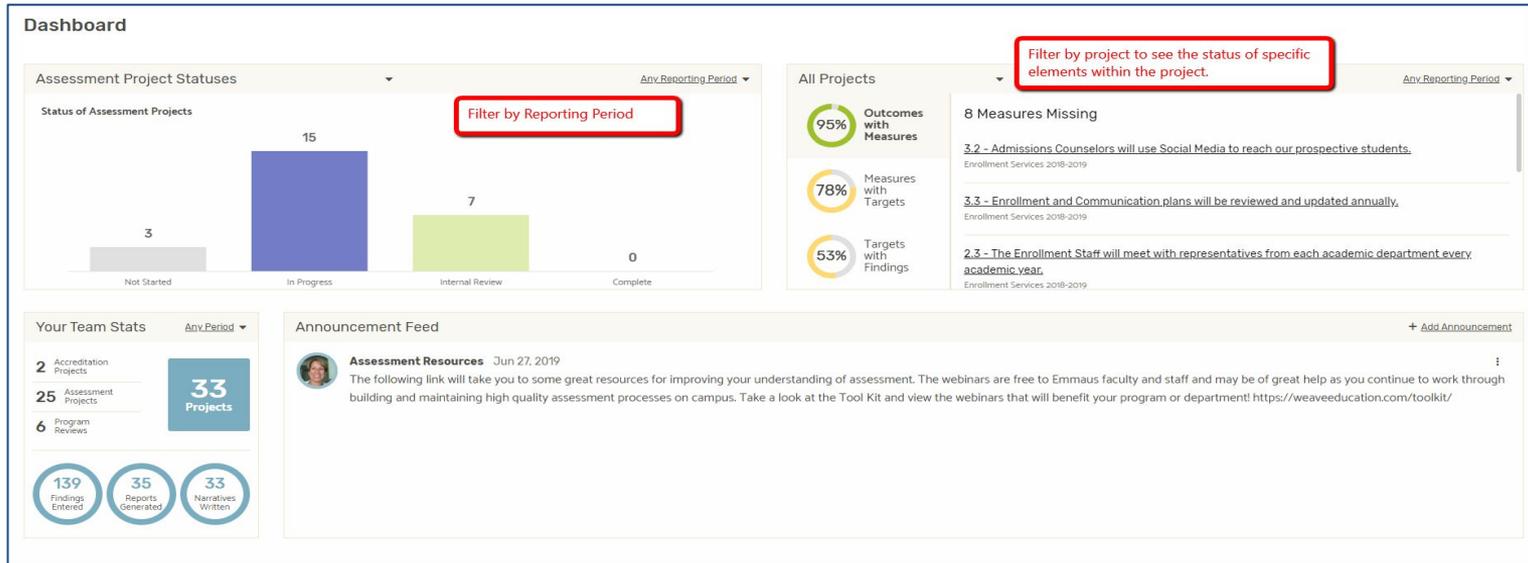




Quick Start Guide

Dashboard:

After login you can see the status of any projects you are a team member on and read announcements from your Weave Administrator.

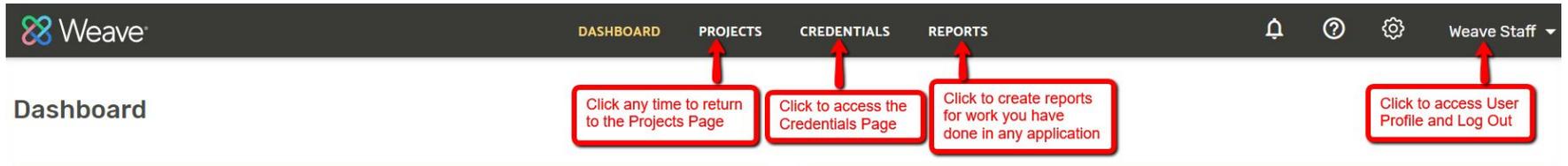


The dashboard is titled "Dashboard" and is divided into several sections:

- Assessment Project Statuses:** A bar chart showing the status of assessment projects. The categories and their counts are: Not Started (3), In Progress (15), Internal Review (7), and Complete (0). A red box highlights the "Filter by Reporting Period" button.
- All Projects:** A section with a dropdown menu and a "Filter by project to see the status of specific elements within the project" button (highlighted in a red box). It displays three metrics: 95% Outcomes with Measures, 78% Measures with Targets, and 53% Targets with Findings. Below these are three announcements, each with a title and a date: "3.2 - Admissions Counselors will use Social Media to reach our prospective students. Enrollment Services 2018-2019", "3.3 - Enrollment and Communication plans will be reviewed and updated annually. Enrollment Services 2018-2019", and "2.3 - The Enrollment Staff will meet with representatives from each academic department every academic year. Enrollment Services 2018-2019".
- Your Team Stats:** A section with a dropdown menu and three circular statistics: 139 Findings Entered, 35 Reports Generated, and 33 Narratives Written. A large blue box indicates 33 Projects.
- Announcement Feed:** A section with a profile picture and a title "Assessment Resources" dated Jun 27, 2019. The text reads: "The following link will take you to some great resources for improving your understanding of assessment. The webinars are free to Emmaus faculty and staff and may be of great help as you continue to work through building and maintaining high quality assessment processes on campus. Take a look at the Tool Kit and view the webinars that will benefit your program or department! <https://weaveeducation.com/toolkit/>".

What to do on the Dashboard:

You can navigate to anywhere in the Weave system from this page.



The image shows a screenshot of the Weave dashboard navigation bar. The bar is dark grey and contains the Weave logo on the left, followed by navigation links: DASHBOARD (highlighted in yellow), PROJECTS, CREDENTIALS, and REPORTS. On the right side of the bar are icons for a notification bell, a help question mark, a settings gear, and a user profile dropdown labeled 'Weave Staff'. Below the navigation bar, the word 'Dashboard' is visible on the left. Four red callout boxes with arrows pointing to the navigation links provide instructions: 'Click any time to return to the Projects Page' points to PROJECTS; 'Click to access the Credentials Page' points to CREDENTIALS; 'Click to create reports for work you have done in any application' points to REPORTS; and 'Click to access User Profile and Log Out' points to the Weave Staff dropdown.

Dashboard

DASHBOARD PROJECTS CREDENTIALS REPORTS

Notification Bell Help Question Mark Settings Gear Weave Staff

Click any time to return to the Projects Page

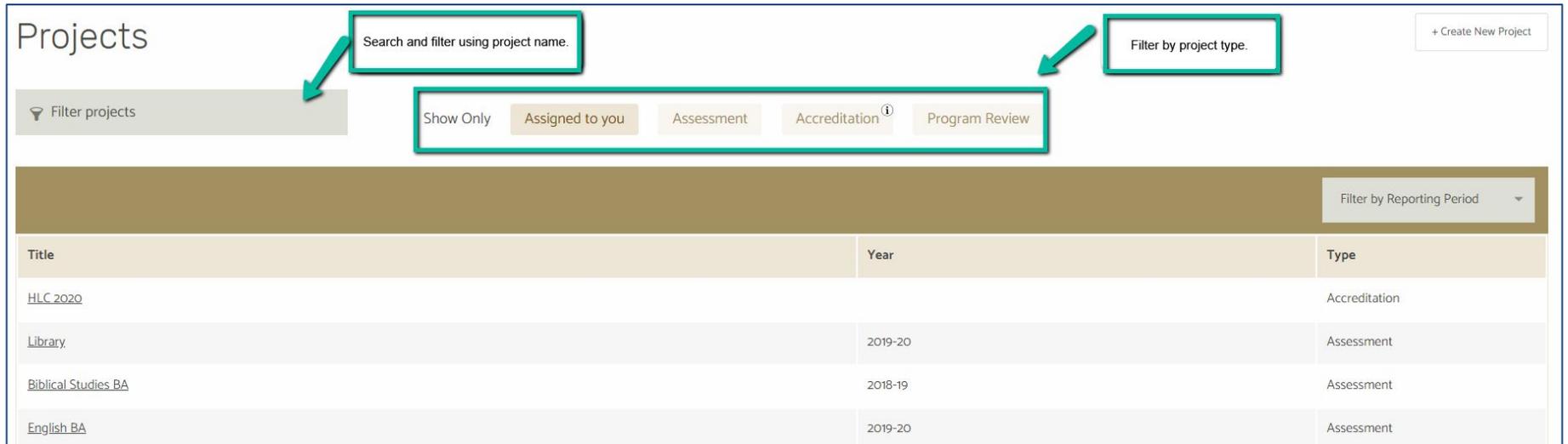
Click to access the Credentials Page

Click to create reports for work you have done in any application

Click to access User Profile and Log Out

Projects page:

Unique to each user. Lists all assessment and accreditation projects that a user is a team member on.

