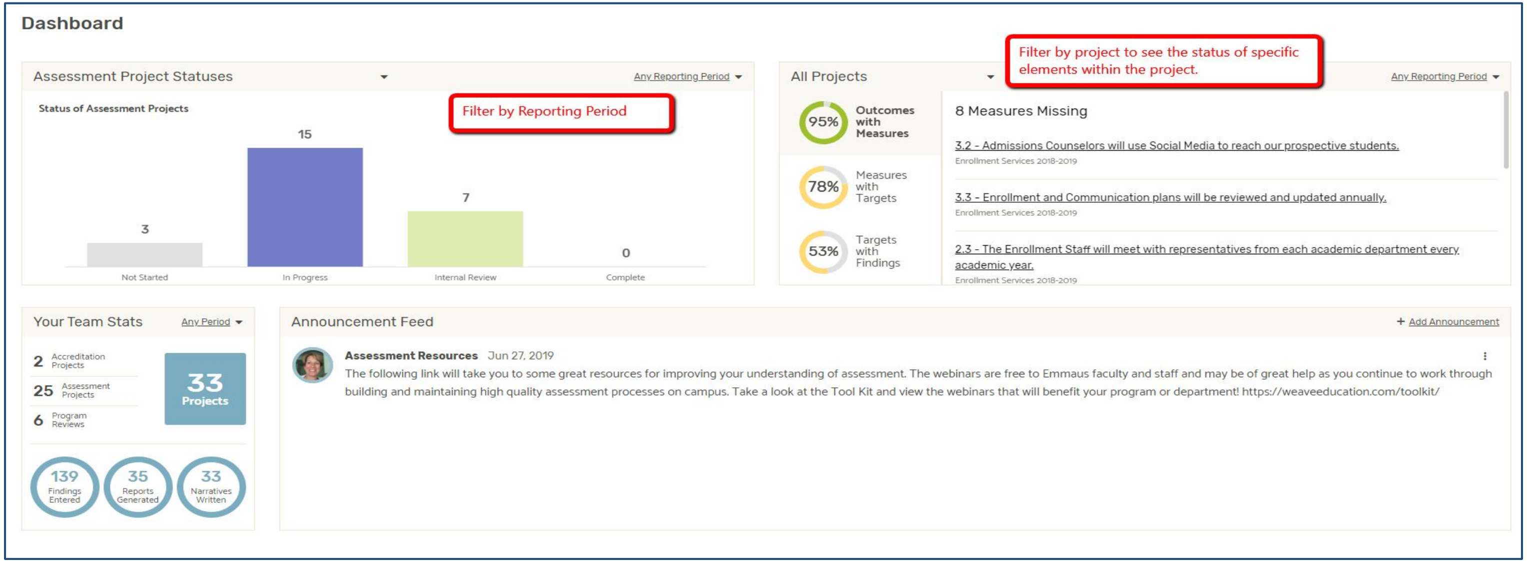
Weave®

Quick Start Guide

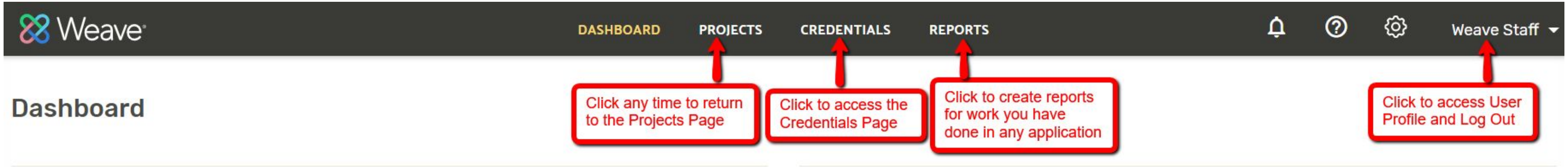
Dashboard:

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.



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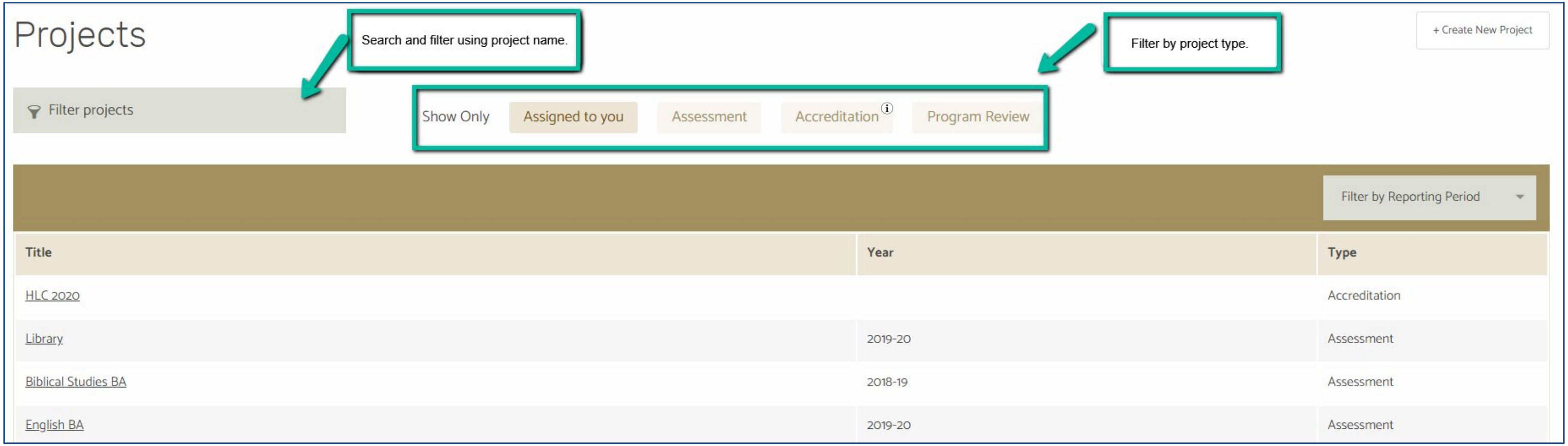
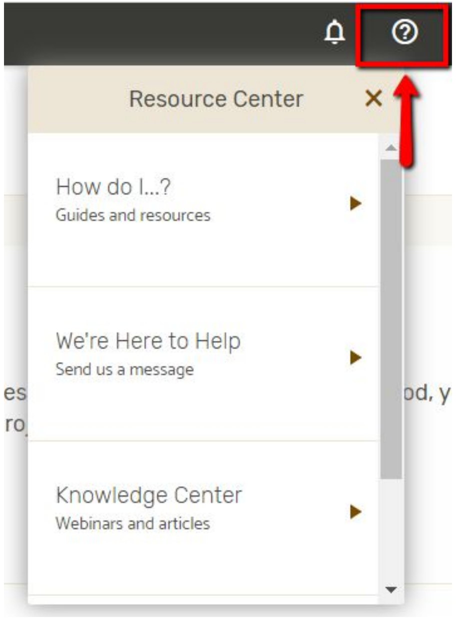
Projects page:

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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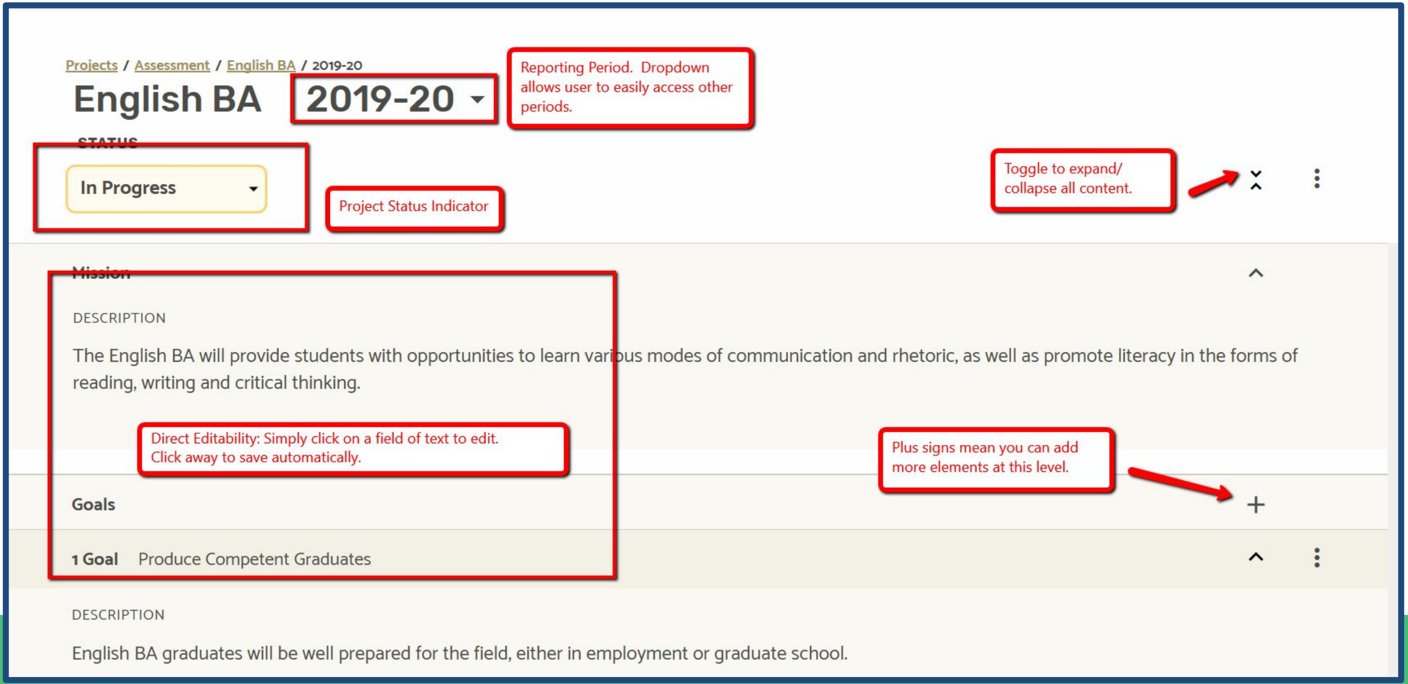
Assessment

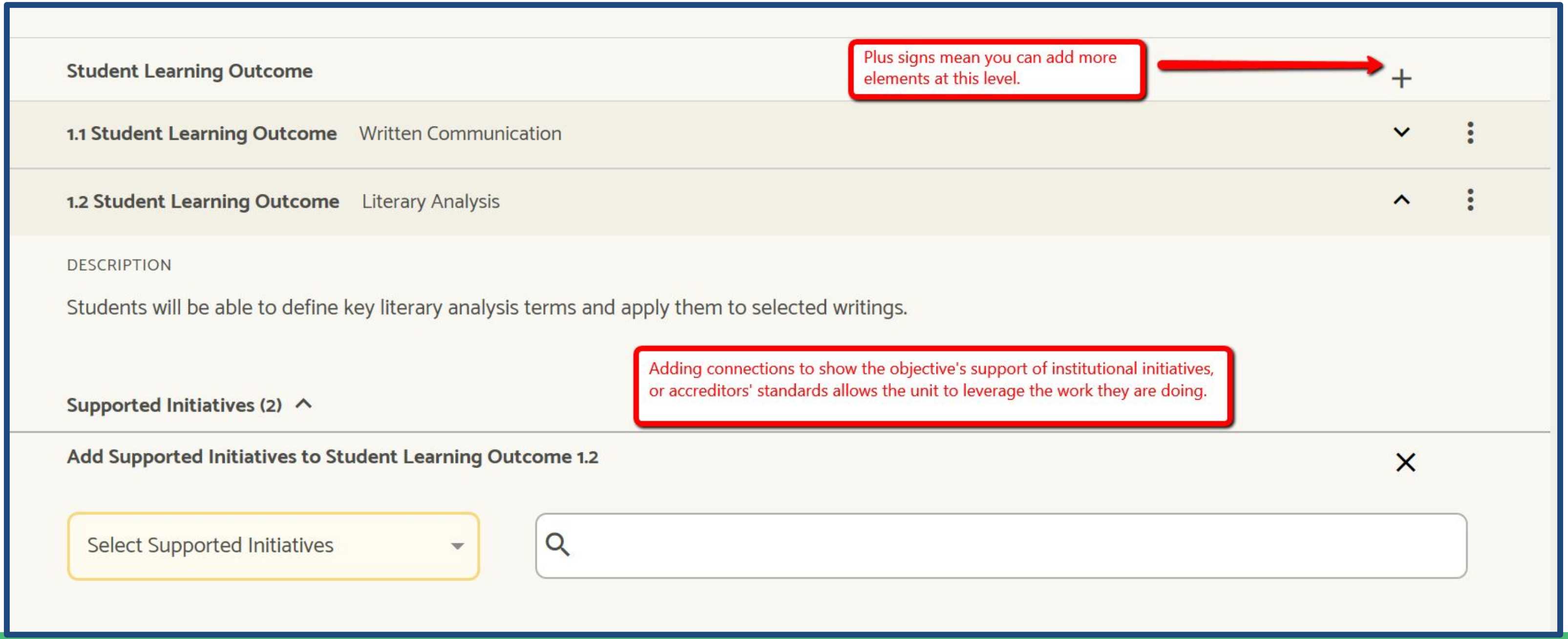
Assessment:

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



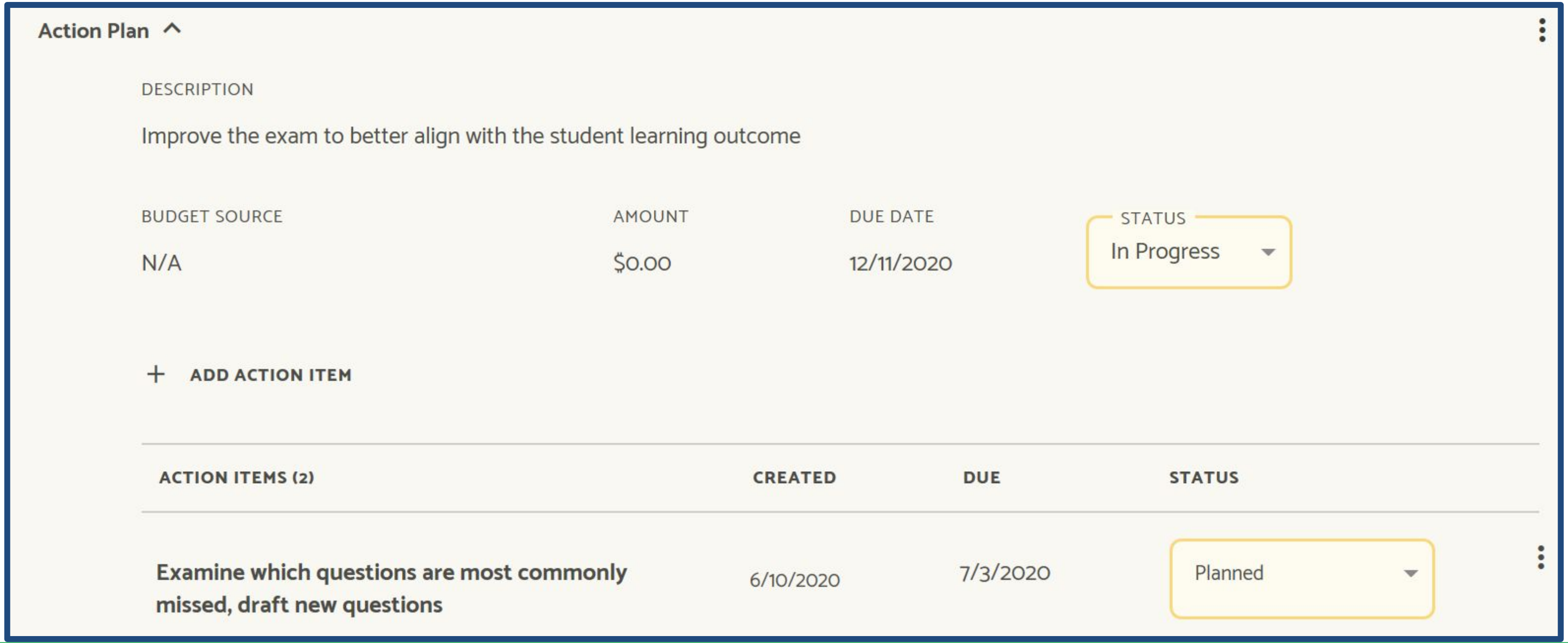
Assessment:

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



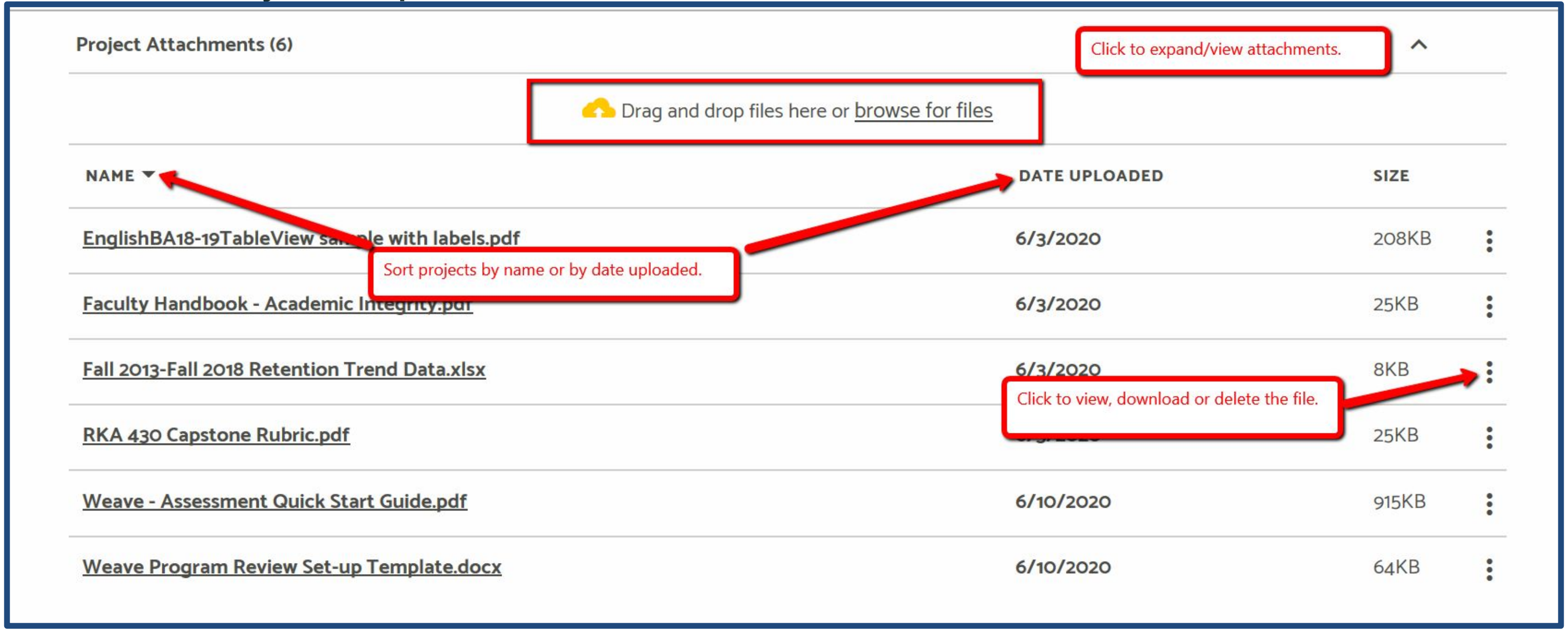
Assessment:

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



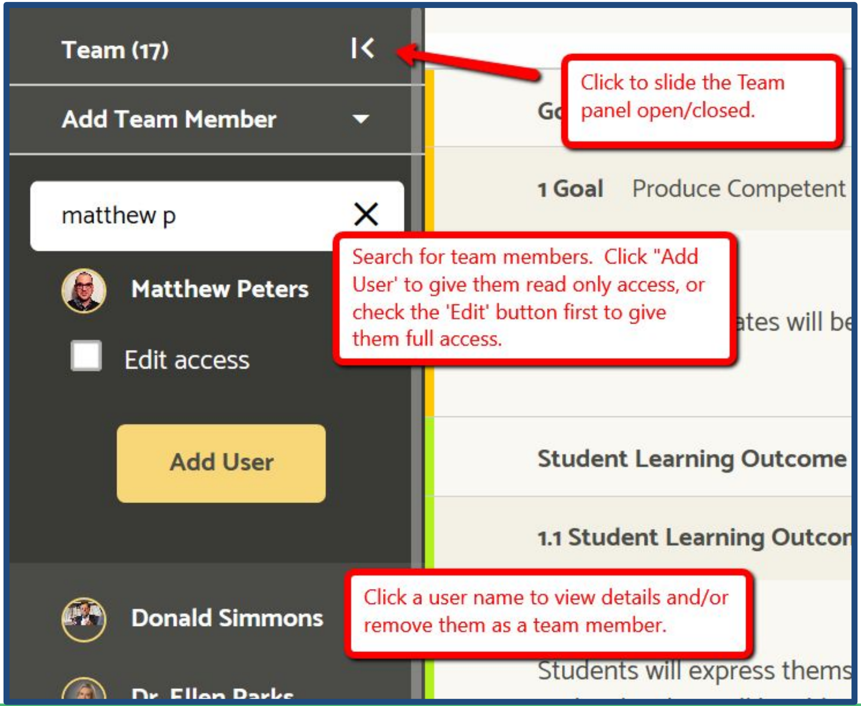
Assessment:

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



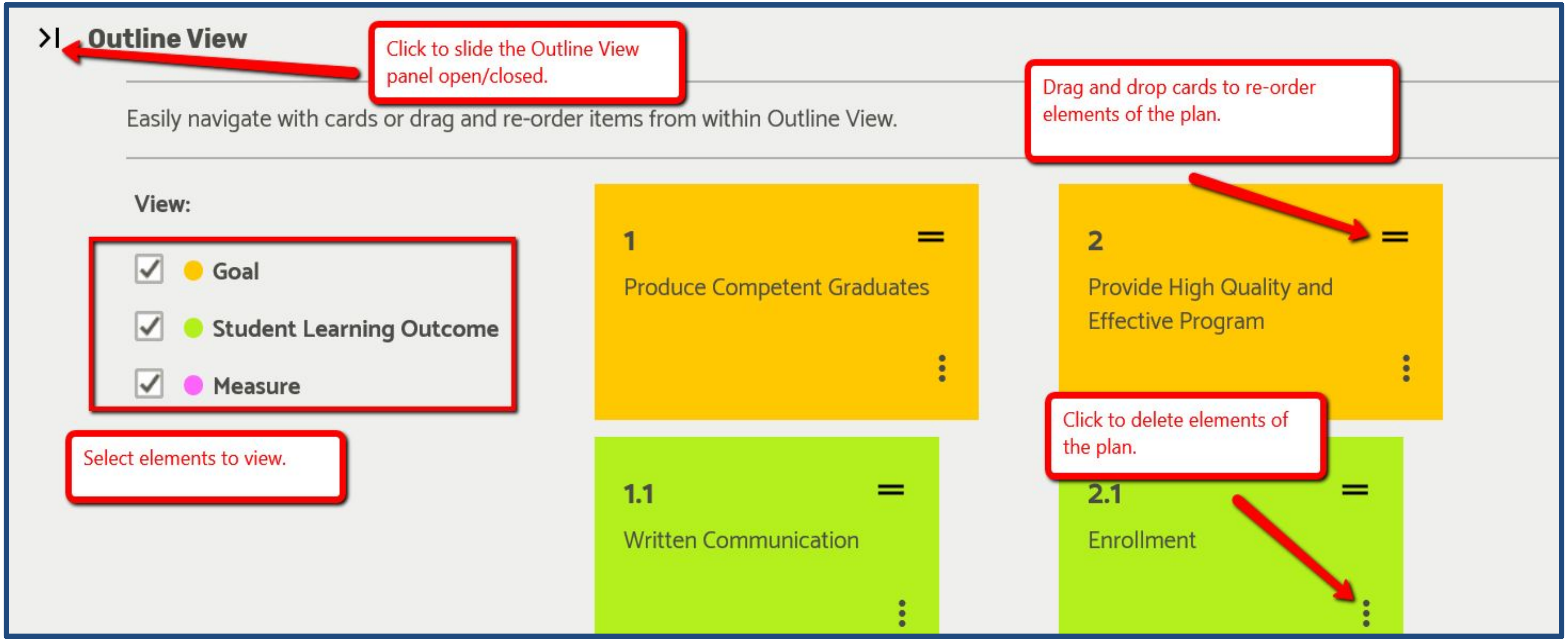
Assessment:

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.

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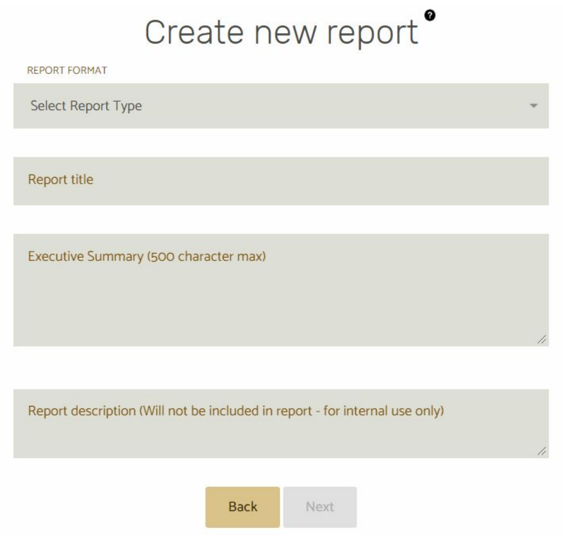
Assessment Reports:

Choose Report Type: Page View (Outline, narrative format)

Table View (Compressed, tabular format).

Give Report a Title and an optional executive summary/description.

Click Next.



