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