

WEAVE

Assessment Plan

ADMINISTRATIVE UNITS



THE UNIVERSITY *of*
NEW ORLEANS.

OFFICE OF INSTITUTIONAL
EFFECTIVENESS AND RESEARCH

Accessing Weave

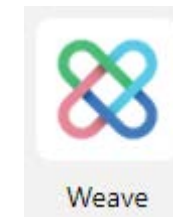
You can now access WEAVE in two easy steps.

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



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Enter Target Status

Target (1) +

1.1.1 ^ ⋮

DESCRIPTION

The OIER will publish 10 New IPEDS Dashboards by the of this reporting cycle.

TARGET

10 New IPEDS Dashboards

FINDING

Enter text

ANALYSIS

Enter text

STATUS

Not Set ▼

Click on down carrot to select
"Achievement Status"
(Did you meet the target?).

Enter Target Status

Target (1) +

1.1.1.1 ^ ⋮

DESCRIPTION

The OIER will publish 10 New IPEDS Dashboards by the of this reporting cycle.

TARGET

10 New IPEDS Dashboards

FINDING

Enter text

ANALYSIS

Enter text

STATUS

- Not Reported this Period
- Not Met
- Partially Met
- Met
- Exceeded

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

Target (1) +

1.1.1.1 ^ ⋮

DESCRIPTION

For each measure, an achievement target must be established; in other words, how or when will you know if you've been successful? Targets communicate clearly the expected level of accomplishment for the measure.

TARGET

Example: Development of required state ABC reports will be completed prior to the submission deadline and submitted on or before the deadline on an annual basis.

FINDING

Explain why the target was met or not met.
Findings describe what the measures indicated about each outcome. Did you meet the target? Enter the metrics from the measure if it was met or not.

ANALYSIS

Enter text

STATUS

Partially Met ▼

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.

Target (1) +

1.1.1.1 ^ ⋮

DESCRIPTION STATUS

For each measure, an achievement target must be established; in other words, how or when will you know if you've been successful? Targets communicate clearly the expected level of accomplishment for the measure. Partially Met

TARGET

Example: Development of required state ABC reports will be completed prior to the submission deadline and submitted on or before the deadline on an annual basis.

FINDING

Explain why the target was met or not met.
Findings describe what the measures indicated about each outcome. Did you meet the target? Enter the metrics from the measure if it was met or not.

ANALYSIS

Analysis needs to close the loop. What happened this cycle to cause the findings? What are we going to do to improve the next cycle? What did we learn?

Please limit Analysis to 5000 characters or less.

Project Attachment

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

Upload Attachments

Drop documents into the below box to upload attachments

Project Attachments (0)



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

Changing your Assessment Plan's Status

- ▶ Once you have completed your 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**".

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WEAVE Training 2019-2020

