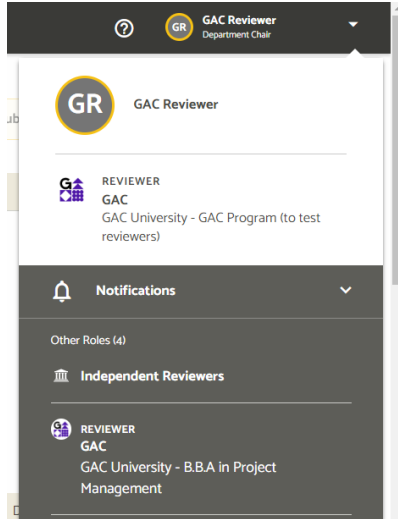


## Weave Accreditation Portal Review Process: Visit Team Review

1. You will receive an email to create a Weave account, unless an account exists.
2. [Log-In](#) to Weave after your account has been created
3. Sign the *Weave and End User License Agreement*
4. Find assigned reviews under the dropdown by your profile in the top right of the portal.



5. Review each standard and the submitted evidence.
  - a. You will see a tile for each section of the SAR and standard (Letter, Member, D.1.1, D.1.2 etc.).
    - i. The “Description” includes the standard
    - ii. The “Instructions” include the expectations detailed in the Standards Review Worksheet including specific templates such as Charts A and B, and the Faculty Credentials Chart that a program must submit.
    - iii. The Instructions indicate if the GAC Standard requires evidence, and if so, what evidence is required, or if evidence is optional.
    - iv. The “Narrative” includes the programs written SAR.
    - v. The “Evidence” includes the programs supplements as indicated in the “Instructions”
  - b. **Optional:**
    - i. **Use of Comments**
      1. You may use the “comments” field to indicate areas to check during the visit or to communicate with your team members.
      2. Comments are not visible to the GAC or program.
    - ii. **Viewing the SAR in PDF**
      1. You may prefer to view the report in PDF format.
      2. Click the “+Report” button.
      3. Work through the through the Report Generator to choose displayed information.
      4. Download the zip file. Unzip the file.
      5. View the PDF SAR. A blank first page will appear. The evidence is hyperlinked in the SAR PDF and the PDF is bookmarked for easy navigation.
6. The Team’s report is written in the Reviewer Report.
  - a. Provide narrative for each standard.
  - b. Rate each standard using the Accreditor Rating.
  - c. If any areas are “Notable”, state what is exceptional.
    - i. Highlight the text. Click the star (★) icon to highlight.

- d. For any partially or not aligned standards, state the requirement for the program to come into compliance with the standard.
    - i. Highlight the “Requirement” and click the exclamation (!) icon.
7. On the final day of the accreditation visit, the Team Lead can save the Visit Report as a PDF as indicated above and should use the report for the oral debrief with the program.
8. Fact Check:
  - a. Save the report as a PDF as indicated above including the fields of “Rating”, “Reviewer Report”, “Reviewer Notable”, and “Reviewer Requirements”.
  - b. The team lead emails the report to the program for the fact check.
  - c. The team lead makes any corrections of fact in the portal.
9. When the report is factually corrected, click “Submit to Accreditor”
10. Complete the Visit Recommendation found in the [Resources for Accreditation](#) and submit it to the Accreditation Specialist.