



**The Outcomes Committee thanks you for helping your faculty and students by taking on Facilitator duties.**

**In this training we will be going over:**

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### **Facilitator Duties**

- Gather data findings (number successfully mastered SLO and number of those who attempted) from all instructors from all sections of the classes that are your responsibility.
- Compile the data and get an aggregate number of the number successfully mastered SLO and number of those who attempted for each class, as well as deriving a percentage from those two numbers.
- Input the findings and action plans in accordance with that which has been submitted to you.
- Please note – Unless the facilitator is specifically part of the faculty in charge of a particular class or PLO, they should not make any changes to what has been submitted. If there are questions, the facilitator should contact the faculty for clarification before inputting the information.**

### **Some things to remember before and while inputting on WEAVE**

You must have your own WEAVEonline username and password. While the username is usually your MyAVC username, your password is not. If you do not have a WEAVEonline account, contact your Outcome Rep or Department Chair.

Be sure you save your work, and if there is a “Finish” button, make sure you press that before moving on to another screen. If the “Finish” button is not pressed before saving, it will cause whatever you are working on to show as not having been completed in the various reports.

## Working in WEAVEonline

The address can be found in a lot of places including the Outcomes page (<https://www.avc.edu/administration/organizations/outcomes>) at the bottom

The actual site URL is: <https://app.weaveonline.com//login.aspx?ReturnUrl=/avc/login.aspx>

Once you're at the AVC page (it's basically all green, the non-AVC page is much different) enter your WEAVEonline ID.

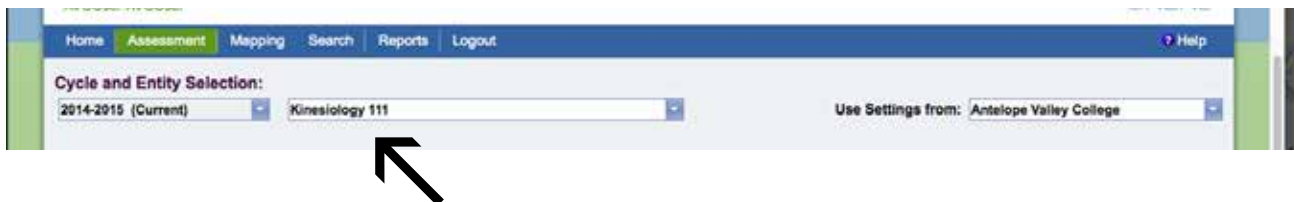
Once in, first make sure you're in the correct cycle and then go to the Assessment tab and go down to Objectives



Once there, find the class in the pull down menu. For this example I've chosen KIN 111.

A couple of notes:

1. You will only be able to see courses and programs you are the facilitator for. If you need access to a particular class or program, contact Jamie Jones at [jjones141@avc.edu](mailto:jjones141@avc.edu)
2. Programs (Degrees and Certificates) are prefaced with a P: Often you will find these at the bottom of the pull down list.



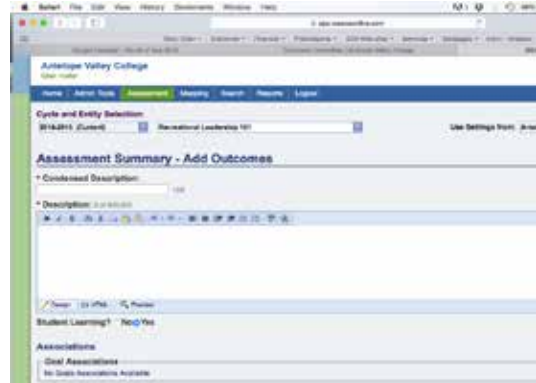
Now we are ready to do specific tasks.

