How to Create a Report

1. Log into the Weave system using your Tracks credentials.
   (https://app.weaveeducation.com/login/fit)

2. At the top of the landing page, click the "Reports" button.
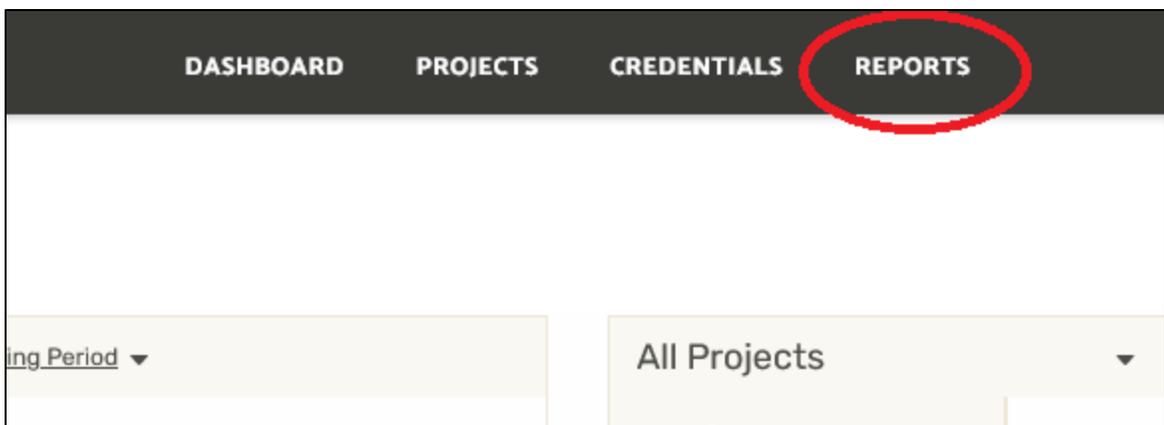
3. From the "Select type of report" drop-down menu, select "Assessment". Click the "Create New Report" button.
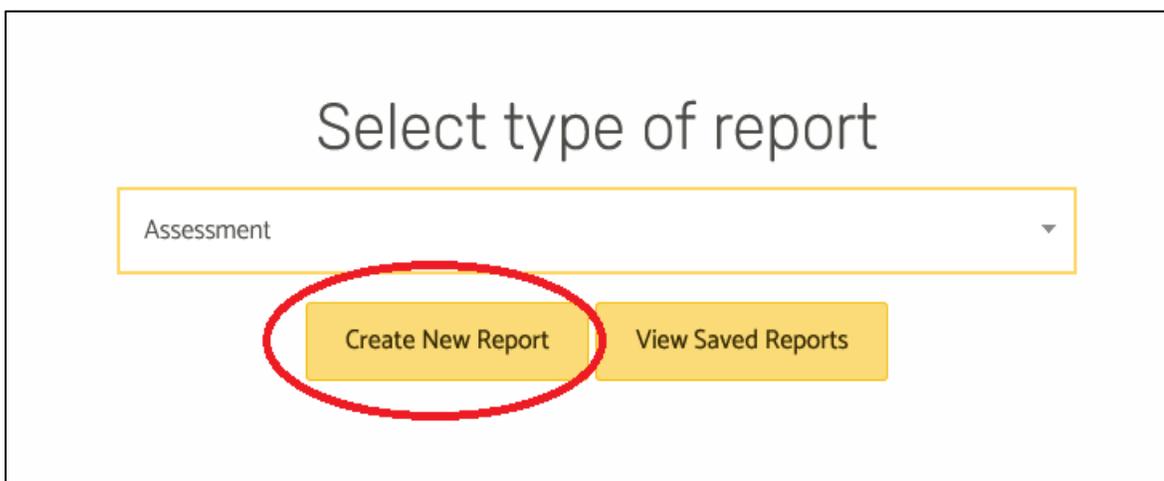
4. On the "Create new report" screen, there are several fields:
    a. Report Format (Required)- Here you can choose between "Page View" and "Table View". Page View creates a report that looks similar to the project editing page. Table View creates a report that puts the assessment plan elements into a grid-like format. Table View is recommended for ease of readability.
    b. Report Title (Required)- Here you can give your report a title for later reference.
    c. Executive Summary (Optional)- Anything typed in this field will appear on the cover page of the report. It can be used to summarize longer reports or other uses as needed.
    d. Report Description (Optional)- This field can be used to describe the report beyond the information in the title. It will not show up in the report but will appear on the saved reports page for later reference.
    e. When satisfied with all fields, click the "Next" button at the bottom of the page.

5. On the next screen, you can choose which projects you would like to include in the report.
   a. At the top of the page are several filter options to make finding your desired projects easier, including a blank text field to search by entered text. You can also filter by reporting period, project template, and project status.
   b. To select projects to be included in the report, click the box to the left of their name.
   c. When you have selected all desired projects, click "Next" at the bottom of the page.

6. On the next screen, you can choose which assessment plan elements to include in the report. The system defaults to including everything, but you can remove the elements you do not need. When satisfied with the included elements, click "Compile Report" at the bottom of the page.

7. The next screen will show you a preview of the report. If you are satisfied with how the report looks, be sure to click "Save Report" at the top, right of the page.
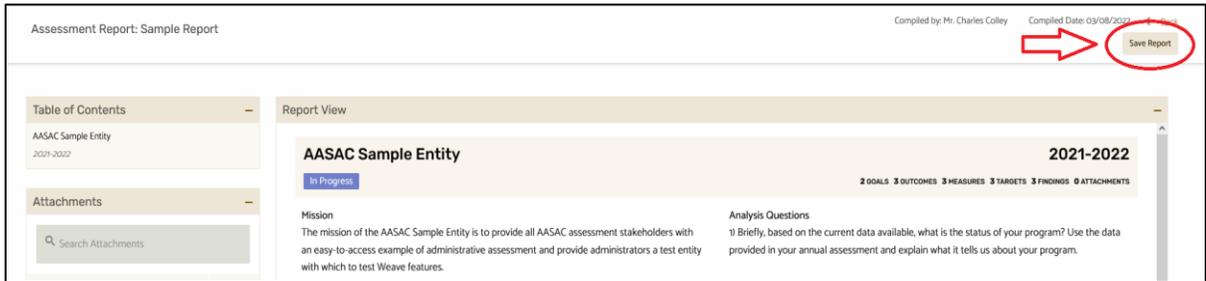
8. After clicking "Save Report", you will be taken to a screen of all your saved reports, and the report you just created will appear with the word "Processing" next to it. You can wait for your report to process, or navigate away, as the system will email you when the report is completed.

9. Once completed, a download button will appear next to your report. The report downloads as a .zip folder containing the PDF of the report and any attachments to the included projects.