TTUHSC Weave *How To Users Guide*

Weave Assessment Project

How To Log In to Weave

Visit this [link](https://app.weaveeducation.com/login/ttuhsc) (https://app.weaveeducation.com/login/ttuhsc) and login with your TTUHSC credentials. (Do not use Internet Explorer as your internet browser.)

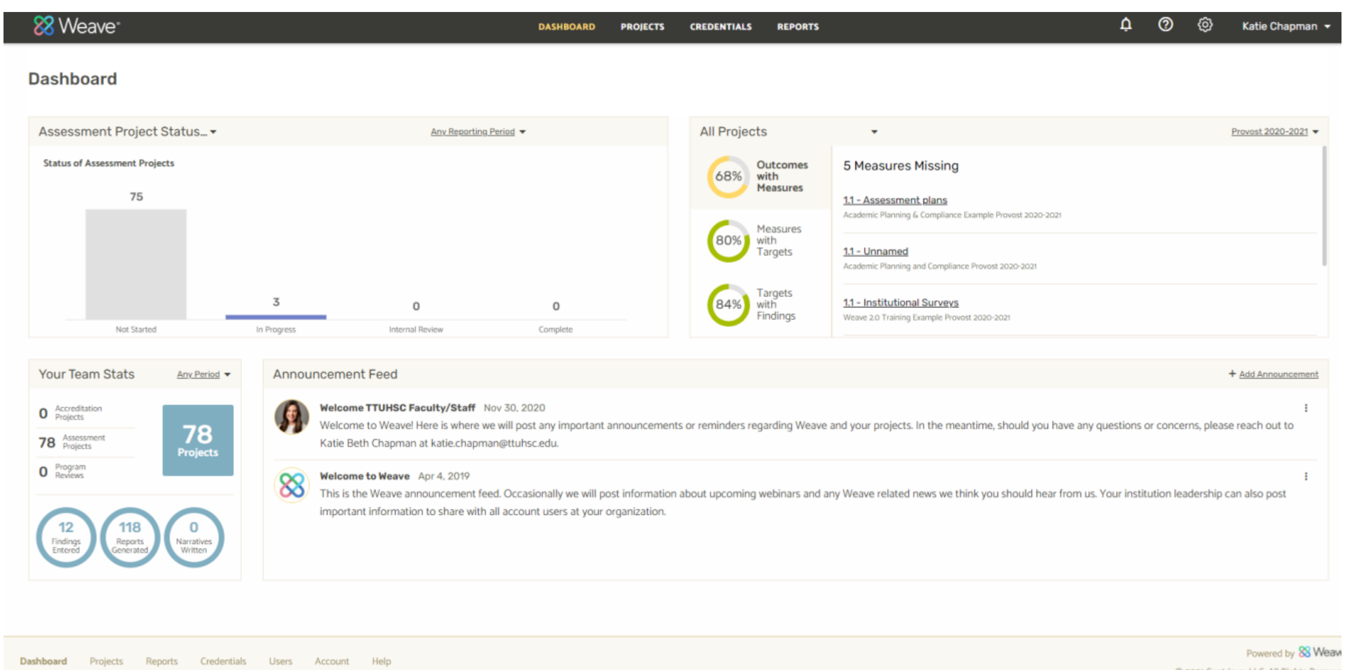
Your User ID and password are the same as your eRaider ID and password. New users must be given access to the Weave system by a TTUHSC Weave Administrator. If you need access, please contact katie.chapman@ttuhsc.edu and indicate the plan(s) for which you need access.

Navigating the Dashboard

Upon logging in, you will be brought to the Weave dashboard. This page provides a graphical overview of the assessment projects that have been assigned to you. You will be able to see your projects' status here and read any announcements from the Weave Administrator. You can also filter by reporting periods & filter by projects to see specific elements' status within the project.

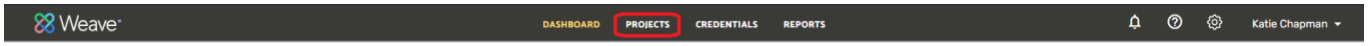
NOTE: Weave refers to continuous improvement/assessment "Plans" as "Projects."

Your dashboard will look similar to this screenshot:



Selecting a Project

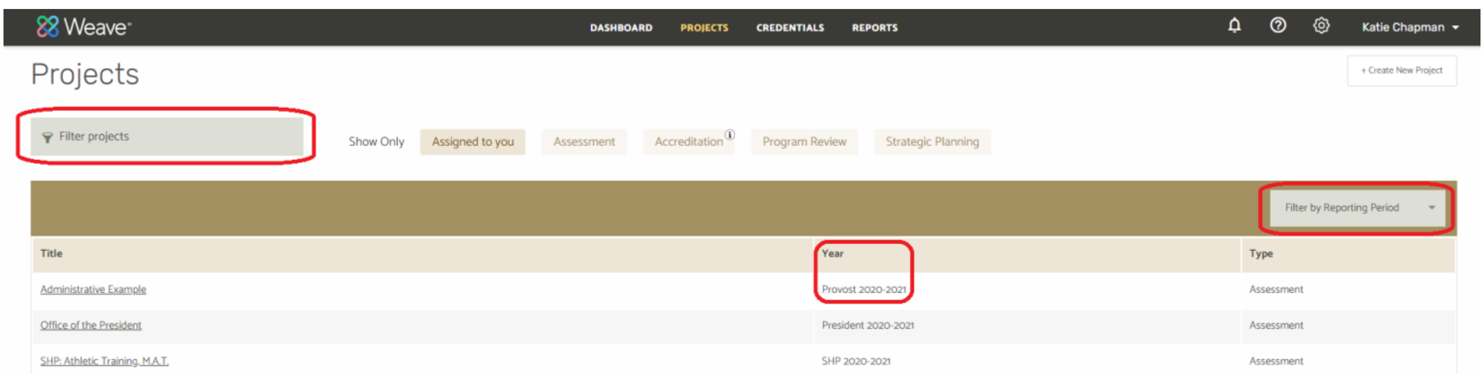
To access your plan(s) in Weave, you will select "Projects" at the top of the page. This option will be available at all times, so you can easily get back to your plan(s).



