



ABFSE - Accreditor
Quick Start Guide



Login, Dashboard, and Report Writing -
School User



Log on to Weave: <https://app.weaveeducation.com>

Your username is your email address and your password has either been sent to you or you can change the password at the login screen, by using "Forgot Password?"

The first screen will look like this and you can use the down arrow in the upper left hand corner to see your school (if you have been added to the report from your own school).


The screenshot shows the Weave application interface. At the top, there is a dark header with the Weave logo and the text "Weave State University of Weave". A dropdown menu is open, showing "Weave CIS School Evaluator" and "Filter schools and programs". To the right of the header is a "Schools" button. Below the header, the main content area displays "School of Engineering" and "Accreditation Progress: 0%". A table below shows accreditation progress for various programs.

Program	Standards	Completed	In Progress	No Response	% Complete
ABET ASAC General Criteria 2018	30	30	-30	30	100%

Program Director (PD) is the administrator of the Weave account, but you can quickly add additional users from the college to assist with creation and review of the SS.





The screenshot shows the 'USERS' section of the Weave interface. At the top, there is a navigation bar with 'SCHOOLS' and 'USERS' tabs, a notification bell, a help icon, and a dropdown menu for 'ABFSE SAMPLE School'. Below the navigation bar, there are two buttons: '+ Create User' and '+ Create User Group'. A yellow arrow points from a yellow callout box to the '+ Create User' button. The callout box contains the text: 'Add Users to your system by clicking + Create User'. Below the buttons, there is a search bar with a magnifying glass icon and the text 'Search users'. At the bottom, there is a table with a header row containing 'User Group', 'Recent Login', and 'No. of Logins'. The table body is currently empty, showing 'No user selected' and a 'Remove Selected User' button.

SCHOOLS **USERS**   ABFSE SAMPLE School ▾

+ Create User + Create User Group

Add Users to your system by clicking + Create User

 Search users

No user selected 

User Group	Recent Login	No. of Logins
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Accreditation Projects: (this is the term that Weave uses for your Self study) Projects have a separate workspace for each standard. The standard dashboard shows status, word count, team members, and evidence.

Note: Team members indicates the individuals assigned to work on each standard.)

1.A.1 The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.

HLC 2014 The Criteria for Accreditation (with Core Components)*

The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.

Tags:

There are no current responses or past responses for this standard. [Add a response](#)

[Add a response](#)

Click here to open the response when you begin working on a standard.

1 CRITERION ONE. MISSION. The institution's mission is clear and articulated publicly; it guides the institution's operations.

HLC 2014 The Criteria for Accreditation (with Core Components)*

CRITERION ONE. MISSION. The institution's mission is clear and articulated publicly; it guides the institution's operations.

Tags:

[Accreditation](#)

Status: **In Progress**

Started on 06/10/2019 (252 days)

Narrative: 0 words, 0 comments

Team Members (3)

No popular evidence yet - Team members should go vote.

Click here to continue working on a response that has previously been opened.

Things to Remember

Standards

 Add a response

Description

Instructions

Find the Standard (or Introduction) from the Table of Contents

ABFSE - Annual Meeting x School Response: 2.1 The central x Quick Start Guide - ABFSE - Goo x My Drive - Google Drive x +

app.weaveeducation.com/schools/school-response/%7B42e35e45-d559-41e0-b0fe-87a67f038d5a%7D

In Progress **Response: Candidacy** All changes saved Submit Resp


Table of Contents

- Standard 2
- Introduction
- Standard 1
- Standard 10
- Standard 11
- ✓ Standard 2
- Standard 3
- Standard 4
- Standard 5

Evidence

(No attachments), drag and drop files to add new

Drop files to instantly upload them



Or click [here](#) to choose files from your computer

Narrative

Color B I U S [List Icons] [Undo] [Redo] [Table]

Click on 'Add a Response' in order to begin entering your response to the standard.

ABFSE Self Study SAMPLE

Filter Standards

Self Study Application

ABFSE Accreditation Standards effective 2020

1. Indicate the type of Self study being submitted: Re-accreditation, Initial Accreditation, Candidacy
2. For a Candidacy application, provide Form B-1
3. For an Initial Accreditation applications, provide Form B-2

Tags: **Instructions** **Rubric**

Candidacy 

Status

In Progress

Narrative

14 words

Team Members (2)

No popular evidence yet - Team members should go vote.

Feedback Requested

Add a response

In the Narrative box, answer the questions in the Description section.

ABFSE does NOT use Rubrics

Instructions are available for some of the questions (but not all)

ABFSE Self Study SAMPLE

Filter Standards

Self Study Application

Add a response

ABFSE Accreditation Standards effective 2020


1. Indicate the type of Self study being submitted: Re-accreditation, Initial Accreditation, Candidacy

2. For a Candidacy application, provide Form B-1

3. For an Initial Accreditation applications, provide

Tags: Instructions Rubric

the pencil indicates that you activated a response

Candidacy 

Feedback Requested

Status

Narrative

Team Members (2)

No popular evidence yet - Team members should go vote.

