

Course Assessment

WEAVE WALKTHROUGH

WEAVE Walkthrough Guide
Course Assessment

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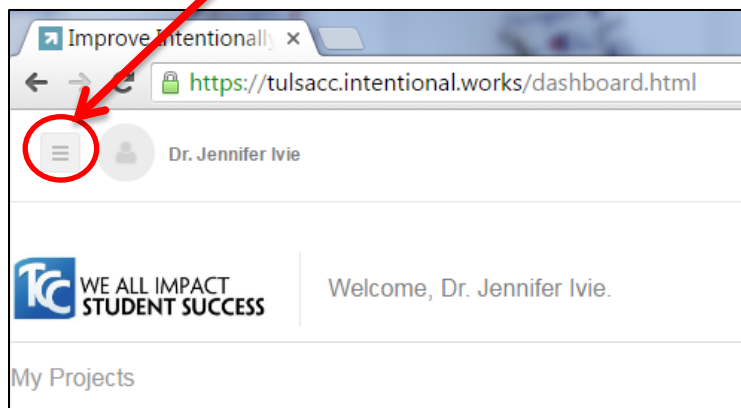
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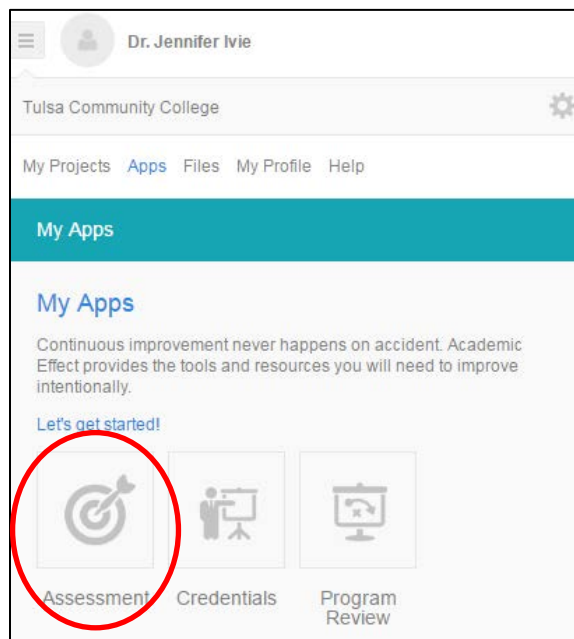
Step 1: Creating a New Project

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.



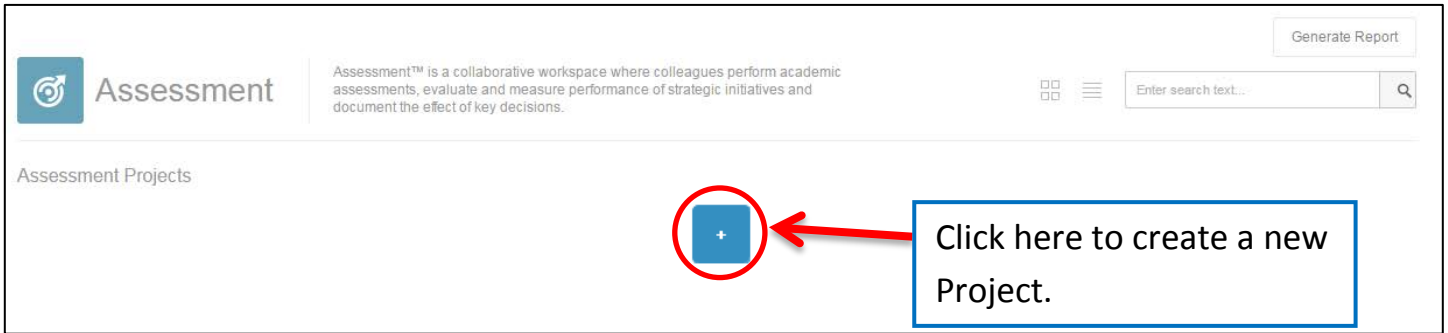
2. Then, click on the **Assessment** application icon under **My Apps**.



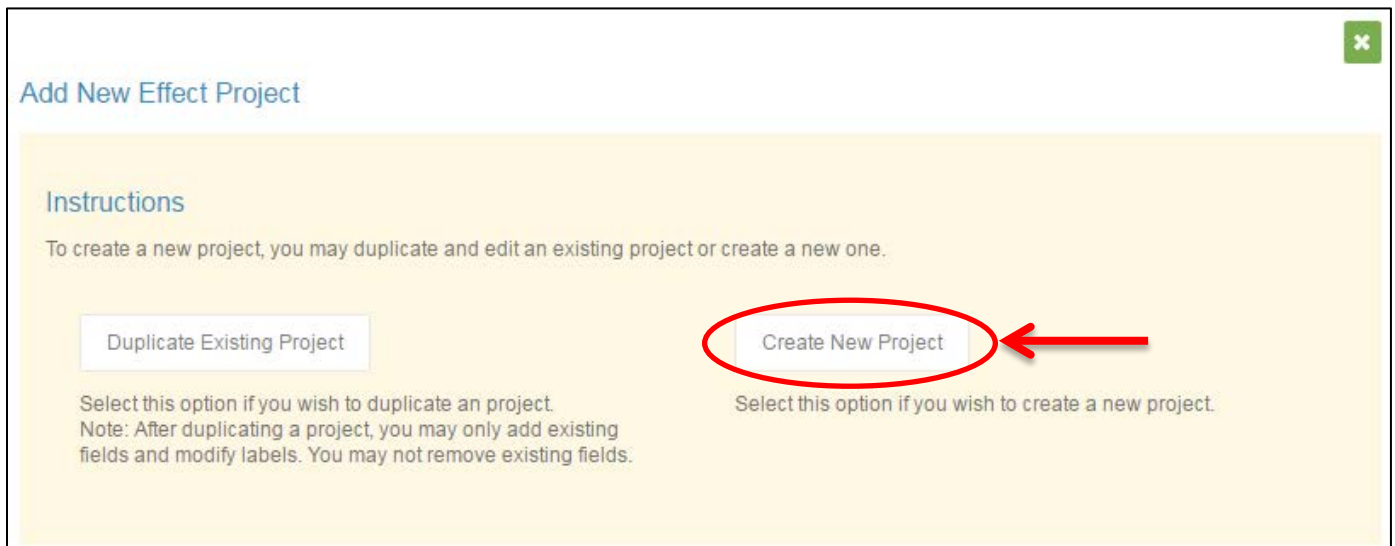
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- At the bottom Assessment screen, click on the blue box with the + to create your new Project.