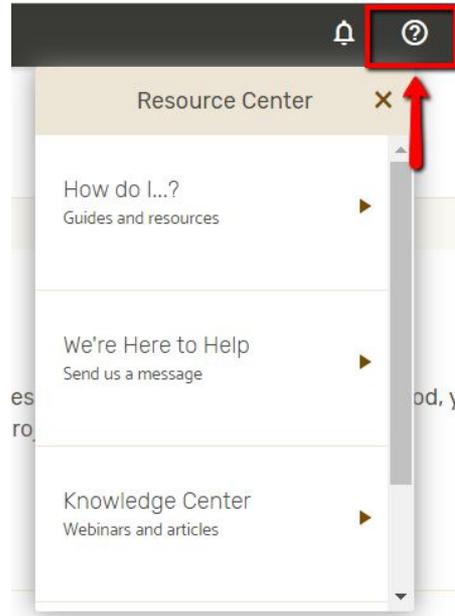


The screenshot shows the 'Projects' page interface. At the top left is the title 'Projects'. Below it is a search bar labeled 'Filter projects'. To the right of the search bar is a 'Show Only' filter menu with options: 'Assigned to you', 'Assessment', 'Accreditation' (with an information icon), and 'Program Review'. Further right is a 'Filter by project type.' button. At the top right is a '+ Create New Project' button. Below the filters is a 'Filter by Reporting Period' dropdown menu. The main content is a table with three columns: 'Title', 'Year', and 'Type'. The table contains four rows of project data.

Title	Year	Type
HLC 2020		Accreditation
Library	2019-20	Assessment
Biblical Studies BA	2018-19	Assessment
English BA	2019-20	Assessment

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.



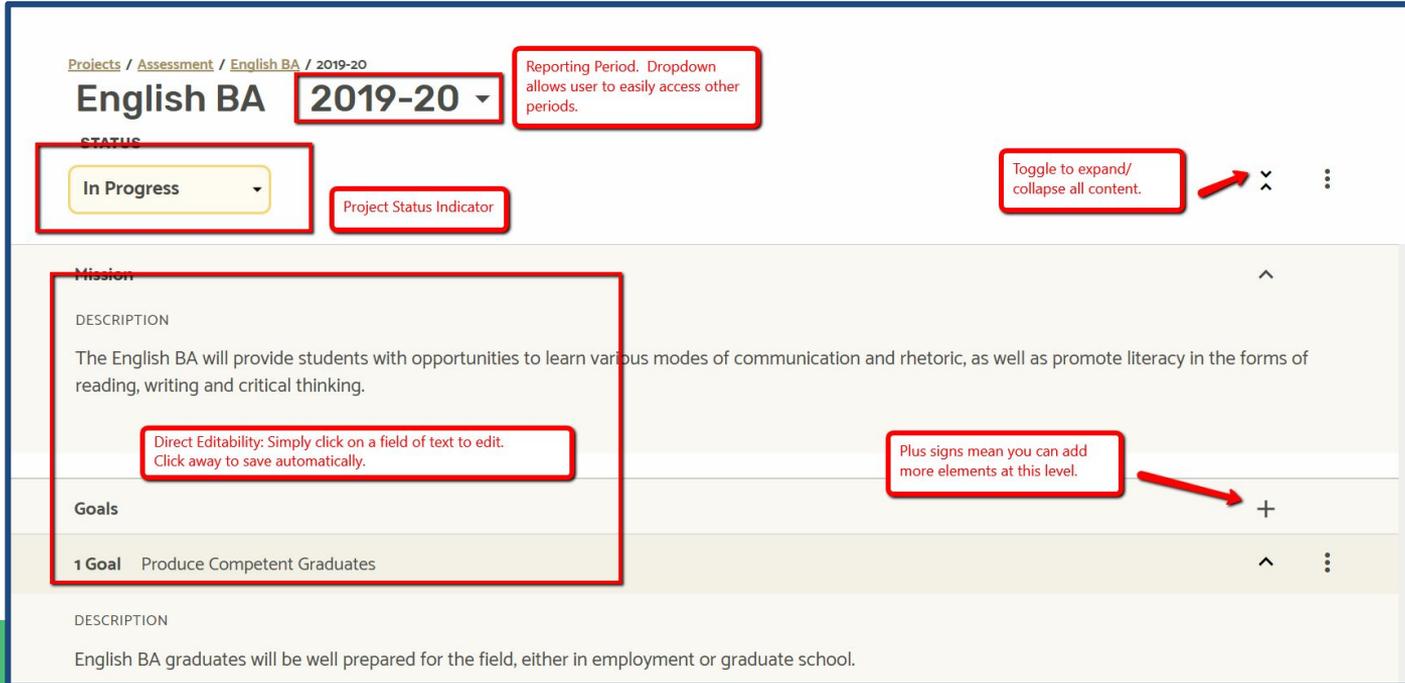


Weave[®]

Assessment

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.



[Projects](#) / [Assessment](#) / [English BA](#) / 2019-20

English BA

2019-20

Reporting Period. Dropdown allows user to easily access other periods.

STATUS

In Progress

Project Status Indicator

Toggle to expand/collapse all content.

Mission

DESCRIPTION

The English BA will provide students with opportunities to learn various modes of communication and rhetoric, as well as promote literacy in the forms of reading, writing and critical thinking.

Direct Editability: Simply click on a field of text to edit. Click away to save automatically.

