WEAVE
Assessment Plan
ADMINISTRATIVE UNITS

THE UNIVERSITY of NEW ORLEANS
OFFICE OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH

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*

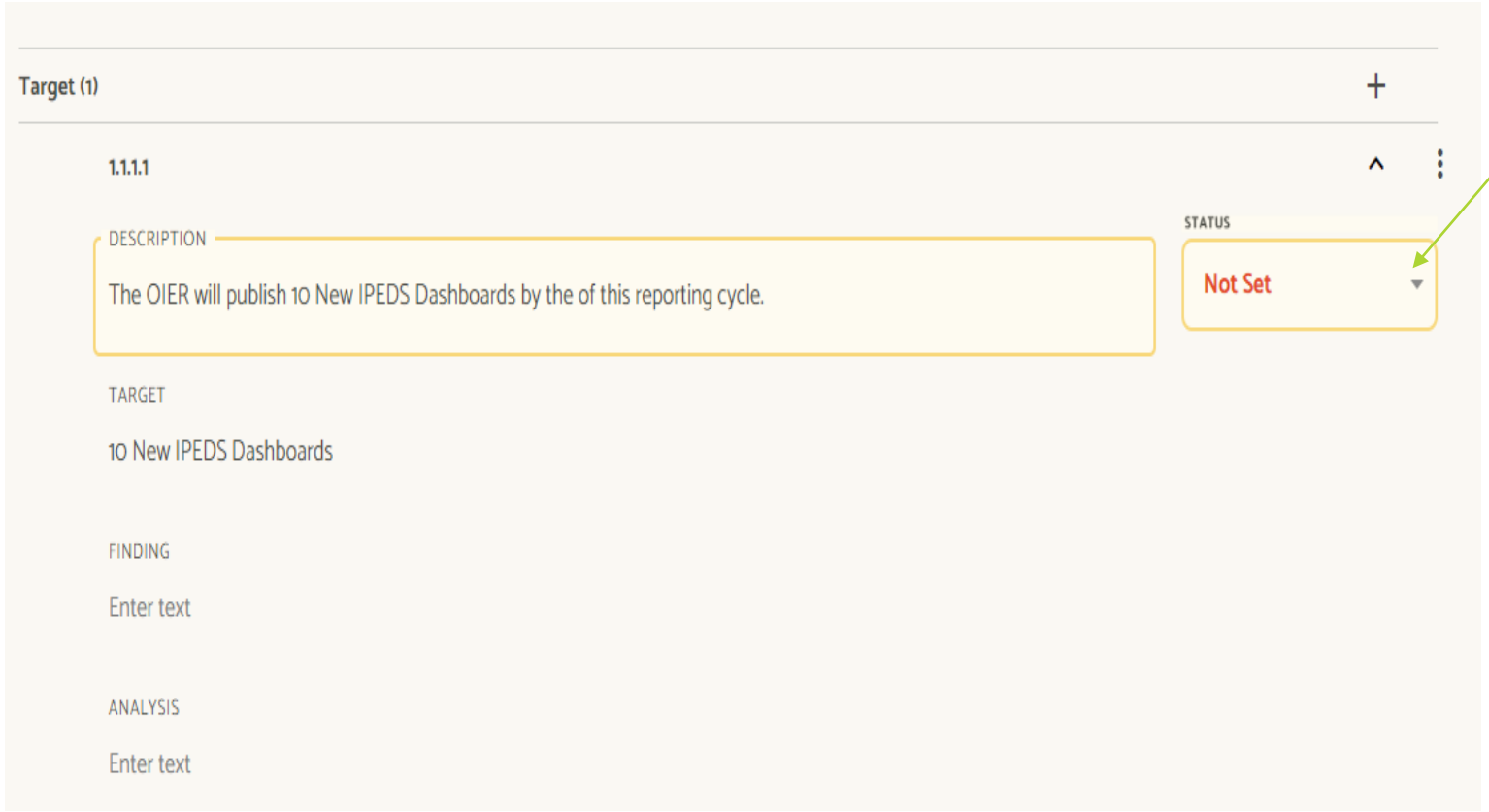
Administrative and Service Unit's Assessment Training

