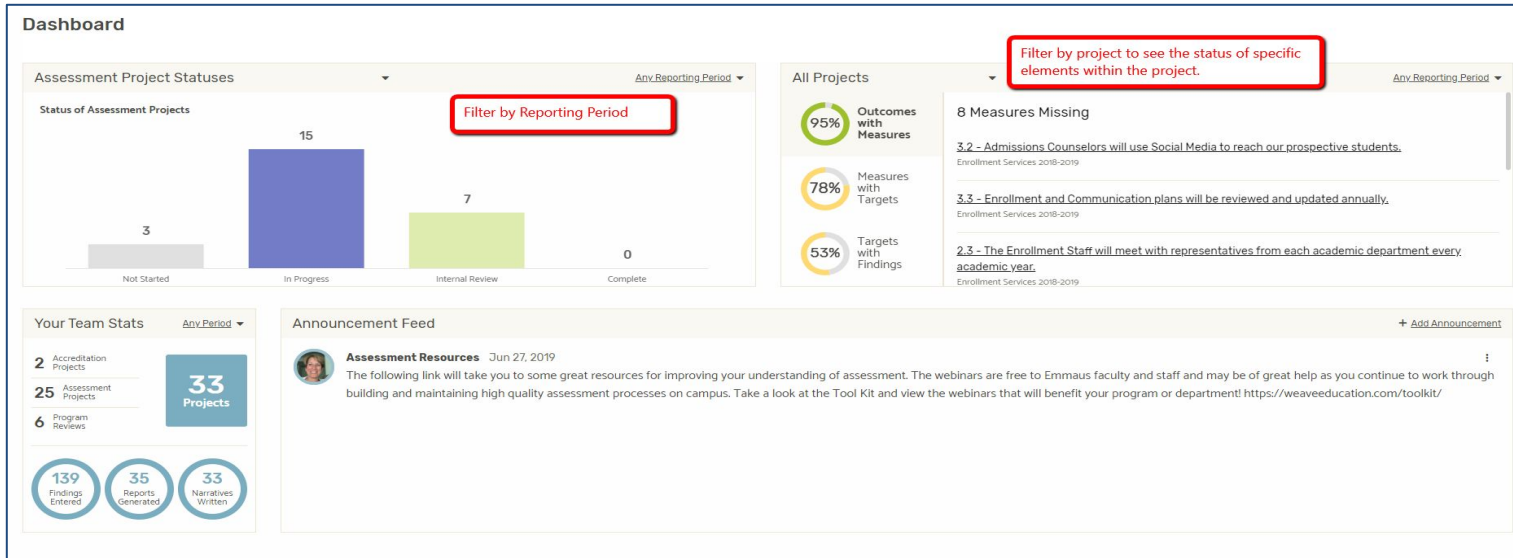




# Quick Start Guide

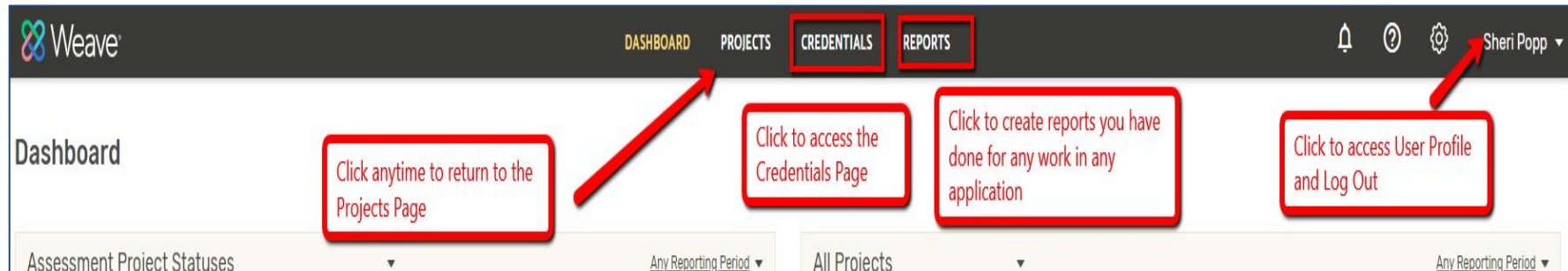
# Dashboard:

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.



The screenshot shows the Weave Dashboard interface. The top navigation bar includes the Weave logo, a menu with 'DASHBOARD' (highlighted in yellow), 'PROJECTS', 'CREDENTIALS' (boxed in red), and 'REPORTS' (boxed in red). On the right of the navigation bar are icons for notifications, help, settings, and a user profile dropdown labeled 'Sheri Popp'. Below the navigation bar, the main content area is titled 'Dashboard'. It features four red-bordered boxes with instructions: 'Click anytime to return to the Projects Page' (with a red arrow pointing to the 'PROJECTS' menu item), 'Click to access the Credentials Page' (with a red arrow pointing to the 'CREDENTIALS' menu item), 'Click to create reports you have done for any work in any application' (with a red arrow pointing to the 'REPORTS' menu item), and 'Click to access User Profile and Log Out' (with a red arrow pointing to the 'Sheri Popp' user profile dropdown). At the bottom of the dashboard, there are two sections: 'Assessment Project Statuses' and 'All Projects', each with a dropdown arrow and a filter for 'Any Reporting Period'.

