Using the WEAVEonline Document Management

About the Document Management

- The document management acts like a folder to hold electronic files for each entity. These files can be in the form of Word documents, PDF files, or Excel spreadsheets.
- Once uploaded, your documents can be connected with one or more assessment sections, from Mission/Purpose through Assessment Results/Findings and Action Plans and on to Analysis Questions and Annual Reporting.
- **Please Note:** Individually identifiable information (such as examples of work that includes students' names) should not be included on any document in that area.
- The Management is cycle-based. You can make the document appear in just a particular cycle or in multiple cycles. When loading documents into the Management you will be asked to make a decision on whether the document is relevant only to the current cycle or whether it needs to "keep active". Documents never disappear from a Management unless they are manually deleted by the user.
- Documents that have been connected to assessment sections show as hyperlinks within those sections. Clicking a document hyperlink opens the document for viewing.

Uploading a Document

1. Save your document to be uploaded as a file on your computer.
2. Login to WEAVEonline.
3. Choose the appropriate "Cycle" and "Entity" selection.
4. Click on the "Assessments" tab and choose "Document Management".
5. Click on "upload document" (left side of screen)
6. Use the Browse button to find the appropriate file on your computer.
7. Enter a name (i.e. "Program Review for Mathematics 2011-12" or "College Transfer Advisory Committee Minutes 11/09/2012") in the "Document Name" box. ("Document Description" is optional). <u>It is a good idea to always include the date of the document in the document title.</u>
8. Click "save and continue". (You can only upload one document at a time.)
9. On this next screen (the "Connections" page) you can associate the document with a particular area of your assessment plan**. If you do not make a connection, the document will not appear in your report.** Create a connection to a specific area by clicking on the arrow beside each option and checking the appropriate box.
10. Hit "save".

Managing Documents in the Management

- Within the Document Management table, choose

   - to View this document.

   - to Remove this document.

- To view or view/edit the details of a document:
  1. Click on the Document Name
  2. On the Document Details page choose:

- to Edit the title, description, connections, or the established cycle or active through status.

- to View the actual document.

- to Return to the Main List.