

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

Access the 2017-2018 Detailed Assessment Report, DAR, (Strategic Plan) in WEAVEonline.

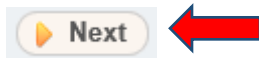
1. Access WEAVEonline: <https://app.weaveonline.com/sac> login using established San Antonio College WEAVEonline ID and Password credentials.
2. Navigate to and click on the **Reports** tab.



3. On the **Reporting** page, which displays, make the following selections. (**Example:** Journalism/Photography)

1: Select cycle	2: Select a report	3: Select report entities
<input checked="" type="radio"/> 2017-2018 (Current)	<b>Full Assessment Reports</b> <input checked="" type="radio"/> Detailed Assessment Report (DAR)	<ul style="list-style-type: none"> <li>• Selected entities (see choices)</li> <li><input checked="" type="checkbox"/> Journalism/Photography</li> </ul>

4. Scroll to, and Click **Next**.



5. On the **Reporting: Detailed Assessment Report (DAR)** page, which displays, select the following parameters:

- **Report-Specific Parameters:**
  - Keep user-inserted formatting?
- **Display:**
  - Goals (with Objectives)

**Report-Specific Parameters:**

Hide *Entities without data* list?

Keep user-inserted formatting?

Hide budget types in report header?

Place Analysis Questions and Answers at the top of the report?

**Display:**

Goals (in separate section)

Goals (with Objectives)

- Automatic defaults complete the remaining parameters (Defaults can be changed)

6. To view the Detailed Assessment Report for the selected entity, click **Run**.



7. The report displays, **print or save the report**.