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WEAVEonline is the TAMUCC approved electronic software used for the documentation of unit plan objectives, measures, findings and follow-up actions for academic and administrative departments on campus.

Follow the steps in this guide to use the WEAVEonline system to add or edit your program assessment information. For more information about assessment or for assistance with WEAVEonline, contact Dr. Bridgette Hardin, with the Office of Planning & Institutional Effectiveness, at:

bridgette.hardin@tamucc.edu

1 Logging in to WEAVEonline

To login to WEAVEonline:

Logging into WEAVEOnline requires you to have your user ID and a password. Your user ID is your first name and last name, with a period between the two.

EX: Jane Doe's user ID would be: jane.doe

If you do not have your password, or you forgot your password, the system can generate a temporary one for you.
2 WEAVEonline Home Page

When you log in to WEAVEonline, always check the news items on the home page. Important news from the university regarding assessment deadlines and other pertinent information as well as news items from WEAVEonline are displayed on this page.

3 Accessing a Program

Divisions/Departments in WEAVEonline 4.0 are referred to as entities. When you are ready to enter or edit information for your particular division/department, you need to first select the appropriate entity.

How do I access my division/department?

Click the Select an Entity tab on the Navigation bar.

A list of divisions/departments you have access to will appear on the screen.
Expanding/Collapsing the Available Entities list

The default view of the Available Entities list shows the entities grouped by level. In this view, every level—except for the lowest—has a blue box directly to its left.

Click this box to collapse portions of the list that you do not need to view. This can significantly reduce the amount of scrolling you have to do to find the desired program.

To expand the list again, simply click the blue box again.

To select an entity:

1. On the Navigation bar, click the Select an Entity tab.

2. In the list of Available Entities, locate the name of the entity you wish to edit, and then click the name.

3. When the page refreshes, if necessary, press the HOME key to return to the top of the Available Entities list. The name of the entity you selected should appear in red just above the blue box.

4. On the Navigation bar, click the Assessments tab to view the entity’s assessment plan.
4 Selecting a Cycle

Once you have selected the entity you want to work with and clicked the **Assessments** tab in the **Navigation bar**, the Cycle Selection page opens.

On the left side of this Cycle Selection page is the Assessment menu. The following table lists and briefly describes the menu buttons.

<table>
<thead>
<tr>
<th><strong>Menu button</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Cycle</td>
<td>Select the cycle (academic year) for which you want to enter or edit information</td>
</tr>
<tr>
<td>Mission/Purpose</td>
<td>Add, edit, or inactivate the Mission/Purpose statement</td>
</tr>
<tr>
<td>Assessment Essentials</td>
<td>Add, edit, or inactivate Goals, Outcomes/Objectives, Measures, and Findings. This is also where you would add an Action Plan for a Measure that wasn't met.</td>
</tr>
<tr>
<td>Action Plan Tracking</td>
<td>Create an action plan to improve an assessment process or to take advantage of an enhancement opportunity.</td>
</tr>
</tbody>
</table>

**Note** Action plans to address problems revealed by Measures & Findings are entered under the Assessment Essentials left menu button.

Analysis Questions     | Ask an entity to review its data and discuss its strengths or weaknesses, or cover other areas that would be useful for your institution. |

Annual Reporting       | Determined by the institution, this report gathers information in areas of interest to those in leadership, advisory, or governance roles, or to the public |

Document Repository    | Store documents to support various aspects of your assessment plan. |
5 Entering & Editing the Mission/Purpose Statement

Once you have selected the cycle in which you want to work, click the Mission/Purpose tab in the left menu.

![Mission/Purpose tab in WEAVE online assessment management system](image)

**Mission/Purpose statement**

A unit's mission statement should be specific, identifying the important things a unit / program does that separates it from other units / programs on campus.

The mission statements of academic programs should be structured with student learning outcomes in mind, while also stating intended contributions to the campus and other communities.

The mission statements of administrative departments should focus on the department's purpose within the institution, the people served, and the value derived from the work provided to and for the institution.

