

## Document Management

You can upload documents that support your assessment results. Do NOT upload any document that contains individually identifiable information.

In the Assessment tab, click on Document Management. If you have previously uploaded documents and marked them to remain active, they will appear on the page (1).

WEAVEonline :: Document Management - Google Chrome

app.weaveonline.com/DocumentManagement.aspx

Darby Roberts

Home Assessment Mapping Search Reports Logout Help

Cycle and Entity Selection:

2013-2014 (Current) Student Leader Learning Outcomes (SLO)

Use Settings from: Texas A&M University

### Document Management

Upload Document 2

Click on the Document's name on the left below to view or edit details and connections.

Documents Available 10

Document Name	File Name	Shared Status	Owner	Upload Date	View	Delete/Remove
<a href="#">2014 Symposium Data Output</a>	2014 Symposium Data Output.pdf	Private	Student Leader Learning Outcomes (SLO)	8/11/2014		
<a href="#">2014 Symposium Qualitative Responses</a>	2014 Symposium Qualitative Responses.pdf	Private	Student Leader Learning Outcomes (SLO)	8/11/2014		
<a href="#">Aggies Commit Final Report</a>	Report - Reflection on Student Involvement 2012-2013.pdf	Private	Student Leader Learning Outcomes (SLO)	7/29/2014		
<a href="#">SLO 2012 Retreat Evaluation</a>	GK_Student_Leader_Learning_Outcomes_Retreat_2012.pdf	Private	Student Leader Learning Outcomes (SLO)	9/19/2012		
<a href="#">SLO Orientation Assessment</a>	SLO Orientation Summer 2012.pdf	Private	Student Leader Learning Outcomes (SLO)	9/11/2012		

Show All Documents Copy Connections

**Caution!**  
Do not store documents in WEAVEonline that contain individually identifiable information.  
Remove such references before uploading the document.

If you would like to upload a document, click on the Upload Document button (2). That will open up a new page for you to complete (see below).

WEAVEonline :: Document Management - Google Chrome

app.weaveonline.com/DocumentManagement.aspx

Texas A&M University  
Darby Roberts

weave ONLINE

Home Assessment Mapping Search Reports Logout Help

Cycle and Entity Selection:  
2013-2014 (Current) Student Leader Learning Outcomes (SLLO) Use Settings from: Texas A&M University

### Document Management - Upload a Document

Select Document: ( Max file size: 20MB. Anything larger will result in an error. )  
Browse 3

File Name: 4

Document Name: \* 150 5

Description: 256 6

Share this document with subordinate entities?

Established in Cycle: 2013-2014 7

Active through Cycle: Keep Active

Save & Continue Cancel

3. You can browse your documents to find the file to be uploaded. When you find the file, click on it, then click the “Open” button. That will populate 3 and 4. You will then see the format of the uploaded document (.pdf, .doc, etc.). Remember, there is a size limit (20MB); if you try to attach anything larger, you will get an error message.
5. You will provide a name of the document that will appear in the list (1). Be sure it is descriptive of the document and distinguishes it from other uploaded documents.
6. You may input a description of the document that provides more explanation. This is not a required field, but could be helpful to an external reader.
7. You will probably only have the current year visible in the Established in Cycle if you are adding a new document. You will also need to decide whether you want it to keep active into the next cycle or end in this cycle. Hit Save and Continue.

8. You will see a confirmation screen that you have successfully uploaded the document.

The screenshot shows a web browser window with the URL `app.weaveonline.com/DocumentManagement.aspx`. The page header includes "Texas A&M University" and "Darby Roberts". The navigation menu has "Home", "Assessment", "Mapping", "Search", "Reports", and "Logout". The "Assessment" menu is active. Below the navigation, there is a "Cycle and Entity Selection" section with dropdown menus for "2013-2014 (Current)" and "Student Leader Learning Outcomes (SLLO)". A green banner displays the message "The Document has been successfully uploaded." with a "Use Settings from: Texas A&M University" dropdown. The main content area is titled "Document Management - Document Details" and contains the following information:

- Filename: Achievement Summary in WEAVE.docx
- Document Name: Example
- Description:
- Shared: No
- Uploaded By: Darby Roberts on 8/26/2014
- No Active Connections

At the bottom of the content area, there are four buttons: "View", "Edit Document Details", "Edit Document Connections", and "Return to Document List". A red box with the number "8" is placed over the "Document Details" title, and another red box with the number "9" is placed over the "No Active Connections" text.

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9. At that point, you can associate your document with a particular mission, goals, outcomes/objectives, measures/targets/ findings, action plans, and/or analysis questions entry. Don't forget to click the Save button.

10. You can decide to delete an uploaded file, by going to the main Document Management page and clicking on the trashcan icon (See page 1 of this document). You will need to agree to the disclaimer before you can permanently delete a file.

