

STUDENT AND ACADEMIC SERVICES

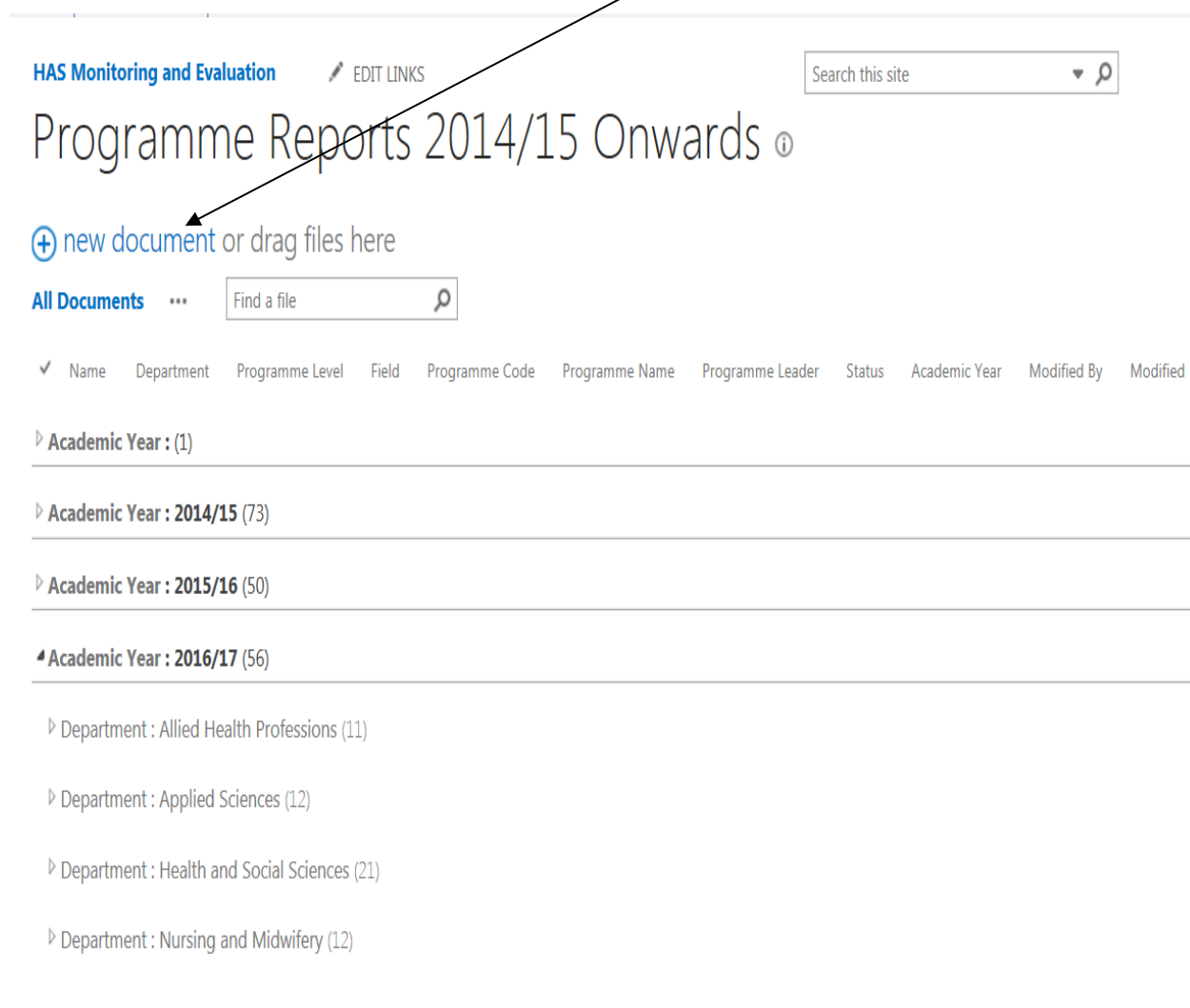
Uploading a Programme Report to your Faculty SharePoint Site

Once you have completed your Annual Programme Report, make sure that you save it in an appropriate drive (as you would normally). You must name your Report with the Programme Name – Programme Report YEAR (eg BA (Hons) Philosophy – Programme Report 2016-17). Please then follow the instructions below in order to load it up to the faculty sharepoint site:

- Click on the link below to your Faculty:

[HAS Programme Report location](#)

- This will take you to a screen that looks like this: Click on **+ new document**



