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Nova Scotia Student Information System

Nova Scotia Public Education System

Document Attachments

User Guide

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(Note: Student names appearing in this document are fictitious names)

1 Overview

The Document Attachment feature provides you with the ability to manage a student's documentation by attaching documents to a student record. Using the student Document Attachments page, you can upload attachments for a selected student. Once an attachment is uploaded, you can view, download, or delete attachments as needed. Currently, only documents related to a student's cumulative record can be attached to their record.

When attaching a document to a student record, the document size cannot exceed 10 MB, and all documents attached to a student record cannot exceed 10 MB.

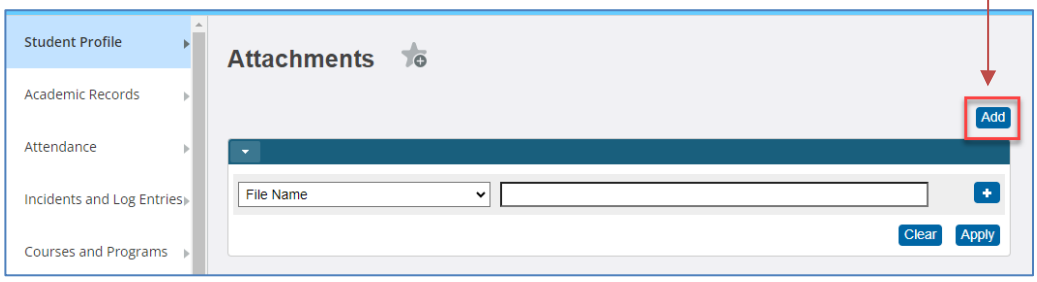
2 Working with Students

2.1 How to Add an Attachment

1. On the Start Page, search for and select a student.

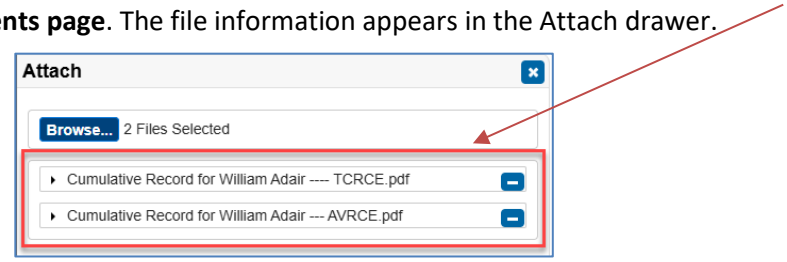
2. Under the **Student Profile** menu, choose **Attachments** from the **More** subcategory. The student's document **Attachments** page appears.

3. Click **Add**. The Attach drawer appears.



4. Click **Browse**. A file explorer pop-up appears.

5. Select the file/s you want to upload. **Note: Only PDF files are allowed to be uploaded to a student's Attachments page**. The file information appears in the Attach drawer.



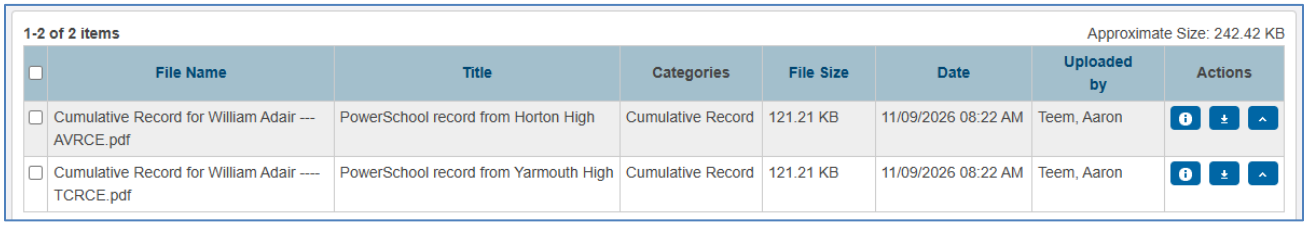
Note: If uploading multiple files, the file sections may be collapsed as shown above. Click the triangle (▸) to the left of the file name to expand the section/s.

