

User Guide for Weave 4.0 Assessment Reporting System

Texas A&M University-Corpus Christi

For more information about the assessment process or for assistance with Weave 4.0, please contact Bryan Baker, Institutional Effectiveness Officer and SACSCOC Liaison, at:

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Additional information on assessment and the assessment process at Texas A&M University-Corpus Christi can be found at:

<http://assessment.tamucc.edu>

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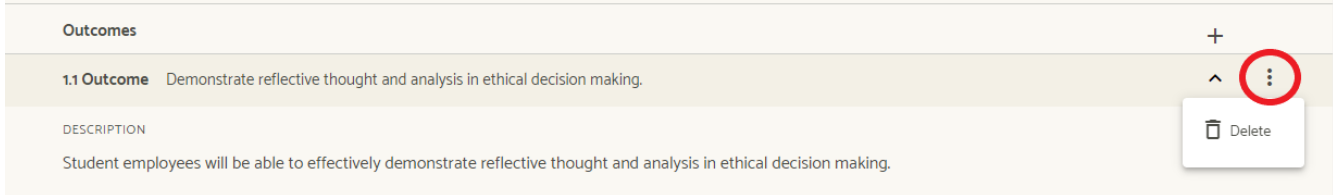
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Introduction

The primary purpose of this guide is to act as a resource for faculty, staff, and administrators who will be using the Weave assessment reporting system to complete their respective unit's annual assessment report. The document is organized by task.

Things to Know Before You Begin

1. Almost all text in your assessment report can be edited by simply clicking it. Once the text is selected, it will appear in an editable textbox. After you have made the needed changes to the text, clicking outside the textbox will save changes. More information regarding this is included in each of the sections related to the adding and editing of items in the Weave system.
2. Nearly any item in your assessment report can be deleted. This is done by clicking the three dots to the right of the item (shown below). Items deleted cannot be recovered.



3. Assessment plans are independent by cycle. For example, making changes to a unit's report will not impact reports from previous cycles.

Please contact Bryan Baker at bryan.baker@tamucc.edu or x2723 if you are considering any major revisions or deletions to your report.

Logging in to Weave

1. In order to log in to Weave, first go to <https://app.weaveeducation.com/login/tamucc>
2. Your username is your IslandID and your password is the same as the one associated with your IslandID. This is the username and password you use to access your work computer or email. If you have forgotten your IslandID and/or password, please contact IT at x2692.

- Once you have successfully logged in to the system, you will be taken to the **Dashboard** page.

The screenshot displays the Weave Dashboard interface. At the top, there is a navigation bar with the Weave logo on the left and menu items: DASHBOARD, PROJECTS, CREDENTIALS, and REPORTS. On the right side of the navigation bar, there are notification icons and the user's name, Bryan Baker.

The main content area is titled "Dashboard" and is divided into several sections:

- Assessment Project Statuses:** A bar chart titled "Status of Assessment Projects" showing 282 projects in the "Not Started" category, and 0 projects in "In Progress", "Internal Review", and "Complete" categories.
- All Projects:** A summary section showing performance metrics: 1% Outcomes with Measures, 1% Measures with Targets, and 0% Targets with Findings. It also lists "1109 Measures Missing" with specific examples like "2.7 - Training Support" and "2.7 - Accurate monthly accounting statements".
- Your Team Stats:** A summary section showing 0 Accreditation Projects, 282 Assessment Projects, and 0 Program Reviews. It also features three circular icons for "Findings Entered", "Reports Generated", and "Narratives Written", all showing 0.
- Announcement Feed:** A section titled "Welcome to Weave" dated Apr 4, 2019, with a brief introductory message about the announcement feed.

Navigating Weave

All actions that you will take in editing or completing an assessment report will be done through the **Projects** page. To get to this page, select the **Projects** menu item at the top of the page.

The screenshot shows the Weave dashboard interface. At the top, a navigation bar includes the Weave logo, a menu with 'DASHBOARD', 'PROJECTS' (circled in red), 'CREDENTIALS', and 'REPORTS', and a user profile for 'Bryan Baker'. Below the navigation bar, the 'Dashboard' section is divided into several widgets:

- Assessment Project Statuses:** A bar chart titled 'Status of Assessment Projects' showing 282 projects in the 'Not Started' category, and 0 in 'In Progress', 'Internal Review', and 'Complete'.
- All Projects:** A summary card showing '1109 Measures Missing' and three categories: 'Outcomes with Measures' (1%), 'Measures with Targets' (1%), and 'Targets with Findings' (0%). It lists specific missing measures like '2.2 - Training Support' and '7.7 - Meet all financial and reporting obligations of university'.
- Your Team Stats:** A summary card showing 0 Accreditation Projects, 282 Assessment Projects, and 0 Program Reviews. It also includes three circular gauges for 'Findings Entered', 'Reports Generated', and 'Narratives Written', all showing 0.
- Announcement Feed:** A section titled 'Welcome to Weave' dated Apr 4, 2019, with a brief introductory message.

This will take you to a page that lists all the assessment reporting units that you have access to in the system. To access a unit's report, click the name of the unit.

