



# SPOL – Inserting Links & Documents

*This guide will show you how to insert links and documents in your program review narratives and in your planning objectives.*

*If you have questions about how to access and use SPOL, please contact Allison Hughes:*

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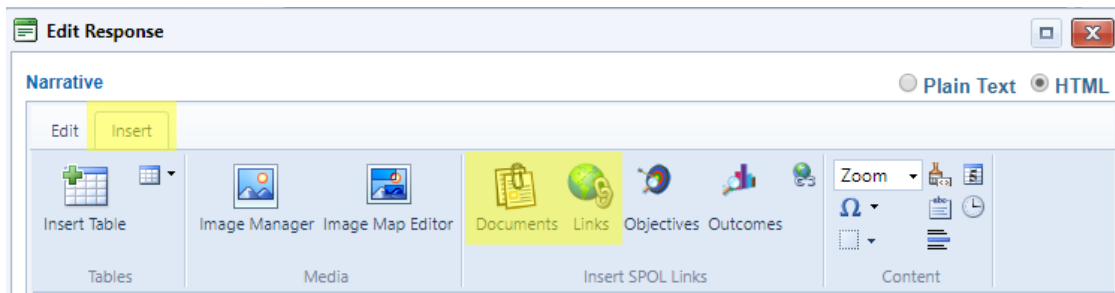
# Links & Documents in Program Review Narratives

## Inserting Links in Program Review Narratives

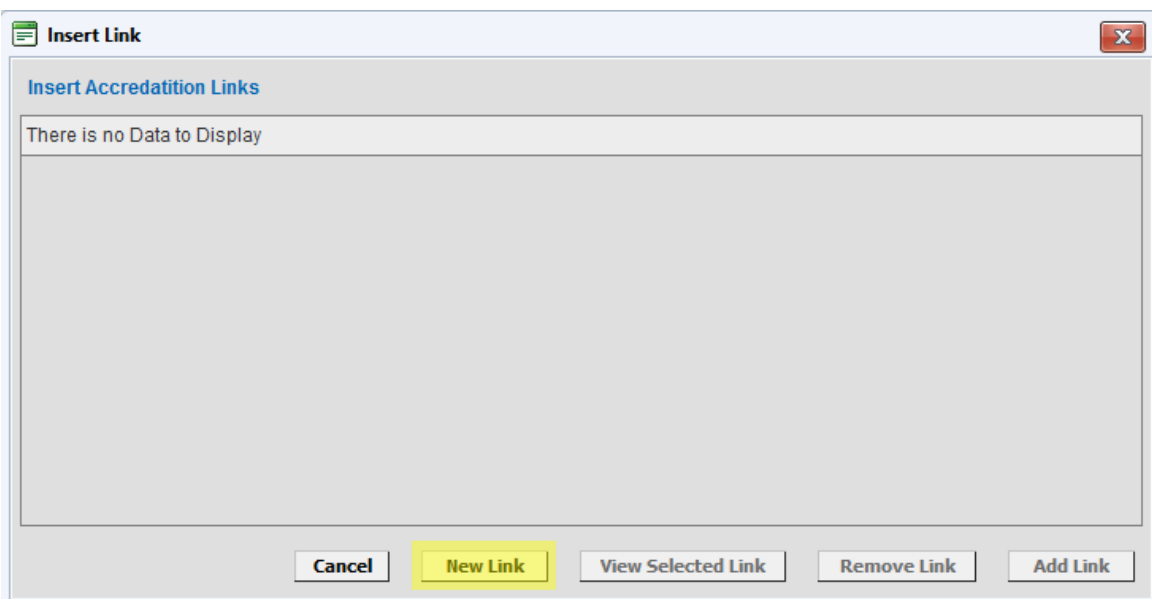
1. Click the 'Edit' button to the right of the 'Narrative' box.



