From your homepage/dashboard, click projects
On the Projects page, click "+Create New Project"
Make sure you select "Duplicate" or you will not copy your previous weave plan over, but will start from scratch.
Select the Weave assessment report you want to copy

Select the reporting period you are copying FROM, i.e., most recent academic year

<table>
<thead>
<tr>
<th>Title</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Planning and Assessment</td>
<td>2019-2020</td>
</tr>
<tr>
<td>Planning &amp; Construction</td>
<td>2019-2020</td>
</tr>
</tbody>
</table>
Confirm the title and reporting period for the new project

PROJECT TITLE
Office of Planning and Assessment

REPORTING PERIOD
2020-2021

Your new project will be linked to Office of Planning and Assessment, 2019-2020. Would you like to use findings data from the previous project to start the new one?

[Back] [No, start empty] [Yes, start pre-filled]

Select Academic Year you are copying to, such as, upcoming academic year.

Select Pre-filled to bring your previous findings forward, this will allow you to have previous findings included to make quick comparisons and analysis with previous years compared to most recent year.
1. New Assessment Plan with the same Outcomes and Measures have been brought forward.

2. You will need to add new targets, as the old target brought forward are from the previous AY. These can be the same target, but needs to be labeled with new AY.

3. Supported Initiatives are not brought forward, these will needed to be re-added manually.