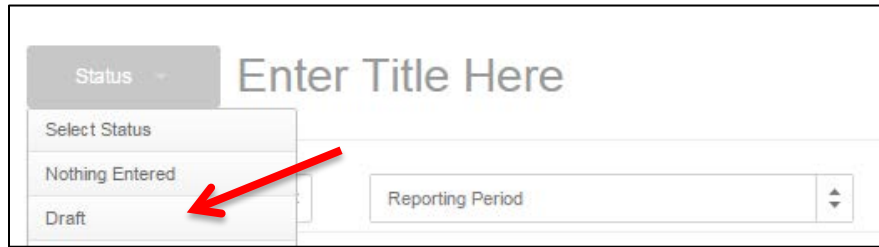
- In the pop-up box that appears, click on the **Create New Project** button.



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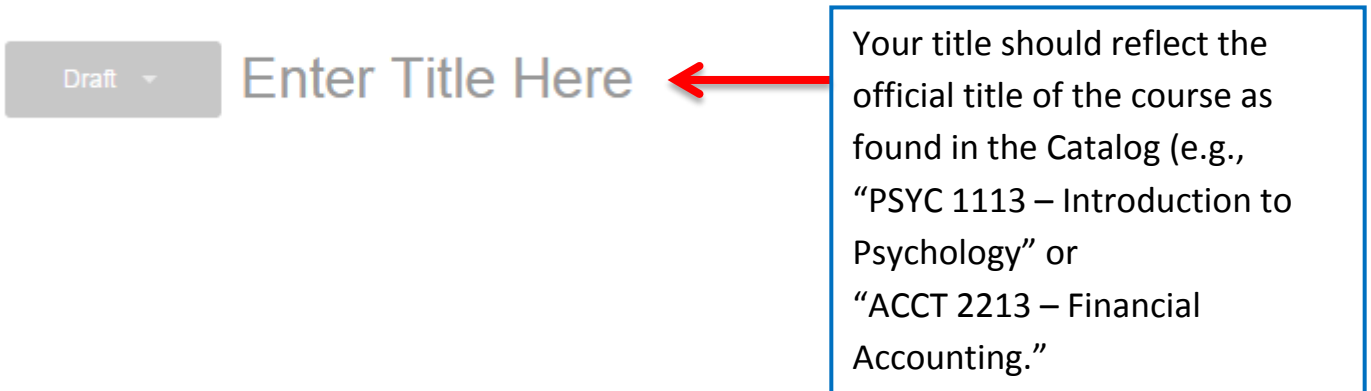
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5. A new page will appear. At the top of the page, select **Draft** in the **Status** drop-down menu.



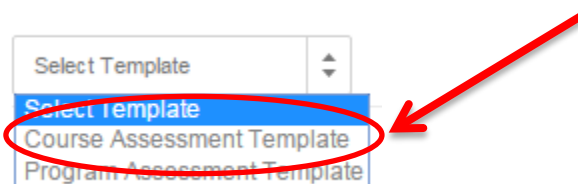
A screenshot of the WEAVE interface. At the top left, there is a 'Status' dropdown menu that is open, showing three options: 'Select Status', 'Nothing Entered', and 'Draft'. A red arrow points to the 'Draft' option. To the right of the status menu is a text input field with the placeholder text 'Enter Title Here'. Below the status menu is a 'Reporting Period' dropdown menu.

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



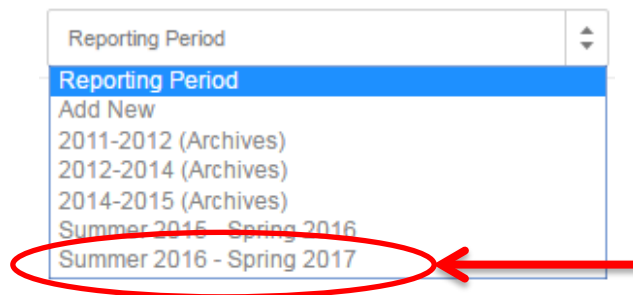
A screenshot of the WEAVE interface showing the 'Draft' status and the 'Enter Title Here' text field. A red arrow points from the text field to a callout box on the right. The callout box contains the following text: "Your title should reflect the official title of the course as found in the Catalog (e.g., 'PSYC 1113 – Introduction to Psychology' or 'ACCT 2213 – Financial Accounting.'")

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



A screenshot of the WEAVE interface showing the 'Select Template' dropdown menu open. The menu has four options: 'Select template', 'Course Assessment Template', and 'Program Assessment Template'. The 'Course Assessment Template' option is highlighted in blue and circled in red. A red arrow points to this option.

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



A screenshot of the WEAVE interface showing the 'Reporting Period' dropdown menu open. The menu has several options: 'Reporting Period', 'Add New', '2011-2012 (Archives)', '2012-2014 (Archives)', '2014-2015 (Archives)', 'Summer 2015 - Spring 2016', and 'Summer 2016 - Spring 2017'. The 'Summer 2016 - Spring 2017' option is highlighted in blue and circled in red. A red arrow points to this option.

