TCC

Course Assessment

WEAVE WALKTHROUGH

WEAVE Walkthrough Guide
Course Assessment

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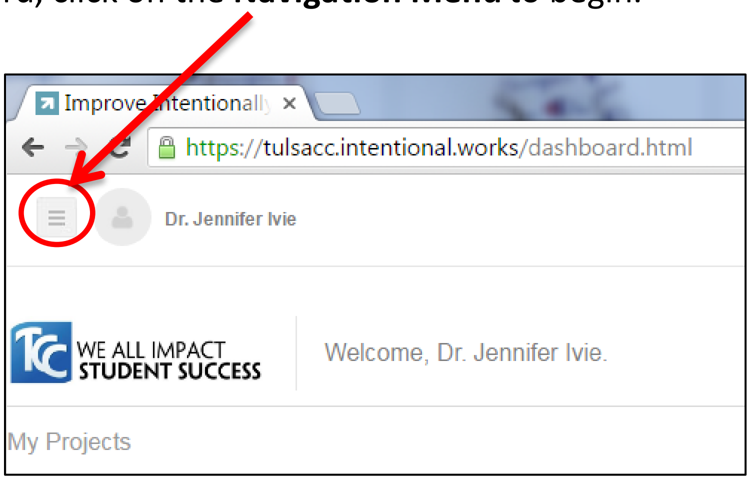
Course Assessment

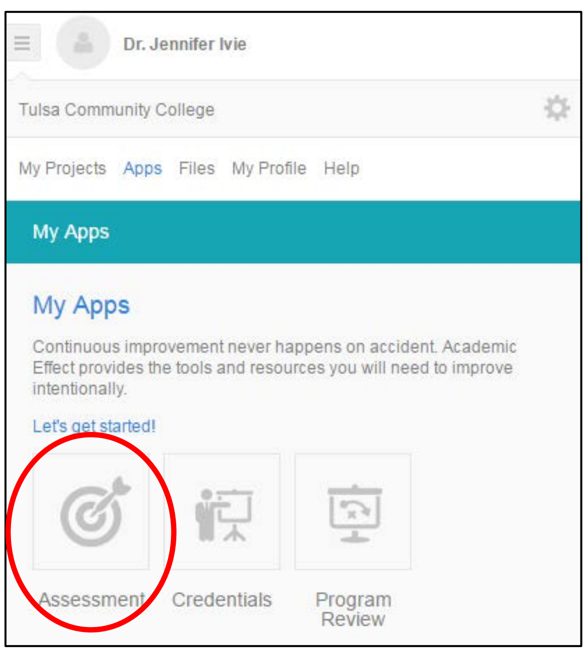
Step 1: Creating a New Project

These instructions will guide you through Course assessment in WEAVE. You will need to enter information for each course (e.g., COMM 1113) once, no matter how many sections of the course were taught in an academic year.

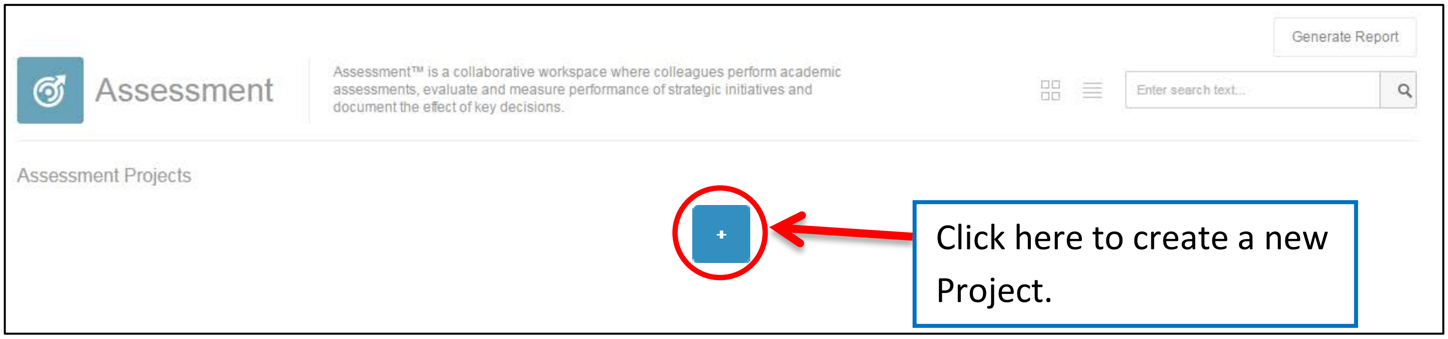
1. To begin entering Course Assessment information you will need to create a new Project. From your Dashboard, click on the **Navigation Menu** to begin.



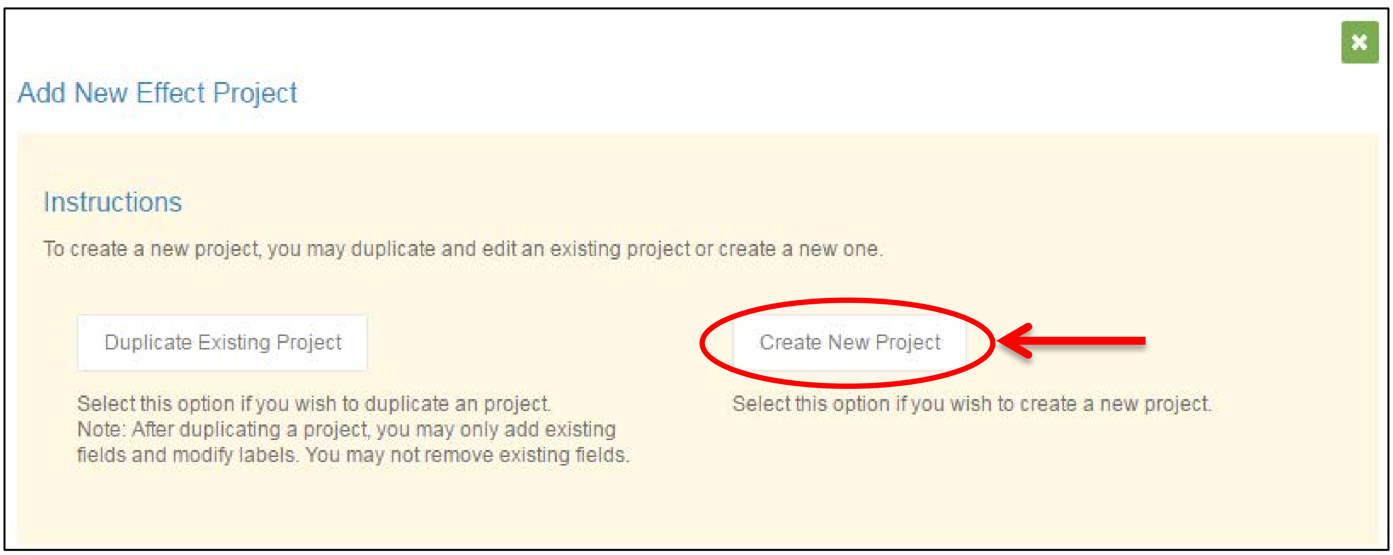
2. Then, click on the **Assessment** application icon under **My Apps**.



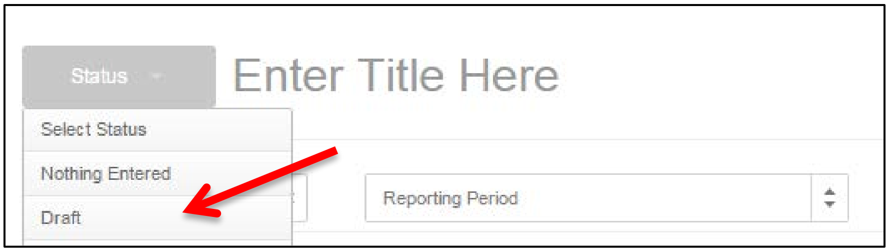
3. At the bottom Assessment screen, click on the blue box with the + to create your new Project.



