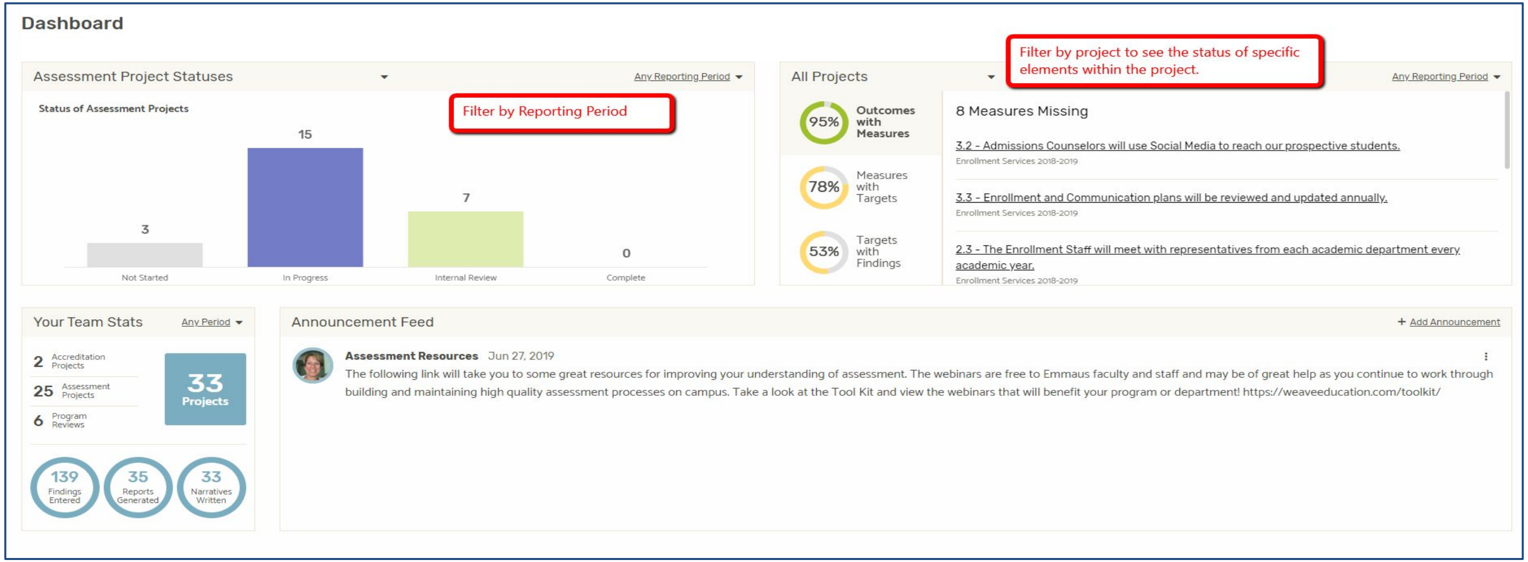
Weave®

Quick Start Guide

Weave

Dashboard:

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

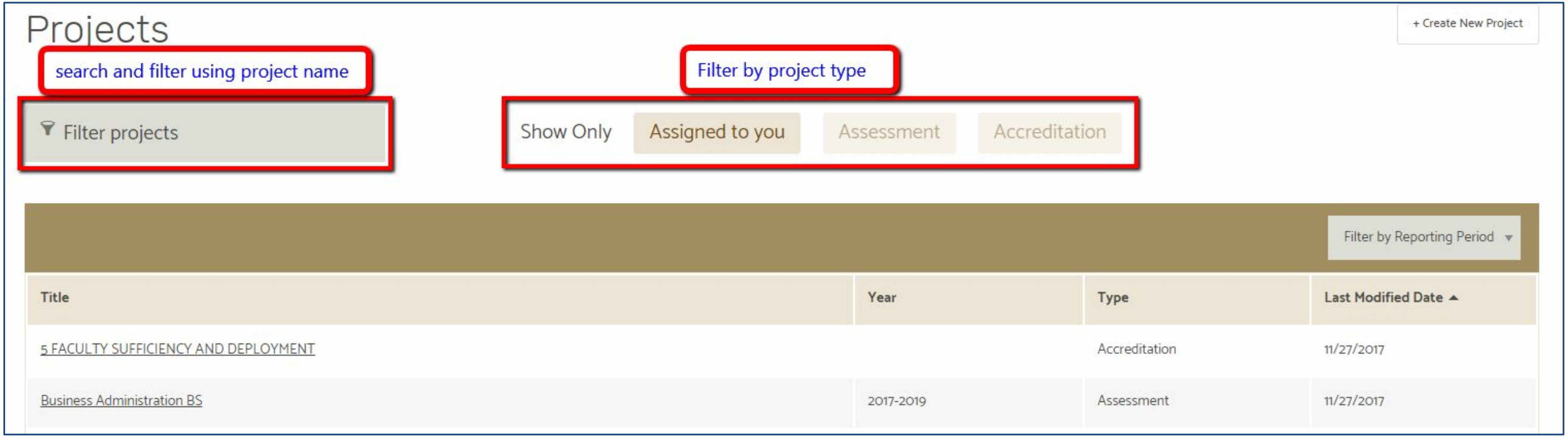


What to do on the Dashboard:

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

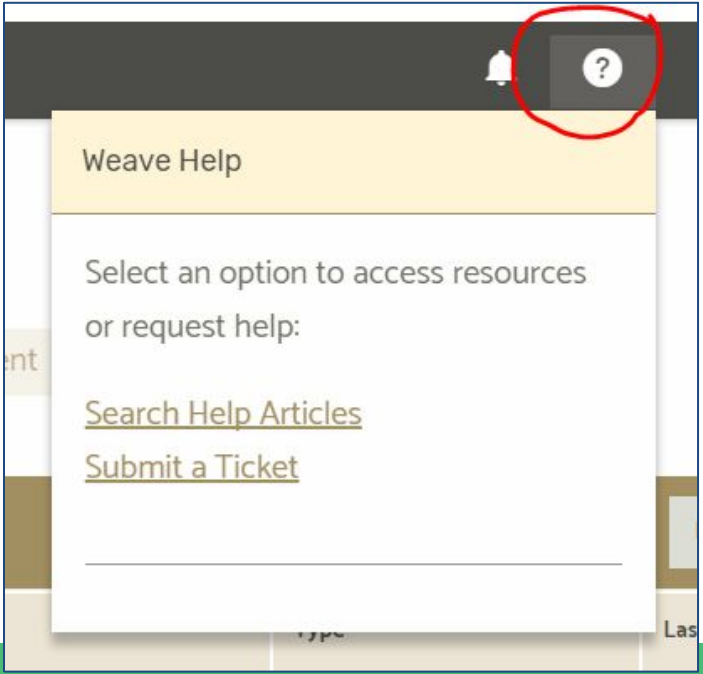
Projects page:

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



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.



