## QUICK REFERENCE HOW TO GUIDE- COMPLETING THE SELF-STUDY

Login Information

WEAVE can be accessed from any computer with internet access. Unit directors determine the faculty/staff in each area that will have access to WEAVE and what level of access is needed. Figure 1 is a screenshot of the login page for UWA.

Instructions for Logging In

1. Go to https://app.weaveeducation.com/login/. Create/edit a bookmark/favorite with this exact address before logging in.
2. Enter a WEAVE ID and password, and click **Log In.** The WEAVE ID and password are the same as each user's UWA ID (not including @uwa) and password.
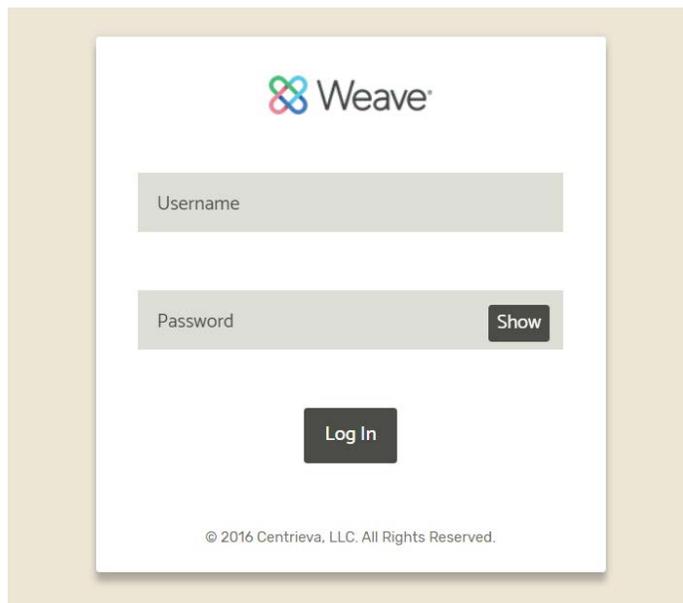
Figure 1

Home Page Information

The Home Page (shown in Figure 2 below) is the first page users will view after logging into WEAVE. This page contains access to all Projects assigned to the user. You will see four tabs at the top center of the page: Dashboard, Projects, Credentials, and Reports. The default tab is the Dashboard tab. For most users, the Projects tab will the tab used for most of the work being done within WEAVE. From this page,

you can access Projects by searching the name of the project in the "Filter projects" box, (OR) you can select the underlined Project name under "Title."
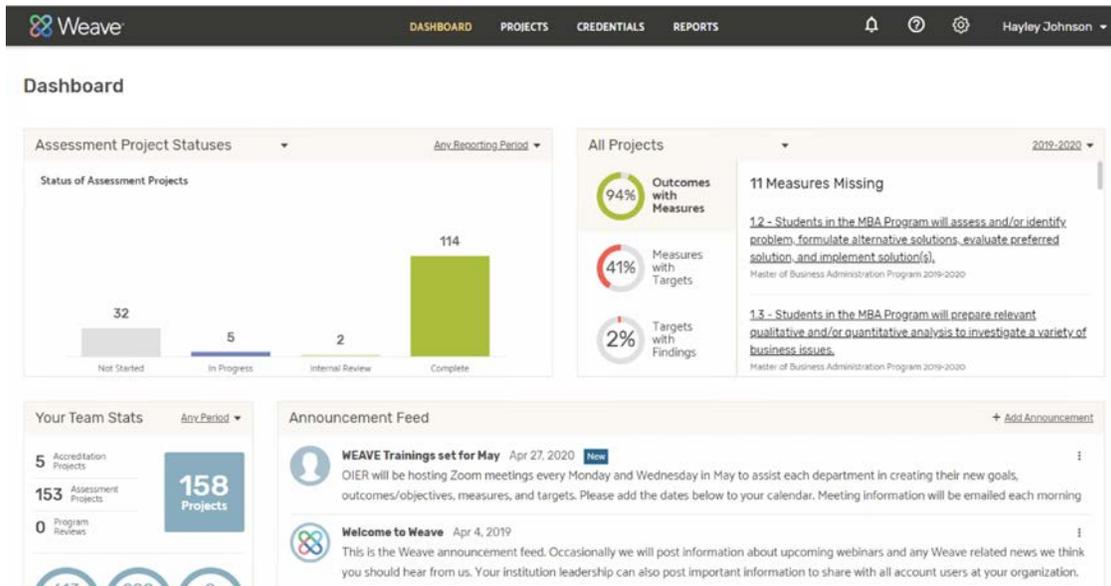