**Note:**
The mission statement is crucial in establishing context for unit objectives and measures. The mission statement serves as the "connector" to the University's overall mission. A strong mission statement should easily connect to the University's overall mission and vision.
To add a Mission/Purpose statement:

1. Click the Assessments tab on the Navigation bar.

2. Click Add Mission/Purpose.

3. In the Mission box, type your Mission/Purpose statement.

If this statement already exists, you can copy and paste it into this box.

TIP!

4. Select the appropriate Entry Status.

5. Click Save.

The Mission/Purpose page now shows your Mission/Purpose statement. You can edit your Mission/Purpose statement, inactivate it, or even add a new one. ready exists in another

To edit a Mission/Purpose statement:

1. Click the Assessments tab on the Navigation bar.

2. In the Mission/Purpose box, click Edit.

3. Make any necessary changes.

4. Optional: Add comments to the Editing Log.

5. Click Save.
In addition to editing a Mission/Purpose statement, you can also inactivate it. There are two situations in which you would inactivate a Mission/Purpose:

1) You entered a Mission/Purpose statement, but now you need to delete it—not just edit it.

2) The Mission/Purpose statement for a program has changed and you need to inactivate the old one so you can add the new one.

To inactivate a Mission/Purpose statement:

1. Click Edit for the current Mission/Purpose statement.

2. Click Inactivate Mission/Purpose.

3. Select whether or not you want to permanently delete this information.

   **Important**
   If you are adding a new Mission/Purpose for the program, DO NOT delete the old one.

4. Add any Inactivation Comments needed.

5. Click Save.

To add a new Mission/Purpose statement:

Follow the steps above to inactivate the old Mission/Purpose statement, and then click Add Mission/Purpose.

**Note** If you forget to inactivate a Mission/Purpose statement before trying to add a new one, WEAVE will remind you that you must inactivate the existing Mission/Purpose first.
6 Entering & Editing Goals

Once you've entered your Mission/Purpose, click Assessment Essentials in the left menu to move on to enter your Goals, Outcomes/Objectives, and Measures.

**2008-2008 Sample**

There are several ways to select the display for the page as you view. For example, after selecting a measure, click the arrow to the left of that measure description to expand or collapse the details of that measure.

To see everything in a section (Goals, Outcomes/Objectives, or Measures & Findings), use the section buttons that allow you to Expand All or Collapse All. To see the results of all items in a section, use the Select View button at the top of the page.

**Goals**

A goal is a **broad statement** of what the program hopes to accomplish. Using goals is optional. If you are not using goals, you can reduce the potential for data entry mistakes by minimizing the Goals section. If at a later point, you decide to use goals, you can maximize the goals section again.

(2) Office of Planning & Institutional Effectiveness does not require goal entries in this section. Please minimize this section and proceed to "Outcomes".)

**To minimize/maximize the Goals section:**

**To minimize the Goals section**, click Do Not Use Goals.

**To maximize the Goals section**, click Use Goals.
To add a Goal:

1. Click Add Goal.

2. In the Condensed Description box, enter a short title for the goal. This title will appear on the main Assessment Essentials page and in reports.

3. In the Description box, enter the complete goal.

   If this information already exists in another document, you can copy it and paste it into this box.

4. Select the Entry Status for the goal.

5. Click Save.

6. If you have multiple goals, repeat Steps 1-5 until all goals are entered.

The goal you just added now appears in the Goals section of the Assessment Essentials page. The default view displays only the condensed description of the goal. To see the entire goal, click the button next to the goal to expand the text. Click the button again to collapse the text. To expand or collapse all Goals, click either Expand All or Collapse All.

If you decide that you want to change the order of your goals, you can use WEAVE’s reorder feature to drag and drop goals to a new location within the list.

To reorder Goals:

1. In the Goals section, click the Reorder button.

2. On the Reorder Goals page, drag the goal you want to move to the new location.

3. When a long dotted line appears in the new location, release the mouse. The goal will appear in the new location and all goals will be renumbered accordingly.