The screenshot shows the Weave interface. At the top, there is a navigation bar with 'Weave' logo, 'DASHBOARD', 'PROJECTS', 'CREDENTIALS', and 'REPORTS'. A user profile 'Bryan Baker' is visible in the top right. Below the navigation bar, the page title is 'Projects'. There is a search bar containing 'university center' and a '+ Create New Project' button. Below the search bar, there are filter buttons: 'Show Only', 'Assigned to you', 'Assessment', 'Accreditation', and 'Program Review'. A table is displayed with columns 'Title', 'Year', and 'Type'. The table has one row with 'University Center' in the 'Title' column, '2019-2020' in the 'Year' column, and 'Assessment' in the 'Type' column. The 'University Center' text is circled in red. At the bottom of the table, it says 'Rows per page: 10'.

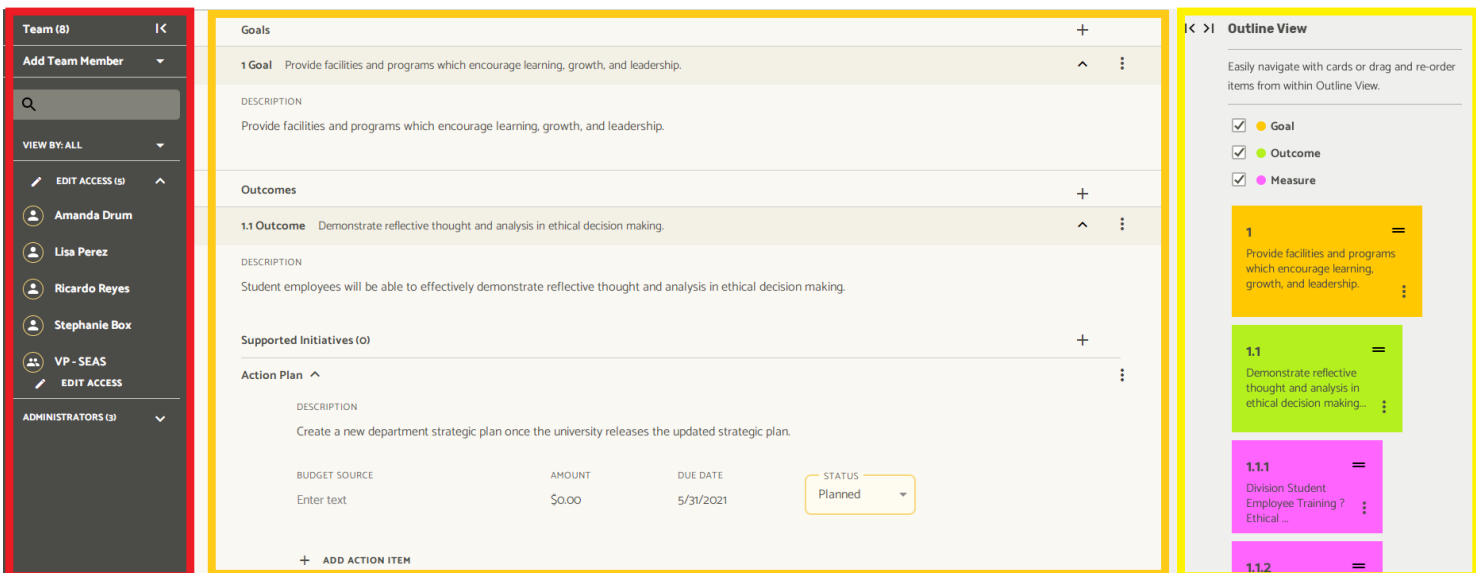
Title	Year	Type
University Center	2019-2020	Assessment

This will take you to the unit's **Assessment Workspace** page which contains the components of the unit's assessment report. All work done in Weave related to the assessment report is completed within this page.

Assessment Workspace

The **Assessment Workspace** page is divided into three sections (as shown below):

- **User Permissions** (Outlined below in red): This section shows what users have access to the report. If any additional individuals need access to the report, please contact Bryan Baker at bryan.baker@tamucc.edu or x2723.
- **Assessment Report** (Outlined below in orange): This section is where the actual work on your assessment report will take place.
- **Outline View** (Outlined below in yellow): This section acts as a sort of Table of Contents for your report. It presents the Goals, Outcomes, and Measures included in your report. From the Outline View, you can rearrange the order of your Goals, Outcomes, and Measures. You can also use this section as an easy way to navigate your assessment report by simply clicking on one of the Goals, Outcomes, or Measures. By doing this, the page will scroll to the section of the report that contains the item you clicked on in the Outline View.



The following sections of this document explain how to navigate and use the **Projects** page to complete your annual assessment report.

Goals

Creating Goals in Weave

- 1 To create a Goal in Weave, click the **+** symbol beside **Goals**.

Goals	+
1 Goal Provide facilities and programs which encourage learning, growth, and leadership.	^ ⋮
DESCRIPTION Provide facilities and programs which encourage learning, growth, and leadership.	
Outcomes	+
1.1 Outcome Demonstrate reflective thought and analysis in ethical decision making.	^ ⋮
DESCRIPTION Student employees will be able to effectively demonstrate reflective thought and analysis in ethical decision making.	

