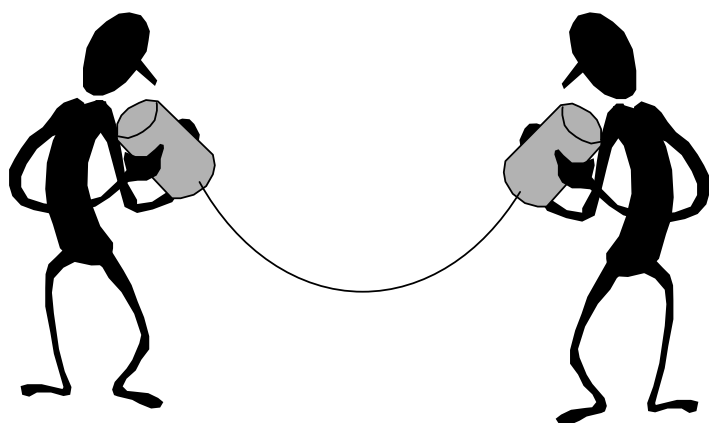


Attaching a Document in ACRES

As you gather information to create your proposal, you may have documents or minutes from an Articulation Task Force (ATF) meeting or Advisory Committee meeting that supports your proposal. Attaching these important documents in ACRES is an excellent way to help the reviewers understand your request.



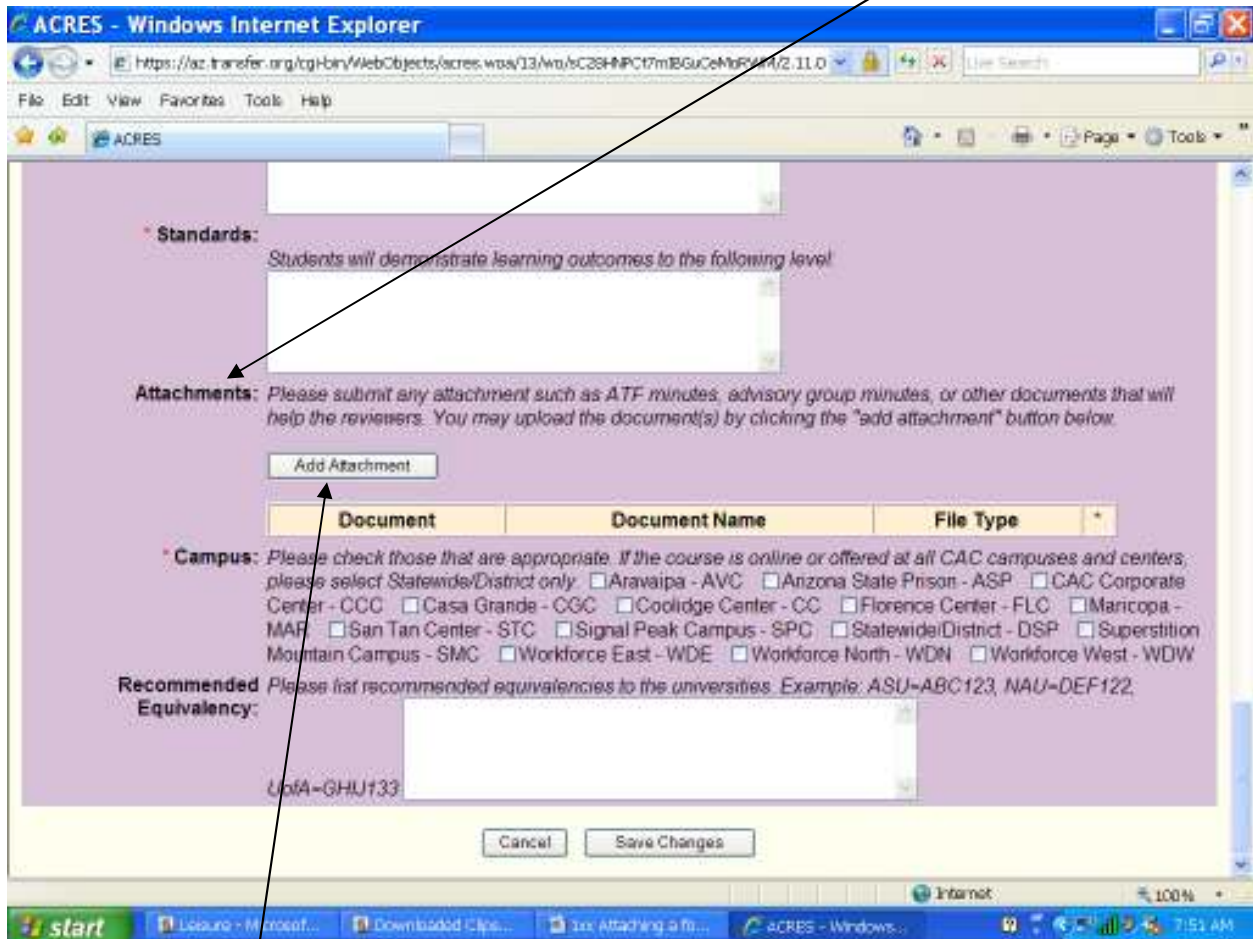
Attaching these documents may send the reviewers some very valuable information that will help them make better decisions. They may even speed up the process. If the reviewers are aware that there is support for your request, they won't have to wait until the next time they see you to ask questions.

So, how do I attach a document to my proposal form in ACRES?

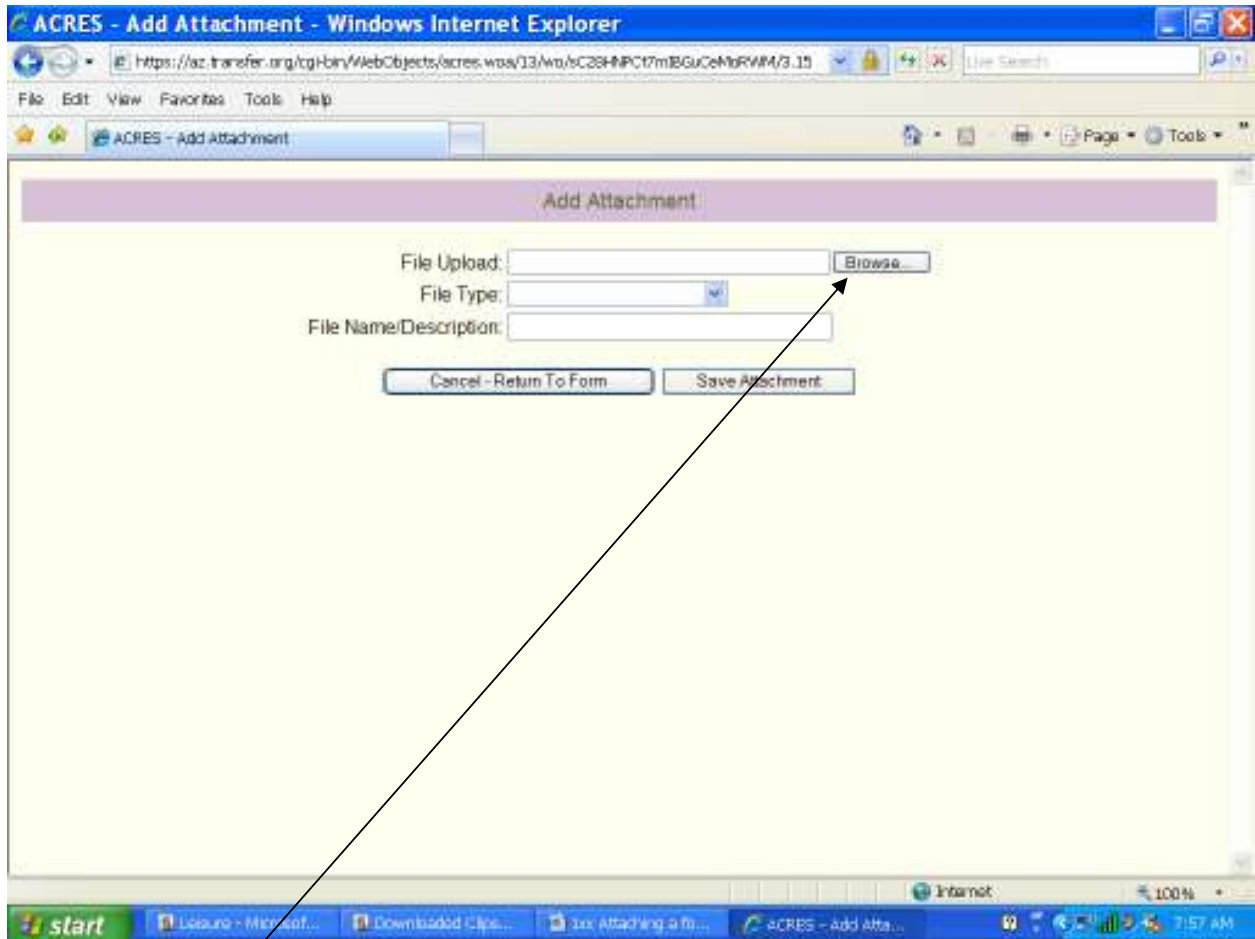
Let's say you are going to propose a new course. As you gather the information needed to fill out the form, save minutes and other supporting documentation in a document on your hard drive. The document should be in one of the following formats: MS Word, MS Excel, Rich Text, Plain Text, HTML, or PDF. Other formats are not supported by ACRES. Make note of where you saved the document on your computer.

