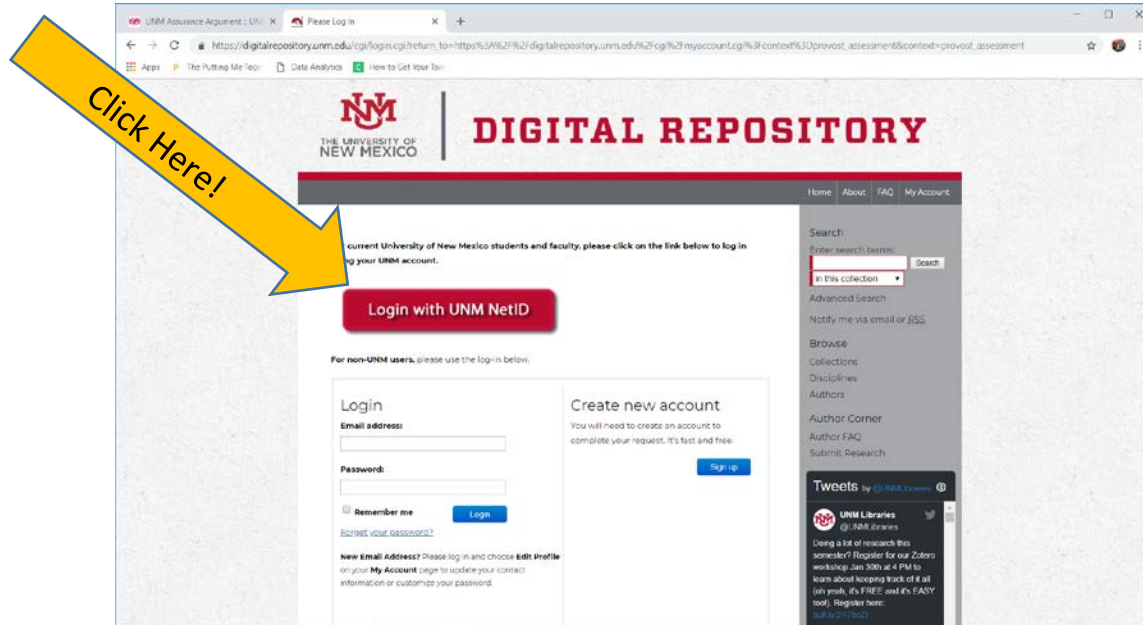**How to upload Assessment Documents:**

1. Enter the Repository through this link:
    http://digitalrepository.unm.edu/cgi/ir_submit.cgi?context=provost_assessment
    a. You will be prompted to Login using your UNM NetID
    b. Do not enter your information in the Non-UNM user area below the red button.