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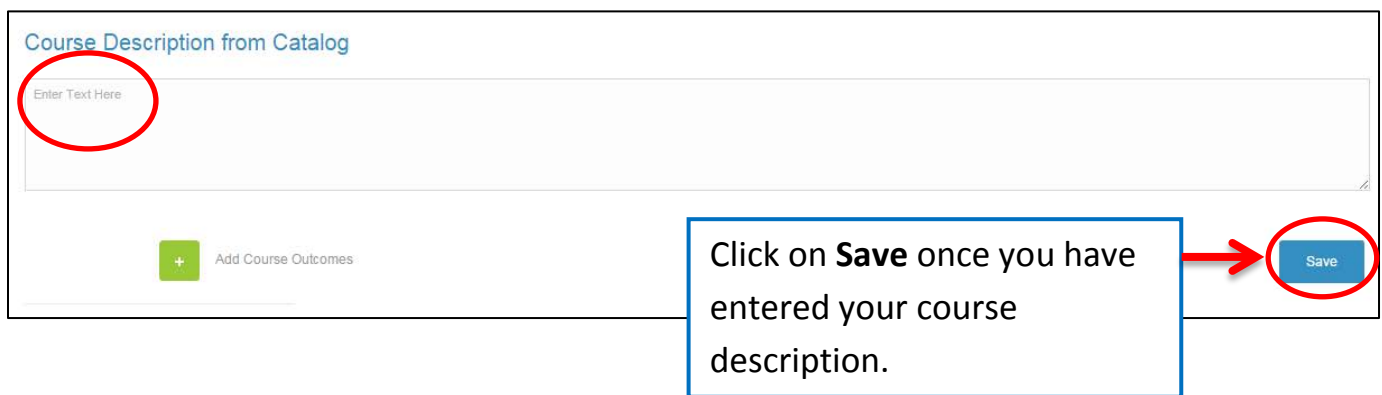
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9. Enter the description for the Course exactly as it is provided in the TCC Catalog. To do this, type (or copy and paste) directly into the box where it says, "Enter Text Here."

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**.



The screenshot shows a web interface for entering course information. At the top, it says "Course Description from Catalog". Below this is a large text input field with the placeholder text "Enter Text Here". A red circle highlights this input field. Below the input field is a green button with a plus sign and the text "Add Course Outcomes". To the right of the input field is a blue button labeled "Save", which is also circled in red. A blue box with a red arrow points from the text "Click on Save once you have entered your course description." to the "Save" button.

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.

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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**.

The screenshot shows a form titled "Course Description from Catalog". At the bottom left, there is a green box with a white plus sign and the text "Add Course Outcomes". A red arrow points to this box. To the right of this box is a blue "Save" button. Above the "Add Course Outcomes" box is a large text input field with the placeholder "Enter Text Here".

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.

The screenshot shows a form for "CO1". There are two main input fields: "Title" and "Description". The "Title" field is highlighted with a red box. Below the "Title" field is a yellow box labeled "Instructions" with the text: "This template should be used for Course assessment. You will begin by entering your Course Outcomes (learning and/or non-".

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

The screenshot shows a "Set Type" drop-down menu. The menu is open, showing three options: "Select", "Non-Student Learning", and "Student Learning". A red arrow points to the "Non-Student Learning" option.

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.

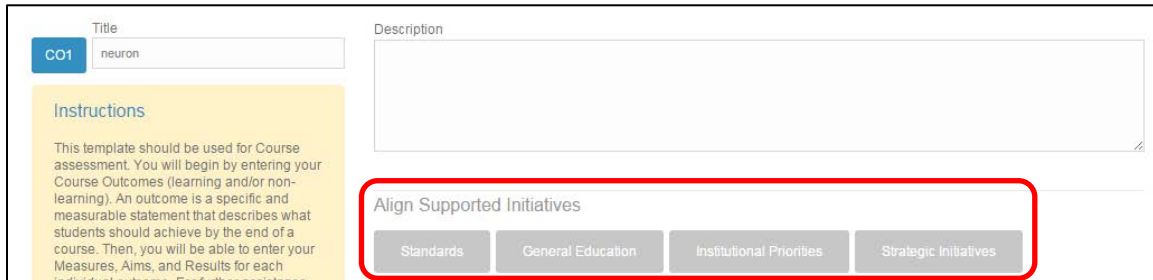
Student Learning- A specific and measurable statement that describes what the students will be able to do as a result of their learning and development within a course, degree path, or program. SLOs should use active, student-centered language. Action verbs that align with the proper cognitive, psychomotor, 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.

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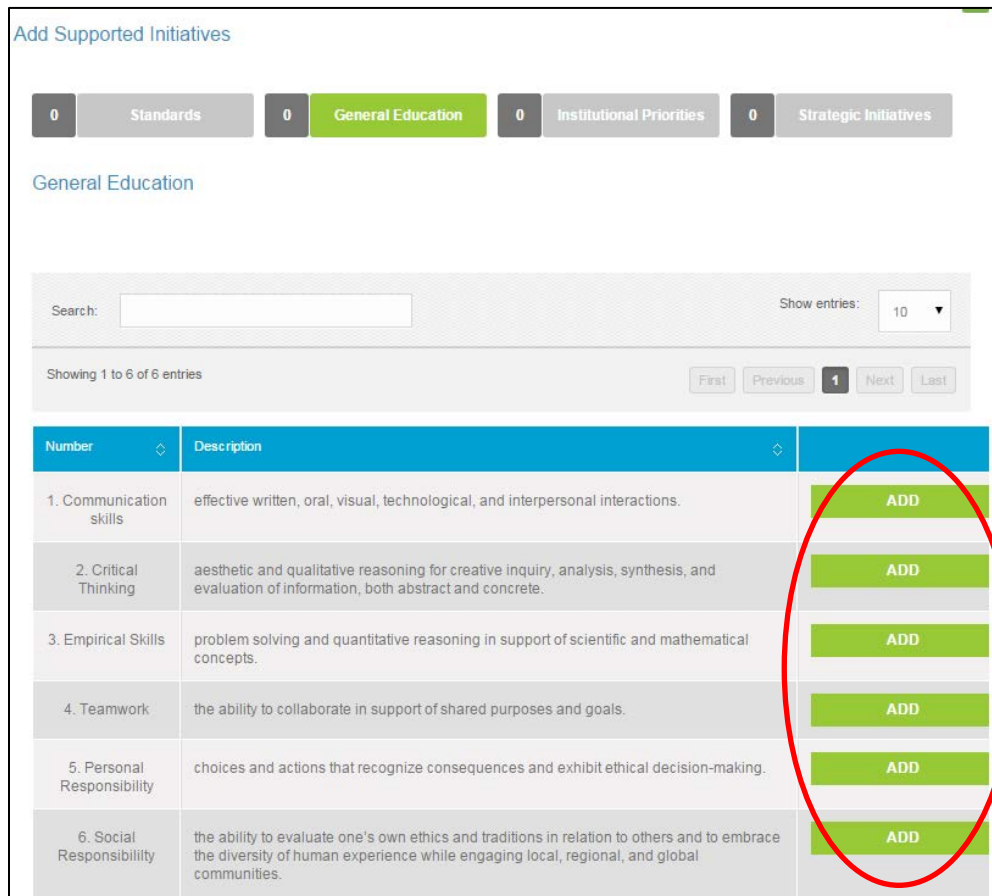
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4. Scroll to the bottom and click on the  button.
5. The options for institutional alignment will now be available. Use the **Align Supported Initiatives** action bar to indicate which General Education Goals, Institutional Priorities, or accreditor's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



The screenshot shows a form for course assessment. At the top, there is a 'Title' field with 'neuron' entered and a 'Description' field. Below the title field is an 'Instructions' section with a yellow background. At the bottom of the form, there is an 'Align Supported Initiatives' section highlighted with a red box. This section contains four buttons: 'Standards', 'General Education', 'Institutional Priorities', and 'Strategic Initiatives'.