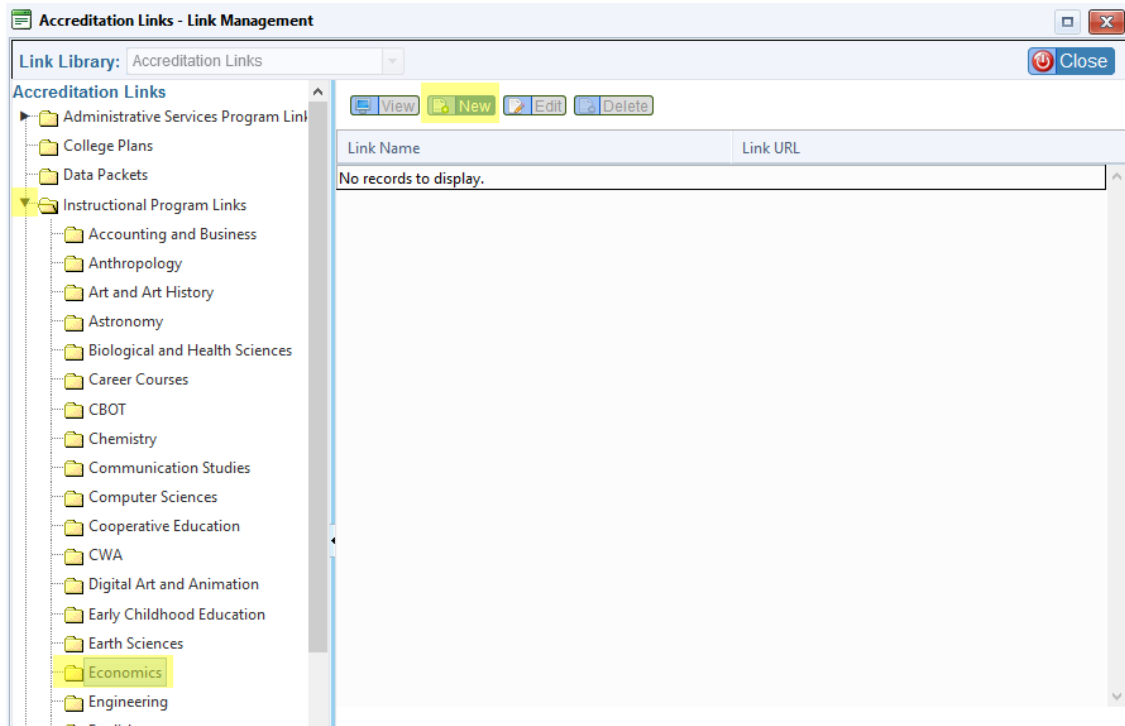
2. Click in your narrative wherever you want the link to appear and click the Insert tab at the top of the edit window and click on the 'Links' icon.



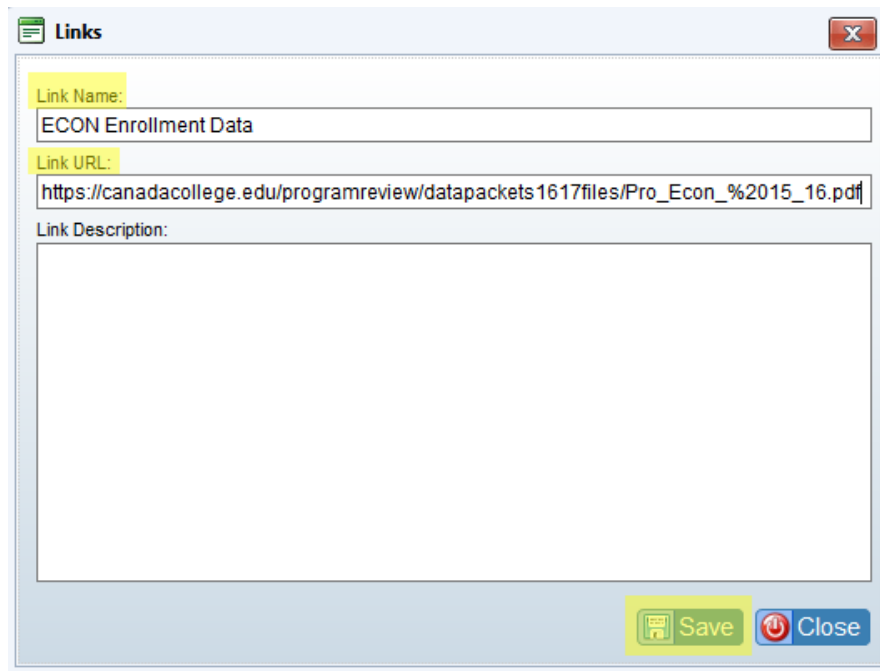
3. Click 'New Link' at the bottom of the Insert Link window.



