

Documents

The **Documents** section in Nuventive is where you can upload and organize files related to assessment and accreditation. It also serves as the archive for historical Taskstream data. You can create your own folder structure, similar to how you organize files on your computer.

Video Tutorial

Watch: Documents

This short video walks you through navigating the Documents section and managing files.

Steps to Access and Manage Documents

1. **Navigate to the Documents menu**
 - Use the **left-hand sidebar** in Nuventive.
 - Select **Documents** (second-to-last option).
 2. **Understand the Archive Location**
 - The top of the page shows where your documents are being archived.
 3. **Create and Organize Folders**
 - Add folders to build a structure that works for your program to keep documents organized.
 - Navigate between folders using the **breadcrumb menu** at the top.
 4. **Add Documents**
 - Click **Add Document** (or the green and white plus icon).
 - Upload files from your computer.
 - Provide a **title** and **description** if prompted.
 5. **Manage Files**
 - Move items between folders.
 - Use the **ellipsis menu** (three dots) for options like rename or delete.
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Best Practices

- Use **clear file names** that indicate the content and date.

- Archive **Taskstream data** here if it's not already present.
 - Store **supporting documentation** for assessment or accreditation purposes.
 - Upload **final versions** of reports and evidence to avoid confusion.
 - Check **file size and format** requirements (e.g., PDF, Word, Excel).
 - Link documents back to your workspace in **Outcomes, Methods, and Findings** when needed.
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Need Help?

Contact the **Office of Accreditation and Assessment**:

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