4. In the pop-up box that appears, click on the **Create New Project** button**.**



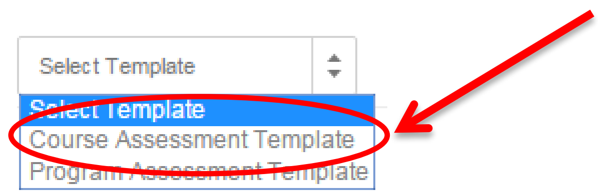
5. A new page will appear. At the top of the page, select **Draft** in the **Status** drop-down menu.



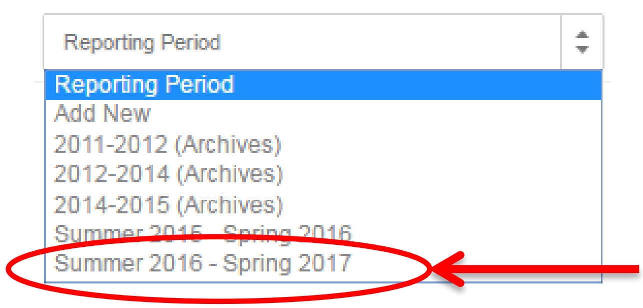
6. Enter the title by clicking on the words **Enter Title Here**.

Your title should reflect the official title of the course as found in the Catalog (e.g., "PSYC 1113 – Introduction to Psychology" or "ACCT 2213 – Financial Accounting."

7. Below the Status box, select the appropriate Template – **Course Assessment Template.**

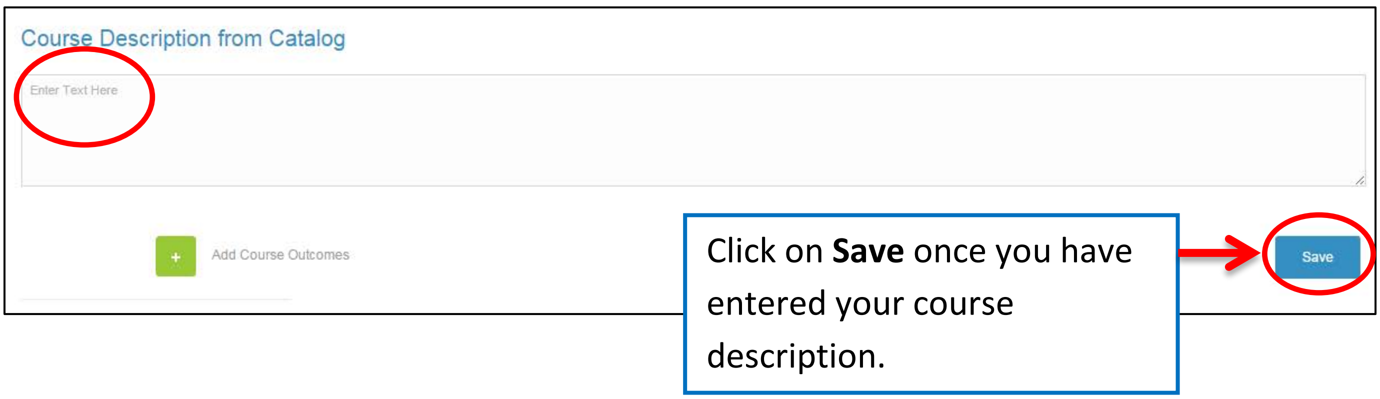


8. Select the current **Reporting Period**.



9. Enter the description for the Course exactly as it is provided in the TCC Catalog. To do this, type (or copy and paste) directly into the box where it says, "Enter Text Here." Here is a link to the Catalog: http://www.tulsacc.edu/sites/default/files/file_attachments/tcc_2016-2017_catalog_aug31_0.pdf

10. Then, click on **Save**.

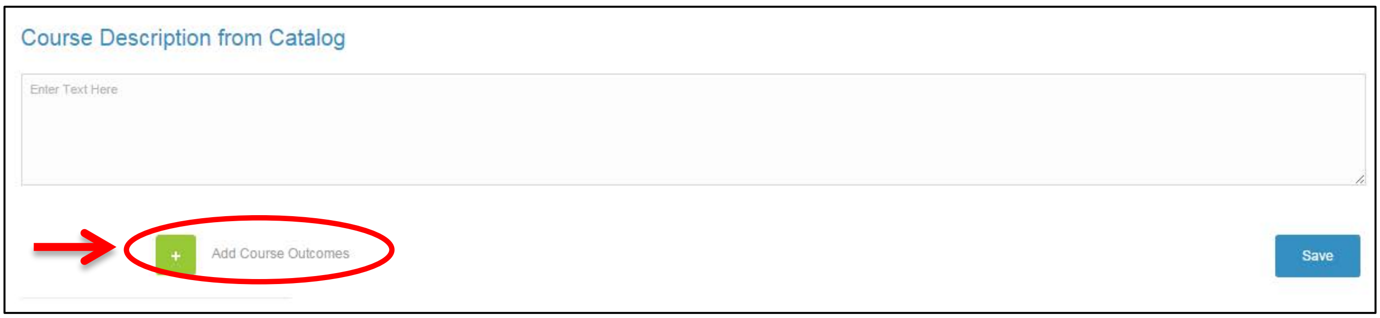


Note: You can leave your Project at any time. Just make sure you hit the **Save** button before exiting. Your created Projects will appear in your **Assessment** application. You can access the Project again by going into **Assessment**, and clicking on **View Report** in the Project box. Then, click on **Edit** near the top right-hand corner of the Project Report to continue working in the Project.

Step 2: Entering Course Outcomes

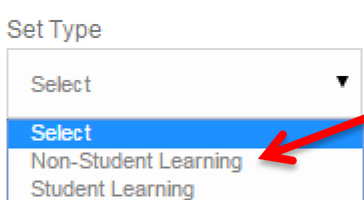
An outcome is a specific and measurable statement that describes what students should achieve by the end of a learning opportunity. You can have Learning Outcomes (what the student will be able to do, know, etc.) or Non-learning Outcomes (e.g., graduation rates, licensure rates, etc.). You will need to follow the steps below for each individual Course Outcome.

1. Click on the green box with a + in it to **Add Course Outcomes**.



2. A new area will appear on the page: CO1 (Course Outcome 1). Enter your Outcome statement in the box labeled **Title.** You may enter more information about your Outcome in the box labeled **Description**, but this is not required.

3. Set the type of Outcome by choosing from the **Set Type** drop-down menu.

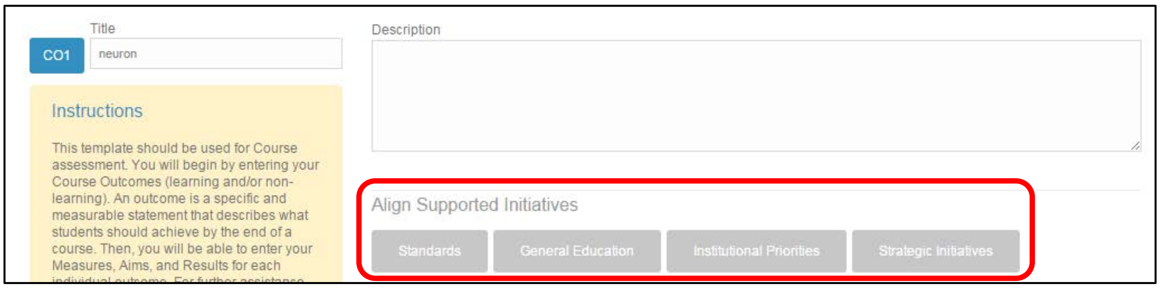


Non-student Learning - A specific and measurable statement that describes what constitutes student achievement as a result of a course, degree path, or program.
Example: Pass the licensure exam.