Figure 2

Entering Findings and Recommendations & Creating Action Plans:

After selecting the correct Project, you will need to expand the middle column if not already expanded by clicking the >| symbol. After the column has been expanded, the user will see all Goals listed (as shown below in Figure 3). To expand the Goals, you will click on the ^ symbol. The related Outcomes/Objectives will then appear.
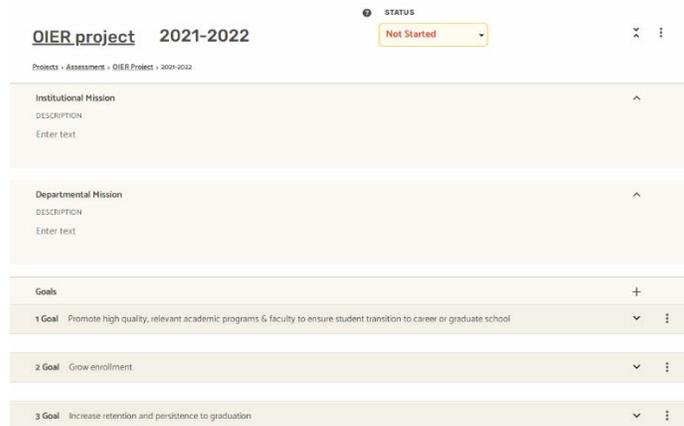

Figure 3

For each Outcome listed, you will need to expand the information related to that Outcome by clicking the ^ symbol. All Measures will then appear (shown in Figure 4 below).

Figure 4

For each Measure listed, you will need to expand the information related to that Measure by hitting the ^ symbol. All related Targets will then appear (shown in Figure 5 below).

Figure 5

For each Target listed, you will need to enter two pieces of information: the Finding and the Recommendations (shown in Figure 6 below). The Finding for each Target is an indication of whether a Measure was met or not. The Recommendation is an area to be used for interpretation of results, possible uses of results, reflection on problems encountered, indicated improvements/changes, indicated strengths, etc. ***Both sections should be completed, and all information should be entered as complete sentences.***

Figure 6

After entering a Finding, you will need to determine whether the Target falls into one of the following categories: Not Met, Partially Met, Met, or Exceeded. To select one of the above categories, you will select "Not Set" (as shown in Figure 7 below), and the possible categories will appear (as shown in Figure 8 below). Select the correct category by clicking on the category.
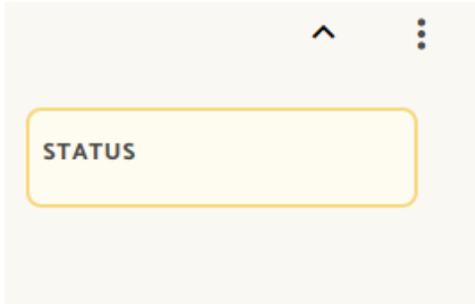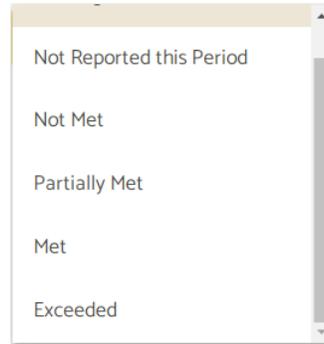

Figure 7

Figure 8

For all Targets that are Partially Met or Not Met, an action plan must be created. Action Plans are detailed plans created by the unit to meet a Target that was only partially met or not met OR to make improvements to successful Measures that were met but may need strengthening. The Action Plan includes an explanation of the action planned, a due date, a budget source, and a dollar amount. The only required information is the explanation, which you will see as "Nothing Entered" (shown in Figure 9 below). After entering the action, you will need to select the Status of the plan (shown in Figure 10 below).
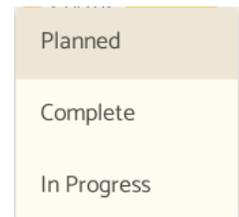

Figure 9

Figure 10