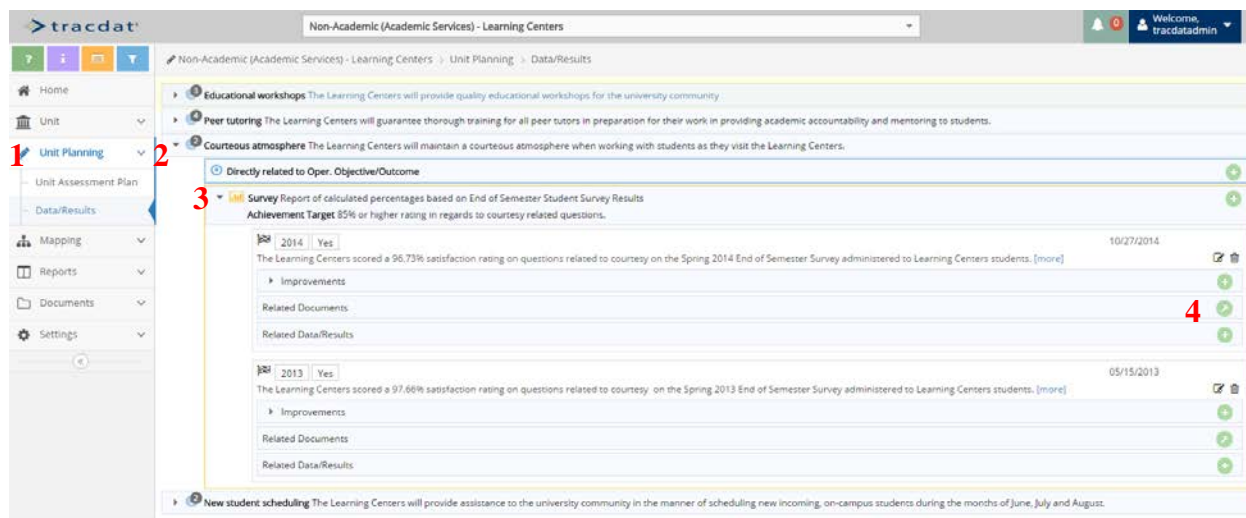


RELATING A DOCUMENT TO A DATA/RESULTS ENTRY

1. To relate a document to Assessment Data/Results- click on “Unit Planning”, and then on “Data/Results”.
2. Click on the “caret” to the left of the O/O to which you want to relate the document
3. Click on the “caret” beside the Assessment tool to which you want to relate the document.
4. Click on the tool symbol to the far right of the “Related Documents” field. This will open the relate document page. (NOTE- the “Related Documents” field will not appear until you have entered Data/Results for an Assessment Tool.)



5. This page is “drag and drop”- you can click on any document in your “Document Repository” field and drag it into the “Related Documents” field. The field will turn green as it copies the document, then the document will remain in the Related Documents field. You can repeat this process for as many documents as you want to add to this Data/Result.

6. When you have finished adding documents, click “Complete” at the top right of the page.