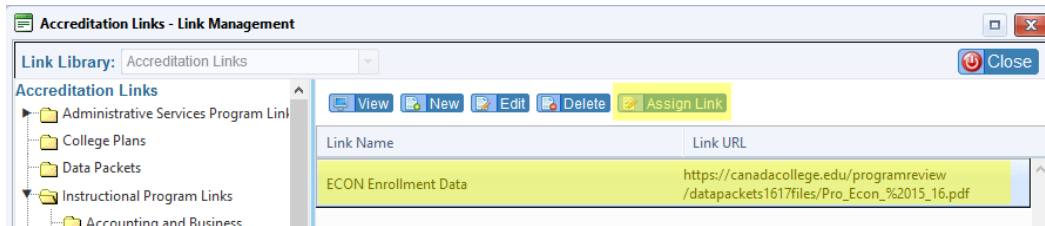
- Find your program name in the folder directory to the left. First, click the drop down arrow to the left of the type of program review you're completing (Administrative, Instructional, or Students Services). Then, click on the folder for your program. With your folder selected, click 'New' at the top.



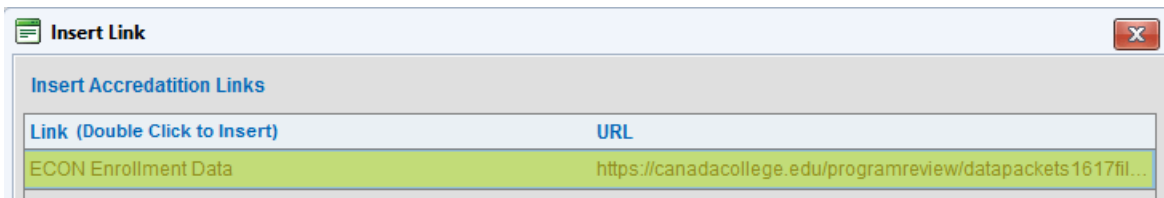
- Enter a Link Name (this will display in your narrative) and the URL. Optionally, also enter a Link Description. Click 'Save' at the bottom right.



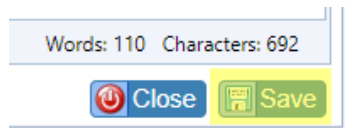
- Click on the link you just entered and click 'Assign Link' at the top. Click 'Close' at the top right.



- Double click on the link to enter it into your narrative.



- When you're finished, click 'Save' at the bottom right.