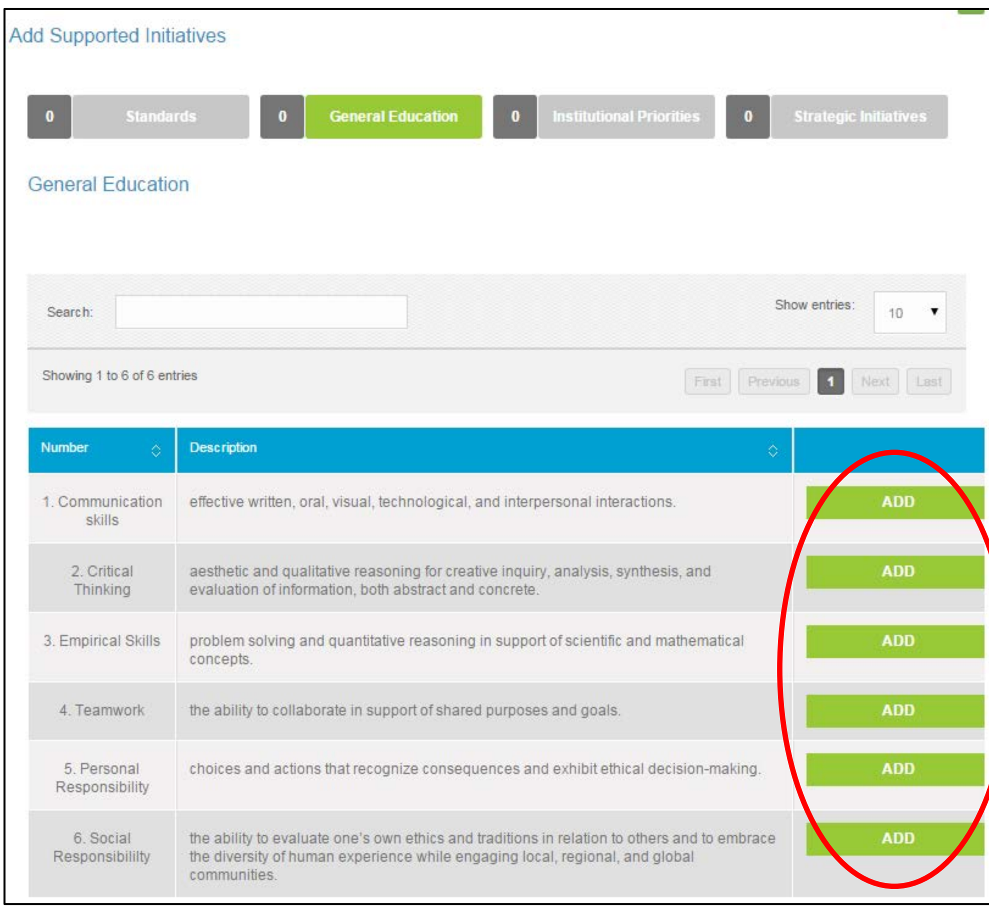
Student Learning- A specific and measurable statement that describes what the students will be able to do as a result of their learning and development within a course, degree path, or program. SLOs should use active, student-centered language. Action verbs that align with the proper cognitive, psychomotor, or affective level should be used.
Example: By the end of this course, a student will be able to identify basic psychological terminology, concepts, and theories in psychology.

4. Scroll to the bottom and click on the  button.

5. The options for institutional alignment will now be available. Use the **Align Supported Initiatives** action bar to indicate which General Education Goals, Institutional Priorities, or accreditor's standards this outcome aligns with (if applicable).

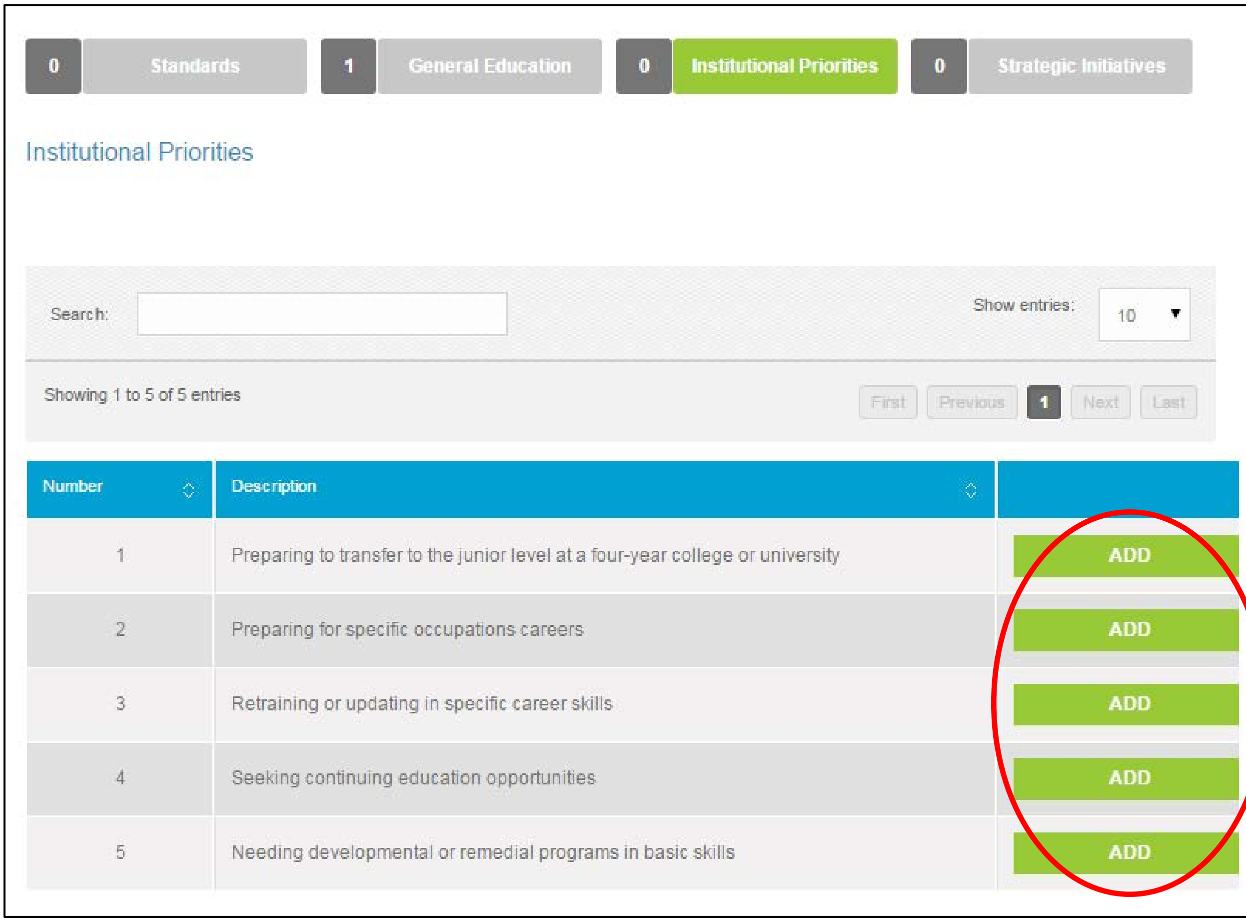


6. Click on the **General Education** button. Select all appropriate General Education goals that align with the Course Outcome by clicking ONCE on the appropriate **ADD** button.