6. Use the following table to enter information in the fields:

Field	Description
Title	Enter the title of the attachment.
Notes	Enter any additional information that you want to include about the attachment.
Categories	Document attachment categories are used as an organizational tool to group document attachments. At this time, the only type of documents that can be uploaded to a student's record are cumulative record documents. Select the Cumulative Record checkbox if not already checked.

7. Click **Browse** to add additional files and repeat steps 5 and 6.

8. Once done adding documents, click **Attach**. The Attach drawer closes, and the attached document/s now appear on the Document Attachments page.

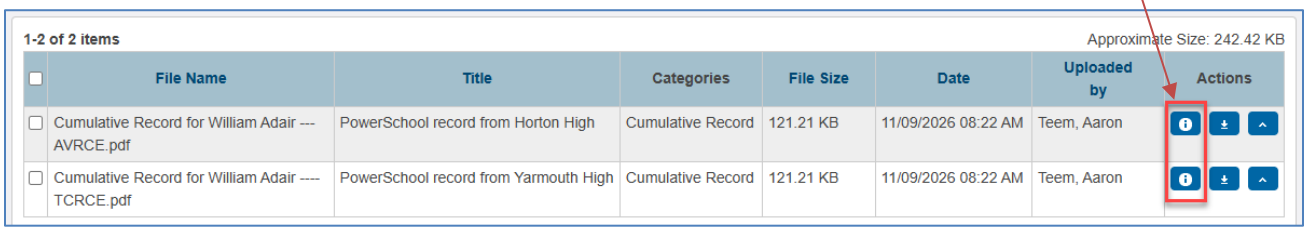


2.2 How to Edit Attachment Details

1. On the Start Page, search for and select a student.

2. Under the **Student Profile** menu, choose **Attachments**. The Document Attachments page appears, and it will display any attached documents.

3. Most of the document information is visible directly from the Document Attachments page, but to view additional information, such as the document Notes, click the **Information** icon under the **Actions** column.



The Information drawer appears allowing you to view all document information and to edit current document information such as the title or notes.

4. Click **Submit** when done with the Information drawer. The Information drawer closes, and a confirmation message appears.

2.3 How to View Attachments

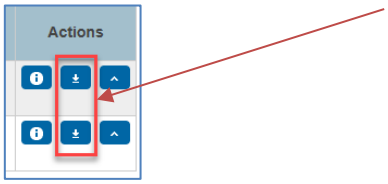
1. On the Start Page, search for and select a student.
2. Under the **Student Profile** menu, choose **Attachments**. The Document Attachments page displays.
3. Under the Actions column, click the **View** icon ( ) next the attachment you want to view.



4. The PDF document will open in a pop-up window. Click **OK** to close the window.

2.4 How to Download an Attachment from the Attachments Page

1. On the Start Page, search for and select a student.
2. Under the **Student Profile** menu, choose **Attachments**. The Document Attachments page displays.
3. Under the Actions column, click the **Download** icon next the attachment you want to download.



4. Save the file to a secure location on your computer. Once downloaded, the document contents can be viewed in a program associated to the file type.



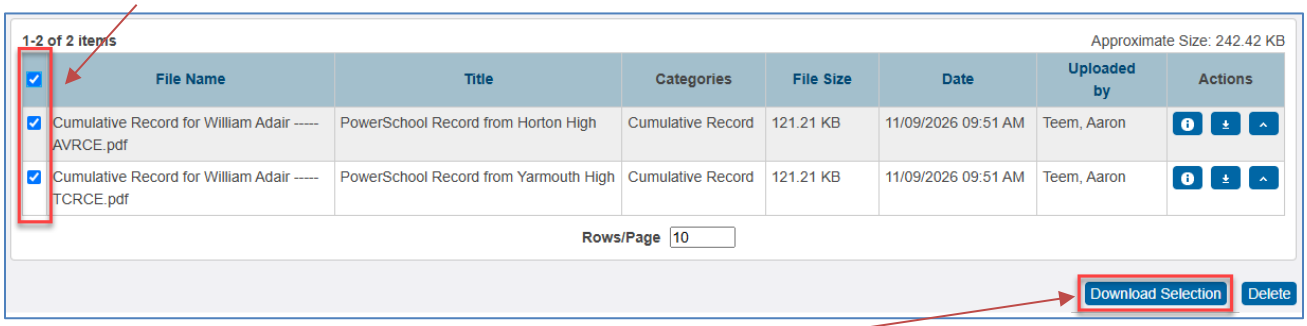
Be sure to permanently delete the file from your computer once it is no longer needed.

