

SAC SCORES: Assessment Day FALL 2018 Strategic Planning Year-End Activities

Access and Enter Responses to 2017-2018 Year-End Analysis Questions

1. Access WEAVEonline: <https://app.weaveonline.com/sac> login using established San Antonio College WEAVEonline ID and Password credentials.
2. Ensure the Cycle and Entity Selection display for the current plan cycle:

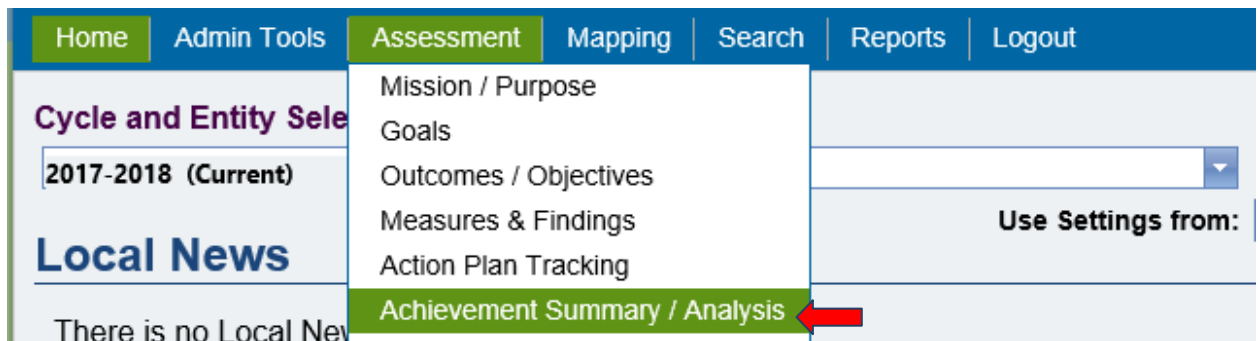
Cycle and Entity Selection:



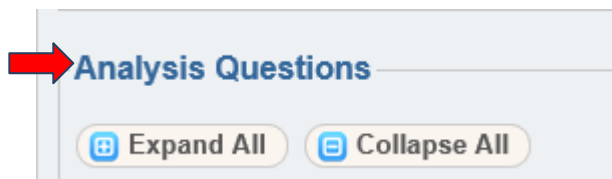
3. Navigate to the **Assessment** tab



4. Select **Achievement Summary / Analysis**



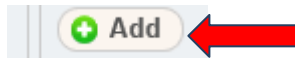
5. In the **Achievement Summary / Analysis** page that displays navigate to the **Analysis Questions** section



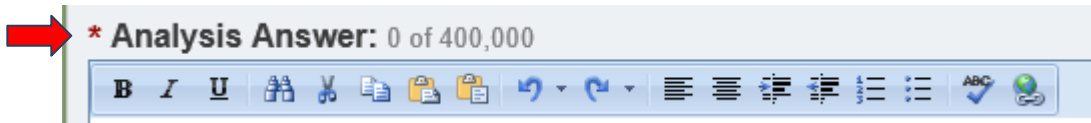
6. Click the triangle in front of the [Year-End] analysis question to be addressed



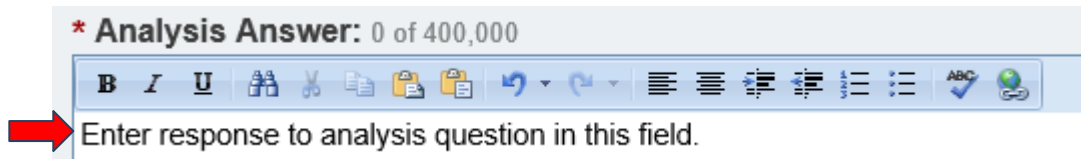
7. Click the  Add button



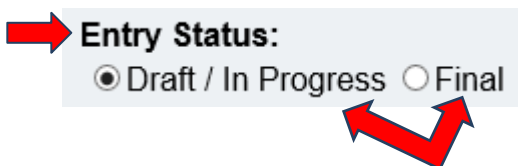
8. In the **Analysis Question – Add Analysis Answer:** page that displays, navigate to ***Analysis Answer:**



9. Enter response in the ***Analysis Answer:** field



10. Scroll to **Entry Status** and select **Draft/In Progress** or **Final**



11. Click the  Save button

