SAC SCORES: Assessment Day FALL 2019
Strategic Planning Year-End Activities

Access and Enter Answers to 2018-2019 Year-End Analysis Questions
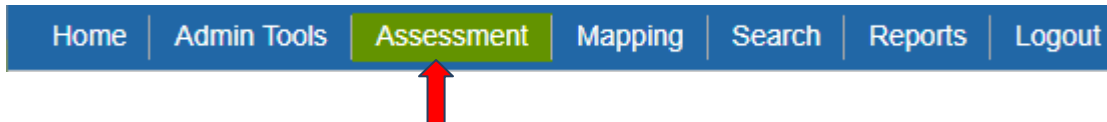
1. Access WEAVEonline: https://app.weaveonline.com/sac login using established San Antonio College WEAVEonline ID and Password credentials.

2. Ensure the Cycle and Entity Selection display for the current plan cycle:
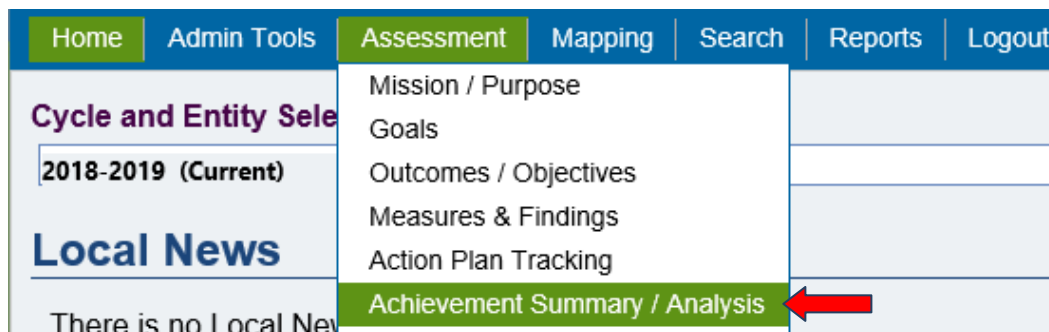
   Cycle and Entity Selection:

2018-2019 (Current) Cycle	Entity you are viewing/reviewing

3. Navigate to the **Assessment** tab
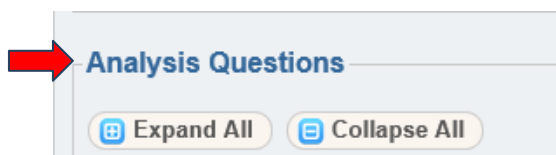
   Screen Clip

4. Select **Achievement Summary /Analysis**

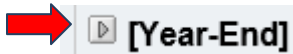   **Screen Clip**

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

   Screen Clip

6. Click the triangle in front of the [Year-End] analysis question to be addressed
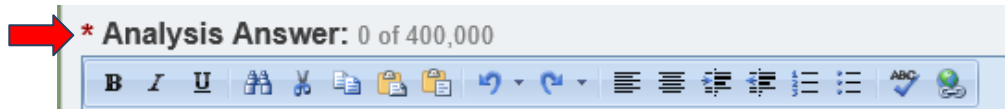
> **Screen Clip**
>
> ➡️ ▷ **[Year-End]**

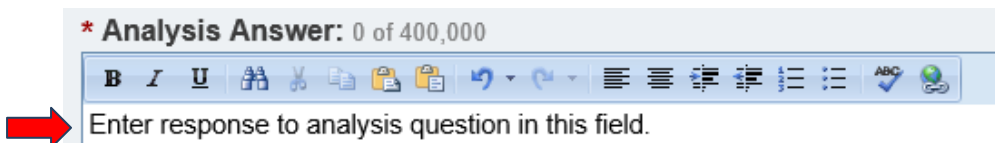**7.** Click the **Add** button

> **Screen Clip**
>
> ➕ **Add** ⬅️

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

> **Screen Clip**
>
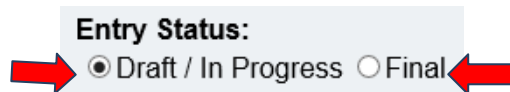> ➡️ *** Analysis Answer:** 0 of 400,000
>
> **B** *I* U 🔍 ✂ 📋 📋 📋 ↩ ▾ ↪ ▾ ☰ ☰ ⫶ ⫶ ⫶ ⫶ ABC 🌐

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

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>
> *** Analysis Answer:** 0 of 400,000
>
> **B** *I* U 🔍 ✂ 📋 📋 📋 ↩ ▾ ↪ ▾ ☰ ☰ ⫶ ⫶ ⫶ ⫶ ABC 🌐
>
> ➡️ Enter response to analysis question in this field.

10. Scroll to **Entry Status** and select either: ◯**Draft/In Progress -** If entry is not complete.
　　　　　　　　　　　　　　　　　　　　　◯**Final -** If entry is complete.

> **Screen Clip**
>
> **Entry Status:**
> ➡️ ⦿ Draft / In Progress ◯ Final ⬅️

11. Click the **Save** button

> **Screen Clip**
>
> ✅ **Save** ⬅️