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.



The screenshot shows the 'Add Supported Initiatives' screen. At the top, there are four tabs: 'Standards', 'General Education', 'Institutional Priorities', and 'Strategic Initiatives'. The 'General Education' tab is selected and highlighted in green. Below the tabs is a search bar and a 'Show entries' dropdown menu set to '10'. Below that is a pagination bar showing 'Showing 1 to 6 of 6 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'. The main content is a table with six rows, each representing a General Education goal. The 'ADD' button for each goal is highlighted with a red circle.

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

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

0 Standards 1 General Education 0 Institutional Priorities 0 Strategic Initiatives

Institutional Priorities

Search: Show entries: 10

Showing 1 to 5 of 5 entries

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

- 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.

Add Supported Initiatives

0 Standards 1 General Education 1 Institutional Priorities 0 Strategic Initiatives


Institutional Priorities

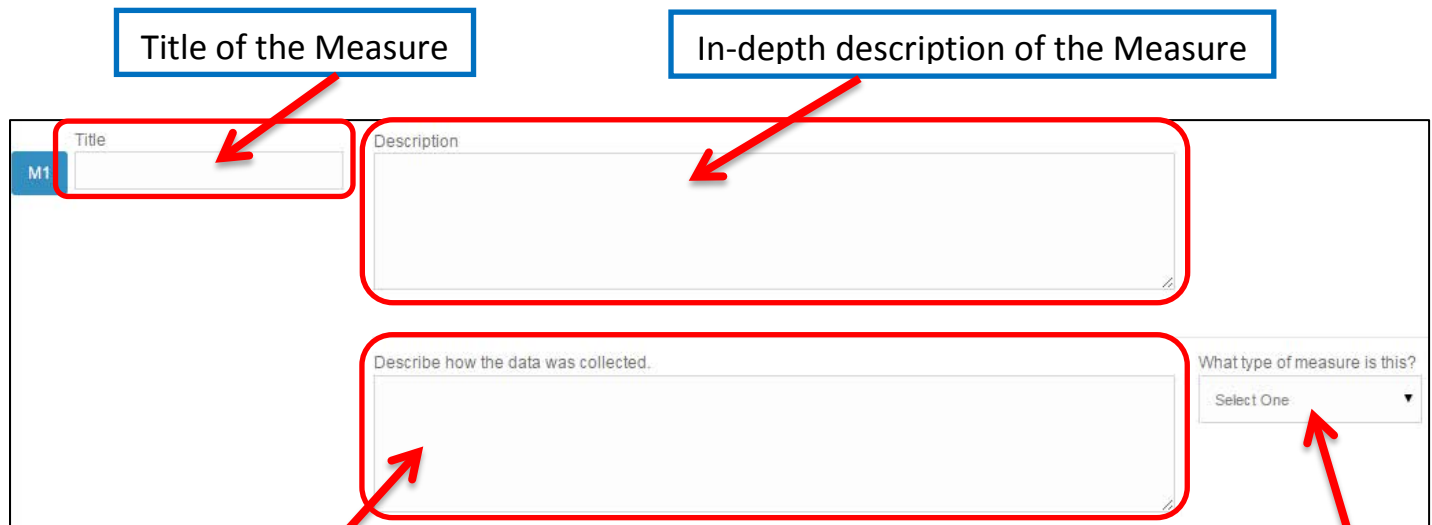
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Step 3: Entering Measures

For every Course Outcome you must enter at least one Measure. Any Course Outcome can 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  Add Measure 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.



The screenshot shows a form for entering a measure. It has a blue tab labeled 'M1'. The form contains three text input fields and one dropdown menu. The first field is labeled 'Title' and is circled in red with an arrow pointing to a blue box labeled 'Title of the Measure'. The second field is labeled 'Description' and is circled in red with an arrow pointing to a blue box labeled 'In-depth description of the Measure'. The third field is labeled 'Describe how the data was collected.' and is circled in red with an arrow pointing to a blue box containing questions about sections, administration, and participation. The dropdown menu is labeled 'What type of measure is this?' and has a 'Select One' option, circled in red with an arrow pointing to a blue box containing information about measure categories.

How many sections/classes?
How was the measure administered?
How many students participated? Etc.

There are different categories with labels at the end of each selection. Academic Direct are measures of actual learning. Academic Indirect are measures of perception of learning. The categories are NOT in alphabetical order.
(Note: categories can be added by submitting a request to IR&A or your School's FAF.)