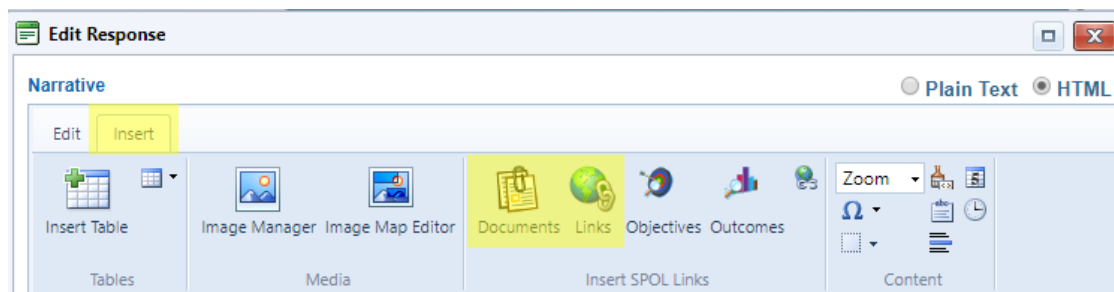


### Inserting Documents in Program Review Narratives

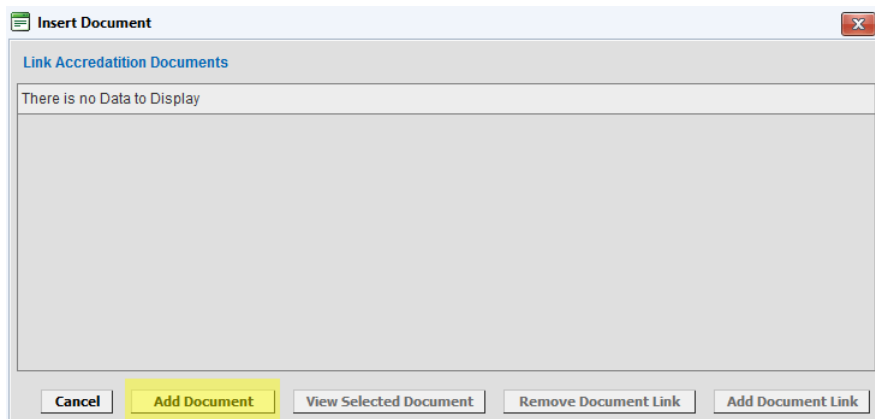
- Click the 'Edit' button to the right of the 'Narrative' box.



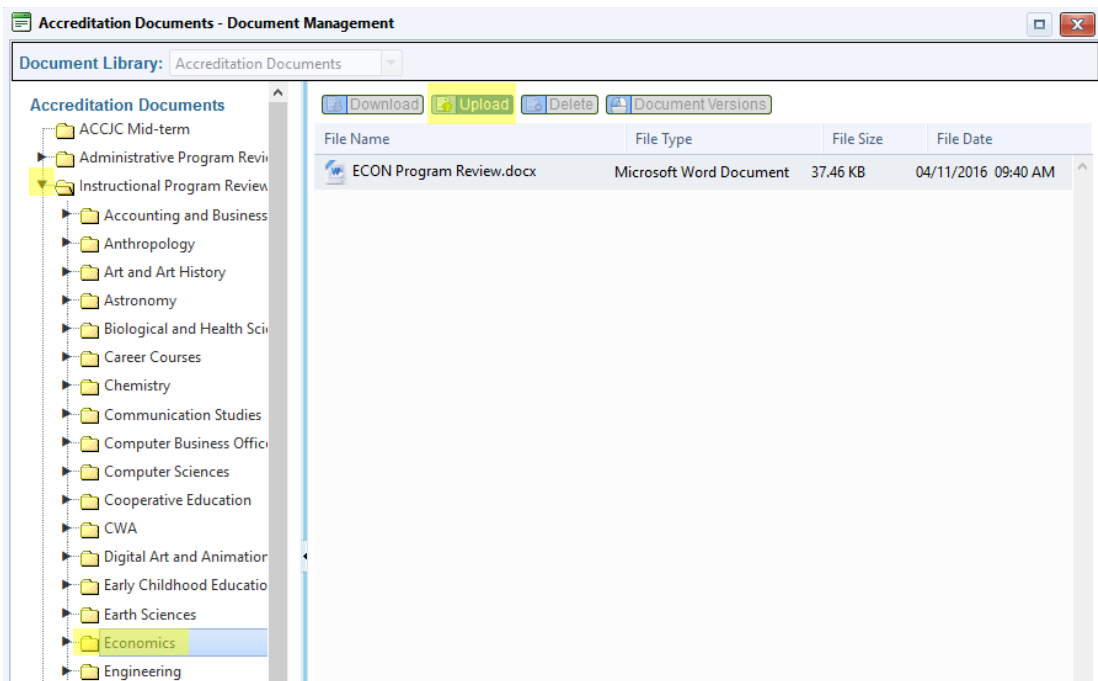
- Click in your narrative wherever you want the link to your documents to appear and click the Insert tab at the top of the edit window and click on the 'Documents' icon.



