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).
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.
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.)
Things to Remember

Standards
  Add a response
Description
Instructions
Find the Standard (or Introduction) from the Table of Contents

Table of Contents

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

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

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

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

ABFSE does NOT use Rubrics.
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

Started on 09/17/2020 (12 days)

Narrative
14 words
0 comments

Team Members (2)

No popular evidence yet - Team members should go vote.
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.
For each standard, click on ‘Description’. Here you will find questions designed to focus your response. Many descriptions also have Instructions.
In the Narrative box, respond to the questions in ‘Description’. Be sure to read the Instructions. Attach evidence files in the appropriate box.
Accreditation Projects:
Build your narrative in the text editor.

- Link to previously added evidence, new evidence, or URL's
- Build simple tables and add links to other files
- Insert images within the narrative
- Use the comments feature for team collaboration
- See who is concurrently collaborating on this standard
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.
Accreditation Projects:
Once you have uploaded evidence files, you can manage and view them at the top of the workspace.
Evidence Files: You can link to previously added evidence files. **Note:** links to external websites are not acceptable (unless specifically requested).

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

Drop files to instantly upload them

Evidence files are added by dragging and dropping or uploading from your computer.

Or click here to choose files from your computer
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.
Generate Reports for internal or external purposes.
Generate Reports for internal or external purposes.

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

After selecting standards, click “Prepare Report” and follow the on-screen prompts.
Accreditation Reports:
Determine the settings and elements for your report. Click Next. The ABFSE SS does not currently utilize the Rubrics feature.
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).
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.