ASSESSMENT PLAN - END OF REPORTING CYCLE

THE UNIVERSITY of NEW ORLEANS

OFFICE OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH

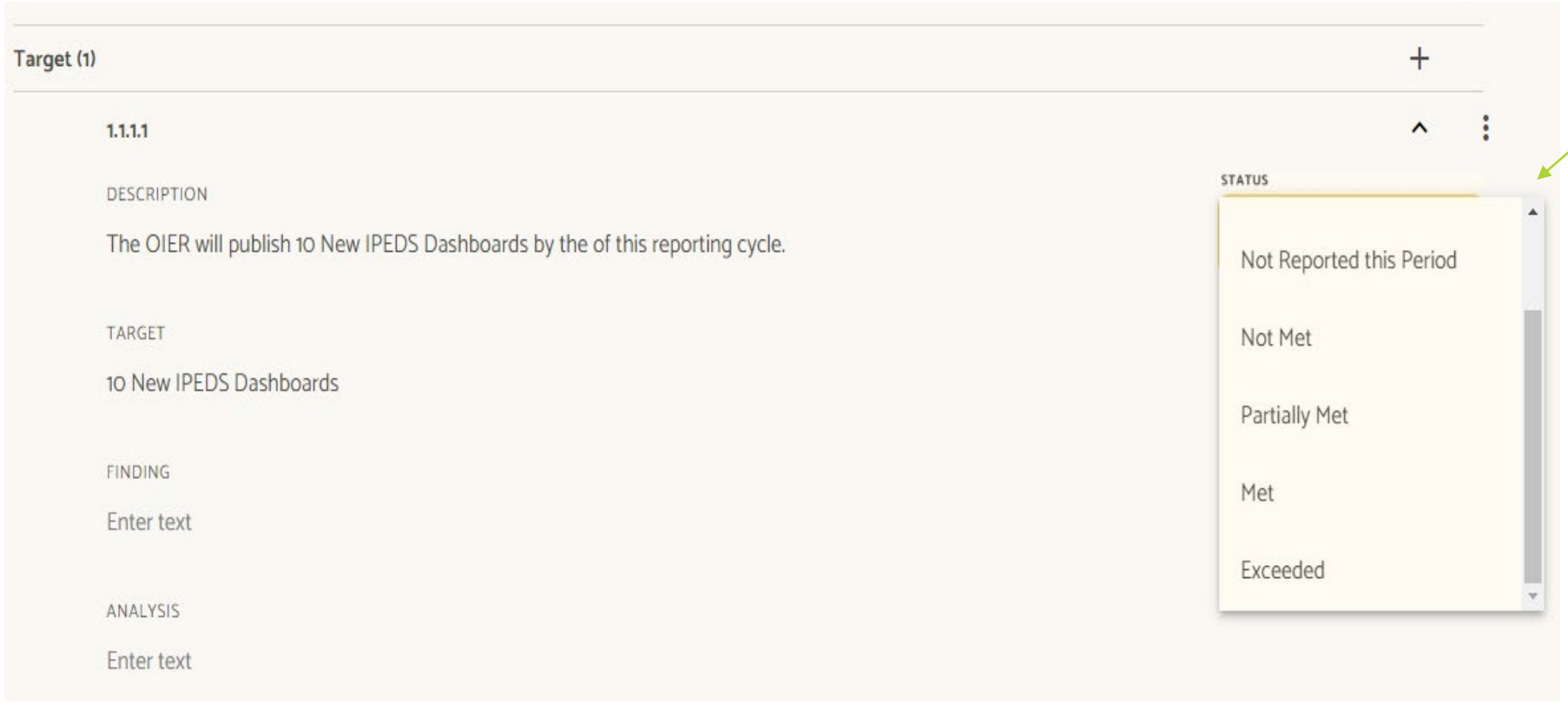
Enter Target Status



Click on down carrot to select "Achievement Status"

(Did you meet the target?).