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

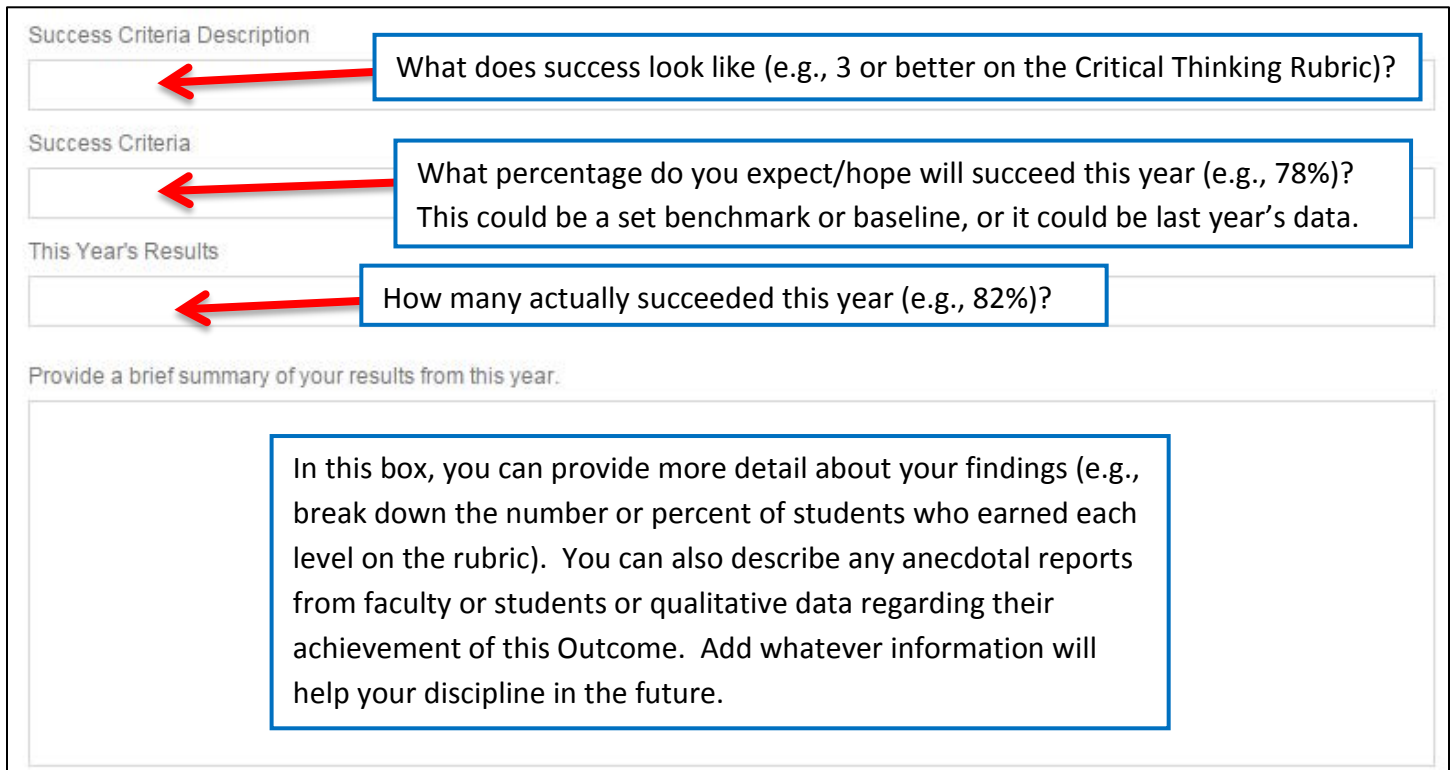
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Step 4: Entering Success Criteria and this Year's Assessment Results

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  **Add Success Criteria** 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**.



The screenshot shows a form with four main sections. Each section has a text input field and a callout box with a red arrow pointing to it. The callout boxes contain example questions and instructions.

Success Criteria Description
What does success look like (e.g., 3 or better on the Critical Thinking Rubric)?

Success Criteria
What percentage do you expect/hope will succeed this year (e.g., 78%)?
This could be a set benchmark or baseline, or it could be last year's data.

This Year's Results
How many actually succeeded this year (e.g., 82%)?

Provide a brief summary of your results from this year.

In this box, you can provide more detail about your findings (e.g., break down the number or percent of students who earned each level on the rubric). You can also describe any anecdotal reports from faculty or students or qualitative data regarding their achievement of this Outcome. Add whatever information will help your discipline in the future.

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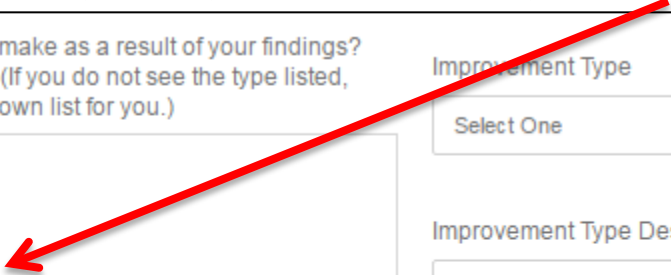
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3. In the next box, discuss any **changes or improvements** that you plan to make as a result of these assessments. These could be curricular, pedagogical, assessment method, etc. The purpose of this section is to provide you record an action plan.

What changes/improvements do you plan to make as a result of your findings?
Indicate to the right the type of improvement. (If you do not see the type listed, contact IR&A and we can add it to the drop-down list for you.)

Improvement Type
Select One

Improvement Type Description
Select One



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.)

Improvement Type

- Academic
- Select One
- Academic**
- Assessment
- Budget
- Budget Change
- Change Assessment Methodology
- Change Criteria for Success
- Consultant
- Course Revision
- Create/Modify Instructions
- Curricular
- Curricular Change
- Development or Training
- Financial
- New Policy
- Non Financial
- Non-Academic
- Other
- Process
- Process Revision

Improvement Type Description

- Select One
- Select One**
- Improved Performance
- Improved Scores
- Recruitment Goals
- Assessment Revision Needed
- Target not met but acceptable
- Student Learning Acceptable
- Attendance

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

Achievement Status

Nothing Entered	▲▼
Nothing Entered	
Not Reported this Cycle	
Not Met	
Partially Met	
Met	
Exceeded	

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

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  **Invite Collaborators**.

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.




The screenshot shows a 'Collaborate' interface. At the top right, there are 'Add' and 'Remove' buttons. Below them is a search bar labeled 'Find Collaborators' with a magnifying glass icon, which is circled in red. To the left of the search bar is an 'Add Colleagues' button. To the right of the search bar is an 'Add Selected' button.

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.)



The screenshot shows a collaborator selection card for 'Terry JacobsDavis'. On the left, there is a checked checkbox circled in red. To its right is a person icon. Below the name are two radio buttons: 'Author' (unselected) and 'Reviewer' (selected).

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.

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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.