# Adding/editing an outcome

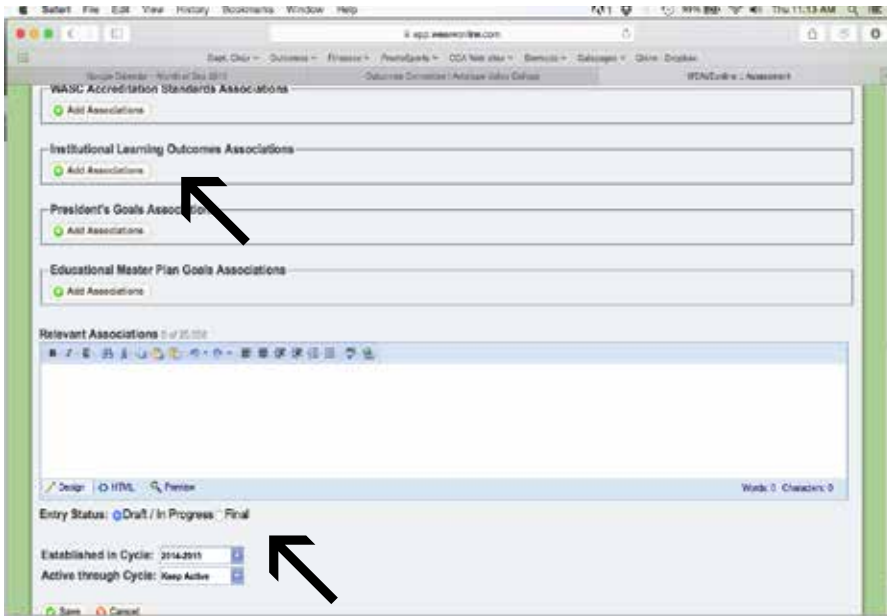
To add an outcome, head down to the middle of the page marked Outcomes and find the button marked "Add."



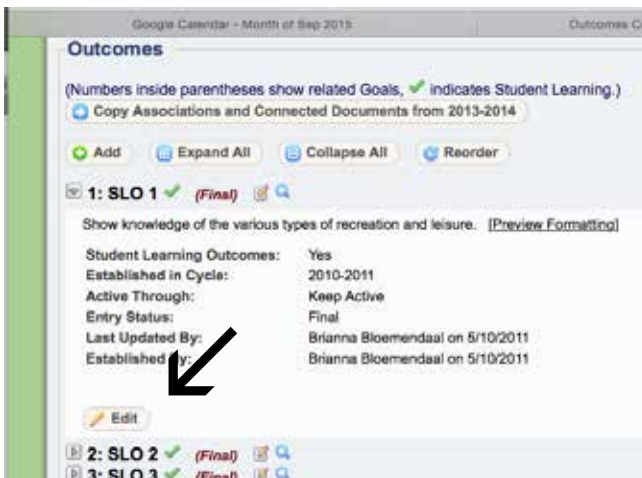
You will get this screen ----->  
Fill in the "Condensed Description" (usually something like "SLO 1" and then the "Description" which is the SLO/PLO



Before finishing be sure to add any associations for Institutional Learning Outcomes and Make it "Final" before moving on.



To edit, just go to the "Edit" button under SLO/PLO you want to edit and click on the it. On the next screen change the text as required and make sure you save your work.