In Progress

14 words



Started on 09/17/2020 (12 days)

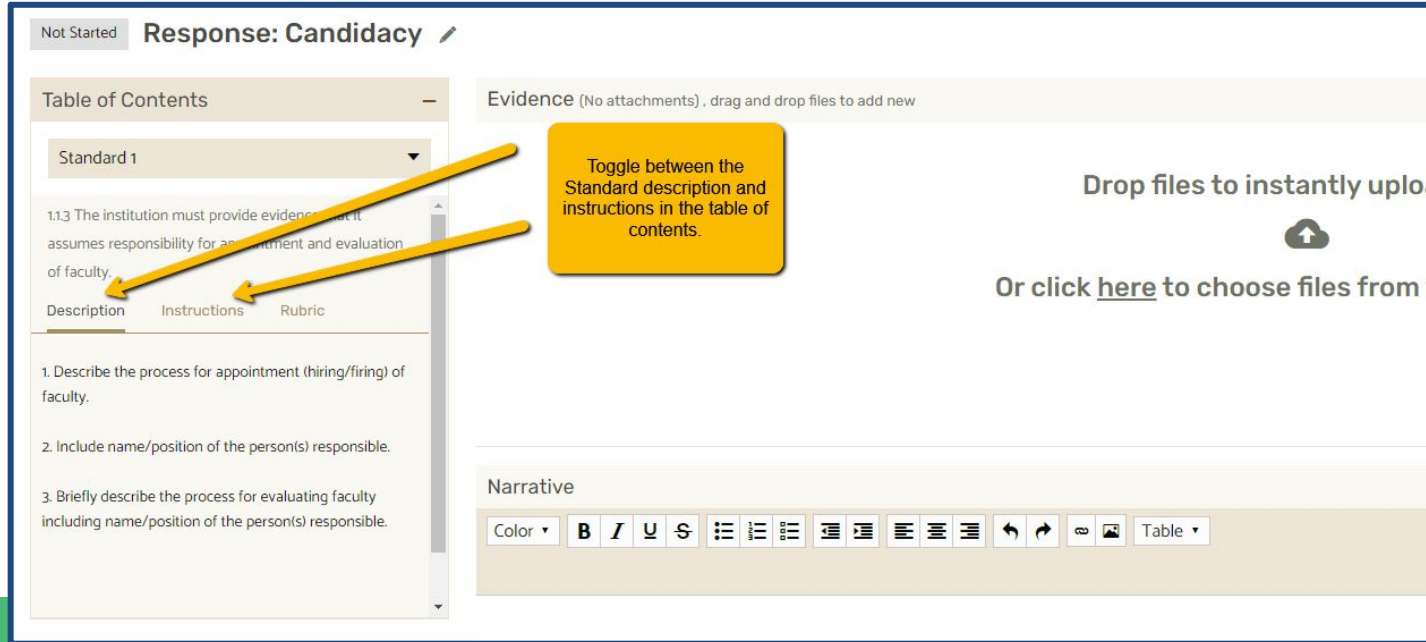
0 comments

Transmittal Form

Add response

Accreditation Projects:

After Opening a Response, view the Standard, Description (questions to be answered) and additional Instructions from ABFSE in the Table of Contents on the left.

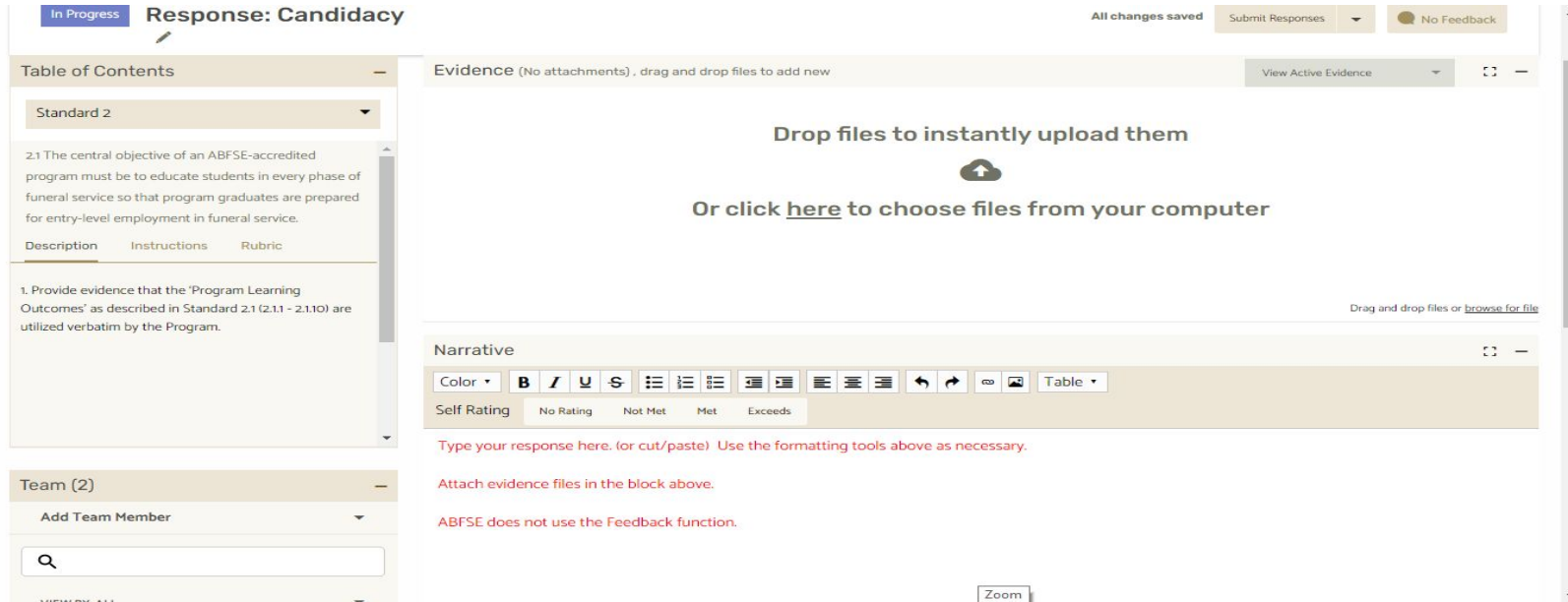


The screenshot displays the Weave interface for an accreditation project titled "Response: Candidacy". The interface is divided into several sections:

- Table of Contents:** Located on the left, it shows a dropdown menu for "Standard 1" and a list of items under "1.1.3 The institution must provide evidence that it assumes responsibility for appointment and evaluation of faculty." The items are "Description", "Instructions", and "Rubric". Two yellow arrows point from a yellow callout box to the "Description" and "Instructions" tabs.
- Evidence:** Located at the top right, it shows "Evidence (No attachments), drag and drop files to add new". Below this is a large area with the text "Drop files to instantly upload" and "Or click [here](#) to choose files from".
- Narrative:** Located at the bottom, it shows a rich text editor with a toolbar containing various formatting options like Color, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Decrease Indent, Increase Indent, Undo, Redo, Bold, and Table.

