How to Roll an Existing Program Forward into a New Assessment Reporting Period
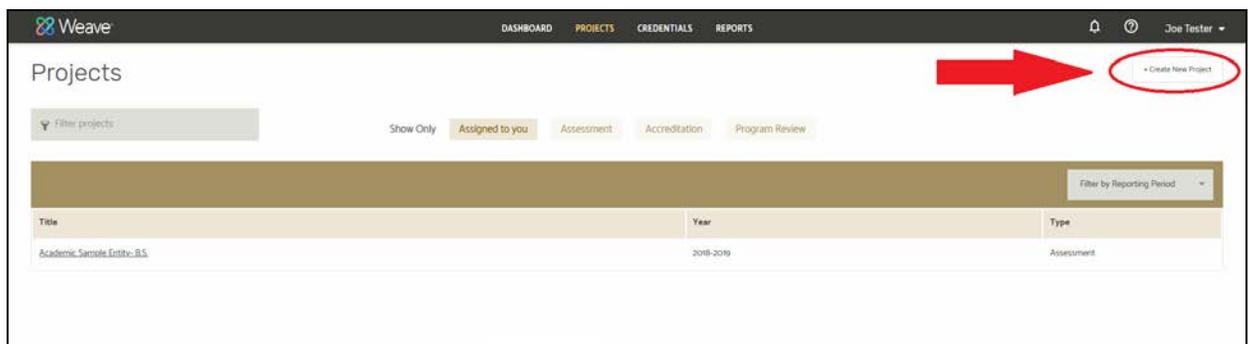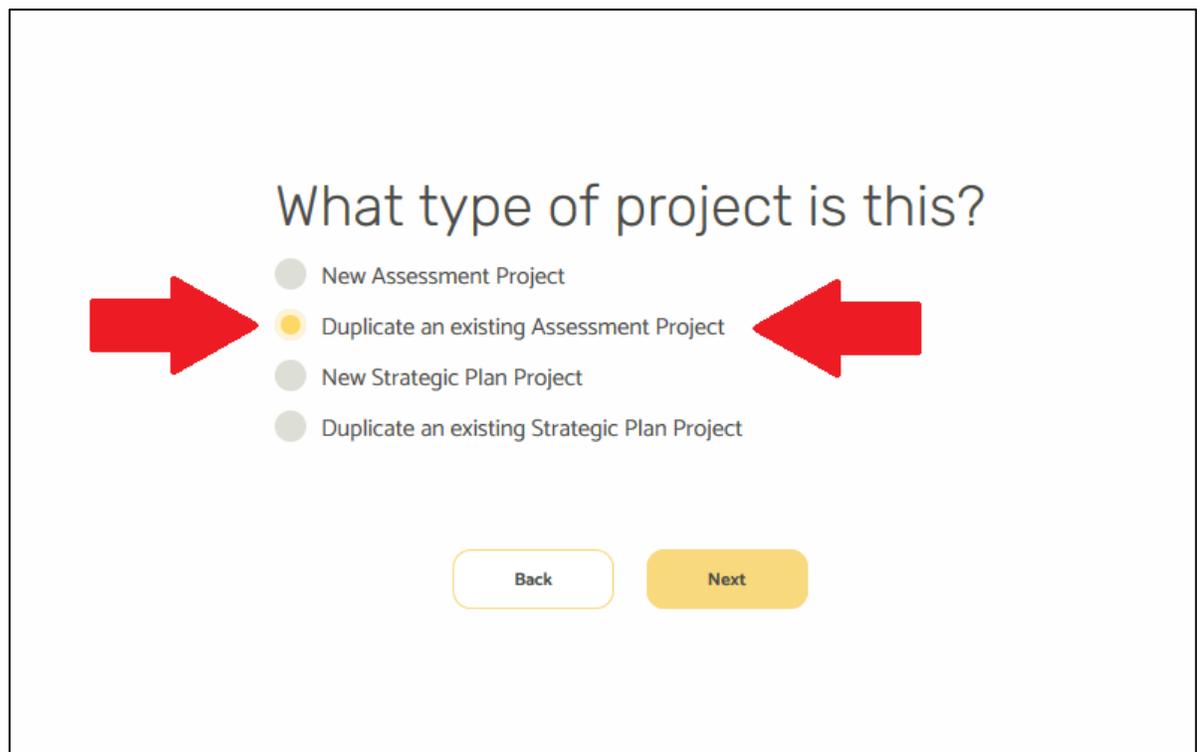
1. Log into Weave and click "Projects" at the top of the page.
2. Click "Create New Project" in the upper, right corner of the page.

3. Select "Duplicate an existing Assessment Project" from the available options.

4. From the list that appears, select the program that you would like to roll forward. You can filter this list using the available search box and/or the reporting period filter. Click "Next" at the bottom of the page.

5. On this screen, you will need to select the reporting period into which you would like the program to roll. If you would like to adjust/change the name of the program, you may also do so here.

6. Once you have selected a reporting period, two options below will become available: "No, start empty" or "Yes, start pre-filled".
   - "No, start empty"- RECOMMENDED - This option will carry forward everything EXCEPT findings, leaving the findings field blank and ready for the new reporting period's results.
   - "Yes, start pre-filled"- This option will carry everything forward INCLUDING findings. This option may be useful if your findings follow a similar template each reporting period.

Confirm the title and reporting period for the new project

PROJECT TITLE

Academic Sample Entity- B.S.

REPORTING PERIOD

2020-2021

Your new project will be linked to Academic Sample Entity- B.S., 2019-2020.
Would you like to use findings data from the previous project to start the new one?

Back   No, start empty   Yes, pre-filled

7. The next screen takes you into the new program. You should see the new title (if applicable) and reporting period at the top of the screen. You should also see all of the outcomes, measures, and targets that carried forward.