## Projects page:

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

### Projects

search and filter using project name

Filter by project type

Filter projects

Show Only

Assigned to you

Assessment

Accreditation

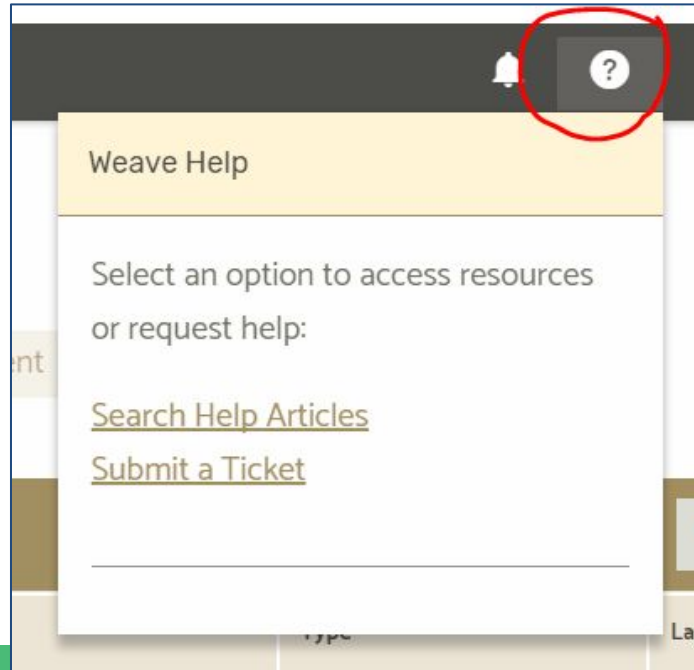
+ Create New Project

Filter by Reporting Period ▾

Title	Year	Type	Last Modified Date ▲
<a href="#">5 FACULTY SUFFICIENCY AND DEPLOYMENT</a>		Accreditation	11/27/2017
<a href="#">Business Administration BS</a>	2017-2019	Assessment	11/27/2017