A yellow callout box with the text "Toggle between the Standard description and instructions in the table of contents." is positioned in the center, with two yellow arrows pointing to the "Description" and "Instructions" tabs in the Table of Contents section.

For each standard, click on 'Description'. Here you will find questions designed to focus your response. Many descriptions also have Instructions.



The screenshot shows the 'Response: Candidacy' interface. At the top, it says 'In Progress' and 'Response: Candidacy'. On the right, there are buttons for 'All changes saved', 'Submit Responses', and 'No Feedback'. The main area is divided into three sections: 'Table of Contents', 'Evidence', and 'Narrative'. The 'Table of Contents' section on the left shows 'Standard 2' selected, with a description: '2.1 The central objective of an ABFSE-accredited program must be to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service.' Below this, there are tabs for 'Description', 'Instructions', and 'Rubric'. The 'Description' tab is active, showing the text: '1. Provide evidence that the 'Program Learning Outcomes' as described in Standard 2.1 (2.1.1 - 2.1.10) are utilized verbatim by the Program.' The 'Evidence' section in the center has a heading 'Evidence (No attachments) , drag and drop files to add new' and a large area with the text 'Drop files to instantly upload them' and 'Or click [here](#) to choose files from your computer'. Below this is a 'Narrative' section with a rich text editor toolbar and a 'Self Rating' dropdown menu. The 'Self Rating' menu is open, showing options: 'No Rating', 'Not Met', 'Met', and 'Exceeds'. At the bottom, there are instructions: 'Type your response here. (or cut/paste) Use the formatting tools above as necessary.', 'Attach evidence files in the block above.', and 'ABFSE does not use the Feedback function.' A 'Zoom' button is visible at the bottom right.

In the Narrative box, respond to the questions in 'Description'.
Be sure to read the Instructions.
Attach evidence files in the appropriate box.

In Progress Response: Candidacy All changes saved Submit Responses No Feedback

Table of Contents — Evidence (No attachments) , drag and drop files to add new View Active Evidence

Standard 2

2.1 The central objective of an ABFSE-accredited program must be to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service.

Description Instructions Rubric

1. Provide evidence that the 'Program Learning Outcomes' as described in Standard 2.1 (2.1.1 - 2.1.10) are utilized verbatim by the Program.

Drag and drop files or [browse for file](#)

Narrative —

Color **B** **I** **U** **S** **☰** **☰** **☰** **☰** **☰** **☰** **☰** **↶** **↷** **⌂** **📎** Table ▾

Self Rating No Rating Not Met Met Exceeds

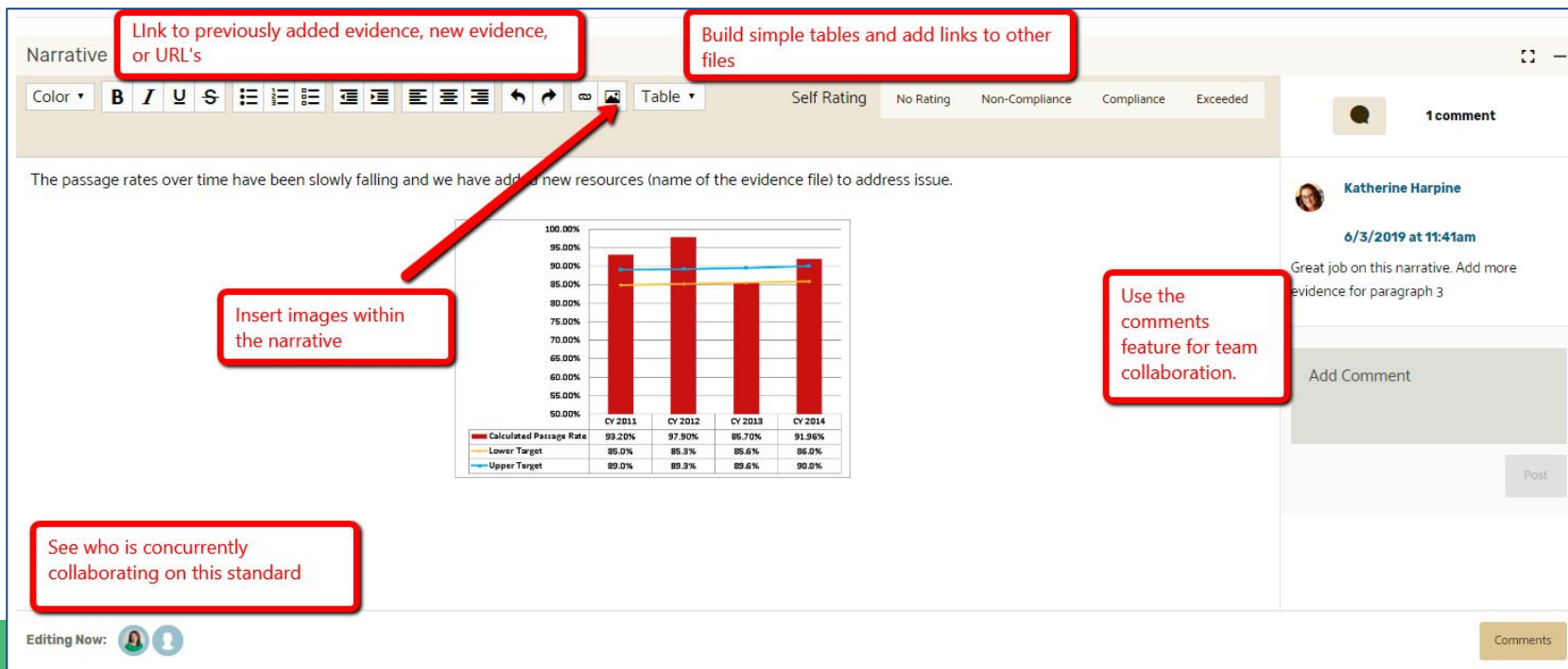
Type your response here. (or cut/paste) Use the formatting tools above as necessary.

