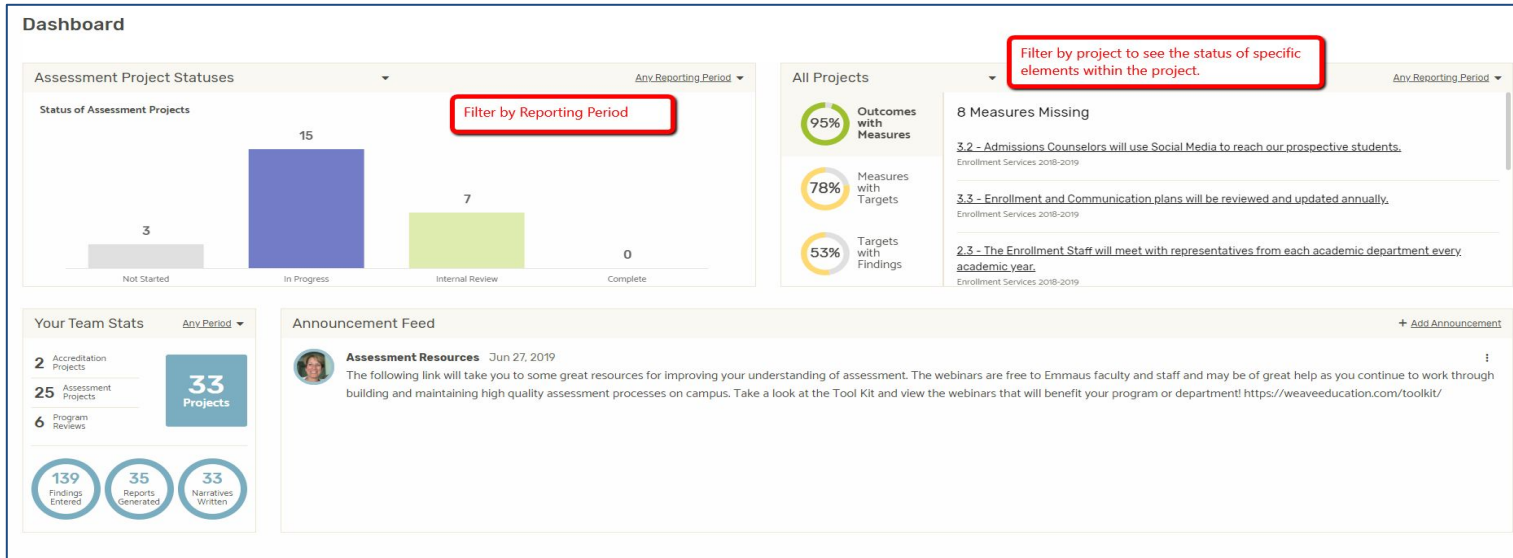




# Quick Start Guide

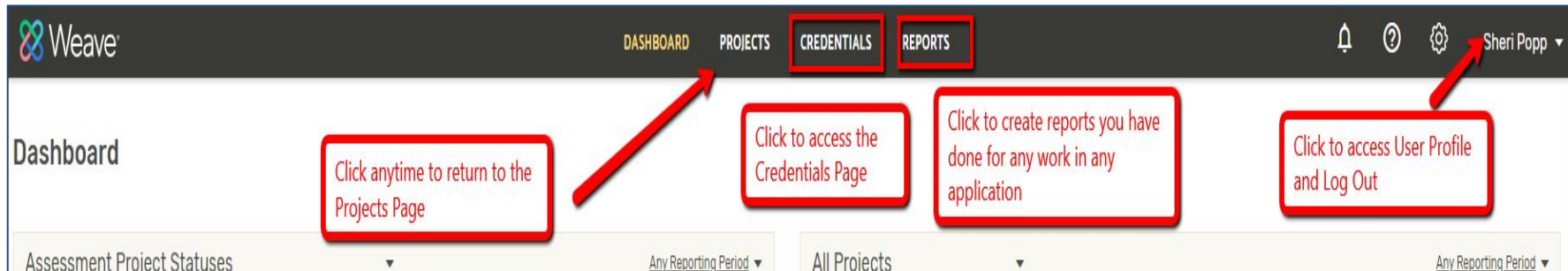
# Dashboard:

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, 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

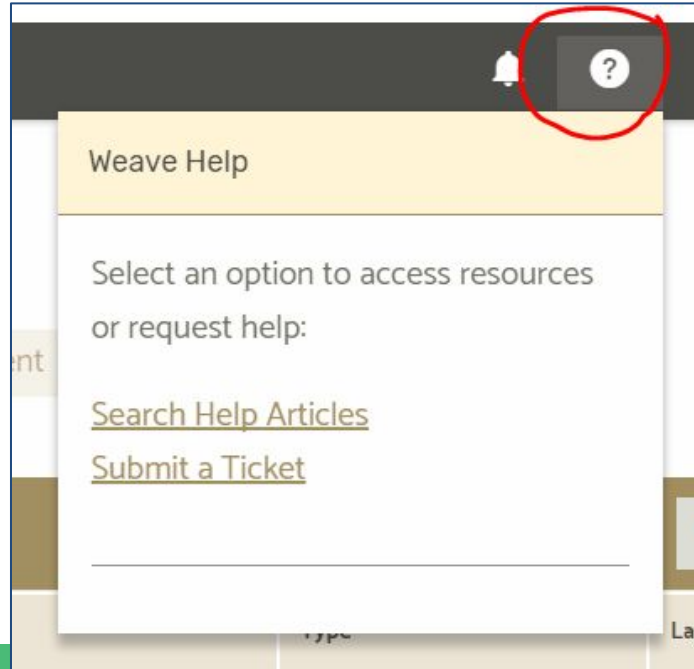
+ Create New Project

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.