May we suggest you create a "Curriculum" file and organize your work, including attachments? Date stamp each document and include a URL when available.

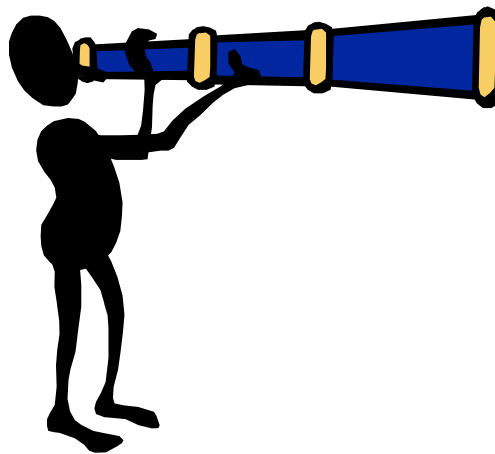
As you complete the form in ACRES, you will see an option to attach documents.



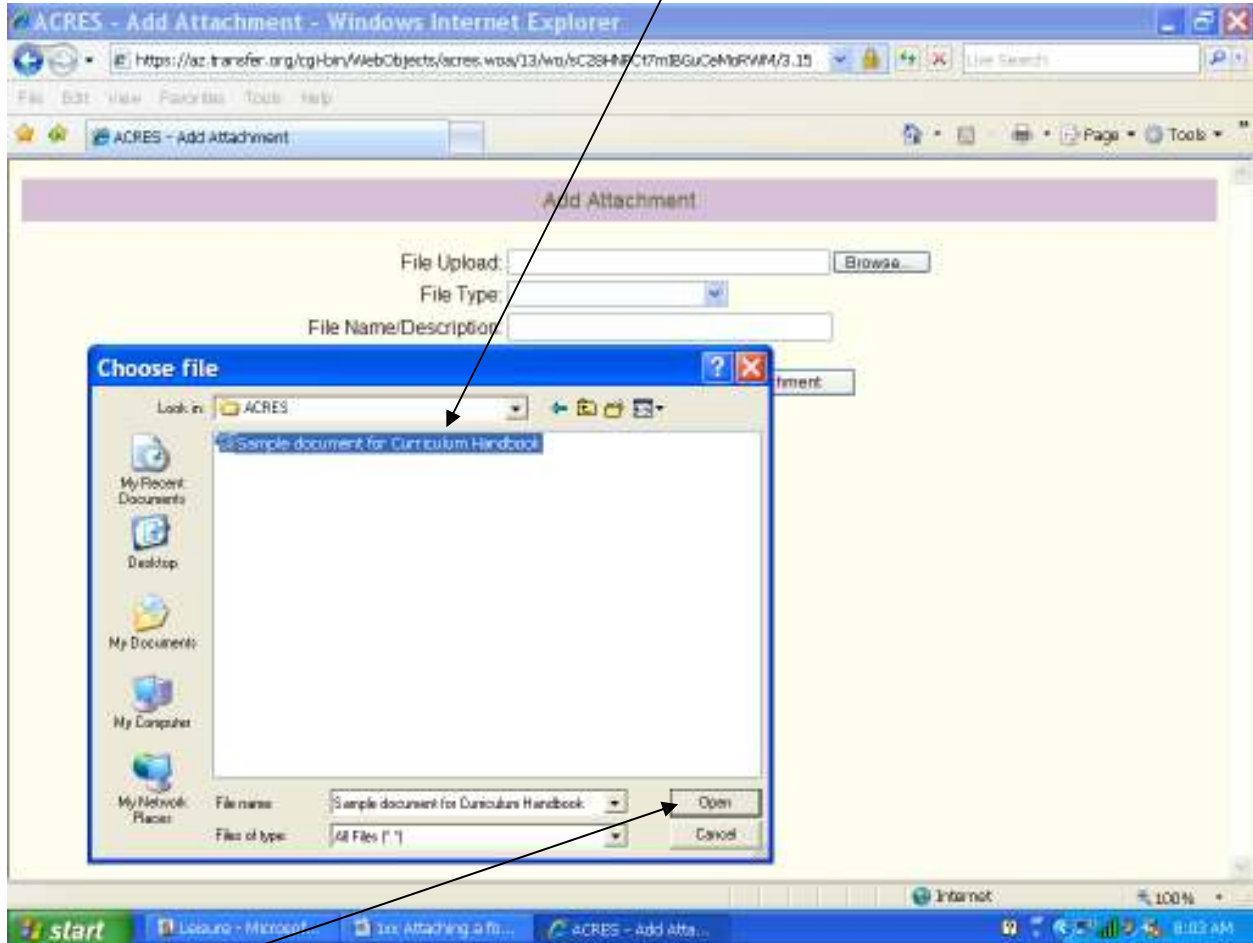
Click "Add Attachment" and your next screen will allow you to browse your computer for the documents you want to attach.



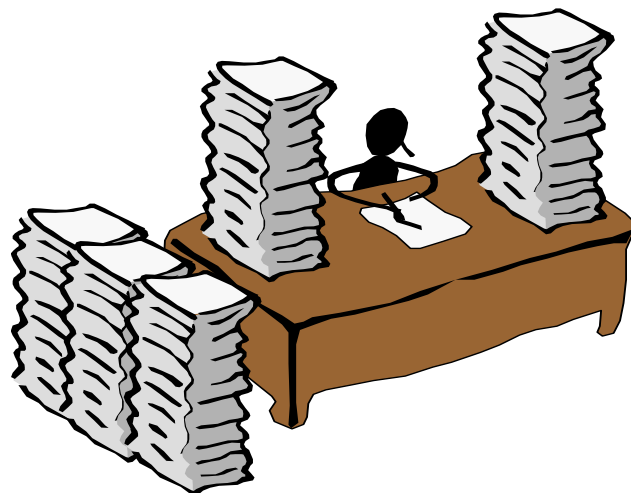
Click "Browse" and search your computer for the document you want to attach.