2. You will be prompted to enter your UNM NetID and password, then select login. The screen will look like this:
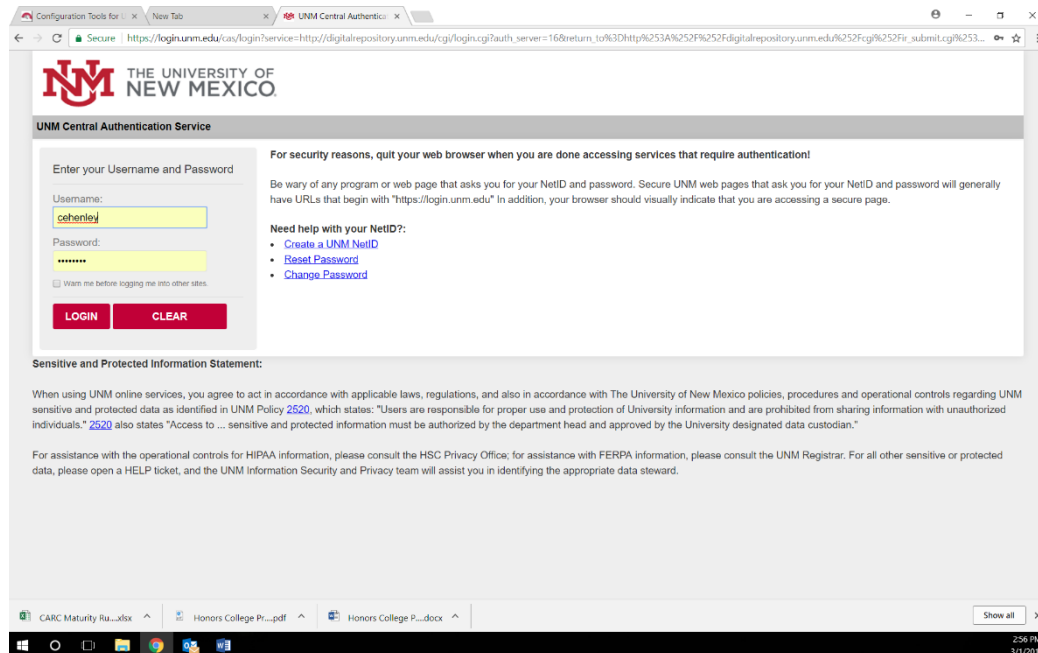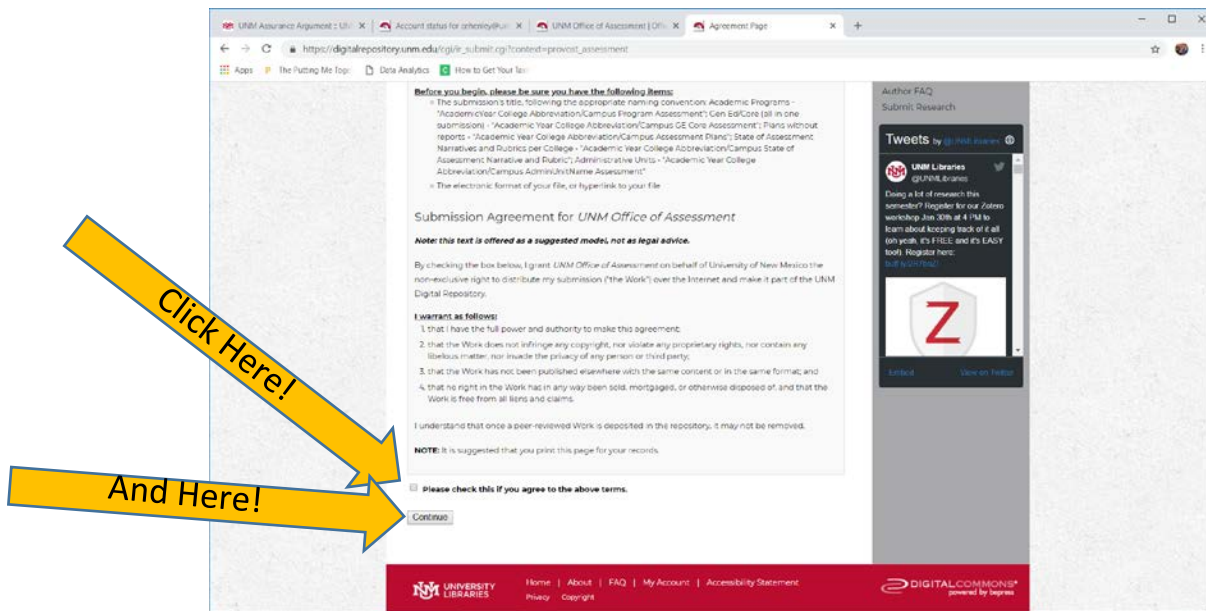
3. Once logged in, you will be redirected to the submission form. If you are NOT redirected to the submission form, please click this link again:
http://digitalrepository.unm.edu/cgi/ir_submit.cgi?context=provost_assessment
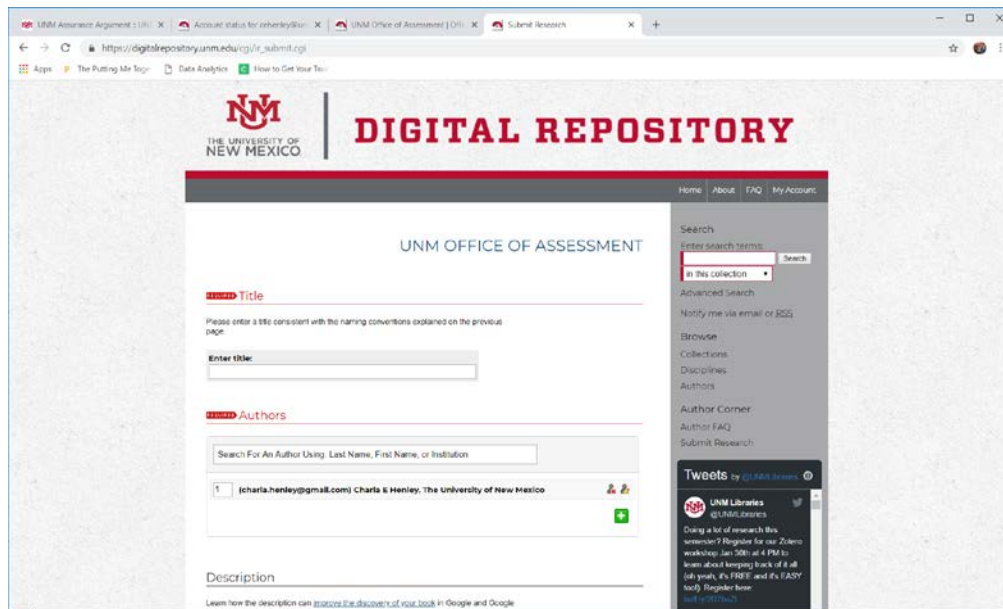   a. Now you should see a page that looks like this:
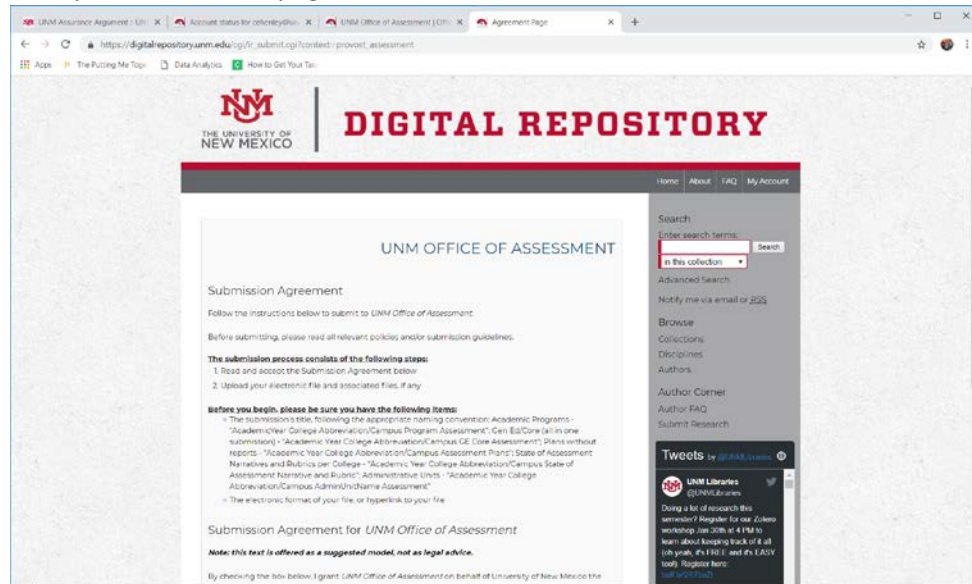
   b. At the bottom on the page, check the box to agree to the terms and then select continue:

4. The next page will look like this:

5. Titling your submission correctly is **critical**. Please title the submission depending on the program and document content options described below. Plans and reports will be submitted separately.

   a. For **Academic Programs**: *(omit dashes)*
      [Academic Year - College Abbreviation or Campus - Program Degree - Assessment Plan or Report]
      i. Ex. A submission of a 2017/2018 Assessment Plan from the Computer Science MS program would look like this:

   b. For **Gen Ed** assessments *(valid until February 2020)*: *(omit dashes)*
      [Academic Year - College Abbreviation or Campus - GE Core Area X - Assessment Report]
      i. Ex: A submission of a 2017/2018 Assessment Report from the Honors College for Gen Ed Area 3 would look like this:

c. For **Administrative/Co-curricular Units and Programs**: *(omit dashes)*
   [Calendar Year(s) – **AC** - Unit or Program Name - Assessment Plan or Report]

   i. Ex: A submission of an Assessment Plan from the Office of Advising Strategies that covered years 2019-2021 would look like this:

   REQUIRED ▶ Title

   Please enter a title consistent with the naming conventions explained on the previous page.

   Enter title:
   2019-2021 AC Office of Advising Strategies Assessment Plan

d. For **State of Assessment Narratives and Rubrics per College**: *(omit dashes)*
   [Academic Year - College Abbreviation or Campus - State of Assessment Narrative and/or Rubric]

   i. Ex: A submission of a 2017/2018 State of Assessment Narrative and Rubric from Engineering would look like this:

   REQUIRED ▶ Title

   Please enter a title consistent with the naming conventions explained on the previous page.

   Enter title:
   2017/2018 SOE State of Assessment Narrative and Rubric

6. In "Authors," you will select the "person with a pencil" icon
   a. Next, check the box in the lower right corner that says "corporate"

   REQUIRED ▶ Authors

   Search For An Author Using: Last Name, First Name, Email, or Institution

1	(cehenley@unm.edu)				
Email	First	Middle	Last	Suffix	Institution
cehenley@unm.edu					Search...
					Corporate ☐

   Click Here!

   And Here!

   b. All boxes will be shaded black with the exception of the "Institution" box. In that box, type the **abbreviation for your college** and **then the program name**:

7. Skip the "Description" box, unless you have some key words or ideas you would like to have associated with your submission.

8. In "Submission Date," you only need to supply the Year. Please use the current year:

9. Skip the "Comments" section.

10. In "Upload file," select "Upload file from your computer" and a "Choose File" button will appear:

Upload file

- ○ **Upload file from your computer**
- ○ **Import file from remote site**

Please upload the full text of your submission:

[Choose File] No file chosen

---

i. Select "Choose File" and a separate window will appear for you to find your file on your computer.

ii. Select your **assessment report** file, and then select open.
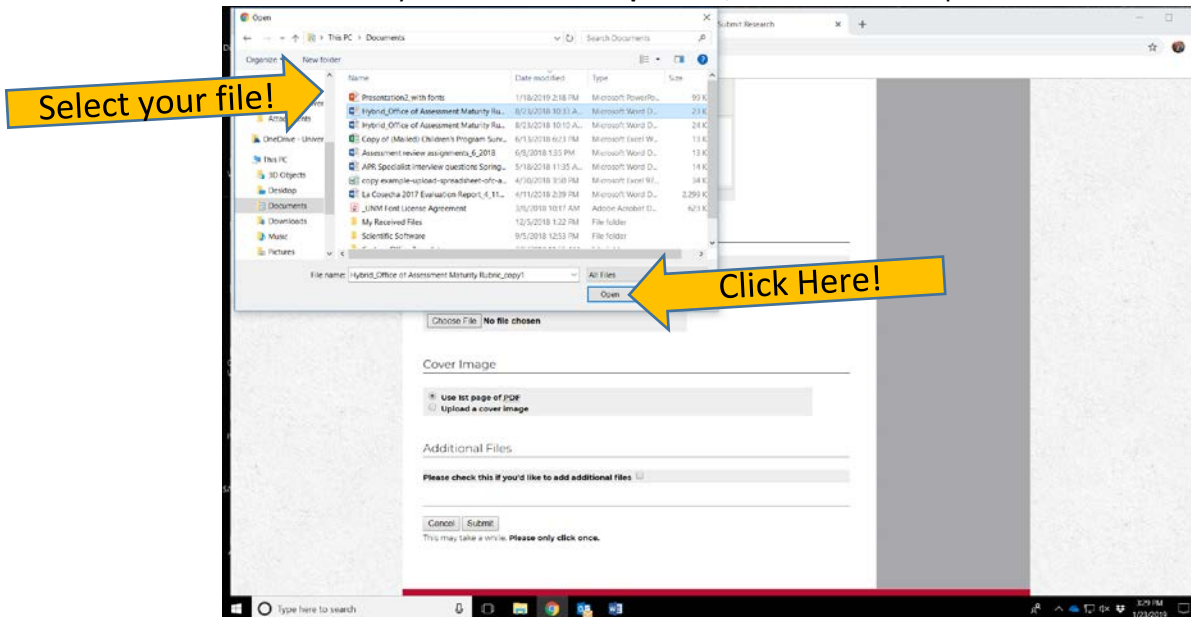