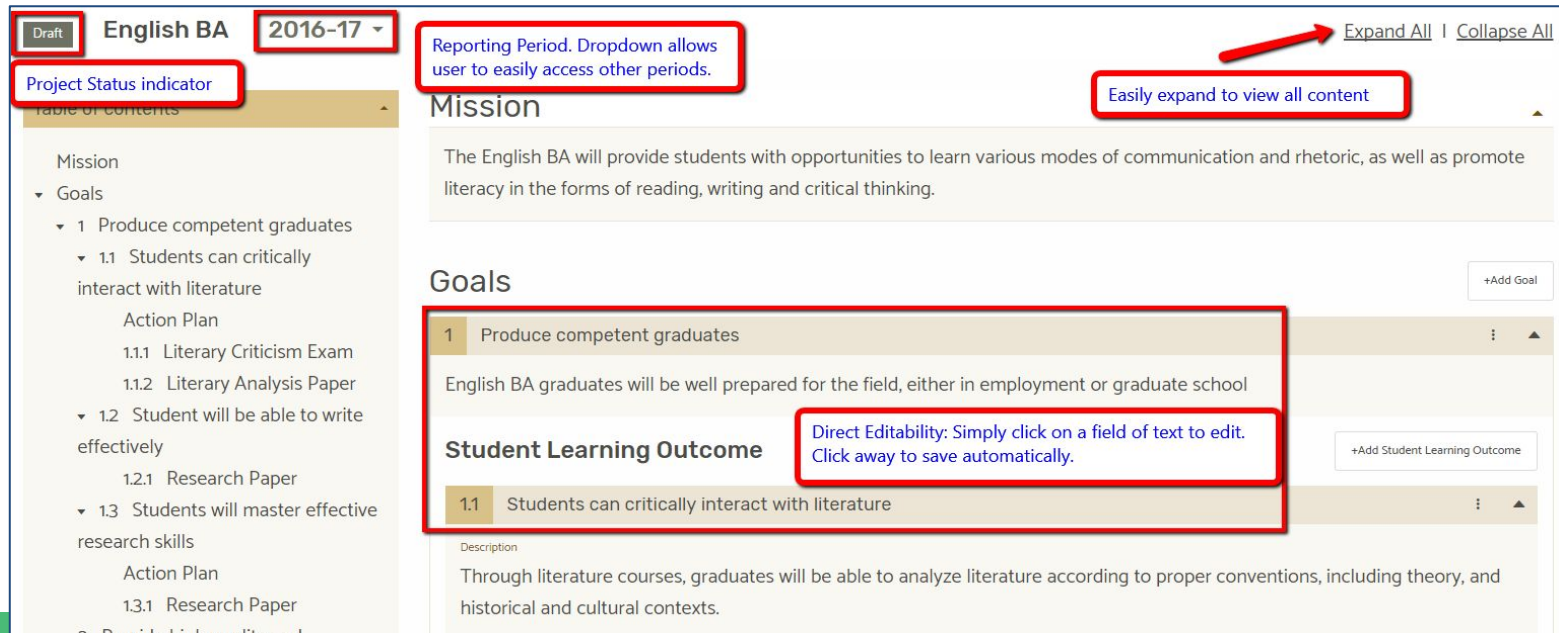




Assessment

# 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.



**Draft** English BA **2016-17** [Expand All](#) | [Collapse All](#)

**Project Status indicator**

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

**Easily expand to view all content**

**Table of contents**

- Mission
- ▼ Goals
  - ▼ 1 Produce competent graduates
    - ▼ 1.1 Students can critically interact with literature
      - Action Plan
        - 1.1.1 Literary Criticism Exam
        - 1.1.2 Literary Analysis Paper
    - ▼ 1.2 Student will be able to write effectively
      - 1.2.1 Research Paper
    - ▼ 1.3 Students will master effective research skills
      - Action Plan
        - 1.3.1 Research Paper

**Mission**

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.

**Goals** [+Add Goal](#)

1 Produce competent graduates

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

**Student Learning Outcome** [+Add Student Learning Outcome](#)

1.1 Students can critically interact with literature

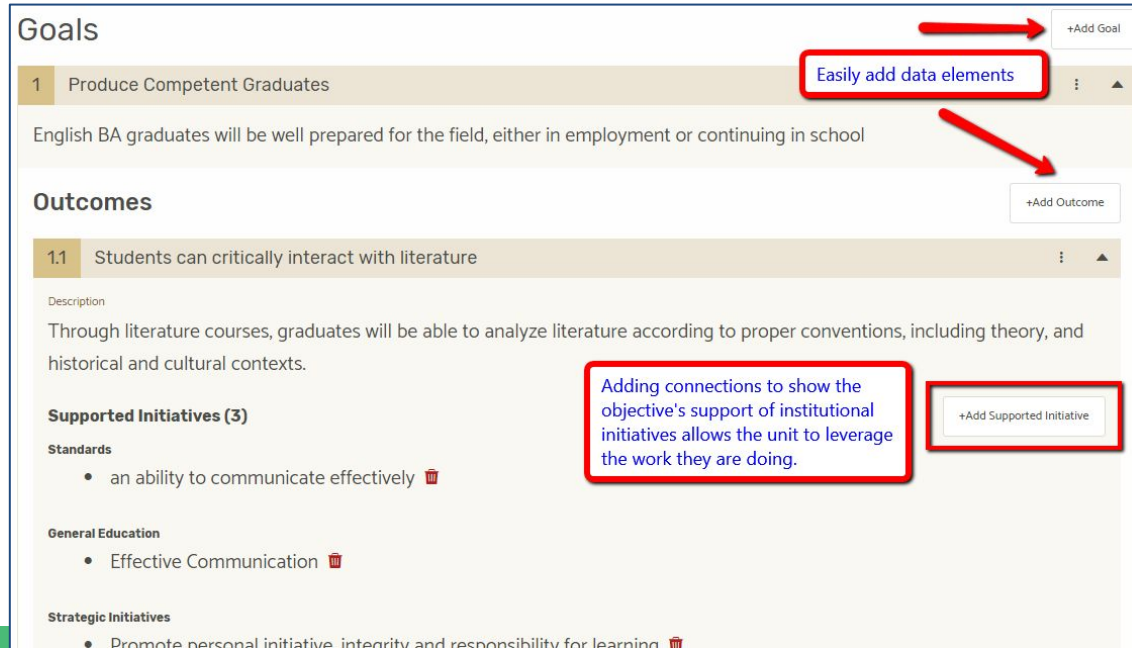
**Direct Editability:** Simply click on a field of text to edit. Click away to save automatically.

**Description**

Through literature courses, graduates will be able to analyze literature according to proper conventions, including theory, and historical and cultural contexts.