To edit a Goal:

1. If the goal is not expanded, click the button next to the goal to expand it.

2. Click Edit.

3. On the Update Goal page, make any changes to the goal. If desired, enter any editing comments in the Editing Log box.

4. Click Update to save your changes.
To inactivate a Goal:

1. If the goal is not expanded, click the button next to the goal to expand it.

2. Click Edit.

3. Click Inactivate Goal.

4. Select whether or not you want to permanently delete this information.

   **Important** If you added the goal in error, it's safe to delete it. However, if you are inactivating the goal because the goals for the program have been changed for the new cycle, DO NOT delete the old one.

5. Add any Inactivation Comments needed.

6. Click Update.

---

7 Entering & Editing Outcomes/Objectives

An outcome or objective is a statement of intention, describing a task to be accomplished or a point to be reached. Well-formulated outcomes/objectives meet what have been called SMART criteria:

- **S**: Specific
- **M**: Measurable (Verifiable)
- **A**: Agreed Upon
- **R**: Realistic (Rigorous too)
- **T**: Time-Bound (time limit set)

**Student learning outcomes**

Student learning outcomes identify knowledge, skills, and abilities students should gain or improve upon through engagement in an academic program or other learning experience. Student learning outcomes are typically the most important outcomes for an academic program.

**When writing student learning outcomes:**

It is helpful to begin by saying, "Students will (or will be able to)…"

You should use **action verbs** to describe what students will know and be able to do (e.g., *All Psychology students will be able to identify complex emotional problems during their final internships and then make appropriate referrals to existing counseling services*).

**TIP!**

The key to a good outcome/objective statement is the **verb**. However, some verbs that are linked to learning, such as *understand* or *know*, are poor choices in an outcome/objective statement. Instead you should select verbs that focus on observable and measurable action,
such as explain or execute. Using an Internet search engine, you can easily find various lists of "action verbs for learning." (As recommended by PIE/TAMU System/WEAVEOnline)

Good outcome statements lead directly to identifying relevant measures for gauging the program's success in producing program completers that display expected characteristics.

**To add an Outcome/Objective:**

1. Click the **Assessments** tab on the **Navigation** bar.
2. Click **Assessment Essentials** in the left menu.
3. Click **Add Outcome/Objective**.
4. In the **Condensed Description** box, enter a short title for the outcome/objective. This title will appear on the main Assessment Essentials page and in reports.
5. In the **Description** box, type your outcome/objective.

**TIP!**
If this information already exists in another document, you can copy it and paste it into this box.

6. Indicate whether or not this is a student learning objective.
7. Associate your outcome/objective with the appropriate Goals (if used), Standards, General Education Outcomes, Institutional Priorities, and Strategic Plans.
   a. Click **Select** under the appropriate section.
   b. Select the check box next to each applicable standard. You can select more than one.
   c. Repeat as needed for other sections.
8. In the **Associations** box, type additional association information if necessary.
9. Select an **Entry Status**.
10. Click **Save**.
11. Repeat Steps 1–11 until all outcomes are entered.
The outcome/objective you just added now appears in the Outcomes/Objectives section of the Assessment Essentials page. The default view displays only the condensed description of the outcome. To see the entire outcome/objective, click the button next to the objective to expand the text. Click the button again to collapse the text. To expand or collapse all objectives, click either Expand All or Collapse All.

**To reorder Outcomes:**

1. In the Outcomes/Objectives section, click the Reorder button.

2. On the Reorder Objectives page, drag the outcome you want to move to the new location.

3. When a long dotted line appears in the new location, release the mouse. The outcome will appear in the new location and all outcomes will be renumbered accordingly.

**To edit an Outcome/Objective**

1. If the outcome/objective is not expanded, click the button next to the objective to expand it.

2. Click Edit.

3. On the Update Objective page, make any necessary changes to the outcome/objective. If desired, use the Editing Log box to enter any editing comments.