HAS Monitoring and Evaluation EDIT LINKS

Search this site

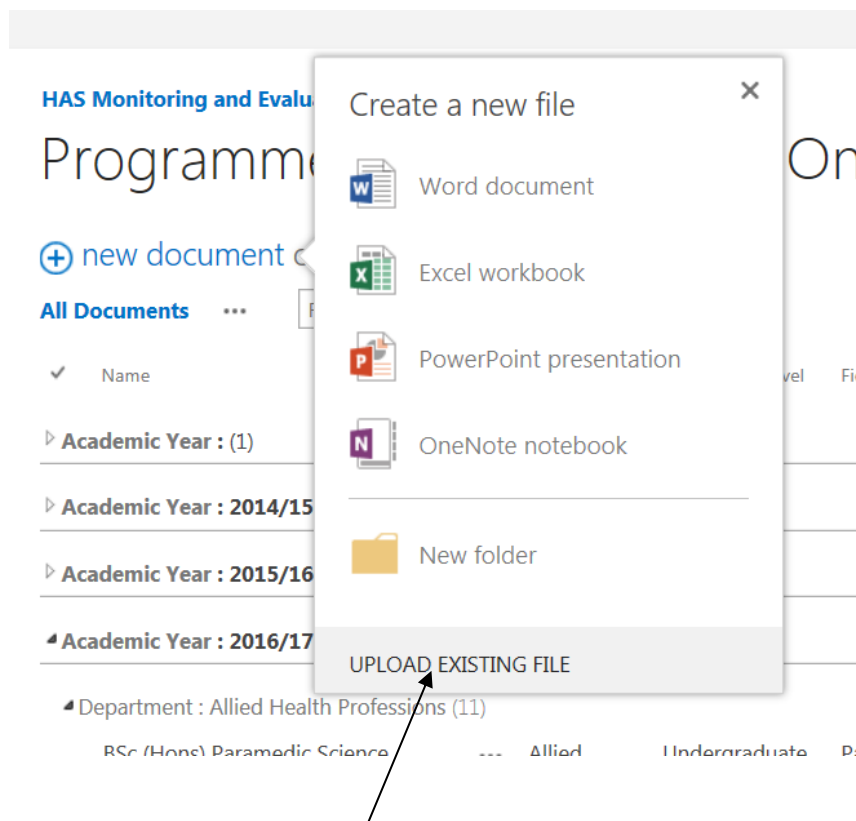
Programme Reports 2014/15 Onwards

+ new document or drag files here

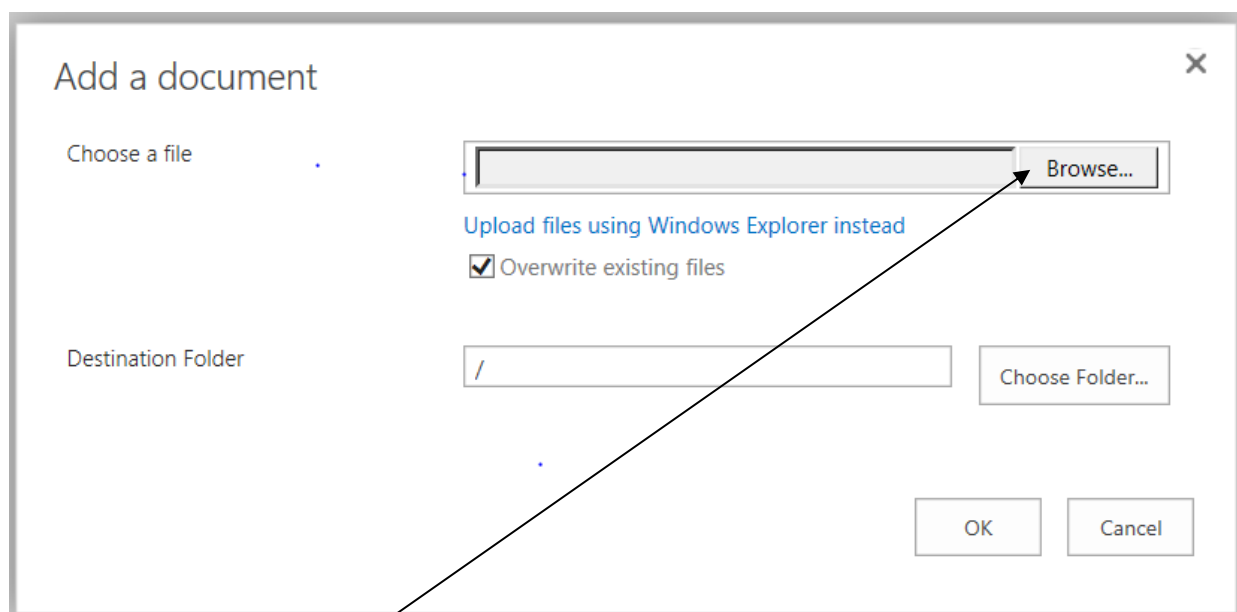
All Documents Find a file

✓	Name	Department	Programme Level	Field	Programme Code	Programme Name	Programme Leader	Status	Academic Year	Modified By	Modified
▸	Academic Year : (1)										
▸	Academic Year : 2014/15 (73)										
▸	Academic Year : 2015/16 (50)										
▲	Academic Year : 2016/17 (56)										
▸	Department : Allied Health Professions (11)										
▸	Department : Applied Sciences (12)										
▸	Department : Health and Social Sciences (21)										
▸	Department : Nursing and Midwifery (12)										