# Assessment:

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



**Goals**

1 Produce Competent Graduates

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

**Outcomes**

1.1 Students can critically interact with literature

Description

Through literature courses, graduates will be able to analyze literature according to proper conventions, including theory, and historical and cultural contexts.

**Supported Initiatives (3)**

**Standards**

- an ability to communicate effectively

**General Education**

- Effective Communication

**Strategic Initiatives**

- Promote personal initiative, integrity and responsibility for learning

**Callouts:**

- +Add Goal** (top right)
- Easily add data elements** (middle right, with arrows pointing to the +Add Goal and +Add Outcome buttons)
- +Add Outcome** (middle right)
- Adding connections to show the objective's support of institutional initiatives allows the unit to leverage the work they are doing.** (bottom right, with an arrow pointing to the +Add Supported Initiative button)
- +Add Supported Initiative** (bottom right)

# Assessment:

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

Action Plan

Status Not Set

Analyze the exam to identify patterns in student learning objectives being assessed by this test.

Due Date  
8/1/2016

Budget Source  
Assessment based improvement

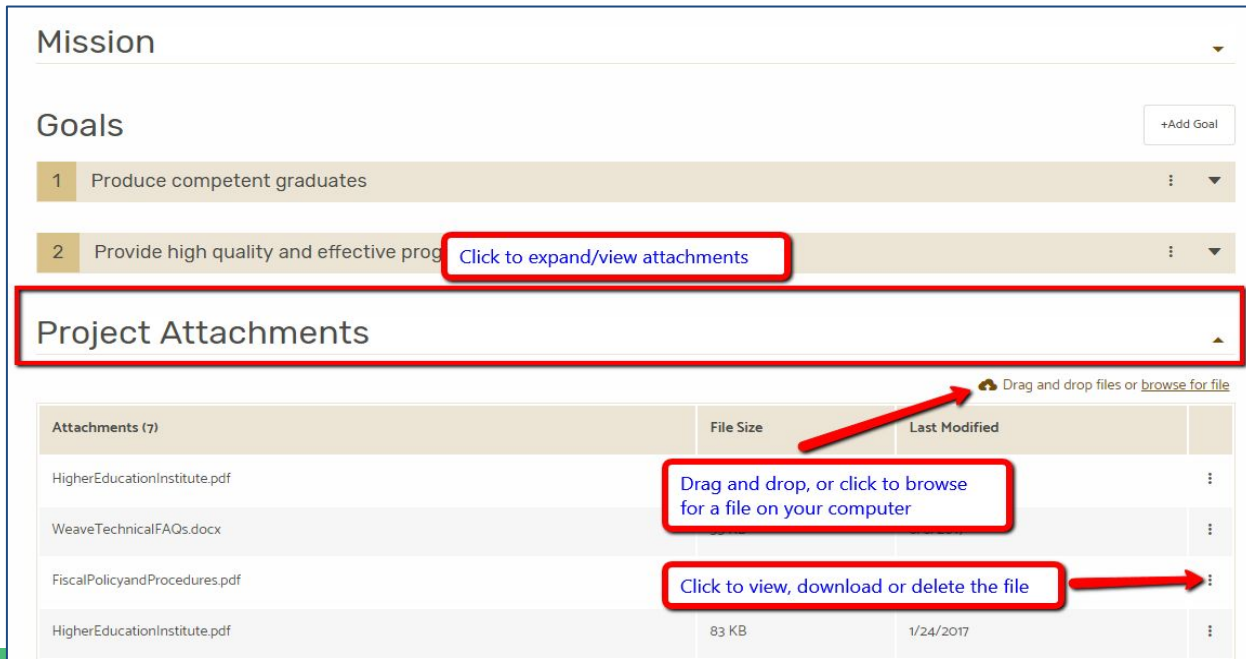
Dollar Amount  
\$500.00

#	Action Item	Date Created	Due Date	Status	
1	Examine which questions are most commonly missed, write new possibilities	2/8/2017	3/1/2016	Planned	
2	Pilot new questions in half the courses	2/8/2017	4/4/2016	Planned	
3	Analyze new scores, decide if changing questions for all courses is the best approach	2/8/2017	4/29/2016	Planned	