## 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.

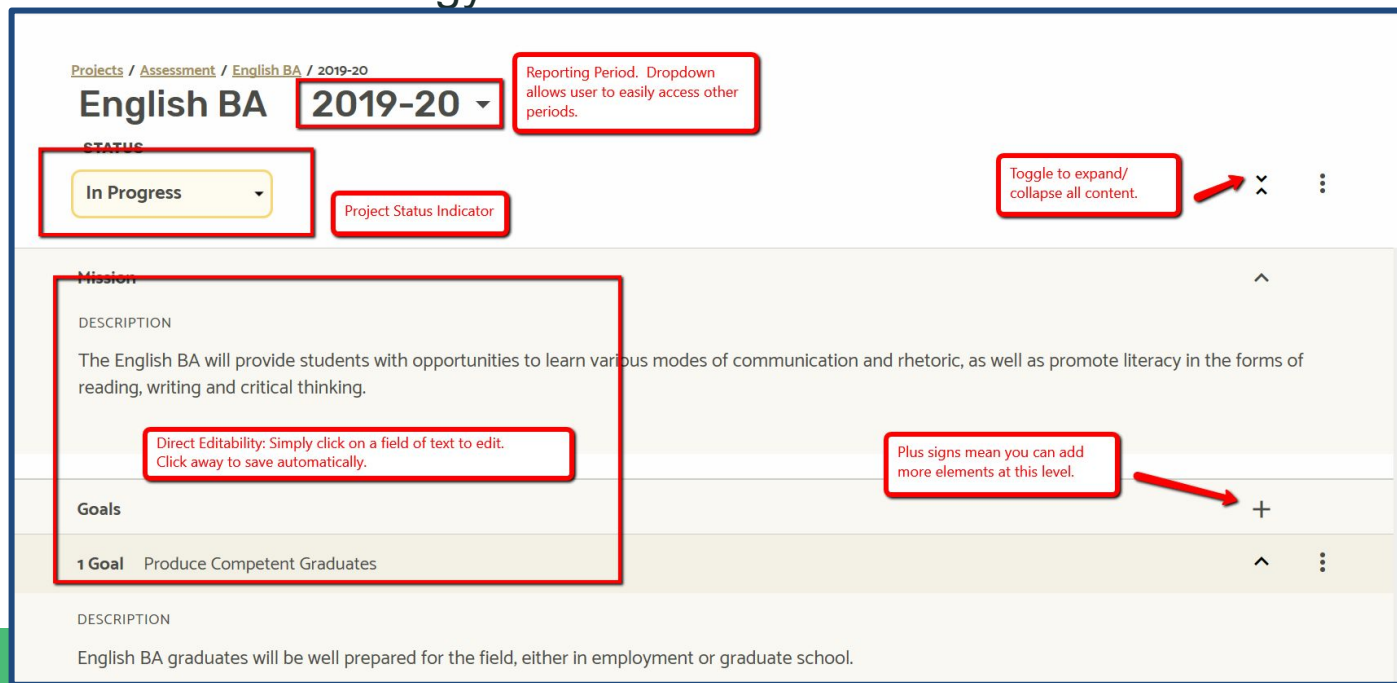




Assessment

# 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.



[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

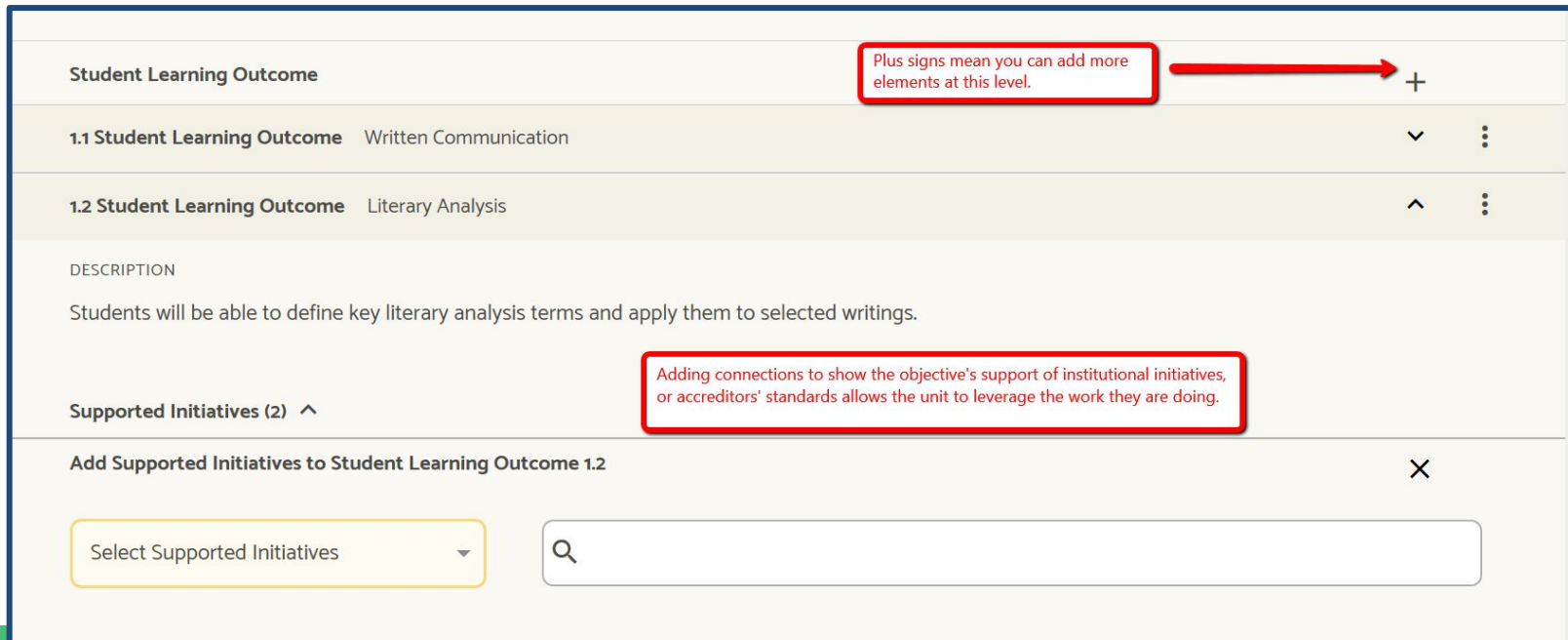
Plus signs mean you can add more elements at this level.

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 the Weave assessment interface. At the top, a red box with the text "Plus signs mean you can add more elements at this level." has a red arrow pointing to a plus sign (+) next to the "Student Learning Outcome" header. Below this, two sub-outcomes are listed: "1.1 Student Learning Outcome Written Communication" and "1.2 Student Learning Outcome Literary Analysis", each with a downward arrow (v) and a three-dot menu icon. A "DESCRIPTION" section follows, stating: "Students will be able to define key literary analysis terms and apply them to selected writings." Below the description, a red box contains the text: "Adding connections to show the objective's support of institutional initiatives, or accreditors' standards allows the unit to leverage the work they are doing." This points to the "Supported Initiatives (2) ^" section. At the bottom, a modal titled "Add Supported Initiatives to Student Learning Outcome 1.2" is open, featuring a search bar with a magnifying glass icon and a dropdown menu labeled "Select Supported Initiatives".

Student Learning Outcome		+
1.1 Student Learning Outcome	Written Communication	v ⋮
1.2 Student Learning Outcome	Literary Analysis	^ ⋮

DESCRIPTION

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

Supported Initiatives (2) ^

Add Supported Initiatives to Student Learning Outcome 1.2

Select Supported Initiatives

🔍



## 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.

Project Attachments (6)

Click to expand/view attachments.

