# Quick Start Guide

Office of Institutional Research and Effectiveness

## Logging In

### Logging In

1. Go to http://app.weaveonline.com/delmar/login.aspx
   *Note: Bookmark this page for easy access.*
2. Enter your **Del Mar ID** and **password** and click **Log in**. The WEAVEonline home page should open.

### Selecting a Cycle and Entity

Cycle and Entity drop-down menus are found on the HOME screen. Click on the drop-down menus to select available cycles and entities.

### General Notes

1. Be cautious with using the **Delete** button, which may remove outcome/objective or measures in all cycles in Weaveonline.
2. Be careful with **Established in** and **Active Through Dates**. Do not change the **Established in Date** to a later year unless you intend to eliminate information already entered for the previous years.
3. Generally, you should not overwrite existing data. If you wish to make major changes to an existing outcome/objective or measure or eliminate it in the current cycle, then go to the previous cycle and change the **Active Through Date** to end in that year. Then return to the current year and add a new outcome/objective or measure. This will keep the existing information intact for all previous years.

## Assessment Essentials

### Entering or Editing the Mission

1. In the top menu bar, point to **Assessment**.
2. Select **Mission/Purpose** from the drop-down menu.
3. To add a Mission, click **Add Mission/Purpose**.
4. To edit a Mission, click **Edit**.

### Entering an Outcome

1. In the top menu bar, point to **Assessment**.
2. Select **Outcomes/Objectives** from the drop-down menu.
3. Under Outcomes/Objectives, click **Add** (or click **Edit** after **Expand All** if you are editing an existing outcome).
4. Select the **Establish in** and **Active through** cycles.
5. In the appropriate text boxes, enter a condensed description and a complete description.
6. Select **Yes** or **No** next to **Student Learning Outcome?**
7. Add associations to **General Education**, if appropriate.
8. Add **Associations** to Del Mar College Mission Statement under Institutional Priorities.
9. Add **Associations** to Strategic Plan.
10. Change entry status from **Draft** to **Final**.
11. When done, click **Save**.

### Entering a Measure

1. In the top menu bar, point to **Assessment**.
2. Select **Measures & Findings** from the drop-down menu.
3. Under Measures & Findings, click **Add** (or click **Edit** after **Expand All** if you are editing an existing measure).
4. Select ***one*** Source of Evidence for the Measure.
5. In the appropriate text boxes, enter a condensed description **and** a complete description.
6. Check the box next to each Outcome associated with the Measure.
7. Select the **Establish in** and **Active through** cycles.
8. Change entry status from **Draft** to **Final**.
9. When done, click **Save**.

### Entering an Achievement Target

*Note: Every Measure must have at least one Achievement Target*

1. In the top menu bar, point to **Assessment**.
2. Select **Measures & Findings** from the drop-down menu.
3. Expand the Measure to which you need to add an Achievement Target by either clicking the **arrow** next to the Measure or by clicking the **Expand All** button.
4. Under Achievement Targets and Assessment Results/Findings, click **Add Achievement Target** (or click **Edit** if you are editing an existing **Achievement Target**).
5. Enter the Achievement Target.
6. Select the **Active through** cycles.
7. Change entry status from **Draft** to **Final**.
8. When done, click **Save**.

### Entering Findings

1. In the top menu bar, point to **Assessment**.
2. Select **Measures & Findings** from the drop-down menu.
3. Expand the Measure to which you need to add Findings by either clicking the **arrow** next to the Measure or by clicking the **Expand All** button.
4. In the Achievement Targets and Assessment Results/Findings section, find the appropriate Achievement Target and click **Add Finding** (or **Edit Findings**).
5. Enter a concise summary of your findings.
6. Select **Met, Partially Met,** or **Not Met**.
7. Change entry status from **Draft** to **Final**.
8. When done, click **Save**.

### Editing an Outcome, Measure, Achievement Target or Finding

1. In the top menu bar, point to **Assessment**.
2. Make the appropriate selection from the drop-down menu.
3. Expand the item you wish to edit by either clicking the **arrow** next to the item or by clicking the **Expand All** button. To edit an Achievement Target or Finding, expand the Measure it is associated with.
4. Click **Edit**, **Edit Achievement Target** or **Edit Finding,** as appropriate.