+Add Action Item

# Assessment:

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



Mission

Goals

+Add Goal

1 Produce competent graduates

2 Provide high quality and effective prog [Click to expand/view attachments](#)

Project Attachments

Attachments (7)

Attachments (7)	File Size	Last Modified
HigherEducationInstitute.pdf		
WeaveTechnicalFAQs.docx		
FiscalPolicyandProcedures.pdf		
HigherEducationInstitute.pdf	83 KB	1/24/2017

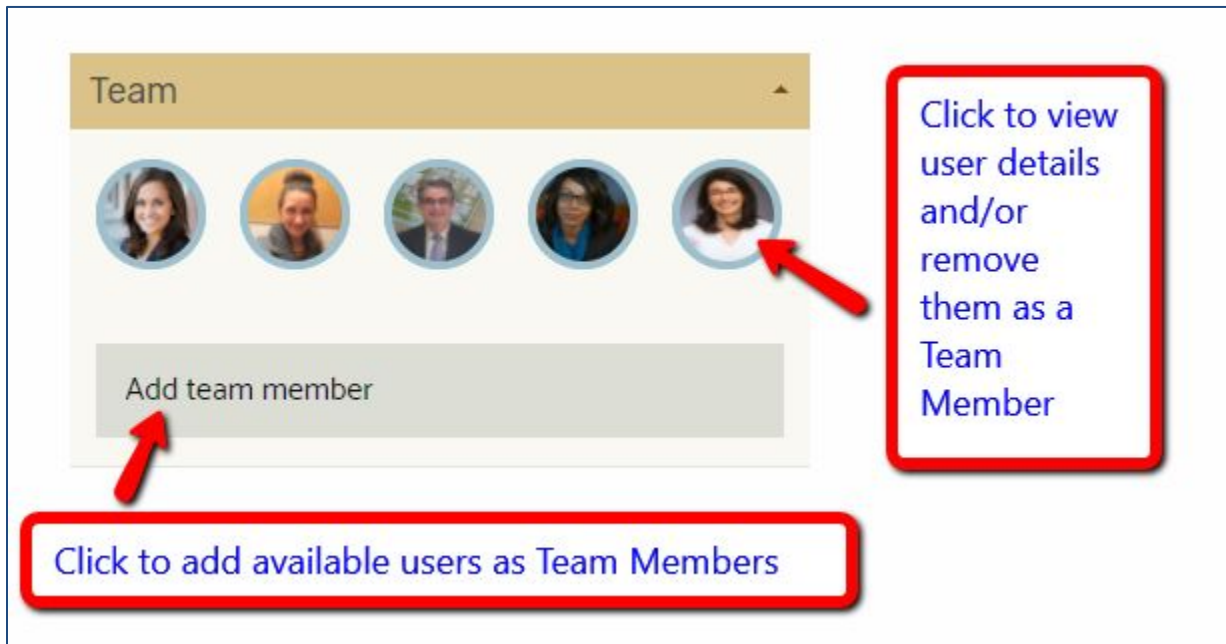
Drag and drop files or [browse for file](#)

Drag and drop, or click to browse for a file on your computer

Click to view, download or delete the file

## 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.

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 two main sections: 'Table of contents' and 'Attachments'. The 'Table of contents' section lists three items: 'Admissions Office 2016-17', 'Aerospace Engineering BS 2015-16', and 'Biology BS 2017-18'. The 'Attachments' section includes a search bar labeled 'Search Attachments' and a table of attachments. The table has two columns: 'Attachment' and 'Options'. It lists three attachments: 'MSAASCL691\_Blanded\_Rubric\_Single\_Specialization(t).pdf', 'NoCarolinaassess\_lab\_rubric.doc', and 'QuantitativeLiteracyRubric.pdf'. Each attachment has a small icon in the 'Options' column. The main area on the right is titled 'Report View' and shows a preview of the report for 'Aerospace Engineering BS 2015-16'. The report is currently 'In Review'. 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 a list of objectives starting with '1 Successful careers or graduate studies'. A 'Save Report' button is located in the top right corner of the interface.