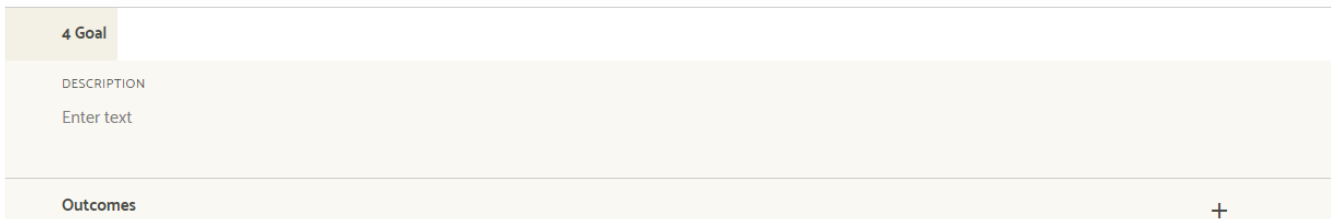
- 2 The Weave system will automatically scroll the page down to the location of the new goal.

- 3 To enter the condensed description and description of the goal, click the text.



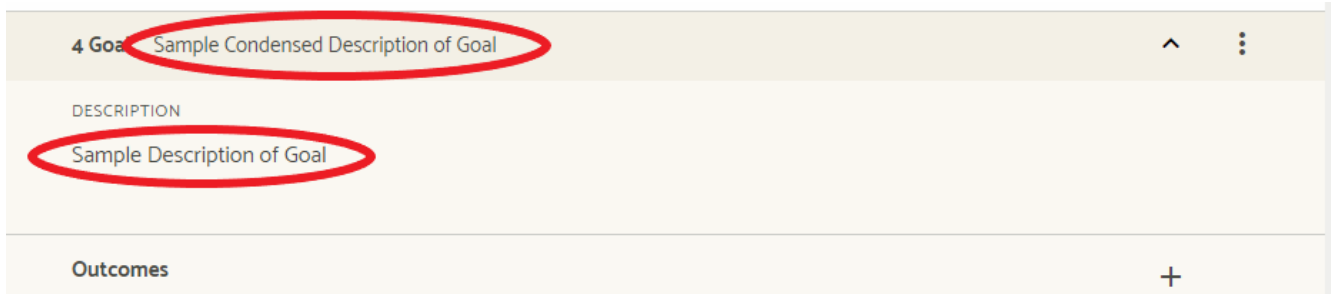
A screenshot of a goal form. The top section is labeled "4 Goal" and contains a text input field with the placeholder text "Enter Text", which is circled in red. To the right of this field are an upward-pointing arrow and a vertical ellipsis icon. Below this is a section labeled "DESCRIPTION" containing a text input field with the placeholder text "Enter text", also circled in red. At the bottom is a section labeled "Outcomes" with a plus sign to its right.

- 4 You can now enter the text for the goal.



A screenshot of a goal form. The top section is labeled "4 Goal" and contains a text input field with the placeholder text "Enter text". Below this is a section labeled "DESCRIPTION" containing a text input field with the placeholder text "Enter text". At the bottom is a section labeled "Outcomes" with a plus sign to its right.

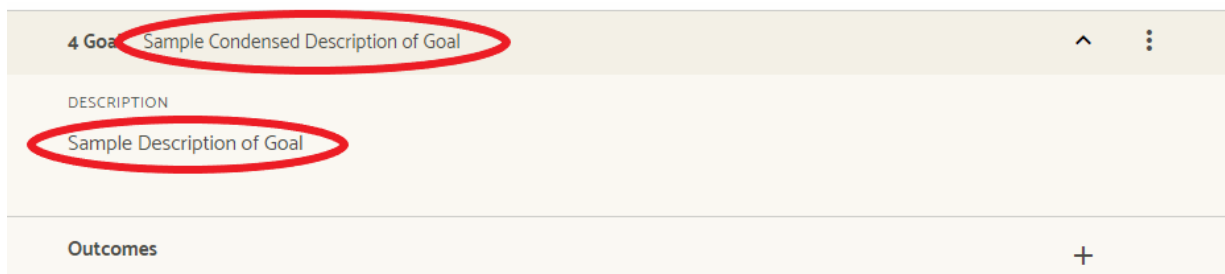
- 5 Once the text has been entered for either the condensed description or description, you can save the text by clicking outside of the text box. The text has now been automatically saved.



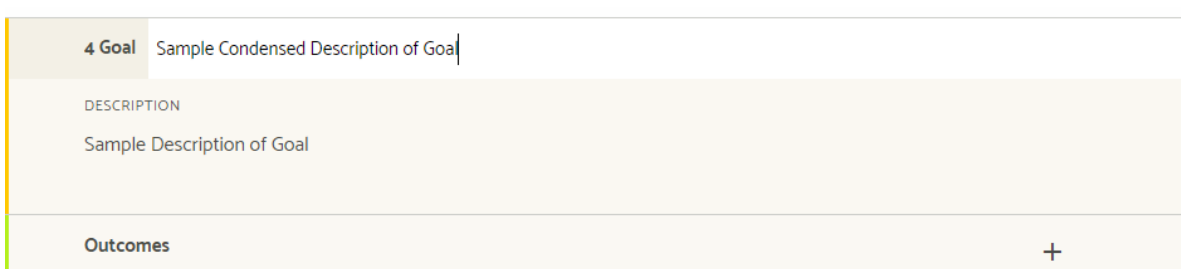
A screenshot of a goal form. The top section is labeled "4 Goal" and contains a text input field with the sample text "Sample Condensed Description of Goal", which is circled in red. To the right of this field are an upward-pointing arrow and a vertical ellipsis icon. Below this is a section labeled "DESCRIPTION" containing a text input field with the sample text "Sample Description of Goal", also circled in red. At the bottom is a section labeled "Outcomes" with a plus sign to its right.