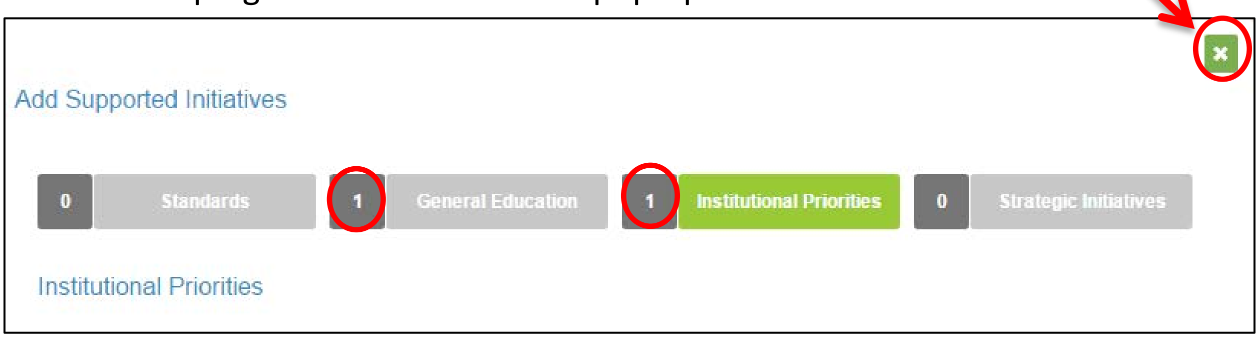
Number	Description	
1. Communication skills	effective written, oral, visual, technological, and interpersonal interactions.	ADD
2. Critical Thinking	aesthetic and qualitative reasoning for creative inquiry, analysis, synthesis, and evaluation of information, both abstract and concrete.	ADD
3. Empirical Skills	problem solving and quantitative reasoning in support of scientific and mathematical concepts.	ADD
4. Teamwork	the ability to collaborate in support of shared purposes and goals.	ADD
5. Personal Responsibility	choices and actions that recognize consequences and exhibit ethical decision-making.	ADD
6. Social Responsibility	the ability to evaluate one's own ethics and traditions in relation to others and to embrace the diversity of human experience while engaging local, regional, and global communities.	ADD

7. Click on the **Institutional Priorities** button. Select all appropriate Institutional Priorities that align with the Course Outcome by clicking on the **ADD** button**.**



Number	Description	
1	Preparing to transfer to the junior level at a four-year college or university	ADD
2	Preparing for specific occupations careers	ADD
3	Retraining or updating in specific career skills	ADD
4	Seeking continuing education opportunities	ADD
5	Needing developmental or remedial programs in basic skills	ADD

8. As you add General Education goals and Institutional Priorities, notice that the number changes from 0 to how many you added. To exit alignment, click on the X in the green box in the top right hand corner of the pop-up box.



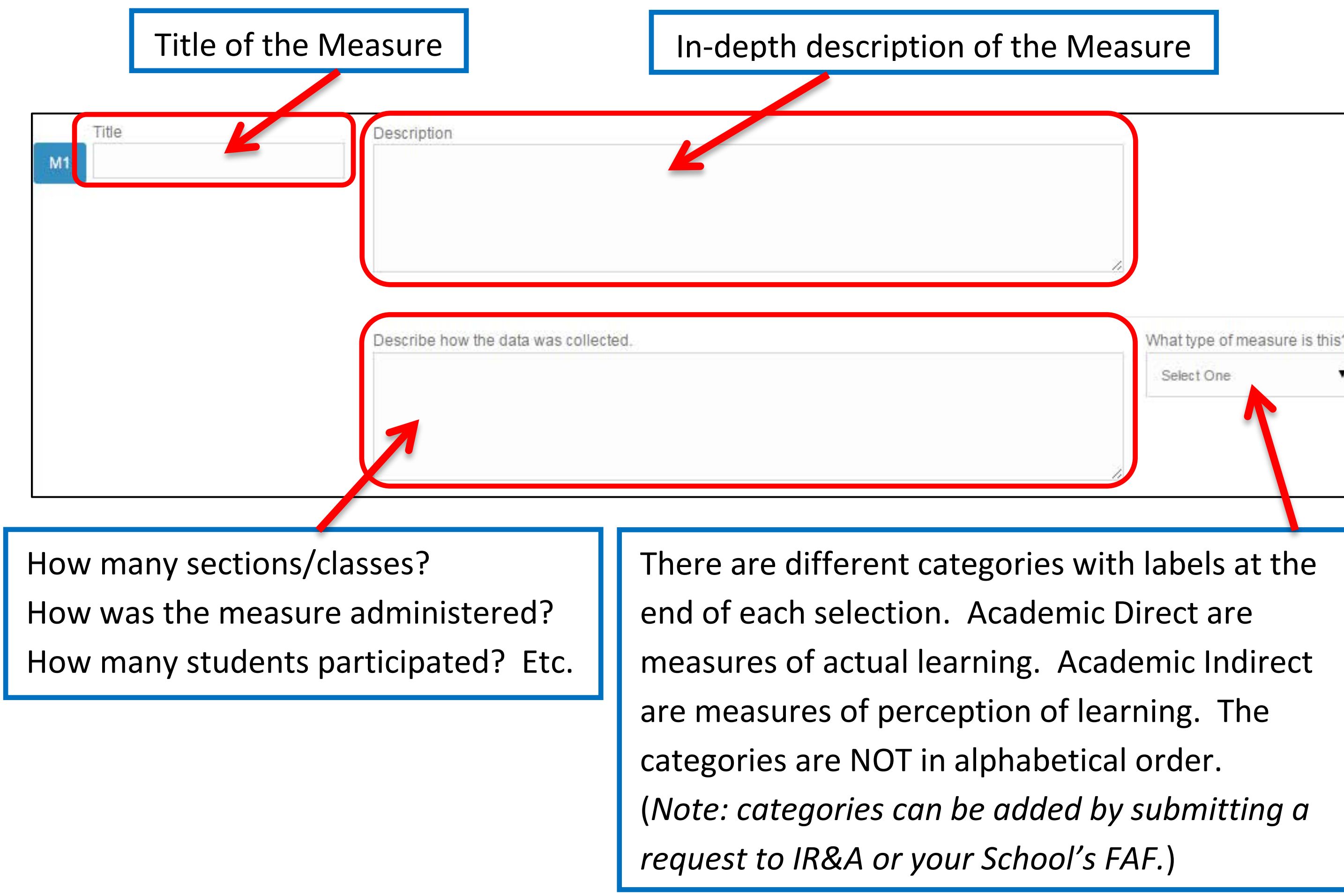
Step 3: Entering Measures

For every Course Outcome you must enter at least one Measure. Any Course Outcome <u>can</u> have multiple measures. A measure is the tool, instrument, or method by which the outcome will be assessed.

1. To enter a Measure, click on the 

at the bottom of the screen.

2. A new area will open up: M1 (Measure 1). Enter a **Title**, and provide a **Description** of the measure. (For example, the title - Critical Thinking Rubric, with a description explaining the criteria, levels, scoring method, etc.) Then, describe **how the data was collected** and **what type** of Measure was used.