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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: 2019-20

TEMPLATE: None Selected

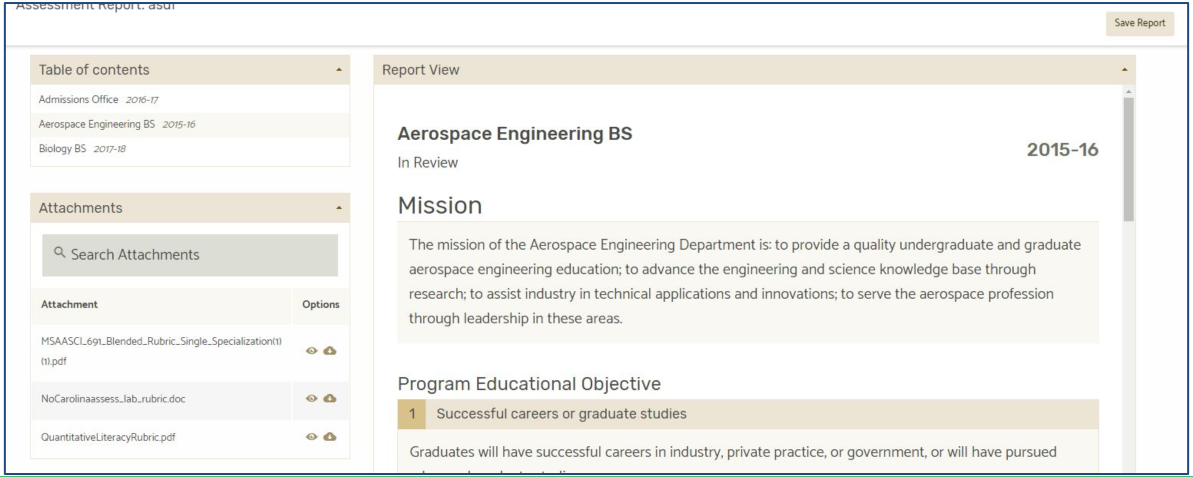
STATUS: In Progress

0 Projects selected

Select	Project Title	Template	Reporting Period	Status
	English BA	Academic Assessment Template	2019-20	In Progress
	Library	Administrative/Support Unit Assessment Plan	2019-20	In Progress

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).



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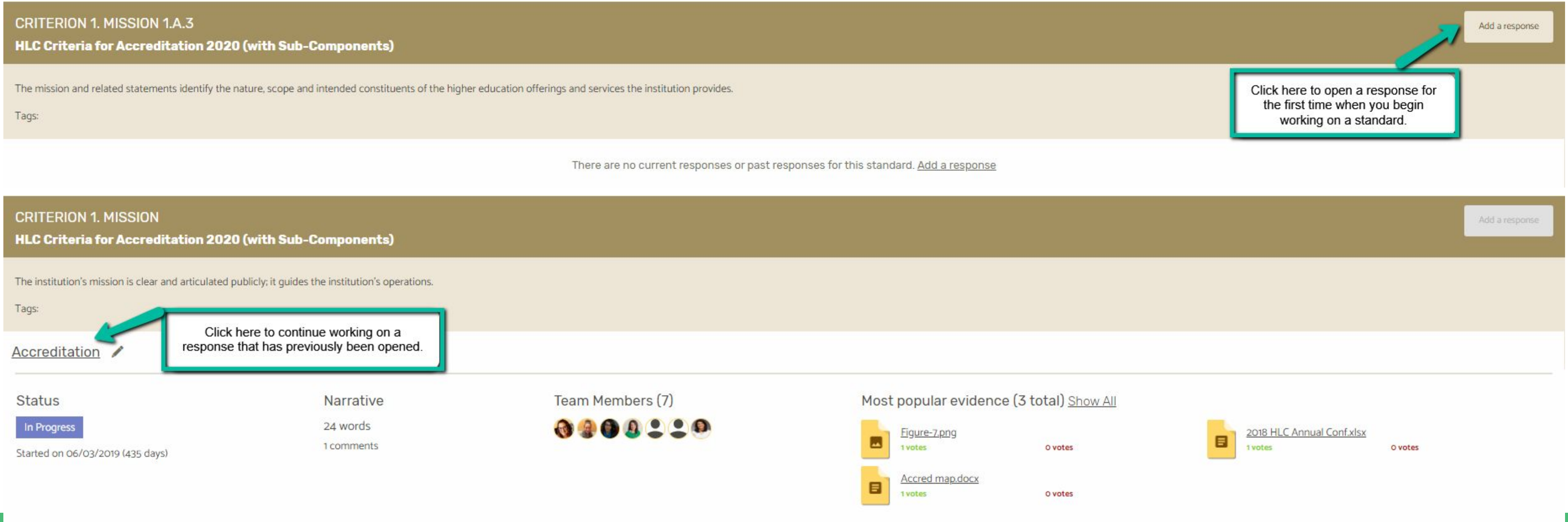
Accreditation/Program Review

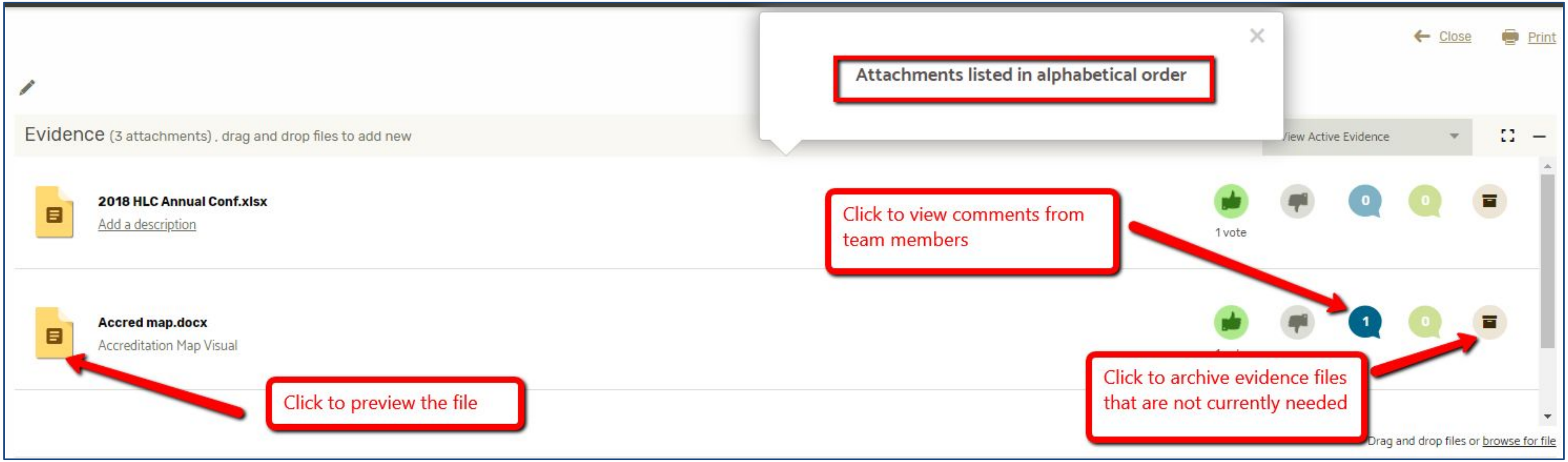
Accreditation Projects:

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.