2.5 How to Download Multiple Document Attachments Simultaneously

1. On the Start Page, search for and select a student.

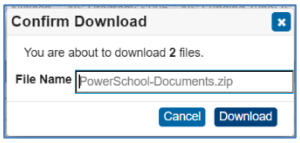
2. Under the **Student Profile** menu, choose **Attachments**. The Document Attachments page displays.

3. Select the checkbox next to each attachment you want to work with. You can also select the checkbox in the header row to select all attachments.



4. Once the attachments are selected, click **Download Selection**.

5. A Confirm Download pop-up appears. Click **Download** to save the zipped folder to a secure location on your computer. Click here to learn more about zip folders. Once downloaded, the document contents can be viewed in a program associated to the file type. **Be sure to permanently delete the files and folders from your computer once they are no longer needed**.

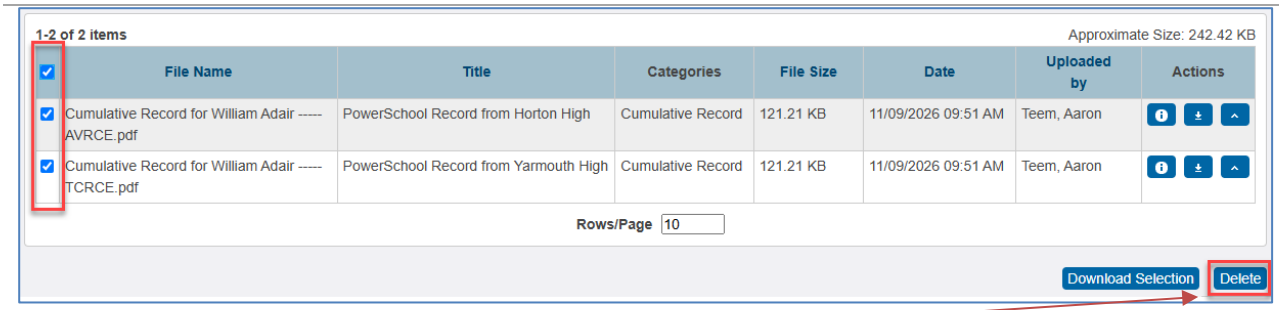


2.6 How to Delete Document Attachments

1. On the Start Page, search for and select a student.

2. Under the **Student Profile** menu, choose **Attachments**. The Document Attachments page displays.

3. Select the checkbox next to each attachment you want to delete. You can also select the checkbox in the header row to select and delete all attachments.



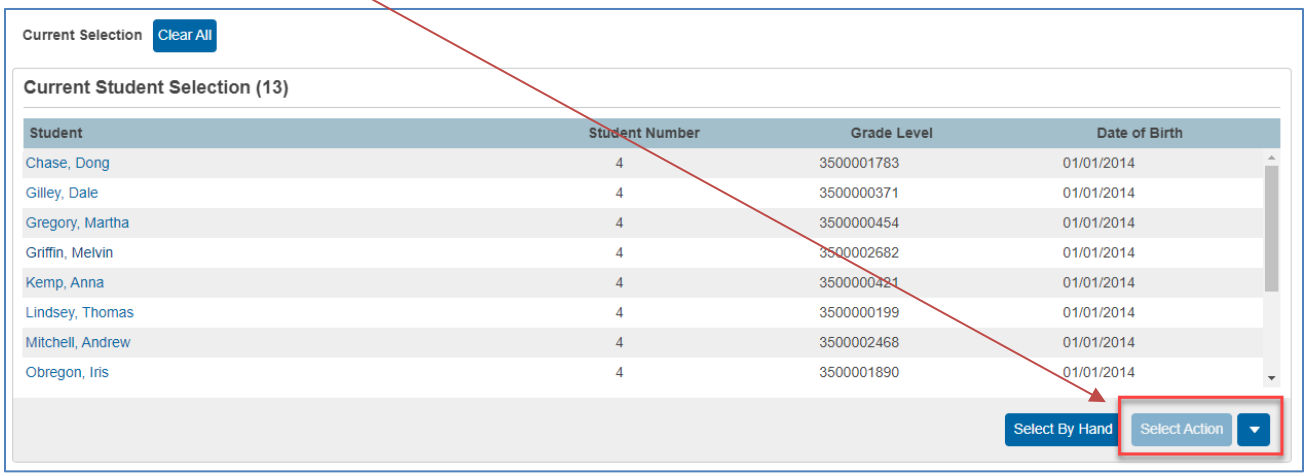
4. Click **Delete**. The Confirm Delete pop-up appears.