Attach evidence files in the block above.

ABFSE does not use the Feedback function.

Accreditation Projects:

Build your narrative in the text editor.



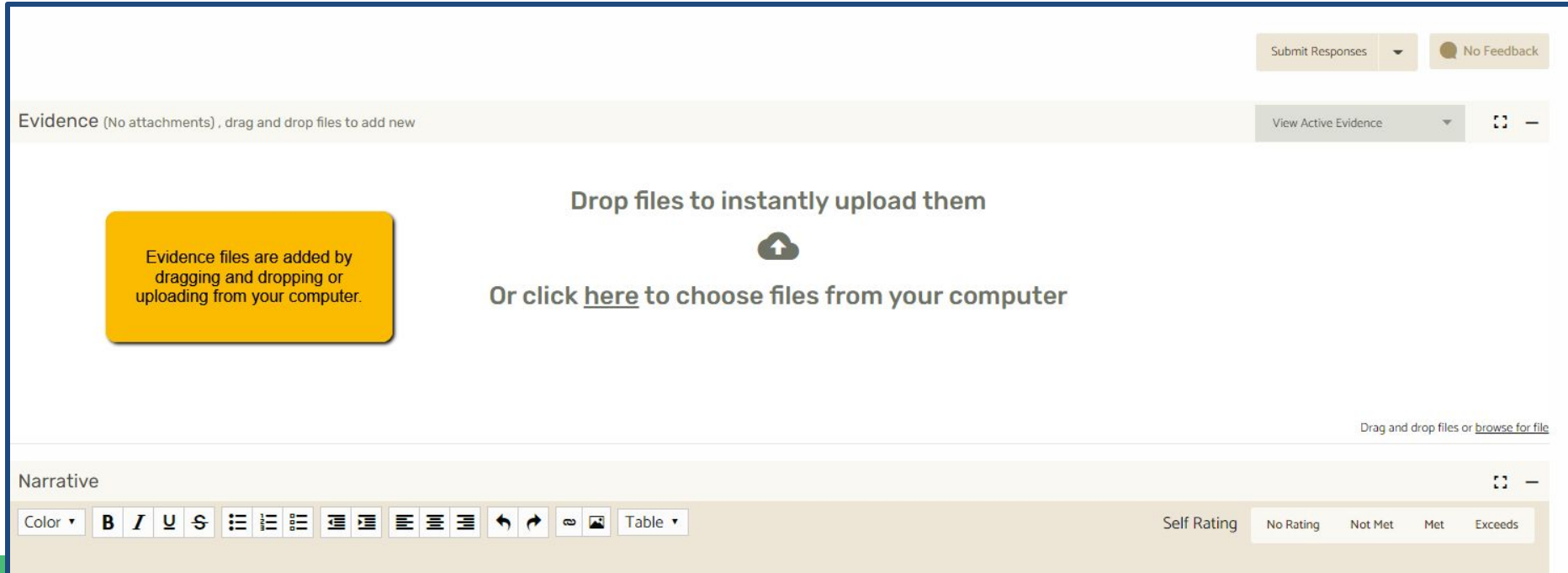
The screenshot shows the Weave text editor interface. At the top, there is a 'Narrative' header and a toolbar with various editing options like bold, italic, underline, and text color. A red box highlights the 'Table' button in the toolbar with the text 'Link to previously added evidence, new evidence, or URL's'. Another red box highlights the 'Table' dropdown menu with the text 'Build simple tables and add links to other files'. The main text area contains a paragraph: 'The passage rates over time have been slowly falling and we have added new resources (name of the evidence file) to address issue.' Below this text is a bar chart showing 'Calculated Passage Rate' for four cycles (CY 2011 to CY 2014). A red box points to the chart with the text 'Insert images within the narrative'. To the right of the chart is a table with the following data:

	CY 2011	CY 2012	CY 2013	CY 2014
Calculated Passage Rate	93.20%	97.90%	86.70%	91.96%
Lower Target	85.0%	85.3%	86.6%	86.0%
Upper Target	89.0%	89.3%	89.6%	90.0%

Below the table is another red box with the text 'See who is concurrently collaborating on this standard'. On the right side of the editor, there is a comment section with a comment from Katherine Harpine dated 6/3/2019 at 11:41am. A red box highlights the comment section with the text 'Use the comments feature for team collaboration.' At the bottom left, there is an 'Editing Now:' section with two user icons. At the bottom right, there is a 'Comments' button.

