

Instructions for Saving WEAVEonline Reports

1. Log in to WEAVEonline (app.weaveonline.com/gsu/login.aspx)
2. Click on the "Reports" tab
3. Choose the cycle (year) for which you wish to create a report (you are welcome to create reports for as many different cycles as you wish for your records)
4. Choose type of report (we recommend "Assessment Data by Section")
5. Choose the entity (program) for which you wish to create a report
6. Click on "Next"
7. On the next screen, check all the years for which you wish findings to be reported (you may check just the most recent or back as many years as you wish)
8. If you wish to create the report as a Word document (to facilitate cutting and pasting), check "Run as Word" at the bottom of the screen [this option is available in Firefox, but not in Safari or Chrome]
9. Click the "Run" button at the top-right of the screen – a new window will open
10. Click "download document" - your report will be generated

If you are unable or do not wish to create a report in Word, skip step #8 and click the "Run" button at the top-left of the screen – a new window will open

Chrome: Click on "Open as PDF"

Firefox and Safari: Click on "Print this report" and then click on "save as PDF." Then provide a name for the document, choose the folder, and click on "Save"

Instructions for Downloading Documents Stored in WEAVEonline

- 1) In "Reports" tab (see above), select "2014-2015" under "Select cycle"
- 2) Under "Select a report," select "List of Connected Documents" under "Special Assessment Reports"
- 3) Under "Select report entities," select "Selected entities" and then select the entity whose documents you wish to download (e.g., Art Studio MFA)
- 4) Click on the "Next" button

Note: if you are using Safari, you may have to choose “Open report in: Same Window”

5) Click on the “Run” button and WEAVE will generate a document with hyperlinks to all the documents stored in WEAVE. You may now click on each hyperlink to download the corresponding document at your convenience.

If you have any questions, please contact John Duffield, Director of Academic Assessment, at Duffield@gsu.edu and 3-2615.