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** 2015-16

In Review

**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

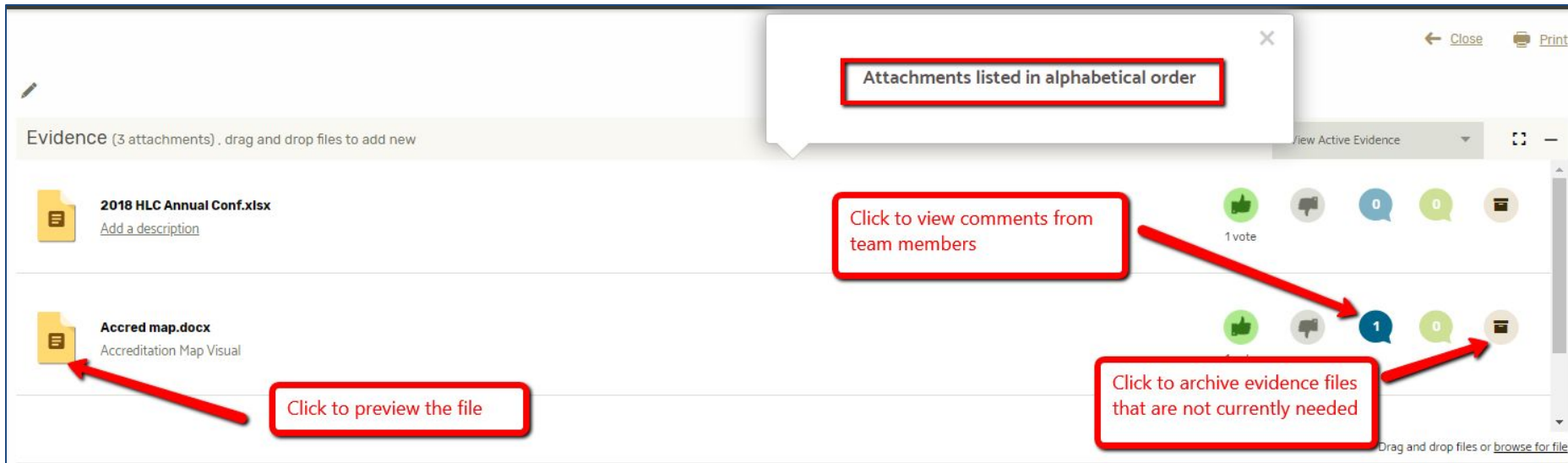
Team Members (3)



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 icons for voting (thumbs up/down), commenting (speech bubble), and archiving (box with checkmark). Annotations with red boxes and arrows point to specific features: a box at the top right says 'Attachments listed in alphabetical order'; a box pointing to the 'Accred map.docx' file says 'Click to preview the file'; a box pointing to the comment icon for the first file says 'Click to view comments from team members'; and a box pointing to the archive icon for the second file says 'Click to archive evidence files that are not currently needed'. 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 preview the file

Click to view comments from team members

Click to archive evidence files that are not currently needed

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

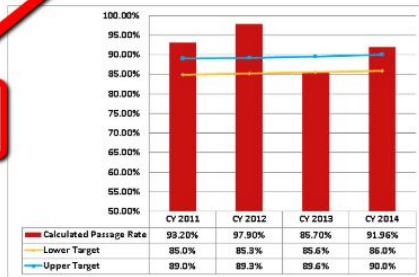
No Rating

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

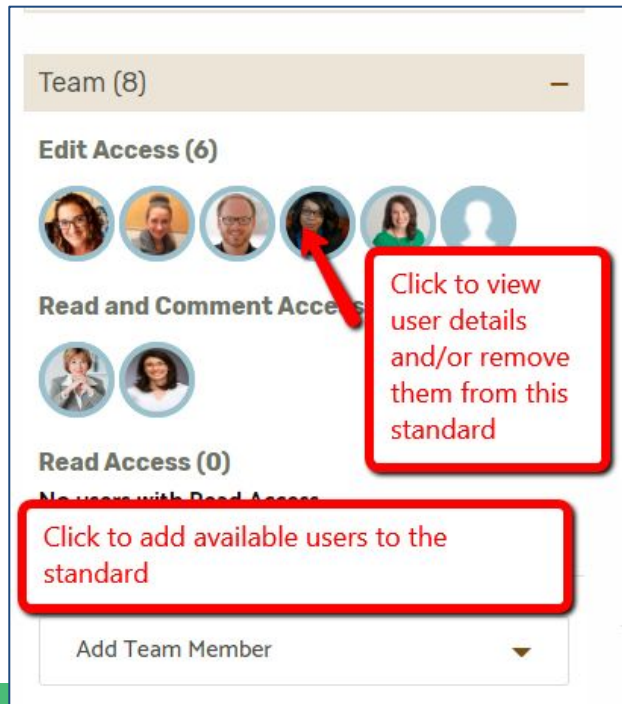
Editing Now:



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

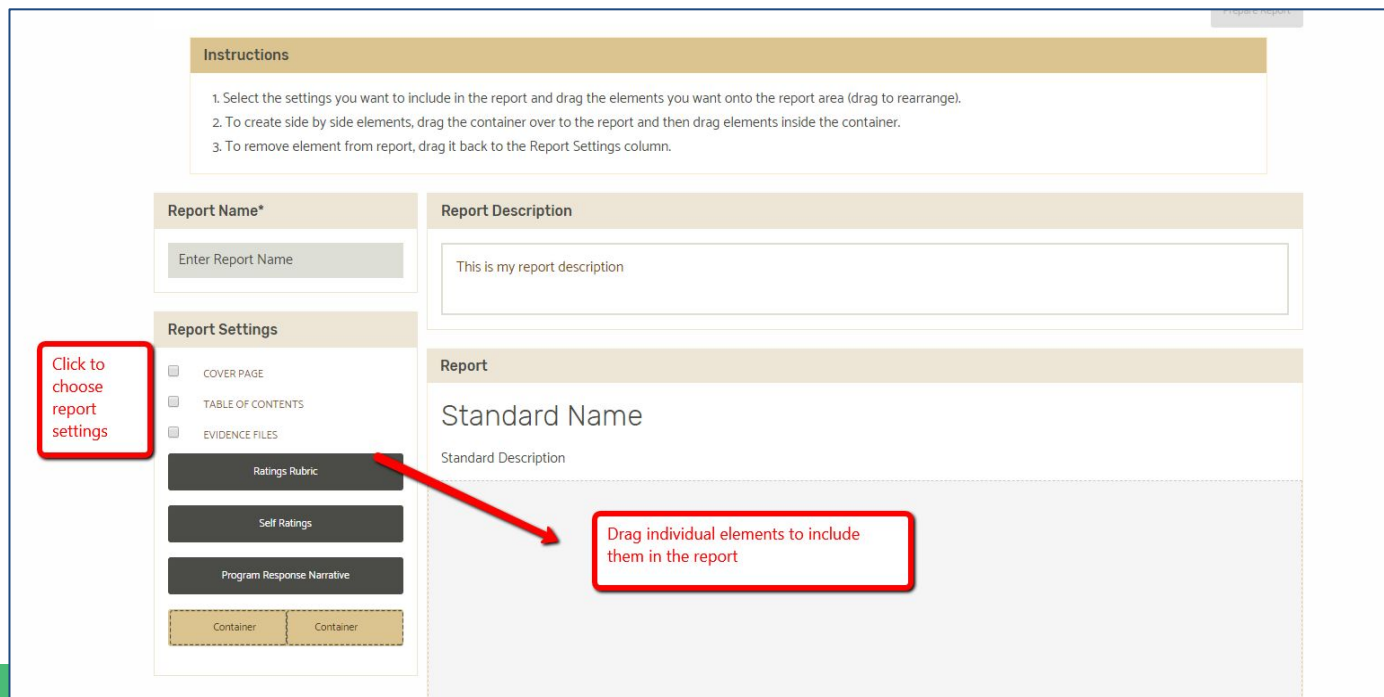
Select ▾

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. It features a top 'Instructions' section with three steps: selecting settings, creating side-by-side elements with containers, and removing elements. Below this are four main sections: 'Report Name\*' with an input field, 'Report Description' with a text area, 'Report Settings' with a list of checkboxes and buttons, and 'Report' with a title and description area. Annotations include a red box around the 'Report Settings' section with the text 'Click to choose report settings', and a red arrow pointing from the 'Ratings Rubric' button to a red box in the 'Report' section with 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

