

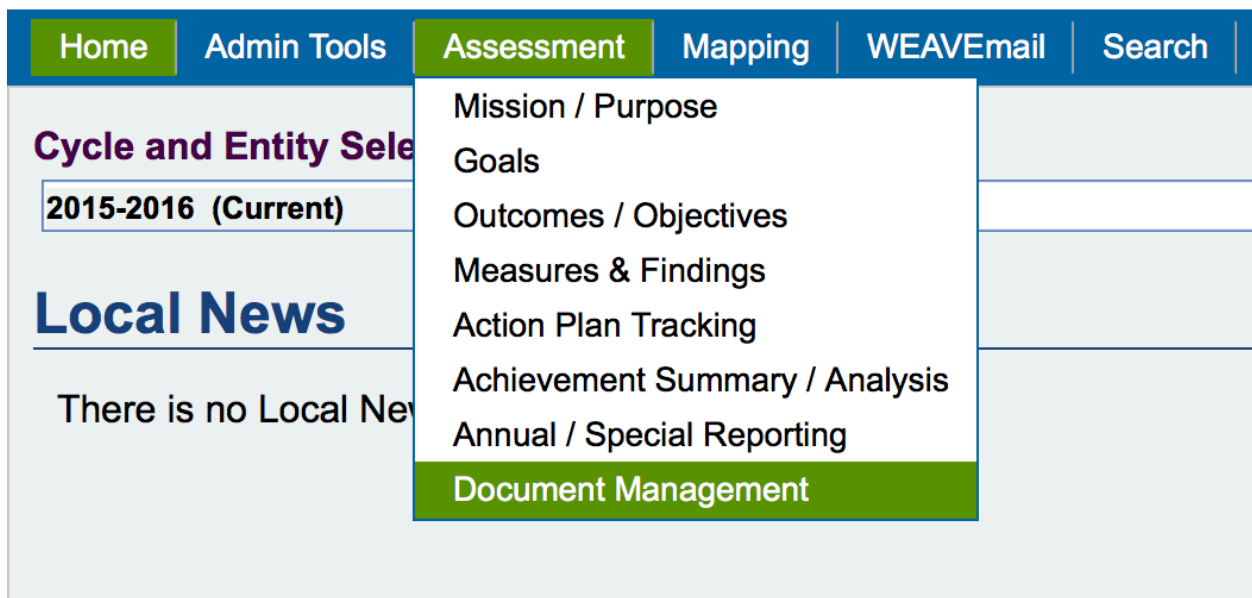
This document covers the basic user instructions for WEAVE on how to upload documents and attach them to various nodes in the assessment process.

This may be useful to archive rubrics, attach examples of student work, include other supporting documentation, etc.

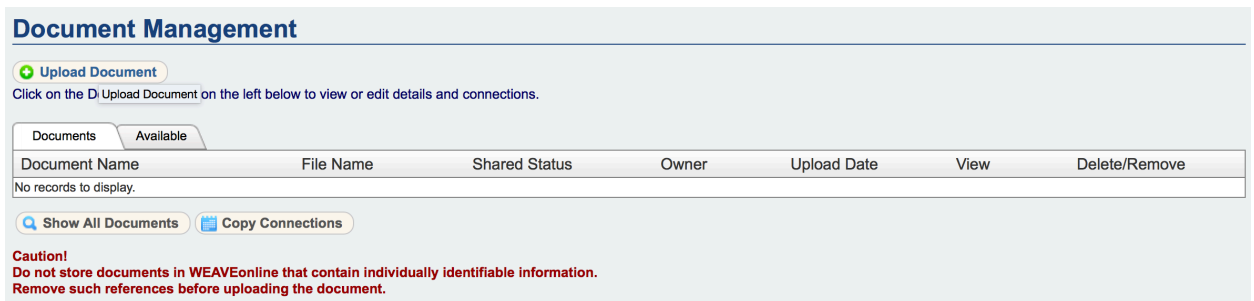
## DOCUMENT UPLOAD

REMINDER: User Name = e-mail; if requested, the Abbreviation = “OKBU”

1. Login to WEAVE, go to “Document Management” under the “Assessment” Tab.



2. Select “+ Upload Document”



3. Click “Browse” to find the document on your computer.
4. Fill in the Document Name (something that will mean something to you and others) and Description.

### Document Management - Upload a Document

**Select Document:** ( Max file size: 20MB. Anything larger will result in an error. )

Example Document.docx Browse

**File Name:**  .docx

**Document Name: \***

150

**Description:**

256

**Share this document with subordinate entities?**

**Established in Cycle:**  ▼

**Active through Cycle:**  ▼

✔ Save & Continue
✘ Cancel

5. Most of the time the box for sharing with subordinate entities will remain unchecked. If, for some reason, there is a common document from a department to subordinate programs, then this could be checked.
6. Click “Save & Continue”
7. Select “Edit Document Connections” to associate this with part of your assessment product.

2015-2016 (Current) Training 3 Demo Use Settings

The Document has been successfully uploaded.

### Document Management - Document Details

**Filename:** Example Document.docx

**Document Name:** Example Document

**Description:** This is a document that I've attached to show the process.

**Shared:** No

**Uploaded By:** Andrew Spencer on 4/21/2016

**No Active Connections**

🔍 View
✎ Edit Document Details
✎ Edit Document Connections
🏠 Return to Document List

[PRIVACY](#) | [ACCESSIBILITY](#) | [EMAIL ADMIN](#)  
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8. Choose whether you want to attach this to an Outcome/Objective, Measure/Target/Finding, or an Action Plan.

**Document Management - Document Associations - Example Document**

- Outcomes/Objectives
- Measures/Targets/Findings
- Action Plans
- Analysis Questions
- Annual Report Sections

Remember that the clicking on the triangle will expand options for you to choose more specifically.

**Measures/Targets/Findings**

- 1: Conquered Territories**
  - Outcome/Objective #1**
    - Target: 70% of students will score 3 o...**
    - Finding: I've got awesome students. How...**
- 2: Essay Portfolio**
  - Outcome/Objective #2**
    - Target: 80% of students will score sat...**
    - Finding: Only 21% of students scored a ...**