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>
</tr>
</thead>
<tbody>
<tr>
<td>HLC 2020</td>
<td></td>
<td>Accreditation</td>
</tr>
<tr>
<td>Library</td>
<td>2019-20</td>
<td>Assessment</td>
</tr>
<tr>
<td>Biblical Studies BA</td>
<td>2018-19</td>
<td>Assessment</td>
</tr>
<tr>
<td>English BA</td>
<td>2019-20</td>
<td>Assessment</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.

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Student Learning Outcome</strong></td>
</tr>
<tr>
<td>Written Communication</td>
</tr>
<tr>
<td><strong>1.2 Student Learning Outcome</strong></td>
</tr>
<tr>
<td>Literary Analysis</td>
</tr>
</tbody>
</table>

**DESCRIPTION**
Students will be able to define key literary analysis terms and apply them to selected writings.

**Supported Initiatives (2)**

Adding connections to show the objective’s support of institutional initiatives, or accreditors’ standards allows the unit to leverage the work they are doing.
Assessment:
Action or Improvements Plans are embedded directly in the project for easy access.

<table>
<thead>
<tr>
<th>ACTION ITEMS (2)</th>
<th>CREATED</th>
<th>DUE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examine which questions are most commonly missed, draft new questions</td>
<td>6/10/2020</td>
<td>7/3/2020</td>
<td>Planned</td>
</tr>
</tbody>
</table>
Assessment:
Project Attachments. Add documents as evidence files. Files will automatically be alphabetized.
Assessment:
Adding Team Members. Allow others to collaborate on work.

- Click to slide the Team panel open/closed.
- Search for team members. Click 'Add User' to give them read only access, or check the 'Edit' button first to give them full access.
- Click a user name to view details and/or remove them as a team member.
Assessment:
Outline View. View and Reorder main elements of your plan.
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>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUN 29, 2020</td>
<td>English BA</td>
<td></td>
<td>Weave Staff</td>
<td></td>
</tr>
<tr>
<td>APR 21, 2020</td>
<td>Strategic Plan</td>
<td></td>
<td>Weave Staff</td>
<td></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 executive summary/description.
Click Next.
Assessment Reports:
Utilize filters and search tool to compile the projects you would like to include in your report.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Reporting Period</th>
<th>Template</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>English BA</td>
<td>2019-20</td>
<td>Academic Assessment Template</td>
<td>In Progress</td>
</tr>
<tr>
<td>Library</td>
<td>2019-20</td>
<td>Administrative/Support Unit Assessment Plan</td>
<td>In Progress</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.
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.
Accreditation Projects:
Adding Team Members. Allow others to collaborate on work.
Accreditation Reports:
Click Reports on the top navigation bar. Then choose Accreditation from the dropdown. Click Next.
Accreditation Reports:
Select the Accrreditor 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.
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 (Full Time)</td>
<td>Spring 2020</td>
<td>EMGT 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>Shows highest degree/qualification related to courses one is teaching for a given term.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMGT 6253 International Emergency Management / 3 Credits (G)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMGT 6163 Business Continuity &amp; Crisis Management / 3 Credits (G)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Filter**: Filter for faculty members, term (Spring), term year (2020), or specific term (Spring 2020).
- **Select faculty's member name on report to access their individual credentials page.**
- **Shows highest degree/qualification related to courses one is teaching for a given term.**
- **Indicates whether or not the faculty member is qualified to teach the courses they are for a given term. This is based on CIP code alignment between the courses and their degree(s)/qualification(s).**

**Notes:**
- This screenshot shows a portion of the Weave Credentials Report, highlighting specific filters and columns for different academic and professional qualifications. The report provides details about the courses taught by faculty members, their academic degrees, and other qualifications, along with a compliance status indicating whether they meet the necessary qualifications for teaching.
Credentials Profile
The Credentials Profile includes degree and other qualifications details, supporting documentation, and easy-to-read verification and alignment with courses being taught.

Please contact us to schedule a Credentials training.
Remember to click the ? icon for assistance. We wish you the best in your work.