3. Click on the **Save** button at the bottom of the screen.

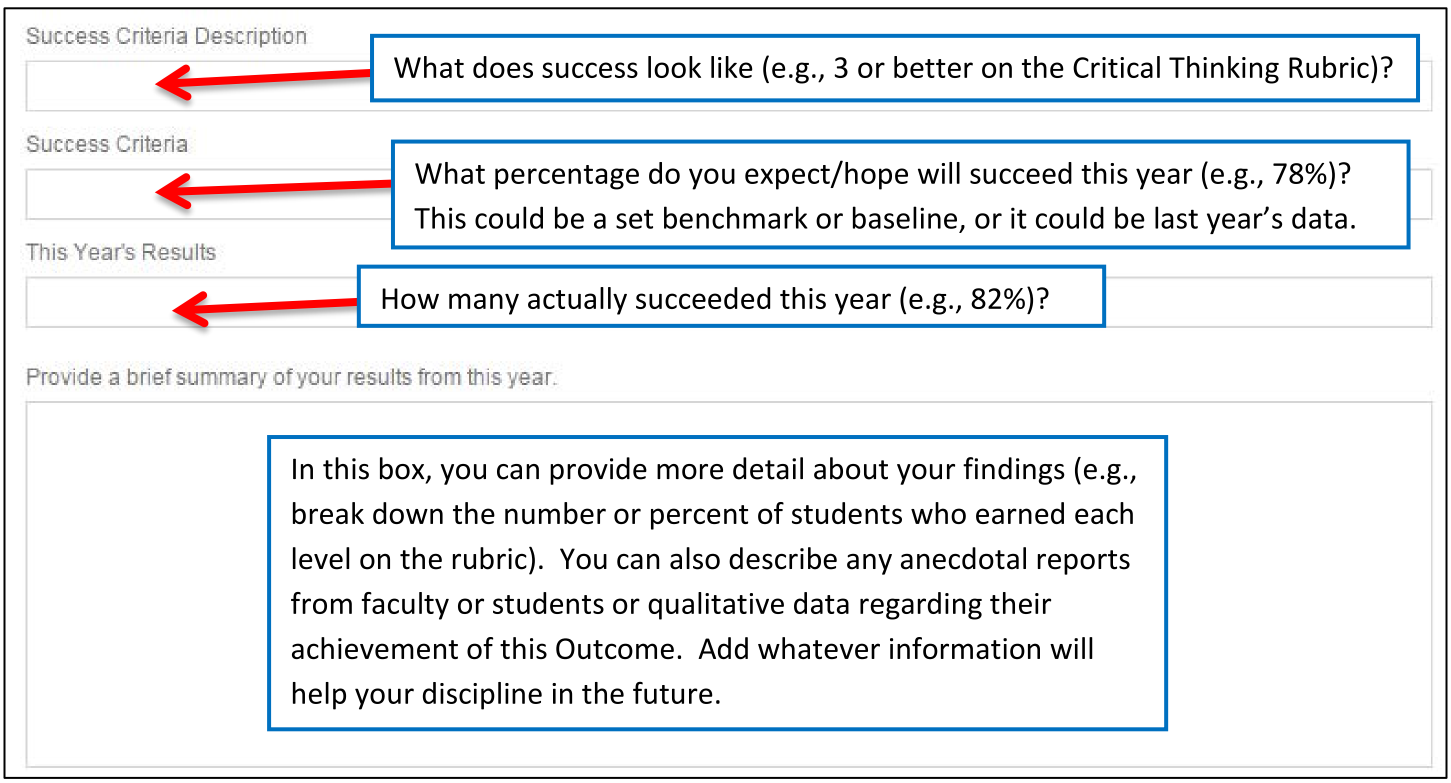
Step 4: Entering Success Criteria and this Year's Assessment Results

Every measure needs **Success Criteria.** Success Criteria is the benchmark, norm, baseline, or prior year's results for an outcome that the course hopes to meet or exceed in the current academic year.

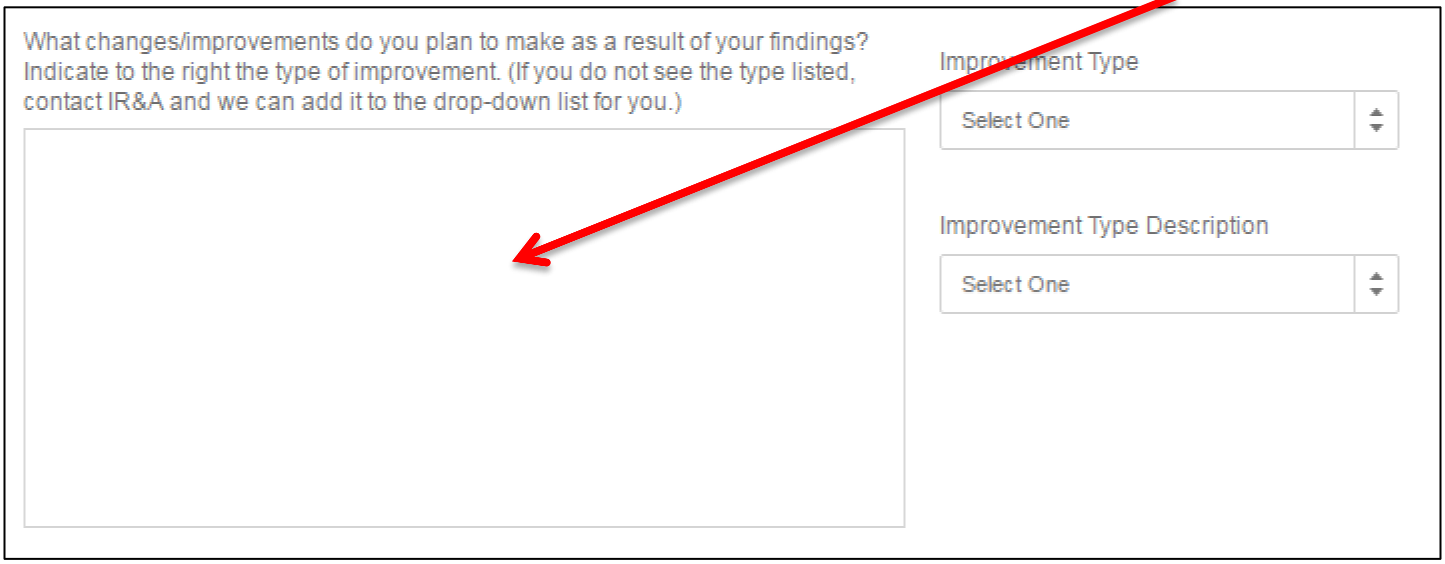
1. To enter **Success Criteria**, click on the 

at the bottom of the Measure area.

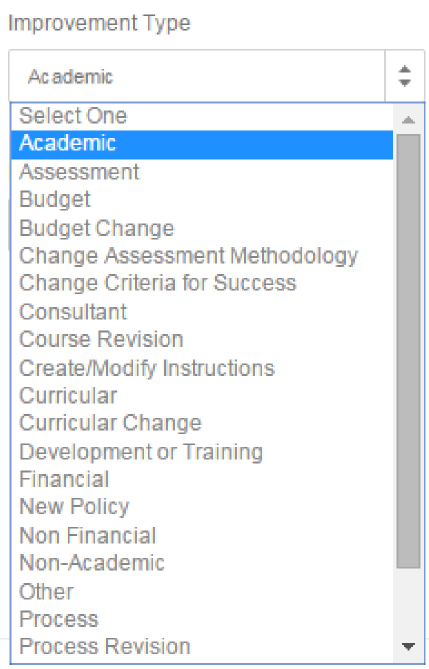
2. At the top of the pop-up box, enter the **Success Criteria Description**, **Success Criteria**, and **This Year's Results**.

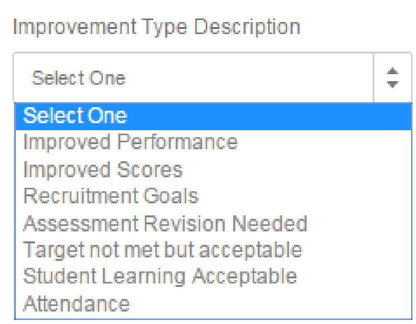


3. In the next box, discuss any **changes or improvements** that you plan to make as a result of these assessments. These could be curricular, pedagogical, assessment method, etc. The purpose of this section is to provide you record an action plan.

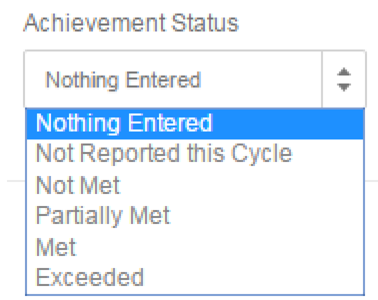


4. Choose the **Improvement Type** in the drop-down box on the right. Once you choose a Type, you can choose a subtype in the **Improvement Type Description** drop-down menu. The **Description** options appear AFTER you've selected a **Type**. (*Note: If you do not see the type listed, contact IR&A and we can add it for you.*)





5. Indicate the **Achievement Status** at the bottom of this page. Did the students not meet, partially meet, meet, or exceed your Success Criteria?