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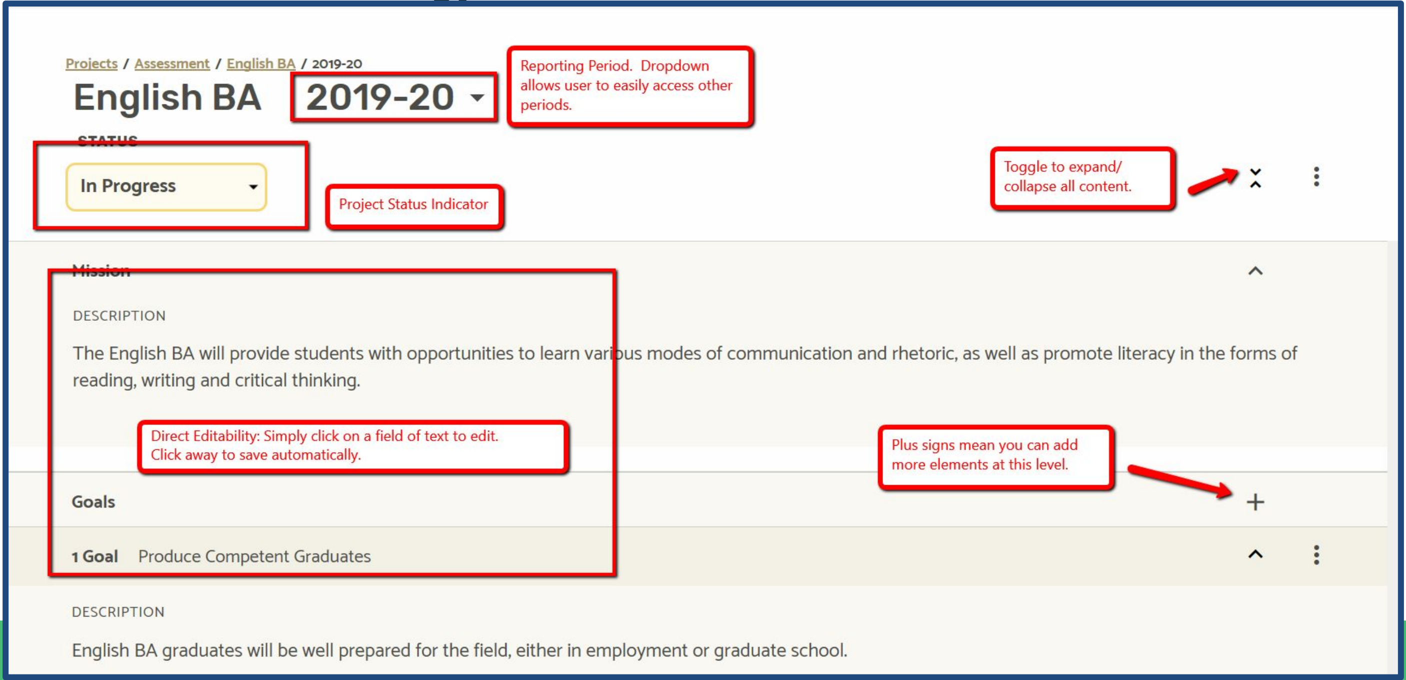
Assessment

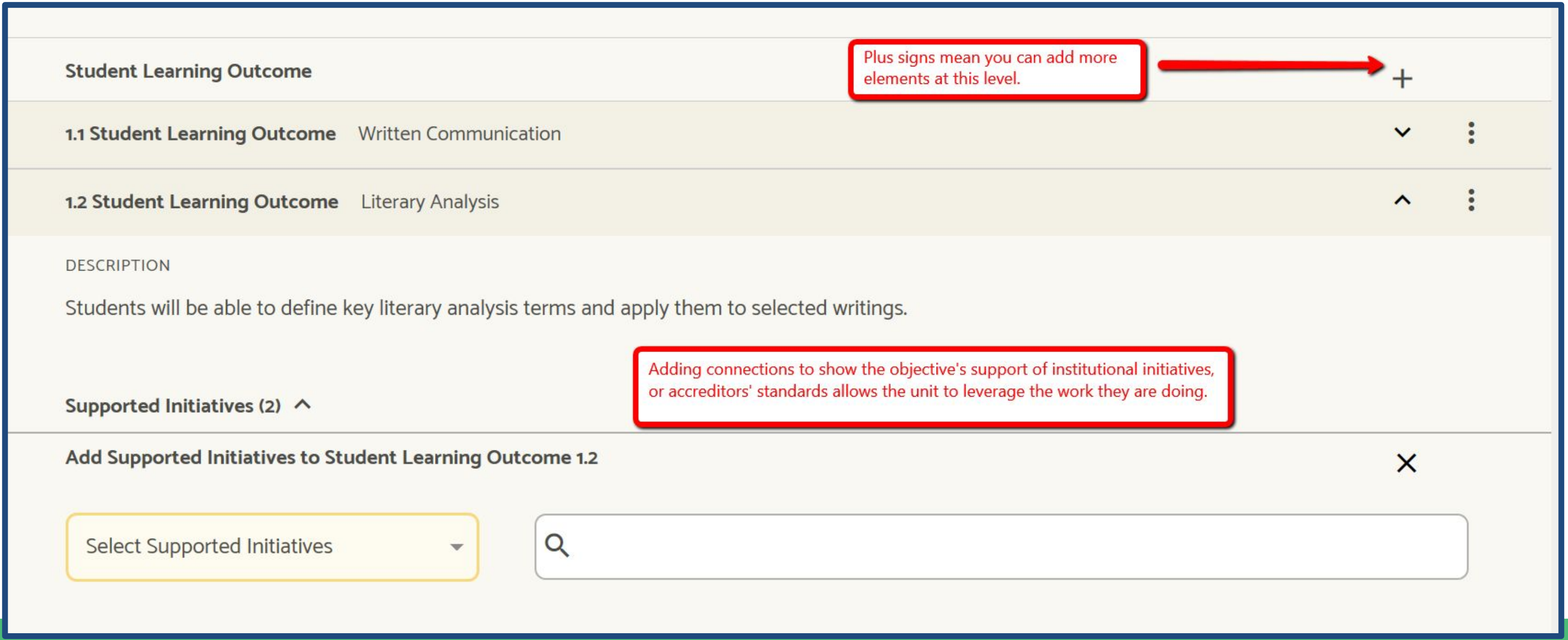
Assessment:

Used for any type of plan (course, program, department, unit, institutional, strategic, etc). Templates created by your Weave Administrator drive the structure and terminology.



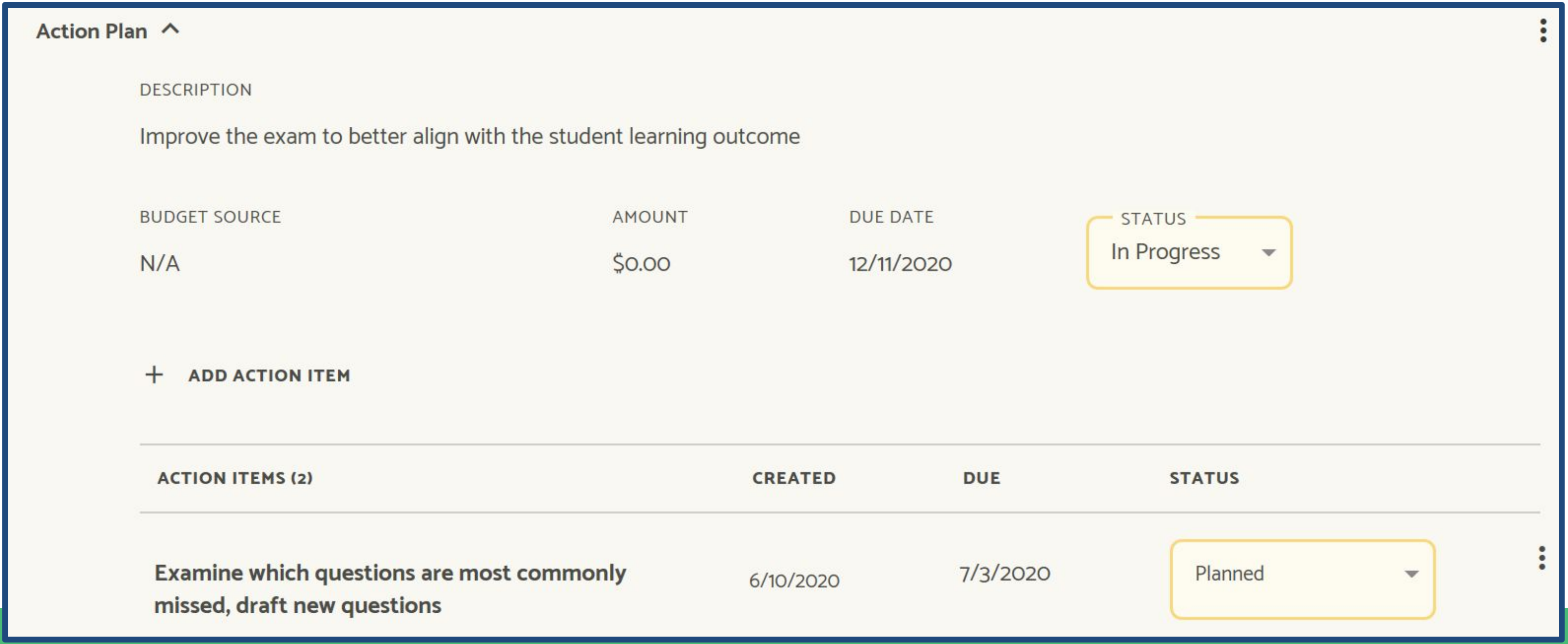
Assessment:

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.