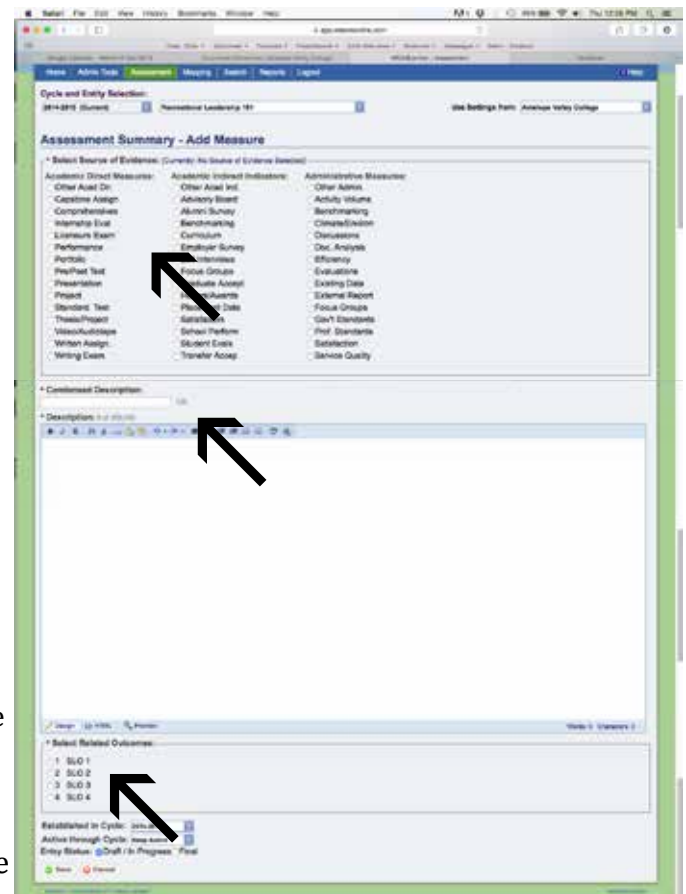


# Adding/editing measures and achievement targets

To add an outcome, head down to the middle of the page marked Measures and find the button marked "Add Measure."



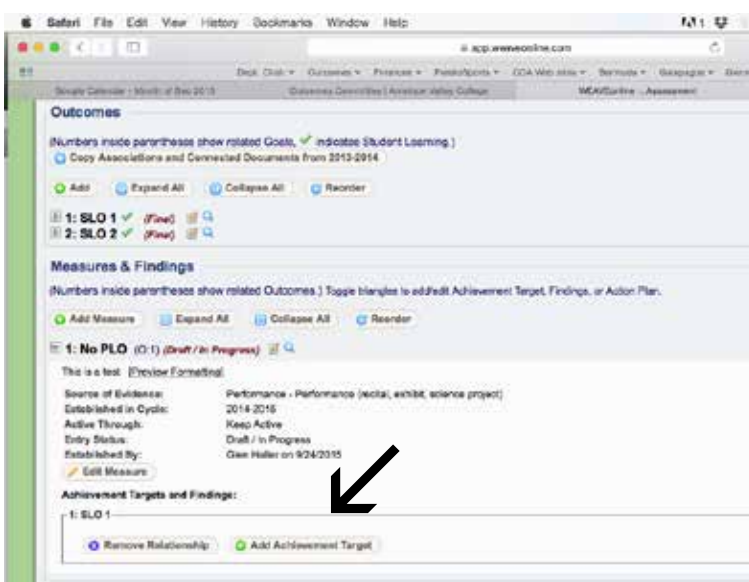
You will get this screen ----->  
Click the appropriate Academic Direct Measures button.  
Note: You can only click one measure so if the SLO shows multiple measures use the first one listed on the SLO.



Fill in the "Condensed Description" (usually something like "SLO 1") and then the "Description" which is the SLO/PLO

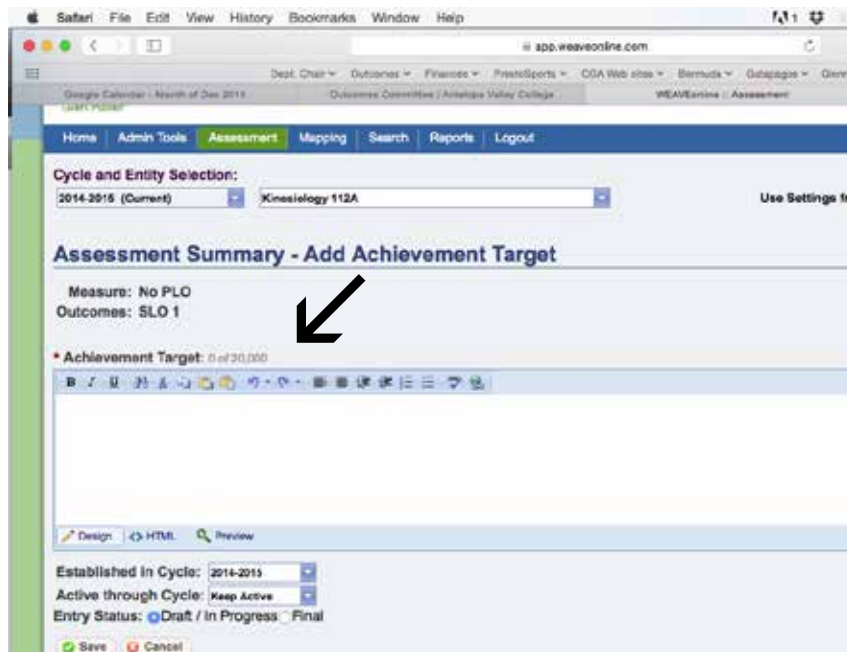
Be sure to select the Related Outcomes for the measure. You can select more than one if more than one SLO for the class uses the same measure. And as always make it "Final" before moving on.