Goals

1 Goal Produce Competent Graduates

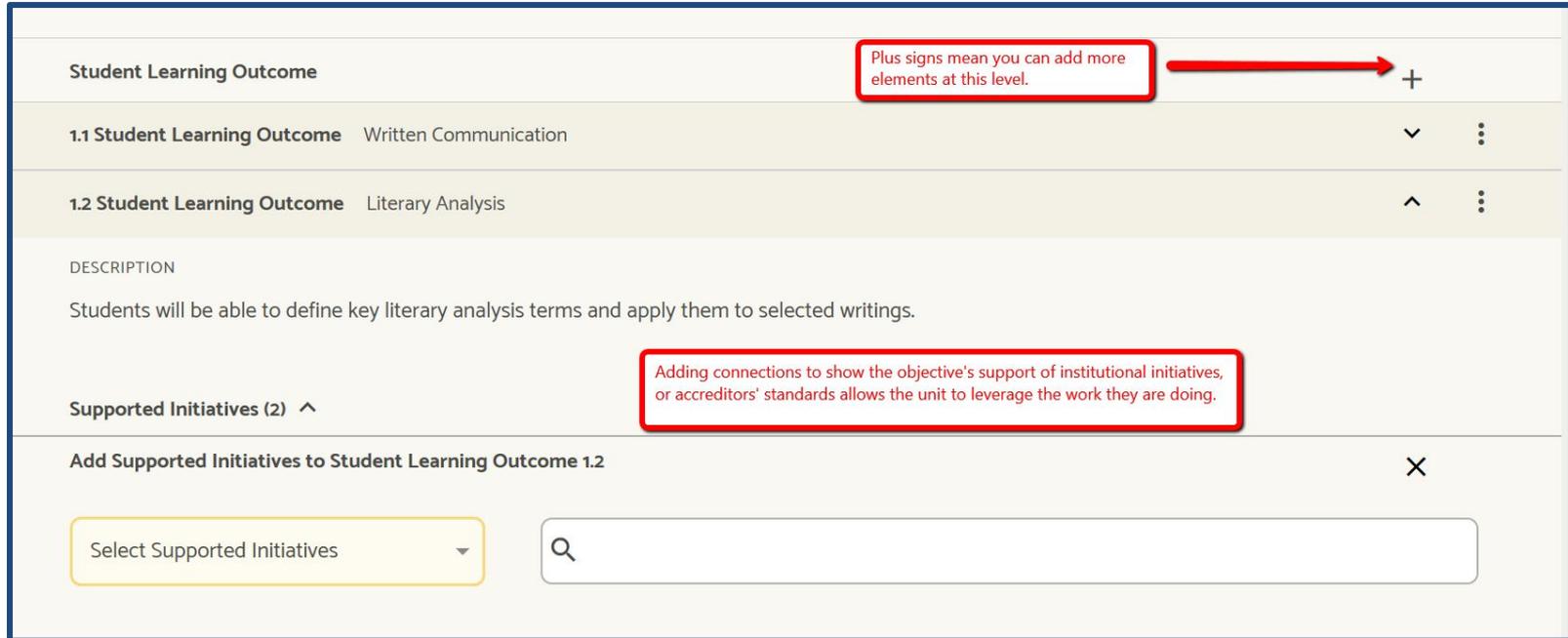
Plus signs mean you can add more elements at this level.

DESCRIPTION

English BA graduates will be well prepared for the field, either in employment or graduate school.

Assessment:

Easily add data elements like Goals, Objectives/Outcomes, Supported Initiatives, Measures, Targets, Findings, Action Plans etc.



The screenshot displays a hierarchical view of assessment elements. At the top is the 'Student Learning Outcome' level, which includes a red-bordered callout box stating 'Plus signs mean you can add more elements at this level.' with a red arrow pointing to a plus sign icon. Below this are two sub-levels: '1.1 Student Learning Outcome' (Written Communication) and '1.2 Student Learning Outcome' (Literary Analysis), each with a dropdown arrow and a three-dot menu icon. A 'DESCRIPTION' section follows, containing the text: 'Students will be able to define key literary analysis terms and apply them to selected writings.' Below the description is the 'Supported Initiatives (2)' section, which has an upward arrow and a red-bordered callout box explaining: 'Adding connections to show the objective's support of institutional initiatives, or accreditors' standards allows the unit to leverage the work they are doing.' At the bottom, there is a modal window titled 'Add Supported Initiatives to Student Learning Outcome 1.2' with a close button (X). The modal contains a dropdown menu labeled 'Select Supported Initiatives' and a search input field with a magnifying glass icon.

Assessment:

Action or Improvements Plans are embedded directly in the project for easy access.

Action Plan ^

DESCRIPTION

Improve the exam to better align with the student learning outcome

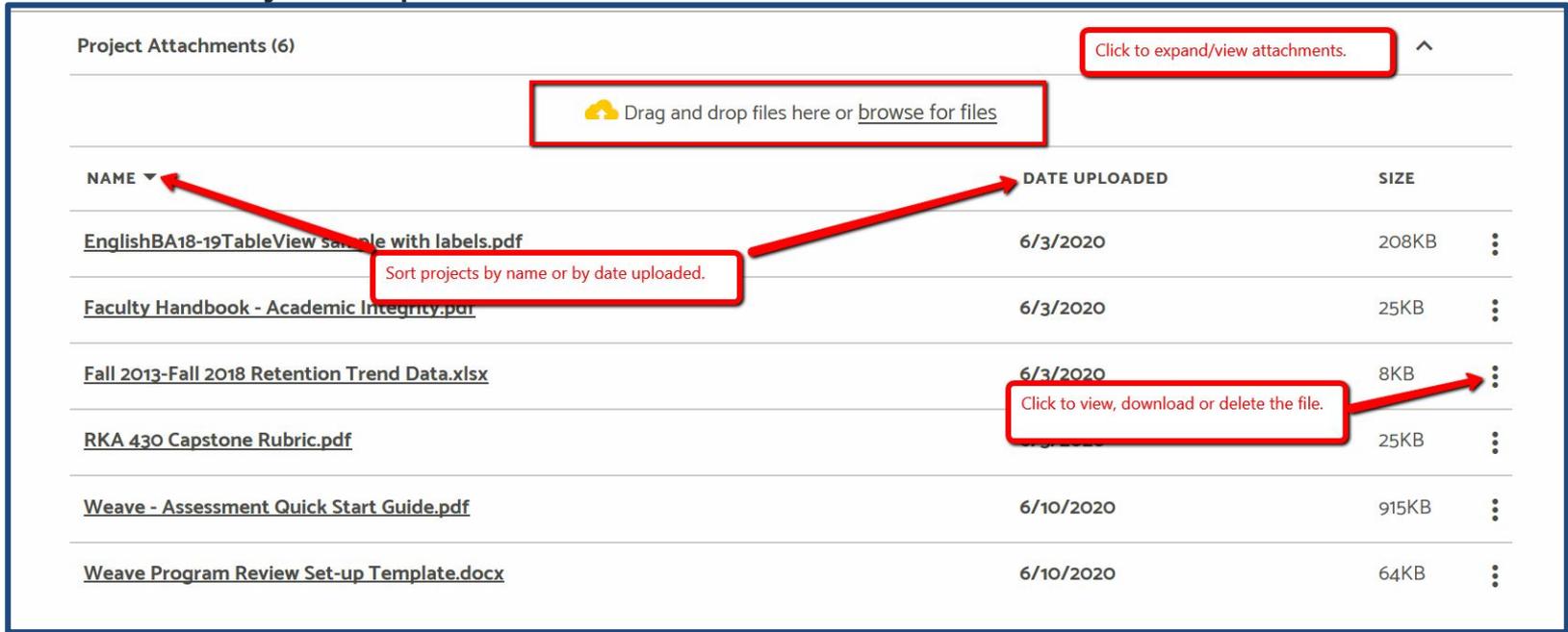
BUDGET SOURCE	AMOUNT	DUE DATE	STATUS
N/A	\$0.00	12/11/2020	In Progress

+ ADD ACTION ITEM

ACTION ITEMS (2)	CREATED	DUE	STATUS
Examine which questions are most commonly missed, draft new questions	6/10/2020	7/3/2020	Planned

Assessment:

Project Attachments. Add documents as evidence files. Files will automatically be alphabetized.