Drag and drop files here or [browse for files](#)

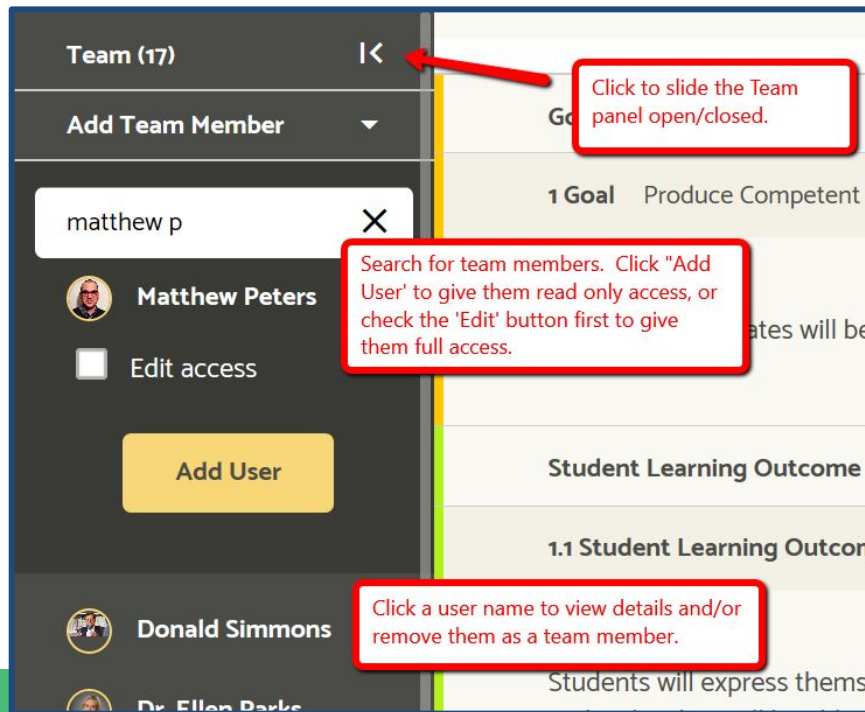
NAME ▼	DATE UPLOADED	SIZE
<a href="#">EnglishBA18-19TableView sample with labels.pdf</a>	6/3/2020	208KB
<a href="#">Faculty Handbook - Academic Integrity.pdf</a>	6/3/2020	25KB
<a href="#">Fall 2013-Fall 2018 Retention Trend Data.xlsx</a>	6/3/2020	8KB
<a href="#">RKA 430 Capstone Rubric.pdf</a>		25KB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

Sort projects by name or by date uploaded.

Click to view, download or delete the file.

# Assessment:


Adding Team Members. Allow others to collaborate on work.



Team (17) <


Add Team Member ▼


matthew p X

 **Matthew Peters**

☐ Edit access

Add User

 **Donald Simmons**

 **Dr. Ellen Parks**

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.

1 Goal Produce Competent

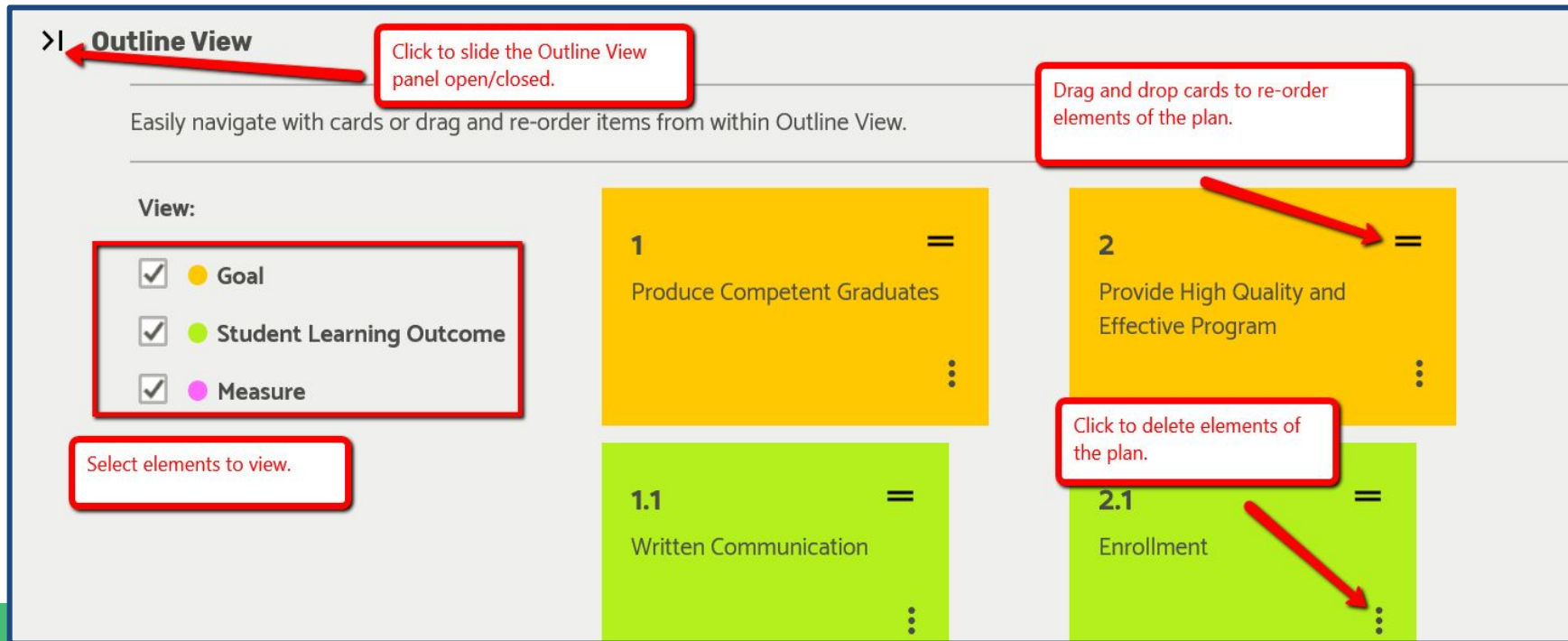
Student Learning Outcome

1.1 Student Learning Outcor

Students will express thems

# Assessment:

Outline View. View and Reorder main elements of your plan.



