

## Adding Supporting Documentation to an Assessment Report

Adding documents helps leverage existing work as evidence in the project you are working in. Examples of evidence might be:

- Course assignments
- Rubrics used in scoring those assignments
- Aggregated data from the student level
- Minutes from meetings
- Survey results

Adding documents as evidence to Projects is a simple two steps. Uploading the document, and attaching it to the Project. The first step is to ensure that there is a folder in Files to hold these documents. Use these directions to create or find the folder that you will want this document to be located.

To Add a Document to Files From Within a Project:

1. Locate the Project and click View Report and then the Edit button of the Project to which you would like to add a document.
2. Once inside the Edit page of the Project, scroll all the way to the bottom to the Attachment section. (Adding attachments here is very much the same process as adding them in Files directly. In fact, you can add your documents to Files first and then come here and attach them to your Project. Determine the destination of the document you are uploading. Where should it be stored in Files?)
3. On the left side, select a Collection from the drop down box.
4. Select a folder/document from the second box.
5. To upload one file, click Browse at the bottom to find the file on your computer, OR can find the files on your computer using Windows Explorer and then drag and drop them into the box that says "drag files here". This will upload multiple files at once.
6. Once the file(s) are added to the Multiple Files Uploader box, you can click Start Upload.

To Attach the Document to a Project:

1. In the Select Document Field to the left of the Multiple Files Uploader, use the toggle arrows to drill down and locate the document to attach.
2. Check the box next to the document(s) name and click the Attach to Project button below. A notification will appear at the bottom of the screen confirming the addition of the document to the Project.

A list of documents that have been attached to this project will be displayed.

To Remove a Document From a Project:

1. Click the red 'X' below the name of the Attachment to remove the document from the Project. (this will NOT delete the document from Files) Clicking this will result in a warning.
2. Click OK to remove the document from the Project.
3. Click Cancel to close and not remove the document.