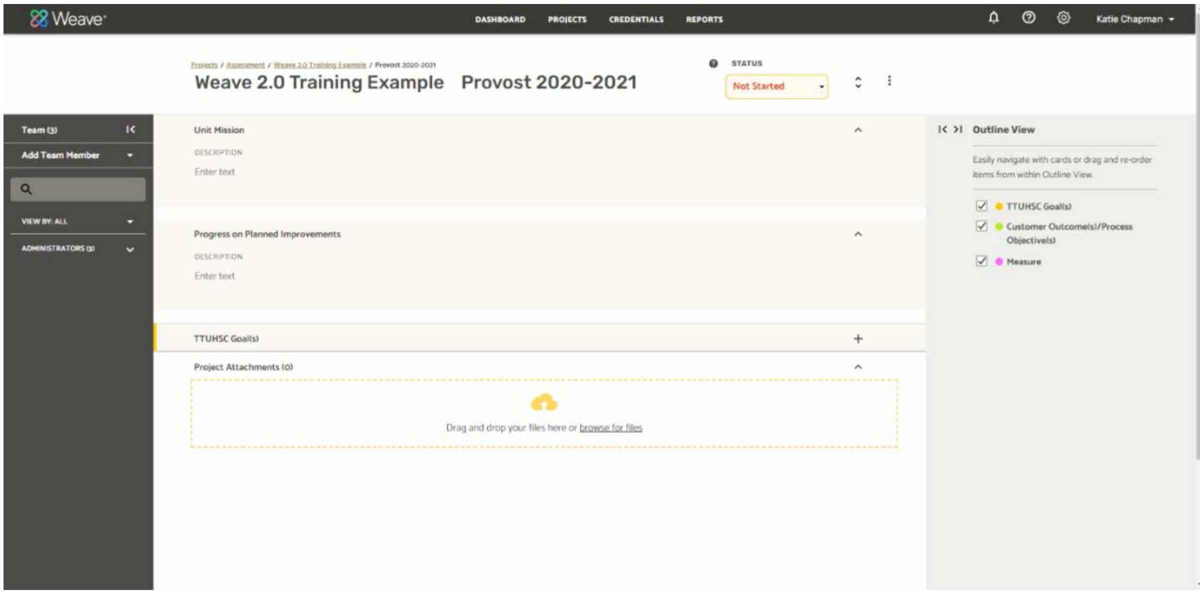
On the "Projects" page, you will see a list of plans that have been assigned to you. You can filter for a specific project by typing in that project's name in the "Filter projects" box. Or you can scroll through your list to access your specific project.

As the years go on, your projects will increase & you will want to filter by the "Reporting Period" to ensure you are working on the correct plan for that reporting period. You will always want to double-check that the "Year" for the plan you are going to select is the correct one for that reporting period.

NOTE: TTUHSC does not utilize the credentials, accreditation, program review, or strategic planning services offered through Weave.

