WEAVEonline

INTRODUCTORY FACULTY/STAFF TRAINING
WEAVE Overview

- IE planning and assessment
- Strategic plan goals
- General education goals
- Curriculum mapping
- Affirm module - accreditation reports
Objectives

- Become familiar with the WEAVE cycle
- Understand WEAVE faculty/staff roles
- Review sample entries and components of IE plans
- Learn how to enter data on assessment
- Become familiar with reporting feature
WEAVE captures assessment and planning cycles in which you:

- Write expected outcomes
- Establish criteria for success
- Assess performance against criteria
- View assessment results
- Effect improvements through actions
Primary Faculty/Staff Roles

**Entity – Write and Review**
- Define expectations for student learning
- Select measures and targets
- Conduct assessments
- **Enter/edit information/data**
- Add/edit documentation
- Review assessments
- Plan for program improvement
- Run reports for double checking or for others

**Entity - Read Only**
- Define expectations for student learning
- Select measures and targets
- Conduct assessments
- **Read information/data**
- **Read documentation**
- Review assessments
- Plan for program improvement
- Run reports for double checking or for others
Additional Faculty/Staff Roles

**Standards Owner**
- Populate a standards set
- Create the group to which a standards set applies

**Entity Administrator**
- Add users for an area
- Add/edit roles for an area
- Add strategic plans or standards for an area

**Map Owner**
- Set up the mapping (course matrix) process for an area so that faculty can easily work on maps

**Approver**
- If your institution has an approval process for assessment, review another area, if assigned
Login page

Or
http://www.uno.edu/academicaffairs/ie/weave.aspx
Welcome to WEAVE, UNO!

Please review your 2013-14 IE plans and make requested revisions (if necessary) by September 15, 2013.

**What’s New!** We are pleased to announce that the following Standards Sets have been added to the Standards Shelf:

- ABET 2013-2014 General Criteria for All Programs (condensed)
- ABET (ASAC) 2013-2014 General Criteria for Applied Science Programs
Mission / Purpose

(Approved)

Mission / Purpose:  

The mission of the Department of Accounting is to provide programs, at both the undergraduate and graduate levels, that prepare our students for careers as professional accountants in public practice, industry, and other areas, and for advancement into graduate programs. We will do this by maintaining high academic standards, superior teaching, quality research, significant service, and the effective use of technology. We recognize the importance of continuous improvement, high ethical standards, and diversity in the educational environment.

Established in Cycle: 2013-14
Active Through: Keep Active
Entry Status: Approved
The following units use “Goals” section:

- Colleges
- Academic Departments

The following units skip “Goals” section:

- Academic programs
- Administrative and student support units
- Center and institutes

Assessment Summary

View Sections: □ All □ Outcomes/ Objectives □ Measures & Findings

Goals

View this set of Goals: □ Active □ Hidden □ All

Goals have not yet been added.

Outcomes/Objectives

(Numbers inside parentheses show related Goals. □ indicates Student Learning.)

1: Fundamental concepts □ (Approved) □
2: Adjustment to the university learning environment □ (Approval Pending) □
3: Cellular and molecular biology □ (Approved) □
Outcomes and Measures

Outcomes and measures are grouped together. Each outcome must have a corresponding measure. Numbers inside parentheses show related outcomes.

### Outcomes/Objectives

(Numbers inside parentheses show related Goals, ✓ indicates Student Learning.)

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Fundamental concepts</td>
<td>✓</td>
<td>(Approved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Adjustment to the university learning environment</td>
<td>✓</td>
<td>(Approval Pending)</td>
<td></td>
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<tr>
<td>3.</td>
<td>Cellular and molecular biology</td>
<td>✓</td>
<td>(Approved)</td>
<td></td>
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<tr>
<td>4.</td>
<td>Mastery of advanced concepts</td>
<td>✓</td>
<td>(Approved)</td>
<td></td>
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</tbody>
</table>

### Measures & Findings

(Numbers inside parentheses show related Outcomes/Objectives.) Toggle triangles to add/edit Target, Findings, or Action Plan.

