**Step 1: Learn How to Access SharePoint**

* Designated Weaving Team members will have access to a folder in SharePoint
	+ All Weaving Team drafts created and evidence that is curated will be placed in SharePoint
* If you don’t have access to the SharePoint, contact Patty Quinones via email for a direct link to the Weaving Team folder
* Resources to use SharePoint effectively:
	1. Open the Weaving Team folder in SharePoint
	2. Open the “How to Document Evidence” folder
	3. Read: “How to Collaborate on a Document in SharePoint”
	4. Watch: “[Create, upload, and share files in a document library (microsoft.com)](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.microsoft.com%2Fen-us%2Foffice%2Fcreate-upload-and-share-files-in-a-document-library-98cb2ff2-c27e-42ea-b055-c2d895f8a5de&data=04%7C01%7Clgreenlee%40mtsac.edu%7C2bf30b106c9642e0f7a508da1f418d42%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637856664080108952%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=w6ZirsyED5aD4GwS%2FAwHPyoliG%2BWJW2J44Bm1E%2BTdl8%3D&reserved=0)”

**Step 2: Select the “Best Evidence”**

* Weaving Teams will review each Standard to identify descriptive words and phrases that define and limit the relevant evidence to support how Mt. SAC meets each element.
* Before collecting evidence, review ACCJC resources:
	1. Read: Section 2.5 “Selecting Evidence” found on page 11 of the [ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review](https://accjc.org/guides-and-manuals/)
	2. Review: “Possible Sources of Evidence” for the Weaving Team Standard. These can be found in the [ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review](https://accjc.org/guides-and-manuals/)
	3. Watch the ACCJC Educational Series videos on Preparing the ISER
		+ [Interpreting the Standards](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dropbox.com%2Fs%2F923thsoy89dwmq0%2FInterpreting_Standards.mp4%3Fdl%3D0&data=04%7C01%7Clgreenlee%40mtsac.edu%7Cbe12924c68394355101808da1cca7719%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637853953142320829%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=iGPxWFnCS%2FEsg%2FqunGbocNwu5iX8%2BOPoSOX0tG7bQEo%3D&reserved=0) (Length: 4 minutes 47 seconds)
		+ [Evidence to Use](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dropbox.com%2Fs%2F3pjwspih9tdeqtz%2FEvidence_Use.mp4%3Fdl%3D0&data=04%7C01%7Clgreenlee%40mtsac.edu%7Cbe12924c68394355101808da1cca7719%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637853953142320829%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=LgjG7MOg0dwCo30P%2FVvwS5koYBkCJ0natiOVUII2Tnw%3D&reserved=0) (Length: 5 minutes 31 seconds)
		+ [Writing to the Standards](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dropbox.com%2Fs%2Fk5c9z7p1gcg0l4x%2FWriting_Standards.mp4%3Fdl%3D0&data=04%7C01%7Clgreenlee%40mtsac.edu%7Cbe12924c68394355101808da1cca7719%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637853953142320829%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=hLEpJ4JCqh2q9ByS%2BWcqPcBIjq1JPxQE46qJ1cXL390%3D&reserved=0) (Length: 4 minutes 26 seconds)
	4. Review: “Sample Evidence Documents” in the “How to Document Evidence” folder

**Step 3: Save and Name Evidence**

* Please only include evidence which is explicitly named in the Weaving Team draft
* All evidence must be saved as a PDF file, including websites
* Evidence should be in Portrait Orientation
* Evidence Naming Convention:
	+ Standard Name + Document name + Date (if applicable) + Description
	+ Date = Last review, minutes creation, meeting date, etc.
	+ Example: III.A.5 Board Meeting 2-23-2022 HR Faculty Tenure List
* Resources to convert a website or file to PDF:
	1. Open the Weaving Team folder in SharePoint
	2. Open the “How to Document Evidence” folder
	3. Read: “How to Convert a Website or File to PDF”

**Step 4: Highlight Essential Elements of the Evidence**

* Highlight the essential elements of the evidence that demonstrates meeting the Standard
* For example, if the evidence is meeting minutes it is unlikely that the entire document is applicable to the Standard. Highlight the item in the minutes that pertains to the standard.
	+ Each piece of evidence must be easily read and understood by peer reviewers
* Resources to highlight PDF files:
1. Open the Weaving Team folder in SharePoint
2. Open the “How to Document Evidence” folder
3. Read: “How to Convert a Website or File to PDF”
4. Review: “Sample Evidence Documents”

**Step 5: Check the PDF for Accessibility**

* All evidence must be accessible.
* Before uploading your evidence to SharePoint, check each PDF file for accessibility.
* Resources to make your PDF accessible:
1. Open the Weaving Team folder in SharePoint
2. Open the “How to Document Evidence” folder
3. Read: “How to Make Your PDF Document Accessible”
4. Contact Pedro Suarez with PDF accessibility questions
5. Submit requests for help with complicated documents to [www.mtsac.edu/accessibilityhelp](http://www.mtsac.edu/accessibilityhelp)

**Step 6: Upload Evidence and Complete Evidence Log**

* Upload each PDF of evidence to the Weaving Team folder in SharePoint
* Fill out the Evidence Log (Excel) found in the Weaving Team Evidence folder
	+ Complete each section of the log following the sample provided
* Log the evidence in consecutive order for how it appears in the draft of the Standard. Avoid numbering, as the draft and evidence is dynamic and will change.
	+ The Evidence Log provides a reference point for evidence collection throughout the ISER development process. Each section of the ISER will go through several drafts. It is expected that evidence will be added or changed as the drafts evolve. Not all evidence submitted will be used in the final report.
* Resources to upload evidence in SharePoint:
1. Open the Weaving Team folder in SharePoint
2. Open the “How to Document Evidence” folder
3. Watch: “[Create, upload, and share files in a document library (microsoft.com)](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.microsoft.com%2Fen-us%2Foffice%2Fcreate-upload-and-share-files-in-a-document-library-98cb2ff2-c27e-42ea-b055-c2d895f8a5de&data=04%7C01%7Clgreenlee%40mtsac.edu%7C2bf30b106c9642e0f7a508da1f418d42%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637856664080108952%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=w6ZirsyED5aD4GwS%2FAwHPyoliG%2BWJW2J44Bm1E%2BTdl8%3D&reserved=0)”
* Each time you upload or change a piece of evidence, update the Evidence Log.