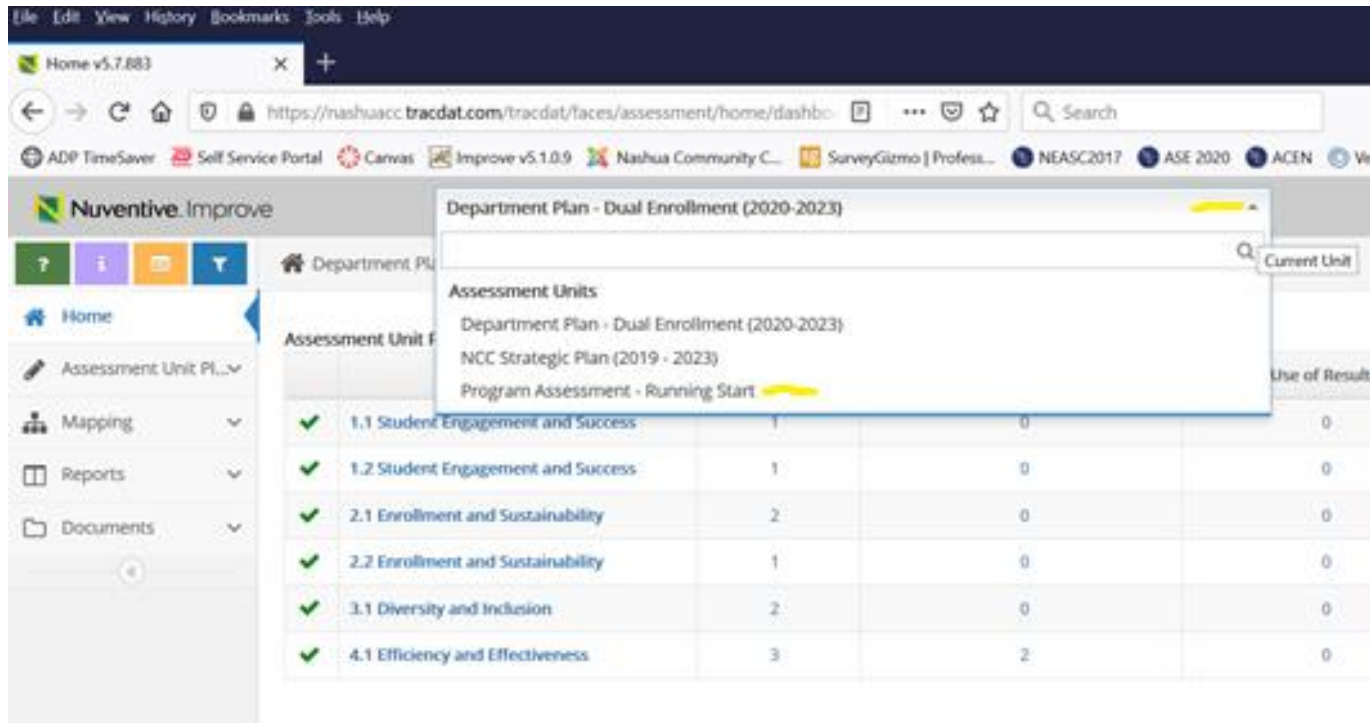


Uploading Documents in Improve

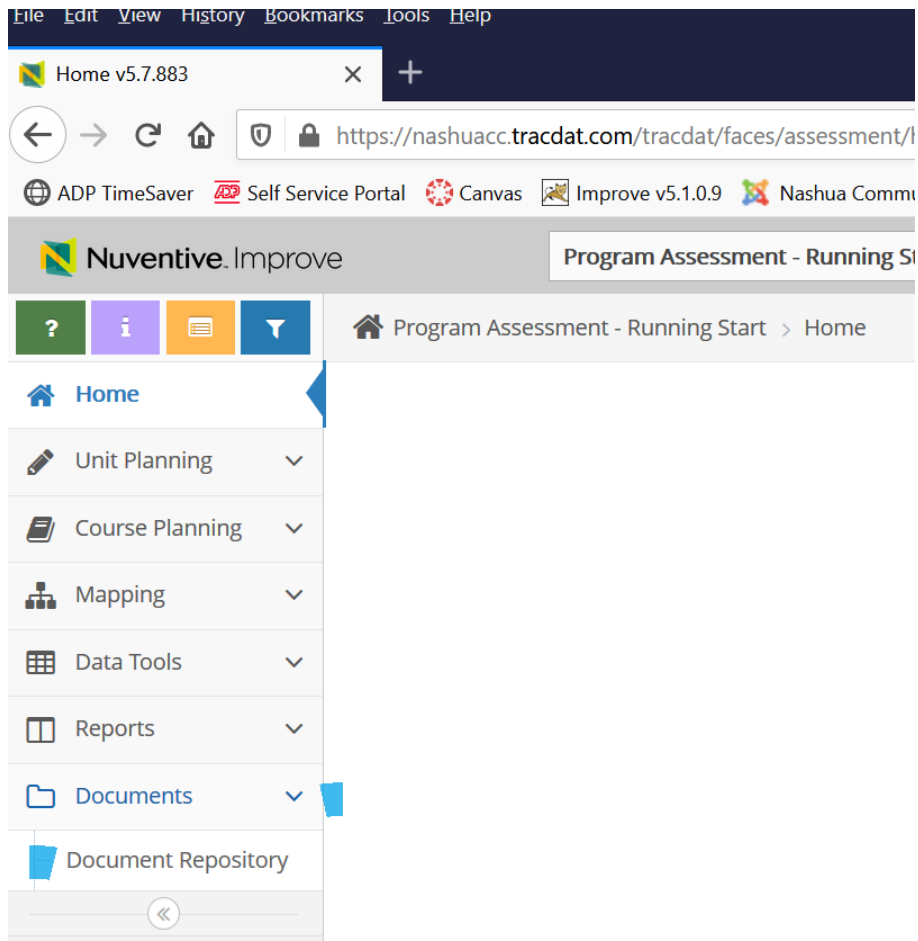
1. After signing in go to the center current unit box and click on **drop down arrow** and choose the area you wish to up load to.



