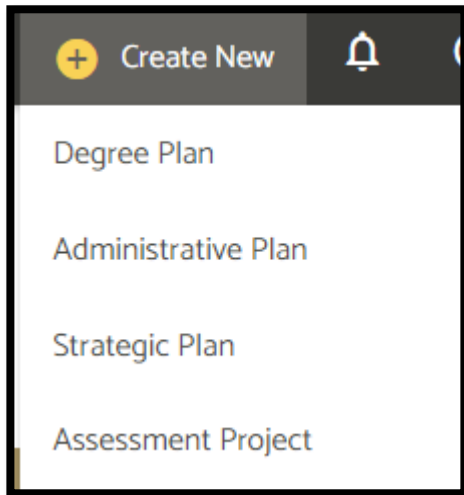


Earlybird Directions - Weave Assessment Project

Step 1: Begin by logging into Weave by clicking on Weave on the TritonPass menu. If you are new and do not believe you have an account, please reach out to Carrie Rock.

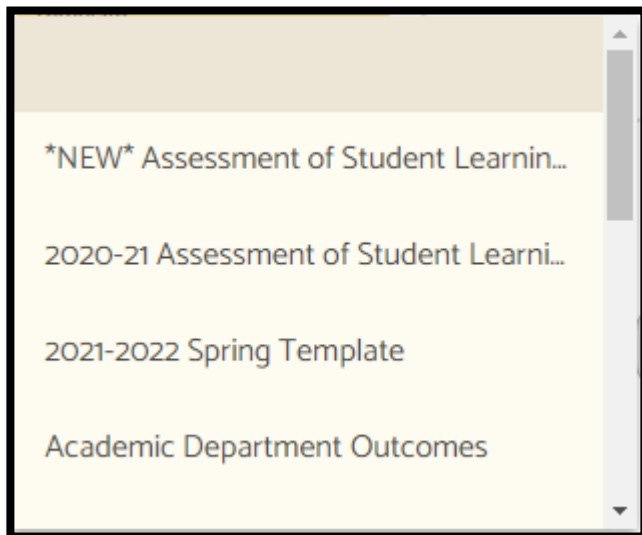
Step 2: Across the top of the page, you will find a plus sign as shown below. Once you click the + to create a new project, select Assessment Project.



Step 3: Click on New Assessment Project

Step 4: Select Template: Select ***NEW* Assessment of Student Learning**

IMPORTANT- If you do not select the correct template, your assessment project will not work.

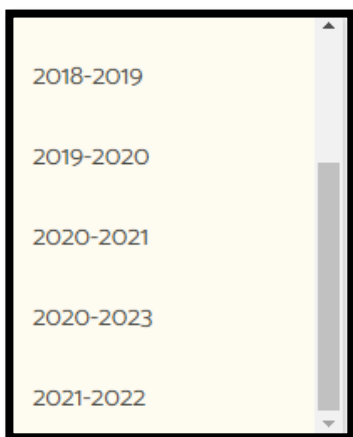


Step 5: Project Title

Last Name, First Name, Term (Fall, Spring, Summer), Course Number, Course Name
i.e. Mentzer, Stacy, Spring, HSC 113 OL02, Medical Terminology

Step 6: Reporting Period

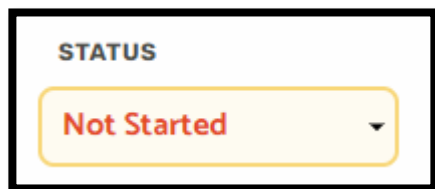
If you do not select the correct year, this will impact the rest of the data/report. If you are not sure how the academic years align, use the following as a guide:



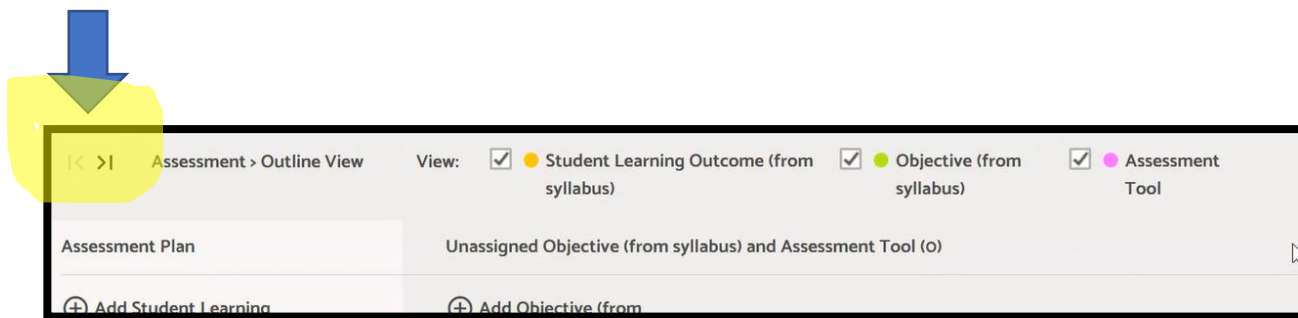
- Fall 2022 is Reporting Period 2022-2023
- Spring 2023 is Reporting Period 2022-2023

Step 7: STOP – Ensure that you have the correct Template, Project Title, and Reporting Period. Refer to steps 4, 5, and 6.

