

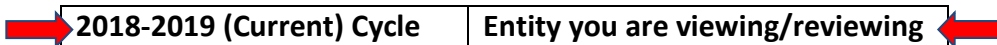
SAC SCORES: Assessment Day FALL 2019

Strategic Planning Year-End Activities

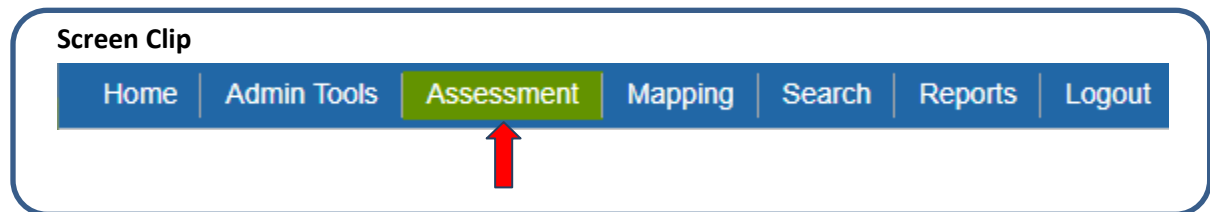
Entering a Strategic Plan Year-End Finding

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:

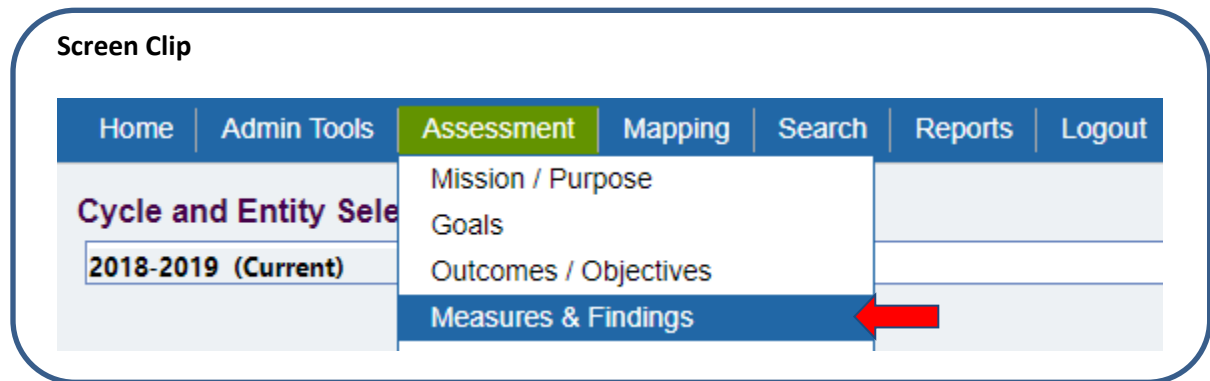
Cycle and Entity Selection:



3. Navigate to the **Assessment** tab



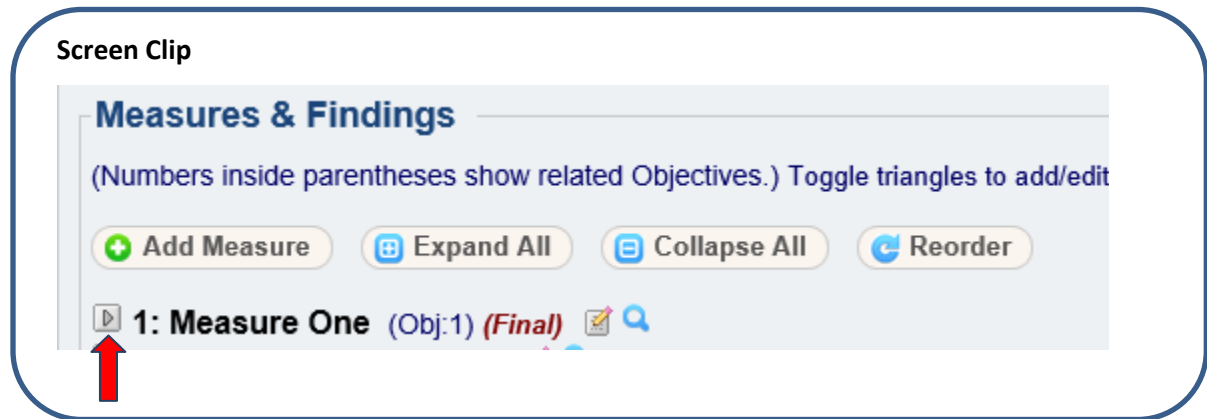
4. Select **Measures & Findings**



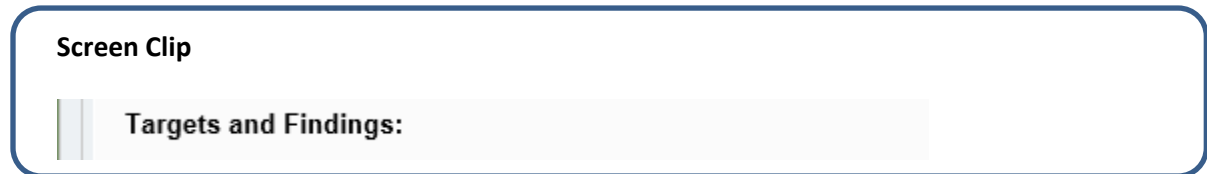
5. In the **Assessment Summary** page that displays navigate to the **Measures & Findings** section



- Click the triangle in front of the Measure to be addressed



- Navigate to the **Targets and Findings** section



- Navigate to **Findings**:

Either Click:

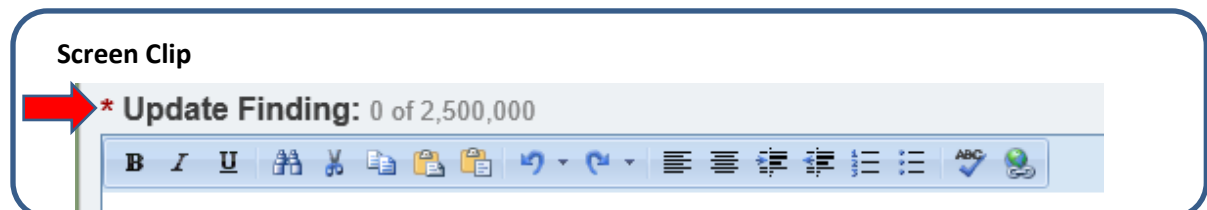
- The **Edit Finding** button



- The **Add Finding** button

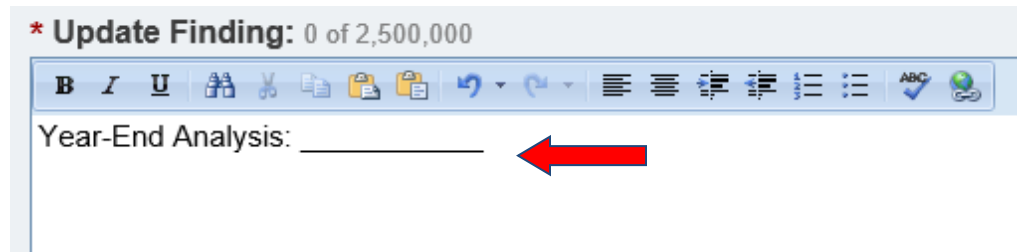


- In the **Assessment Summary – Add Finding** page that displays navigate to ***Update Finding**



10. Enter a Finding

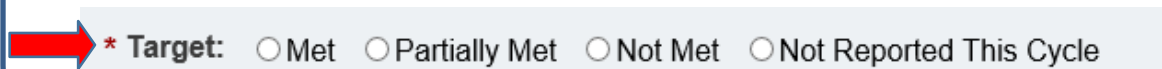
Screen Clip



11. Scroll to *** Target** and select from:

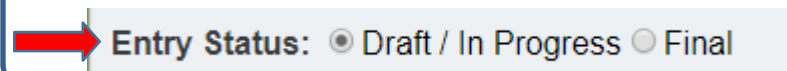
- Met
- Partially Met
- Not Met

Screen Clip



12. Proceed to **Entry Status** and select either:
 ☐ **Draft/In Progress** - If entry is not complete.
 ☐ **Final** - If entry is complete.

Screen Clip



13. To save the entry, click **Save**

Screen Clip