The screenshot displays the 'Outline View' interface. At the top left, a tab labeled '>| Outline View' is highlighted. Below it, a text box states 'Easily navigate with cards or drag and re-order items from within Outline View.' On the left, a 'View:' section contains three filter options: 'Goal' (yellow circle), 'Student Learning Outcome' (green circle), and 'Measure' (purple circle), each with a checked checkbox. The main area shows a hierarchical list of plan elements: '1 Produce Competent Graduates' (yellow card), '1.1 Written Communication' (light green card), '2 Provide High Quality and Effective Program' (yellow card), and '2.1 Enrollment' (light green card). Each card has an equals sign icon at the top right and a vertical ellipsis icon at the bottom right. Red arrows point from callout boxes to these icons: one to the tab, one to the equals sign on card 2, and one to the ellipsis on card 2.1.

>| **Outline View**

Click to slide the Outline View panel open/closed.

Easily navigate with cards or drag and re-order items from within Outline View.

**View:**

- ☒ ● Goal
- ☒ ● Student Learning Outcome
- ☒ ● Measure

Select elements to view.

1 Produce Competent Graduates

1.1 Written Communication

2 Provide High Quality and Effective Program

2.1 Enrollment

Drag and drop cards to re-order elements of the plan.

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

# Assessment Reports:

## Saved Reports List.

[Reports](#)

### Saved Reports

🔍 Filter reports

[Click to Create a New Report](#)

Create New Report

Date	Report Name	Description	Compiled By	
NOV 14, 2017	Assessment Report		Weave User	⋮
NOV 9, 2017	English and Admissions		Weave User	⋮

## 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.

### Create new report

Report Type

Report title

Report description

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

None Selected

TEMPLATE

None Selected

STATUS

Any Status

SUPPORTED INITIATIVES

Any Supported Initiative

0 Projects selected

Select ▾	Project Title	Template	Reporting Period	Status
<input type="checkbox"/>	Admissions Office	Administrative Plan - No Goals	2016-17	Draft
<input type="checkbox"/>	Aerospace Engineering BS	ABET Template	2015-16	In Review

# 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 View' interface. On the left, there is a sidebar with a 'Table of contents' section 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 main area on the right is titled 'Report View' and shows the 'Aerospace Engineering BS 2015-16' report. It includes a 'Mission' section with a paragraph about the department's goals and a 'Program Educational Objective' section with a numbered list item '1 Successful careers or graduate studies'.

Assessment Report View


Save Report

Table of contents

- Admissions Office 2016-17
- Aerospace Engineering BS 2015-16
- Biology BS 2017-18

Attachments

Search Attachments

Attachment	Options
MSAASCL691_Blanded_Rubric_Single_Specialization(t).pdf	 
NoCarolinaassess_lab_rubric.doc	 
QuantitativeLiteracyRubric.pdf	 

Report View

## Aerospace Engineering BS

In Review

2015-16

### Mission

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.

### Program Educational Objective

- 1 Successful careers or graduate studies

Graduates will have successful careers in industry, private practice, or government, or will have pursued



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.

1.A.1 The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.

## HLC 2014 The Criteria for Accreditation (with Core Components)\*

The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.

Tags:

Add a response

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

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

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

## HLC 2014 The Criteria for Accreditation (with Core Components)\*

CRITERION ONE. MISSION. 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 06/10/2019 (252 days)

Narrative

0 words

0 comments

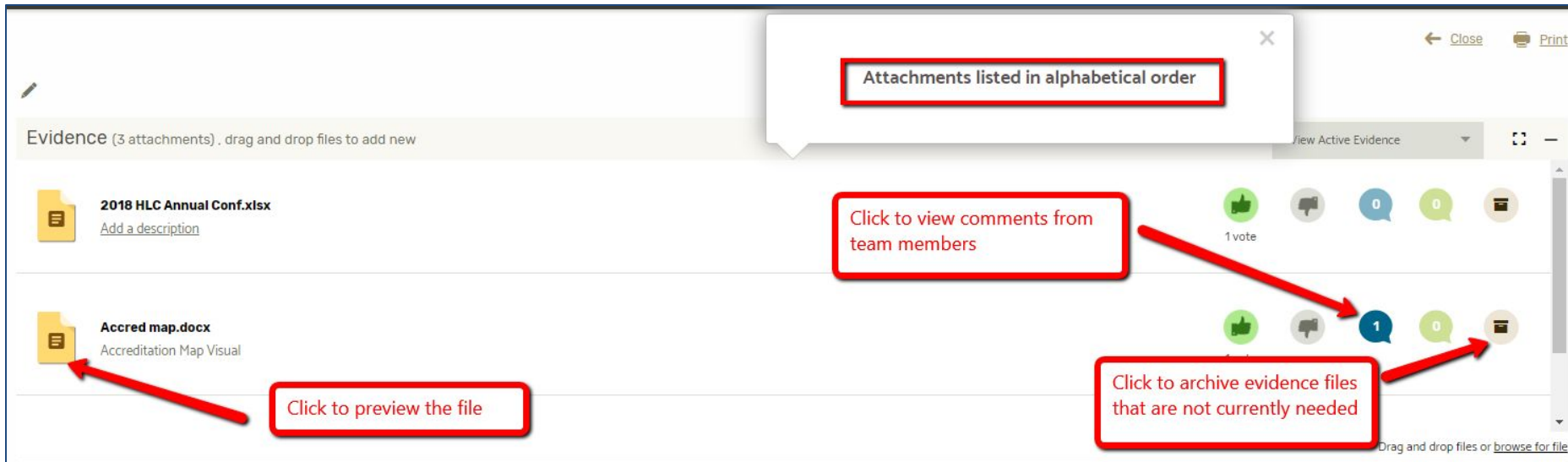
Team Members (3)