3. Click 'Add Document' at the bottom of the Insert Document window.



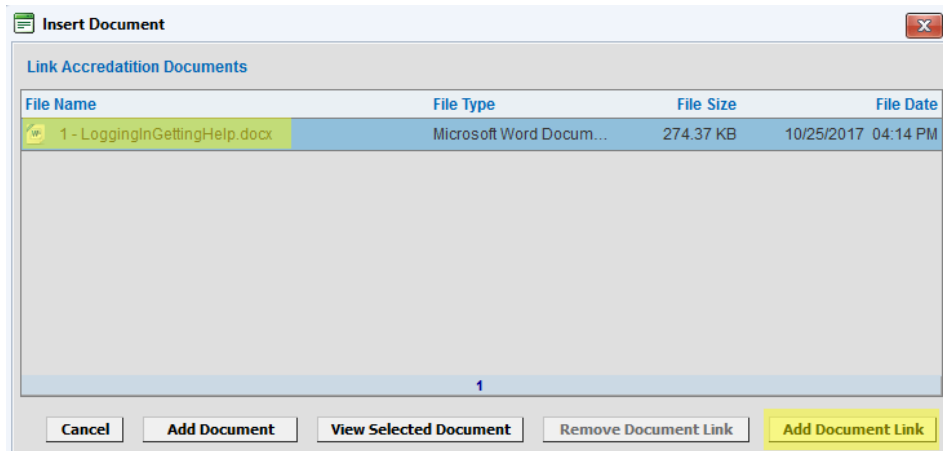
4. Find your program name in the folder directory to the left. First, click the drop down arrow to the left of the type of program review you're completing (Administrative, Instructional, or Students Services). Then, click on the folder for your program. With your folder selected, click 'Upload' at the top.



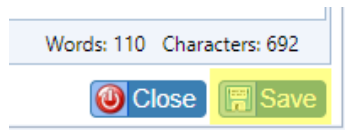
5. Click 'Select Files' to select the file from your computer. Then, click 'Close' in the upper right corner.
  - a. Note: The file name will appear in the narrative, so be sure your file as a descriptive and appropriate name when you upload it.



- Click on the document you just uploaded and click 'Add Document Link' at the bottom right.



- When you're finished, click 'Save' at the bottom right.



## Links & Documents in Planning Objectives

### Inserting Links in Planning Objectives

- Once you've created an objective, you can add links from the Objective Details page. Click 'Add'.

**Objective Details** ↔ ↵ 🖨

Increase Enrollment

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21040 - Economics  
 Unit Manager: Lead Faculty, Social Sciences  
 Email Unit Manager: [Send Email](#)

**Draft**  
-- DRAFT --

Approval Notes:  Approval Status:

Note Options:  Approval Options:

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**Objective Details** ➕ 📄 🗑

Objective ID: 723 Status: New Objective Objective Purpose: Program Improvement Plan  
 SAMPLE OBJECTIVE - We want to host student events to increase interest and awareness of the program.

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**Action Plans & Resources Required** ➕ 📄 🗑 Expand All

SAMPLE ACTION PLAN - Our first event, will be pizza tabling session at the start of the spring semester.

Start Date: 10/20/2017	Type: Resource Request	Priority: High	Budget: \$45
Due Date: 01/22/2018	Completion Date: 01/26/2018	Status: New	More >>

**Total Objective Budget: \$45**

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**Associated to Program Review/Accreditation Standard** 📄 Select 🗑 Remove

Source	Cycle	Number	Standard	View
IPR	Instructional Program Review 2017-18	0	Executive Summary	View

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**Document Management** 📄 View ➕ Add 🗑 Remove