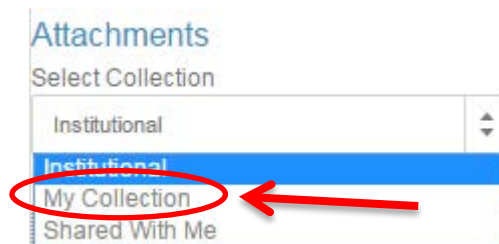
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Step 6: Uploading and Attaching Supporting Documents and Files

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.*)



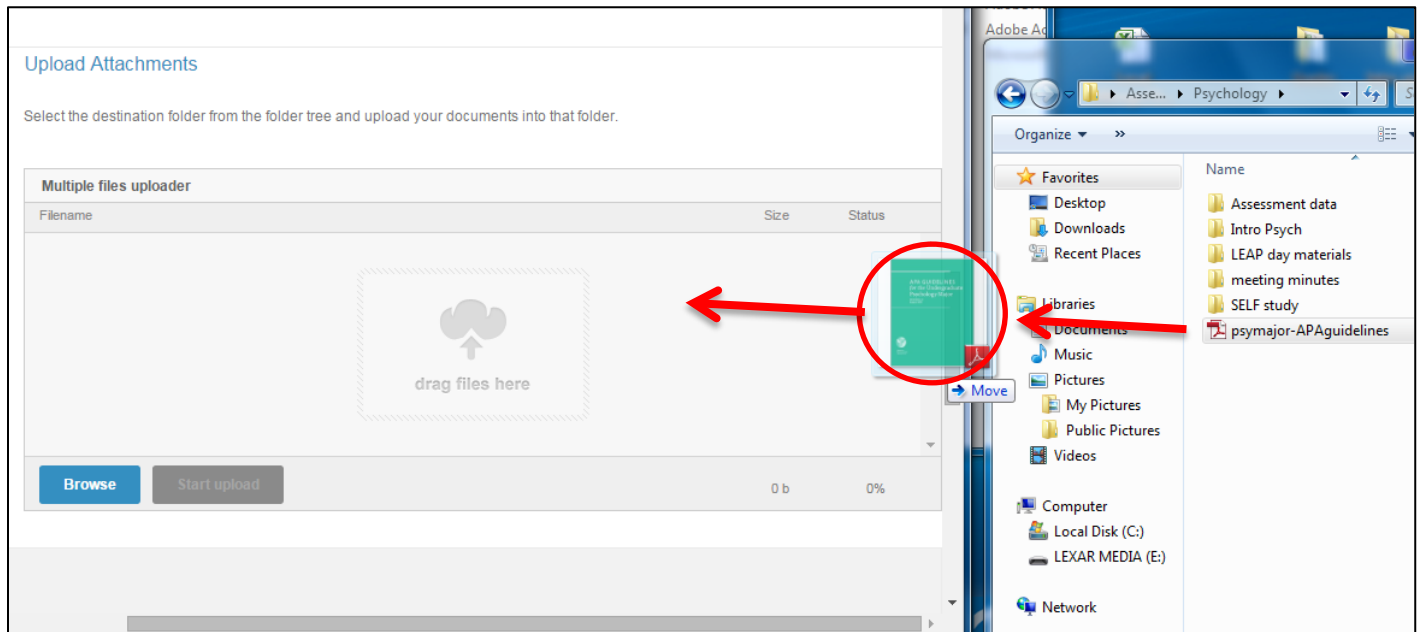
2. Click on the **My Collection** folder under the Select Document header. It will highlight in blue.



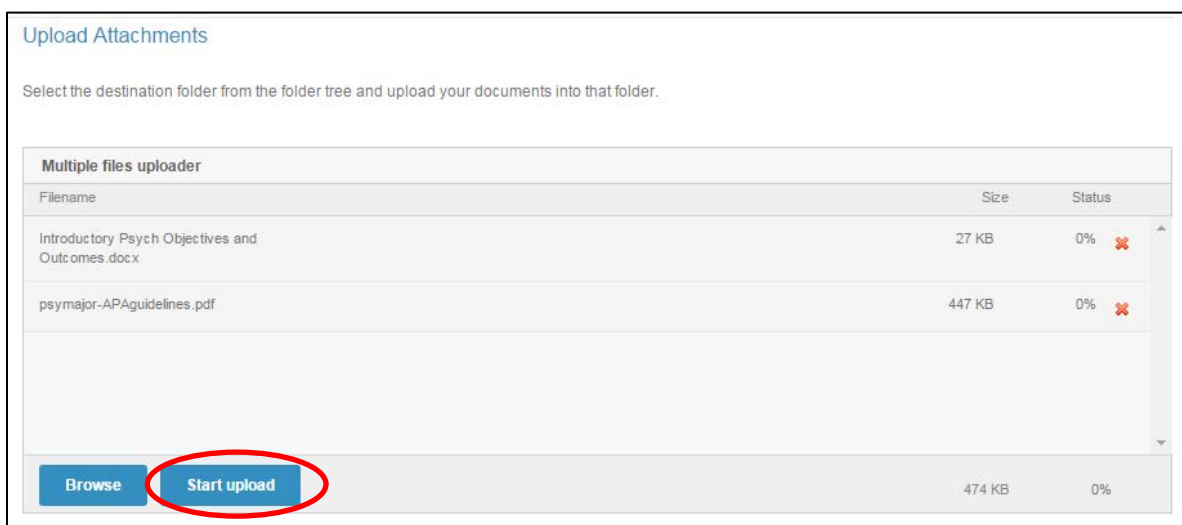
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3. Drag and drop files from your computer into the **Multiple files uploader** box. Or use the **Browse** button to search for files.



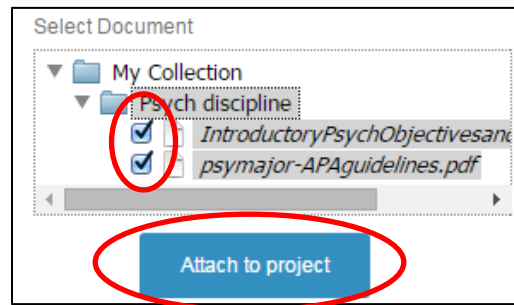
4. Click on **Start Upload**. Your documents will appear in the folder tree on the left-hand side of the screen.



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- In the **Select Document** section on the left-hand side, check the box next to 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.



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



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



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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.