No popular evidence yet - Team members should go vote.

# 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. At the top, a header bar reads 'Evidence (3 attachments) . drag and drop files to add new'. Below this, two files are listed: '2018 HLC Annual Conf.xlsx' with a sub-link 'Add a description', and 'Accred map.docx' with a sub-link 'Accreditation Map Visual'. To the right of the files, there are interactive icons: a thumbs up (labeled '1 vote'), a speech bubble (labeled '0'), a green circle (labeled '0'), and a folder icon. A red box with the text 'Attachments listed in alphabetical order' points to the file list. Another red box with the text 'Click to view comments from team members' points to the speech bubble icon. A third red box with the text 'Click to archive evidence files that are not currently needed' points to the folder icon. A fourth red box with the text 'Click to preview the file' points to the 'Accred map.docx' file. The bottom of the interface has a footer that says 'Drag and drop files or [browse for file](#)'.

Attachments listed in alphabetical order

Evidence (3 attachments) . drag and drop files to add new

2018 HLC Annual Conf.xlsx  
[Add a description](#)

Accred map.docx  
Accreditation Map Visual

Click to view comments from team members

Click to archive evidence files that are not currently needed

Click to preview the file

1 vote

0

0

Drag and drop files or [browse for file](#)

# 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

Narrative

Color ▾

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Table ▾

Self Rating

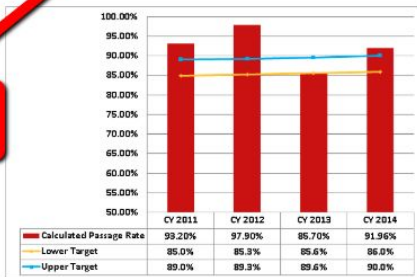
No Rating

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.



	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%



1 comment



Katherine Harpine


6/3/2019 at 11:41am

Great job on this narrative. Add more evidence for paragraph 3

Add Comment

Post

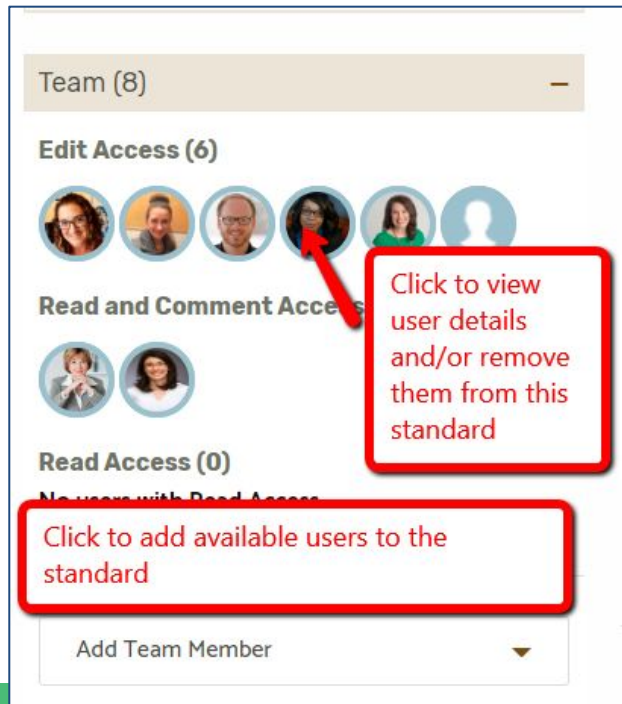
Editing Now:



Comments

# Accreditation Projects:

Adding Team Members. Allow others to collaborate on work.





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

## 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:

Select the standards to be included in this report. When finished, click “Prepare Report”.