<p>| | | | | | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>SALG survey instrument</td>
<td>(O:1, 2)</td>
<td>(Approved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Pre/post test</td>
<td>(O:3)</td>
<td>(Approved)</td>
<td></td>
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<tr>
<td>3.</td>
<td>ETS Major Field Test</td>
<td>(O:4)</td>
<td>(Approval Pending)</td>
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</tbody>
</table>
### Fundamentals concepts

<table>
<thead>
<tr>
<th>Student Learning</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established in Cycle</td>
<td>2013-14</td>
</tr>
<tr>
<td>Active Through</td>
<td>Keep Active</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Final</td>
</tr>
<tr>
<td>Approved by</td>
<td>Bashar Abu-Laban on 6/24/2013</td>
</tr>
<tr>
<td>Approval Comments</td>
<td>Bashar Abu-Laban on 6/24/2013</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>Bashar Abu-Laban on 6/3/2013</td>
</tr>
<tr>
<td>Established By</td>
<td>Bashar Abu-Laban on 6/3/2013</td>
</tr>
</tbody>
</table>
IE Committee Feedback

2: Adjustment to the university learning environment

Achieve satisfactory adjustment to the university learning environment.

Student Learning Outcome/Objective: Yes
Established in Cycle: 2013-14
Action Through: Keep Active
Final
Updated By: Bashar Abu-Laban on 6/24/2013
Established By: Bashar Abu-Laban on 6/3/2013

Feedback from Reviewer:
Consider replacing this outcome with another focused on student learning aligned with the degree focus.

Outcome not approved by IE Committee

Edit button to revise

Approve? Yes No

[Preview Formatting]
Measures and Targets

Each measure is categorized in a “source of evidence” type.

Each measure should have an appropriate target.

2: Departmental seminar (O:2) (Approved)

Presentation of a thesis in the form of a departmental seminar.

Source of Evidence: Presentation - Presentation, either individual or group
Established in Cycle: 2013-14
Active Through: Keep Active
Entry Status: Final
Approved by: Bashar Abu-Laban on 6/25/2013
Approval Comments: Target does not appear to be ambitious.
Last Updated By: Bashar Abu-Laban on 6/25/2013
Established By: Bashar Abu-Laban on 6/17/2013

Targets and Findings:

2: Present thesis - General audience

Target (Final) [Preview Formatting] 70% will score "good" or above on a departmentally approved scoring rubric.
Established in Cycle: 2013-14
Active Through: Keep Active
Last Updated by Bashar Abu-Laban on 6/17/2013 Established by Bashar Abu-Laban on 6/17/2013

Edit Target  Add Finding
Each unit has its own document repository file.

Upload evaluation tools (rubrics, checklists), assessment results (Excel spreadsheets, Word documents), and other artifacts.

Word versions of the 2012/2013-2014 plans are uploaded in this document repository.

**Document Management**

Upload Document

Click on the Document's name on the left below to view or edit details and connections.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>File Name</th>
<th>Shared Status</th>
<th>Owner</th>
<th>Upload Date</th>
<th>View</th>
<th>Delete/Remove</th>
</tr>
</thead>
</table>

**Caution!**

Do not store documents in WEAVEonline that contain individually identifiable information. Remove such references before uploading the document.
Select measure and target. Click "add finding" to report results.
Assessment Summary - Add Finding

Target: 80% of students will self-report learning gains of "good" or better in key concept/content areas (e.g., evolution).
Measure: SALG survey instrument
Outcome/Objective: Fundamental concepts

Please save work often. For security, WEAVEonline times out 90 minutes after the last Save or Update.

* Update Finding: 0 of 2,500,000

Summarize assessment results

* Target: Met □ Partially Met □ Not Met □ Not Reported This Cycle

 Especially if the Target is Partially Met or Not Met, develop an Action Plan to improve future results.
NOTE: If your institution provides other instructions for Action Plans, please follow those.

Established in Cycle:

Entry Status: Draft / In Progress □ Final

How did actual performance compare to targeted criteria?

