This is a brief tutorial on how to upload and connect documents in Weave Online.


- August 1, 2015: Findings Entered

- September 1, 2015: Action Plan(s) and Achievement Summary/Analysis Questions Entered

- October 1, 2015: Assessment Cycle Closes

**WEAVEonline News**

- **What’s New:** Join us at the annual **Connections Conference** (May 4-6, 2015) at The Inn at Virginia Tech and Skelton Conference Center in Blacksburg, VA as we provide a forum on how you can effect change and continuous improvement on your campus. The conference provides opportunities to learn about the latest tools, strategies, and best practices to improve institutional effectiveness. Network with colleagues from across the country who share experiences similar to yours and return to your campus with a playbook of specific ways to make your institutional improvement efforts more effective and efficient. For more information about the conference, please visit [www.assessmentconnect.com](http://www.assessmentconnect.com)

- **Convene:** Visit Convene™ - our platform for peer communication, sharing best practices, and scholarly discussion and request membership in topic groups such as the Weave Assessment Group! Check out Resources > Weave Assessment for member developed material, information for Weave Assessment Administrators, lists of member institutions, etc. Also see the Resources tab for Convene Materials such as the Convene Quick Start.

Please request membership in Convene by emailing support.
If you are uploading and connecting a new document, click here.

If the document is already uploaded. Click the document’s link to the left and move on to P. 5
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle and Entity Selection:</td>
<td></td>
</tr>
<tr>
<td>2014-2015 (Current)</td>
<td></td>
</tr>
<tr>
<td>(Demo) Office of Student Success</td>
<td></td>
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</tbody>
</table>

**Document Management - Upload a Document**

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

- **File Name:** Letterhead.doc
- **Document Name:** CFA Letterhead
- **Description:** Optional description so future Weave editors can know the document’s purpose.

- **Established in Cycle:** 2014-2015
- **Finalize Upload:** Keep Active

- [Save & Continue](#)
This is the important step when making document connections.
Expand the section (Outcomes/Objectives, Measures/Targets/Findings, Etc.) Select which part(s) to connect the document.

Save changes.

You have successfully uploaded a document and made the connection(s) on Weave! Take a minute, have a mini party at your desk!