

## **Items for Inclusion in the Document Management of WEAVEonline**

The Document Management in WEAVEonline is where all your assessment-related documents will be housed. It provides a convenient and accessible place for permanent storage of these documents.

The types of documents that are expected to be stored in the Document Management are as follows:

### **All Assessment Units:**

- All rubrics, checklists, surveys, and evaluation tools used to measure your outcomes. If you do not want test questions available for viewing in the detailed assessment report (DAR), you may load them into the Document Management without associating them with any particular category. This will ensure that only those users with writing access to your plan can see them.
- All documents that support your findings. You may upload tables, charts, or analyses as a Word or Excel document; although .pdf files are preferred.

### **Academic Units:**

Advisory Committee Minutes (connected to Annual Reports)  
Program Reviews (connected to Annual Reports)

### **Administrative/Support Units:**

End-of-Year Reports (connected to Annual Reports)

***Assessment-related items other than those listed above may be added if applicable.***