Save □ Cancel
## Action Plan Tracking

### Planned
No Action Plans present for status Planned.

### In Progress
No Action Plans present for status In Progress.

### Finished
No Action Plans present for status Finished

### On-Hold
No Action Plans present for status On Hold

### Terminated
No Action Plans present for status Terminated
Add Action Plan

Relationships

- Add Relationships

Implementation Status: Planned

* Condensed Description:

[Text area]

* Description: 0 of 20,000

Projected Completion Date: - Enter a Date -

Implementation Description:

[Text area]
### Action Plan Tracking

1. Projected completion date
2. Implementation description
3. Level of priority
4. Who is responsible
5. Additional resources needed
6. Budget request

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Completion Date</td>
<td>- Enter a Date -</td>
</tr>
<tr>
<td>Implementation Description</td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>High</td>
</tr>
<tr>
<td>Responsible Person/Group</td>
<td></td>
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<tr>
<td>Additional Resources Needed</td>
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<tr>
<td>Requested Budget Status</td>
<td>No Request</td>
</tr>
<tr>
<td>Requested Budget Amount</td>
<td></td>
</tr>
<tr>
<td>Include on Action Plan Tracking page</td>
<td>Yes</td>
</tr>
<tr>
<td>Include in Reports</td>
<td>Yes</td>
</tr>
<tr>
<td>Established in Cycle</td>
<td>2013-14</td>
</tr>
<tr>
<td>Active through Cycle</td>
<td>Keep Active</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Draft / In Progress</td>
</tr>
</tbody>
</table>
The terminology here comes from **2013-14 Biological Sciences** (the last entity selected prior to Reports). The report to be generated will have the precise terminology for each entity.

1: **Select cycle**
- **2013-14** (Current)

2: **Select a report**
- Profile reports show data entity by entity.
- **Full Assessment Reports**

3: **Select report entities**
- All entities to which I have access
- All entities through Level 7
- Only entities at Level 7

Next
<table>
<thead>
<tr>
<th>Most useful reports for administrators</th>
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<tr>
<td><strong>Planning &amp; Budgeting Reports (Action Plans)</strong></td>
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<tr>
<td>- Action Plan Profile ②</td>
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<td>- Action Plan Tracking ②</td>
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<td>- Budgeting - Resources Requested ③</td>
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<td>- Planning - Comprehensive Planning ③</td>
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<td><strong>Profile and Association Reports</strong></td>
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<td>- Standard Profile ②</td>
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<tr>
<td>- University Strategic Plan Profile ③</td>
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<tr>
<td>- General Education/Core Curriculum by Association ②</td>
</tr>
<tr>
<td>- Institutional Priority by Association ②</td>
</tr>
<tr>
<td>- Standard by Association ③</td>
</tr>
<tr>
<td>- University Strategic Plan by Association ③</td>
</tr>
<tr>
<td><strong>Special Assessment Reports</strong></td>
</tr>
<tr>
<td>- Assessment Summary Chart ②</td>
</tr>
<tr>
<td>- List of Connected Documents ③</td>
</tr>
<tr>
<td>- Student Learning Outcomes/Objectives ③</td>
</tr>
<tr>
<td>- Sources of Evidence ③</td>
</tr>
</tbody>
</table>
Detailed Assessment Report (DAR)

This report can include:

- Multiple units
- Missions
- Strategic Plan Goals
- Associations (professional standards, university strategic plan, etc.)
- Outcomes
- Measures and targets
- Findings
- Action plans

**Mission / Purpose**

The Department of Biological Sciences will help undergraduate students attain broad mastery of advanced concepts and levels of organization in the biological sciences. Students will develop expertise in all aspects of the sciences by analyzing, presenting, and interpreting information. Students who successfully complete the B.S degree will possess mastery of appropriate research techniques and analytical reasoning skills necessary for entry-level careers in the life sciences or advanced degree programs in Life Sciences.

**Student Learning Outcomes/Objectives, with Any Associations and Related Measures, Target Plans**

**SLO 1: Fundamental concepts**

Acquire fundamental concepts in the fields of organismal biology, evolutionary biology, genetics, and ecology.

