

Instructions for Uploading Your Program Documentation

Please read the following instructions on how to upload your M.Ed. Program Documentation to UM Box. Make sure your full name and 790 student ID number are both listed on each document uploaded to your folder.

For UM Box support, please visit the [UM Box Support page](#), call the IT Central help desk at 406.243.4357, or email their office at itcentral@umontana.edu.

First: Create a New Folder in UM Box.

- Click on “New”, then “Folder”
- Name this folder: [LAST NAME] M.Ed. Program Documentation.
- Upload all program documentation files to this one folder only.

When finished uploading your documents, you should have the following items in your UM Box file:

- Completed [M.Ed. Program Documentation Form](#) (*sans instructor signatures*)
 - Titled: [LAST NAME] M.Ed. Program Documentation Form
- Table of contents
 - Titled: [LAST NAME] Table of Contents
- Current professional resume
 - Titled: [LAST NAME] Current Professional Resume
- Unofficial Transcripts
 - Titled: [LAST NAME] Transcripts
- One benchmark assignment for each course completed during your M.Ed. program
 - Titled: [LAST NAME] EDLD [COURSE #] [TITLE OF ASSIGNMENT]
- [Fieldwork Documentation Excel Workbook](#)
 - Titled: [LAST NAME] Fieldwork Documentation Excel Workbook
- Culminating presentation powerpoint
 - Titled: [LAST NAME] Culminating Presentation Powerpoint

To upload a file to this folder:

- Click on Upload → Files → Choose the document you would like to upload.
 - Alternatively, you can drag and drop a file from your computer into your folder.
- When you have finished uploading all of your documents, click on “Invite People” under the Collaborators section (*top right section*).
 - Invite your advisor via their “@umontana.edu” email account
 - Change the Invitee Permissions to “Co-owner”
 - Structure your Personal Message to let your advisor know that you have completed your EDLD M.Ed. Program Documentation and it is ready for review by your professors.
 - Click on “Send Invites”

After your program documentation has been submitted:

- Your advisor will invite your professors to review your benchmark assignments and sign a printed copy of the M.Ed. Program Documentation Form. When all signatures have been obtained, the completely signed form will be updated to your UMBox folder and you will be notified.