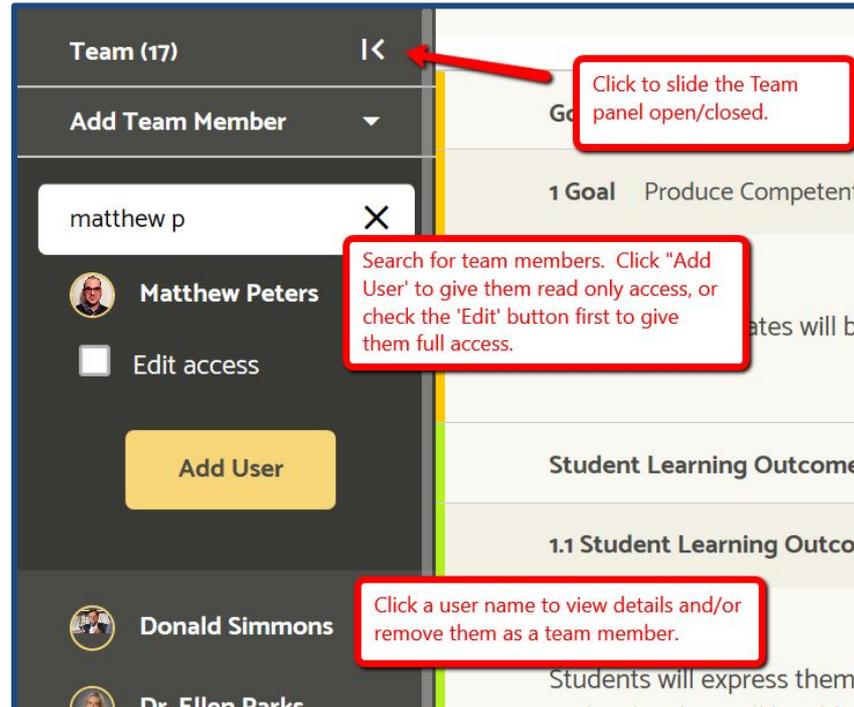


The screenshot shows the 'Project Attachments (6)' interface. At the top right, a red box contains the text 'Click to expand/view attachments.' with an upward arrow icon. Below this is a red box with a cloud icon and the text 'Drag and drop files here or [browse for files](#)'. The main area is a table with columns: NAME, DATE UPLOADED, and SIZE. A red box with the text 'Sort projects by name or by date uploaded.' has two arrows pointing to the 'NAME' and 'DATE UPLOADED' headers. The table lists six files. A red box with the text 'Click to view, download or delete the file.' has an arrow pointing to the three-dot menu icon of the 'Fall 2013-Fall 2018 Retention Trend Data.xlsx' file.

NAME	DATE UPLOADED	SIZE
EnglishBA18-19TableView sample with labels.pdf	6/3/2020	208KB
Faculty Handbook - Academic Integrity.pdf	6/3/2020	25KB
Fall 2013-Fall 2018 Retention Trend Data.xlsx	6/3/2020	8KB
RKA 430 Capstone Rubric.pdf	6/3/2020	25KB
Weave - Assessment Quick Start Guide.pdf	6/10/2020	915KB
Weave Program Review Set-up Template.docx	6/10/2020	64KB

Assessment:

Adding Team Members. Allow others to collaborate on work.



The screenshot displays the 'Team (17)' panel in the Weave interface. The panel is dark-themed and contains a search bar with the text 'matthew p' and a close button (X). Below the search bar, a list of team members is shown, including 'Matthew Peters' with a profile picture and an 'Edit access' checkbox. A yellow 'Add User' button is positioned below the list. At the bottom of the panel, another team member 'Donald Simmons' is partially visible. Three red callout boxes provide instructions: one points to the left arrow icon at the top of the panel; another points to the search bar and the 'Add User' button; and a third points to the name 'Donald Simmons'.

Team (17) | <

Add Team Member ▾

matthew p | X

 **Matthew Peters**
 Edit access
Add User

 **Donald Simmons**

 **Dr. Ellen Burke**

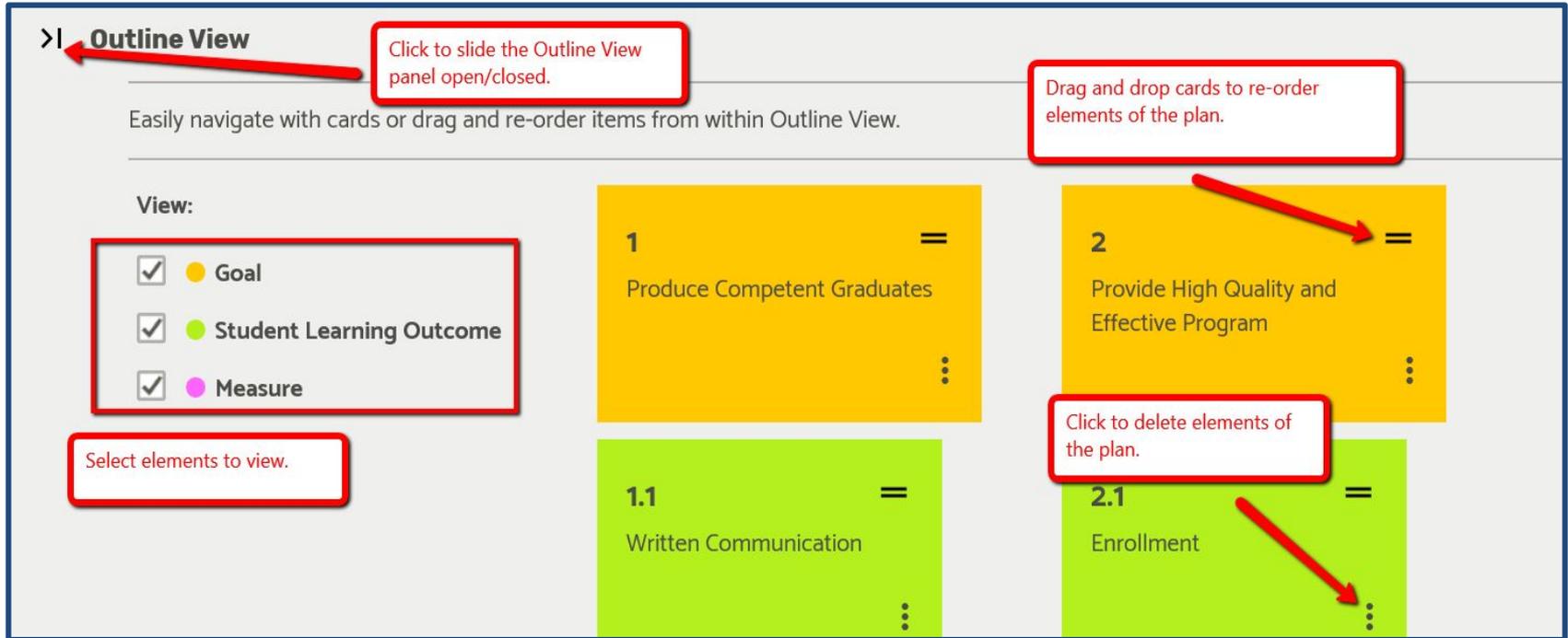
Click to slide the Team panel open/closed.

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.