Enter Target Status



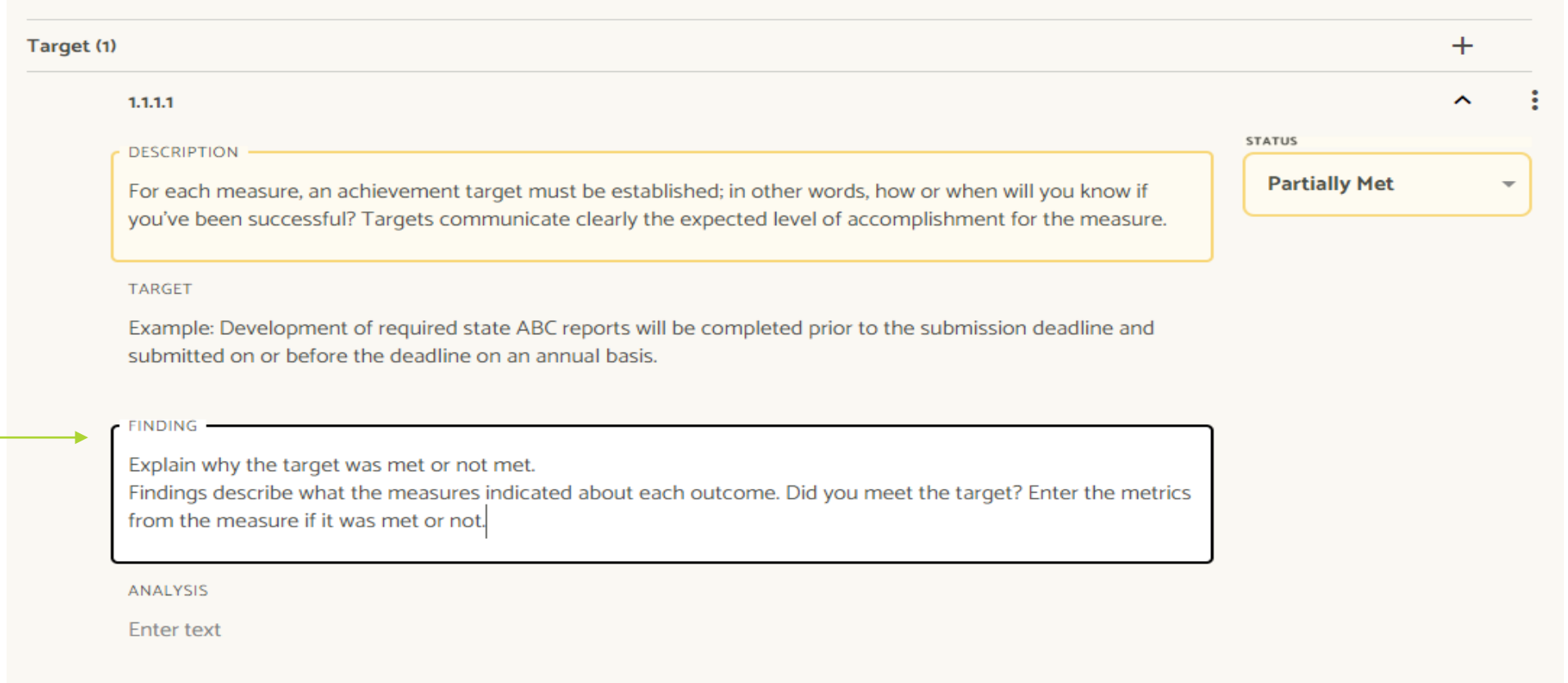
Select the most appropriate response.

Findings

- Did you met the target?
- Enter the metrics from the measure if it was met or not.

Entering Finding

Click on box below "FINDING" title to enter finding.