Accreditation Projects:

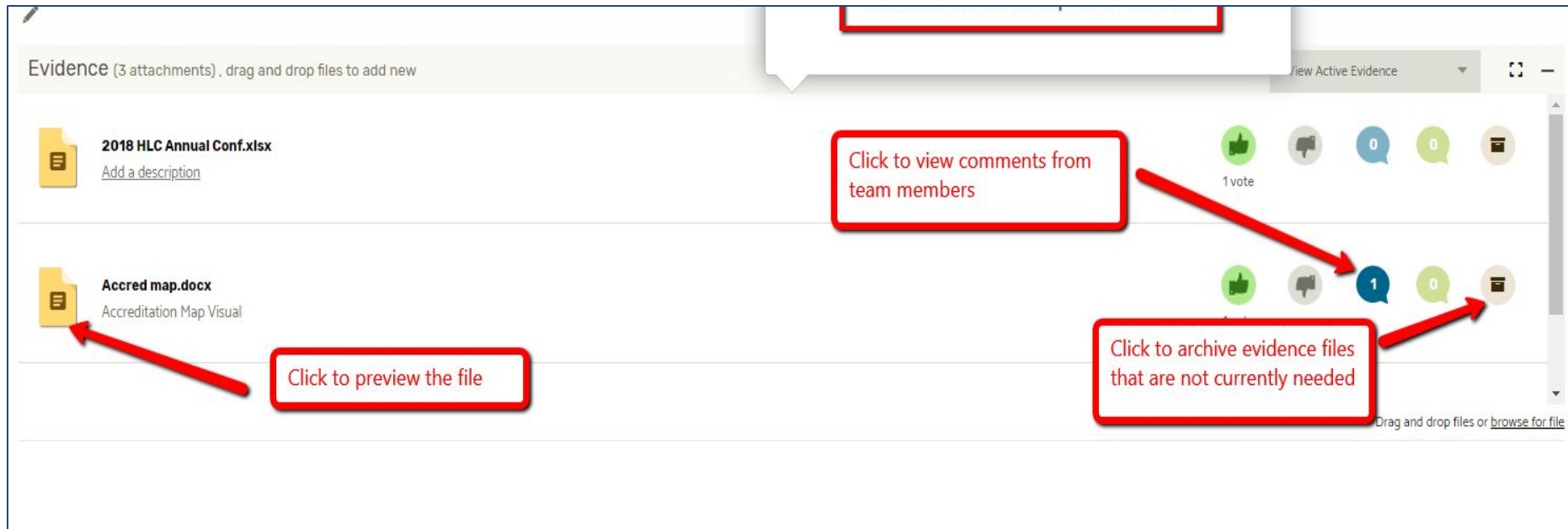
Evidence files can be added to the standard at the top of the workspace.
PDF's, Word Docs, JPEGs, MP4 and many other types of files are supported.



The screenshot displays the 'Evidence' section of the Weave accreditation workspace. At the top right, there are buttons for 'Submit Responses' and 'No Feedback'. Below these, a header bar indicates 'Evidence (No attachments), drag and drop files to add new' and includes a 'View Active Evidence' button. The main area features a large yellow callout box on the left stating: 'Evidence files are added by dragging and dropping or uploading from your computer.' In the center, there is a cloud icon with an upward arrow and the text: 'Drop files to instantly upload them' and 'Or click [here](#) to choose files from your computer'. At the bottom right of this area, it says 'Drag and drop files or [browse for file](#)'. Below the evidence area is a 'Narrative' section with a rich text editor toolbar containing options for color, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, and table. To the right of the toolbar is a 'Self Rating' dropdown menu with options: 'No Rating', 'Not Met', 'Met', and 'Exceeds'.

Accreditation Projects:

Once you have uploaded evidence files, you can manage and view them at the top of the workspace.



The screenshot displays the 'Evidence' section of a workspace, showing two uploaded files:

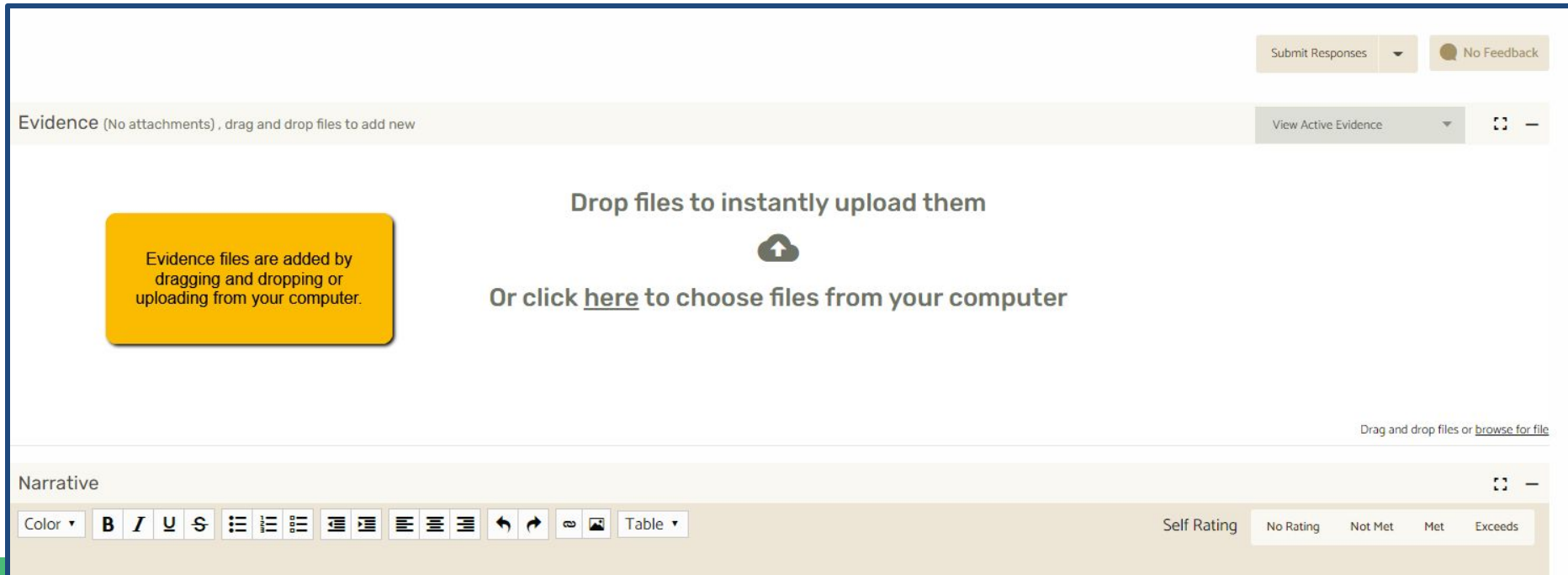
- 2018 HLC Annual Conf.xlsx**: Includes a link to [Add a description](#).
- Accred map.docx**: Subtitle is 'Accreditation Map Visual'.

