

The Institutional Assessment Coordinator adds and invites Users to Weave

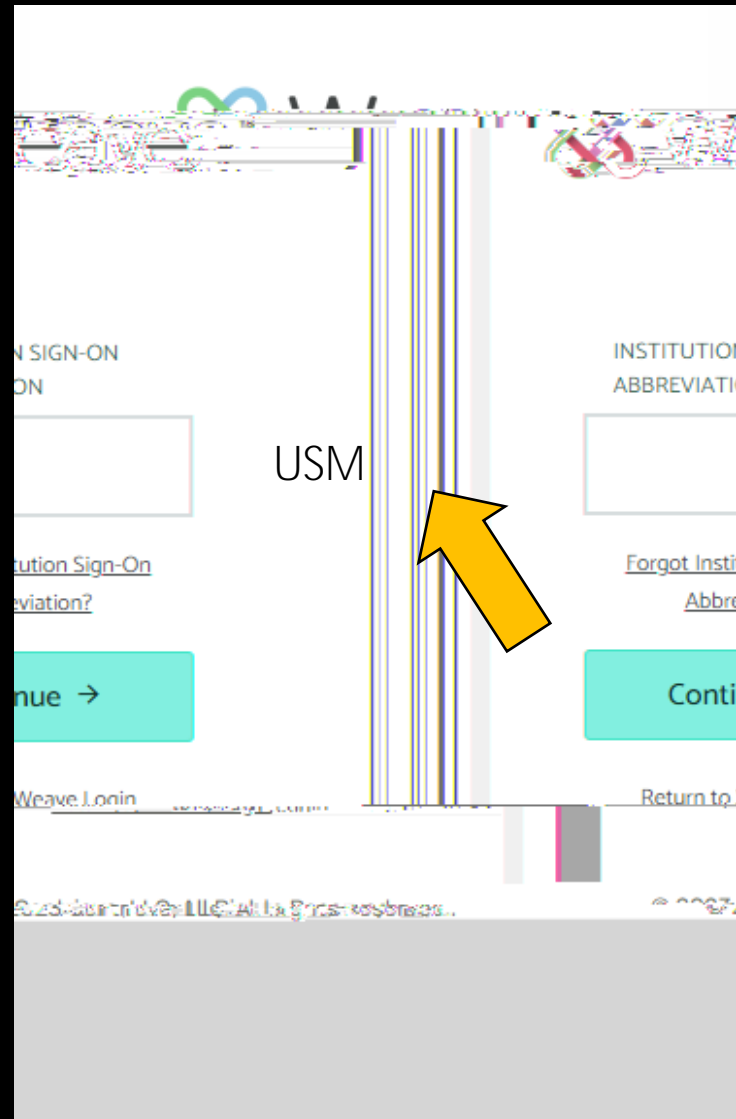
Once added, you will receive an email inviting you to access Weave

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)



Finding Your Projects

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 announcements on the Dashboard.

You can find your desired project easily by clicking "Projects" at the top of the page and searching for the project by title and year.

Projects for unit assessment will be in years with the format "Unit: FY XX-XX."

Assessment reports due in 2024 will be in the year "Unit: FY 23-24."

Dashboard



PL A-2020-2021

Assessment Project Status

PL A-2020-2021

All Projects

21 - 001 Graduation Rates

Measures

71%

with

Targets

Your Team State

Assessment Fund

Accreditation

6 Projects

3 Assessment Projects

0 Program Reviews

6 Projects

0

Entered

576

Generated

23

Written

View All assigned items



All assigned

Project Type:

Assessment

Accreditation

Year:

GEC: 2020-2021

GEC

PLA: 2021-2022

Unit: FY 23-24



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.

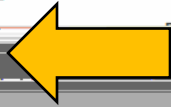
Collapse
outline



ANALYSIS...

section below.

[View Action Plan](#)



Editing Your Project

EXAMPLE ASSESSMENT REPORT: [Title] BIA 2020

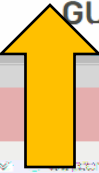
STATUS

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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