Using WEAVE for 2020-2021 Assessment Projects

1. Get an account
   - If you don’t have one email me (c.hightower@tcu.edu) to get one
   - Once you have been invited, you have 24 hours to set up your account (look thru junk folder)
   - Create your own username and password, NOT single sign up through TCU
2. Make sure you have been added as a Team Member to your Assessment Project
   - If you do not have a program in your Assessment Projects, ask me to add you as a Team Member to the Project, or
   - You may have to start from scratch to set one up
3. You may add other EXISTING users to your Team
   - If you have a colleague that needs an account, see Agenda Item 1
4. Once you have Projects in your account
   - Click on the Project you want to open
   - Look for Expand All in the top right hand corner to open the entire Assessment Project
5. Review your CIP Code and findings for your 2019-2020 projects
   - Make sure each Student Learning Outcome has findings
   - Be sure to make sure it makes sense. We’ve added these for you.
6. Add an Action Plan for each Student Learning Outcome
7. Create a 2020-2021 Assessment Project
   - You can copy your 2019-2020 Project, or
   - You can start from scratch
8. Add your artifacts, rubrics, itemized analysis or other support items or evidence in the Attachment area.