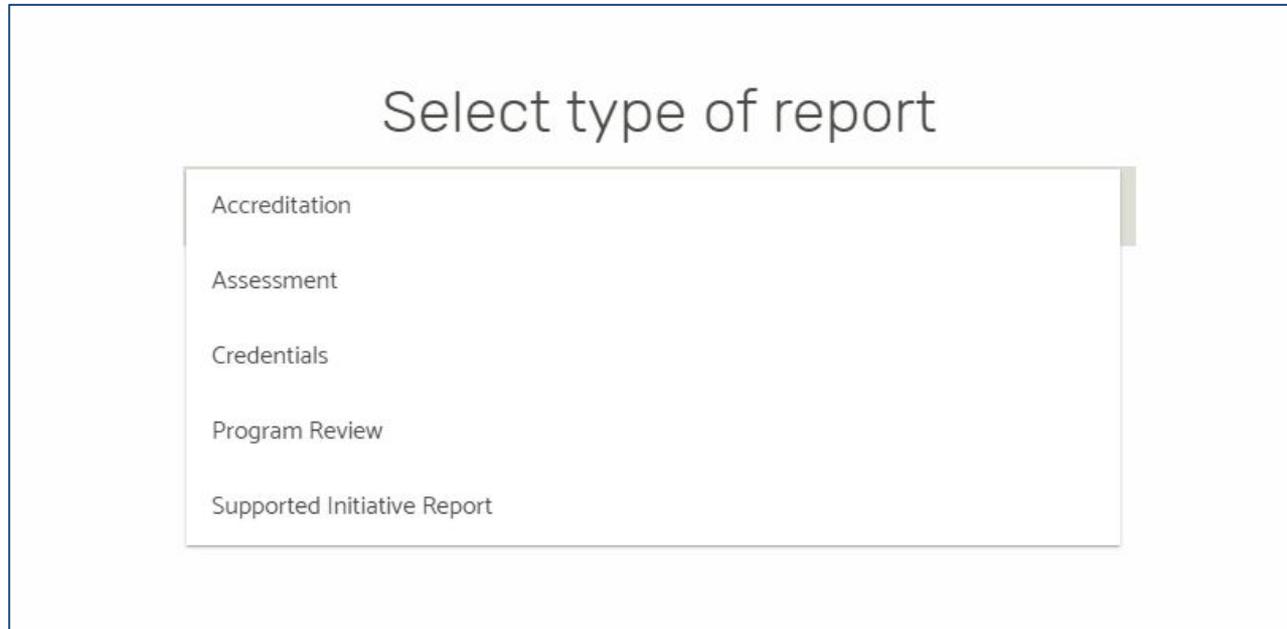
The screenshot displays the 'Outline View' interface. At the top left, a chevron icon and the text '> | Outline View' are shown. A red arrow points to the chevron with a callout box: 'Click to slide the Outline View panel open/closed.' Below this, a horizontal line separates the title from the main content area, which contains the text 'Easily navigate with cards or drag and re-order items from within Outline View.' On the left side, under the heading 'View:', there is a list of three items: 'Goal' (yellow circle), 'Student Learning Outcome' (green circle), and 'Measure' (purple circle). Each item has a checked checkbox. A red box highlights this list with the text 'Select elements to view.' To the right of the 'View:' section, there are four cards representing plan elements. The top row contains two yellow cards: '1 Produce Competent Graduates' and '2 Provide High Quality and Effective Program'. The bottom row contains two green cards: '1.1 Written Communication' and '2.1 Enrollment'. Each card has an equals sign (=) in the top right corner and a vertical ellipsis (⋮) in the bottom right corner. Red arrows point from callout boxes to these elements: one points to the equals sign on card '2' with the text 'Drag and drop cards to re-order elements of the plan.', and another points to the ellipsis on card '2.1' with the text 'Click to delete elements of the plan.'



Assessment Reports

Assessment Reports:

Click Reports on the top navigation bar. Then choose Assessment from the dropdown. Click Next.



Select type of report

- Accreditation
- Assessment
- Credentials
- Program Review
- Supported Initiative Report

The image shows a screenshot of a web application interface. At the top, the text "Select type of report" is centered. Below it is a dropdown menu with a light gray background and a thin border. The menu is open, showing five options: "Accreditation", "Assessment", "Credentials", "Program Review", and "Supported Initiative Report". The "Assessment" option is highlighted with a light gray background. The entire screenshot is enclosed in a blue rectangular border.

Assessment Reports: Saved Reports List.

[Reports](#)

Saved Reports

 Filter reports

Create New Report

Click to Create a New Report

Date	Report Name	Description	Compiled By		
JUN 29, 2020	English BA		Weave Staff	Download	
APR 21, 2020	Strategic Plan		Weave Staff	Download	

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.

Create new report ^o

REPORT FORMAT

Select Report Type ▾

Report title

Executive Summary (500 character max)

Report description (Will not be included in report - for internal use only)

Back 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?

PROJECT TITLE

REPORTING PERIOD

TEMPLATE

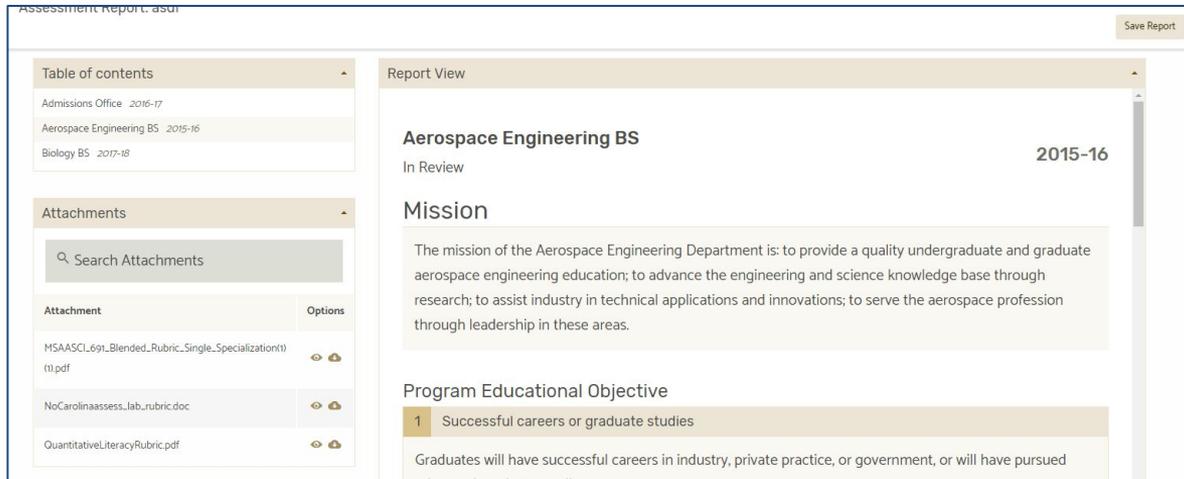
STATUS

0 Projects selected

Select ▾	Project Title	Template	Reporting Period	Status
<input type="checkbox"/>	English BA	Academic Assessment Template	2019-20	In Progress
<input type="checkbox"/>	Library	Administrative/Support Unit Assessment Plan	2019-20	In Progress

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).



The screenshot displays the 'Assessment Report' interface. On the left, there is a 'Table of contents' section with a dropdown arrow, listing 'Admissions Office 2016-17', 'Aerospace Engineering BS 2015-16', and 'Biology BS 2017-18'. Below this is an 'Attachments' section with a search bar and a table of attachments. The table has columns for 'Attachment' and 'Options'. The attachments listed are 'MSAASCL_691_Blended_Rubric_Single_Specialization(1).pdf', 'NoCarolinaassess_lab_rubric.doc', and 'QuantitativeLiteracyRubric.pdf'. On the right, the 'Report View' section shows a preview of the report for 'Aerospace Engineering BS 2015-16'. The report title is 'Aerospace Engineering BS' with 'In Review' and '2015-16' below it. The 'Mission' section states: 'The mission of the Aerospace Engineering Department is: to provide a quality undergraduate and graduate aerospace engineering education; to advance the engineering and science knowledge base through research; to assist industry in technical applications and innovations; to serve the aerospace profession through leadership in these areas.' The 'Program Educational Objective' section is partially visible, showing '1 Successful careers or graduate studies' and 'Graduates will have successful careers in industry, private practice, or government, or will have pursued'.

Attachment	Options
MSAASCL_691_Blended_Rubric_Single_Specialization(1).pdf	👁️ 🗑️
NoCarolinaassess_lab_rubric.doc	👁️ 🗑️
QuantitativeLiteracyRubric.pdf	👁️ 🗑️



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.

CRITERION 1. MISSION 1.A.3

HLC Criteria for Accreditation 2020 (with Sub-Components)

The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.

Tags:

Add a response

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

There are no current responses or past responses for this standard. [Add a response](#)

CRITERION 1. MISSION

HLC Criteria for Accreditation 2020 (with Sub-Components)

The institution's mission is clear and articulated publicly; it guides the institution's operations.