6. Click on the **Save** button at the bottom**.**

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Make sure to periodically click on the **Save** button
at the bottom of the page as you are entering
Course Outcomes, Measures, etc.
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Step 5: Adding/Removing Project Collaborators

If there are faculty colleagues, department chairs, deans, etc., needing access to the Course Assessment Project, you can add them as Project Collaborators. You can give them the ability to edit (Author) the Project or the ability to view (Review) the Project.

1. Scroll to the bottom of the page to the section titled, **Project Collaborators**. Click on the 

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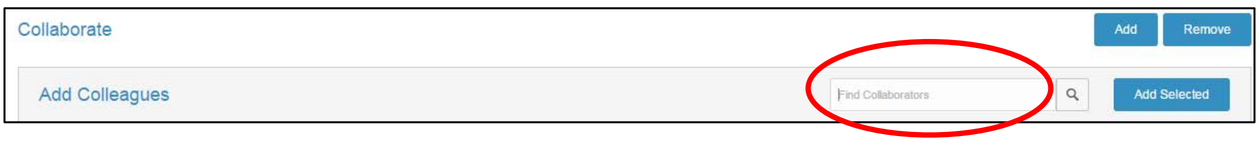
2. You can search for individuals you would like to give access to by clicking in the **Find Collaborators** box and typing in a name.

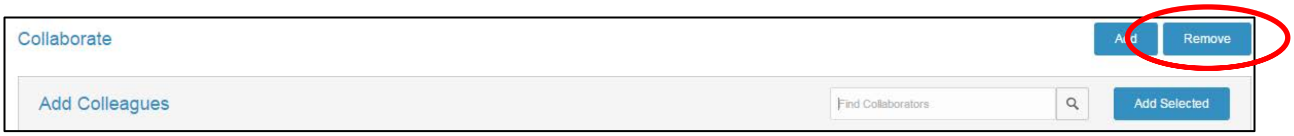


3. Check the box next to his or her name. Select whether he or she should be an **Author** (can edit the Project) or **Reviewer** (can only view the Project). You can select as many authors or reviewers as you need before adding them to the Project. (Even though the name disappears when you search for the next person, as long as the box is checked, the system remembers that you selected him/her.)

4. Once you have selected all of your reviewers and authors, click on the 

button at the top right-hand side of the search box.

5. If you need to remove a Collaborator, click on "Remove" within the "Invite Collaborators" window.



6. Click on box next to the name of the person you want to remove.

7. Then, click on 

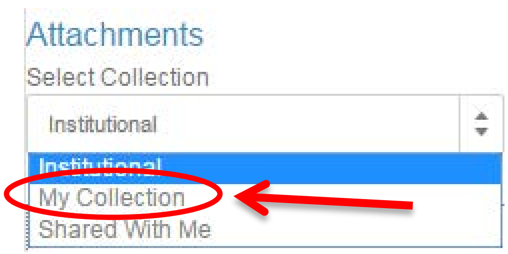
.

8. Once you have everyone added and/or removed, click on the **Save** button above this section**.**

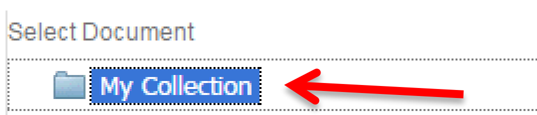
Step 6: Uploading and Attaching Supporting Documents and Files

For any Project in Assessment, you may have documents or other files (e.g., datasets, alignment grids, program maps, syllabi) that you want to save in this repository for future reference. **For Courses, you will need to, at minimum, upload a Master Course Syllabus.** A Master Syllabus is just a bare bones syllabus that other instructors can download that includes all information that is common across all sections. The Master Syllabus must include the common core course learning outcomes that have been decided upon within your discipline. You will upload documents and files in the **Attachments** section of the Project, at the bottom under the Project Collaborators section.

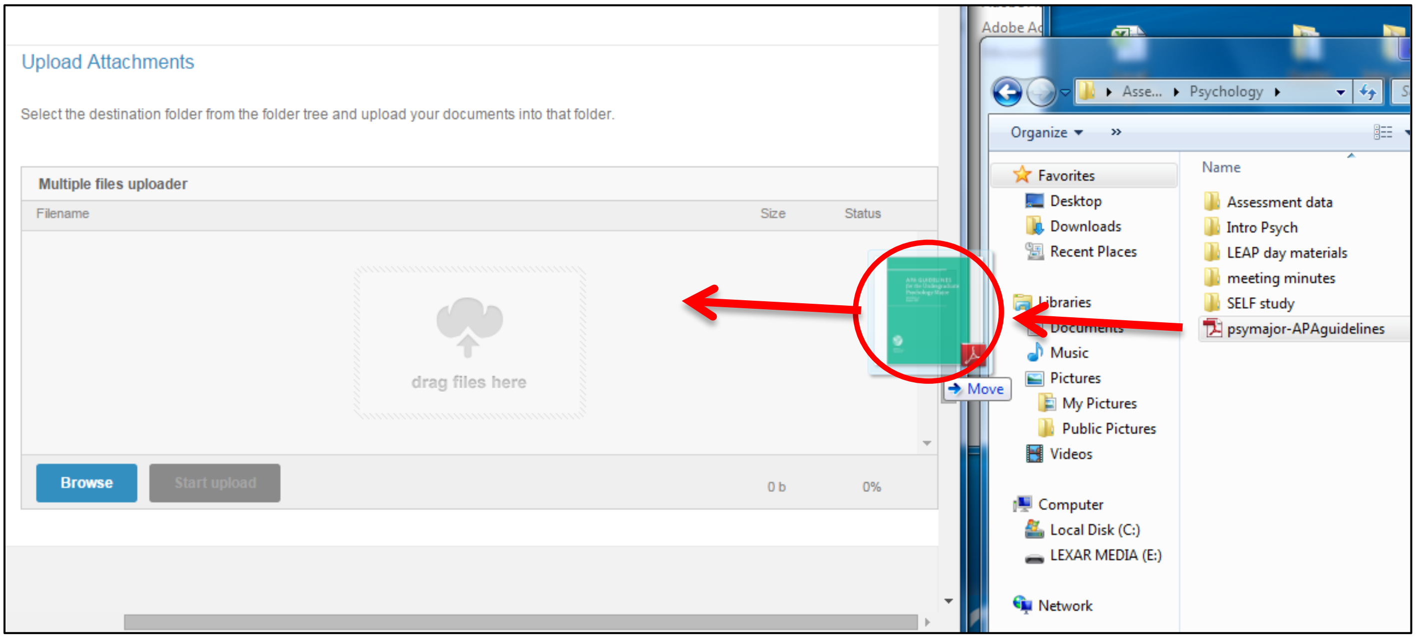
1. In the **Select Collection** drop-down menu, choose **My Collection**. (*Note: It defaults to Institutional. Make sure you upload your documents to My Collection rather than Institutional. Otherwise, EVERYONE can view your attachment in the Institutional Collection.*)