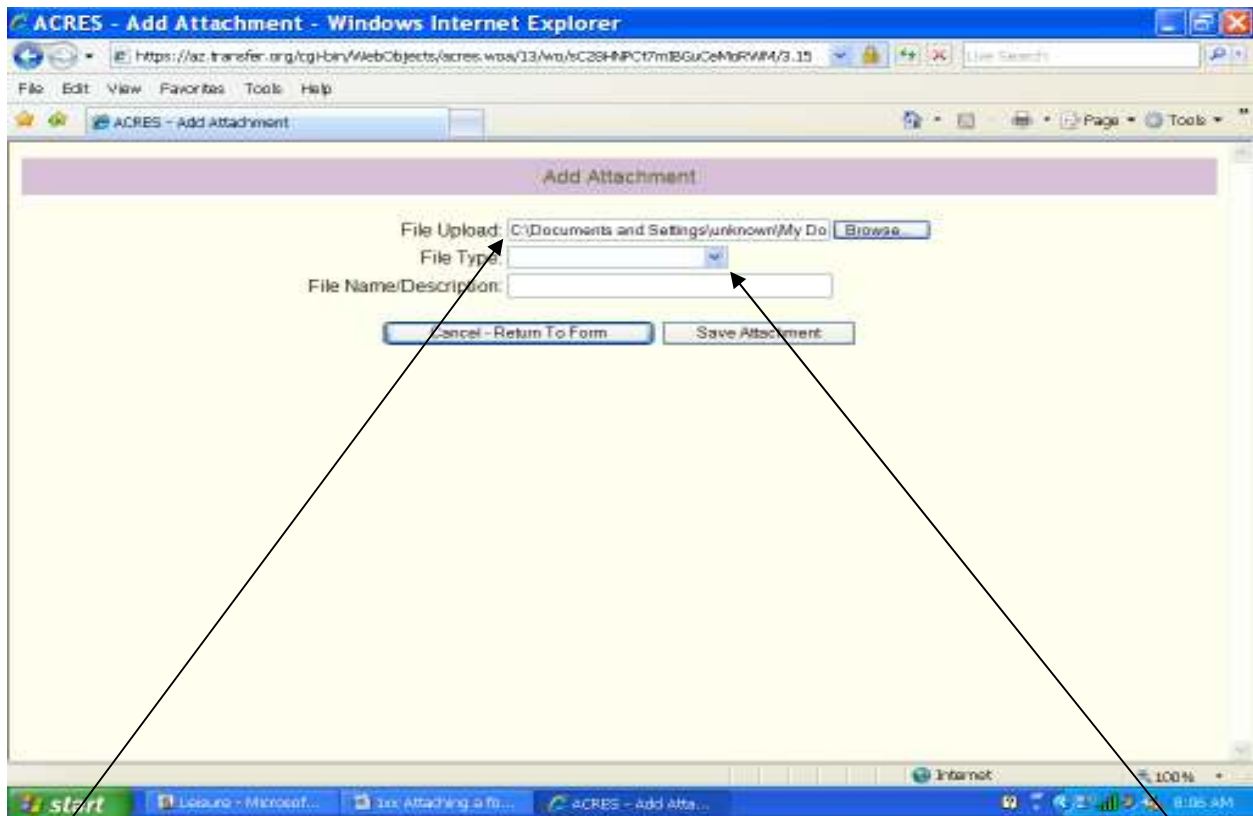


Once you've found the correct document, select it.



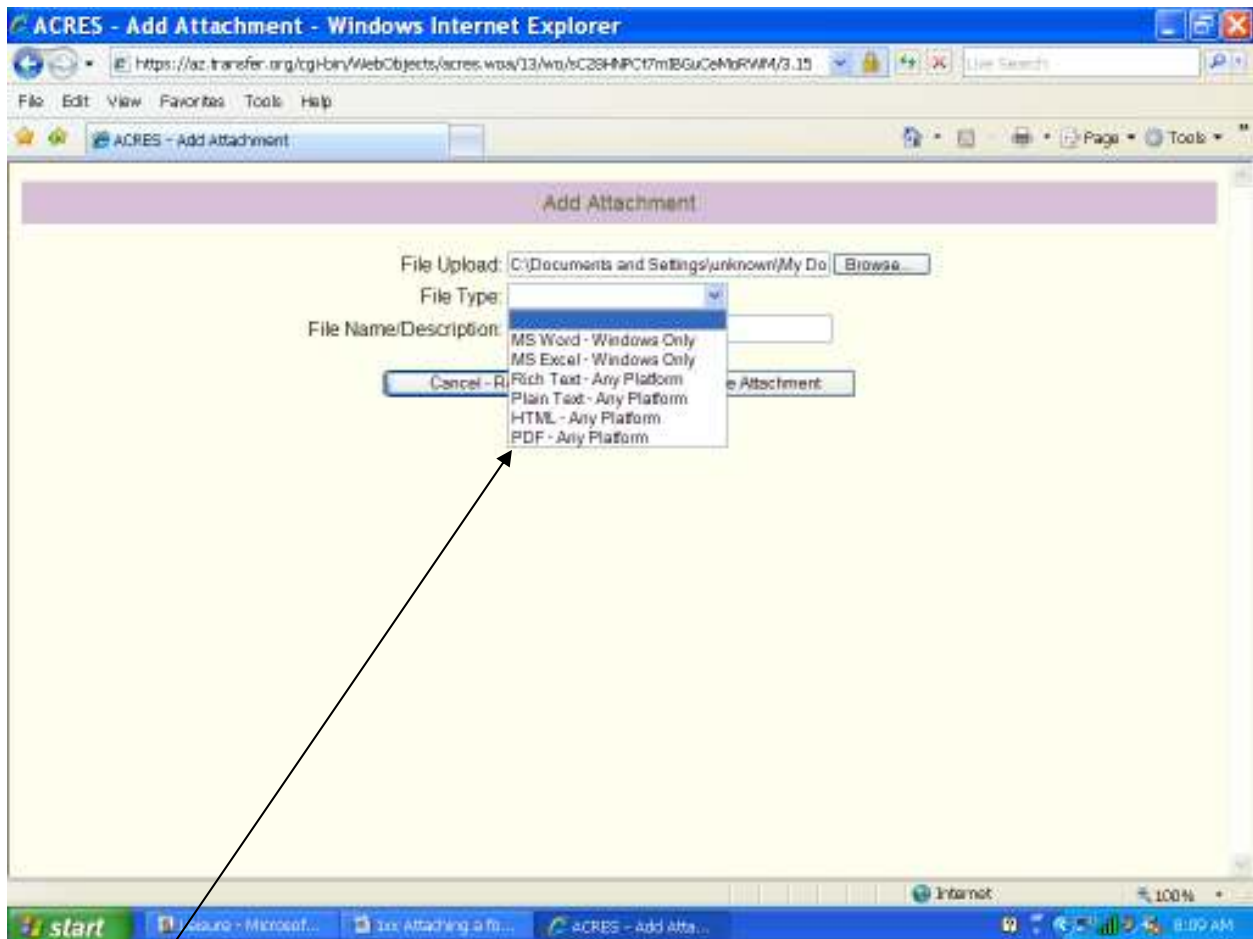
Click "Open."





You will notice that ACRES copies the location of the file in the first box. Next, click the arrow button at the end of "File Type."

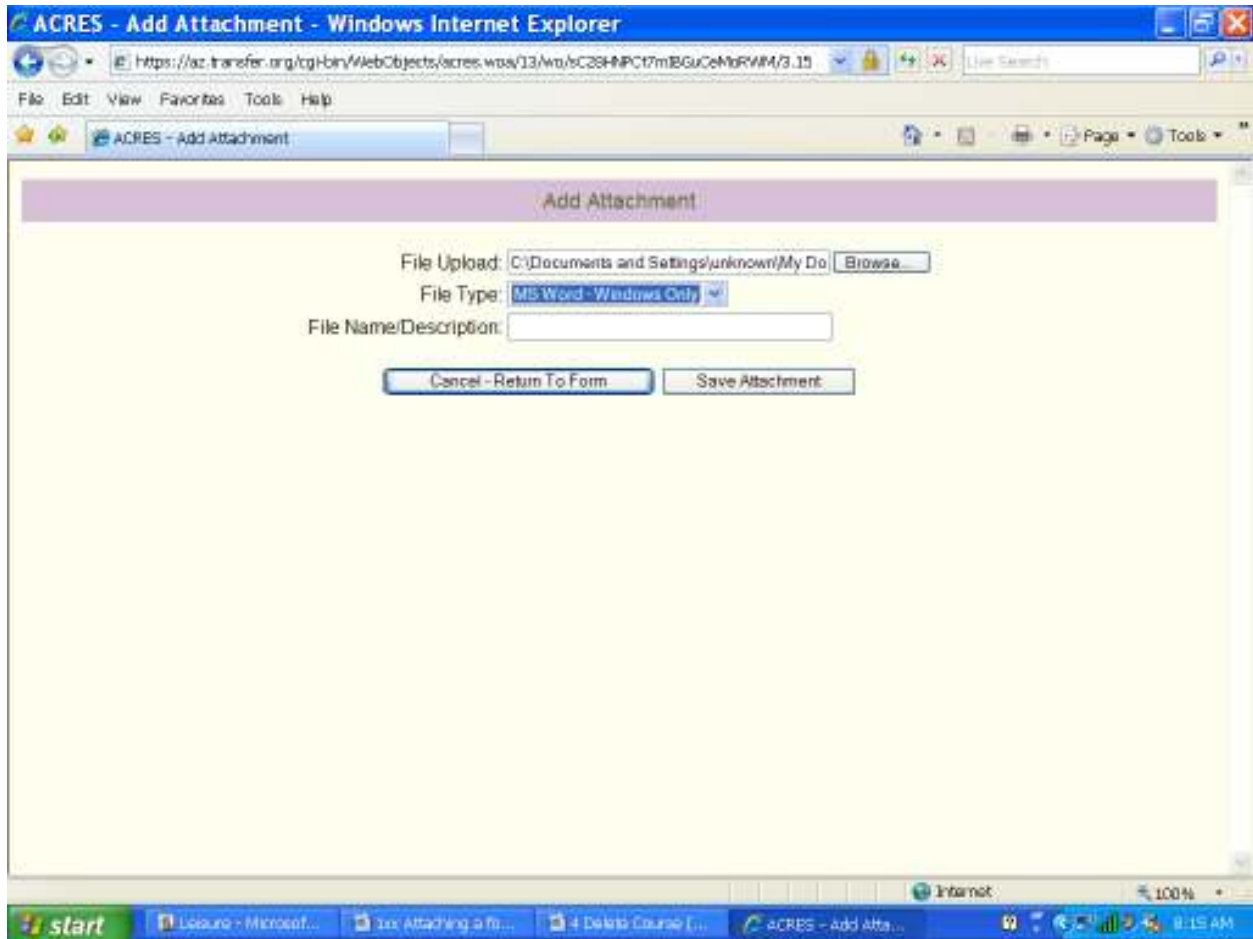




Choose the type of document you want to attach.