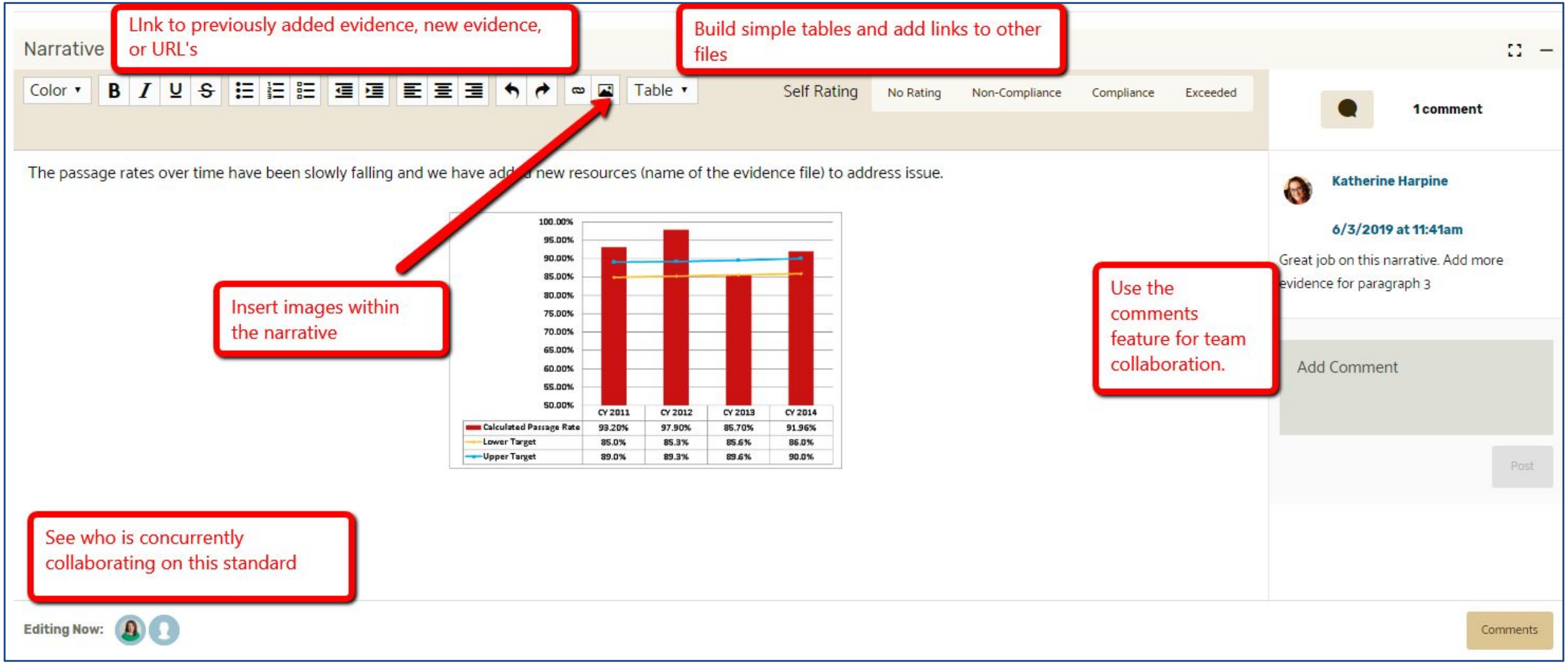


Accreditation Projects:

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

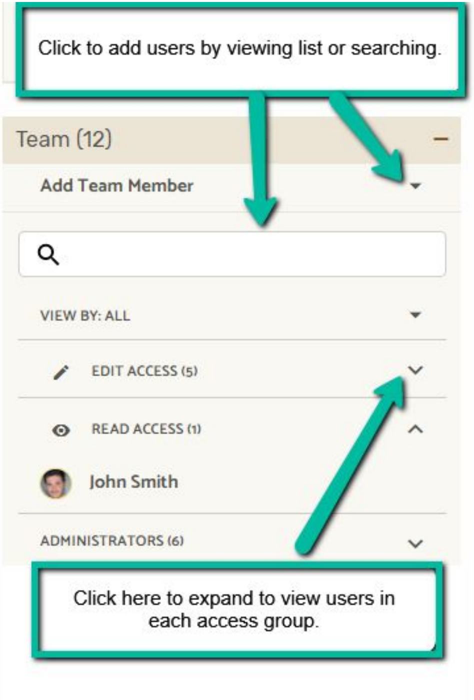


Accreditation Projects:
Build your narrative in the text editor.



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.

