

# WEAVE Online

## How to Run a Mid-Year Analysis Answers Report by Question

You can only run a mid-year analysis report for entities ((divisions/departments/units) to which you have been given access. To request WEAVE access and to revise access, please contact Cynthia Price at 486-0756 or email at [cprice@alamo.edu](mailto:cprice@alamo.edu).

### **Generate a Report**

Click on **Reports** from the navigational bar.

The **Reporting** page shows three columns. See image below.

- The first column requires a cycle to be selected.
- The second column requires the type of report you want generated to be selected.
- The third column requires that an entity (division/departments/unit) be selected for the report to run.

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## The Reporting Page

The screenshot shows the WEAVE Online Reporting Page. At the top is a navigation bar with links: Home, Admin Tools, Assessment, Mapping, Search, Reports (highlighted), and Logout. A Help icon is on the right. Below the navigation bar, the page title "Reporting" is circled in red. Underneath, it says "Use Settings from: San Antonio College". A note states: "The terminology here comes from 2015-2016 Public Relations (the last entity selected prior to Reports). The report to be generated will have the precise terminology for each entity." The main content area is divided into three columns, each with a red circle and a number indicating a step:

- 1: Select cycle** (circled in red):
  - ☒ 2015-2016 (Current)
  - ☐ 2014-2015 (Previous)
  - ☐ 2013-2014
- 2: Select a report** (circled in red):
  - Profile reports show data entity by entity.
  - Full Assessment Reports**
    - ☒ Detailed Assessment Report (DAR) ?
    - ☐ Assessment Data by Section (ADS) ?
  - Audit Reports**
    - ☐ Audit Report Profile ?
    - ☐ Objectives that Need Measures ?
    - ☐ Measures that Need Targets ?
    - ☐ Measures that Need Findings ?
  - Analysis Question Reports**
    - ☐ Analysis Answers Report Profile ?
    - ☒ Analysis Answers Report by Question ?
  - Annual / Special Reports:**
    - ☐ Annual / Special Report Profile ?
    - ☐ Annual / Special Report by Section ?
- 3: Select report entities** (circled in red):
  - ☐ All entities to which I have access
  - ☐ All entities through Level 7
  - ☐ Only entities at Level 7
  - ☒ Selected entities (see choices)
  - ☐ Alamo Colleges
  - ☐ San Antonio College
  - ☐ Administration
    - ☒ Chief of Integrated Planning and Performance Excellence

At the bottom right of the main content area is a "Next" button with a right arrow.

Under the first column,

**1: Select cycle**, choose the cycle you want to generate the report for.

Under the second column,

**2: Select a report** – Choose **Analysis Answers Report by Question**.

Under the third column,

**3: Select report entities** – Click on the Selected entities (see choices) radio button and select the entity for which you want to run the report. Entities are divisions, departments or units.

Once cycle, report, and entity (division/department/unit) have been chosen, click **Next**.

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## The Reporting: Analysis Answers Report by Question Page

In the *Reporting: Analysis Answers Report by Question* page, leave all the defaults alone on the page.  
*Please note:* You may need to allow popups from apps.weaveonline the very first time you run reports.

Click on **Run** button.

Home | Admin Tools | Assessment | Mapping | Search | **Reports** | Logout | ? Help

### Reporting: Analysis Answers Report by Question

Use Settings from: San Antonio College

Select your appropriate parameters then click 'Run' to view your report. Back Run

☒ Add Member Name Header? **Open report in:** ☒ New Window ☐ Same Window

**Report-Specific Parameters:**

☐ Keep user-inserted formatting?

**Analysis Questions:** [Select All](#) [Clear All](#)

- ☒ What specifically did your review and analysis show regarding the progress that has been made toward achieving your goals/objectives and targets at th...
- ☒ What specifically did your review and analysis show regarding any goals/objectives that will require extra attention during the remainder of this ...
- ☒ Based on whether you have met/not yet met your goals/objectives/targets, what specific actions will be taken to advance your progress on attaining you...
- ☒ Based on this analysis which of your goals/objectives will be used in the selection of your 4DX WIG and Lead measures for the Spring 2016 term?

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## The Report

The report will run as a PDF file. An example of a report is shown below.

San Antonio College
<b>2015-2016 Analysis Answers Report by Question:</b> <small>As of: 1/13/2016 07:54 PM CDT</small>
<p><b>What specifically did your review and analysis show regarding the progress that has been made toward achieving your goals/objectives and targets at this point during the current planning cycle?</b></p> <p><b>Public Relations</b> [San Antonio College, Administration, President]</p> <p>We reviewed all of the targets within our strategic plan.</p> <p>We found that we are on course to meeting all of our objectives and targets by the end of the academic year.</p>
<p><b>What specifically did your review and analysis show regarding any goals/objectives that will require extra attention during the remainder of this planning cycle (opportunities to improve)?</b></p> <p><b>Public Relations</b> [San Antonio College, Administration, President]</p> <p>We decided that we will focus on social media engagement as it relates to Facebook, Twitter and Instagram.</p> <p>As well, we will have an increase emphasis on driving traffic to the alamo.edu/sac website by creating and providing URLs for all major events, news stories, and activities.</p>
<p><b>Based on whether you have met/not yet met your goals/objectives/targets, what specific actions will be taken to advance your progress on attaining your objectives and targets during the remainder of this cycle?</b></p> <p><b>Public Relations</b> [San Antonio College, Administration, President]</p> <p>We are on schedule with all of the targets set within our strategic plan. In order to ensure we are successful, we will do the following:</p> <ol style="list-style-type: none"><li>1) Tie our Spring 2016 WIG to Goal #2 "External Communication," Objective #3 "Website" to continue driving traffic to our institutional website.</li></ol> <p>and</p> <ol style="list-style-type: none"><li>2) Develop a social media plan for Twitter and other social media assets that aligns with our overall marketing/public relations plan for the College.</li></ol>
<p><b>Based on this analysis which of your goals/objectives will be used in the selection of your 4DX WIG and Lead measures for</b></p>

## Session Timeout

As you work within WEAVE, please remember to save often. If your application has been idle (you have not navigated between pages or pressed "save") for 70 minutes a popup box will begin a countdown of 20 minutes until an automatic session timeout. If you do not extend your session, you will be logged out of the application and will lose any unsaved work.