Only adding after adding a measure can you add an achievement target. After saving the Measure, this screen will appear :



Click on the "Add Achievement Target" button

Add the Achievement Target in this screen:

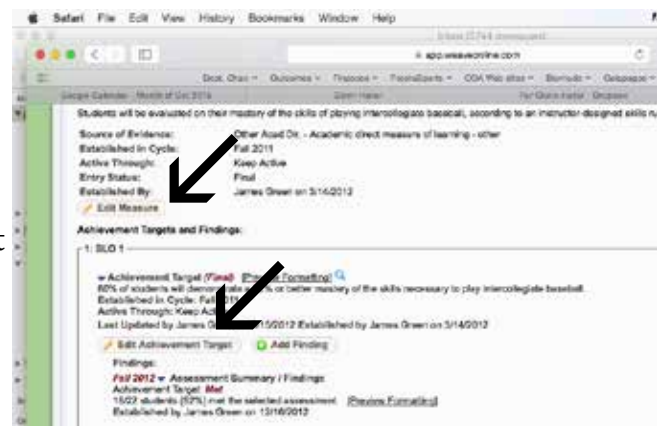


And as always, make it “Final” before saving.

To edit either one first head down to the bottom of the page marked Measures and find the button marked “Expand All.” It makes life easier.



The screen will now look like this ----->  
Check either the “Edit Measure” or the Edit Achievement Target button.



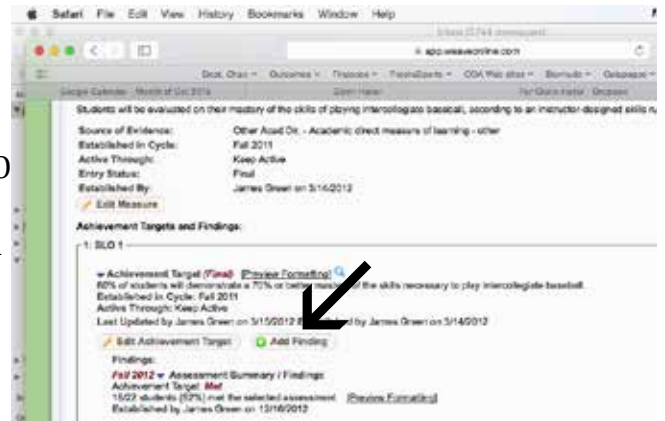
On the next screen change the text as required and make sure you save your work.

# Adding/editing findings

To add a finding first head down to the bottom of the page marked Measures & Findings and find the button marked “Expand All.” It makes life easier.



The screen will now look like this -----> Look for the SLO/PLO you have a finding for and click the “Add Finding” button.