NOTE:

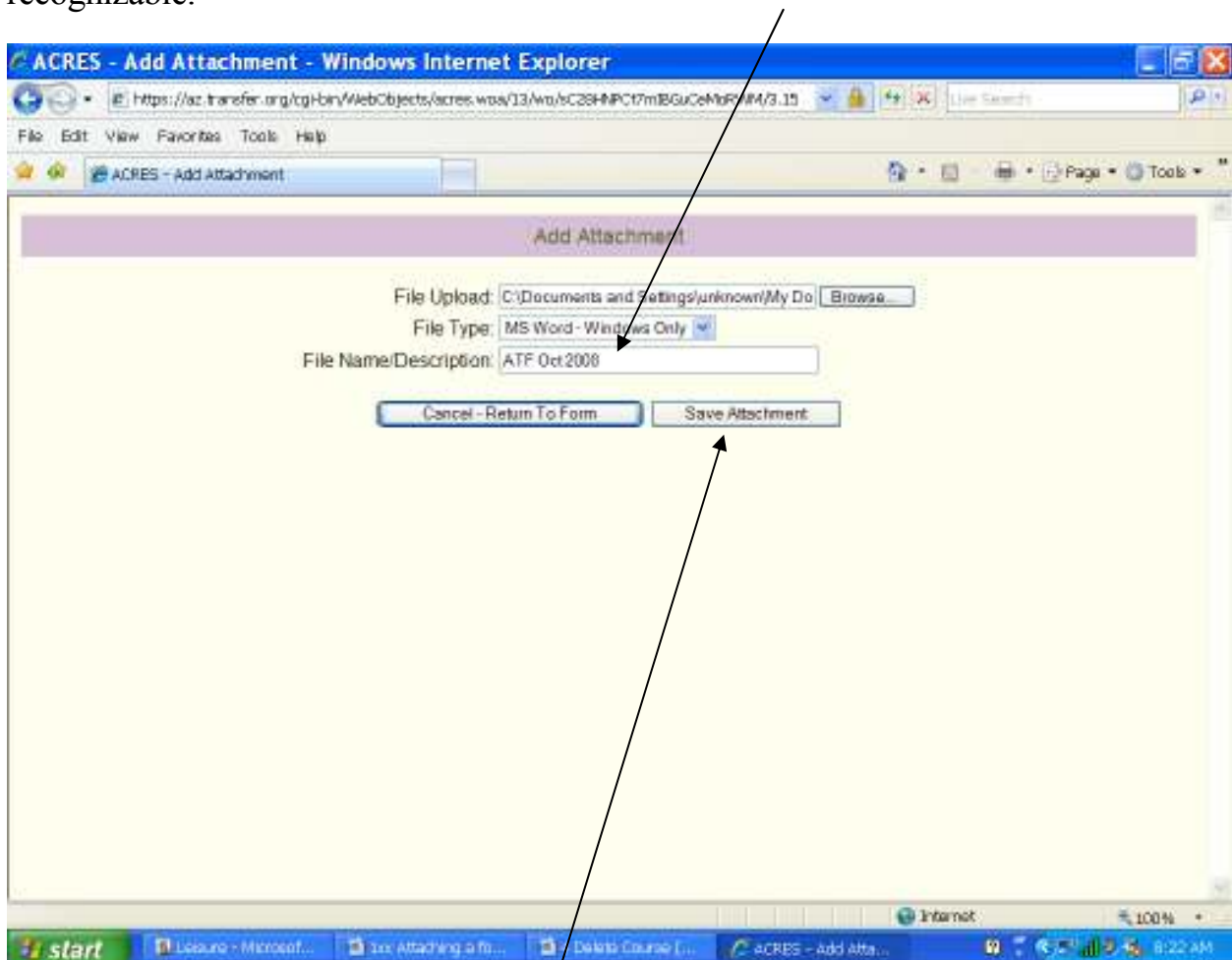
Only attach the types of forms ACRES supports. If you attach a form that is not supported by ACRES, reviewers will not be able to read the document and the purpose of attaching it in the first place will be defeated.



When you choose the type of file, ACRES populates the field with your selection.

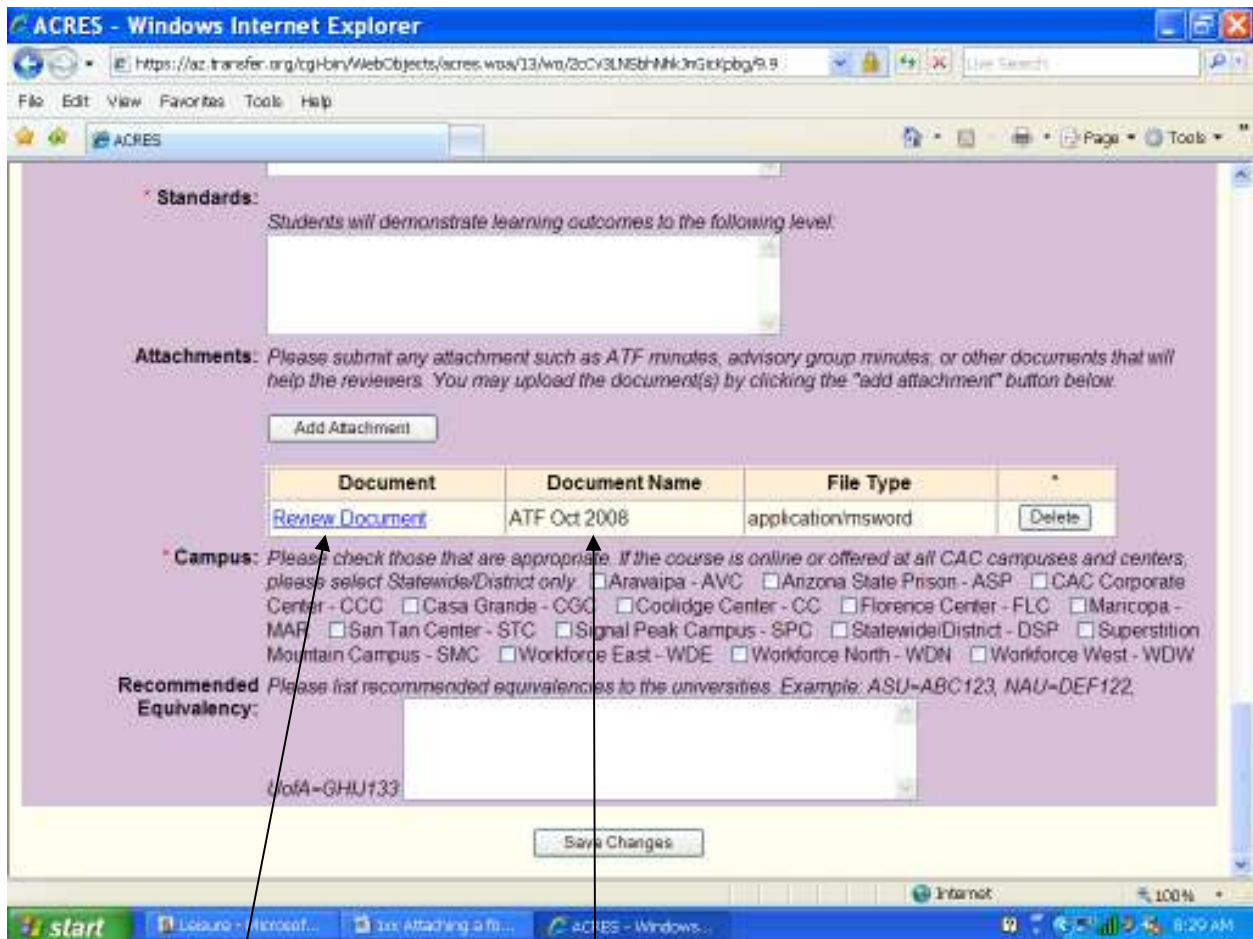


The next field requires you to name the document. This name will appear in the proposal. For this example, we are attaching the minutes from an ATF meeting that was held in October 2008. We will name this document: ATF Oct 2008. Please be aware, there is no set way to name the file. Please make the title meaningful and easily recognizable.