Management actions are indicated by red callouts:

- Click to preview the file**: Points to the document icon of the 'Accred map.docx' file.
- Click to view comments from team members**: Points to the comment icon (speech bubble with '0') for the '2018 HLC Annual Conf.xlsx' file.
- Click to archive evidence files that are not currently needed**: Points to the archive icon (box with 'X') for the 'Accred map.docx' file.

Additional interface elements include a '1 vote' indicator, a 'View Active Evidence' dropdown, and a 'Drag and drop files or browse for file' prompt at the bottom.

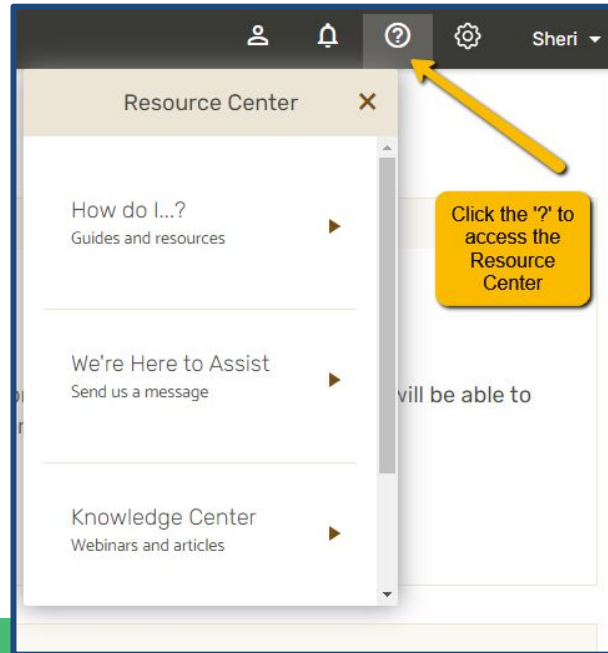
Evidence Files: You can link to previously added evidence files.
Note: links to external websites are not acceptable (unless specifically requested).



The screenshot shows the Weave Evidence Files interface. At the top right, there are buttons for "Submit Responses" and "No Feedback". Below these is a header bar with "Evidence (No attachments) , drag and drop files to add new" and a "View Active Evidence" button. The main area contains a yellow callout box on the left stating "Evidence files are added by dragging and dropping or uploading from your computer." In the center, there is a large cloud icon with an upward arrow and the text "Drop files to instantly upload them" and "Or click [here](#) to choose files from your computer". At the bottom right of the main area, it says "Drag and drop files or [browse for file](#)". The bottom of the interface features a "Narrative" section with a rich text editor toolbar containing options for color, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, indent, outdent, undo, redo, link icon, and a "Table" dropdown. To the right of the toolbar is a "Self Rating" section with buttons for "No Rating", "Not Met", "Met", and "Exceeds".

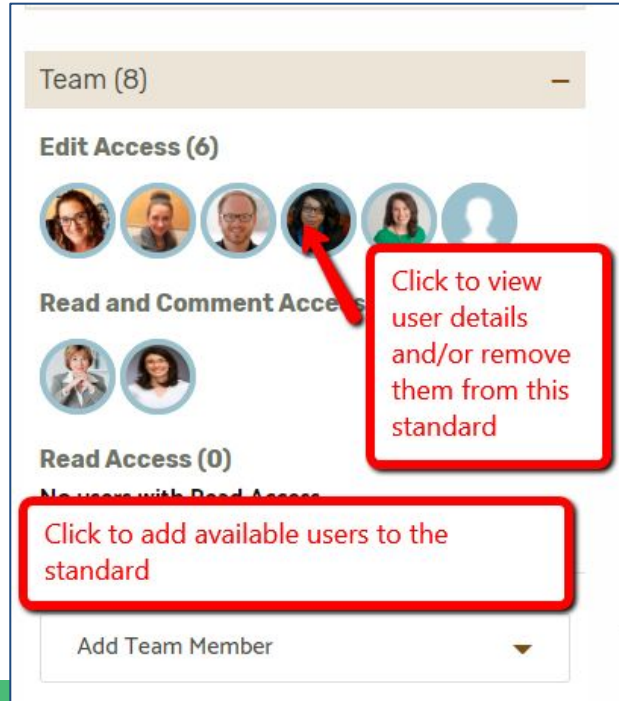
How to get help if needed:

Click the question mark icon to search the Resource Center for Weave Help Articles & videos or submit a Ticket if you need further assistance and support from Weave.



Accreditation Projects:

Adding Team Members. Allow others to collaborate on work.



The screenshot displays a team management interface with the following sections:

- Team (8)**: A header bar with a minus sign on the right.
- Edit Access (6)**: A row of six circular avatars. A red arrow points to the fourth avatar from the left.
- Read and Comment Access (2)**: A row of two circular avatars.
- Read Access (0)**: A section with the text "No users with Read Access".
- Add Team Member**: A button with a dropdown arrow.