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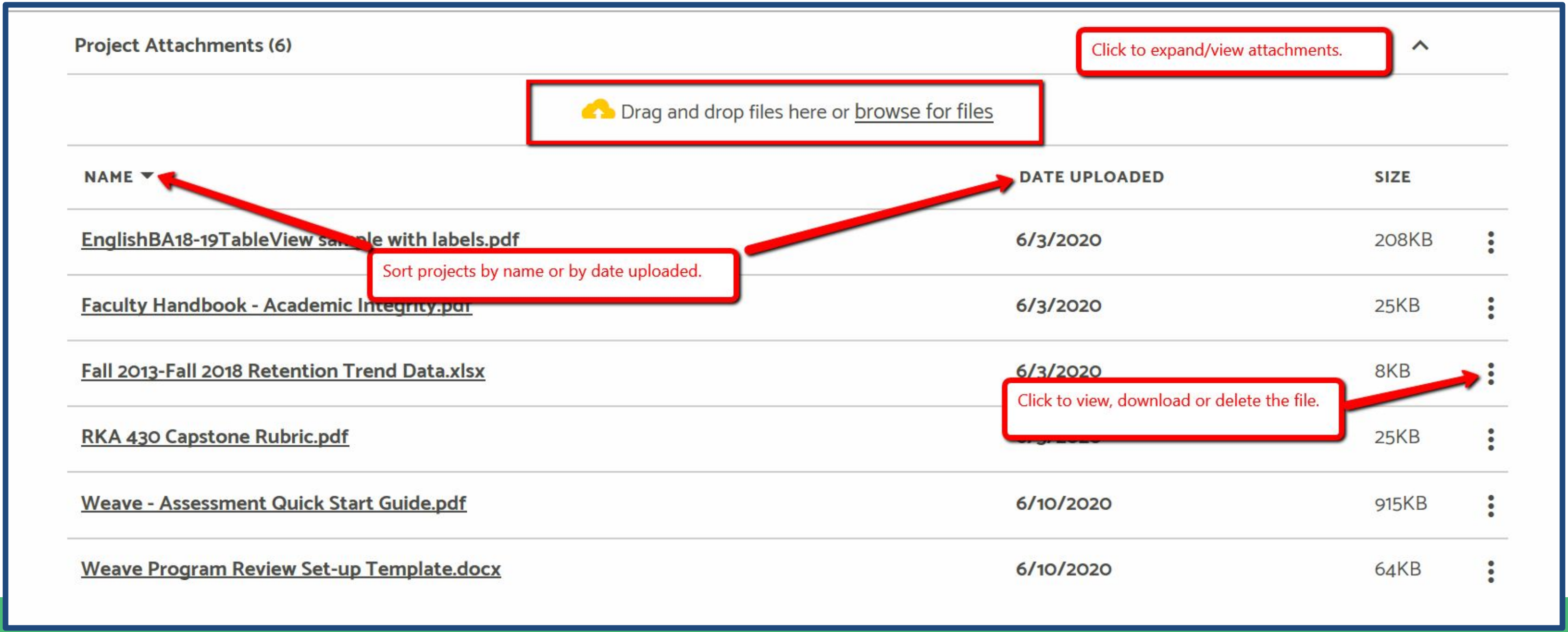
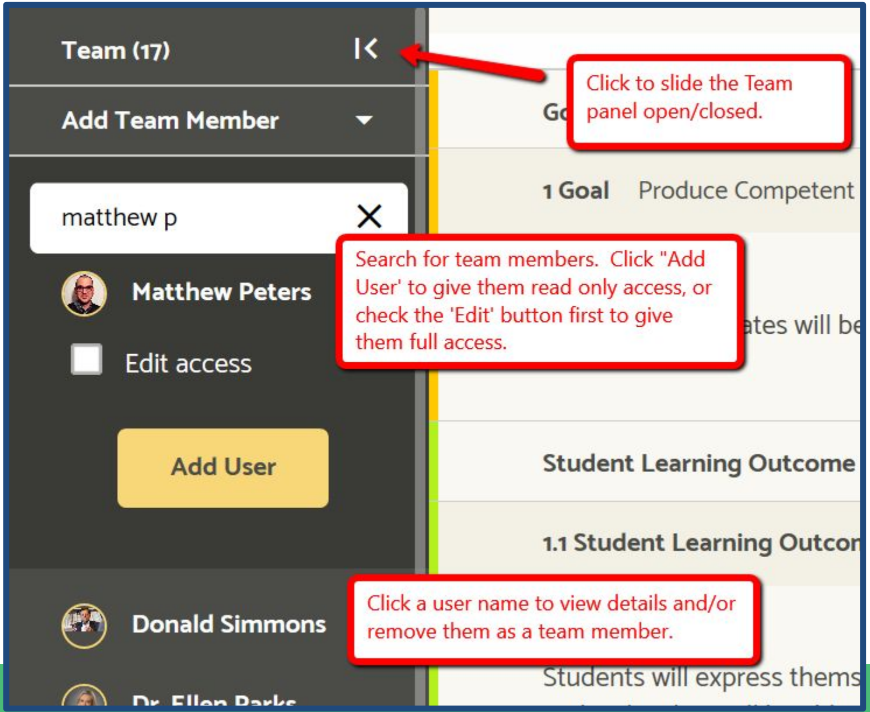
Assessment:

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

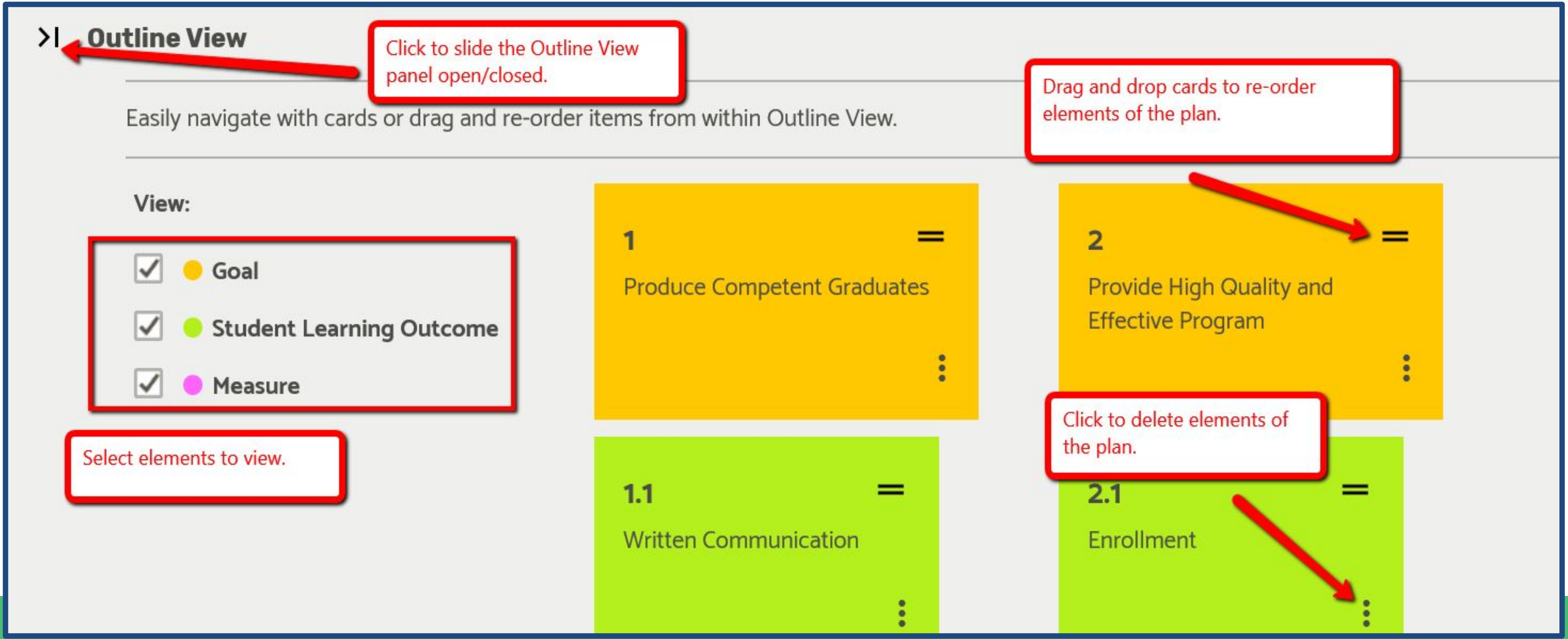


Assessment:
Adding Team Members. Allow others to collaborate on work.



Assessment:

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



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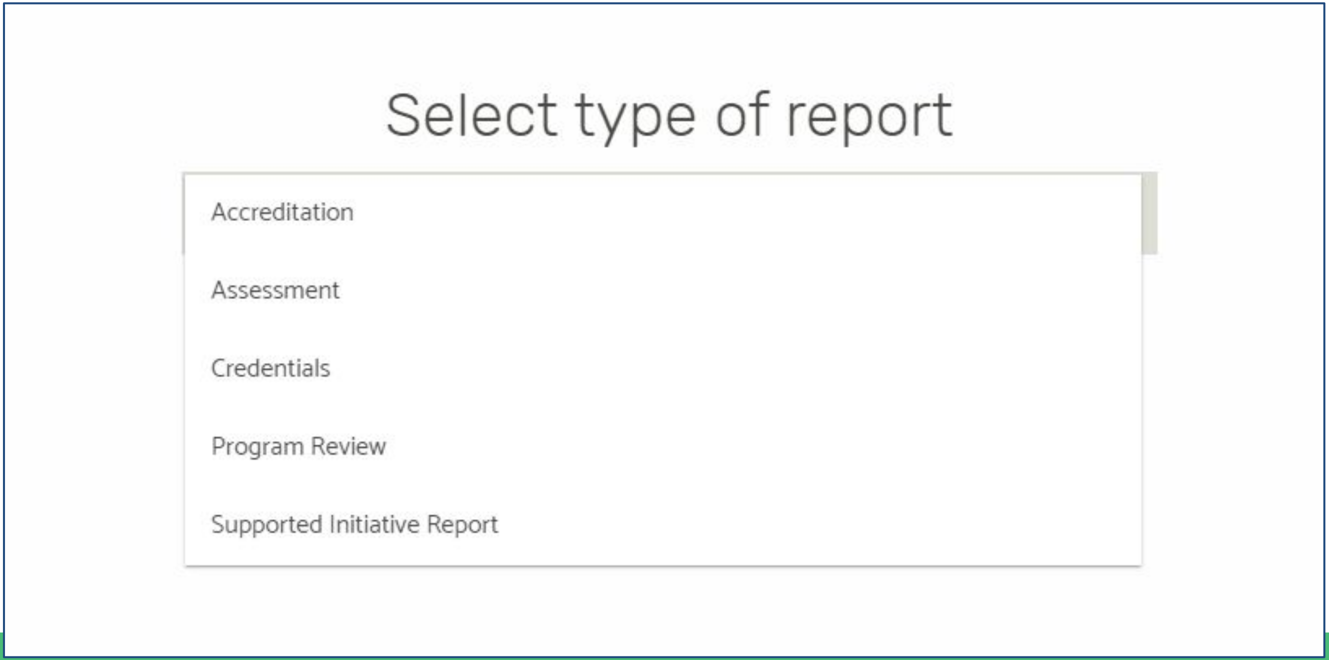
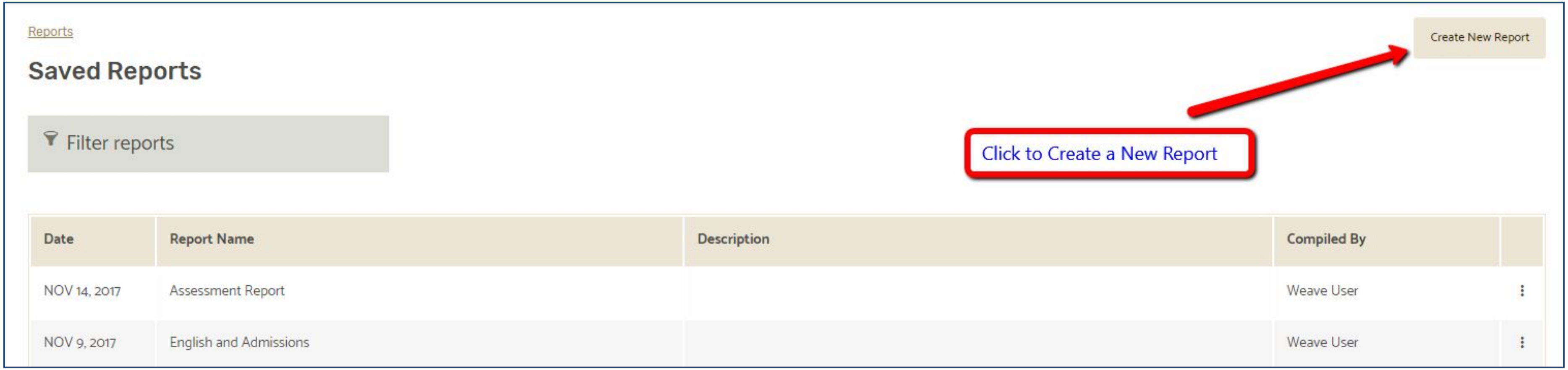
Assessment Reports

Assessment Reports:

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



Assessment Reports:
Saved Reports List.

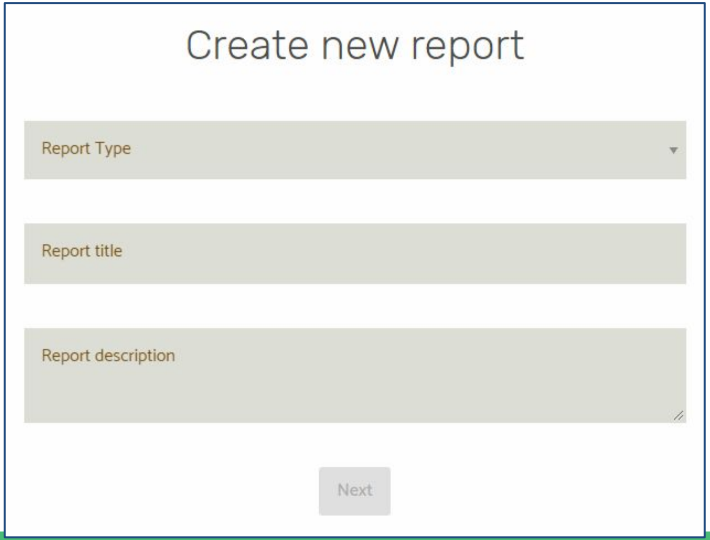


Assessment Reports:

Choose Report Type: Page View (Outline, narrative format). Table View (Compressed, tabular format).