## Action Plans

### Entering an Action Plan

1. In the top menu bar, point to **Assessment**.
2. Select **Action Plan Tracking** from the drop-down menu.
3. Click **Add Enhancement Action**.
4. Click **Add Relationships** to link the Action Plan to specific Outcomes and Measures.
5. Select the **Status** of the plan.
6. Enter the appropriate information in the available text boxes.

7. Select the **Establish in** and **Active through** cycles.
8. Change entry status from **Draft** to **Final**.
9. When done, click **Save**.

### Viewing an Action Plan

1. In the top menu bar, point to **Assessment**.
2. Select **Action Plan Tracking** from the drop-down menu.
3. Find the Action Plan you want to edit and click the **Details** button.

### Editing an Action Plan

1. Follow steps 1-3 under Viewing an Action Plan.
2. Next to View, select **Action Plan Detail.**
3. Click **Edit Plan.**

### Adding Notes to an Action Plan

1. Follow steps 1-3 under Viewing an Action Plan.
2. Next to View, select **Action Plan Notes**.
3. Click **Add Note.**

## Document Repository

### Accessing the Document Repository

1. In the top menu bar, point to **Assessment**.
2. Select **Document Repository** from the drop-down menu.

### Uploading Documents to the Repository

1. In the Document Repository, click **Upload Document**.
2. Click **Browse** to select the document you wish to upload.

*Caution: Do NOT store documents in WEAVEonline that contain individually identifiable information. Remove such references BEFORE uploading the document.*

3. Enter a **Document Name** and **Description**.
4. Click **Save & Continue**.
5. On the Document Repository—Make Connections page, click **Expand All**.
6. Select all items to which you wish to link this document.
7. Click **Save**.

### Viewing Documents in the Repository

1. In the Document Repository, locate the document you wish to view.
2. If the document you wish to view is not listed, click **Show All Documents** to list both active and inactive documents.
3. Click the icon.

### Deleting Documents in the Repository

1. In the Document Repository, locate the document you wish to delete.If the document you wish to view is not listed, click **Show All Documents** to list both active and inactive documents.
2. Click the icon.

### Editing Document Details in the Repository

*Note: This does not allow you to edit the document itself. It only allows you to edit the document's associations in WEAVEonline. If you need to edit the actual document, you need to do that in the original file and upload the revised version to WEAVEonline.*

1. In the Document Repository, locate the document you wish to delete.
2. If the document you wish to view is not listed, click **Show All Documents** to list both active and inactive documents.
3. Click the name of the document you wish to edit.
4. Click **Edit**.

## Analysis & Annual Report Questions

### Answering Analysis Questions

1. In the top menu bar, point to **Assessment**.
2. Select **Achievement Summary/Analysis** from the drop-down menu.
3. Under Analysis Questions, click **Expand All** to expand the questions.
4. Click the appropriate **Add Answer** button.
5. Enter your answer in the text box.
6. Click **Save**.

### Editing Analysis Questions

1. Follow steps 1-4 under Answering Analysis Questions.
2. Click **Edit Answer**.
3. Edit your answer, and then click **Save**.

### Answering the Annual Report Question

*Note: The Annual Report Section is optional. This is a good section to maintain a reporting of annual accomplishments.*

1. In the top menu, point to **Assessment**.
2. Select **Annual/Special Reporting** from the drop-down menu.
3. Click **Expand All** to view the Annual Report Question. This will open a separate web page.
4. Under the section you wish to contribute, click **Add Details**.
5. Enter your answer in the text box.
6. Click **Save**.

### Editing the Annual Report Question

1. Follow steps 1-4 under Answering the Annual Report Question.
2. Click **Edit**.
3. Edit your answer, and then click **Save**.

## Reports

### Running Reports

*Important: You must turn off your pop-up blocker before running reports in WEAVEonline.*

1. In the top menu bar, click **Reports**.
2. Select the cycle for which you want to run the report.
3. Select the type of report you wish to run.
4. Select report entities. It is recommended that instead of selecting **All Entities to which I have access** use **Selected Entities (See Choices)**. Check the box for which entity you want a report.
5. Depending on the report, click **Run** or **Next**.
6. If you clicked **Next**, you will be prompted to select appropriate parameters. Make your selections, then click **Run**.

### Printing/Saving Reports

1. Follow the steps outlined in Running Reports.
2. To just print the report, click **Print this report**.
3. To save the report, click **Print this report** and choose **Adobe PDF** as your printer (if available). This will create a PDF of the report, which you can then save to your computer.

DEL MAR COLLEGE