**Related Measures**

**M 1: SALG survey instrument**

Students will complete the SALG survey instrument (www.salgsite.org) after completing BICS 1071.

Source of Evidence: Academic indirect indicator of learning - other

**Target:**

80% of students will self-report learning gains of "good" or better in key concept/content areas (e.g., etc., etc.)
Use the “Help For This Page” button for descriptions and instructions on any page.

Visit Help > Getting Started > WEAVEonline Tutorial
Questions
Concerns
Comments

Leslie Culver, IE Program Director
504-280-6204
lculver@uno.edu
weave@uno.edu
www.uno.edu/academicaffairs/ie
www.weaveengaged.com
Accessing WEAVEonline

Logging In
1. Type the following into the address line of your browser: https://app.weaveonline.com/*****/login.aspx. Then replace ‘*****’ with your institution’s abbreviation.
2. The screen should say: "Welcome ‘your institution’s name’ WEAVEonline user... “, if it does not, double check the address you entered. Once correct, create/edit a bookmark/favorite with this exact address before logging in.
3. Enter your WEAVEonline ID and password and click Login.
4. Click Password Trouble? to email your WEAVEonline Administrator from this page.

Home
1. Review Local News for important institutional information and WEAVEonline News for announcements.
2. Use the Email Admin link on the bottom left of all application pages to send an email to your WEAVEonline Administrator.
3. In the Cycle and Entity Selection section, just below the navigation bar, use the dropdown boxes to select the Cycle and Entity in which you wish to work.

Assessment: Mission through Findings

Entering and Editing the Mission
1. In the navigation bar located below the WEAVEonline logo, point to Assessment.
2. Select Mission/Purpose from the dropdown menu.
3. To add a Mission, click Add Mission/Purpose.
4. In the appropriate text boxes enter the entity’s mission, and any additional information about that mission.
5. Select in which cycle the Mission is established and the cycle through which it will be active.
6. Select the appropriate Entry Status (Draft/In Progress or Final).
7. When done, click Save.
8. Click Edit to make changes.

Entering a Goal
1. In the navigation bar located below the WEAVEonline logo, point to Assessment.
2. Select Goals from the dropdown menu.
4. In the appropriate text boxes, enter a condensed description (title) and a complete description.
5. Select in which cycle the Goal is established and the cycle through which it will be active.
6. Select the appropriate Entry Status (Draft/In Progress or Final).
7. When done, click Save.

Entering an Outcome/Objective
1. In the navigation bar located below the WEAVEonline logo, point to Assessment.
2. Select Outcomes/Objectives from the dropdown menu.
4. In the appropriate text boxes, enter a condensed description (title) and a complete description.
5. Select Yes or No next to designate whether this is a Student Learning Outcome.
6. Click Add Associations and add checkmarks where relevant. Leave these sections open (do not press Cancel) if changes were made.
7. Select the appropriate Entry Status (Draft/In Progress or Final).
8. Select the Established in and Active through cycles.
9. When done, click Save.
Entering a Measure
1. In the navigation bar located below the WEAVEonline logo, point to Assessment.
2. Select Measures & Findings from the dropdown menu.
3. Under Measures & Findings, click Add. Please Note: A Measure cannot be added unless at least one Outcome/Objective exists.
4. Select one Source of Evidence for the Measure (there is a generic choice at the top of each category).
5. In the appropriate text boxes, enter a condensed description (title) and a complete description.
6. Check the box next to each Outcome/Objective related to the Measure.
7. Select the Established in and Active through cycles.
8. Select the appropriate Entry Status (Draft/In Progress or Final).
9. When done, click Save.

Entering an Achievement Target
Please Note: Every Measure must have an Achievement Target in order to enter Findings.
1. In the navigation bar located below the WEAVEonline logo, point to Assessment.
2. Select Measures & Findings from the dropdown menu.
3. Expand the Measure for which you need to add an Achievement Target, either by clicking the expansion triangle next to the Measure or by clicking the Expand All button.
4. Under the Achievement Targets and Assessment Results/Findings section, click Add Achievement Target.
5. Enter the Achievement Target.
6. Select the Established in and Active through cycles.
7. Select the appropriate Entry Status (Draft/In Progress or Final).
8. When done, click Save.