4. Click Update to save your changes.

**To inactivate an Outcome/Objective:**

1. If the outcome/objective is not expanded, click the button next to the objective to expand it.

2. Click Edit.

3. Click Inactivate Outcome/Objective.

4. Select an answer for Was this record entered in error?

Caution!!!

**Selecting "Yes" will delete**

this Outcome/Objective record AND remove all its associations. Also, any Achievement Targets and Findings associated with this Outcome/Objective will be deleted. If you want to inactivate the Outcome/Objective WITHOUT deleting these records, select "No."

### Inactivate Objective

[Form fields for Yes/No choice and comments]

Office of Planning & Institutional Effectiveness
5. Add any Inactivation Comments needed.

6. Click Update.

8 Entering & Editing Measures

Measures are the sources of evidence referred to when determining the extent to which an outcome or objective has been met.

For the objective: "Increase student enrollment in Communications/Theatre by 10% for the current academic year" the measure is obvious.

The outcome/objective best meets the SMART criteria when it has direct sources of evidence that can be referred to: i.e. Enrollment Records within the department and with Admissions & Records.

To add a Measure

1. Click Add Measure.

2. Select a Source of Evidence. You can only select ONE source. If none of the sources apply to your measure, select Other Direct, Other Indirect, or Other Administrative and explain the source in your narrative.

NOTE:
You can have more than one source of evidence. However, you can only select one source at a time. Simply add additional measures, whenever needed, for each objective.

Also-
Direct and Administrative sources of evidence are considered primary sources, whereas, indirect sources of evidence are considered secondary sources of evidence.

3. In the Condensed Description box, enter a short title for the measure. This title will appear on the main Assessment Essentials page and in reports.

4. In the Description box, type your measure.

   If this information already exists in another document, you can copy it and paste it into this box.
5. Select the Outcomes/Objectives being measured. All measures MUST be associated with at least one Outcome/Objective. You can select more than one objective.

6. Select the Entry Status.

7. Click Save.

8. Repeat Steps 1-8 until all measures are entered.

Once saved, Measures are displayed in the Measures & Findings section. The Outcome/Objective measured is indicated in parentheses after the Measure. As with Goals and Outcomes/Objectives, you can expand/collapse individual or all measures.

To reorder Measures:

1. In the Measures section, click the Reorder button.

2. On the Reorder Measures page, drag the measure you want to move to the new location.

3. When a long dotted line appears in the new location, release the mouse. The measure will appear in the new location and all outcomes will be renumbered accordingly.

To edit a Measure:

1. If the measure is not expanded, click the button next to the measure to expand it.

2. Click Edit.
3. On the **Update Measure** page, make any necessary changes to the measure. If desired, use the Editing Log box to enter any editing comments.

4. Click **Update** to save your changes.

**To inactivate an Measure:**

1. If the measure is not expanded, click the button next to the measure to expand it.

2. Click **Edit**.

3. Click **Inactivate Measure**.

4. Select an answer for **Was this record entered in error?**

   **Caution** Selecting "Yes" will delete this Measure record AND remove all its associations with Outcomes/Objectives. Any Achievement Targets and Findings associated with this Measure will be deleted. If you want to inactivate the Measure WITHOUT deleting these records, select "No."

5. Add any Inactivation Comments needed.

6. Click **Update**.

**To inactivate an association:**

1. If the measure is not expanded, click the button next to the measure to expand it.

2. Click **Inactivate Association** for the appropriate outcome/objective. An inactivation box will display below the outcome/objective.
3. Select an answer for **Permanently delete this information?**

**Caution**: Selecting "Yes" will delete the association between this outcome/objective and the measure. Also, any Achievement Targets and Findings associated with this Outcome/Objective will be deleted. If you want to inactivate the associations WITHOUT deleting these records, select "No."

4. Click **Save**.

---

### 9 Entering & Editing Achievement Targets

Once you add a Measure, you will need to set an Achievement Target for that Measure. **Important**: You will NOT be able to add Findings unless you have identified achievement target(s) for each measure.