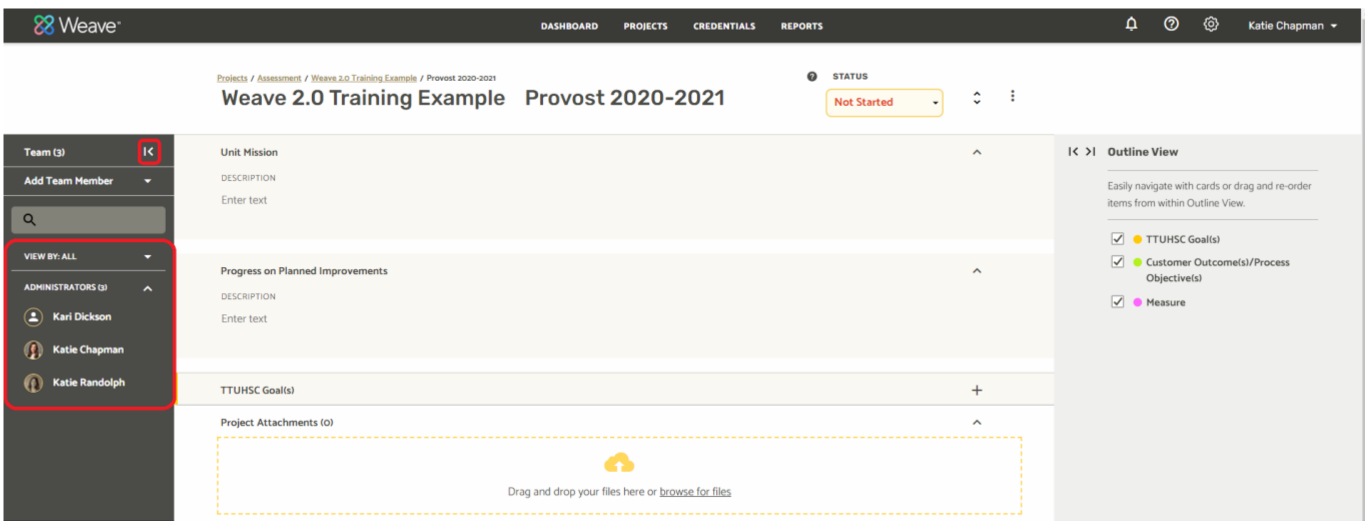


Once you have selected your project for the first time, your assessment plan will look like this screenshot:



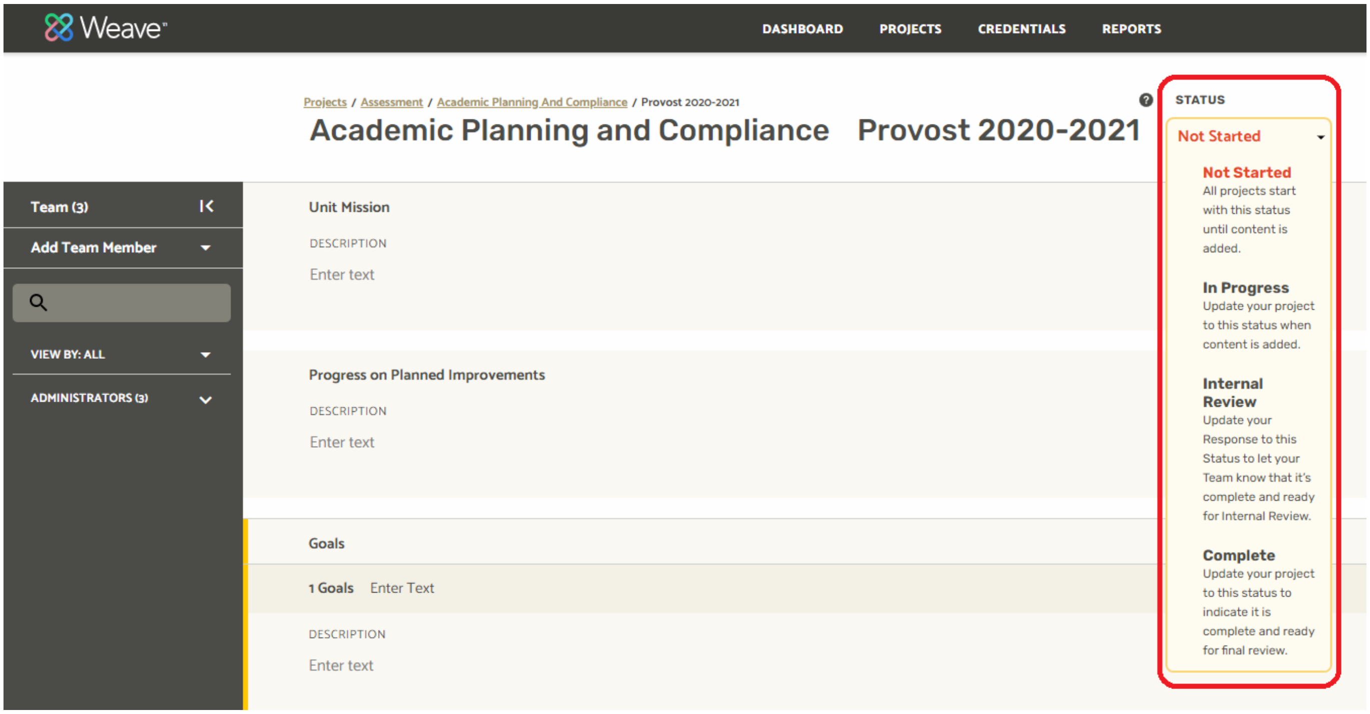
NAVIGATING YOUR PROJECT

You can view who all has access to a plan by looking through the users listed on the left-hand side of your plan. You can minimize or expand this section by clicking on this symbol: **|<**



PROJECT STATUS

- Set your project status
  - 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.