Save as New Default Cover Page

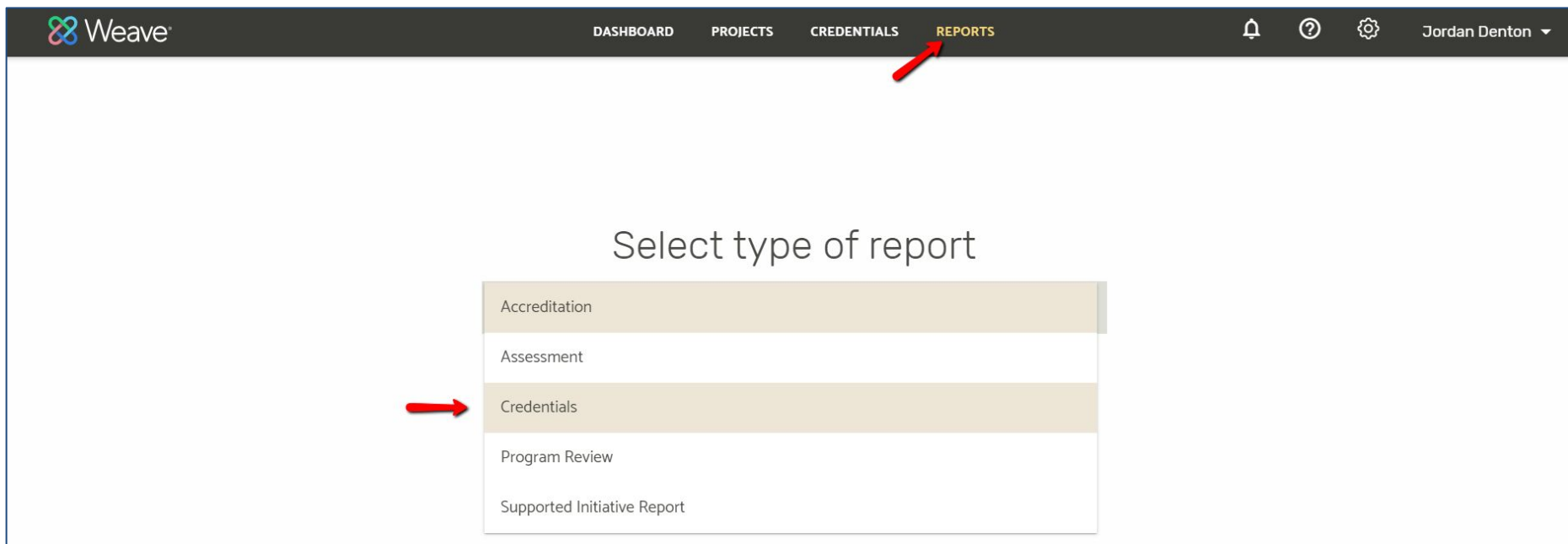
Prepare Report

Font ▾ Size ▾ Color ▾ **B** *I* U [List Icons] [Undo] [Redo] [Image]



Credentials Reports

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

A screenshot of the Weave application interface. The top navigation bar is dark grey with the Weave logo on the left and navigation links: DASHBOARD, PROJECTS, CREDENTIALS, and REPORTS. The 'REPORTS' link is highlighted in yellow and has a red arrow pointing to it. On the right side of the navigation bar are icons for a bell, a question mark, and a gear, followed by the user name 'Jordan Denton' and a dropdown arrow. Below the navigation bar, the main content area has a light grey background. In the center, the text 'Select type of report' is displayed. Below this text is a dropdown menu with five options: Accreditation, Assessment, Credentials, Program Review, and Supported Initiative Report. The 'Credentials' option is highlighted in a light beige color and has a red arrow pointing to it from the left.

# 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) Emergency Management                 </div>	Spring 2020	EMGT 5303 Research Design and Methods / 3 Credits (G)  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	<div>                     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).                 </div> <div>                     Yes                 </div>	

Shows highest degree/qualification related to courses one is teaching for a given term.



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.