Editing Goals in Weave

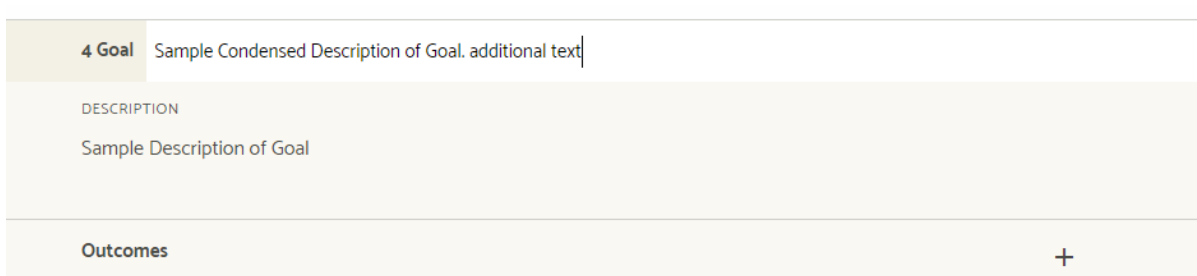
1. Click the text of the Goal that you want to edit (e.g. description, condensed description)



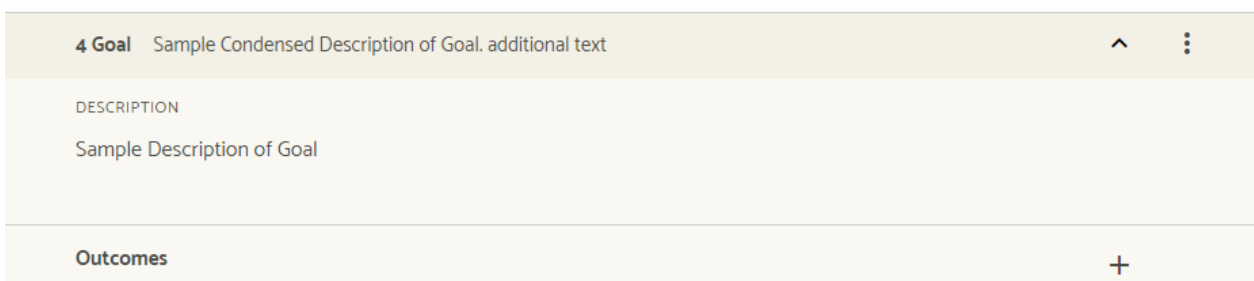
2. You can now edit the text you selected.



3. To save the changes, click outside of the text box.



4. Your change has now been saved.



Section

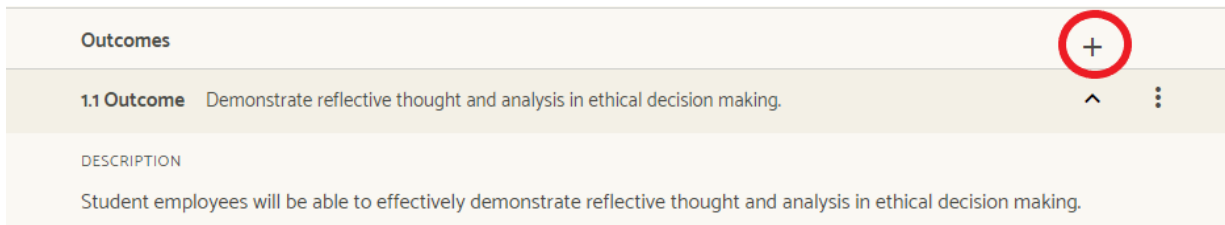
3

Outcomes

Creating Outcomes in Weave

1. Click the **+** symbol beside **Outcomes**.

Note: Each individual Goal has an Outcomes section where you can add new Outcomes, so be sure that you are adding the Outcome under the appropriate Goal.

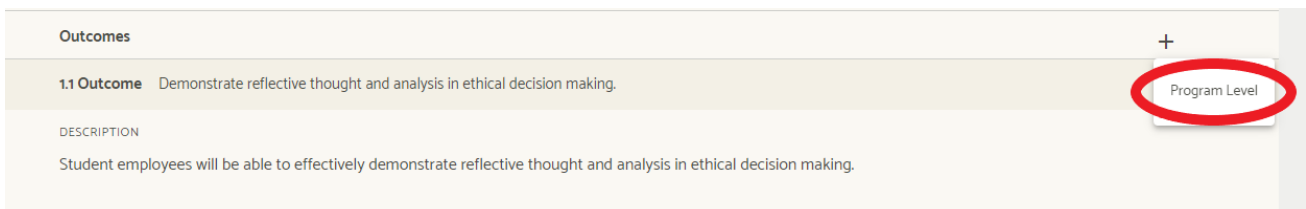


The screenshot shows a table with the following content:

Outcomes	
1.1 Outcome	Demonstrate reflective thought and analysis in ethical decision making.
DESCRIPTION	Student employees will be able to effectively demonstrate reflective thought and analysis in ethical decision making.

A red circle highlights the plus sign (+) icon in the top right corner of the table.