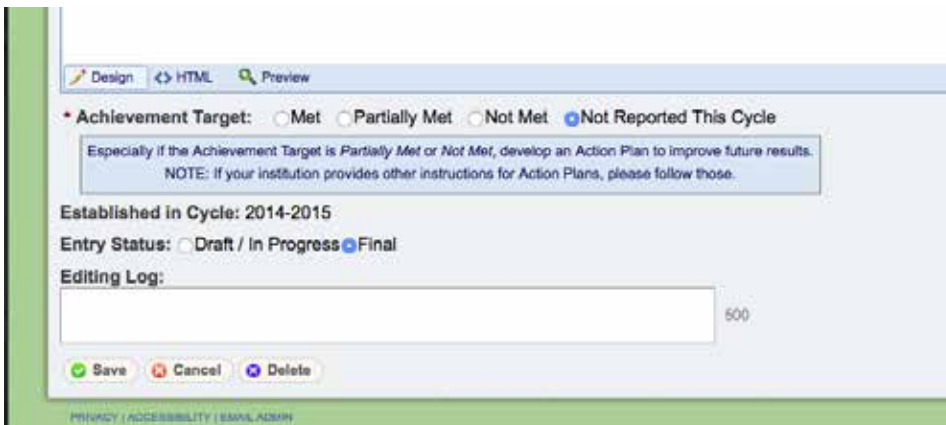


On the next screen enter the text as required.

Usually something like “10 of 15 (67%) students successfully achieved master in this SLO.”

Whatever the wording, remember it must contain 1. the number that successfully mastered SLO, 2. the number of those who attempted and 3. The percentage.

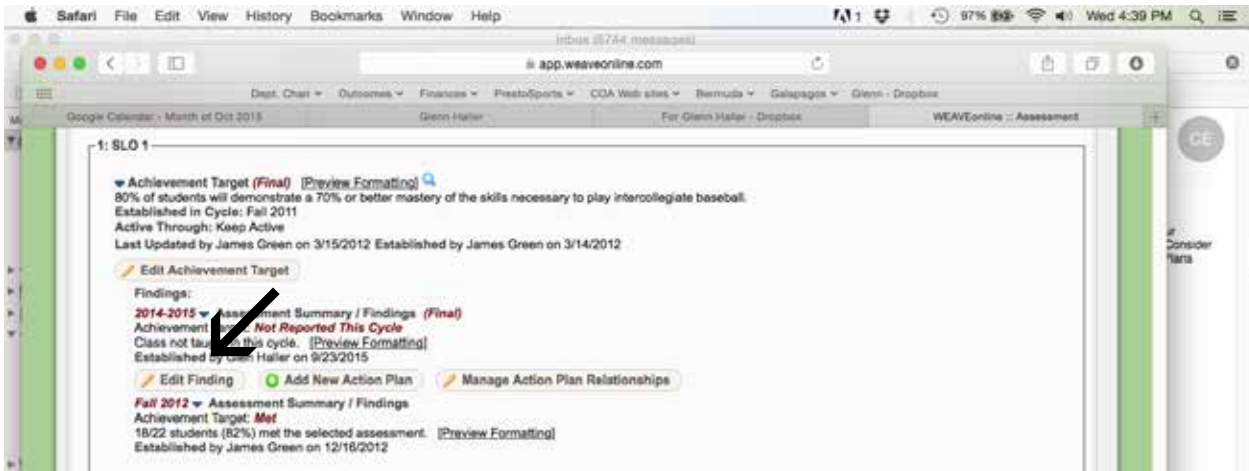
Also, when adding a finding, you need to note whether the SLO was met or not. At the bottom on the page you will find the following:



Click the proper response and make sure you hit Final before save your work.