FILLING IN YOUR PROJECT

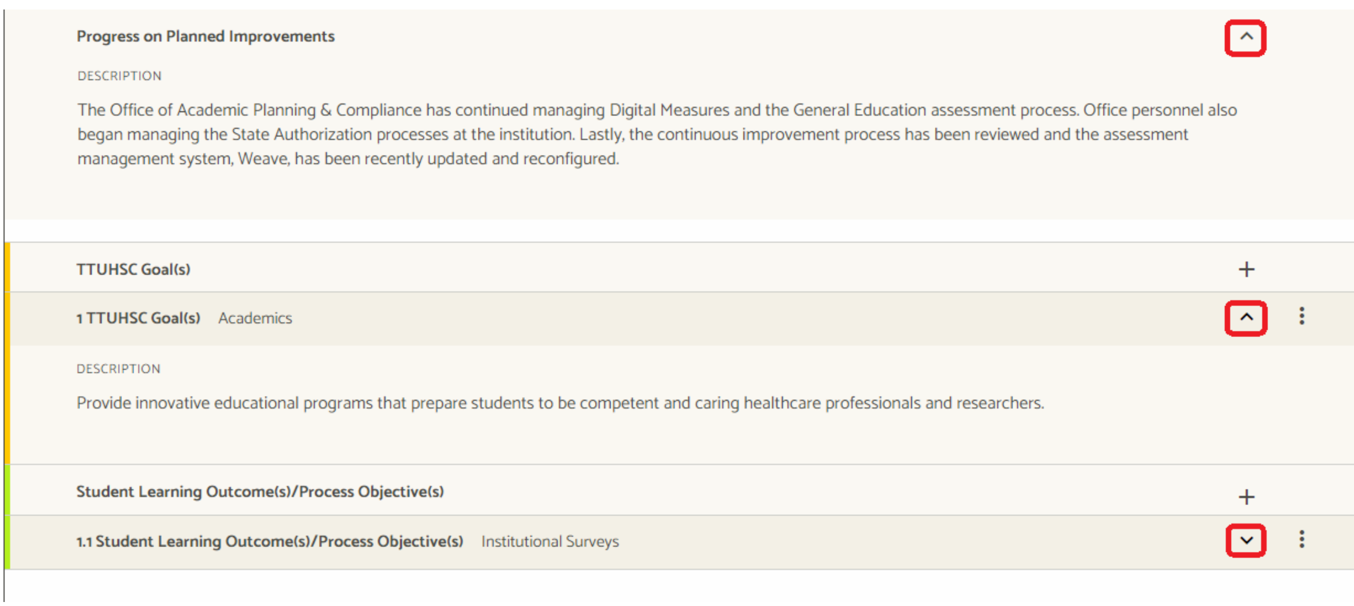
To fill in your plan, click in any box that highlights yellow or has "Enter Text" to begin typing your information. The "Enter Text" section to the right of the element is for the title of that element. The "Description" section is for providing a long description of that element. Please note this is real-time editing. Once you being typing, the information you input or edit will be automatically saved.

Adding New Elements to Your Project

To add a new additional element to your project, you will click on the "+" next to the element you want to add. Please note – when adding an outcome/objective, a dropdown box will appear with the option of "Program Level." This option is automatically populated in Weave. It does not mean anything substantive regarding adding your outcome/objective, but you will need to select it to continue.

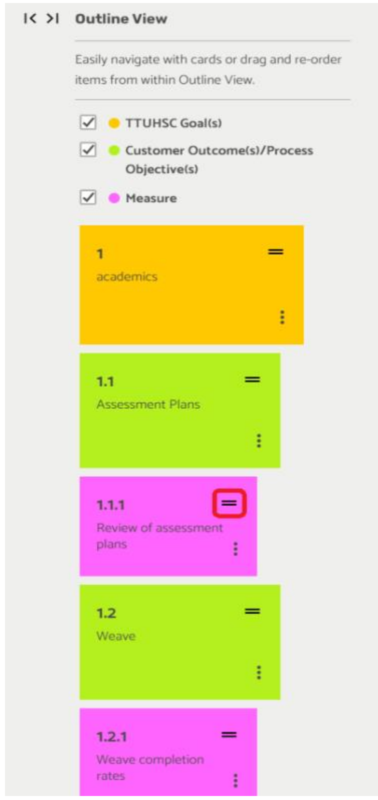
Toggling Elements in Your Project

To expand/minimize an element and its corresponding components, you will click on the up or down arrows next to the element.



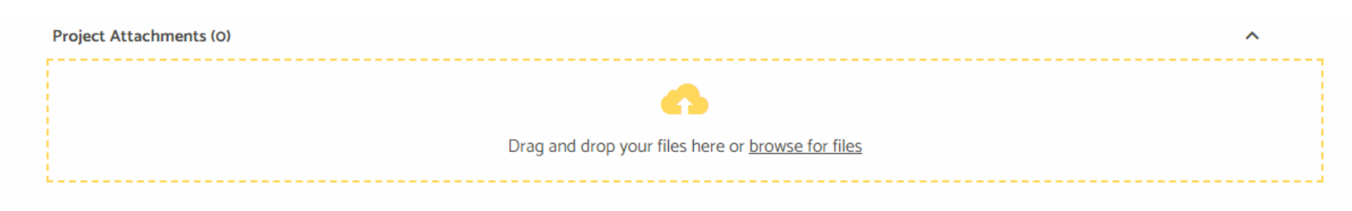
Rearranging Project Elements

You can rearrange the order of your plan elements using the "Outline View" on the right side of your project page. You will move your mouse over the double lines of the element you want to move and select. Then drag to the desired location.



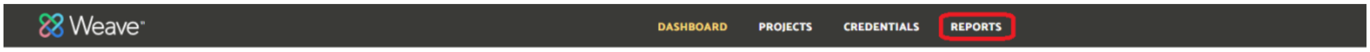
Project Attachments

You can drag and drop your attachment or upload by selecting "browse for files." Your attachments will be uploaded in one area, and you will not be able to upload them specifically to an element. Save your file with a distinctive and descriptive name (i.e., Annual Report for Targets 1.1.1.1 Findings). You must upload documents in formats to which most people have access (e.g., Word, Excel, PDF).

