

# File Based Documents

## *Adding a file-based document to a “Draft” or “Final” document*

1. Open a “Draft” or “Final” document that you wish to attach file-based document(s) to
2. Select “**Navigate To**”
3. Select **File Attachments**
4. Select “**Attach file(s)**”
5. Choose the blue action “**Select**” button
6. Find the document on your computer and double click
7. *To add additional documents at one time, repeat step 6 until you have all the documents you need.*
8. Then select the green action button “**Upload File(s)**”

## *Adding a file-based document to a student’s record*

1. Select the drop-down arrow in the box “**Create New Document**”. It is the last selection, be sure to scroll down.
2. Select green action button “**Go**”
3. Be sure to give a description of the document you wish to attach in the “**User Comment**”
4. Choose the blue action “**Select**” button
5. Find the document(s) on your computer
6. At this time, you may change the name of the document in the box labeled “**File Name**”. Be sure to give a good description of the file for the next reader.
7. Select the green action button “**Upload File**”