2. Select **Project Level**. This will create a new Outcome.



The screenshot shows the same table as above, but with a dropdown menu open on the right side. The dropdown menu is circled in red and contains the text "Program Level".

Outcomes	
1.1 Outcome	Demonstrate reflective thought and analysis in ethical decision making.
DESCRIPTION	Student employees will be able to effectively demonstrate reflective thought and analysis in ethical decision making.

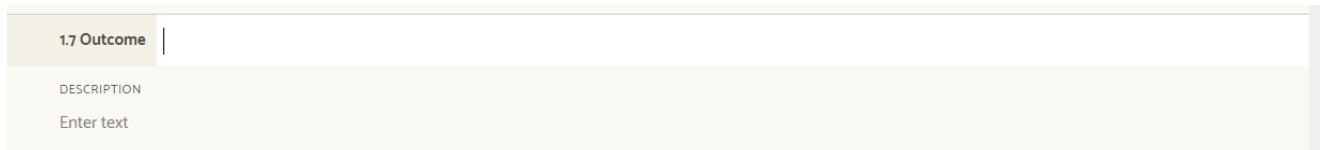
1. The Weave system should automatically scroll the page down to the location of the new Outcome.



The screenshot shows a user interface for entering a new outcome. At the top, there is a header bar with the text "1.7 Outcome" and "Enter Text" on the left, and an upward arrow and a three-dot menu icon on the right. Below the header, there is a section labeled "DESCRIPTION" with a text input field containing the placeholder text "Enter text".

2. To enter the condensed description and description of the outcome, click the text.

3. You can now enter the text.



The screenshot shows the same user interface as the previous one, but the text input field for the condensed description is now active, indicated by a vertical cursor line. The text "1.7 Outcome" is visible in the header, and the "DESCRIPTION" section is still present with the "Enter text" placeholder.

4. Once the text has been entered for either the condensed description or description, you can save the text by clicking outside of the text box. The text has now been automatically saved.



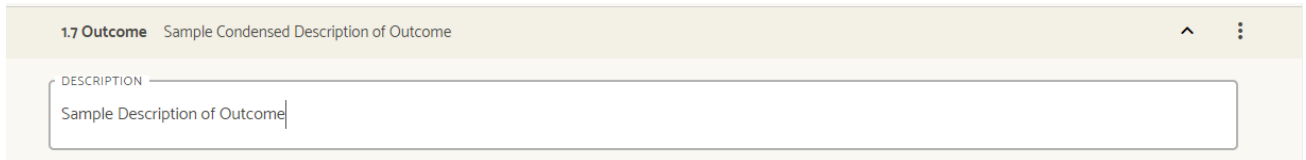
The screenshot shows the user interface after the text has been saved. The header bar now displays "1.7 Outcome" and "Sample Condensed Description of Outcome". The "DESCRIPTION" section now contains the text "Sample Description of Outcome".

Editing Outcomes in Weave

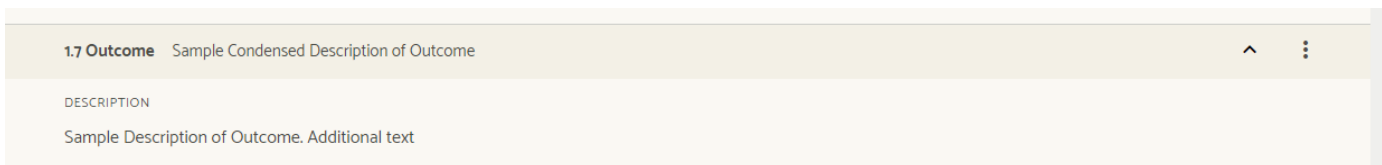
1. Click the text of the Outcome that you want to edit (e.g. description, condensed description)



2. You can now edit the text you selected.



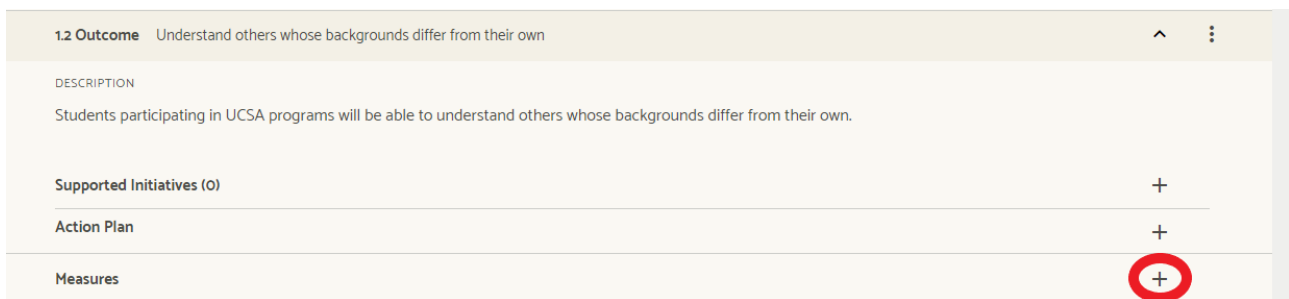
3. To save the changes, click outside of the text box.



Measures

Adding Measures in Weave

1. Once you have expanded the Outcome that you want to add a Measure for, click on the **Add Measure** button.



2. The Weave system will move the screen to the new Measure. Click on the text boxes for the description and condensed description to add text.