iii. Your file will be visible here:

Upload file

- ○ **Upload file from your computer**
- ○ **Import file from remote site**

Please upload the full text of your submission:

[Choose File] SoE Annual Program A… Report_BSCompE.docx

11. "Cover Image" defaults to "Use 1st page of PDF" → do not change anything in "Cover Image" unless you have a separate page you'd like to use as a cover page.

Cover Image

- ○ **Use 1st page of PDF**
- ○ **Upload a cover image**

12. In "Additional Files," check the box if you have more than just a report or plane to submit. You will be prompted to upload the additional files after selecting "Submit."

Additional Files

Please check this if you'd like to add additional files ☑ **Check here!**

Cancel Submit **Click Here!**

This may take a while. **Please only click once.**

a. Now, you will upload your "Supplemental Content," like a **maturity rubric or other supporting documentation**. Click "Choose File" in the gray section of the form:

Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: Choose File No **Click Here!**

Filename	Description	Upload new version	Sort	Show

Please click the **Continue** button once after you've attached your supplemental files. Continue
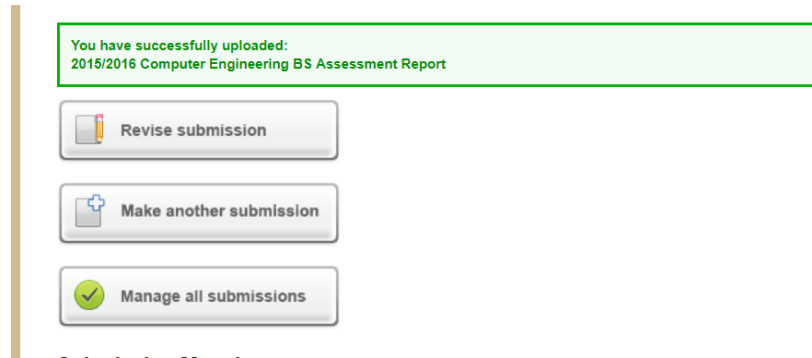
   i. You will be prompted again to locate your file and select open:

   ii. The green box at the top of the page will verify that your supplemental content was uploaded:

   iii. If you would like, you can add a description of the content in the "Description" box, but it is not required.

   iv. When you are done, select "Continue."

Filename	Description	Upload new version	Sort	Show
SOE BSCompE assessme...		Choose File No file chosen	1	☑

Checked items will appear with the published submission. Save

Please click the **Continue** button once after you've attached your supplemental files. Continue **Click Here!**

   v. Another green box will appear to let you know your submission was uploaded.

You have successfully uploaded:
2015/2016 Computer Engineering BS Assessment Report

Revise submission

Make another submission

Manage all submissions

13. If you didn't select the "Additional Files" check box, select the "Submit" button on the bottom of the page:

Cancel   Submit
This may take a while. **Please only click once.**

14. Once you complete the submission form, the Assessment office will receive an email to review the submission and publish it to the repository. You will also receive an email confirmation once your submission is published or if we need anything additional from you at that point.