the top righthand corner of the page
 - c. Select Assessment Project option for the programs and Units
 - d. Select New Assessment Project to create a completely new project (If never reported in Weave) or select Create using an existing Project to duplicate and work off an existing project from a previous year.

Creating a New Project in Weave

Which Project?

FILTER PROJECTS

Chemistry, e

Filter by Reporting Period

Any Reporting Period

2017-2018

2018-2019

2019-2020

2020-2021 f

2019-2020

2020-2021

Title ▾

Chemistry, BA and BS

Chemistry, BA and BS

Chemistry, BA and BS

Chemistry, BA and BS

2019-2020
2020-2021

e. To create a project using existing project, type the project name in the filter box.

f. Select the most recent reporting period to copy latest project information. In this case it is 2020-2021.

Creating a New Project in Weave

Confirm the title and reporting period for the new project

PROJECT TITLE

Chemistry, BA and BS

Reporting Period

a

Your new project will be linked to Chemistry, BA and BS, 2020-2021.
Would you like to use findings data from the previous project to start the new one?

Confirm the title and reporting period for the

PROJECT TITLE

Chemistry, BA and BS

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

b

Your new project will be linked to Chemistry, BA and BS, 2020-2021.
Would you like to use findings data from the previous project to start the new one?

Back

No, start empty

Yes, start pre-filled

c

8. Creating a new project continued

- Select the reporting period for the new project.
- Select the latest reporting period, which is here 2021-2022
- You can select No and start with an empty project if you don't want the findings to be transferred to the new project.

Weave will create a new project with the same title for the year 2021-2022 and the status will be "Not Started".

Review/Edit a Project in Weave

Chemistry, BA and BS
Projects > Assessment > Chemistry, BA And BS > 2020-2021

YEAR: 2020-2021

STATUS: Not Started

Measure +

1.1.1 Measure ACS standardized final exam ^ ⋮

DESCRIPTION

The Department of Chemistry utilizes several standardized exams distributed by our accrediting body (American Chemical Society) as final exams in courses at various levels of our programs.

Target (1) +

1.1.1.1 ^ ⋮

DESCRIPTION

Student scores on ACS standardized final exams will be within one standard deviation of the national mean

STATUS: Not Reported this Pe... ⌵

TARGET

>= 50% met or exceeded target (Exceeded = more than one standard deviation above the national mean). Assessed in CHE 120 (Fa 2015, Fa 2018), CHE 361 (Sp 2015, Sp 2018).

Chemistry, BA and BS
Projects > Assessment > Chemistry, BA And BS > 2020-2021

YEAR: 2020-2021

STATUS: In Progress

9. Review, Revise and Edit a Project.

- Before review/revision, the project status will be listed as “Not Started”.
- Any updates or changes to measures can be made here.
- All targets that will not be assessed during this cycle should be changed to list as “Not Reported this Period”.
- Changes to the target can be made here.
- Once necessary updates have been made, the project status at the top of the page can be changed from “Not Started” to “In Progress”.

Developing Aligned Measures

1.2 Student Learning Outcome Critical Thinking

DESCRIPTION

Students will utilize critical thinking to solve scientific problems through the application of chemical science knowledge

Supported Initiatives (0)

Action Plan

DESCRIPTION

the department will survey where upper level courses (3XX and 4XX) are covering this SLO and add additional exercises in upper level courses that explicitly address the application of chemical science knowledge to solving new scientific problems.

Project Attachments (8)

Drag and drop files here or [browse for files](#)

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SLO_1p2_rubric.pdf	5/12/2021	443KB

10. Developing aligned measure

- Keywords can help define the competencies that are being assessed through the outcome. Bloom's Taxonomy can help identify key words that align with the measure.
- The description should demonstrate how the measure relates back to the learning outcome.
- Students in higher level courses have been exposed to more foundational knowledge, so it is best to use higher level courses for measures that demonstrate growth from introductory courses.
- The assignment/rubric can be attached here at the bottom of the page.

DEFINITIONS

GOALS: Goals are broad statements that describe the overarching long-range intended outcomes of an organizational entity. Goals are an intermediary step between mission statements and objectives. They are usually not measurable and need to be further developed as separate distinguishable outcomes. They are primarily used for general planning and are used as the starting point to the development and refinement of outcomes. Include ONE relevant association for each goal. Goals may have more than one objective associated with them.

OUTCOMES/OBJECTIVES: A *Student Learning Outcome* specifies the knowledge, skill, or ability students are expected to gain by the end of a specific time period, such as completion of an academic program. An *Administrative Objective* is a specific point or task to be accomplished or reached. When formulating objectives, it may be helpful to think in terms of the end result or outcome. That is, once the objective is met, what change would you expect to see? The outcomes could be improvements to processes, increases or decreases in activities, or changes in responses from internal or external customers.

MEASURES: A Measure is a method used to gauge achievement of expected results. The measure is not the actual target for achievement, but rather the approach used to evaluate whether the target was achieved. Measures encompass a wide variety of sources of information. Some examples include pre- and post-tests; system data; interviews; evaluations; standardized tests; comparison to standards; surveys; activity volume; and document analysis, but may include many other types of information sources.

TARGETS: A Target is quantifiable. It is usually expressed in terms of percentages, ratios, or actual numbers. Some examples include: 100% of students will score at least 3 on a 5-point scale; 85% of students will complete a co-op experience; 90% of students will receive a passing score in the X standardized test. Results are reported as Met, Partially Met, or Not Met.