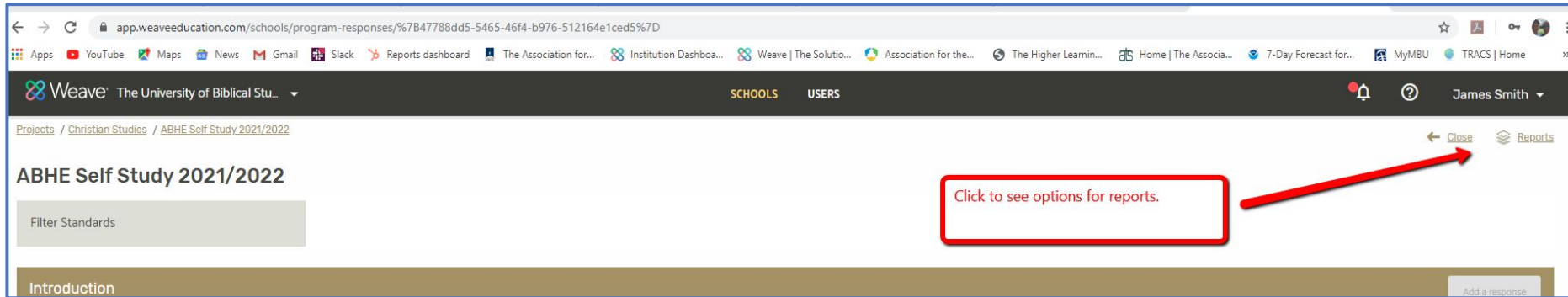
Two red callout boxes provide instructions:

- A box pointing to the fourth avatar in the "Edit Access" row contains the text: "Click to view user details and/or remove them from this standard".
- A box at the bottom of the interface contains the text: "Click to add available users to the standard".



Accreditation Reports

Generate Reports for internal or external purposes.



The screenshot shows a web browser window displaying the Weave application. The browser's address bar shows the URL: `app.weaveeducation.com/schools/program-responses/%7B47788dd5-5465-46f4-b976-512164e1ced5%7D`. The application header includes the Weave logo, the text "The University of Biblical Stu...", and navigation links for "SCHOOLS" and "USERS". The user's name, "James Smith", is displayed in the top right corner. The main content area shows a breadcrumb trail: "Projects / Christian Studies / ABHE Self Study 2021/2022". Below this, the title "ABHE Self Study 2021/2022" is displayed. A "Filter Standards" button is visible. In the bottom right corner, there is a "Reports" link with a document icon. A red box highlights the text "Click to see options for reports." with a red arrow pointing to the "Reports" link.

app.weaveeducation.com/schools/program-responses/%7B47788dd5-5465-46f4-b976-512164e1ced5%7D

Apps YouTube Maps News Gmail Slack Reports dashboard The Association for... Institution Dashboa... Weave | The Solutio... Association for the... The Higher Learnin... Home | The Associa... 7-Day Forecast for... MyMBU TRACS | Home

Weave The University of Biblical Stu... SCHOOLS USERS James Smith

Projects / Christian Studies / ABHE Self Study 2021/2022

ABHE Self Study 2021/2022

Filter Standards

Introduction

Close Reports

Click to see options for reports.

Add a response

Generate Reports for internal or external purposes.

Report Generator

ABHE Self Study 2021/2022

View previously saved reports.

Open Saved Reports

Select

Create a new report that includes one or more standards. Select 'All' or select and combination of other open standards.

All Stages

All Groups

Prepare Report

Select

Current Stage

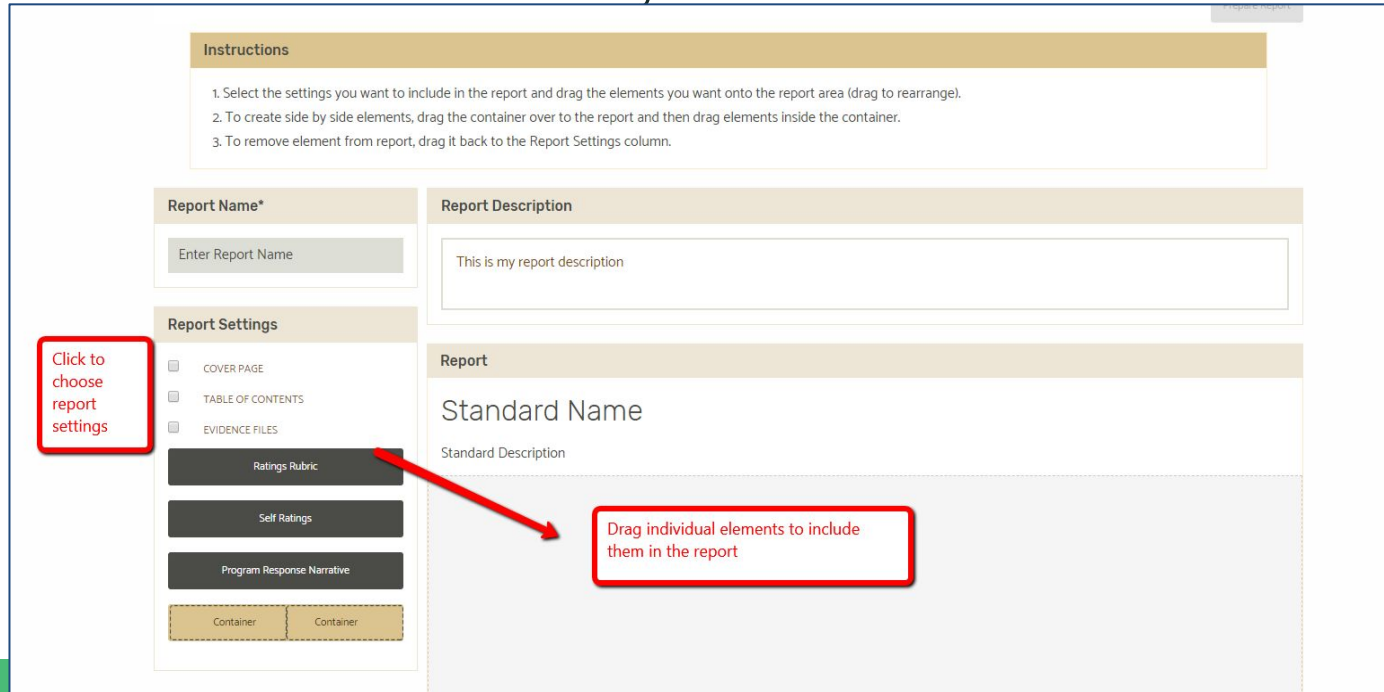
<input type="checkbox"/>	Introduction	Background and History of the Institution and Program. Program Mission and Goals. Process and Participants Involved in Developing the Compliance Document	Application Stage
<input type="checkbox"/>	Standard 1 - Objectives	The institution's written mission is clear and appropriate to higher education as well as its own specific educational role. The mission statement serves as the foundation for institutional operations, programs, and activities.	Application Stage
<input type="checkbox"/>	Standard 2 - Assessment of Student Learning and Planning	The institution demonstrates that it is accomplishing and can continue to accomplish its mission, goals and program objectives and improve performance through a regular, comprehensive, and sustainable system of assessment and planning. Central to this plan is the systematic and specific assessment of student learning and development through a strategy that measures the student's knowledge, skills and competencies against institutional and programmatic goals.	Application Stage
<input type="checkbox"/>	Standard 3 - Integrity	The institution demonstrates Christian integrity in all of its practices and relationships, with strict adherence to ethical standards and its own	Application Stage
<input type="checkbox"/>	Standard 5 - Administration		Application Stage

