

# WEAVE Online – User Manual

## Texas Christian University

### WEAVEonline 4.5 Quick Start Guide Texas Christian University

1. Go to <http://app.weaveonline.com/tcu/login.aspx>. Bookmark this URL.
2. Enter your WEAVE Logon ID and password. Your WEAVEonline Logon ID is NOT the same as your TCU ID and password. Established WEAVEonline users who have forgotten their WEAVEonline passwords should use the **Reset Password** option to have a new password sent to their TCU e-mail account.
3. Select the desired Assessment Cycle from the dropdown menu. The default is the current cycle.
4. Select the desired entity (department/program/unit) from the dropdown menu. The default is the last entity accessed by the user.
5. Use the top tabs and their subsequent drop down menus on the main navigational bar (blue) to enter assessment data (**Assessments**), run reports (**Reports**), and to logout (**Logout**).
6. The majority of data entry will be accomplished using the **Assessments** menu options. This is where each unit's mission, goals, outcomes/objectives, measures, targets, findings, action plans, and achievement summaries are located. Targets and findings are accessible on the **Measures** screen.
7. The **Document Repository**, also accessible from the **Assessments** menu, allows units to upload, access, and store documents that support the unit's assessment plan. Documents that include sensitive, individually identifiable material such as student names or ID numbers should not be stored in WEAVEonline.
8. All users have access to the online WEAVEonline Help menu which is accessed by clicking the question mark inside the small blue circle located in the upper-right corner of your screen. Help topics vary according to the page currently open.
9. When all else fails – contact Catherine Wehlburg – [c.wehlburg@tcu.edu](mailto:c.wehlburg@tcu.edu) or [weave@tcu.edu](mailto:weave@tcu.edu) or ext. 5298.