Tags:

Add a response

Click here to continue working on a response that has previously been opened.

[Accreditation](#)

Status

In Progress

Started on 06/03/2019 (435 days)

Narrative

24 words

1 comments

Team Members (7)



Most popular evidence (3 total) [Show All](#)



Figure-7.png

1 votes

0 votes



2018_HLC_Annual_Conf.xlsx

1 votes

0 votes



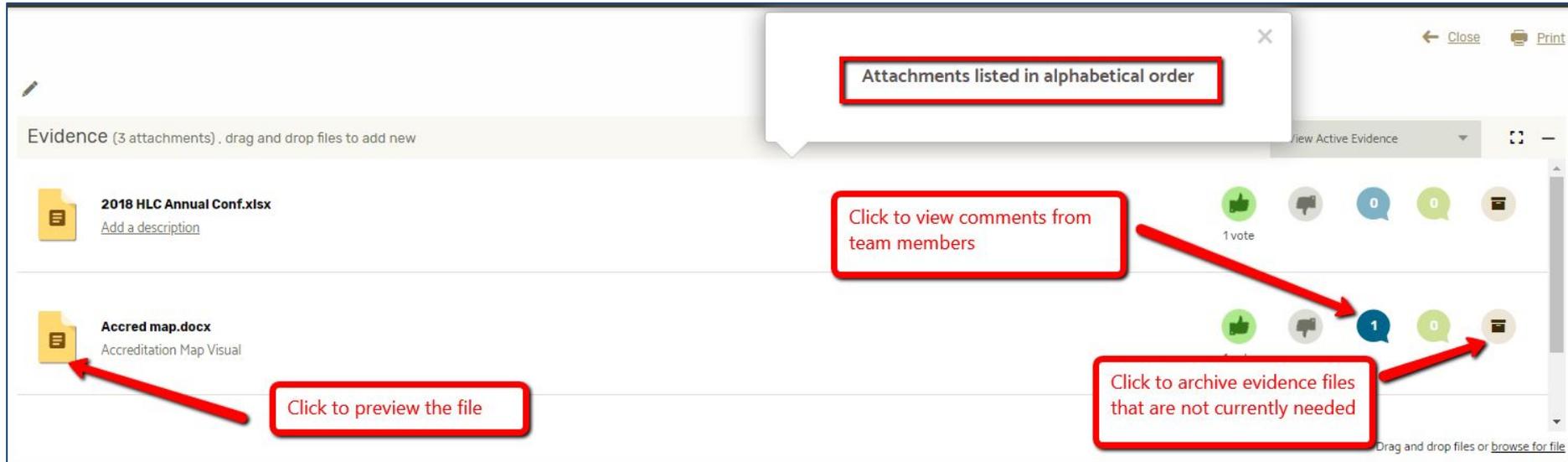
Accred map.docx

1 votes

0 votes

Accreditation Projects:

Evidence files can be added to the standard at the top of the workspace.



The screenshot displays the 'Evidence' section of the Weave interface, showing a list of attachments. The interface includes a header with 'Evidence (3 attachments) . drag and drop files to add new' and a 'View Active Evidence' dropdown. The attachments listed are:

- 2018 HLC Annual Conf.xlsx** (Add a description)
- Accred map.docx** (Accreditation Map Visual)

Callouts and actions shown:

- Attachments listed in alphabetical order**: A callout box pointing to the list of attachments.
- Click to view comments from team members**: A callout box pointing to the comment icon (speech bubble) for the 'Accred map.docx' attachment.
- Click to archive evidence files that are not currently needed**: A callout box pointing to the archive icon (box with 'X') for the 'Accred map.docx' attachment.
- Click to preview the file**: A callout box pointing to the document icon for the 'Accred map.docx' attachment.

Additional interface elements include a 'Close' button, a 'Print' button, a '1 vote' indicator, and a 'Drag and drop files or browse for file' prompt at the bottom.

Accreditation Projects:

Build your narrative in the text editor.

Narrative

Link to previously added evidence, new evidence, or URL's

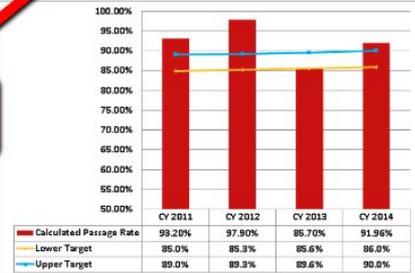
Build simple tables and add links to other files

⌵

Color ▾
B
I
U
↶
☰
☰
☰
☰
☰
☰
☰
↶
↷
📎
Table ▾
Self Rating
No Rating
Non-Compliance
Compliance
Exceeded

The passage rates over time have been slowly falling and we have added new resources (name of the evidence file) to address issue.

Insert images within the narrative



	CY 2011	CY 2012	CY 2013	CY 2014
Calculated Passage Rate	93.20%	97.90%	86.70%	91.96%
Lower Target	85.0%	85.3%	85.6%	86.0%
Upper Target	89.0%	89.3%	89.6%	90.0%

Use the comments feature for team collaboration.

See who is concurrently collaborating on this standard

1 comment


Katherine Harpine
6/3/2019 at 11:41am
 Great job on this narrative. Add more evidence for paragraph 3

Add Comment

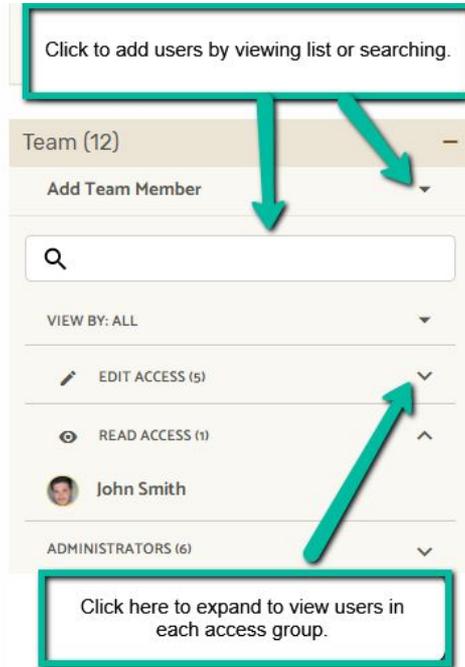
Post

Editing Now: 

Comments

Accreditation Projects:

Adding Team Members. Allow others to collaborate on work.