Open saved reports

Select 

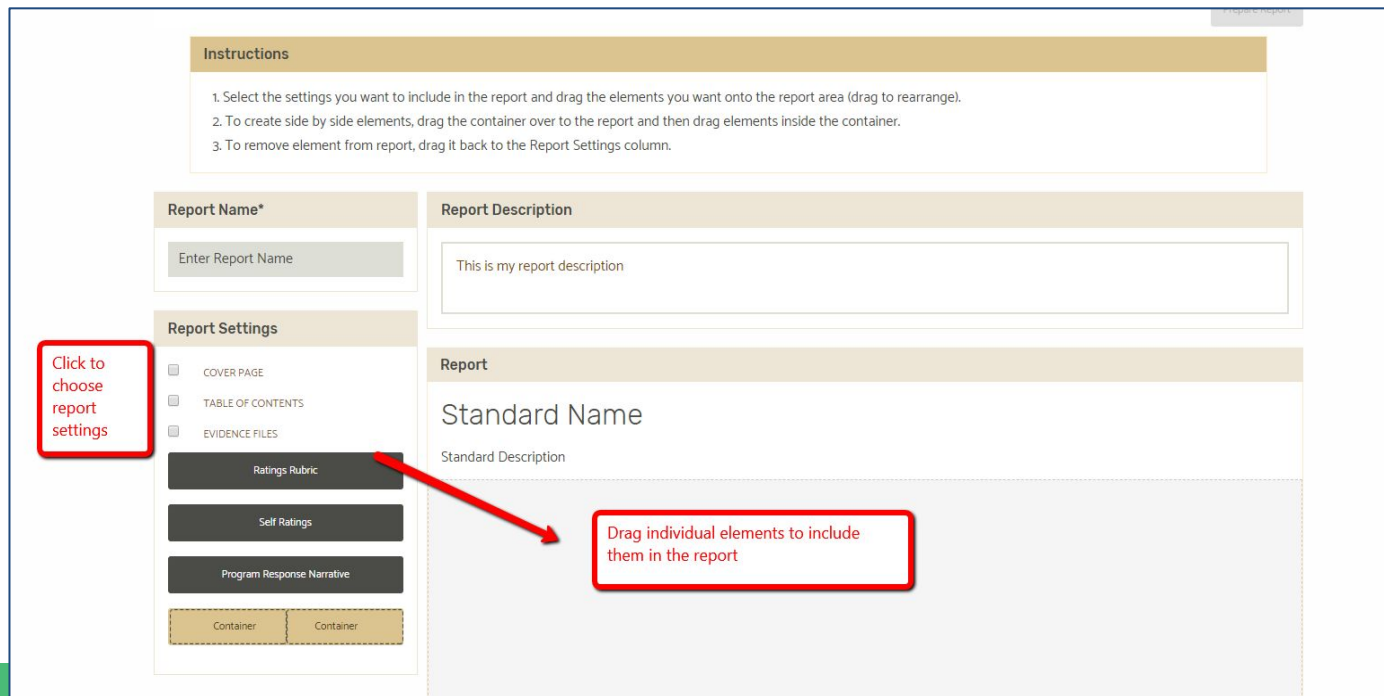
Select all, or specific standards. Only standards with an open response are available.

All Stages ▾ All Groups ▾ Prepare Report

Select ▾			Current Stage
<input checked="" type="checkbox"/>	CRITERION 1: MISSION	The institution's mission is clear and articulated publicly; it guides the institution's operations.	Accreditation Stage
<input checked="" type="checkbox"/>	CRITERION 1: MISSION 1A.	The institution's mission is articulated publicly and operationalized throughout the institution.	Accreditation Stage
	[No Response available] CRITERION 1: MISSION 1A.1	The mission was developed through a process suited to the context of the institution.	
	[No Response available] CRITERION 1: MISSION 1A.2	The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.	
	[No Response available] CRITERION 1:	The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.	

# Accreditation Reports:

Determine the settings and elements for your report. Click Next.



The screenshot displays the 'Accreditation Reports' setup interface. At the top, an 'Instructions' box provides three steps: 1. Select settings and drag elements onto the report area. 2. Drag containers to create side-by-side elements. 3. Drag elements back to the settings column to remove them. Below this, the interface is divided into four main sections: 'Report Name\*' with an input field 'Enter Report Name'; 'Report Description' with a text area containing 'This is my report description'; 'Report Settings' with a list of checkboxes for 'COVER PAGE', 'TABLE OF CONTENTS', and 'EVIDENCE FILES', followed by three dark grey buttons for 'Ratings Rubric', 'Self Ratings', and 'Program Response Narrative', and two dashed 'Container' buttons at the bottom; and 'Report' with a 'Standard Name' input field and a 'Standard Description' text area. A red box with the text 'Click to choose report settings' is positioned to the left of the 'Report Settings' section. A red arrow points from the 'Ratings Rubric' button to a red box containing the text 'Drag individual elements to include them in the report'.

**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

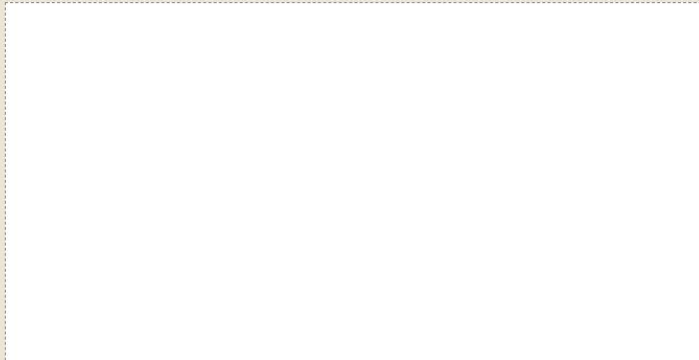
Drag individual elements to include them in the report