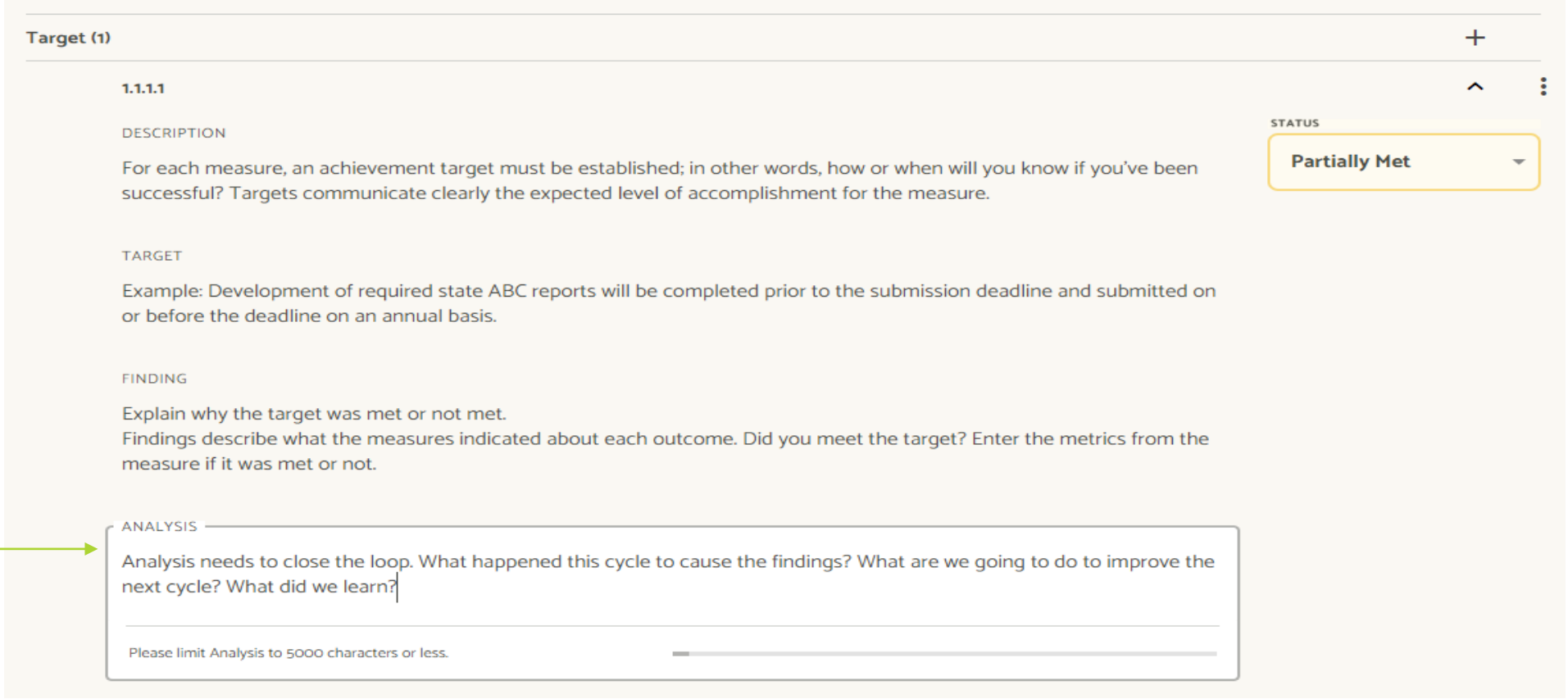
Analysis

- 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 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.

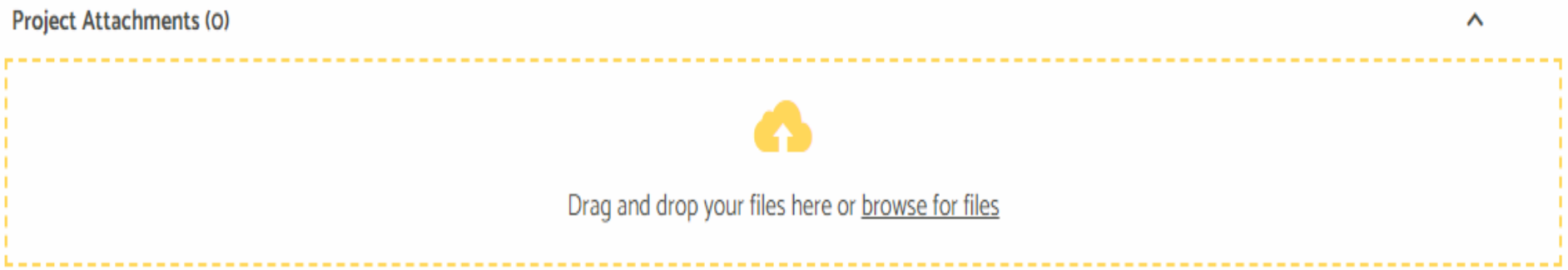


Project Attachment

- Place to upload measure data, documents, evidence you completed tasks, ect.

Upload Attachments

Drop documents into the below box to upload attachments



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**".