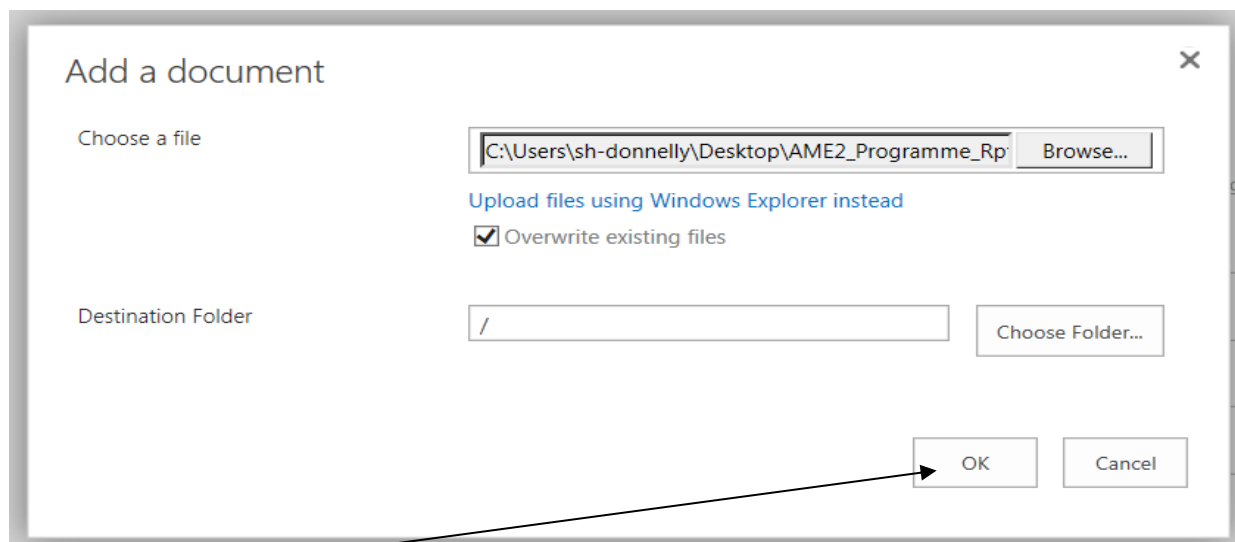
- You will be given the following options via a sub menu as below:



- Click on upload existing file and you will be taken to the following browser:



- Search for the document you want to upload in the normal way and click on **OK** – the system will put your document in the **Choose a file** box on the *Browse* frame as below:



Add a document

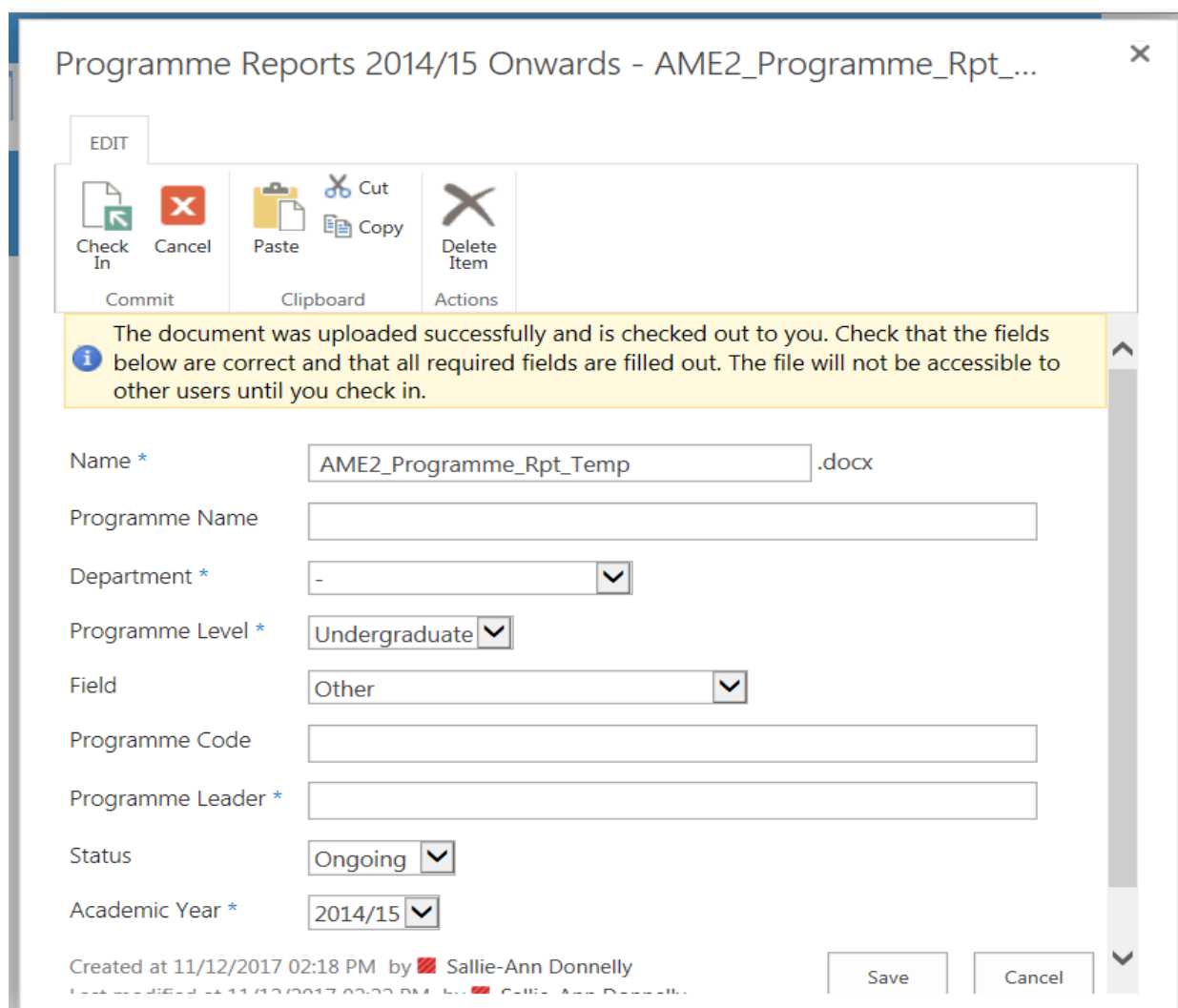
Choose a file

[Upload files using Windows Explorer instead](#)

☒ Overwrite existing files

Destination Folder

Click **OK** and your document will be uploaded and you will be asked to complete **fields** to identify your programme:



Programme Reports 2014/15 Onwards - AME2_Programme_Rpt_...

EDIT

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Name * .docx

Programme Name

Department * ▼

Programme Level * ▼

Field ▼

Programme Code

Programme Leader *

Status ▼

Academic Year * ▼

Created at 11/12/2017 02:18 PM by Sallie-Ann Donnelly

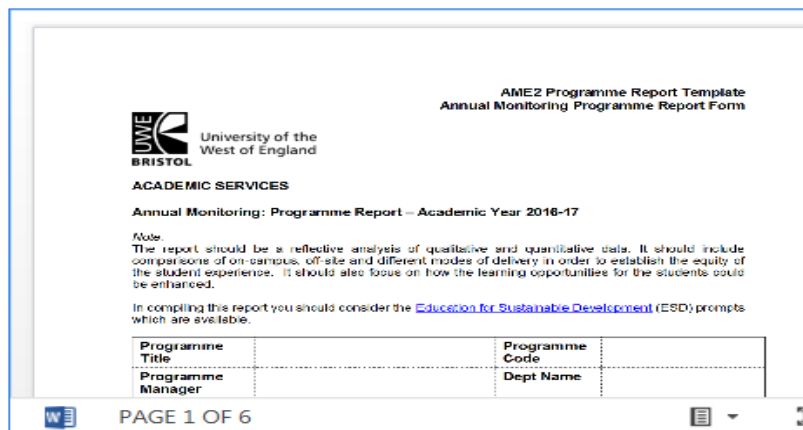
Once the required fields are complete click **Save** and your programme report will be uploaded and displayed like this:

Department : Allied Health Professions (12)

✓	AME2_Programme_Rpt_Temp	***	Allied Health Professions	Undergraduate	Diagnostic Imaging	XZ909	BSc(HONS) TEST	ANO
	BSc (Hons) Paramedic Science HAS_ProgrammePerformance_UG 2016-17	***	Allied Health Professions	Undergraduate	Paramedic Science	B950	BSc (Hons) Paramedic Science	Sarah Todd

Click here to check and review your document and you will be taken to the following screen:

AME2_Programme_Rpt_Temp.docx



Changed by you on 11/12/2017 02:40 PM

Shared with lots of people

<https://teams.uwe.ac.uk/sites/hasme/Programme%20Reports>



Click here and the following menu will provide a variety of options for managing the document