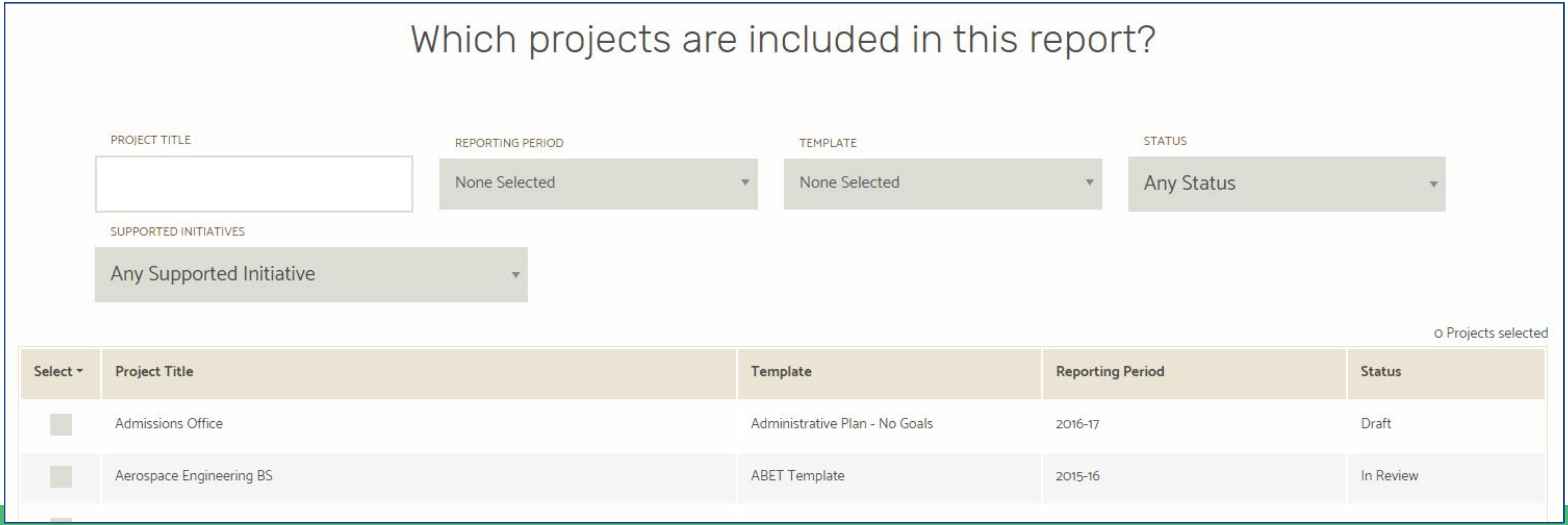
Give Report a Title and an optional description.

Click Next.



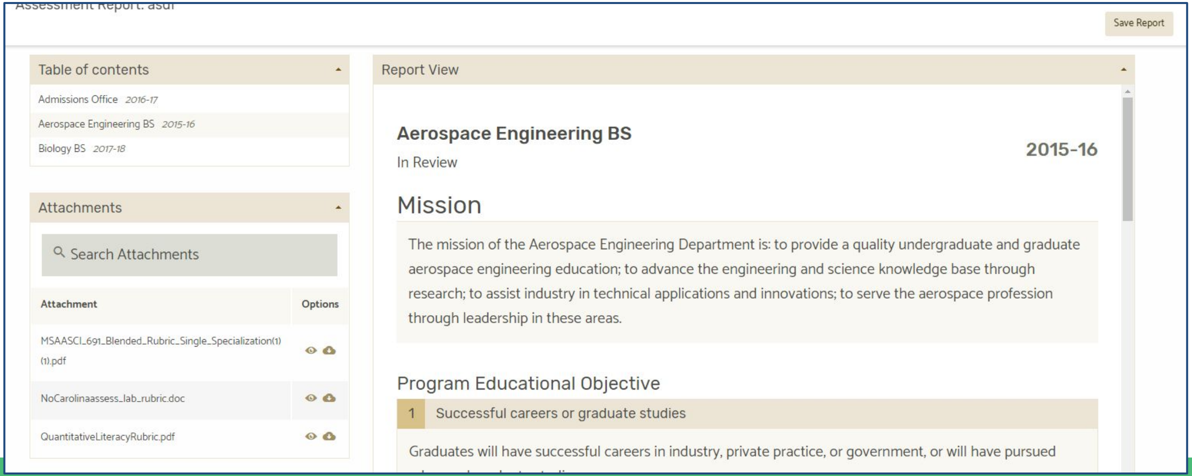
Assessment Reports:

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).



Accreditation/Program Review

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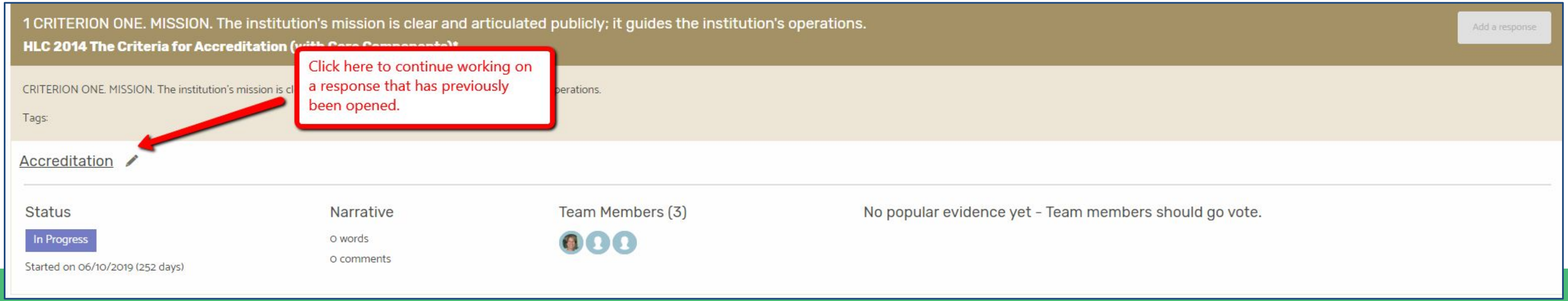
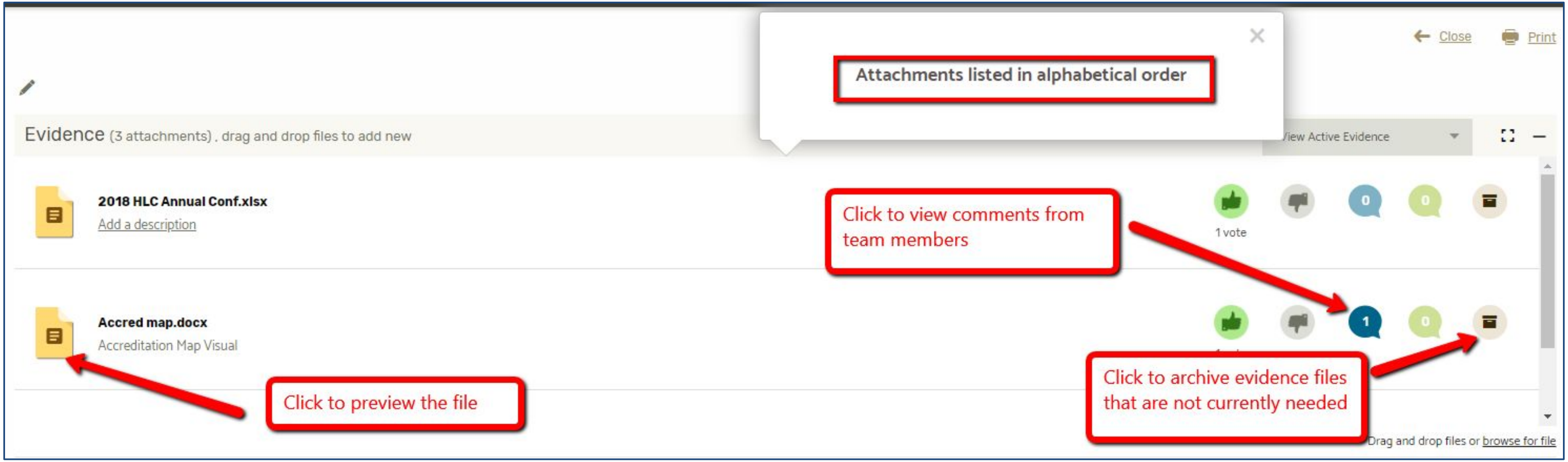
Accreditation Projects:

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.