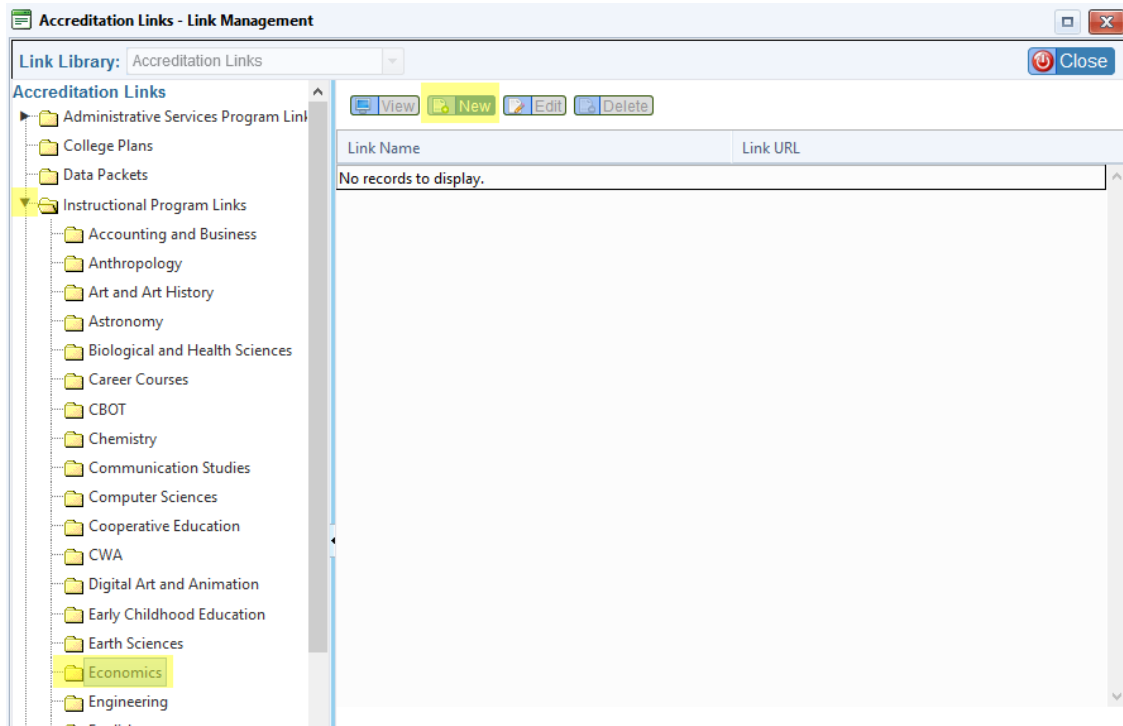
There are no records to display

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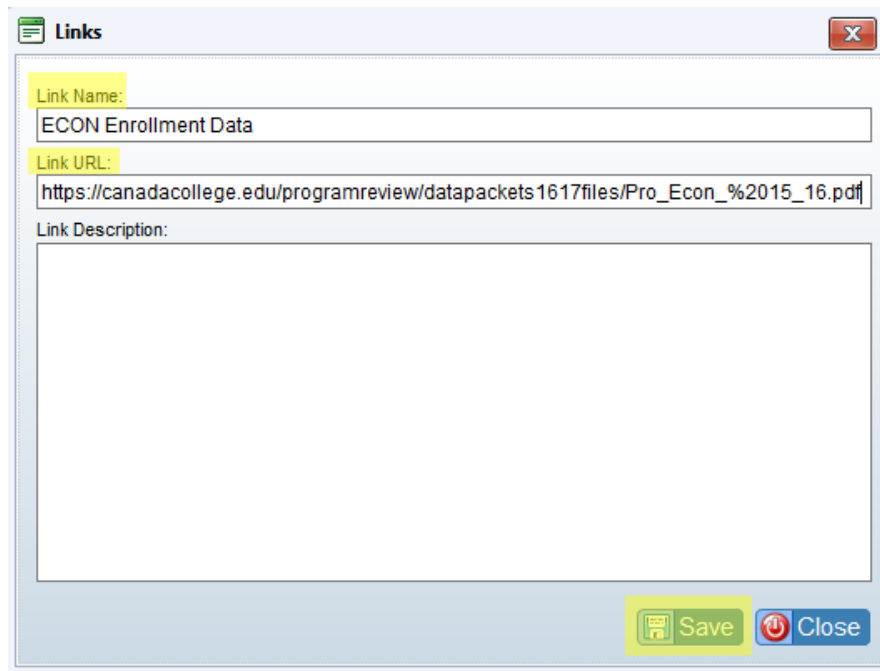
**Link Management** 📄 View ➕ Add 🗑 Remove

