



Improve – Uploading & Relating Documents and Links

This guide will help you to upload your supporting documentation and links for your assessment and program review work, if required, and create folders in the Document Repository to keep things organized.

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If you have questions about program review, please contact Karen Engel:

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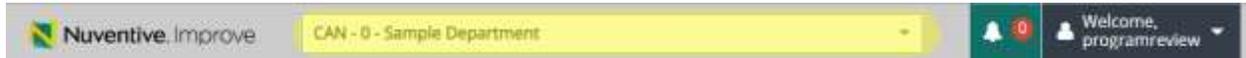
Office: 5-108

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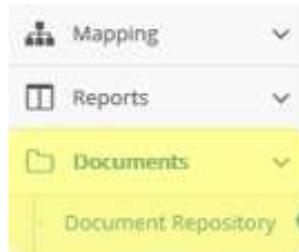
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Creating Folders for Your Related Documents and Links

1. Select the department you would like to work in from the drop down menu at the top.



2. Click on 'Documents' on the left navigation menu, then select 'Document Repository'.



3. Hover over the Department Name at the top of the file hierarchy and select the black arrow that appears to the right.



4. Select 'Add Folder'.



5. Enter the name of your folder and click 'Save'.

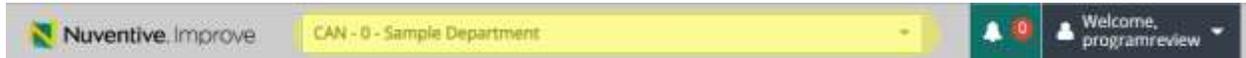


Add Folder

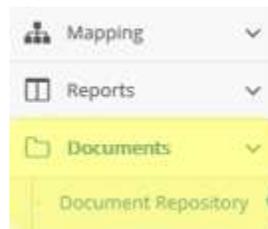
* Name

Uploading Documents and Links to a Folder in the Document Repository

1. Select the department you would like to work in from the drop down menu at the top.



2. Click on 'Documents' on the left navigation menu, then select 'Document Repository'.



3. Click on the green plus icon on the right side of the Document Repository.



4. Select the folder you would like your documents and/or links to be placed in from the drop down at the top of the dialog box. To upload a document, click in the dotted box where it says 'Click to browse for files' and locate the document on your computer you want to upload. For links, copy and paste the link (or URL) into the URL box and enter the name of the link in the Name box. This name is what people will see and click on to navigate to your link, so give your links descriptive and unique names. You can also add a description of the link if needed. Last, click 'Save'.



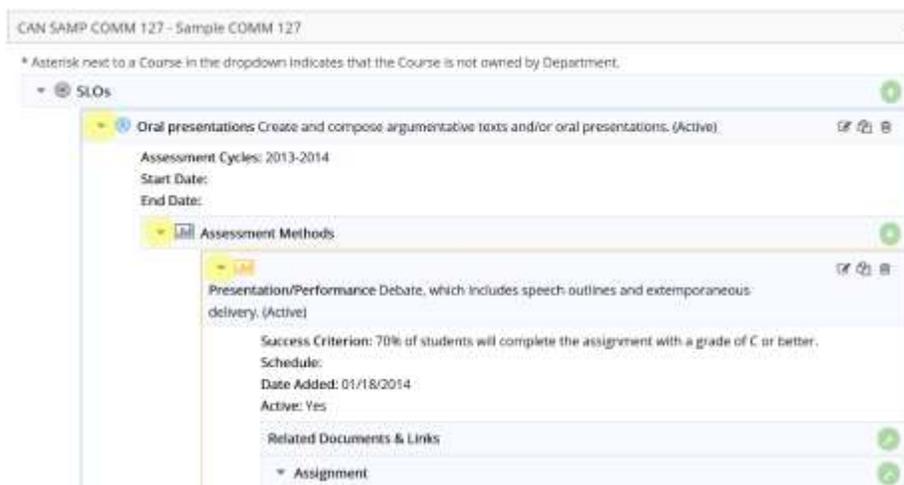
- A. The name of the document will populate automatically from what you originally named the document, so keep that in mind when you're uploading.
- B. Be sure to add links that begin with 'www', remove the http:// if its included.

Relating Uploaded Documents and Links to Results

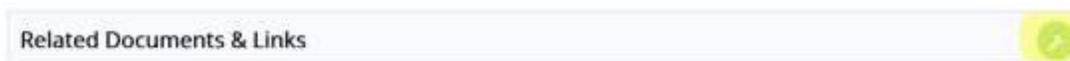
1. Select the department you would like to work in from the drop down menu at the top.



2. To relate documents or links to assessment results, click on the drop down arrows to the left of the SLO, PLO or SAO, and then click the drop down arrow to the left of the assessment method and the result. If you'd like to relate documents or links to your program review narratives or annual updates, click on Program Review on the left and then Annual Updates or Program Review Narratives. Click on the drop down arrow to the left of the item for this cycle. If you'd like to relate documents or links to your resource requests, click Program Review on the left and then Objectives, Action Plans, and Resource Requests. Click the drop down arrow to the left of the objective.

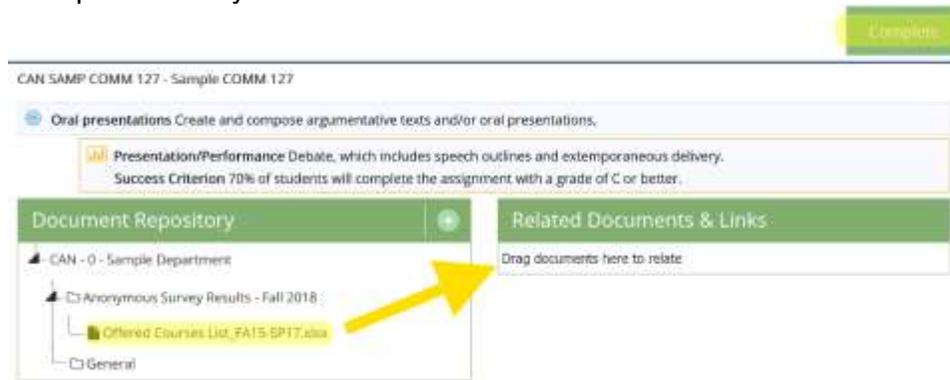


3. Then, click the green wrench icon to the right of the Related Documents section of the Assessment Method.



4. Relate your documents or links in one of the following ways:
 - A. If you already uploaded your document or link:
 - i. Find your document or link in the Document Repository box on the left, click and drag it over to the Related Documents & Links box on the right. Click

'Complete' when you're finished.



- B. If you need to upload your document or link into an existing folder:
- Click on the green plus icon on the right side of the Document Repository.



- Select the folder you would like your documents and/or links to be placed in from the drop down at the top of the dialog box. To upload a document, click in the dotted box where it says 'Click to browse for files' and locate the document on your computer you want to upload. For links, copy and paste the link (or URL) into the URL box and enter the name of the link in the Name box. This name is what people will see and click on to navigate to your link, so give your links descriptive and unique names. You can also add a description of the link if needed. Last, click 'Save'.



- The name of the document will populate automatically from what you originally named the document, so keep that in mind when you're uploading.
 - Be sure to add links that begin with 'www', remove the http:// if it's included.
- C. If you need to upload a document or link, but a folder doesn't exist for your course:
- Refer to the first chapter in this guide: [Creating Folders for Your Related Documents and Links](#).