EASY 5-Step Guide to WEAVE SLO Entry

Log in to your Weave account. Select the cycle and course you want to enter (top two pull down menus).
You can carry over unchanged SLOs from the previous academic cycle by selecting "Copy associations and connected documents".

STEP ONE: enter the SLO information
- Under Assessments (top pull down menu) scroll down to Outcomes/Objectives.
- Select Add.
- Under Condensed Description type in short identifier (eg, SLO #1).
- Under Full Description type out entire SLO.
- Select YES box for Student Learning Outcome.
- Select Save.

STEP TWO: enter additional information (ILO association, PLO if applicable)
- Under General Education or Core Curriculum select Add Associations.
- Select corresponding ILOs for each SLO entry.
- Select Save.

STEP THREE: enter measures used
- Under home page- top of page under Assessments pull down menu – select Measures and Findings.
- Scroll down to Measures and Findings and select Add.
- Select type of measures from menu.
- Scroll down and type in short description under Condensed Description (Example: Presentation).
- Type in full description and criteria for success under Description.
- Select related Outcomes/Objectives.
- Select Save.

STEP FOUR: enter results
- Back at home page under Assessments pull down menu-select Measures and Findings.
- Select Add Achievement Target and enter the level of success (Example: 65% of students will score 75% or above).
- Under Add Finding enter results found for that cycle.
- Select whether target was met or not met.
- Select Final.
- Select Save.

STEP FIVE: enter Action Plan
- Select Add Action Plan.
- Under Measure-Outcome/Objective Relationships- indicate which SLO (s) the plan addresses.
- Select Implementation Status from pull-down menu.
- Under Condensed Description type a brief title or identifying description for the Action Plan
- Under Description, type date(s) analysis and discussion of data occurred, a synopsis of the discussion, who was involved in discussion and decision-making, and what action will be taken to address the outcome(s). If target was met, indicate no action is necessary at this time. If more data is needed or discussion will continue at a later date, state that and type the expected date of Action Plan entry.
- Select Projected Completion Date from drop-down menu.
- Under Implementation Description type in how the Action Plan will be implemented.
- Select priority level from drop-down menu; health and safety concerns should have high priority.
- Under Responsible Person/Group type who will monitor the action plan.
- Under Additional Resources type requests for any physical resources needed.
- Under Budget Amount type in a whole number to indicate amount needed.
- Under Established in Cycle select date from drop-down menu.
- Under Active through Cycle select date from drop-down menu.
- Select Final.
- Select Save.

SLO Committee/Updated March 2011