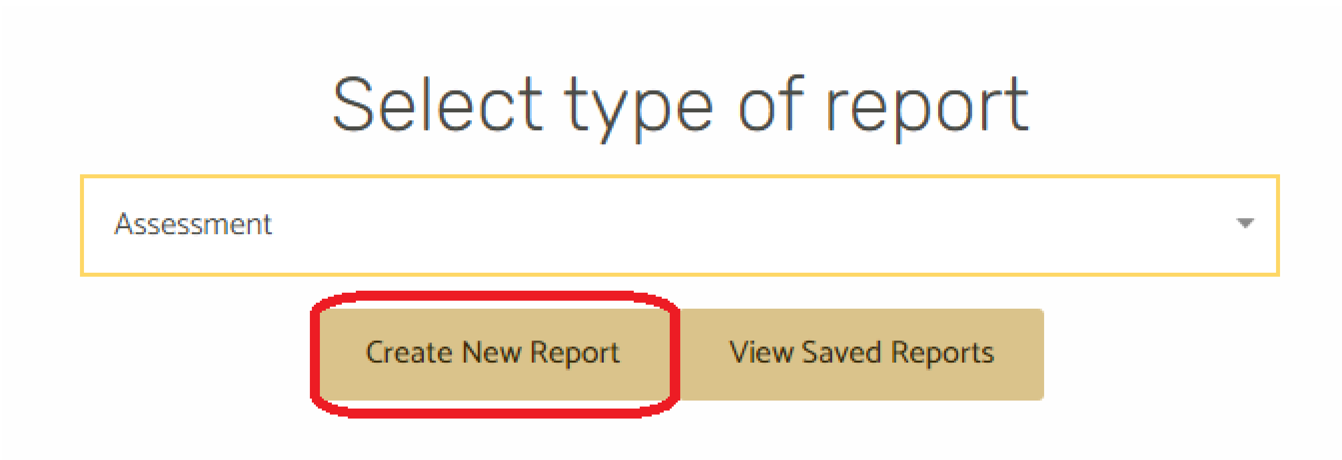


DOWNLOADING A REPORT

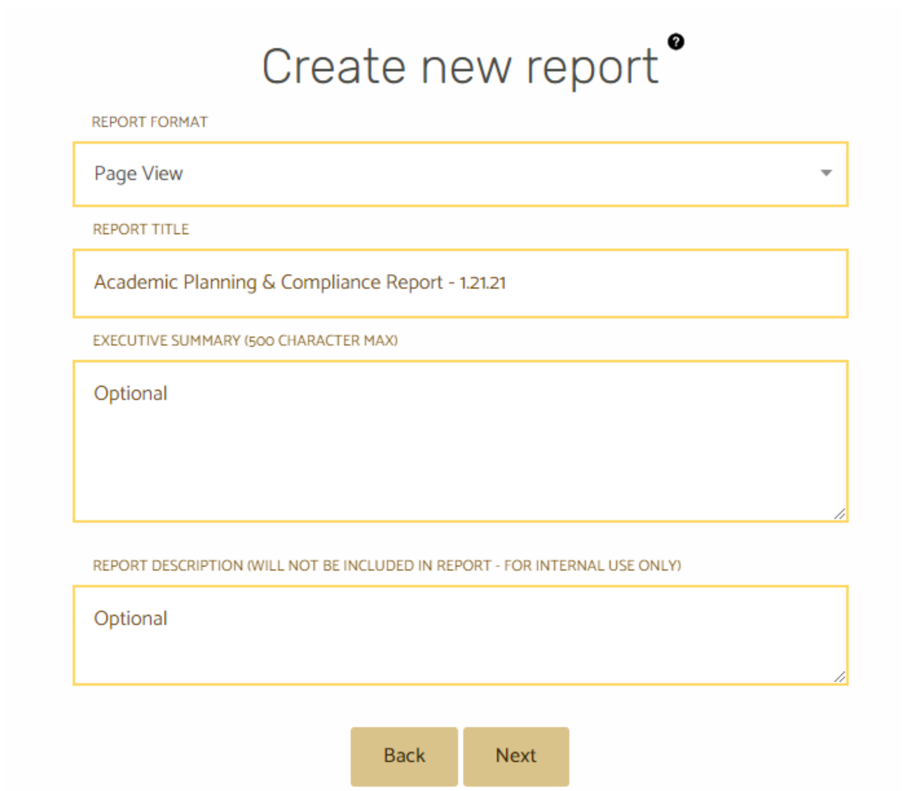
To download a report in Weave, you will select "Reports" at the top of the page. This option will be available at all times, so you can easily get back to this section.



You will then select "Assessment" for your type of report. Then select "Create New Report."

