

Adding and Managing Intervention Attachments

Uploading an Attachment to an Intervention

Navigate to **DataMap > Interventions > Student Interventions**.

- 1 On the **Student Interventions** screen, hover your cursor over a student's name until icons display. Then, click .



Student	Grade	Type & Subject	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status	Attachments
Adams, Sherwin	5	Math	Classroom Intervention - Math	2		Scott, Steven	11/5/2015	11/5/2015	6/1/2017	Change in Plan	
Adams, Sherwin	5	Reading	DIP - Small Group Reading	2		Scott, Steven	11/5/2015	11/5/2015	5/31/2016	Change in Plan	

The **Edit Student Intervention** screen displays.

- 2 Click the **Attachments** tab.



- 3 On the **Attachments** tab, click **Browse** and select the file you want to upload.

Note: If you are using Google Chrome, the button is labeled as **Choose File** rather than **Browse**.

- 4 Click **Upload**.

The attached file displays in the **File Name** column and the badge icon number on the **Attachments** tab updates, indicating the number of remaining attachments.

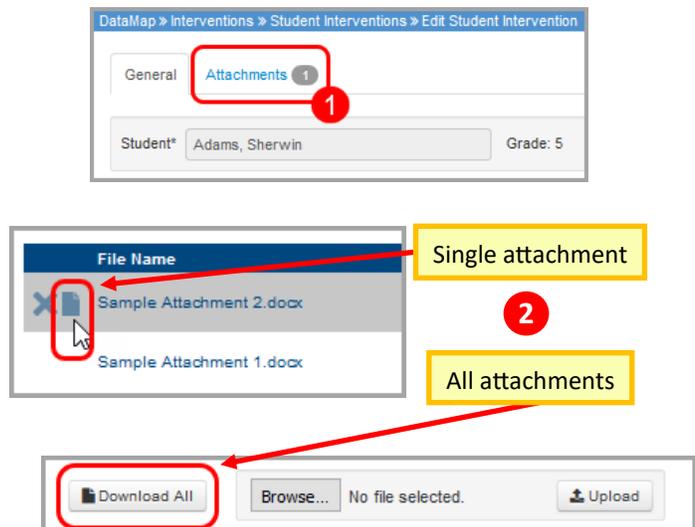


Downloading and Viewing an Intervention Attachment

- 1 On the **Student Interventions** screen, click the **Attachments** tab.

- 2 On the **Attachments** tab, to download
 - A single attachment – click 
 - All attachments – click **Download All**

Depending on the browser you're using, a message displays asking if you want to open and/or save the attachment(s).

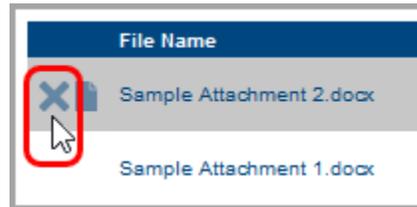


Deleting an Intervention Attachment

1 On the **Edit Student Intervention** screen, click the **Attachments** tab.

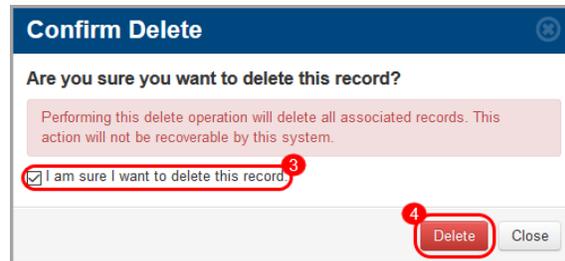


2 On the **Attachments** tab, hover your cursor over the name of the file until icons display. Then, click .



The **Confirm Delete** window displays.

3 Select the **I am sure I want to delete this record** checkbox.



4 Click **Delete**.

The attached file no longer displays in the **File Name** column and the badge icon number on the **Attachments** tab updates, indicating the number of remaining attachments.