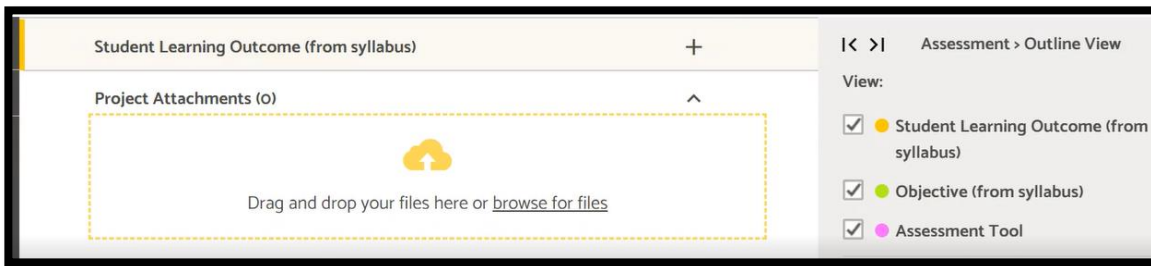
Step 8: Status - Change the “Status” of your project to “In Progress”.



Step 9: Outline View - We highly recommend that you click on the carrot as shown below.



Your page will now look like this:

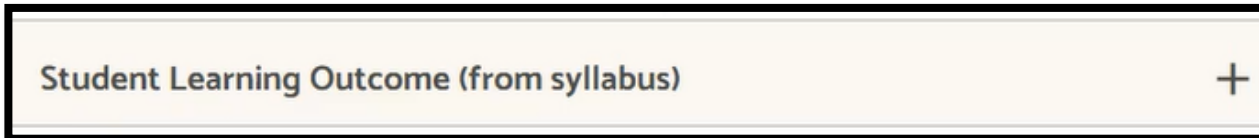


Step 10: Add Peer Review Team Member -

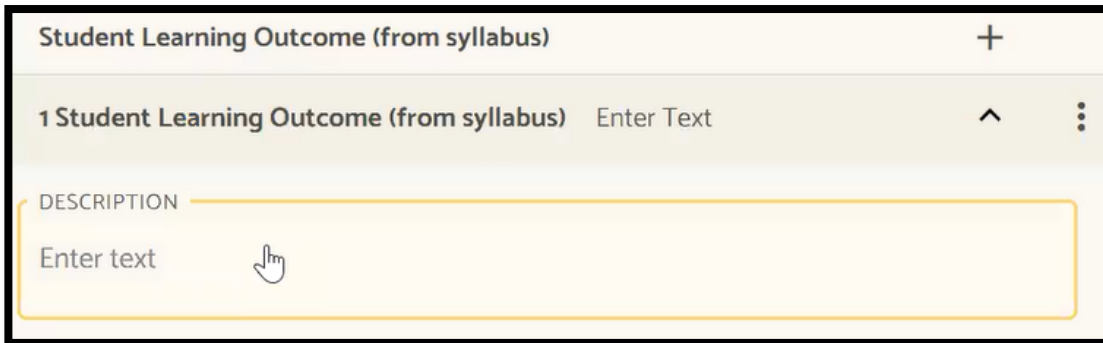
On the left side of the page you will find: **Add Individual User**. Click on the box below it to search for your other peer review team members. Allow them to have “Edit Access” and then click Add User. Repeat for your other team members. You will receive an email regarding your peer review team members.

Step 11: Student Learning Outcome (from syllabus).

Click on the + sign.



The following will now appear:



Next to Student Learning Outcome (from syllabus) “Enter Text”, we recommend that you list which Student Learning Outcome you are using (i.e. Outcome #2) and in the description, simply copy and paste or retype the Student Learning Outcome directly from your course syllabus.

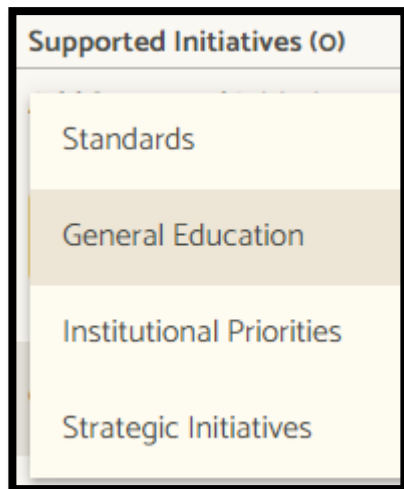
Step 12: Objective (from syllabus)

Click the + sign to the right of Objective (from syllabus) as shown below and click on “Program Level”.



Similar to the Student Learning Outcome, you will type which Objective (i.e. Objective #2) you are adding next to Objective (from syllabus) Enter Text, and then copy/paste or retype the objective you are using for your Weave assessment directly from your course syllabus.