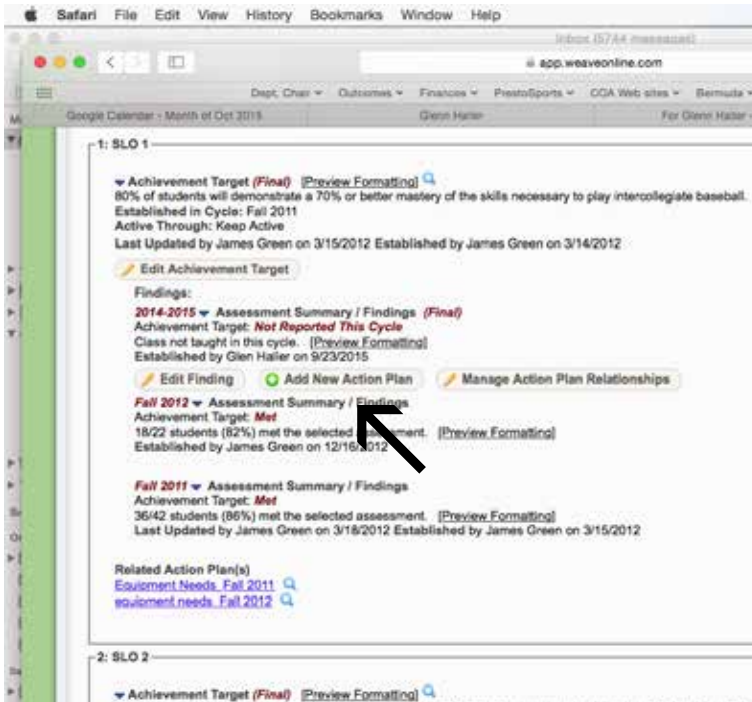
To edit a finding, head down to the bottom of the page marked Measures and find the button marked “Expand All.” Then find the SLO/PLO you need to edit and click on “Edit Finding.”



Make the changes and save your work.

# Adding an action plan

Only after adding a measure can you add an action plan. After saving the Finding, this screen will appear (under Measures & Findings and after you have expanded all):

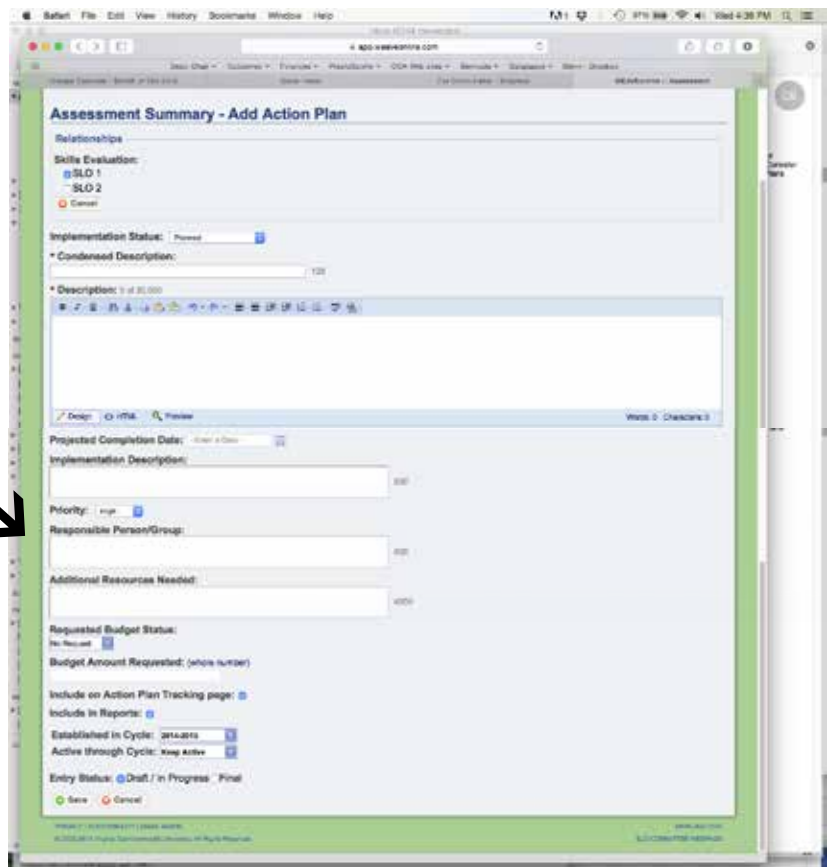


Click on “Add New Action Plan”