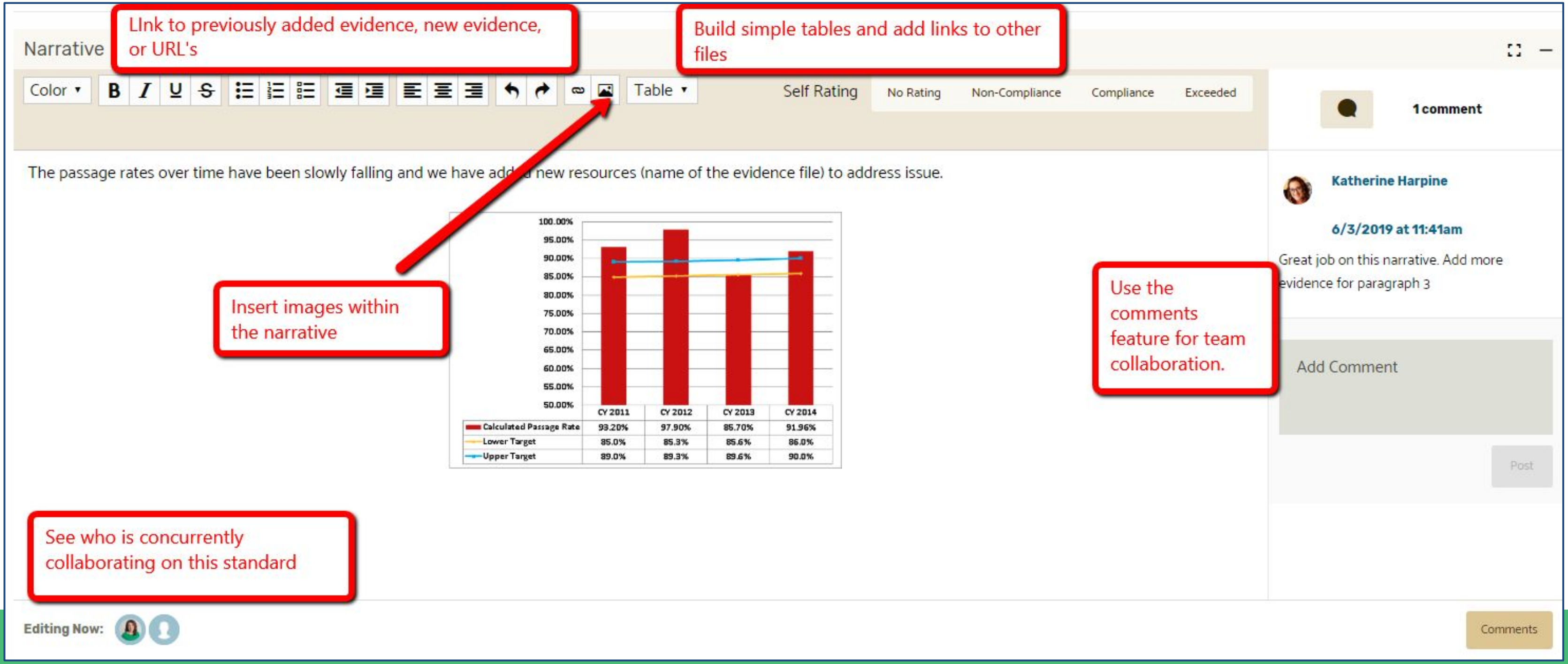
Accreditation Projects:

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



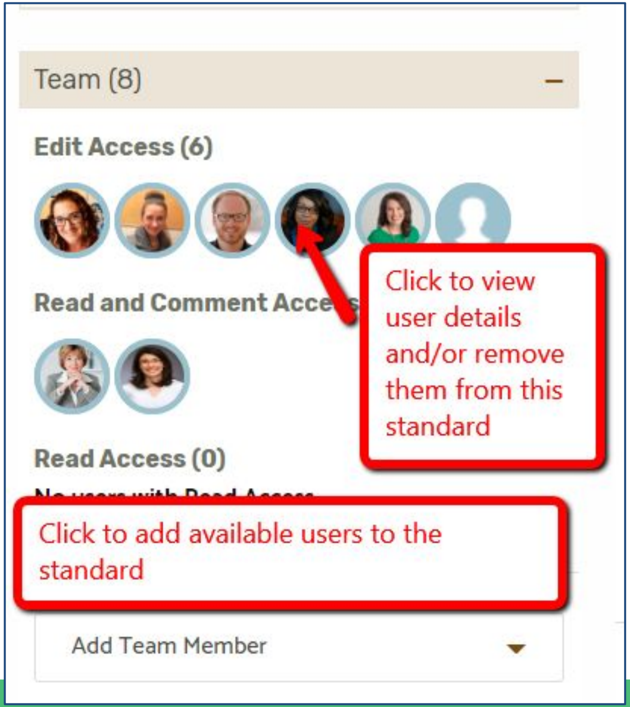
Accreditation Projects:

Build your narrative in the text editor.



Accreditation Projects:

Adding Team Members. Allow others to collaborate on work.



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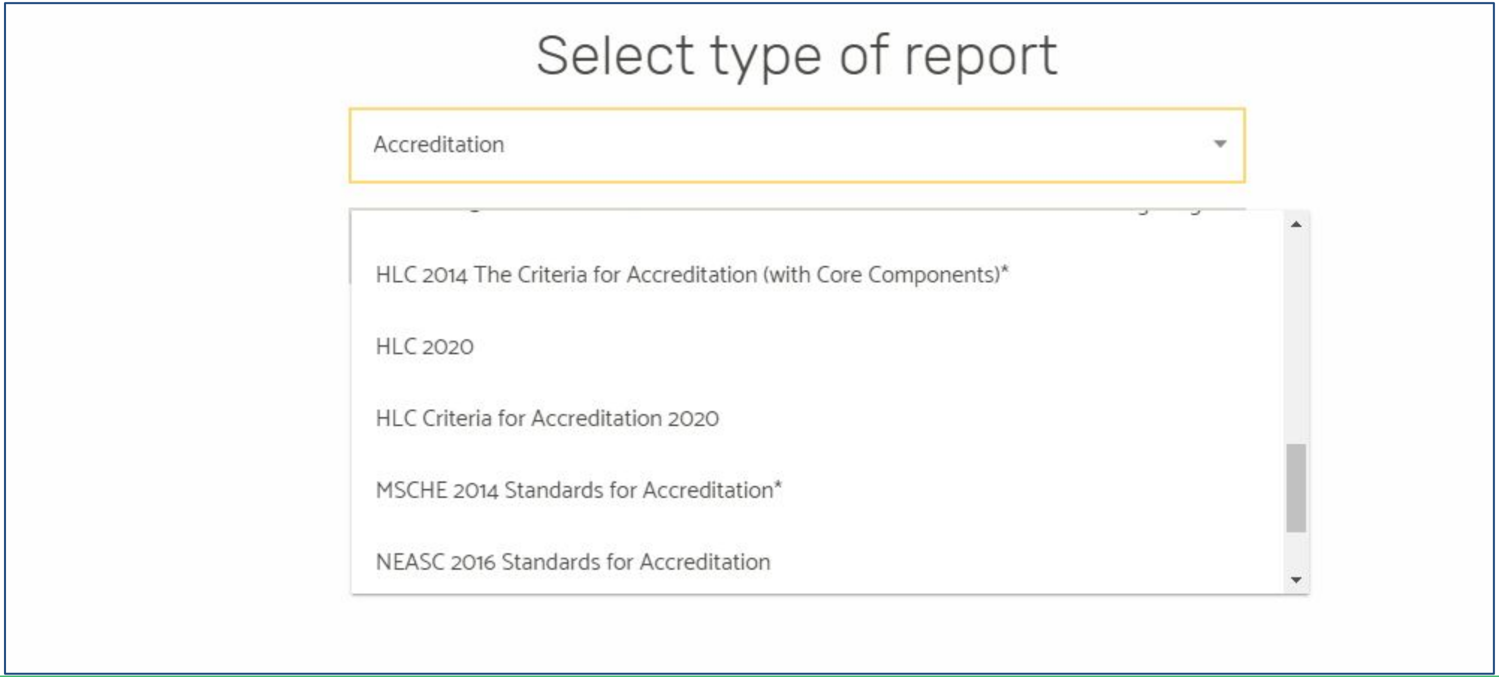
Accreditation Reports