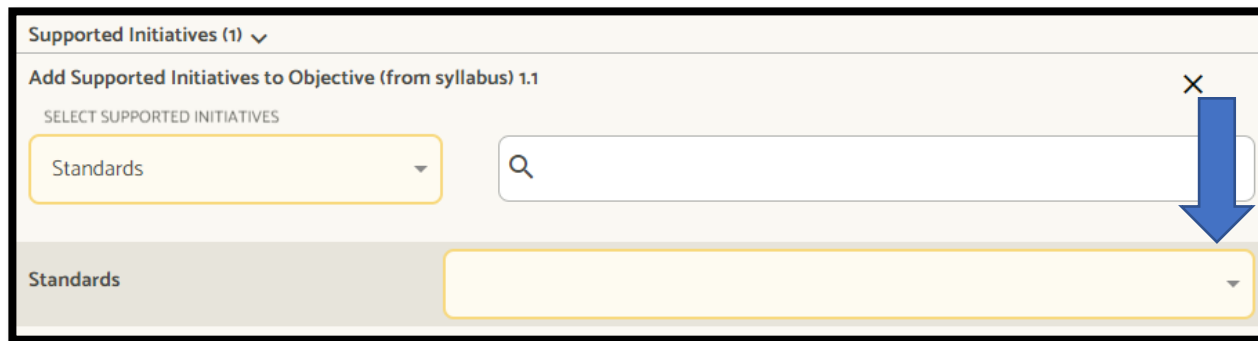
Step 13: Supported Initiatives – There are several items within this section. This step helps us to map or connect all the outcomes and objectives to the various items needed. This is an important step allowing the College to gather data. Click on the plus sign again to the right of Supported Initiatives. **You MUST have a General Education initiative listed.**



Next, select one of the General Education outcomes listed that is designated for the semester you are completing. (i.e. Fall 2022 is Effective Communication). Click "Close" after you select one. Below are the general education learning outcomes for upcoming semesters:

- Fall 2022: Effective Communication
- Spring 2023: Personal Responsibility
- Summer 2023: Personal Responsibility

Click on the plus sign again next to Supported Initiatives and click "Standards" and new box will appear as shown below. Click the arrow as indicated below to select the program or department in which your class aligns. If you are not sure, please reach out to either your dean, faculty coordinator or liaison for assistance. You only need to select one.



Depending upon the program or department you select will determine the items to choose from. Click close after you select the one/s that you feel are the best match for your assessment and semester.

You may add additional Supported Initiatives (such as Institutional Priorities or Strategic Initiatives) if you would like, but it is not required of most adjuncts.

Step 14: Action Plan - Click on the + sign to the right of Action Plan. Add a description of what you plan to do with your assessment. What specific steps do are you planning to take to help the students to prepare for the assessment? i.e. read pages/chapter from text, class discussion, watch video, etc. Think about steps are you taking prior to the assessment that should help the student leading up to the assessment.

You may add a budget and due dates if you would like but this is not required.



Step 15: Assessment Tool - Click the + sign to the right of Assessment Tool. Next to Assessment Tool, list the type of tool you are using. i.e. quiz, project, exam, discussion, paper, etc. In the description box, you may (not required) elaborate on the assessment and have the option to upload a document/screenshot of the assessment in the Project Attachments (at the bottom of Weave).



Move on to Step 16 once you have conducted your assessment. The steps above are to get your assessment activity set up in Weave and the following steps will help to you finish.

Step 16: Instructor Analysis – This section has numerous sections to complete. Click on the plus sign to the right of Instructor Analysis.

16. a. Description - briefly describe how you conducted your assessment. List a short description of what you did.

For example: "I graded _____. (i.e. quiz/exam, online discussion thread, observed/graded a lab project, etc.

16. b. Instructor Analysis – How did you analyze your student learning? What number or percentage of students would indicate success in meeting **your expectations?**

For example: I am expecting 80% of my students to pass this quiz/project/paper/lab with a "C" or higher grade.

16. c. Results – Enter data or measurable results to compare to your established target data or expectations you set in the Instructor Analysis.

For example: 78% of students were successful and completed the project with a "C" or higher grade.

16. d. Reflection – This is really where the heartbeat of the assessment project. Spend some time thoroughly reflecting on the activity and be thorough.

- Enter YOUR reflection of the results.
- Why do YOU think the results ended up the way they did?
- Identify implications for the objective and/or outcome.
- Include recommendations for next steps in meeting the expectations of this assessment.

- What would you do different the next time you use this assessment to make improvements?

Step 17: Project Attachments – Upload your evidence of a project example here. This might be the directions, rubric, an example of a student’s completed work (remove student name/ID), etc. A .pdf might be the best so formatting does not get changed or a screenshot could also work.

Step 18: Status of Project – In the final step, you will now go up to the top of the page and change your Status from “In Progress” to “Complete”.

Next Step: You are now ready for the Peer Review aspect of the assessment! The Peer Review Forms are a requirement and must be uploaded to your Wave project. Your team members will email their Peer Review Form to you. Once you have received these, upload the forms at the bottom to your Weave Project under Project Attachments. Use either the drag and drop feature or browse for files link to import your completed Weave Peer Review Form.

As a reminder, make sure you have added your other peer review team members to your project.

Emails will be sent each semester informing you of when each step of the process is due.