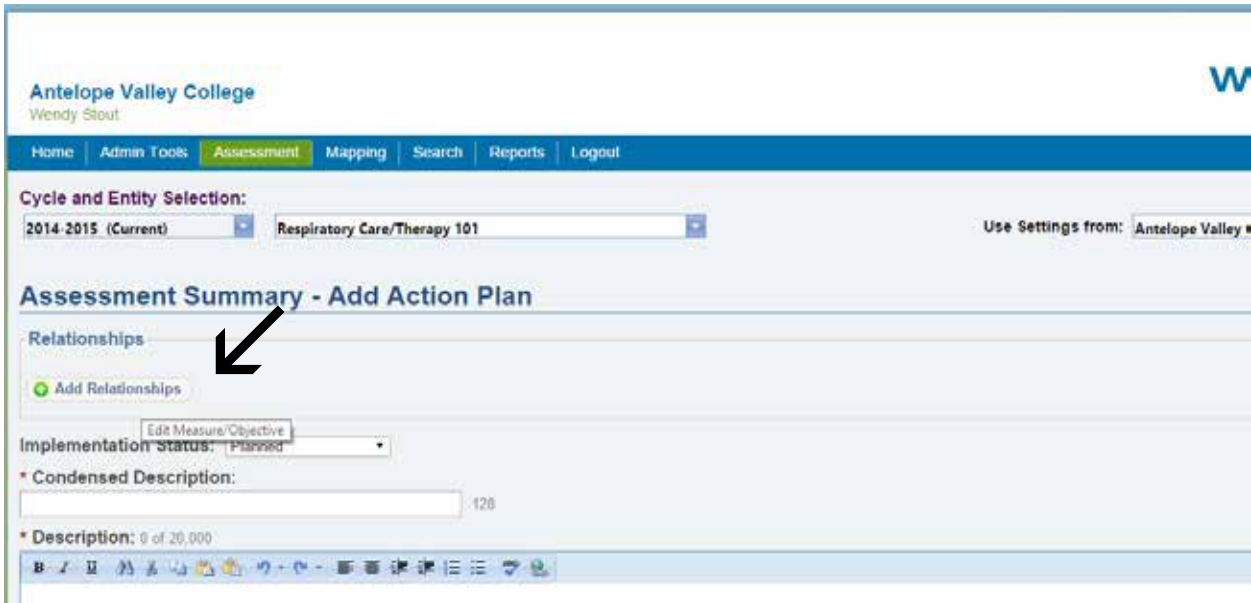
You’ll see this screen

Input whatever those in charge of coming up with the Action Plan have sent you

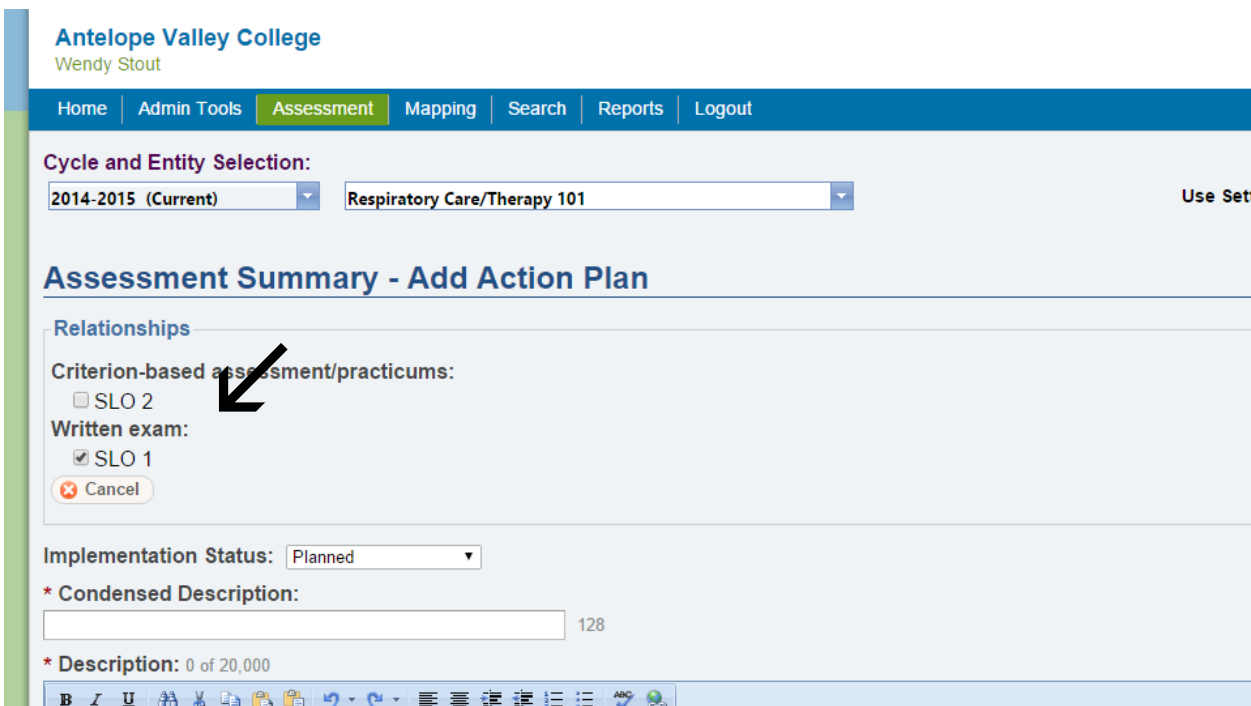
The “Responsible Person/Group” would be where the names of those who put together the Action Plan are placed.



If you need to link all SLO's in a course or all PLO's within a program to an action plan, after selecting add new action plan this screen appears and click on "Add Relationships"



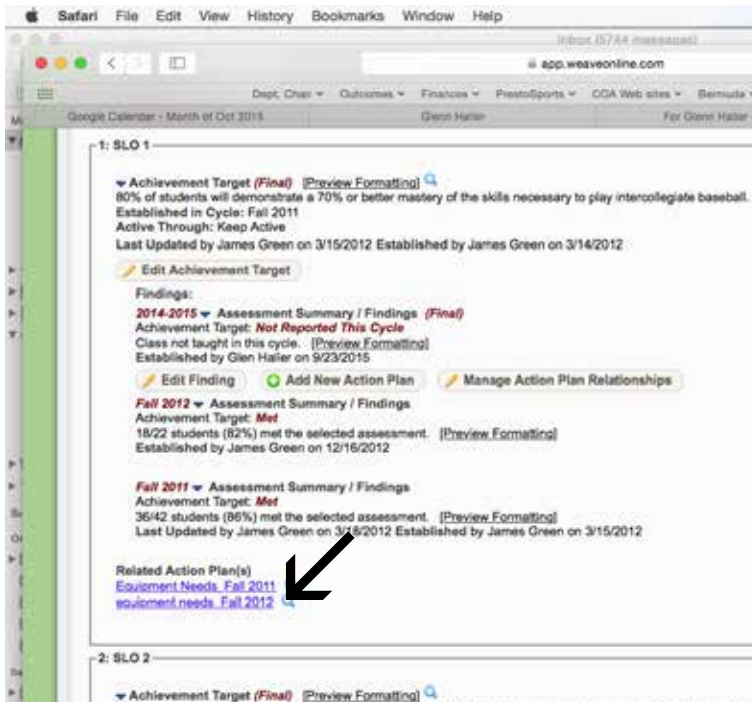
Once you have clicked on "Add Relationships" the following screen will appear. In this screen you can pick any and all SLO's from that specific course or PLO's from that specific program you want linked to the Action Plan



As always, press Final before saving.

# Editing an action plan

To edit an Action Plan (under Measures & Findings and after you have expanded all):



Click on the short description of the Action Plan want to edit under “Related Action Plans.”

On the next screen make the necessary changes and be sure to save.