Quick Start Guide
Dashboard:
After login you can see the status of any projects you are a team member on and read announcements from your Weave Administrator.
What to do on the Dashboard:
You can navigate to anywhere in the Weave system from this page.
Projects page:
Unique to each user. Lists all assessment and accreditation projects that a user is a team member on.

<table>
<thead>
<tr>
<th>Title</th>
<th>Year</th>
<th>Type</th>
<th>Last Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a FACULTY SUFFICIENCY AND DEPLOYMENT</td>
<td></td>
<td>Accreditation</td>
<td>11/27/2017</td>
</tr>
<tr>
<td>Business Administration BS</td>
<td>2017-2019</td>
<td>Assessment</td>
<td>11/27/2017</td>
</tr>
</tbody>
</table>
How to get help if needed:
Click the question mark icon to search the many Weave Help Articles or submit a Ticket if you need further assistance and support.
Assessment:
Used for any type of plan (course, program, department, unit, institutional, strategic, etc). Templates created by your Weave Administrator drive the structure and terminology.
Assessment:
Easily add data elements like Goals, Objectives/Outcomes, Supported Initiatives, Measures, Targets, Findings, Action Plans etc.
Assessment:
Action or Improvements Plans are embedded directly in the project for easy access.
Assessment:
Project Attachments. Add documents as evidence files. Files will automatically be alphabetized.
Assessment:
Adding Team Members. Allow others to collaborate on work.
Assessment Reports
Assessment Reports:
Click Reports on the top navigation bar. Then choose Assessment from the dropdown. Click Next.
Assessment Reports:
Saved Reports List.

<table>
<thead>
<tr>
<th>Date</th>
<th>Report Name</th>
<th>Description</th>
<th>Compiled By</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOV 14, 2017</td>
<td>Assessment Report</td>
<td></td>
<td>Weave User</td>
</tr>
<tr>
<td>NOV 9, 2017</td>
<td>English and Admissions</td>
<td></td>
<td>Weave User</td>
</tr>
</tbody>
</table>

[Click to Create a New Report]
Assessment Reports:
Choose Report Type: Page View (Outline, narrative format). Table View (Compressed, tabular format).
Give Report a Title and an optional description. Click Next.
Assessment Reports:
Utilize filters and search tool to compile the projects you would like to include in your report.

Which projects are included in this report?

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Reporting Period</th>
<th>Template</th>
<th>Reporting Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>None Selected</td>
<td>Administrative Plan - No Goals</td>
<td>2015-17</td>
<td>Draft</td>
</tr>
<tr>
<td>Aerospace Engineering BS</td>
<td>None Selected</td>
<td>ABET Template</td>
<td>2015-16</td>
<td>In Review</td>
</tr>
</tbody>
</table>
Assessment Reports:
Select elements you would like included and click Compile Report. Report View shows you a print preview of the report. Use the table of contents to click through multiple projects if you have included more than one. Click Save Report (top right) to create a downloadable export. Export will be a zip file (pdf report + all attachments).
Accreditation/Program Review
Accreditation Projects:
Projects for regional, national, and programmatic accreditors have a separate workspace for each standard or each element within a standard. The standard dashboard shows status, word count, team members, and popular evidence.

Click here to open the response when you begin working on a standard.

Click here to continue working on a response that has previously been opened.
Accreditation Projects:
Evidence files can be added to the standard at the top of the workspace.
Accreditation Projects:
Build your narrative in the text editor.

- Link to previously added evidence, new evidence, or URL's
- Build simple tables and add links to other files
- Insert images within the narrative
- Use the comments feature for team collaboration
- See who is concurrently collaborating on this standard
Accreditation Projects:
Adding Team Members. Allow others to collaborate on work.

Click to view user details and/or remove them from this standard

Click to add available users to the standard
Accreditation Reports:
Click Reports on the top navigation bar. Then choose Accreditation from the dropdown. Click Next.
Accreditation Reports:
Select the Accréditor type from your institution's list. Click Next.
Accreditation Reports:
Select the standards to be included in this report. When finished, click “Prepare Report”. **Select all, or specific standards. Only standards with an open response are available.**
Accreditation Reports:
Determine the settings and elements for your report. Click Next.

Instructions:
1. Select the settings you want to include in the report and drag the elements you want onto the report area (drag to rearrange).
2. To create side-by-side elements, drag the container over to the report and then drag elements inside the container.
3. To remove element from report, drag it back to the Report Settings column.

Click to choose report settings

Drag individual elements to include them in the report
Accreditation Reports:
Create a custom cover page or use the default then click Prepare Report. You will receive an email when your report is ready. Export will be a zip file (pdf report + all attachments).
Credentials Reports
The Credentials Report is a faculty roster with courses taught, qualifications, and compliance all in an easy to read table format.
### Credentials Report:

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Term</th>
<th>Course(s) Taught</th>
<th>Academic Degrees / Course Work</th>
<th>Other Qualifications</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Andrews</td>
<td>Spring 2020</td>
<td>EMT 5303 Research Design and Methods / 3 Credits (G)</td>
<td>Doctor's degree - research/scholarship (PhD), Homeland Security, North Dakota State University-Main Campus, 1998</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Emergency Management</td>
<td></td>
<td>EMT 6253 International Emergency Management / 3 Credits (G)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMT 6163 Business Continuity &amp; Crisis Management / 3 Credits (G)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Filter by department, division, role, campus, employment level.
- Select faculty member’s name on report to access their individual credentials page.
- Shows highest degree/qualification related to courses one is teaching for a given term.
- Indicating whether or not the faculty member is qualified to teach the courses they are for the given term. This is based on CIP code alignment between the courses and their degree(s)/qualification(s).
The Credentials Profile includes degree and other qualifications details, supporting documentation, and easy to read verification and alignment with courses being taught.
Remember to click the ? icon for assistance. We wish you the best in your work.