At this point, you may click “Save Attachment” to actually save the document in the ACRES system or you may click “Cancel – Return to Form.” Clicking the cancel button will erase the information you have entered and will not attach the document to the proposal. Both buttons will take you back to the proposal form.

If you choose “Save Attachment,” you will notice something new in your proposal.



You will see the document has been attached. If you want to attach another document, follow the same steps. If you want to look at the document you just attached, simply click “Review Document.”

Is it that easy for AGEC (Arizona General Education Curriculum) forms?

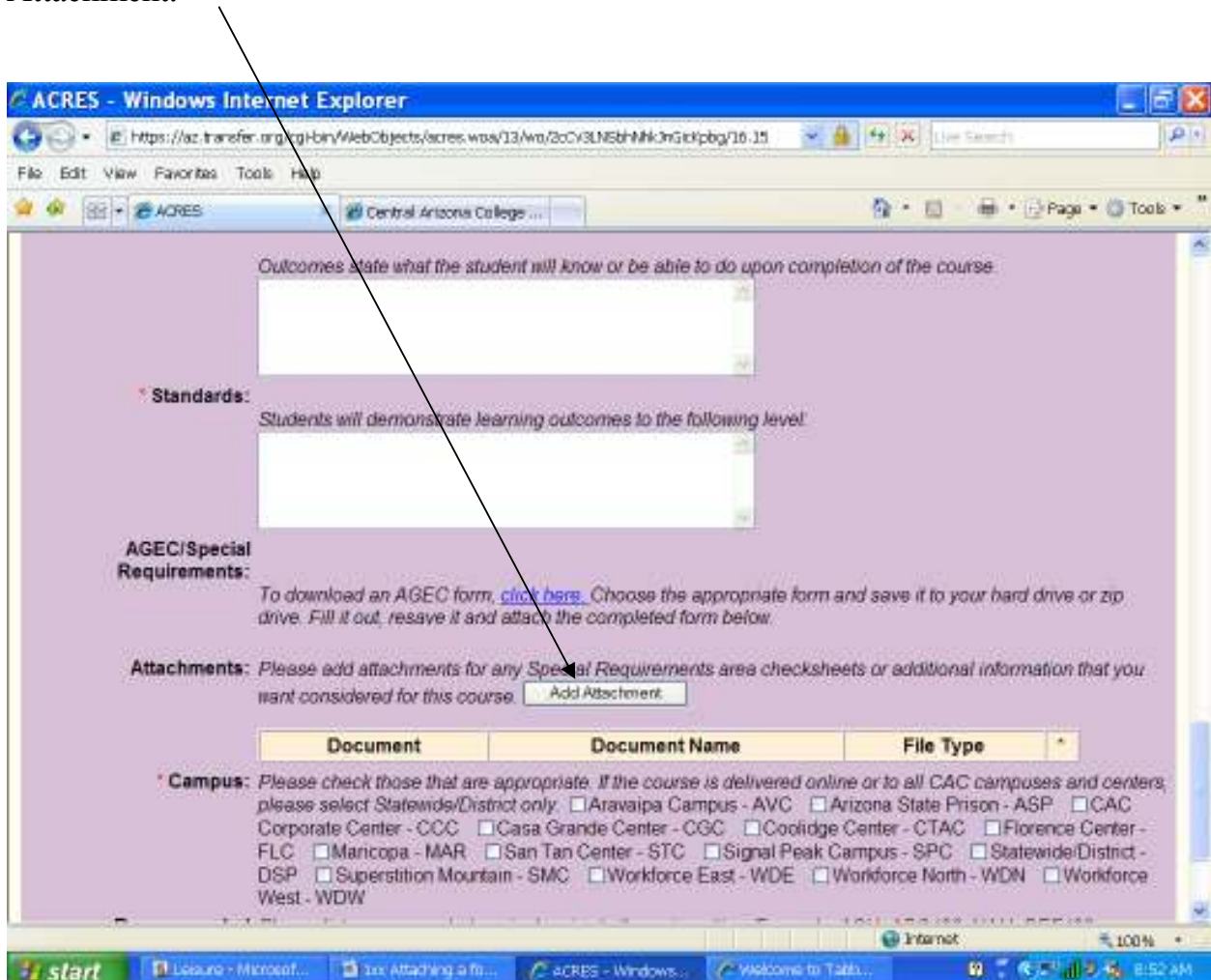
Well... almost!

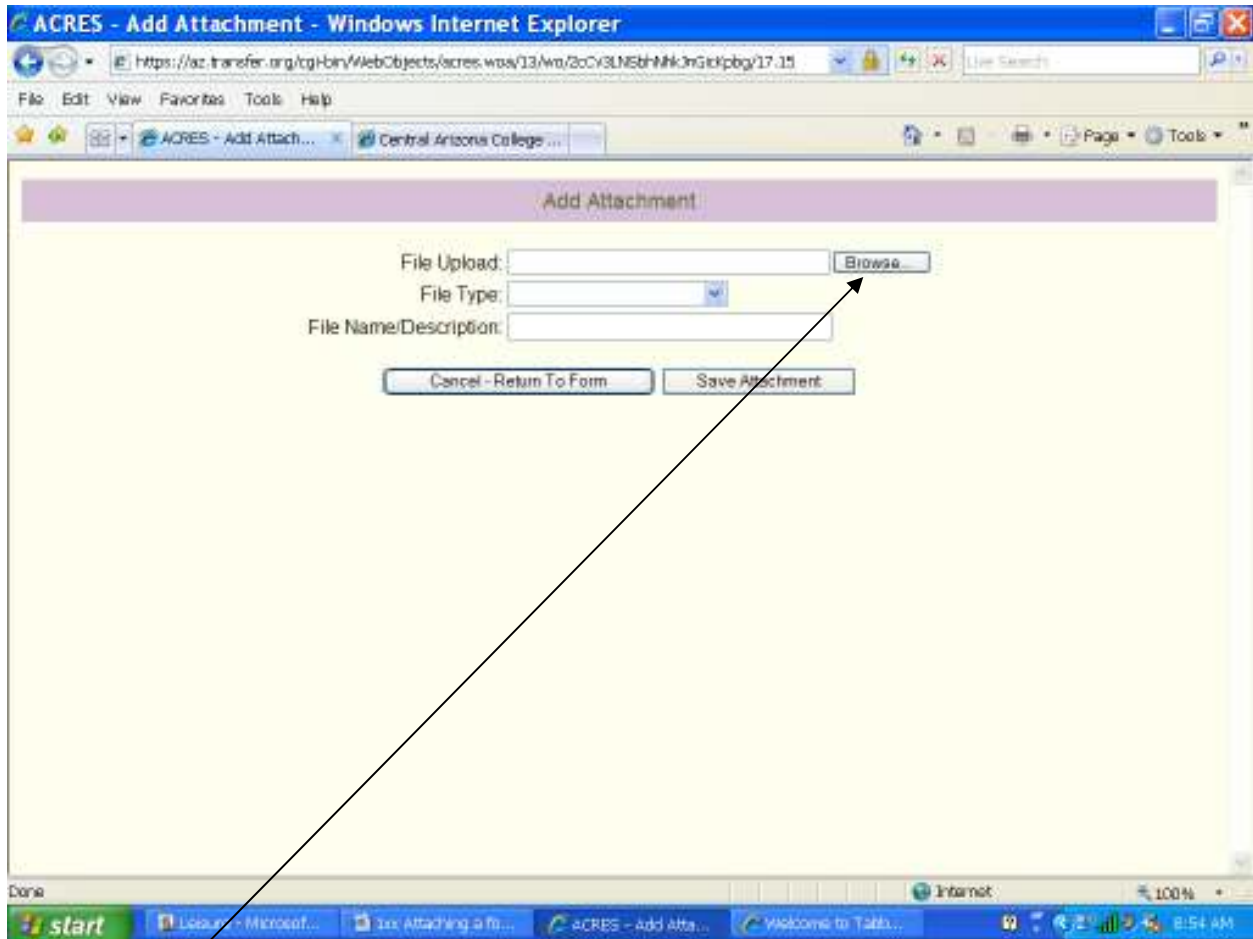
Just remember you should not attach AGEC forms to a New Course Form. The first question on the AGEC form is: does this course transfer to all three Arizona public universities? There is no way to know that until a new course has been articulated to the universities. Therefore, there is no possible way Curriculum Committee can approve AGEC status until the course has been articulated and is up on the Course Equivalency Guide (CEG).

When attaching AGECE forms, there are a few more steps that need to be completed first.

