

The Institutional Assessment Coordinator adds and invites Users to Weave

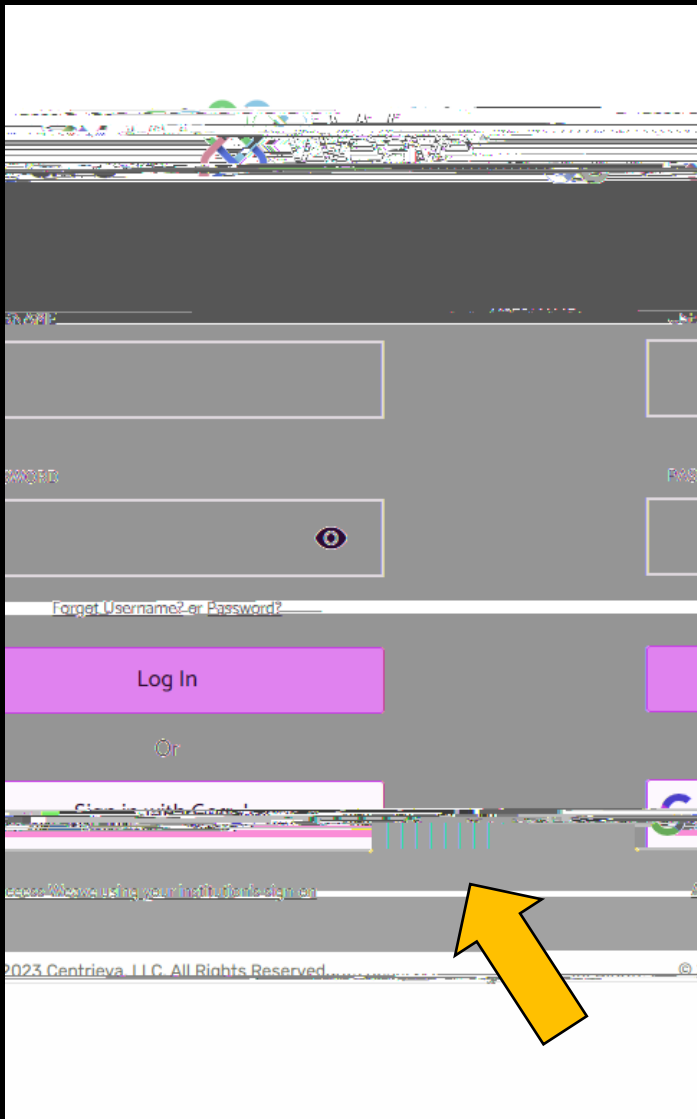
Once added, you will receive an email inviting you to access Weave

Click on the link "Create Weave User Account"

Select "Access Weave using your institution's sign-on" under "Sign in with Google"

"USM" is our institution's abbreviation

You can log in to Weave with the institution abbreviation every time, no need to create a username/password (automatically recognizes the user based on your email)



Once in Weave, you will be directed to the "Dashboard" page
You can see an overview of the status of your projects as well as



PLA-2020-2021

Assessment Project Status

PLA-2020-2021

All Projects

2.1-001 Graduation Rates

Measures

75%

Targets



Accreditation

6 Projects

3 Assessment Projects

0 Program Reviews

6 Projects

0 Findings

576 Density

23 Assessments

Entered

Generated

Written

View All assigned items



All assigned

Project Type:

Assessment

Accreditation

Year:

GEC: 2020-2021

GEC

PLA: 2021-2022



Editing Your Project – Outline View

Once you select a project it will open to an outline view.

To hide the outline view, minimize it using the ">|" button.

You can NOT effectively work on your project from the outline view.

If you have selected a project from a former assessment year, you will be notified that the project is not editable.

Collapse
outline



Editing Your Project – Project Attachments

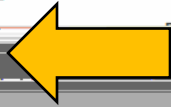
Project Attachments are added at the bottom of the assessment plan. You can click on uploaded documents to view them in a separate tab. Please include the *Center and Institute Annual Reporting Template* as a project attachment.

Note: Weave automatically saves your work.

ANALYSIS...

section below.

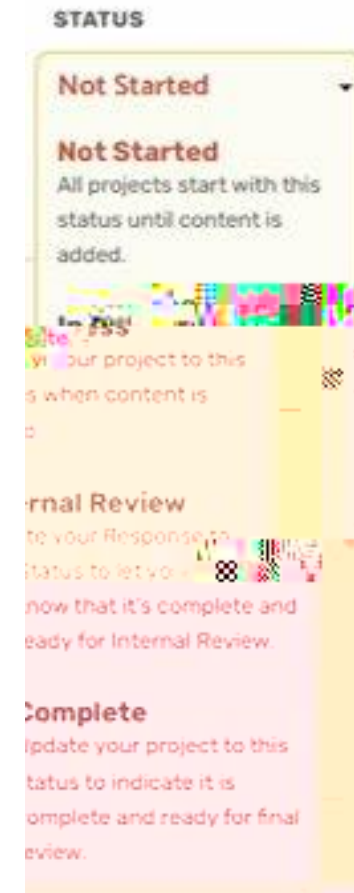
[View Action Plan](#)



Editing Your Project – Project Status

You must manually change the status of your project in Weave.

Once the reporting template has been uploaded, change the status of the project to "Complete."



EXAMPLE ASSESSMENT REPORT: [Title] BIA 2020

STATUS

Completed

GUIDELINES

202

▲ The reporting period related to the project is not editable.

VIEW BY: ALL

Resources

[Office of Institutional Effectiveness website](#)

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