3. Once text has been added, click away from the text box to save your changes.

1.2.4 Measure
DESCRIPTION
Enter text

1.2.4 Measure Sample Condensed Description	^	⋮
DESCRIPTION		
Enter text		

Editing Measures in Weave

1. To edit an existing Measure in Weave, you should first expand the items within the **Projects** page. This can be done by either (a) clicking the **Expand All** button or (b) clicking on the individual arrow next to whichever Goal houses the Measure that you want to edit.

Note: If you go with (b), you will also need to expand the Outcome that the new Measure will be associated with.

2. Each Measure is located directly underneath its associated Outcome.

3. Click the text of the Measure that you want to edit (e.g. description, condensed description)

The screenshot shows a hierarchical view of an Outcome and its associated Measure. The Outcome is expanded, showing its description, supported initiatives, action plan, and measures. The Measure is also expanded, showing its description.

1.5 Outcome Identify risk management practices and justify why it is an appropriate solution.	^	⋮
DESCRIPTION Students will identify risk management practices to implement and justify why it is an applicable solution.		
Supported Initiatives (0)	+	
Action Plan	+	
Measures	+	
1.5.1 Measure Risk Management Matrix	^	⋮
DESCRIPTION University Center student employees will complete a risk management matrix based on a provided scenario.		

This screenshot is identical to the one above, but with red circles highlighting the text of the Measure. The text "Risk Management Matrix" in the Measure header and the full description "University Center student employees will complete a risk management matrix based on a provided scenario." are circled in red.

1.5 Outcome Identify risk management practices and justify why it is an appropriate solution.	^	⋮
DESCRIPTION Students will identify risk management practices to implement and justify why it is an applicable solution.		
Supported Initiatives (0)	+	
Action Plan	+	
Measures	+	
1.5.1 Measure Risk Management Matrix	^	⋮
DESCRIPTION University Center student employees will complete a risk management matrix based on a provided scenario.		

4. You can now edit the text you selected.

Measures		+
1.5.1 Measure	Risk Management Matrix	
DESCRIPTION		
University Center student employees will complete a risk management matrix based on a provided scenario.		

5. To save the changes, click outside of the text box.

Measures		+
1.5.1 Measure	Risk Management Matrix. Additional text	^ ⋮
DESCRIPTION		
University Center student employees will complete a risk management matrix based on a provided scenario.		


Targets

Adding Targets in Weave

1. To create a Target in Weave, you should first expand the items within the **Projects** page. This can be done by either (a) clicking the **Expand All** button or (b) clicking on the individual arrow next to whichever Goal houses the Measure you want your new Target to be associated with.

Note: If you go with (b), you will also need to expand the Outcome and then the Measure that the new Target will be associated with.

2. Once you have expanded the Measure that you want to add a Measure for, click on the **Add Target** button.

Measures	+
2.2.1 Measure Skyfactor Survey (Formerly EBI) - UC is a place to get involved	^ ⋮
DESCRIPTION To what extent do you agree or disagree that the College Union: Is a place to get involved in campus life? (Question 31)	
Targets (1)	

3. The Weave system will move the screen to the new Target. Click on the text boxes for the description and condensed description to add text.

The screenshot shows a mobile application interface for a target management system. At the top left, the identifier '2.2.1.2' is displayed. Below it, the 'DESCRIPTION' section contains a text input field with the placeholder 'Enter text', which is circled in red. The 'TARGET' section also contains a text input field with the placeholder 'Enter text', also circled in red. Below the target section are sections for 'FINDING' and 'ANALYSIS', each with an 'Enter text' placeholder. On the right side of the screen, there is a 'STATUS' dropdown menu with a yellow border and the text 'Not Set'.

4. Once text has been added, click away from the text box to save your changes. **Note:** The 'Not Set' in the Target section will be addressed under the 'Setting Target Status' section of the guide. This is the Target Status, which is currently "NotSet."

This screenshot shows the same mobile application interface after text has been entered. The 'DESCRIPTION' section now displays 'Sample Target Description'. The 'TARGET' section still shows the 'Enter text' placeholder. The 'STATUS' dropdown menu on the right remains set to 'Not Set'.

Editing Targets in Weave

1. To edit a Target in Weave, you should first expand the items within the **Projects** page. This can be done by either (a) clicking the **Expand All** button or (b) clicking on the individual arrow next to whichever Goal houses the Target you will be editing.

Note: If you go with (b), you will also need to expand the Outcome and then the Measure where the Target is housed.

2. Once you have expanded the Measure that houses the Target you want to edit, click on the text of the target.

The screenshot displays the Weave interface for a measure. At the top, the header reads "2.2.2 Measure Skyfactor Survey (Formerly EBI) - Opportunities for Leadership Role". Below this, the "DESCRIPTION" section contains the text: "To what extent do College Union activities: Provide opportunities for you to assume a leadership role? (Question 42)".

Underneath the description is a section titled "Targets (1)" with a plus sign icon to its right. This section contains a single target entry:

- 2.2.2.1** (with an expand arrow icon)
- DESCRIPTION**: Score >= 4.0 on 7 point scale
- TARGET**: Score >= 4.0 on 7 point scale
- STATUS**: A dropdown menu currently set to "Met" (with a dropdown arrow icon)

3. To save the changes, click outside of the text box.

2.2.2 Measure Skyfactor Survey (Formerly EBI) - Opportunities for Leadership Role

DESCRIPTION
To what extent do College Union activities: Provide opportunities for you to assume a leadership role? (Question 42).