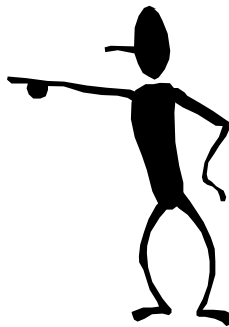
1. Download the appropriate AGECE form and save it to your computer or jump drive. Forms can be found in ACRES in the Modified Course Form or on the CAC website at <http://www.centralaz.edu/x1624.xml>. (For more information on the AGECE forms, please see page 223.)
2. Complete form(s) and save to your computer or jump drive.

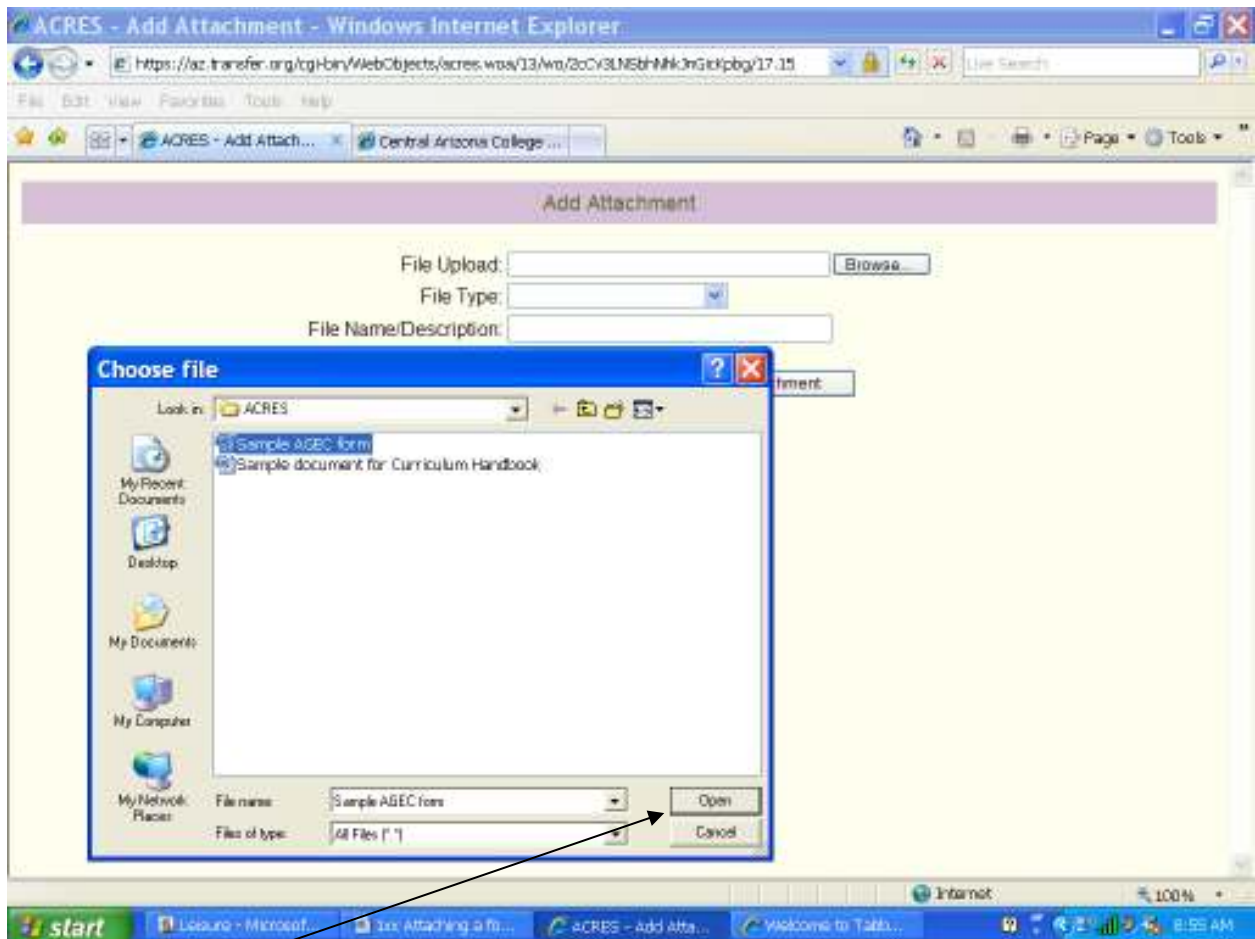
Once you have completed the forms, the steps to attach the form to the proposal are the same. Query the proposal you want to add the AGECE forms to and click “Add Attachment.”





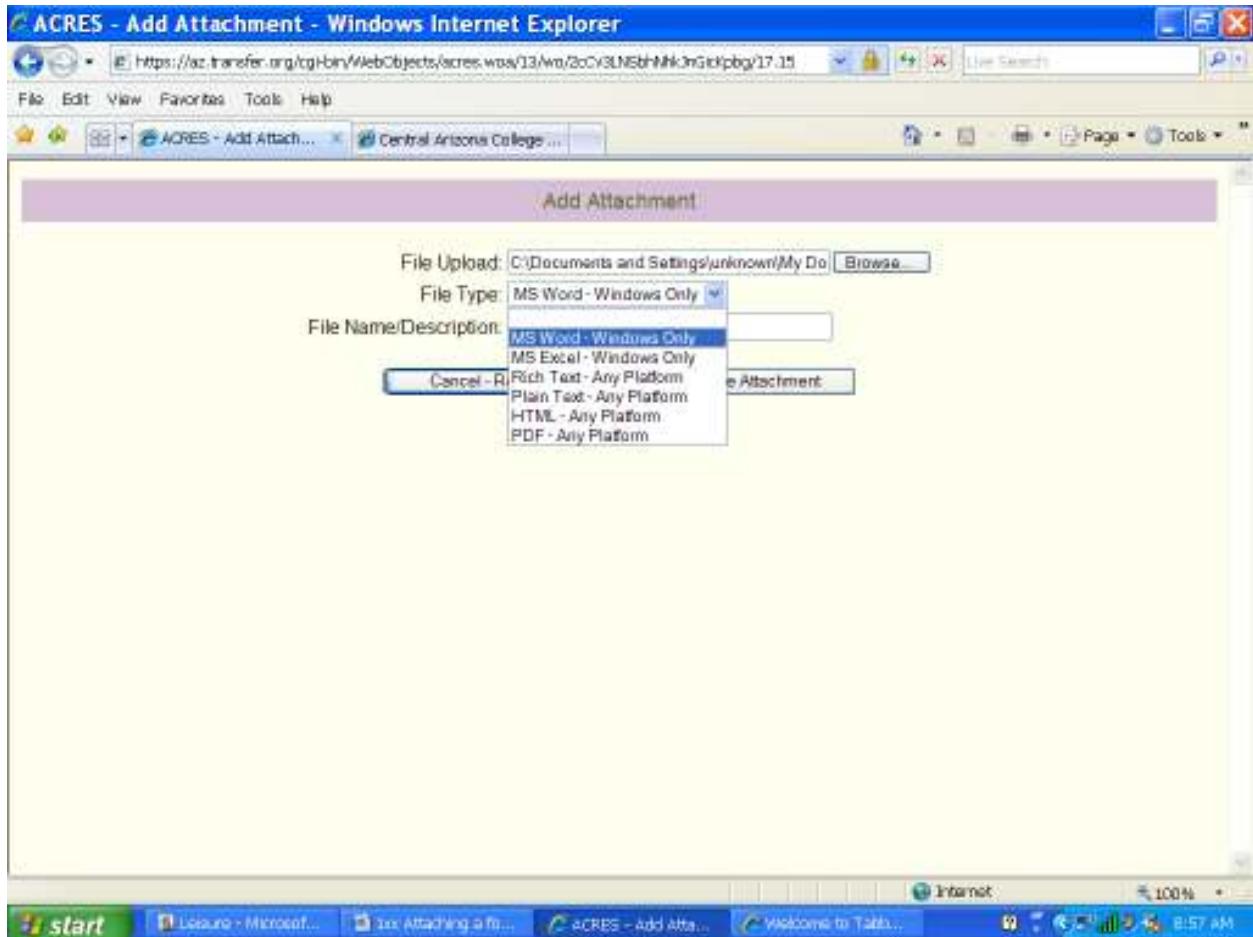
Click “Browse” and locate the document(s) you want to attach. When you find the AGEC document, select it. You may attach only one document at a time. As a rule of thumb, most courses should limit selection of AGEC forms to two categories.



