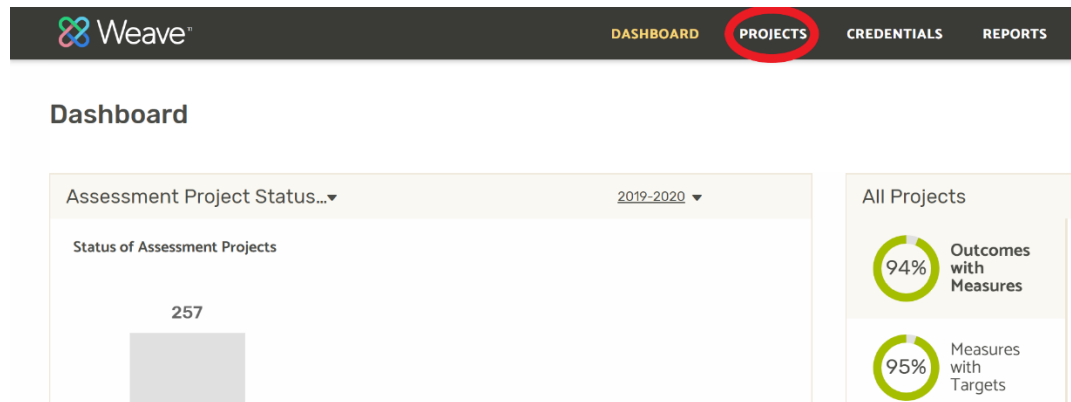


Logging in to Weave

1. In order to log in to Weave, first go to <https://app.weaveeducation.com/login/tamucc>
2. Your username is your IslandID and your password is the same as the one associated with your IslandID. This is the username and password you use to access your work computer or email. If you have forgotten your IslandID and/or password, please contact IT at x2692.

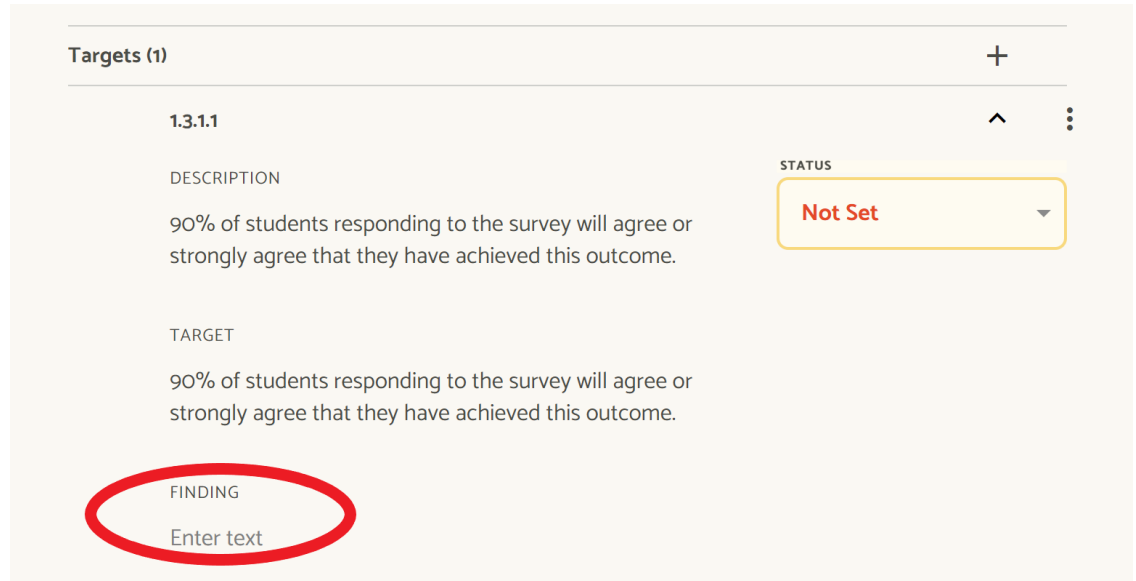
Navigating to the Assessment Workspace

3. Once you have successfully logged in to the system, you will be taken to the **Dashboard** page. From here, click the **Projects** item from the top menu.

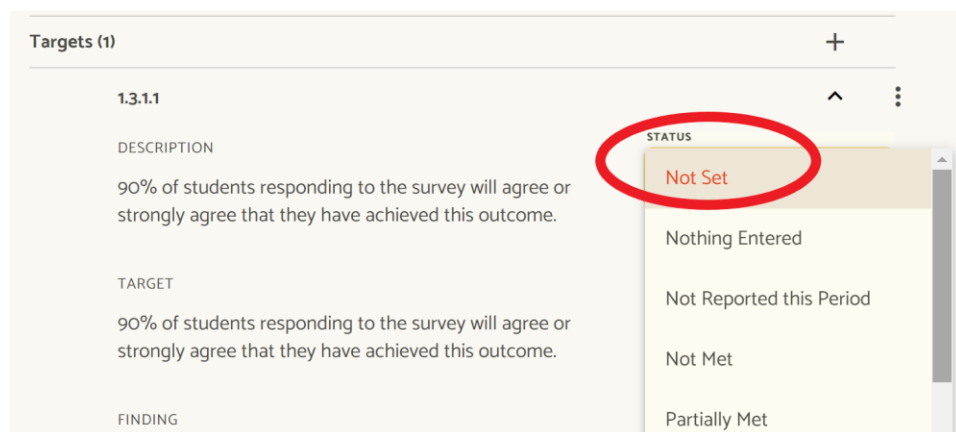


4. This will take you to a list of the assessment projects that you have access to. Click on the one that you need to add findings to. This will take you to the **Assessment Workspace**.

- 5 All of your work in adding findings will be completed in the **Assessment Workspace** page. The hierarchy of your report goes Goals>Outcomes>Measures>Targets>Findings. Adding Findings to your report is done underneath each of the Targets, as shown below.



- 6 To add a Finding, click on 'Enter text'. You can now type in your finding. Once it has been added, click outside of the textbox to save your finding.
- 7 Indicate whether the entered finding met the target or not by updating the Target Status. By default, the status will show as 'Not Set'. Clicking this will bring up a dropdown menu that you can select from.



- 8 Complete steps 6 and 7 for all Targets and Findings.