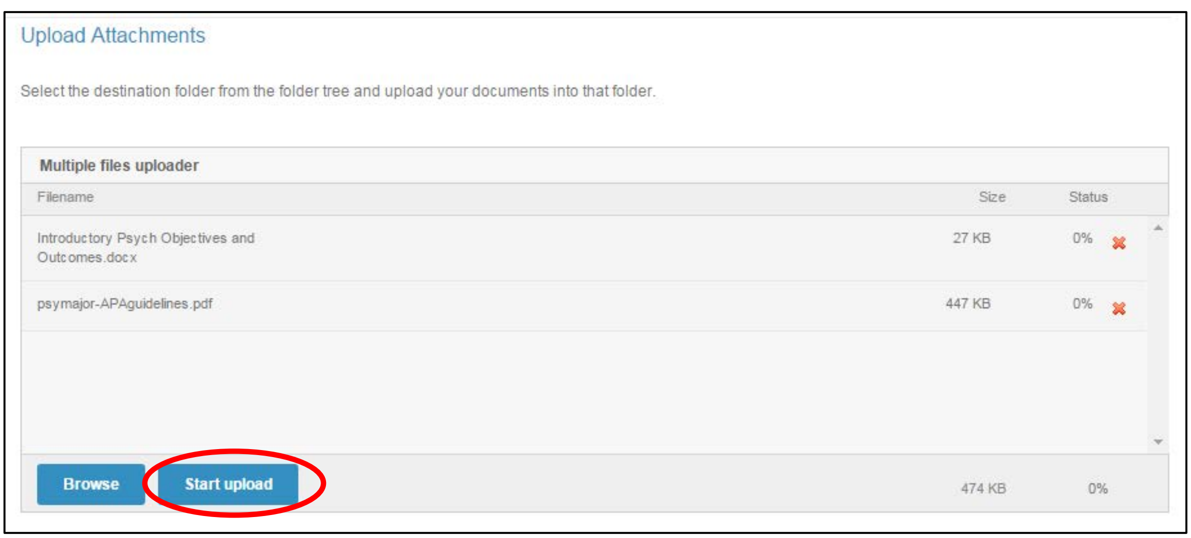
2. Click on the **My Collection** folder under the Select Document header. It will highlight in blue.



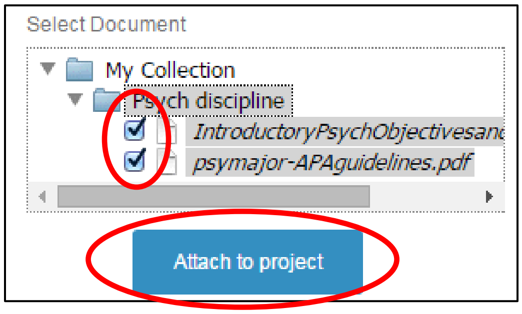
3. Drag and drop files from your computer into the **Multiple files uploader** box. Or use the **Browse** button to search for files.



4. Click on **Start Upload**. Your documents will appear in the folder tree on the left-hand side of the screen.



5. In the **Select Document** section on the left-hand side, check the box next the documents you want to add to the Project. (*Note: You may need to click on the* ▸ *next to the folders to open them and find the documents.*) Click on the **Attach to project** button**.**



6. The document(s) will now be listed under **Attachments** above the area where you were uploading the document(s).

7. To remove a document from this Project, click on × below the Attachment filename. (*Note: This will only remove it from this project, not from My Collection.*)

8. Click on the **Save** button (above the Related Projects section or at the very top).

Step 7: Completing your Project

1. When you are finished and have saved your Project, click on the **Close** button on the right-hand side of the screen above the Project Collaborators section.

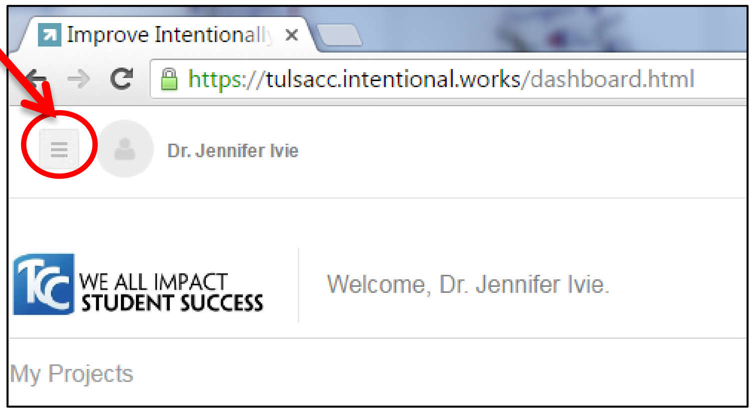
2. After you have clicked on the **Close** button, you will be able to look at your Project. If you want to make any changes, click on the **Edit** button at the top on the right-hand side of the screen.

3. Once you have completely finished your Project for the Academic Year, you need to submit the Project. Do this by choosing **Final** in the **Status** drop-down menu at the top of the page. Please feel free to contact one of the Assessment Team members (see last page) to review your submission before hitting **Final**.

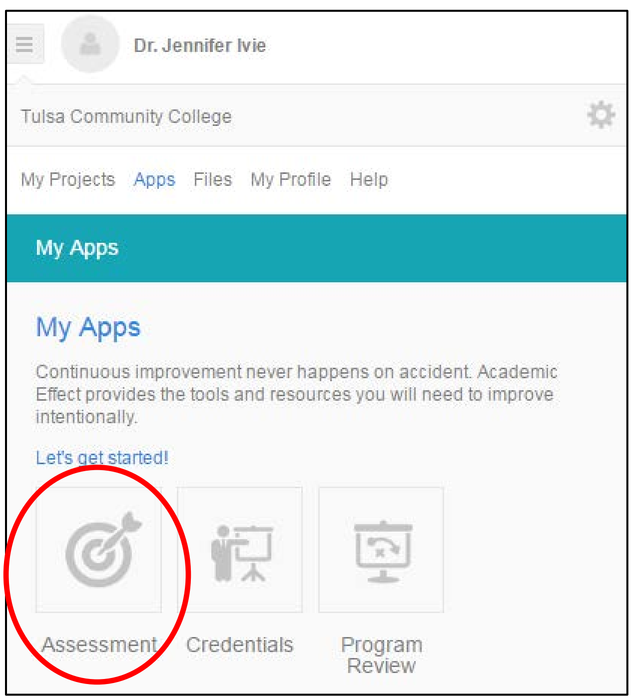
4. Click **Save** and **Close**.

Addendum: Duplicating an Existing Project

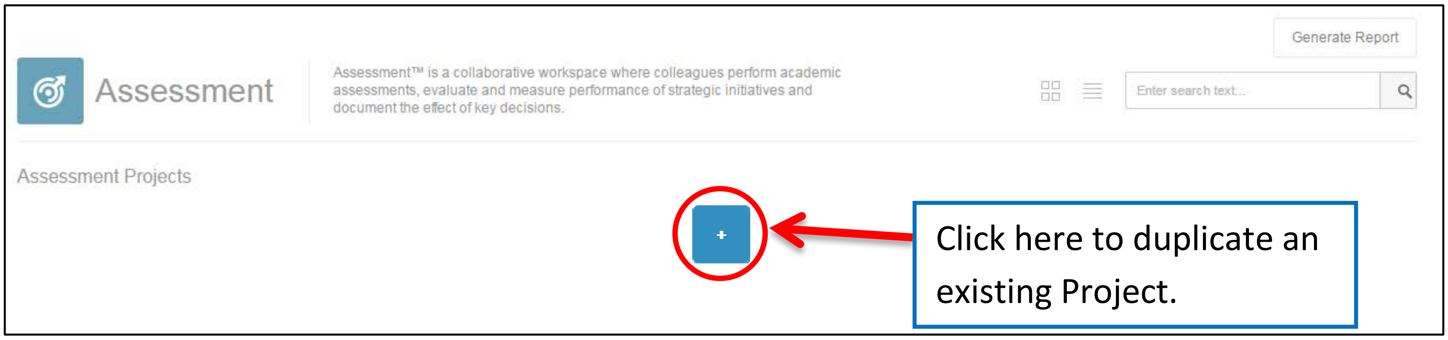
1. To duplicate a Course Assessment project from a previous reporting period you will need to first access your Assessment application. From your Dashboard, click on the **Navigation Menu** to begin.