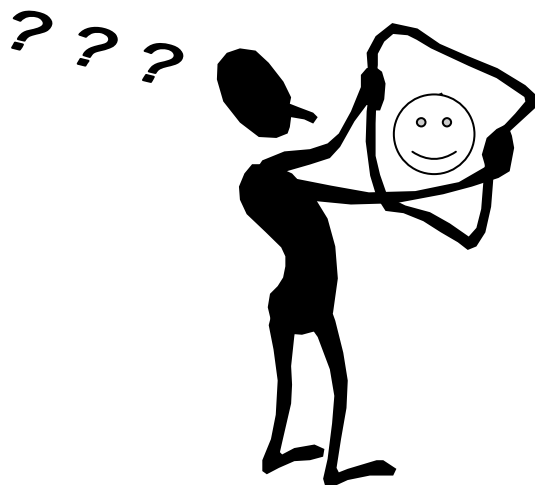


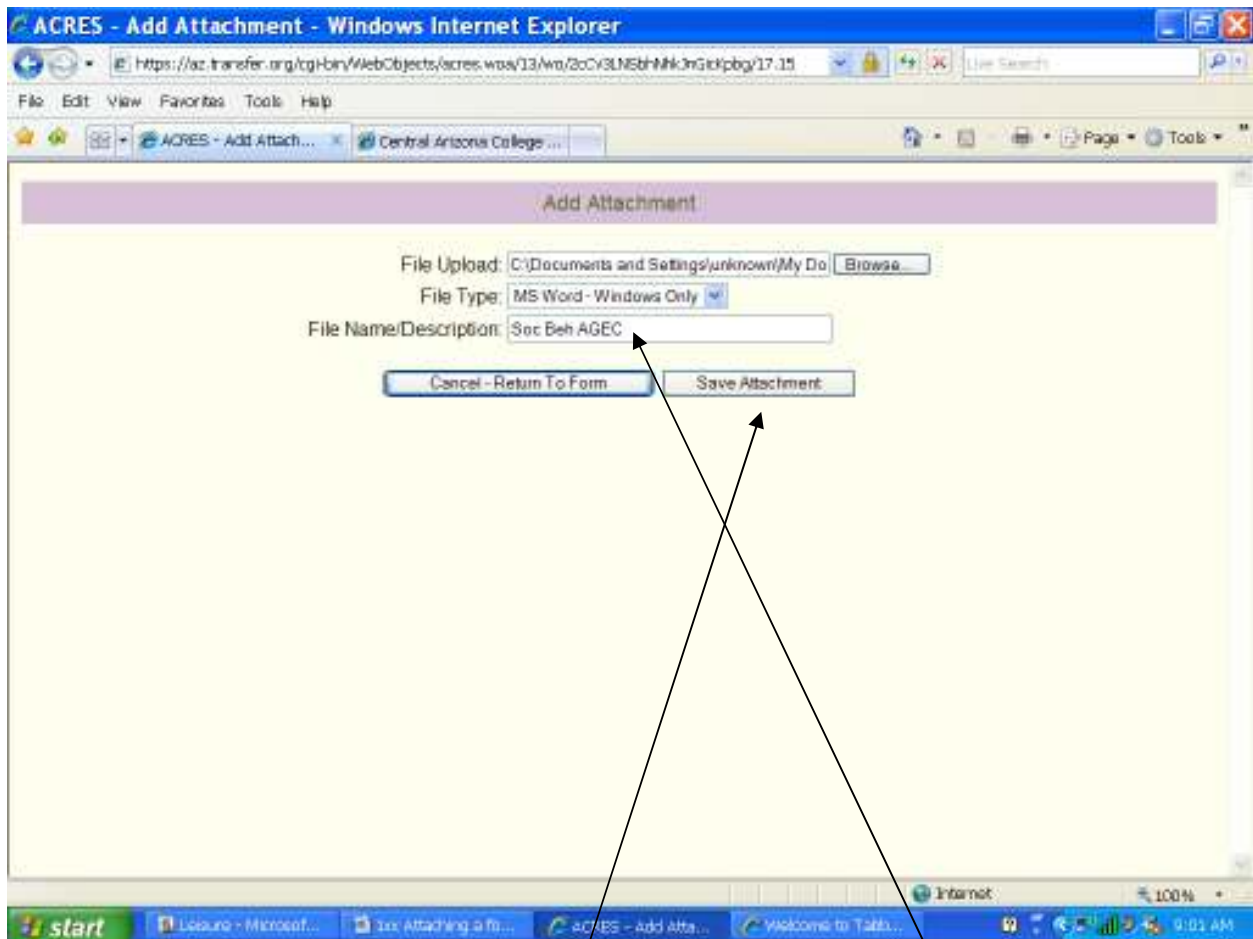
Click "Open." ACRES automatically inserts the path to the document in the first field.





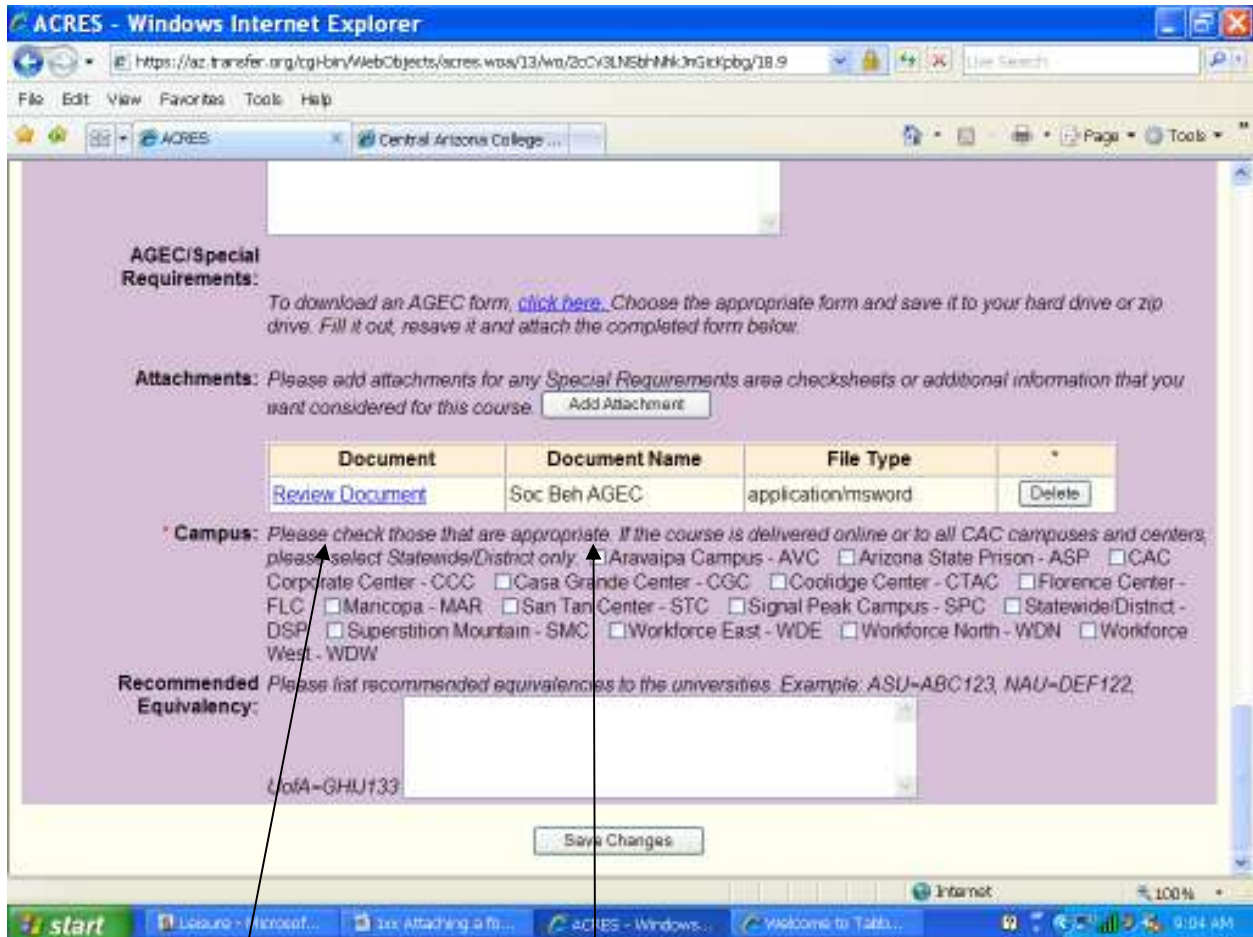
Next, select the form type. Again, you should only attach the types of forms supported by ACRES. Otherwise, the reviewers will not be able to read the attachments.





Add the name to “File Name/Description” field. Remember this title will appear in ACRES for everyone to see. Please make the title meaningful.

At this point, you may click “Save Attachment” to actually save the document in the ACRES system or you may click “Cancel – Return to Form.” Clicking the cancel button will erase the information you have entered and will not attach the document to the proposal. Both buttons will take you back to the proposal form. If you choose “Save Attachment,” you will notice something new in your proposal.