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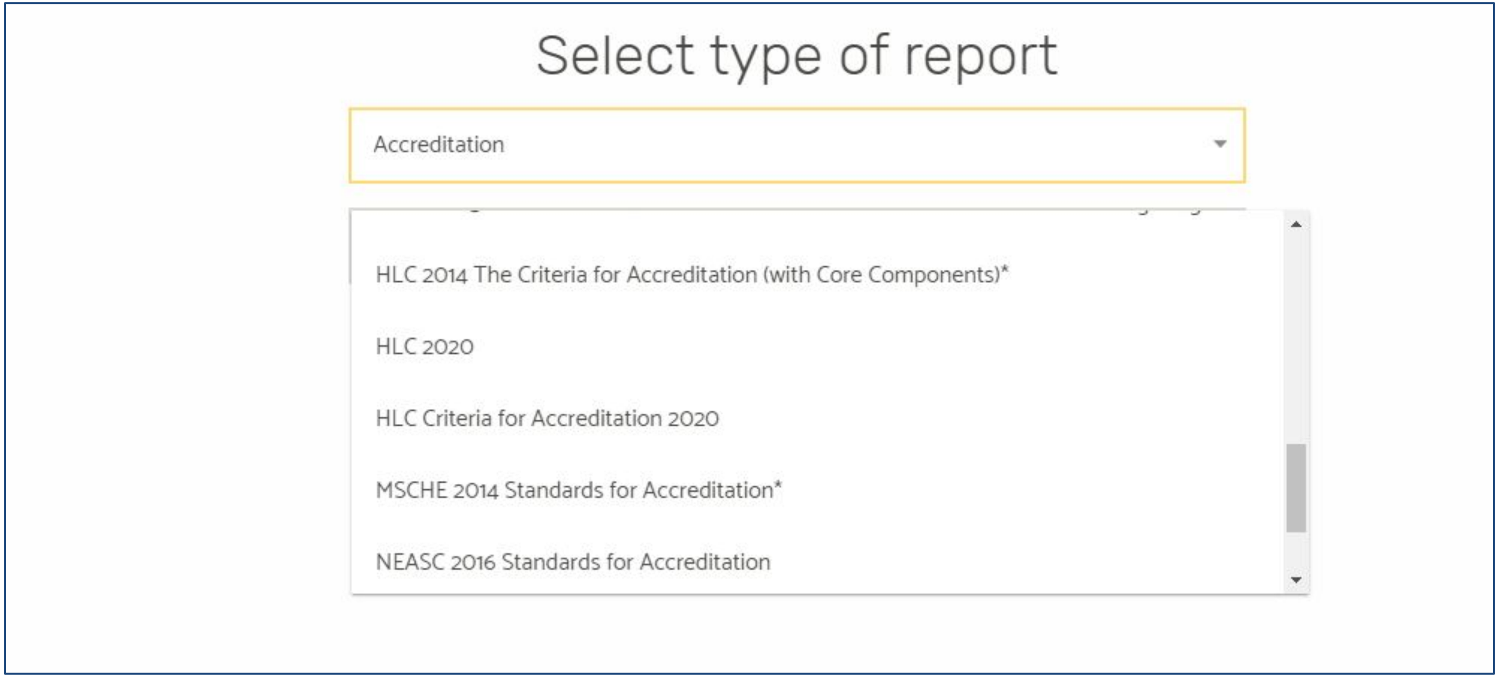
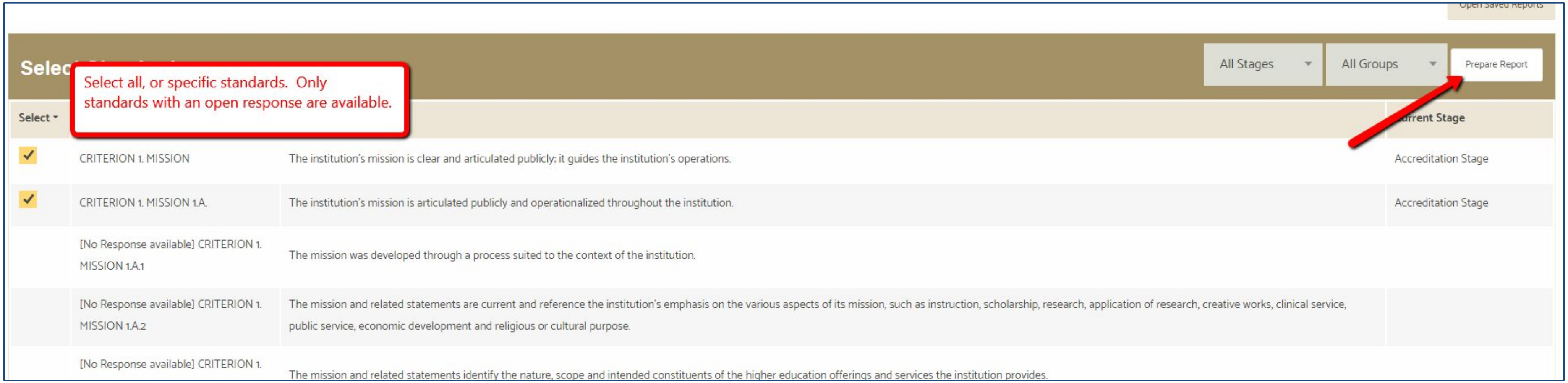
Accreditation Reports:

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



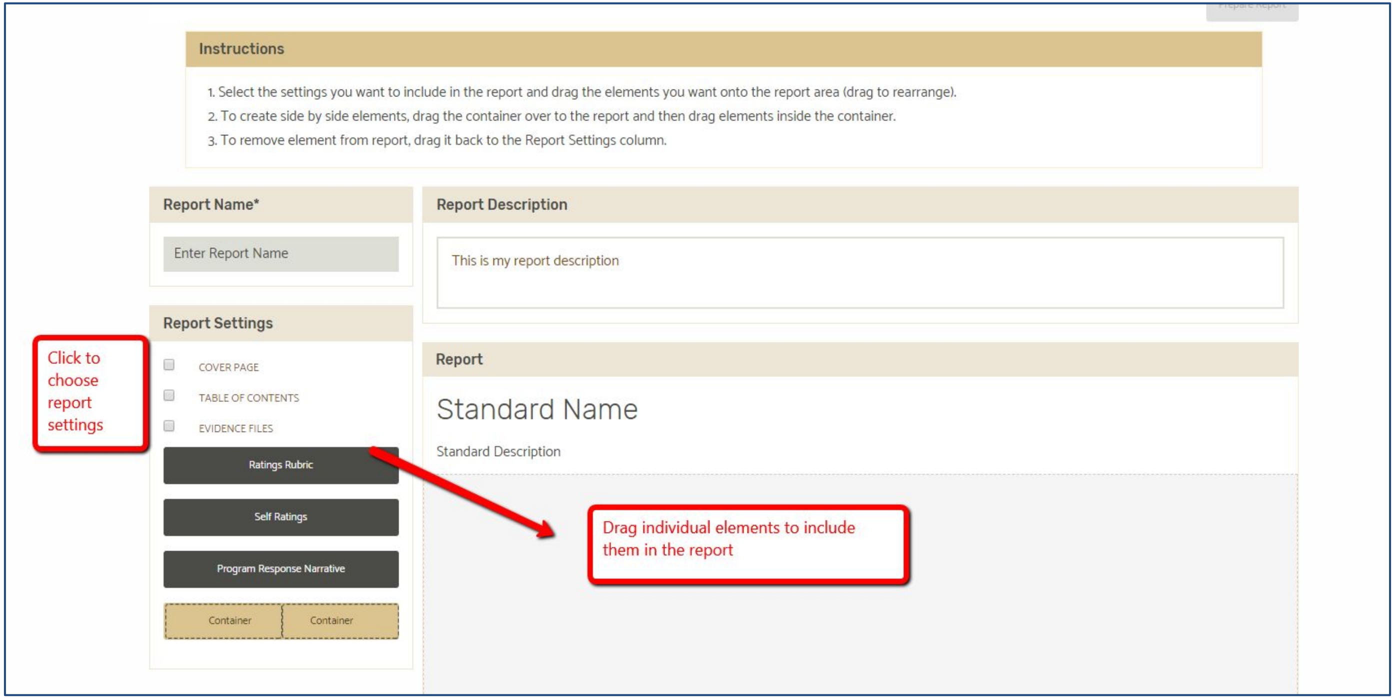
Accreditation Reports:

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.



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).