# 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).

## HLC Criteria for Accreditation 2020

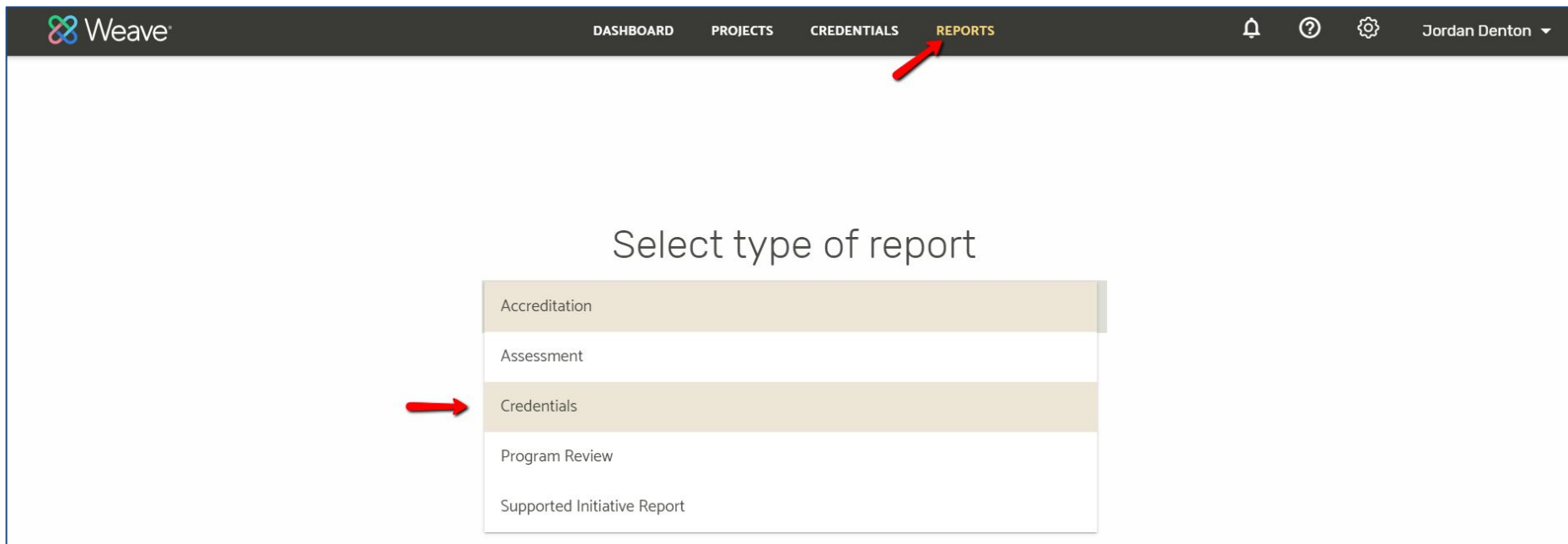
### Edit Cover Page





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 shows the Weave application interface. The top navigation bar includes the Weave logo, a menu with 'DASHBOARD', 'PROJECTS', 'CREDENTIALS', and 'REPORTS', and user controls including a bell icon, a help icon, a settings icon, and the user name 'Jordan Denton' with a dropdown arrow. A red arrow points to the 'REPORTS' menu item. Below the navigation bar, the main content area displays the text 'Select type of report' above a dropdown menu. The dropdown menu lists five options: 'Accreditation', 'Assessment', 'Credentials', 'Program Review', and 'Supported Initiative Report'. A red arrow points to the 'Credentials' option in the dropdown menu.

Select type of report	
Accreditation	
Assessment	
Credentials	
Program Review	
Supported Initiative Report	

# Credentials Report:

[Print](#)

 Filter

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
<div>                     Filter for faculty members, term (Spring), term year (2020), or specific term (Spring 2020).                 </div> <div>                     Select faculty member's name on report to access their individual credentials page.                 </div> <div> <a href="#">Henry Andrews</a> (Full Time)                 </div>	Spring	EMGT 5303 Research Design and Methods / 3 Credits (G)			
Emergency Management	2020	EMGT 6253 International Emergency Management / 3 Credits (G)	Doctor's degree - research/scholarship (PhD), Homeland Security, North Dakota State University-Main Campus, 1998	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).	Yes
		EMGT 6163 Business Continuity & Crisis Management / 3 Credits (G)	<div>                     Shows highest degree/qualification related to courses one is teaching for a given term.                 </div>		





Credentials Profile

The Credentials Profile includes degree and other qualifications details, supporting documentation, and easy to read verification and alignment with courses being taught.



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: Faculty  
 Status: Tenured  
 Employment Level: Full Time  
 Rank: Associate professor

### Credentials

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


### Credential Details

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

### Document Information

Type: Transcript  
 Source:  
 Added By: Jordan Denton  
 Date: MAR 2, 2020  
 Verified By: Jordan Denton  
 Date: Mar 2, 2020

### Official Documents



Notes

CIP Code	Justification
43	
43.03	
43.0302	

### Teaching

Course Code	Course No.	Course Title	Term	Qualification	CIP Code	Verified	Aligned
EHGT	5303	Research Design and Methods	Spring	PhD	43.0302	Verified	Aligned
EHGT	6253	International Emergency Management	Spring	PhD	43.0302	Verified	Aligned
EHGT	6463	Business Continuity & Crisis Management	Spring	PhD	43.0302	Verified	Aligned

Please contact us to schedule a Credentials training.



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