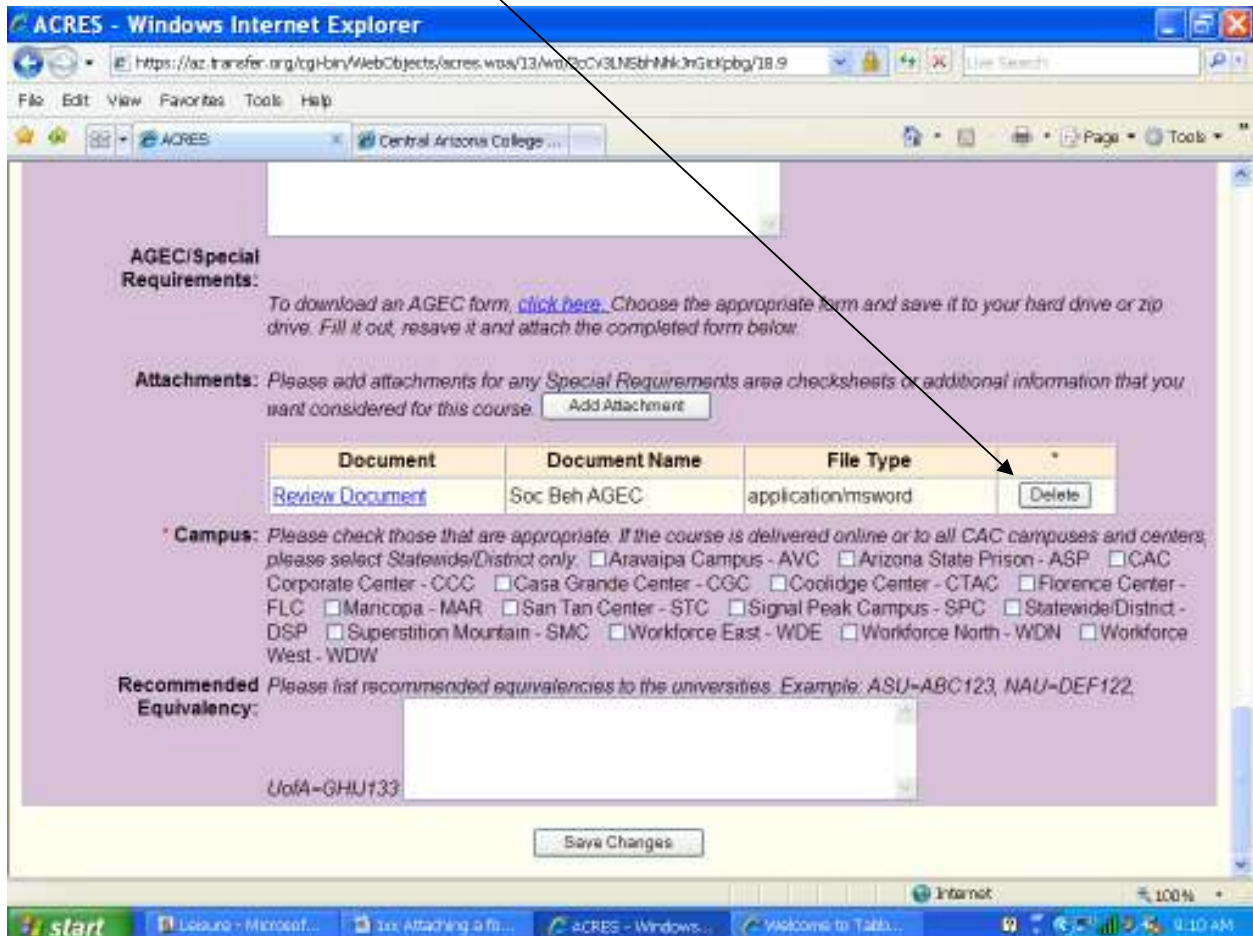


You will see the document has been attached. If you want to attach another document, follow the same steps. If you want to look at the document you just attached, simply click “Review Document.”



What if I realize that I didn't need to attach the form or that I attached the wrong form?

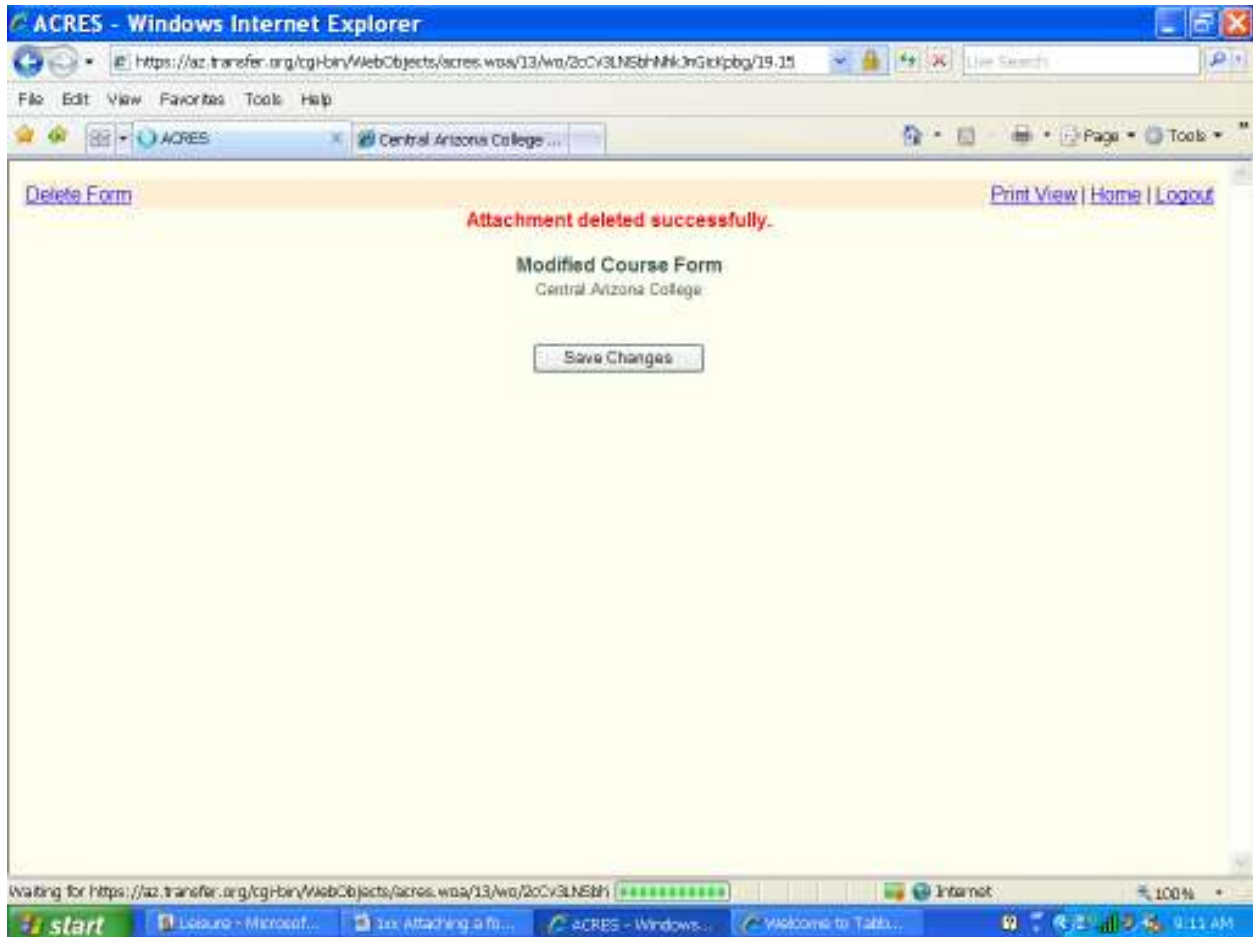
No worries! Simply click "Delete" at the end of the row. Simple!



ACRES will delete the form and take you back to the proposal.

Please be aware that ACRES does NOT give you a chance to change your mind when deleting the attachments.

If you delete the wrong attachment, simply re-attach it. After all, you have it saved on your computer. Thankfully, it's only deleted from ACRES and not deleted from your computer.



ACRES will tell you the attachment was deleted. At this point, the attachment is gone and cannot be retrieved in ACRES.

Still confused? We are here to help you!

Please feel free to call or email:

Jennie Lee Voyce at 1-520-494-5591 or jennie.voyce@centralaz.edu

Linda Day at 1-520-494-5206 or linda.day@centralaz.edu

Mary Menzel at 1-520-494-5215 or mary.menzel@centralaz.edu