Entering Findings
1. In the navigation bar located below the WEAVEonline logo, point to Assessment.
2. Select Measures & Findings from the dropdown menu.
3. Expand the Measure for which you need to add Findings, either by clicking the expansion triangle next to the Measure or by clicking the Expand All button.
4. In the Achievement Targets and Assessment Results/Findings section, find the appropriate Achievement Target and click Add Finding.
5. Enter a summary of your Findings for the Measure-Outcome/Objective pair.
6. Identify if your findings indicate that your Achievement Target was Met, Partially Met, or Not Met.
7. Select the appropriate Entry Status (Draft/In Progress or Final).
8. When done, click Save.

Editing a Goal, Outcome, Measure, Achievement Target or Finding
1. In the navigation bar located below the WEAVEonline logo, point to Assessment.
2. Make the appropriate selection from the dropdown menu.
3. Expand the item you wish to edit, either by clicking the expansion triangle next to the item or by clicking the Expand All button. To edit an Achievement Target or Finding, expand the appropriate Measure.
4. Click Edit, Edit Achievement Target or Edit Finding, as appropriate.
5. Make any changes and update the Entry Status (Draft/In Progress or Final) as needed.
6. When done, click Save.
**Action Plans**

**Entering an Action Plan**

*Please Note:* Action Plans can be entered from within the Assessment > Measures & Findings section by selecting the *Add New Action Plan* button or by using the method outlined below. Existing Action Plans can be related using the *Manage Action Plan Relationships* button within the Assessment > Measures & Findings section or within Action Plan Tracking by selecting Details for the appropriate Action Plan.

1. In the navigation bar located below the WEAVEonline logo, point to *Assessment*.
2. Select *Action Plan Tracking* from the dropdown menu.
3. Click *Add Enhancement Action*.
4. Click *Add Relationships* to link the Action Plan to specific Measure-Outcome/Objective pairs.
5. Select the *Implementation Status* of the plan.
6. Enter the appropriate information in the available text boxes and select a Priority from the dropdown menu.
7. Select the *Established in* and *Active through* cycles.
8. Select the appropriate *Entry Status* (*Draft/In Progress* or *Final*).
9. When done, click *Save*.

**Achievement Summary/Analysis**

*Please Note:* Analysis Questions may or may not be utilized on your campus. If utilized, the questions are developed/maintained locally.

1. In the navigation bar located below the WEAVEonline logo, point to *Assessment*.
2. Select *Achievement Summary/Analysis* from the dropdown menu.
3. In the section at the top of the page, expand (using the *Expand All* button or the *expansion triangles*) the Achievement Target Summary for an overview of actual results versus the intended Achievement Targets.
4. In the section at the bottom of the page, expand (using the *Expand All* button or the *expansion triangles*) Analysis Questions and click *Add Answer*.
5. Enter a response for the selected Analysis Question.
6. Select the appropriate *Entry Status* (*Draft/In Progress* or *Final*).
7. When done, click *Save*.

**Annual/Special Reporting**

*Please Note:* Annual/Special Reporting sections may or may not be utilized on your campus. If utilized, the topics are developed/maintained locally.

1. In the navigation bar located below the WEAVEonline logo, point to *Assessment*.
2. Select *Annual/Special Reporting* from the dropdown menu.
3. Expand (using the *Expand All* button or the *expansion triangles*) Annual/Special Reporting sections and click *Add Details*.
4. Enter details for the selected section.
5. Select the appropriate *Entry Status* (*Draft/In Progress* or *Final*).
6. When done, click *Save*.

**Document Repository**

1. In the navigation bar located below the WEAVEonline logo, point to *Assessment*.
2. Select *Document Repository* from the dropdown menu and click *Upload Document* to begin.
3. *Browse* for the document you wish to upload.
4. Enter a document name (required) and a description (optional).
5. Click **Save & Continue**.
6. Expand (using the **Expand All** button or the **expansion triangles**) the assessment areas where you wish to connect this document.
7. Add checkmarks to set up connection locations for the document.
8. When done, click **Save** to both load the document and make the connections.