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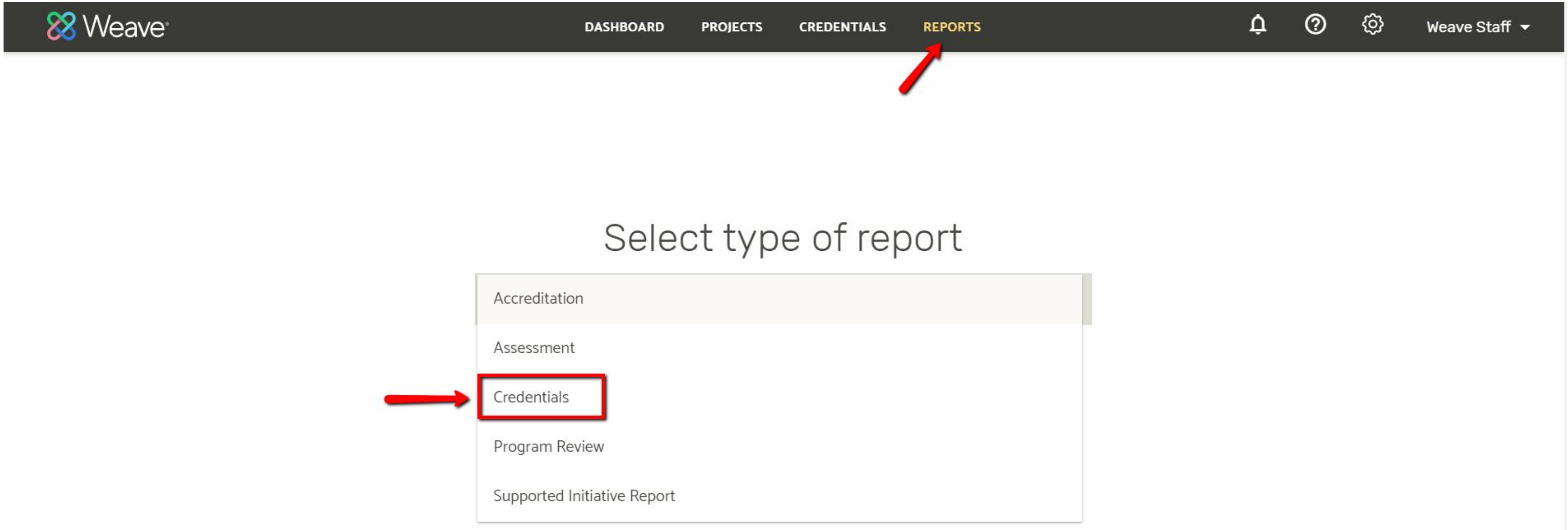
Credentials Reports

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



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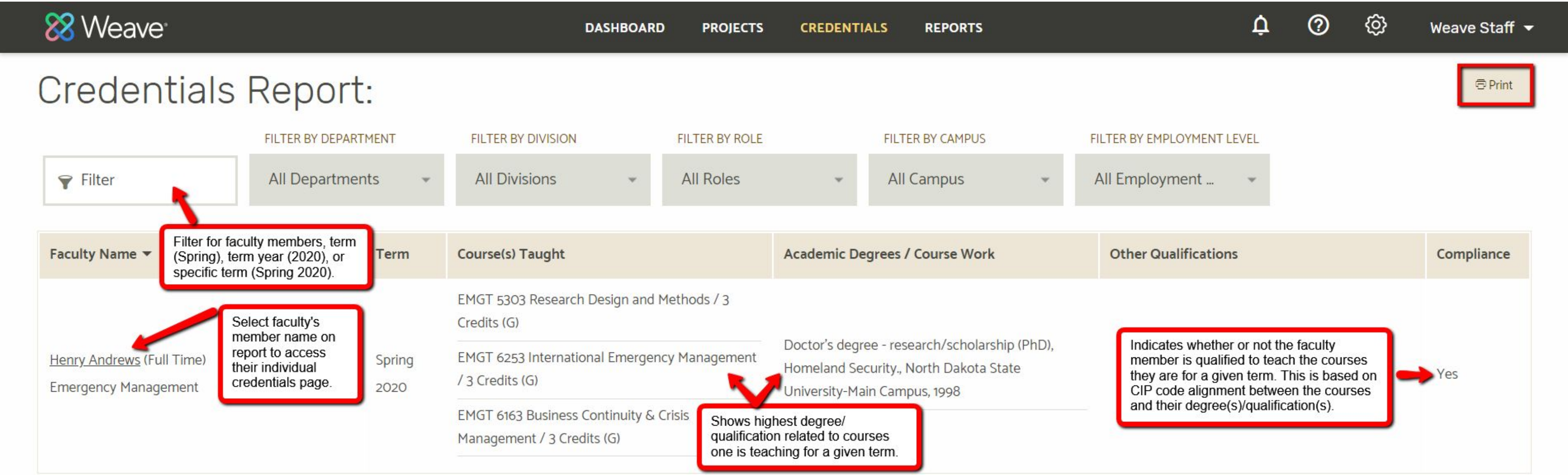
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DASHBOARD
PROJECTS
CREDENTIALS
REPORTS
Weave Staff
Credentials Report:
Print
FILTER BY DEPARTMENT
FILTER BY DIVISION
FILTER BY ROLE
FILTER BY CAMPUS
FILTER BY EMPLOYMENT LEVEL
Filter
All Departments
All Divisions
All Roles
All Campus
All Employment ...
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's member name on report to access their individual credentials page.
Henry Andrews (Full Time)
Emergency Management
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
Shows highest degree/ qualification related to courses one is teaching for a given term.
Indicates whether or not the faculty member is qualified to teach the courses they are for a given term. This is based on CIP code alignment between the courses and their degree(s)/qualification(s).
Yes

Credentials Profile

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DASHBOARD PROJECTS CREDENTIALS REPORTS

Weave Staff

Credentials Details

Please contact us to schedule a Credentials training.

Back

Henry Andrews

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:	*Set Role*
Status:	Tenured
Employment Level:	Full Time
Rank:	Associate professor

Credentials

Add

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.
Date Conferred:	1998
Institution:	North Dakota State University-Main Campus
City:	Fargo
State/Provence:	North Dakota
Country:	United States

Edit

Document Information

Type:	Transcript
Source:	
Added By:	Weave Staff
Date:	MAR 2, 2020
Verified By:	Weave Staff
Date:	Mar 2, 2020

Official Documents

View Delete

Notes

CIP Code	Justification

CIP Codes
43
43.03
43.0302

Teaching

2019-2020

Course Code	Course No.	Course Title	Term	Qualification	CIP Code	Verified	Aligned
EMGT	5303	Research Design and Methods	Spring	PhD	43.0302	Verified	Aligned
EMGT	6253	International Emergency Management	Spring	PhD	43.0302	Verified	Aligned
EMGT	6163	Business Continuity & Crisis Management	Spring	PhD	43.0302	Verified	Aligned

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