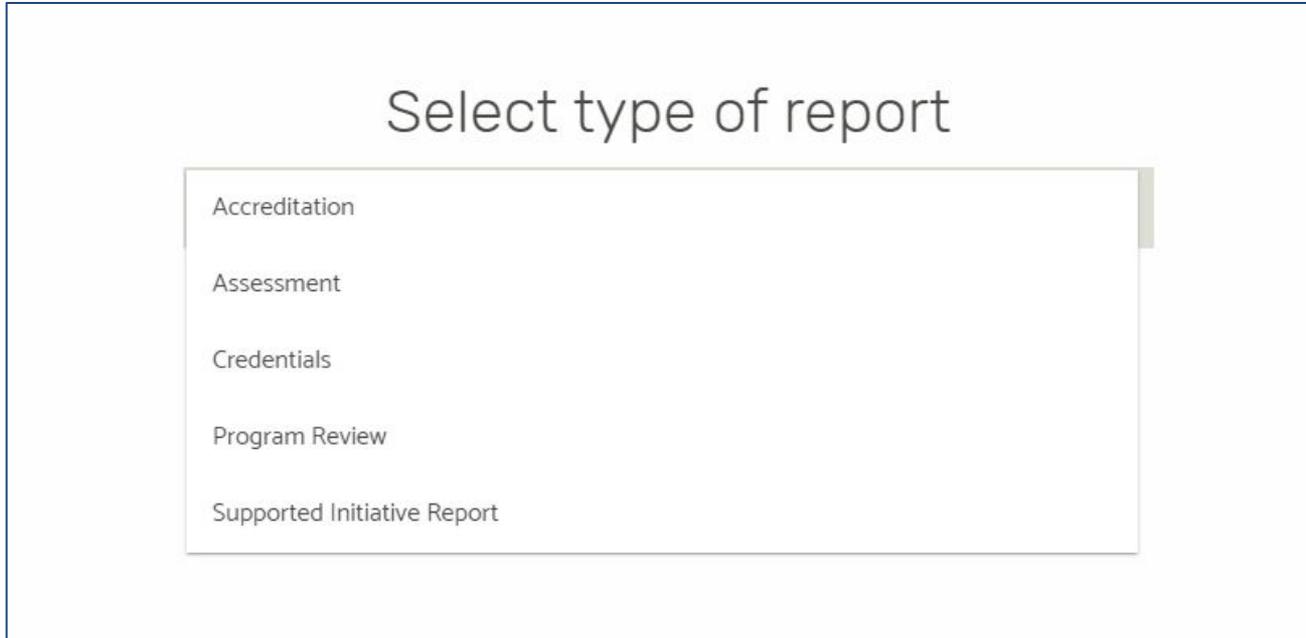
The screenshot displays a team management interface. At the top, a callout box with a teal border contains the text "Click to add users by viewing list or searching." Two teal arrows point from this box to the "Add Team Member" button and the search input field. Below the search field, there are sections for "VIEW BY: ALL", "EDIT ACCESS (5)", "READ ACCESS (1)", and "ADMINISTRATORS (6)". A third teal callout box at the bottom contains the text "Click here to expand to view users in each access group." A teal arrow points from this box to the expand/collapse icons (downward and upward arrows) next to the "EDIT ACCESS (5)", "READ ACCESS (1)", and "ADMINISTRATORS (6)" sections. The name "John Smith" is visible under the "READ ACCESS (1)" section.



Accreditation Reports

Accreditation Reports:

Click Reports on the top navigation bar. Then choose Accreditation from the dropdown. Click Next.



Select type of report

- Accreditation
- Assessment
- Credentials
- Program Review
- Supported Initiative Report

The image shows a screenshot of a web application interface. At the top, the text "Select type of report" is centered. Below it is a dropdown menu with a light green background and a thin border. The menu is open, showing five options: "Accreditation", "Assessment", "Credentials", "Program Review", and "Supported Initiative Report". The "Accreditation" option is highlighted with a darker green bar on its right side. The entire screenshot is enclosed in a thin blue border.

Accreditation Reports:

Select the Accreditor type from your institution's list. Click Next.

Select type of report

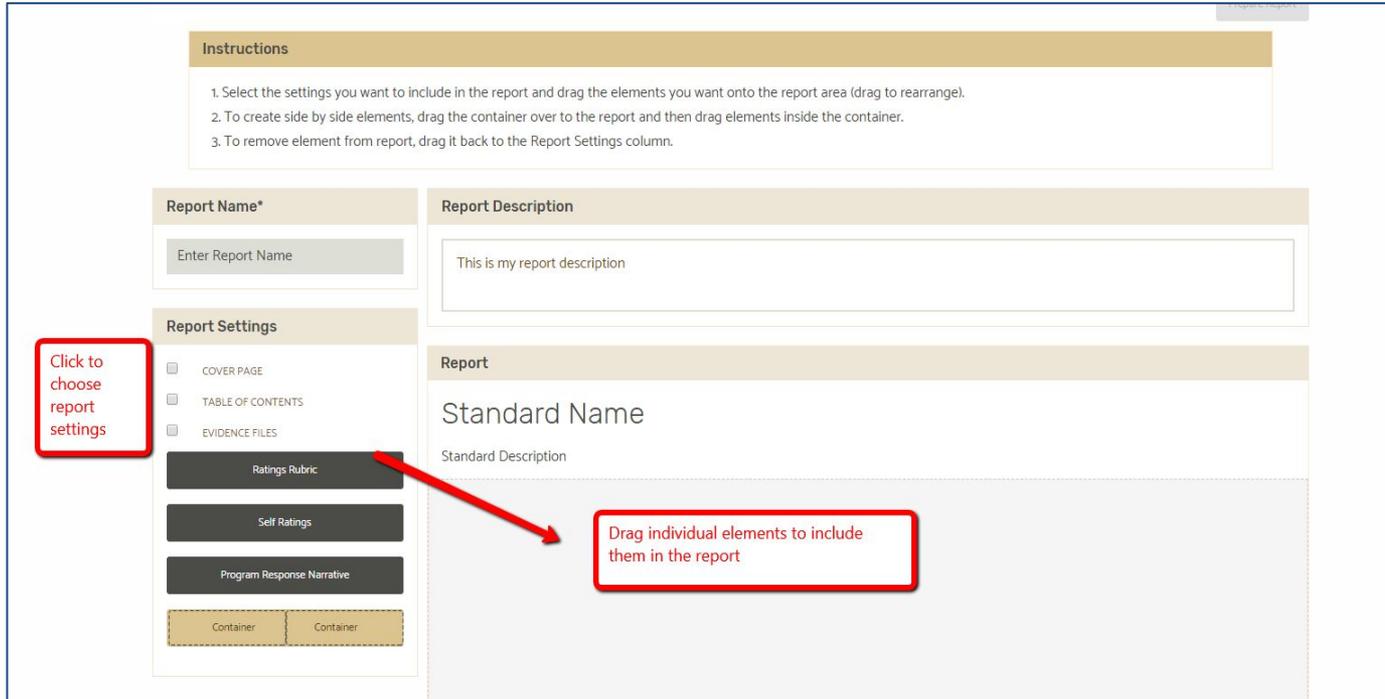
Accreditation ▾

- HLC 2014 The Criteria for Accreditation (with Core Components)*
- HLC 2020
- HLC Criteria for Accreditation 2020
- MSCHE 2014 Standards for Accreditation*
- NEASC 2016 Standards for Accreditation



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.

Report Name*

Enter Report Name

Report Description

This is my report description

Report Settings

- COVER PAGE
- TABLE OF CONTENTS
- EVIDENCE FILES

Ratings Rubric

Self Ratings

Program Response Narrative

Container Container

Report

Standard Name

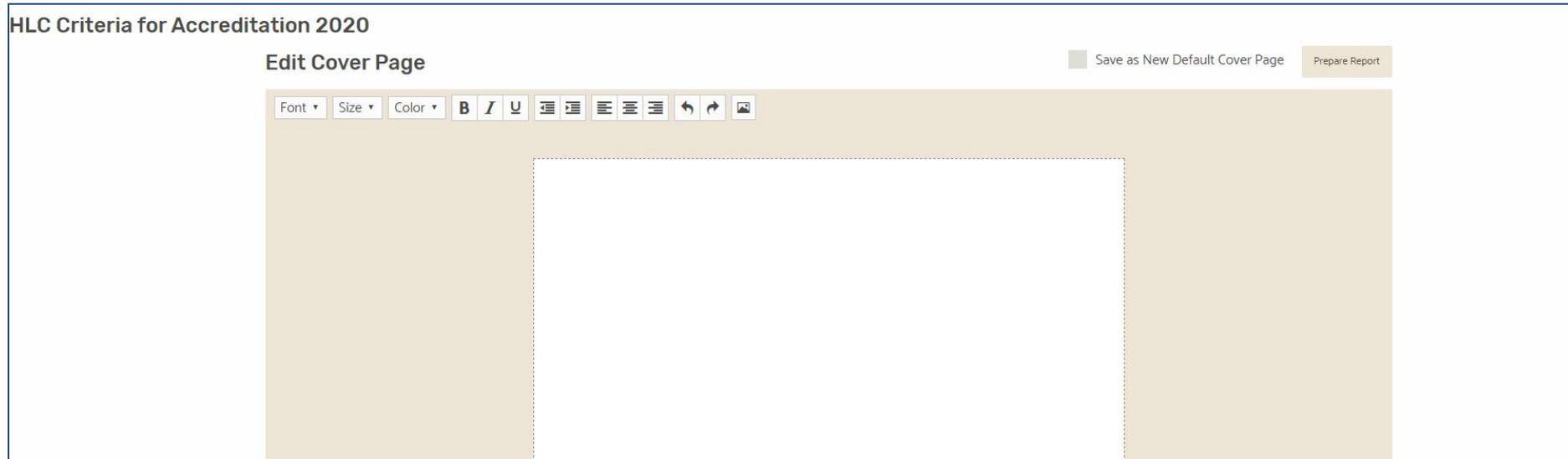
Standard Description

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).