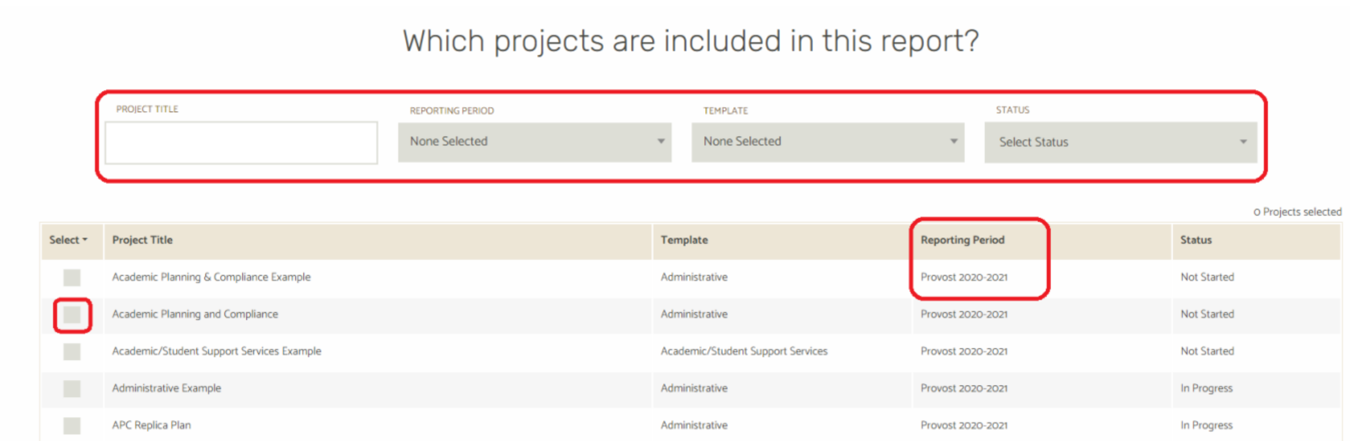


You will select "Page View" for the Report Format. Ensure that you title the report with a distinctive name. The Executive Summary and Report Description sections are optional. Then select "Next."

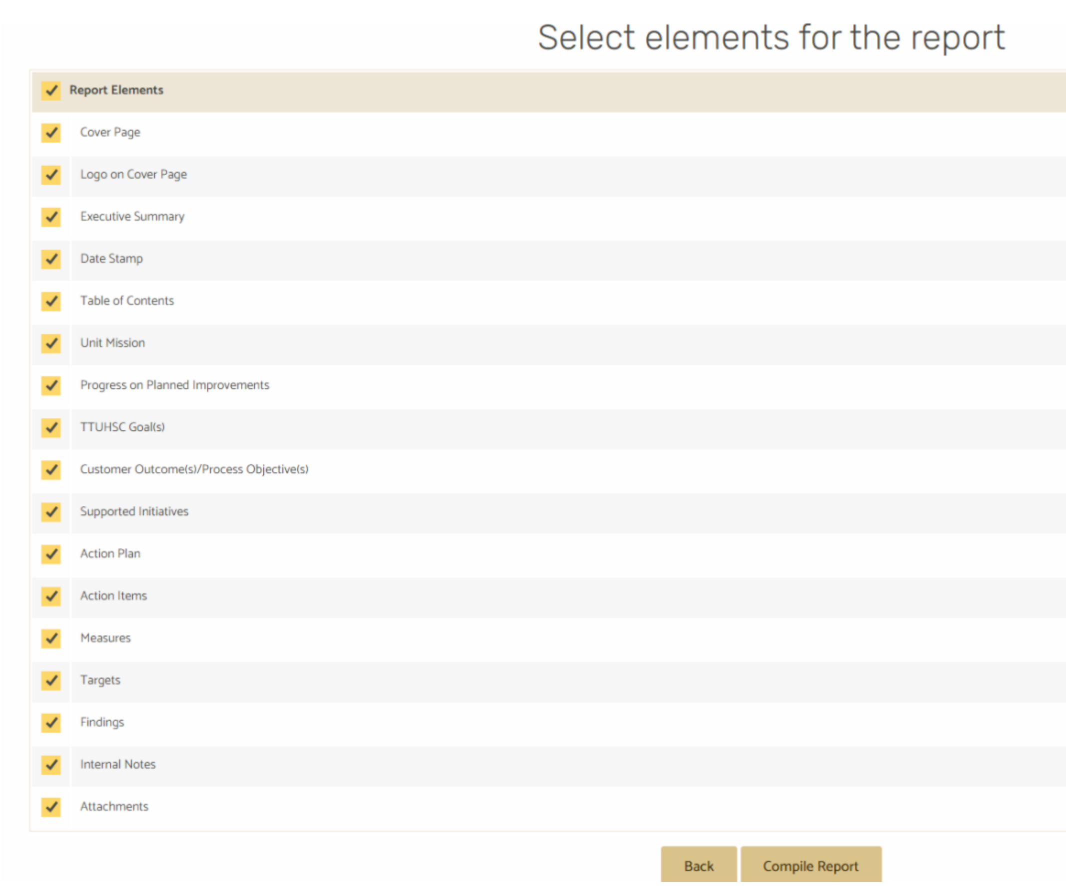


Select the plan(s) for which you would like to generate a report. You can filter for a specific project by typing in that plan's name in the "Project Title" box. You can also filter by Reporting Period, Status, or you can scroll through your list to access your specific project. Select the box next to the plan(s) for which you would like to pull a report. You can select multiple plans when pulling reports.