5. Click **Confirm Delete**.

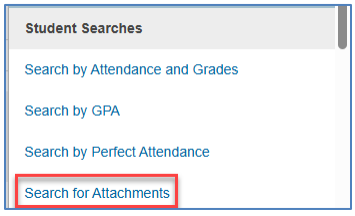
3 Searching for Document Attachments

1. On the Start Page, search for and select a group of students. A list of students appears in the Current Student Selection section.

2. Click the **Select Action** group function dropdown. The Group Functions pop-up menu appears.



3. Under **Student Searches**, choose **Search for Attachments**. The Search for Attachments page appears.



4. Attachments for the selected students are displayed on the page. To narrow the list of displayed attachments, use the filters and click **Apply**. Filter options include Student Name, File Name, Title, Category, File Size, Quota Used by Student (Percentage), Date, and Uploaded By.

You can also sort the attachments by clicking on the column headers.

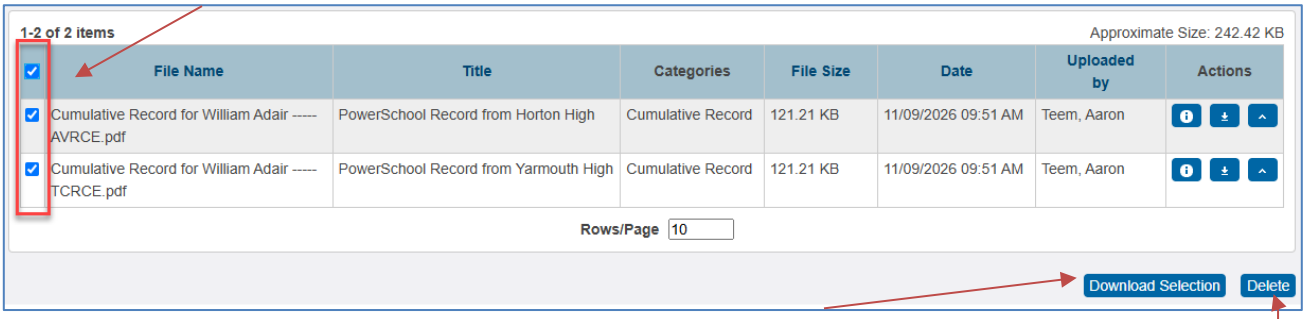


5. To download individual attachments:
   - Under the Actions column, click the **Download** icon next to the attachment you want to download.



   - Save the file to a secure location on your computer. Once downloaded, the document contents can be viewed in a program associated to the file type. **Be sure to permanently delete the file from your computer once it is no longer needed**.

6. To download multiple attachments simultaneously:
   - Select the checkbox next to each attachment you want to work with.



   - Once the attachments are selected, click **Download Selection**.

   - A Confirm Download pop-up appears. Click **Download** to save the zipped folder to a secure location on your computer. Once downloaded, the document contents can be viewed in a program associated to the file type. **Be sure to permanently delete the files and folders from your computer once they are no longer needed**.

7. To delete document attachments:
   - Select the checkbox next to each attachment you want to delete.
   - Click **Delete**. The Confirm Delete pop-up appears.
   - Click **Confirm Delete**.