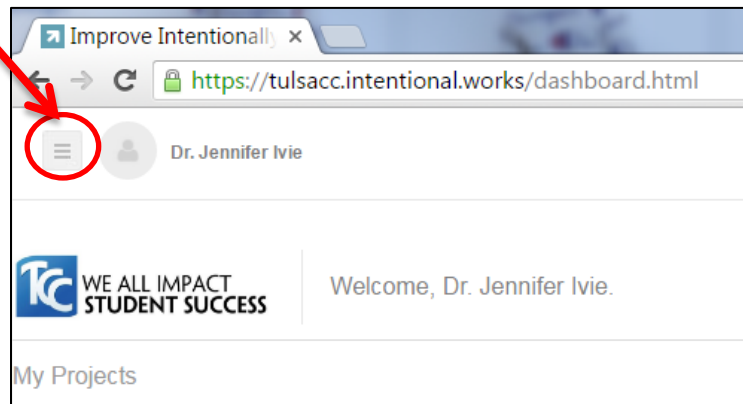
3. Once you have completely finished your Project for the Academic Year, you need to submit the Project. Do this by choosing **Final** in the **Status** drop-down menu at the top of the page. Please feel free to contact one of the Assessment Team members (see last page) to review your submission before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

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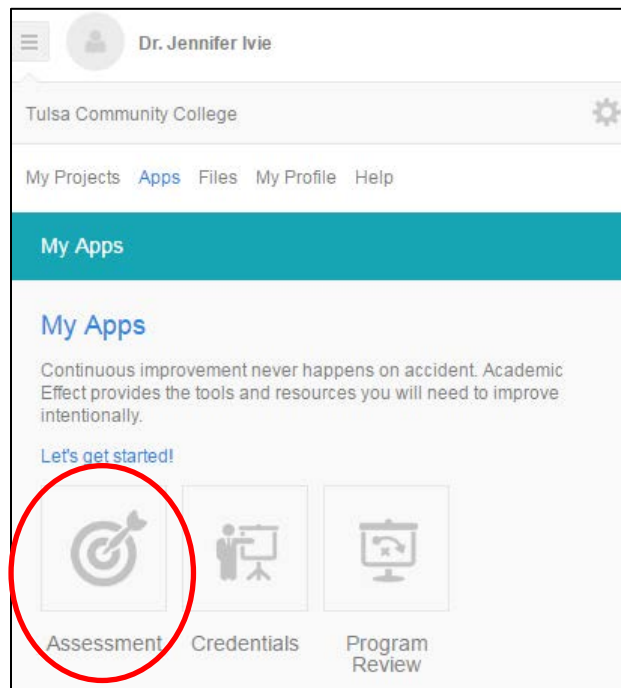
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Addendum: Duplicating an Existing Project

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.



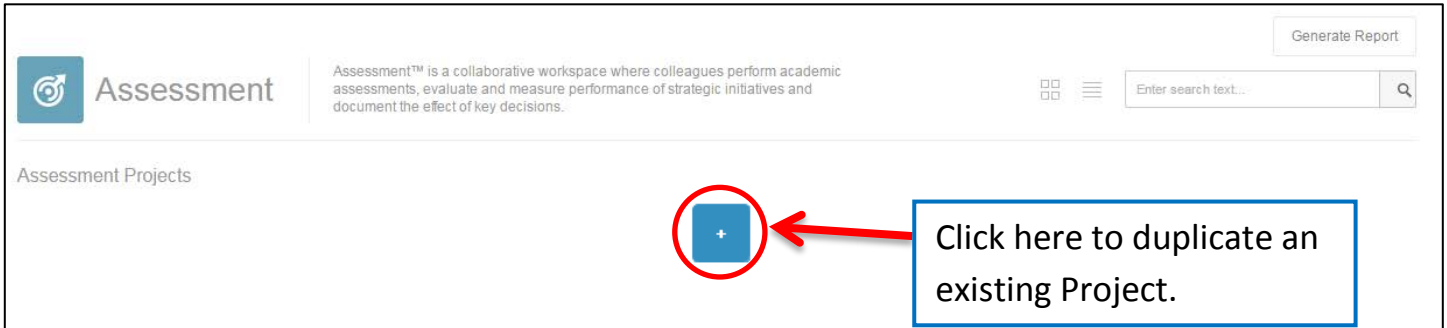
2. Then, click on the **Assessment** application icon under **My Apps**.



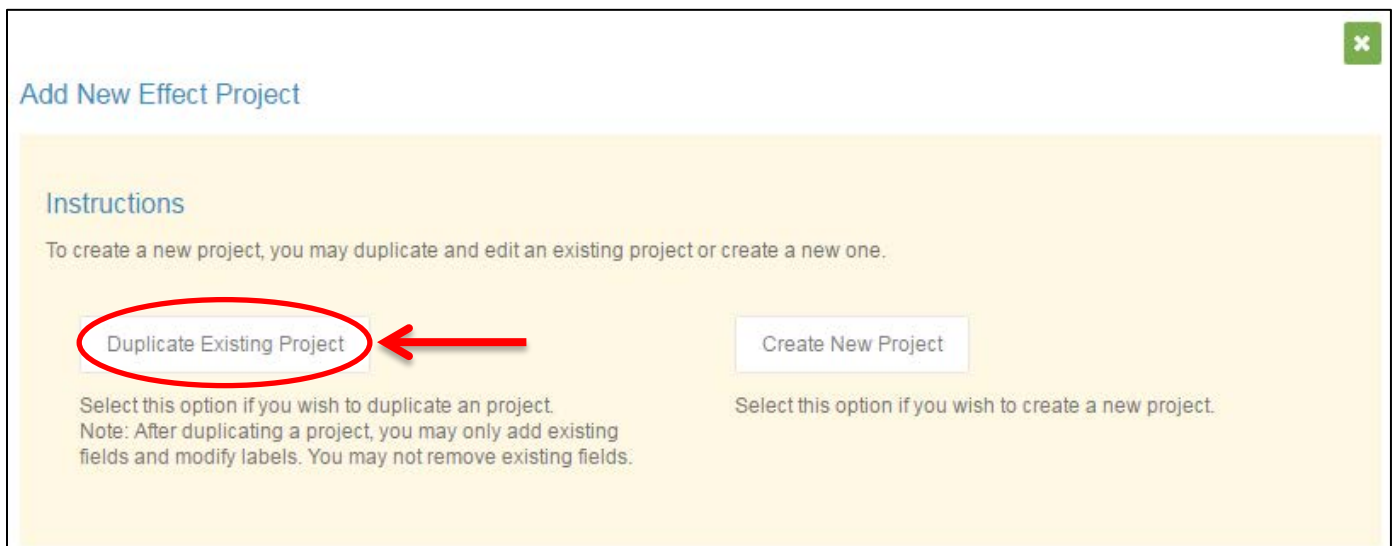
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3. At the bottom Assessment screen, click on the blue box with the + to duplicate your existing Project.