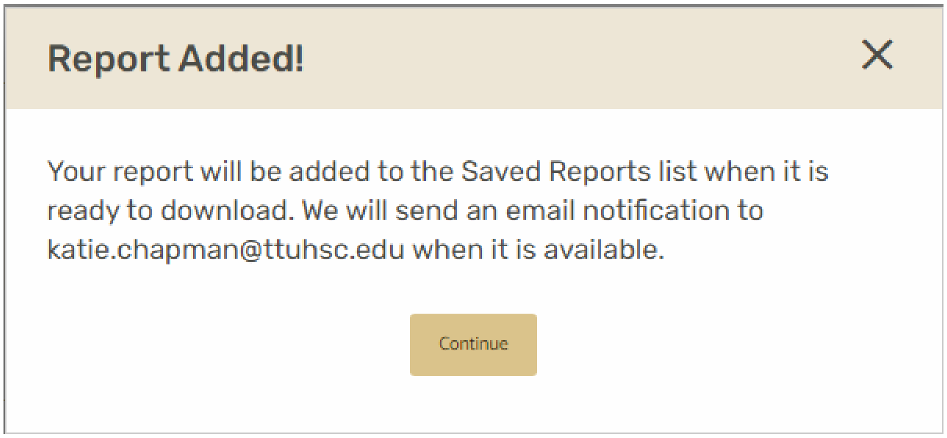
As the years go on, your projects will increase and you will want to filter by the "Reporting Period" to ensure you are pulling the plan for the correct reporting period. You will always want to double-check that the "Reporting Period" for the plan you are going to select is the correct one you are wanting. Then select "Next."



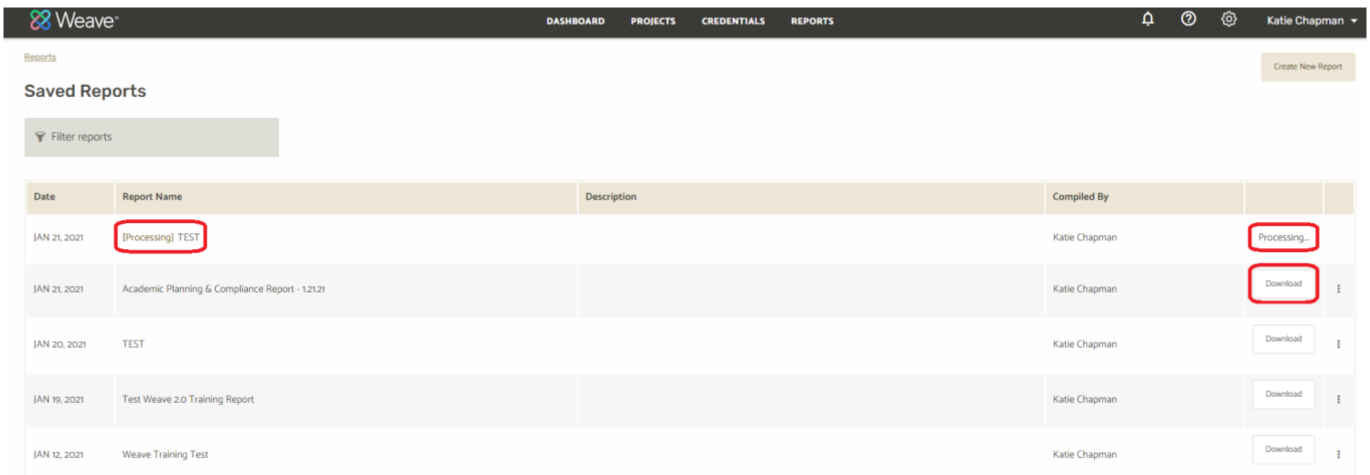
In the next page, you can uncheck any elements you would not like to see in your report in the next step. Before selecting "Compile Report," we recommend you double-check that all sections you would like to see on your report are checked.



Once you review the report on the next page, you will select "Save" and will be notified that you will receive an email once your report is complete.



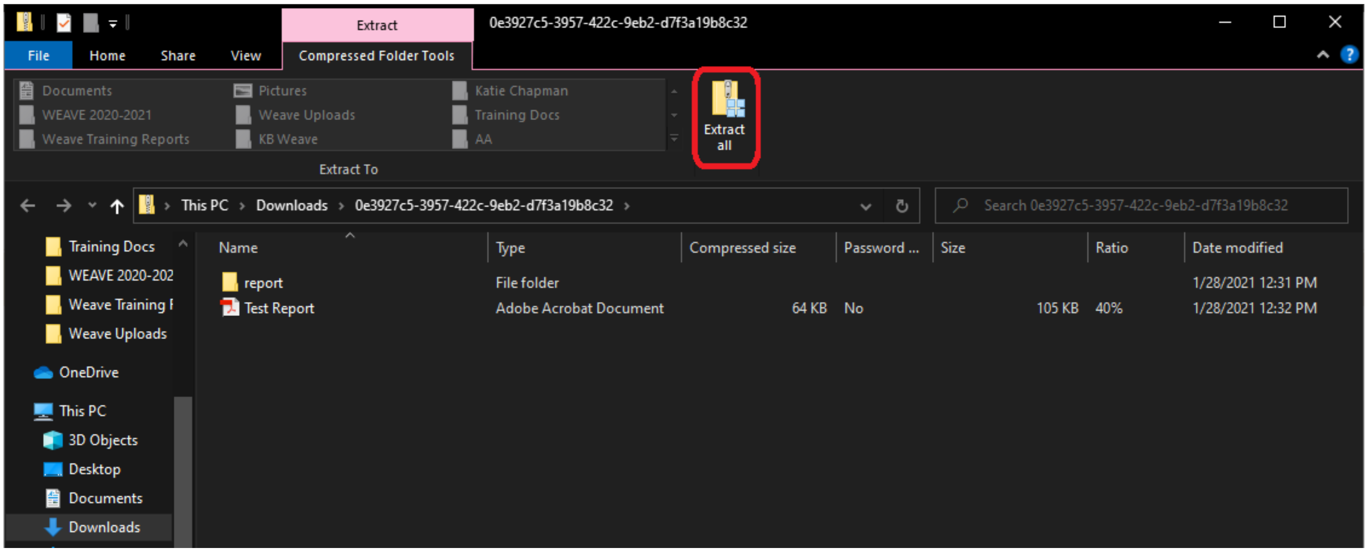
On the Saved Reports page, you will see the current report you are running indicated as "Processing," and all previous reports will have a "Download" button option for you. After processing is complete, select "Download" for the report you want to pull.



