

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

Entering a Strategic Plan Year-End Finding

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:

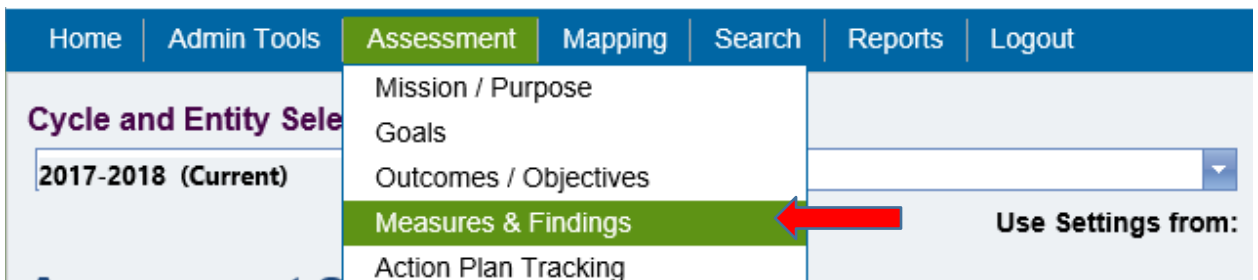
Cycle and Entity Selection:



3. Navigate to the **Assessment** tab



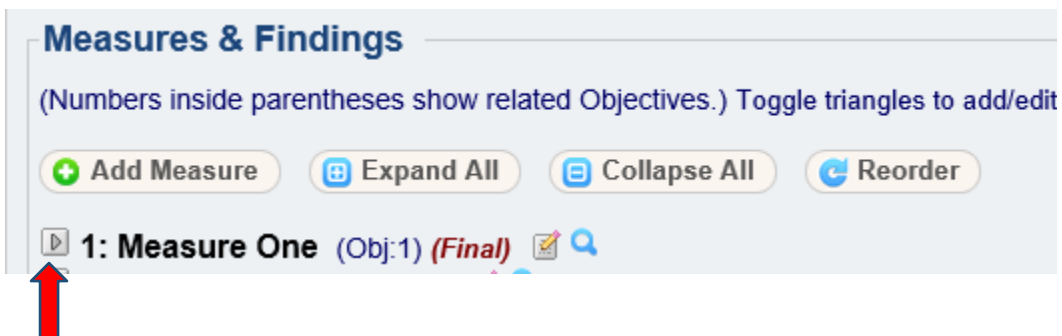
4. Select **Measures & Findings**



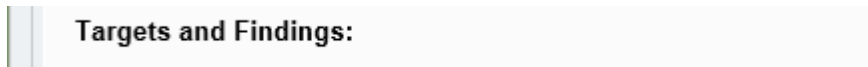
5. In the **Assessment Summary** page that displays navigate to the **Measures & Findings** section



6. Click the triangle in front of the Measure to be addressed



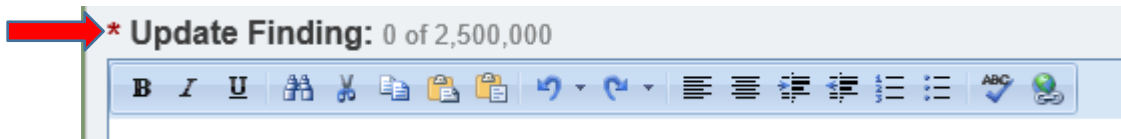
7. Navigate to the **Targets and Findings** section



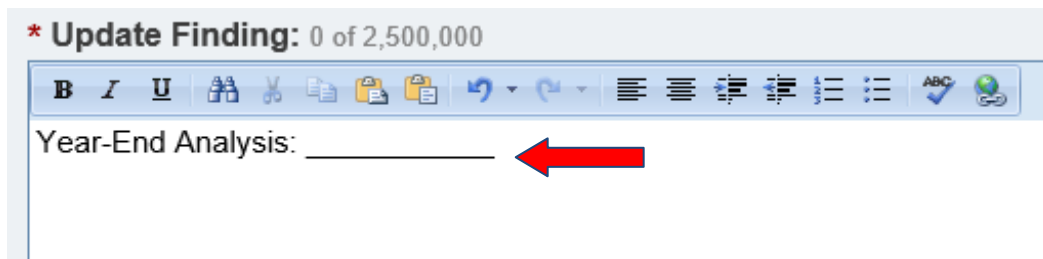
8. Click the **+ Add Finding** button



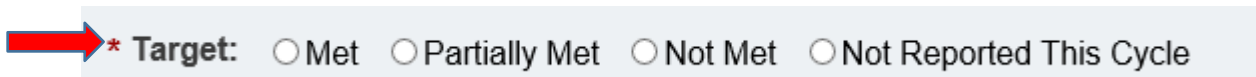
9. In the **Assessment Summary – Add Finding** page that displays navigate to ***Update Finding**



10. Enter a Finding



11. Scroll to *** Target** and make a selection

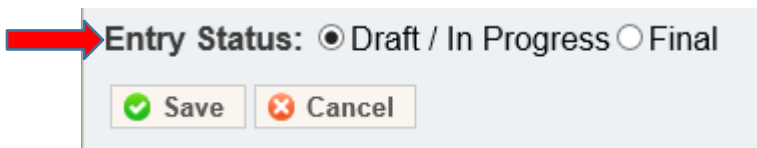



If the ***Target** status is **Partially Met** or **Not Met** enter an **Action Plan**.

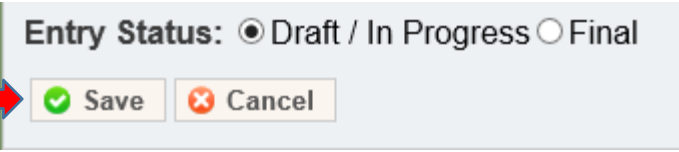
If a ***Target** is set for completion/achievement beyond this review period, **Not Reported This Cycle** may be used and;

- If you **are on track** to meet the projected outcome by the timeframe (set in the target) entering an **Action Plan** is optional.
- If you are **not on track** to meet the projected outcome by the timeframe (set in the target), **enter an Action Plan**.

12. Proceed to **Entry Status** and select Draft/In Progress or Final



13. Then to save the entry, click  Save



The image shows a light gray dialog box with a white border. At the top, it says "Entry Status:" followed by two radio button options: "Draft / In Progress" (which is selected) and "Final". Below this, there are two buttons: "Save" with a green checkmark icon and "Cancel" with a red 'x' icon. A red arrow points from the left edge of the dialog box to the "Save" button.