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

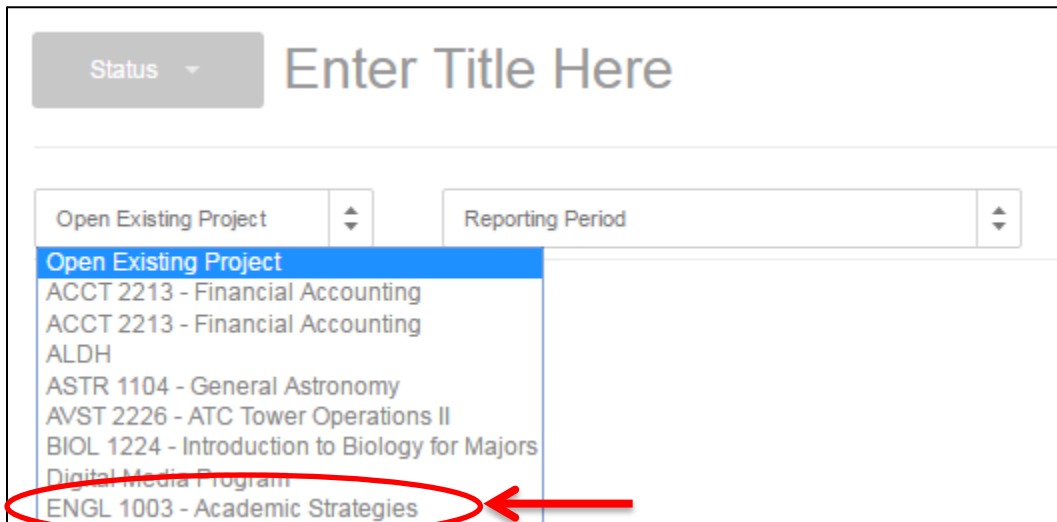


Note: You must be an Author in the project that you want to duplicate. If you need to be made an author of a particular project, contact your Faculty Assessment Facilitator or IR & Assessment.

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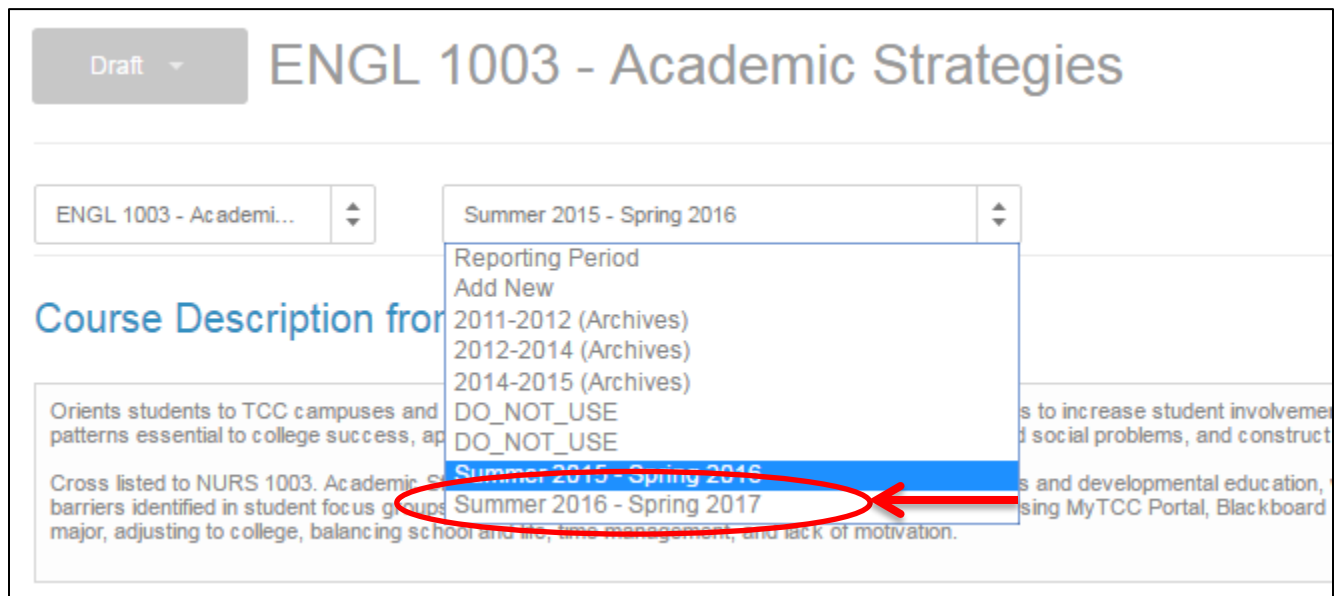
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5. Click on the **Open Existing Project** drop-down menu and choose the course project you wish to duplicate. This will open the most current version of that project.




The screenshot shows a form with a 'Status' dropdown set to 'Draft' and a title field containing 'Enter Title Here'. Below this, there are two dropdown menus. The first is labeled 'Open Existing Project' and is open, showing a list of course projects. The second is labeled 'Reporting Period'. The project 'ENGL 1003 - Academic Strategies' is highlighted in blue in the dropdown list, with a red circle around it and a red arrow pointing to it.

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



The screenshot shows the same form as above, but now the title is 'ENGL 1003 - Academic Strategies' and the 'Open Existing Project' dropdown is closed. The 'Reporting Period' dropdown is open, showing a list of reporting periods. 'Summer 2015 - Spring 2016' is highlighted in blue in the dropdown list, with a red circle around it and a red arrow pointing to it.

7. Hit  in the top, right-hand corner.
8. Make changes/updates/additions as necessary to the project. Repeat other steps for missing information.

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Help

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

Faculty Assessment Facilitators (FAFs):

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