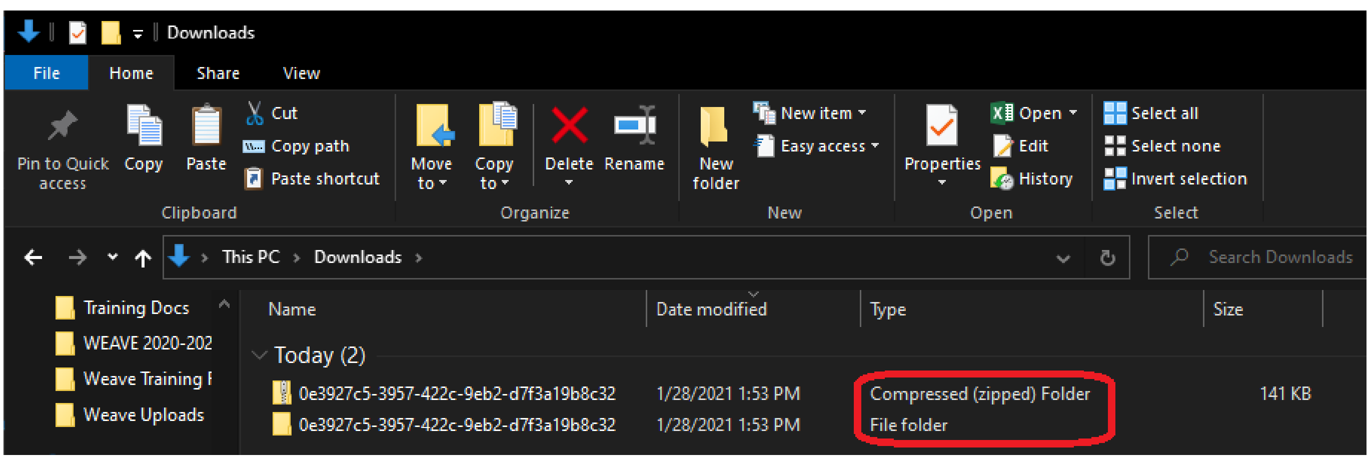
If you are downloading a report for which you checked to include "Attachments," there are a few extra steps you may need to take to access the attachments in the report.

- **Downloading a Report on a PC**

Select "Download" from the Weave Reports page. When the File Explorer pops opens for you to download and open the report, you will need to select "Extract all" before doing anything else. This will ensure that when the report is opened, you will also be able to open the attachments within the report.

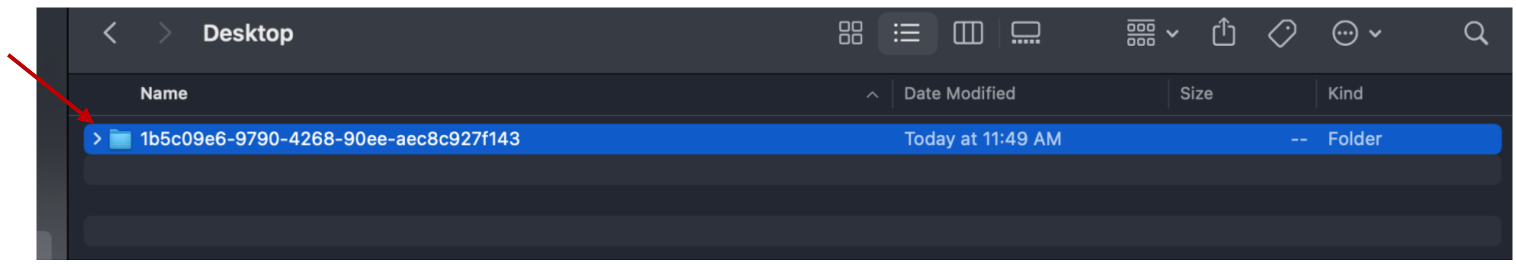


After selecting "Extract all" and a new File Explorer opens, you will then need to go to your Downloads folder. You will find the report that was just downloaded with two different types indicated: "File Folder" and "Compressed (zipped) Folder." It is important to note that you will need both of these files if you plan to share this report with anyone. The "File Folder" is the file of the report you will open on your computer and the "Compressed (zipped) Folder" is the file of the report you will share with others. You will want to copy both and paste them into the appropriate folder that you would like your report saved. You may rename the folders to match the report name.



- **<u>Downloading a Report on a Mac</u>**

Select "Download" from the Weave Reports page. To share your report with access to supporting documents, send the complete zip folder. If only the PDF of the report is sent, attachments will not open. There is no need to "Extract All" when using an Apple computer. You may rename the folder to match the report name.



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