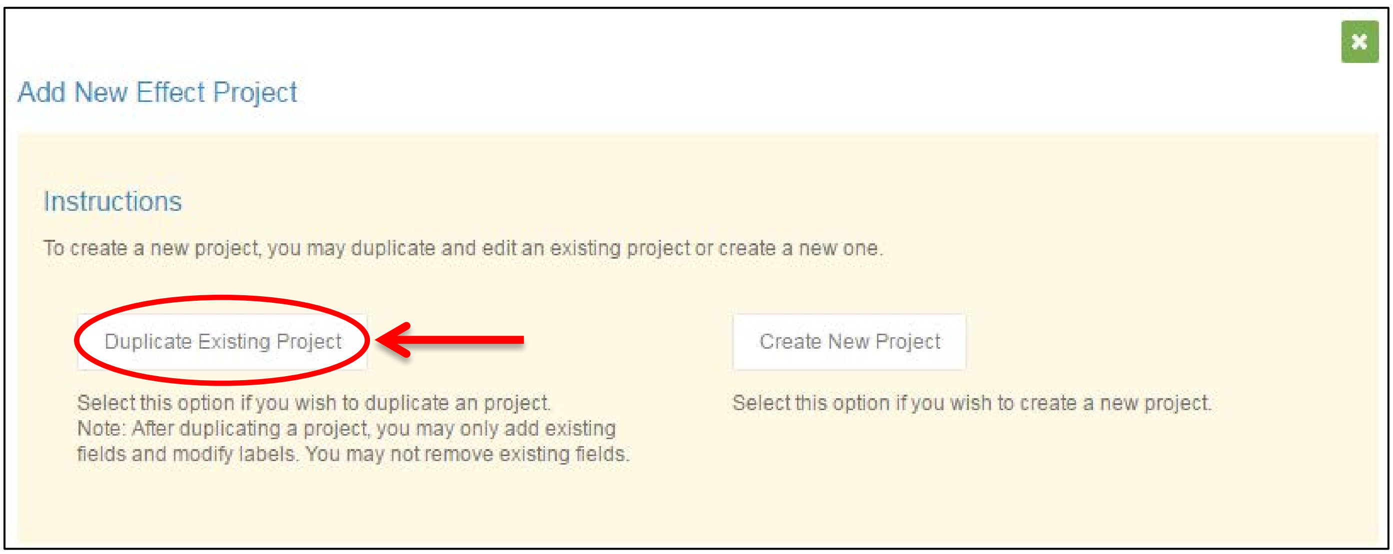
2. Then, click on the **Assessment** application icon under **My Apps**.



3. At the bottom Assessment screen, click on the blue box with the + to duplicate your existing Project.

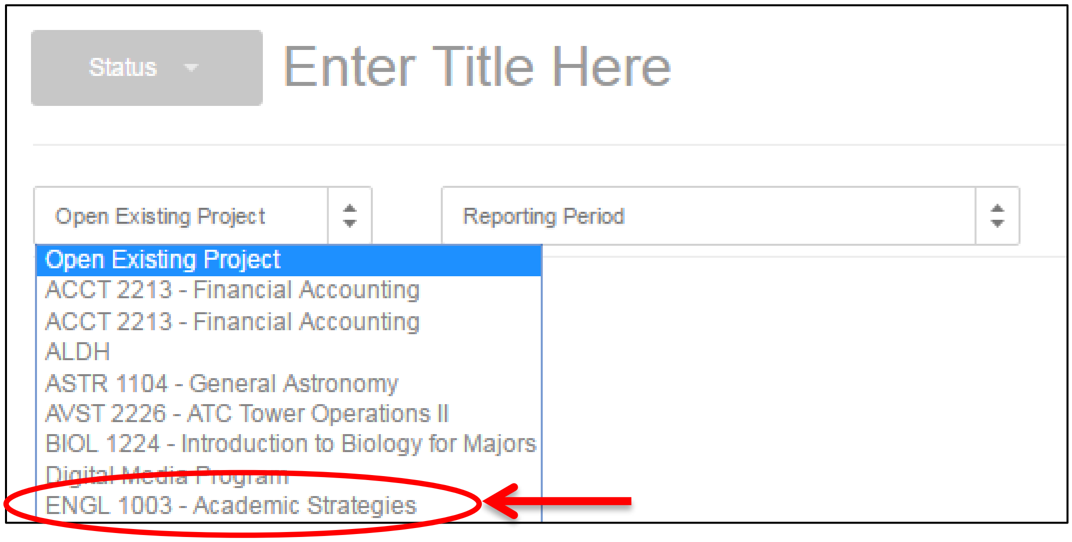


4. In the pop-up box that appears, click on the **Duplicate Existing Project** button**.**

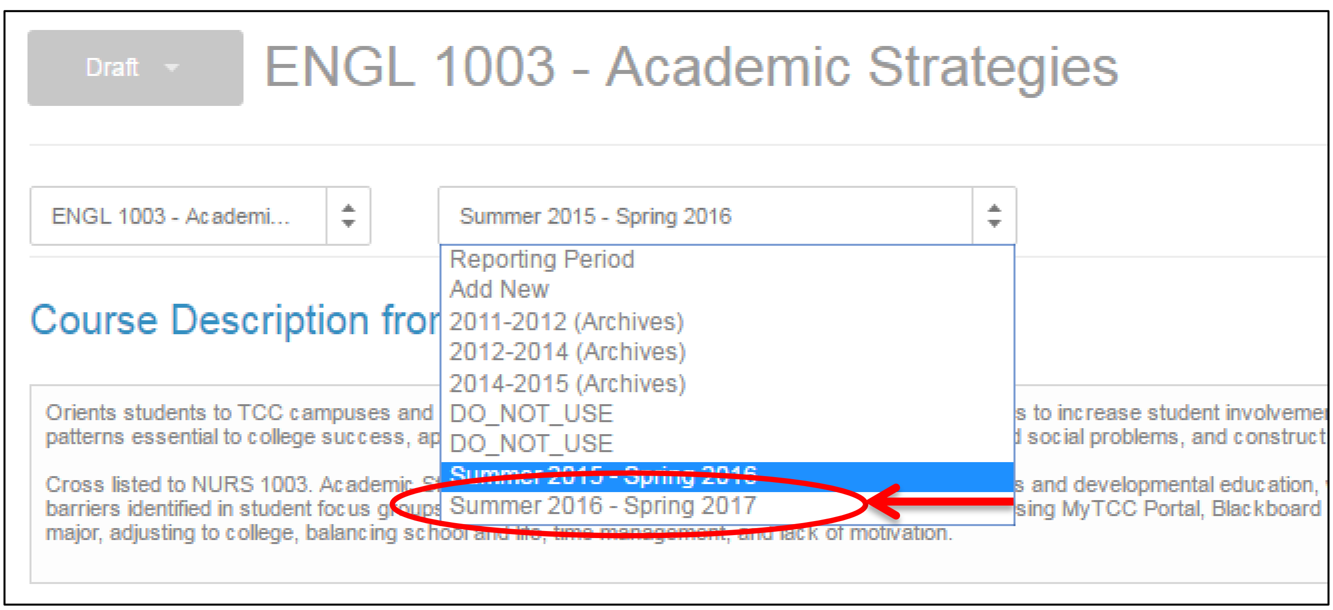


Note: You must be an Author in the project that you want to duplicate. If you need to be made an author of a particular project, contact your Faculty Assessment Facilitator or IR & Assessment.

5. Click on the **Open Existing Project** drop-down menu and choose the course project you wish to duplicate. This will open the most current version of that project.



6. Change the **Reporting Period** to the current one.



7. Hit 

in the top, right-hand corner.

8. Make changes/updates/additions as necessary to the project. Repeat other steps for missing information.

Help

If you need any assistance using WEAVE, you may contact any of the following individuals:

Faculty Assessment Facilitators (FAFs):

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