Targets (1)

2.2.2.1

DESCRIPTION
Score >= 4.0 on 7 point scale. Additional text

TARGET
Score >= 4.0 on 7 point scale

STATUS
Met

2.2.2 Measure Skyfactor Survey (Formerly EBI) - Opportunities for Leadership Role

DESCRIPTION
To what extent do College Union activities: Provide opportunities for you to assume a leadership role? (Question 42).

Targets (1)

2.2.2.1

DESCRIPTION
Score >= 4.0 on 7 point scale. Additional text

TARGET
Score >= 4.0 on 7 point scale

STATUS
Met

Findings

Adding Findings in Weave

1. To add Findings in Weave, you should first expand the items within the **Projects** page. This can be done by either (a) clicking the **Expand All** button or (b) clicking on the individual arrow next to whichever Goal houses the Measure you want your new Target to be associated with.

Note: If you go with (b), you will also need to expand the Outcome and then the Measure that the Finding will be associated with.

2. Click on the text directly below **Findings** to add your text.

1.1.2.2

DESCRIPTION
Average Score >= 3

TARGET
Average Score >= 3

FINDING
Enter text

STATUS
Not Set

TARGET
Average Score >= 3

FINDING
Enter text

3. Click outside of the text box to save your text.

DESCRIPTION
Average Score >= 3

TARGET
Average Score >= 3

FINDING
Sample finding

STATUS
Not Set

Setting Target Status

1. To set the Target Status for each finding, click on the Target Status dropdown.

DESCRIPTION
Average Score >= 3

TARGET
Average Score >= 3

FINDING
Sample finding

STATUS
Not Set

2. From the dropdown menu, select the TargetStatus.

1.1.2.2

DESCRIPTION
Average Score >= 3

TARGET
Average Score >= 3

FINDING
Sample finding

STATUS
Nothing Entered
Not Reported this Period
Not Met
Partially Met
Met

Action Plans

Creating Action Plans

1. When a target is not met or partially met, an action plan is required. To create an action plan, go directly under the Outcome where the target was not met. Click the **Add Action Plan** button.

1.2 Outcome Understand others whose backgrounds differ from their own	^	⋮
DESCRIPTION Students participating in UCSA programs will be able to understand others whose backgrounds differ from their own.		
Supported Initiatives (0)	+	
Action Plan	+	
Measures	+	
1.2.1 Measure Skyfactor Survey (Formerly EBI) - Understanding Others	^	⋮
DESCRIPTION Question #37: To what extent do College Union activities: Expand understanding of others whose backgrounds differ from yours.		

- An Action Plan section will be added to your assessment report. Select the Implementation Status of the ActionPlan.

The screenshot shows a user interface for an assessment report. It features a header for '1.2 Outcome Understand others whose backgrounds differ from their own' with expand and menu icons. Below this is a 'DESCRIPTION' section with the text: 'Students participating in UCSA programs will be able to understand others whose backgrounds differ from their own.' Underneath the description are three expandable sections: 'Supported Initiatives (0)', 'Action Plan', and 'Measures'. Each section has a plus icon to its right. The plus icon for the 'Action Plan' section is circled in red. Below these sections is a header for '1.2.1 Measure Skyfactor Survey (Formerly EBI) - Understanding Others' with expand and menu icons. This section also has a 'DESCRIPTION' with the text: 'Question #37: To what extent do College Union activities: Expand understanding of others whose backgrounds differ from yours.'

- Click on the text to add a description of the Action Plan.

The screenshot shows the 'Action Plan' form. At the top, there is a header 'Action Plan' with an expand icon and a menu icon. Below this is a 'DESCRIPTION' field with the placeholder text 'Enter text'. Underneath is a table with four columns: 'BUDGET SOURCE', 'AMOUNT', 'DUE DATE', and 'STATUS'. The 'BUDGET SOURCE' field has the placeholder 'Enter text'. The 'AMOUNT' field contains the value '\$0.00'. The 'DUE DATE' field contains the placeholder '--/--/----'. The 'STATUS' field is a dropdown menu. Below the table is a button labeled '+ ADD ACTION ITEM'. At the bottom, there is a table header for 'ACTION ITEMS (0)' with columns for 'CREATED', 'DUE', and 'STATUS'.

4. Add the Due Date, Budget Source (optional), and DollarAmount (optional)

Action Plan ^

DESCRIPTION
Enter text

BUDGET SOURCE AMOUNT DUE DATE STATUS

Enter text \$0.00 --/--/---- [dropdown]

+ ADD ACTION ITEM

ACTION ITEMS (0) CREATED DUE STATUS

Action Plan ^

DESCRIPTION
Enter text

BUDGET SOURCE AMOUNT DUE DATE STATUS

Enter text \$0.00 --/--/---- [dropdown menu]

+ ADD ACTION ITEM

ACTION ITEMS (0) CREATED DUE STATUS

Action Plan ^

DESCRIPTION
Enter text

BUDGET SOURCE AMOUNT DUE DATE STATUS

Enter text \$0.00 --/--/---- [dropdown]

+ ADD ACTION ITEM

ACTION ITEMS (0) CREATED DUE STATUS

5. Add Action Items, as needed. **Note:** There can only be one action plan per outcome, so units that need multiple action plans for one outcome should include each action plan as an action item.