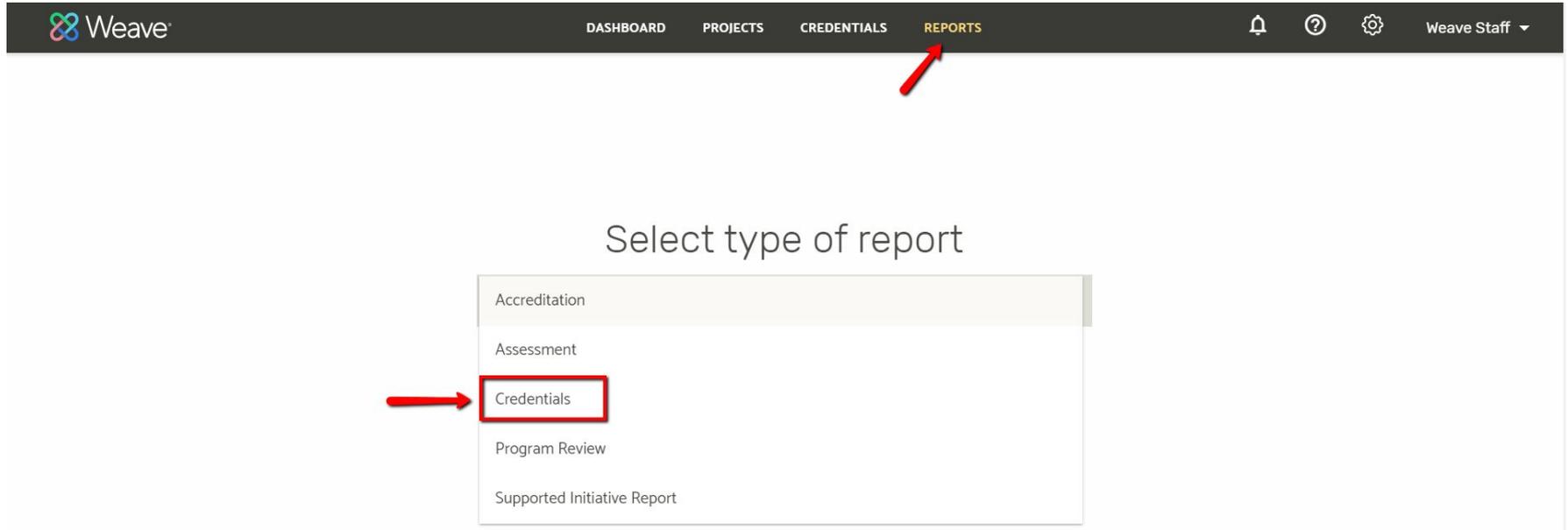


The screenshot shows a web interface for editing a cover page. At the top left, the text "HLC Criteria for Accreditation 2020" is displayed. Below this, the main heading is "Edit Cover Page". On the right side of the interface, there are two buttons: "Save as New Default Cover Page" and "Prepare Report". A rich text editor toolbar is visible, containing options for Font, Size, Color, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Image. The main editing area is a large white rectangle with a dashed border, set against a light beige background.



Credentials Reports

The Credentials Report is a faculty roster with courses taught, qualifications, and compliance all in an easy to read table format.



The screenshot displays the Weave application's navigation bar and a dropdown menu. The navigation bar is dark grey and contains the Weave logo on the left, followed by menu items: DASHBOARD, PROJECTS, CREDENTIALS, and REPORTS. The REPORTS item is highlighted in yellow and has a red arrow pointing to it. On the right side of the navigation bar are icons for a notification bell, a help question mark, and a settings gear, along with the text 'Weave Staff' and a dropdown arrow. Below the navigation bar, the main content area has the heading 'Select type of report'. A dropdown menu is open, listing five options: Accreditation, Assessment, Credentials, Program Review, and Supported Initiative Report. The 'Credentials' option is highlighted with a red box and a red arrow pointing to it from the left.

Navigation Bar: DASHBOARD PROJECTS CREDENTIALS **REPORTS** [Notification] [Help] [Settings] Weave Staff ▾

Select type of report

- Accreditation
- Assessment
- Credentials**
- Program Review
- Supported Initiative Report

Credentials Report:

Print

FILTER BY DEPARTMENT: All Departments ▾
 FILTER BY DIVISION: All Divisions ▾
 FILTER BY ROLE: All Roles ▾
 FILTER BY CAMPUS: All Campus ▾
 FILTER BY EMPLOYMENT LEVEL: All Employment ... ▾

Faculty Name ▾	Term	Course(s) Taught	Academic Degrees / Course Work	Other Qualifications	Compliance
Henry Andrews (Full Time) Emergency Management	Spring 2020	EMGT 5303 Research Design and Methods / 3 Credits (G)			
		EMGT 6253 International Emergency Management / 3 Credits (G)	Doctor's degree - research/scholarship (PhD), Homeland Security, North Dakota State University-Main Campus, 1998		
		EMGT 6163 Business Continuity & Crisis Management / 3 Credits (G)			

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).

Yes



Credentials Profile

Credentials Details

Please contact us to schedule a Credentials training.

Back



Henry Andrews

Henry Andrews

Emergency Management

Employee ID:

Education

(Highest) Degree: PhD
 Terminal: Yes
 Discipline: Homeland Security
 Concentration: Crisis/Emergency/Disaster Management.

Details

Campus: Main
 Division: Engineering & Applied Sciences
 Department: Emergency Management
 Role: Set Role
 Status: Tenured
 Employment Level: Full Time
 Rank: Associate professor

Credentials

Add

Degree	Institution	Status
PhD	North Dakota State University-Main Campus	Verified
MBA	The University of Texas at Austin	Verified
BS	Arkansas Tech University	Verified

PhD MBA BS CV +

North Dakota State University-Main Campus

CIP Codes

Credential Details

Degree: PhD
 Discipline: Homeland Security
 Concentration: Crisis/Emergency/Disaster Management.
 Date Conferred: 1998
 Institution: North Dakota State University-Main Campus
 City: Fargo
 State/Province: North Dakota
 Country: United States

edit

Document Information

Type: Transcript
 Source: Weave Staff
 Added By: Weave Staff
 Date: MAR 2, 2020
 Verified By: Weave Staff
 Date: Mar 2, 2020

Official Documents



View Delete

Notes

CIP Code	Justification
----------	---------------

43
43-03
43-0302

Teaching

2019-2020

Course Code	Course No.	Course Title	Term	Qualification	CIP Code	Verified	Aligned
EMGT	5303	Research Design and Methods	Spring	PhD	43-0302	Verified	Aligned
EMGT	6253	International Emergency Management	Spring	PhD	43-0302	Verified	Aligned
EMGT	6463	Business Continuity & Crisis Management	Spring	PhD	43-0302	Verified	Aligned



Remember to click the ? icon for assistance.
We wish you the best in your work.