The screenshot shows the Nuventive Improve dashboard. A dropdown menu is open, displaying a list of assessment units. The current unit is highlighted as 'Department Plan - Dual Enrollment (2020-2023)'. Below the dropdown, a table lists various assessment units with their respective scores and usage.

Assessment Unit	Score	Usage
1.1 Student Engagement and Success	1	0
1.2 Student Engagement and Success	1	0
2.1 Enrollment and Sustainability	2	0
2.2 Enrollment and Sustainability	1	0
3.1 Diversity and Inclusion	2	0
4.1 Efficiency and Effectiveness	3	2

2. In the left hand tool bar choose **Documents** then **Document Repository**



The screenshot shows the Nuventive Improve dashboard with the 'Documents' menu expanded. The 'Document Repository' option is highlighted. The dashboard title is 'Program Assessment - Running Start'.

3. Then Choose a folder or subfolder (all dark arrows indicate subfolder-click on arrow to reveal all subfolder)

The screenshot shows the Nuventive Improve interface. The top navigation bar includes the logo and a breadcrumb trail: "Program/Course Assessment - Nursing (AS) > Documents". A left-hand navigation menu lists various options: Home, Assessment Unit, Unit Planning, Course Planning, Mapping, Data Tools, Reports, Documents, and Document Repository. The "Document Repository" option is highlighted with a blue arrow. A callout box with an information icon (i) provides instructions: "To upload a document to the repository click on the folder up will appear where you enter the name of the folder—click in the Click to Browse window where you can choose the file. When finished click on the Save button at the top right". Below the callout, a "Document Repository" panel displays a tree view of folders under "Program/Course Assessment - Nursing (AS)": ACEN, AY Program Data, Curriculum Committee Approved Changes, Meeting Minutes, Nursing, Program Review, Syllabi, and General Document Repository. The "Nursing" folder is highlighted with a dark arrow.

4. Click on the folder/subfolder so that it is highlighted as pictured below
Then click on the + icon in the upper left corner

This screenshot shows the "Document Repository" interface with the "Nursing" folder expanded. A blue bar highlights the "Documents for Student Learning Outcome # 1" subfolder. Below it, a list of documents is displayed with their names and dates: "Final Exam 2017 NURS 125 Final.Final.docx (04/11/2018)", "Final NURS220N 2017.docx (04/11/2018)", "NURS 125N Clinical Evaluation Tool-Blank.doc (01/01/2018)", and "NURS 125N Culture Rubric Final 8-30-2017.docx (04/07/2018)". A blue arrow points to a "+" icon in the top right corner of the interface.

5. In the pop-up click “Click to Browse for files in the files box and choose the files from your PC

The screenshot shows a web interface for uploading files. At the top right, there are 'Save' and 'Cancel' buttons. Below them is a dropdown menu labeled 'Places documents into' with the selected option 'Documents for Student Learning Outcome # 1'. A large dashed box labeled 'Files' contains a yellow button that says 'Click to browse for files'. Below this box is a '* Required field' label. Underneath is a section for 'Urls' with three columns: '* Name', '* Url', and 'Description'. Each column has a text input field with three dots indicating it is empty.

6. The file name will appear in the Name Box. You can add a description if you wish. Click save.

This screenshot shows the same interface as above, but now a file has been added to the 'Files' section. The file name 'Pricing plans _ Vimeo Pro, Plus, Business, Premium, Enter...' is visible in the '* Name' column. The 'Description' column is empty. The 'Urls' section remains empty. The 'Click to browse for files' button is now greyed out.

- 7.