Accreditation Reports:

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

Accreditation Reports:

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



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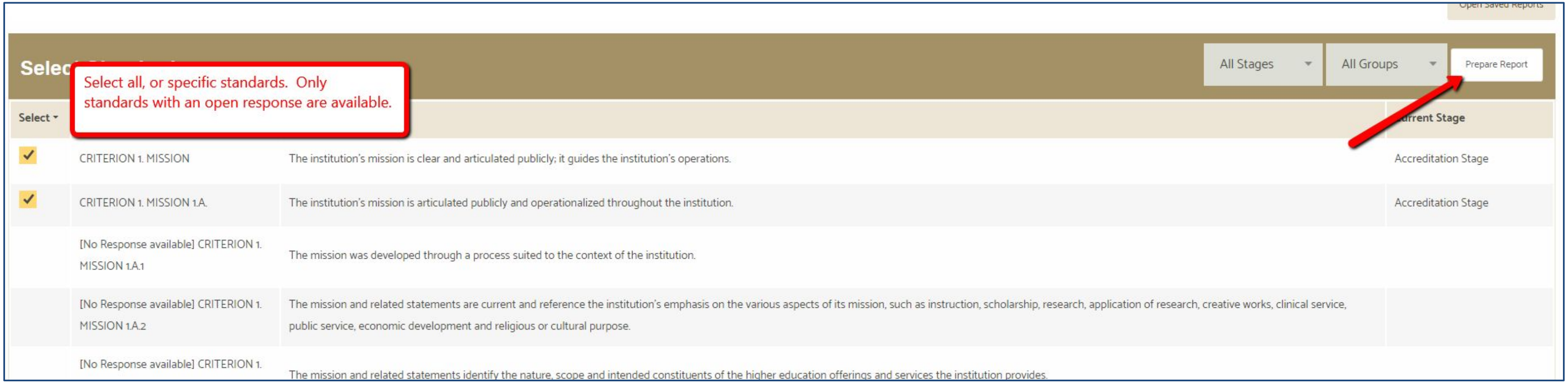
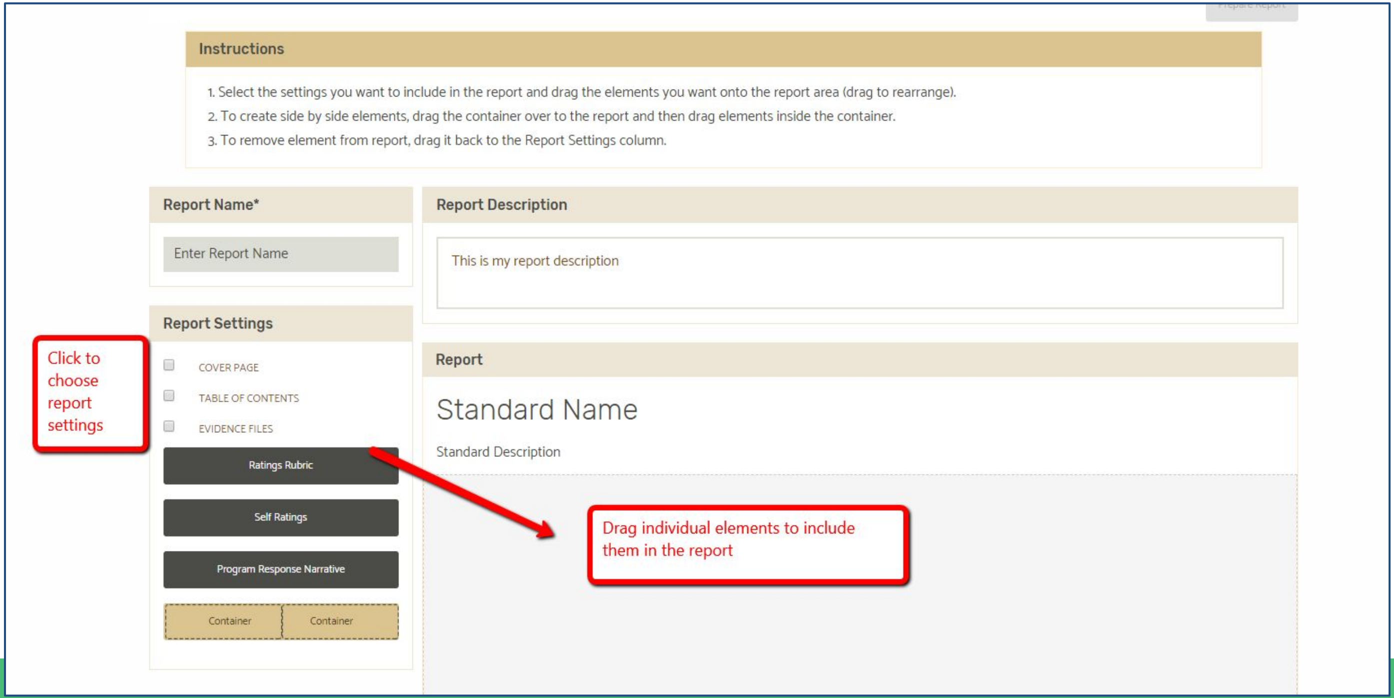
Accreditation Reports:

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



Accreditation Reports:

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



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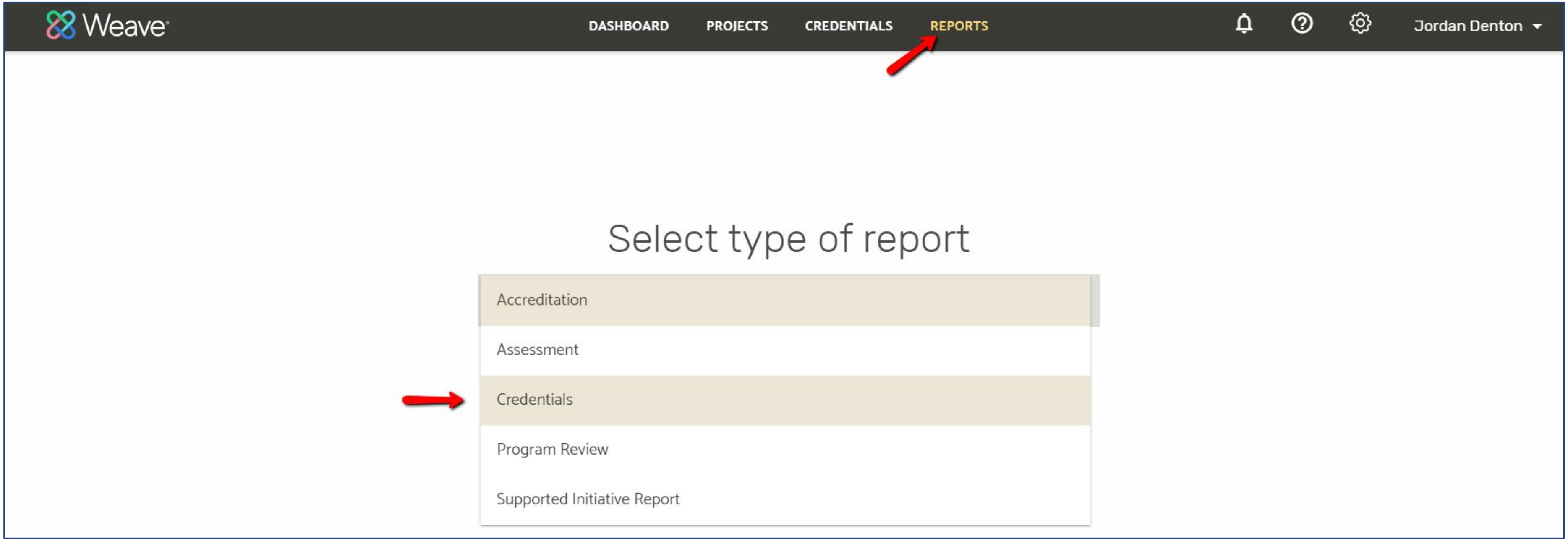
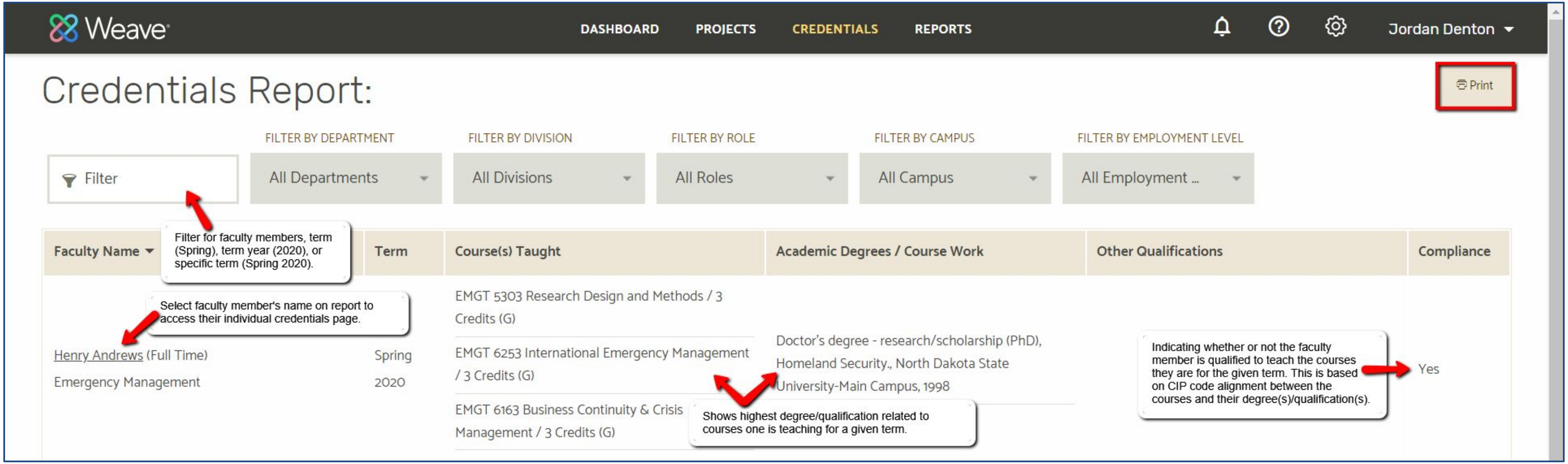
Accreditation Reports:

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.

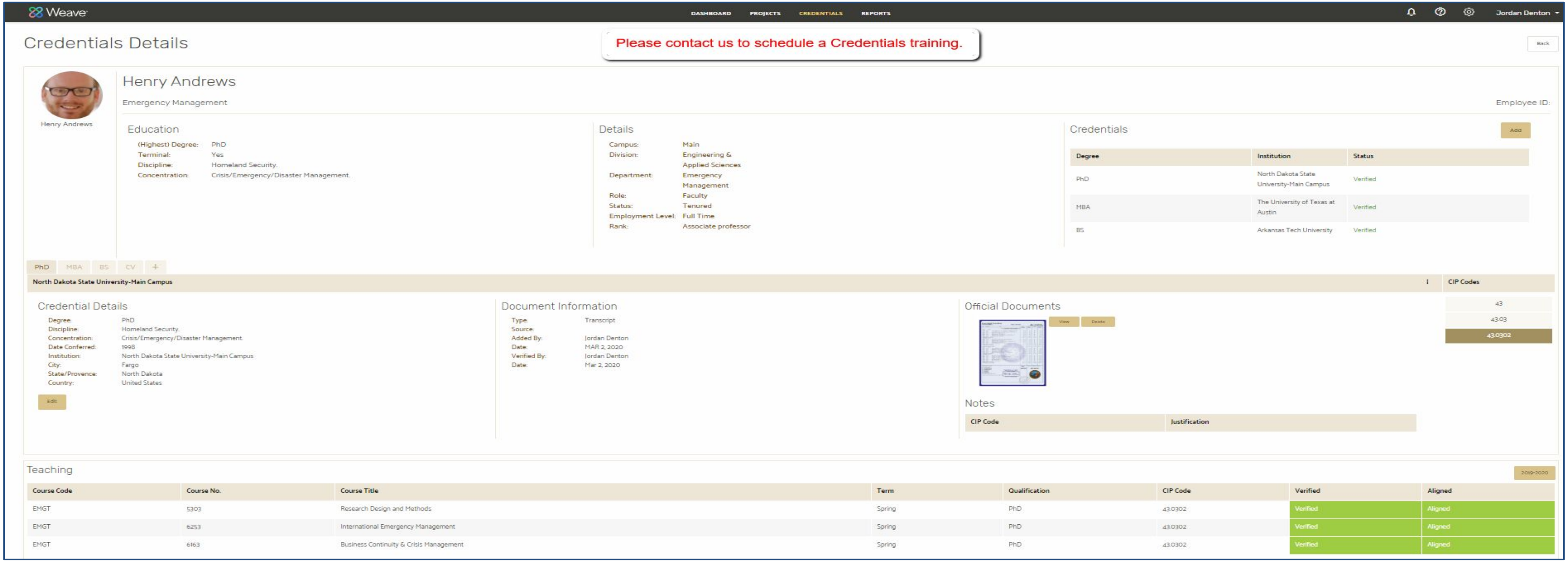




DASHBOARD
PROJECTS
CREDENTIALS
REPORTS
Jordan Denton
Credentials Report:
Print
FILTER BY DEPARTMENT
FILTER BY DIVISION
FILTER BY ROLE
FILTER BY CAMPUS
FILTER BY EMPLOYMENT LEVEL
Filter
All Departments
All Divisions
All Roles
All Campus
All Employment ...
Filter for faculty members, term (Spring), term year (2020), or specific term (Spring 2020).
Faculty Name
Term
Course(s) Taught
Academic Degrees / Course Work
Other Qualifications
Compliance
Select faculty member's name on report to access their individual credentials page.
EMGT 5303 Research Design and Methods / 3 Credits (G)
Henry Andrews (Full Time)
Emergency Management
Spring 2020
EMGT 6253 International Emergency Management / 3 Credits (G)
EMGT 6163 Business Continuity & Crisis Management / 3 Credits (G)
Doctor's degree - research/scholarship (PhD), Homeland Security., North Dakota State University-Main Campus, 1998
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).
Yes

Credentials Profile

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



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