After selecting standards, click "Prepare Report" and follow the on-screen prompts.

Prepare Report

Accreditation Reports:

Determine the settings and elements for your report. Click Next.
The ABFSE SS does not currently utilize the Rubrics feature.



The screenshot displays a web interface for configuring accreditation reports. It is divided into several sections:

- Instructions:** A yellow header box containing three numbered steps:
 1. Select the settings you want to include in the report and drag the elements you want onto the report area (drag to rearrange).
 2. To create side by side elements, drag the container over to the report and then drag elements inside the container.
 3. To remove element from report, drag it back to the Report Settings column.
- Report Name*:** A section with a text input field containing the placeholder "Enter Report Name".
- Report Description:** A section with a text area containing the placeholder "This is my report description".
- Report Settings:** A section with a list of settings, each with a checkbox:
 - COVER PAGE
 - TABLE OF CONTENTS
 - EVIDENCE FILES
 - Ratings Rubric
 - Self Ratings
 - Program Response NarrativeBelow the list are two "Container" buttons.
- Report:** A section with a "Standard Name" field containing "Standard Name" and a "Standard Description" field.

Two red annotations are present:

- A red box on the left contains the text "Click to choose report settings" with an arrow pointing to the "Report Settings" section.
- A red box on the right contains the text "Drag individual elements to include them in the report" with an arrow pointing from the "Ratings Rubric" element in the "Report Settings" section to the "Report" area.

Accreditation Reports:









Create a custom cover page or use the default then click Prepare Report. You will receive an email when your report is ready. Export will be a zip file (pdf report + all attachments).

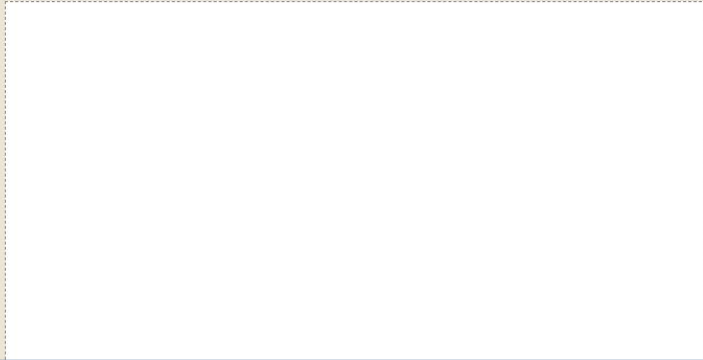
HLC Criteria for Accreditation 2020

Edit Cover Page

Save as New Default Cover Page

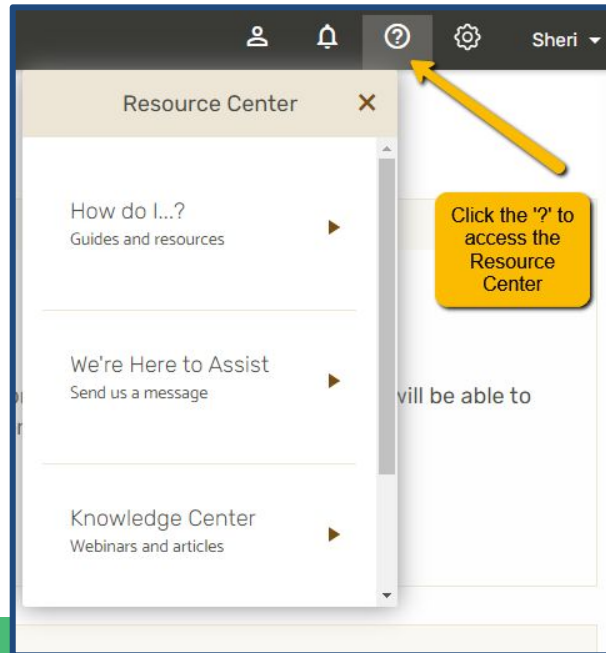
Prepare Report

Font ▼ Size ▼ Color ▼ **B** *I* U        



How to get help if needed:

Click the question mark icon to search the Resource Center for Weave Help Articles & videos or submit a Ticket if you need further assistance and support.





Remember to click the ? icon for assistance.
We wish you the best in your work.