### Reports

1. In the navigation bar located below the WEAVEonline logo, point to **Reports**.
2. Working from left to right, **Select a Cycle** for which you wish to run the report.
3. **Select a Report** from the second column. The following report types are most useful for the general user:
   - **Full Assessment Report**: The Detailed Assessment Report (DAR) generates a comprehensive summary of:
     - Mission/Purpose
     - Goals (if used as part of the assessment process)
     - Student Learning Outcomes, with any Associations and Related Measures, Achievement Targets, Findings, and Action Plans
     - A parallel section for any outcomes/objectives other than those primarily focused on student learning
     - Action Plan Details
     - Analysis Questions and Annual Report sections are also options, if desired
   - **Audit Reports**: Use the Audit Reports to see if there are any specific assessment areas in need of data entry (ex. Measures that Need Findings). A blank audit report is optimal.
   - **Data Entry Status (DES) Reports**: These reports are generated from the Entry Status field at the bottom of most data entry pages. You can check your progress here.
4. **Select Report Entities** (entities that you want included within the report) from the third column, using one of the four options:
   - **All entities to which I have access**: Selecting this option will generate a report that includes all of the entities to which you have access.
   - **All entities through [level dropdown]**: This option is most useful for those with WEAVEonline Administrator access.
   - **Only entities at [level dropdown]**: This option is most useful for those with WEAVEonline Administrator access
   - **Selected Entities**: All entities to which you have access (and their parent entities) will show in this hierarchical list. Select as many entities as you would like to include in the report.
5. Once cycle, report, and entity (or entities) have been chosen, click **Next**.
6. Select report parameters as appropriate, and then click **Run**.
7. **Please Note**: You may need to allow popups from app.weaveonline.com the very first time you run reports.

### Help

If you need assistance while using WEAVEonline, you may choose to:

1. Use the WEAVEonline Integrated Help System:
   - Hover over ![Help](image) and choose **'Help For This Page’** or **'Help Table of Contents'**.
   - The former will display ‘page-specific’ help for the page you are viewing, while the latter will display the Help ‘home page’.
   - Both options include a Table of Contents, Index, Search, Print, and Glossary capabilities.
2. Contact your campus WEAVEonline Administrator:
   - At the bottom of each page of the application there is an **'Email Admin'** link. Click this link and follow the directions to send an email to your campus administrator(s).
WEAVE Instructions
Fall 2013

Log in to WEAVE
http://www.uno.edu/academicaffairs/ie/weave.aspx
Use UNO user ID (jsmith, omit the @uno.edu) and password
Chrome, Firefox, Internet Explorer browsers are supported

Home Page
Note announcements and deadlines in the Local News section
Cycle will default to our current academic year, no need to change
Select entity from drop down menu
e.g., Biological Sciences (department) Biological Sciences, B.S. (academic program), Student Health Services (service unit), Graduate School (administrative unit), Midlo Center (center)

Navigation
Drag mouse over Assessment button in top main menu
Select Mission, Outcomes, Measures, etc. to review your plan
Click on left-hand side arrow buttons to expand descriptions and view detail

Review
The IE Committee reviewed 2013-14 plans in Spring 2013.
Evaluation rubrics with approvals or revision requests were disseminated.
An additional layer of review was provided once the plans were entered into the software.

Revisions
Note the red Approved/Approval Pending labels next to each outcome and measure.
If there is an Approval Pending, drill down to read the Feedback from Reviewer.
Please promptly make revisions requested.

Assessments
It is critical that each unit continue to conduct assessments and collect data.
For each measure and target, there is an Add Finding button.
You are responsible for summarizing results and completing action plans based on data.

Resources
IE website: http://www.uno.edu/academicaffairs/ie
WEAVE Introductory Training PowerPoint presentation
WEAVEonline Tutorial (in software, select Help > Getting Started)
Select “Help for this Page” button on any page within the software

Questions, Concerns and Comments
Leslie Culver, IE Program Director lculver@uno.edu
504-280-6204 weave@uno.edu