Action Plan ^

DESCRIPTION
Enter text

BUDGET SOURCE AMOUNT DUE DATE STATUS

Enter text \$0.00 --/--/----

+ ADD ACTION ITEM

ACTION ITEMS (0) CREATED DUE STATUS

Analysis

The analysis questions are to be completed in the Continuous Improvement Report template, not in Weave.

The Continuous Improvement Report template can be accessed at <http://assessment.tamucc.edu/cirtemplate.docx>

Completed reports should be attached in Weave **(See Section 8 on Attaching Documentation)**

Attaching Documentation

To attach documentation to your assessment report in Weave, scroll to the bottom of the **Projects** page that houses your unit's assessment report. You can either click **Browse** to select which file(s) to upload or you can drag and drop the file(s). **Note:** Attached documents will be listed under Project Attachments as whatever their file name is, so please ensure that the file names are clear.

The screenshot displays the Weave interface for an assessment report. At the top, the description is "University Center Service & Satisfaction Survey - Customer Service". Below this is a "Targets" section with an "Add Target" button. A target is listed with ID "2.1.4.1" and a description: "85% of facility users surveyed will rate the customer service by the University Center Staff as excellent. Additional text". The status is "Not Set". Below the target are fields for "Target", "Finding", and "Analysis", all containing the text "Nothing Entered". A link "View and add Action Plans" is at the bottom right of the target section. Below the target section are two more target entries: "2.2 Promote involvement in programs, activities, and other services to campus community" and "3 Develop and manage resources to efficiently and effectively achieve the mission of the department". At the bottom, the "Project Attachments" section is visible, featuring a dashed yellow border and a red oval highlighting a cloud upload icon and the text "Drag and drop your files here or [browse](#) for files from your computer".

Finalizing Assessment Report

When you have completed your assessment report, update its status. The status is located at the top right of the Assessment Workspace page.



Clicking on this brings up a dropdown menu where you can then select the status of your project. Note: Leadership of your division or department may have internal review procedures in place, so please contact them to see if the status should be set to 'Internal Review' prior to being set as 'Complete'.

STATUS

Not Started ▾

- ✓ **Not Started**
All projects start with this status until content is added.
- In Progress**
Update your project to this status when content is added.
- Internal Review**
Update your Response to this Status to let your Team know that it's complete and ready for Internal Review.
- Complete**
Update your project to this status to indicate it is complete and ready for final review.

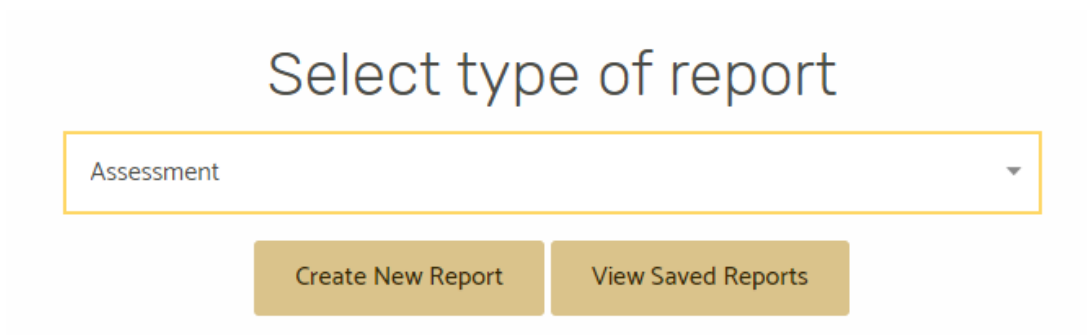
Generating Reports

You can generate reports in the Weave system that can be printed out or saved as pdf files.

1. To generate reports in Weave, first select the **Reports** item from the top menu.



2. For type of report, select Assessment. Then click the Create New Report button.



3. On the next page, you need to select Report Format and give the report you are generating a title. Executive Summary and Report Description are optional on this page. Click Next.

Create new report [?]

REPORT FORMAT

Select Report Type ▼

Report title

Executive Summary (500 character max)

Report description (Will not be included in report - for internal use only)

Back Next

4. Weave will list the units that you have access to in the system. Select which unit(s) you want included in the generated report. Click Next.

5. Select which elements you want included in your generated report. Click Compile Report at the bottom of the page.

Select elements for the report

<input checked="" type="checkbox"/>	Report Elements
<input checked="" type="checkbox"/>	Cover Page
<input checked="" type="checkbox"/>	Logo on Cover Page
<input checked="" type="checkbox"/>	Executive Summary
<input checked="" type="checkbox"/>	Date Stamp
<input checked="" type="checkbox"/>	Table of Contents
<input checked="" type="checkbox"/>	Project Elements
<input checked="" type="checkbox"/>	Goals
<input checked="" type="checkbox"/>	Outcomes
<input checked="" type="checkbox"/>	Supported Initiatives
<input checked="" type="checkbox"/>	Action Plan
<input checked="" type="checkbox"/>	Measures
<input checked="" type="checkbox"/>	Targets
<input checked="" type="checkbox"/>	Findings
<input checked="" type="checkbox"/>	Analysis of Finding
<input checked="" type="checkbox"/>	Attachments

6. The generated report will be presented. It can be saved by clicking the Save button at the bottom of the screen.