**To add an Achievement Target:**

1. If the measure is not expanded, click the **Expand All** button next to the measure to expand it.

2. You are able to add a separate achievement target for each outcome/objective with which the Measure is associated. Click **Add Achievement Target** next to the appropriate outcome/objective.

---

**Measures & Findings**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Add Measure</th>
<th>Expand All</th>
<th>Collapse All</th>
<th>Reorder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubric of Capstone Assignment (Outcome(s): 1, 2, 3; Not Ready for Review)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In order to obtain a direct assessment of student learning outcome, English department faculty who have graduating seniors in each of their courses will be asked to assess each graduating senior's capstone project using a rubric consisting of a 4-point scale ranging from 0 (&quot;failed to meet the expected learning outcome&quot;) to 4 (&quot;greatly exceeded the expected outcome&quot;).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure Type: Capstone Assignment - Capstone course assignments measuring mastery</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Established: 2008-2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Status: Draft/In Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Updated: 4/26/2008</td>
<td>Updated By: Rhonda Gray</td>
<td>Created Date: 4/26/2008</td>
<td>Created By: Rhonda Gray</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Outcome(s)**

1. **Reading Competence**

<table>
<thead>
<tr>
<th>Achievement Target (Not Ready for Review)</th>
<th>Add Achievement Target</th>
<th>Inactivate Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will achieve a 3 or 4 on the rubric.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Established: 2008-2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Achievement Target</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Syntax of English**

<table>
<thead>
<tr>
<th>Achievement Target (Not Ready for Review)</th>
<th>Add Achievement Target</th>
<th>Inactivate Association</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Writing Competence**

<table>
<thead>
<tr>
<th>Achievement Target (Not Ready for Review)</th>
<th>Add Achievement Target</th>
<th>Inactivate Association</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. At the top of the **Add Achievement Target** page, verify that you are working with the correct Measure and Outcome/Objective.
4. Enter your achievement target in the **Achievement Target** box.
5. Select the **Entry Status**.
6. Click **Save**.

**To edit an Achievement Target:**

1. If the measure is not expanded, click the button next to the measure to expand it.
2. Locate the Achievement Target you wish to edit, and then click **Edit Achievement Target**.

**Note**

If the **Edit Achievement Target** button is not visible, click the button next to the Achievement Target.

3. On the **Update Achievement Target** page, make any necessary changes to the achievement target. If desired, use the Editing Log box to enter any editing comments.
4. Click **Update** to save your changes.

**To inactivate an Achievement Target:**

1. If the measure is not expanded, click the button next to the measure to expand it.
2. Locate the Achievement Target you wish to inactivate, and then click **Edit Achievement Target**.

**Note**

If the **Edit Achievement Target** button is not visible, click the button next to the Achievement Target.

3. On the **Update Achievement Target** page, click **Inactivate Target**.
4. Select whether or not you want to permanently delete this information.
   - If you added the target in error, it's safe to delete it.

**Caution!**

However...
if you are inactivating the target because the achievement target for the measure has changed for the new cycle, **DO NOT** delete the old target.

5. Add any Inactivation Comments needed.
6. Click **Update**.
10 Entering & Editing Findings

Once you've entered an Outcome/Objective, the Measure for that Outcome/Objective, and the Achievement Target for that Measure, you can add Findings.

To add a Finding:

1. If the measure is not expanded, click the button next to the measure to expand it.

2. Locate the Achievement Target you wish to add findings for, and then click Add Finding.

   Note
   
   If the Add Finding button is not visible, click the button next to the Achievement Target.

3. At the top of the Finding page, verify that you are working with the correct Measure and Outcome/Objective.

4. Enter your Findings in the Add Finding(s) box.

5. Select whether the Achievement Target was Met, Partially Met, or Not Met.

6. Select the Entry Status.

7. Click Save.

To edit a Finding:

1. If the measure is not expanded, click the button next to the measure to expand it.

2. Locate the Findings you wish to edit, and then click Edit Finding.

   Note
   
   If the Edit Finding button is not visible, click the button next to the Finding.