There are no records to display

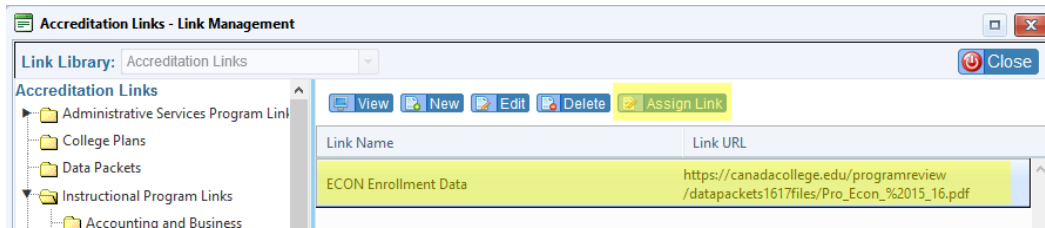
2. Find your program name in the folder directory to the left. First, click the drop down arrow to the left of the type of program review you're completing (Administrative, Instructional, or Students Services). Then, click on the folder for your program. With your folder selected, click 'New' at the top.



3. Enter a Link Name (this will display in your narrative) and the URL. Optionally, also enter a Link Description. Click 'Save' at the bottom right.

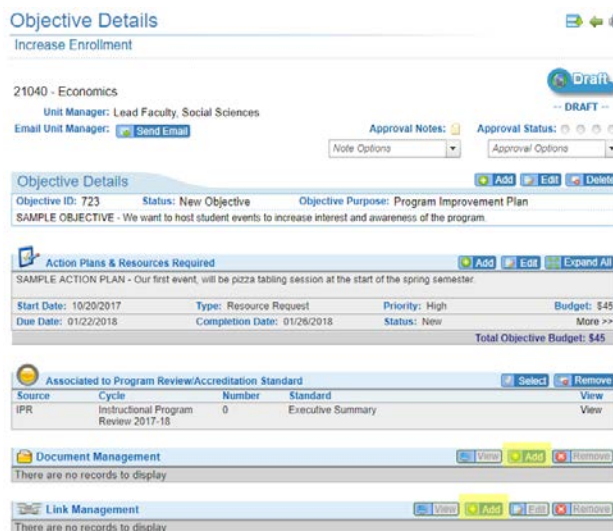


- Click on the link you just entered and click 'Assign Link' at the top. Click 'Close' at the top right.

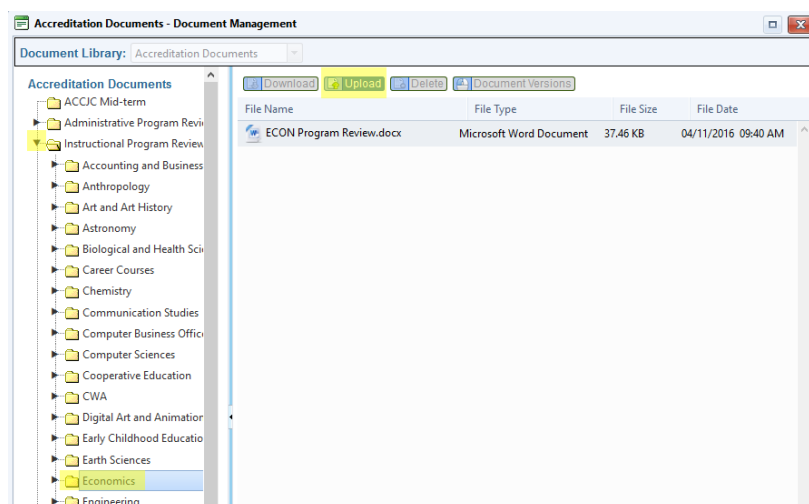


### Inserting Documents in Planning Objectives

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