3. On the Finding page, make any necessary changes to the findings. If desired, use the Editing Log box to enter any editing comments.
4. Click **Update** to save your changes.

**To inactivate a Finding:**

1. If the measure is not expanded, click the [+] button next to the measure to expand it.

2. Locate the Findings you wish to edit, and then click **Edit Finding**.

   **Note** If the Edit Finding button is not visible, click the [-] button next to the Finding.

3. On the **Finding** page, click **Inactivate Finding**.

4. Determine if you want to permanently delete this information.

5. Add any Inactivate Comments, if desired.

6. Click **Update**.

### 11 Printing Reports

The report function in WEAVEonline allows you to run a variety of reports. The following table lists the types of reports available and provides a brief description of each.
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Assessment Report</td>
<td>A user report that provides a detailed report listing the Mission/Purpose, Goals, Outcomes/Objectives, Measures, Achievement Targets, Findings, and Action Plans for the selected program.</td>
</tr>
<tr>
<td>Data Entry Status Overview</td>
<td>An audit report that shows percentages Completed, In-Progress, or Neither for the selected program(s) in the following areas: Mission, Goals, Outcomes/Objectives, Measures, Findings, Action Plans, Analysis Questions, and Annual Reports.</td>
</tr>
<tr>
<td>Data Entry Status Details</td>
<td>This audit report provides the same information found in the Data Entry Status Overview, but instead of using percentages, it lists each of the selected programs separately and identifies each program's entry status in the various sections of the assessment plan.</td>
</tr>
<tr>
<td>Outcomes/Objectives without Associated Measures</td>
<td>This audit report lists each Outcome/Objective in the selected program(s) that has no Measure associated with it.</td>
</tr>
<tr>
<td>Measures without Associated Findings</td>
<td>An audit report that lists each Measure in the selected program(s) that has no Findings associated with it.</td>
</tr>
<tr>
<td>Not Met or Partially Met Finding without Associated Actions</td>
<td>An audit report that lists each Finding in the selected program(s) that has been identified as Not Met or Partially Met but has no Action Plan associated with it.</td>
</tr>
<tr>
<td>Student Learning Outcomes Summary</td>
<td>An annual report that lists all the Student Learning Outcomes for the selected program(s)</td>
</tr>
</tbody>
</table>

**Important** Before running a report, you must turn off your pop-up blocker. If you fail to do this, no report will appear.

**To run a Report:**

1. On the Navigation bar, click the Reports tab.

2. On the Reports page under 1: Select a report, select the type of report you want to run.

3. Under 2: Select one or more entities, select the entity or entities you want reports for.

4. Under 3: Select cycle, select the cycle year for which you want the report.

5. Depending upon the type report you select, the button on the right will say either Run or Next. If it says Next, you will have to make another decision before you can run the report.

6. Click Run to run the report.
12 Using the Document Repository

The Document Repository allows you to store documents to support various aspects of your assessment plan.

**Caution** Do not store documents in WEAVEonline that contain individually identifiable information. Remove such references before uploading the document.

**To access the Document Repository:**

1. On the Navigation bar, click Assessments.
2. In the left menu, click Document Repository.

**To add a document to the Document Repository:**

1. In the left menu, click Document Repository.
3. On the Step 1: Upload Document page, click Browse to locate the document you want to upload.
4. In the Document Name box, type the name of the document. This does not have to be the same as the file name.

5. In the Description box, type a description of the document, if desired.

6. Click Save & Continue.

7. On the Step 2: Create Associations page, select the components you'd like to associate the document with.

8. Click Save.

From the Document Management page, you can view your document, delete the document, or edit the document name, description, and associations. See the following table for directions.

<table>
<thead>
<tr>
<th>To:</th>
<th>Do this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a document</td>
<td>Click the icon.</td>
</tr>
<tr>
<td>Edit a document</td>
<td>Click the name of the document.</td>
</tr>
<tr>
<td>Delete a document</td>
<td>Click the icon.</td>
</tr>
</tbody>
</table>