

Engage Guides:

Managing Your Documents



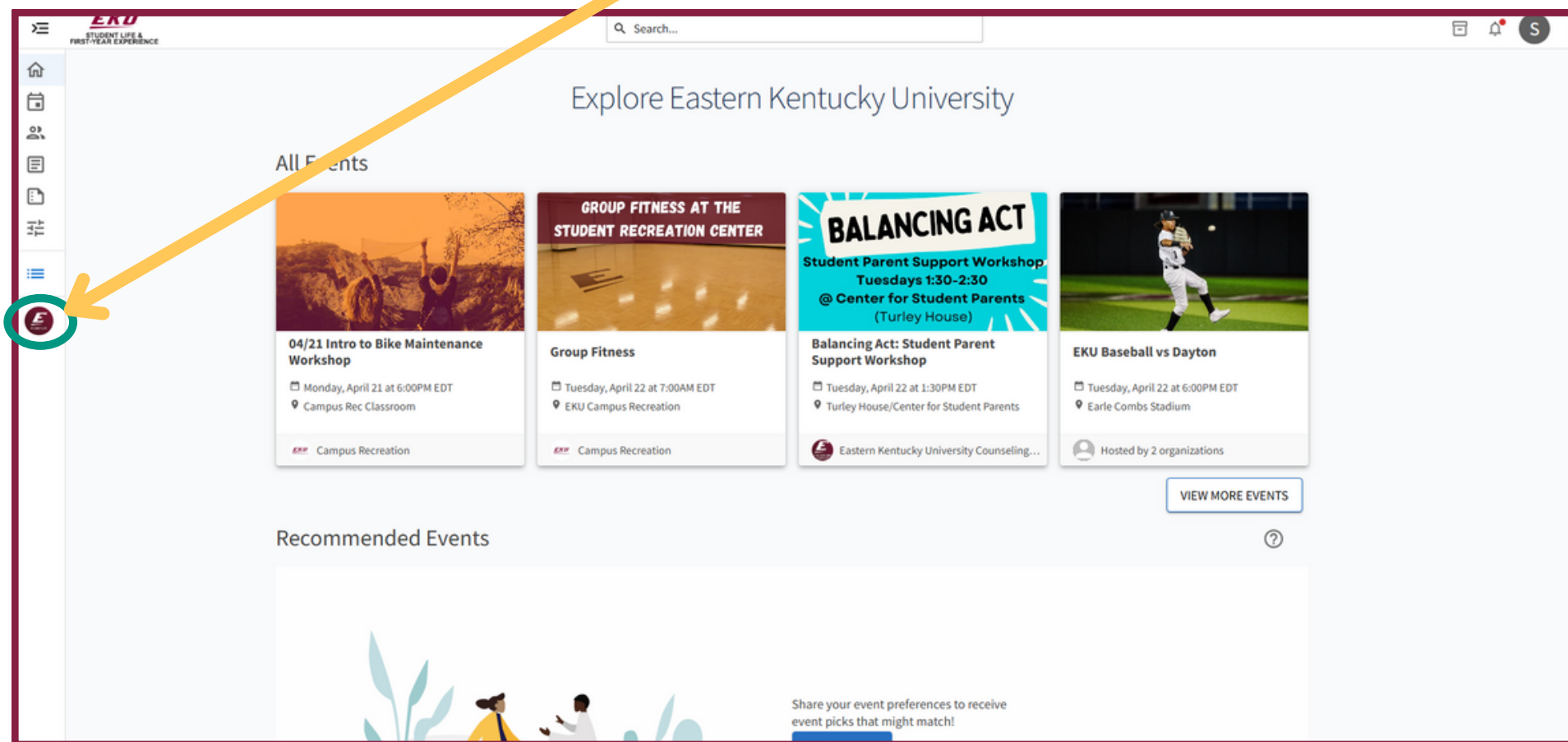
Student Life & First-Year Experience

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Step 1:

Find the organization you wish to manage from the left-side menu on your screen.



Step 2:

Click your org's icon to open the management tab for your organization.

Manage Home

ORGANIZATION TOOLS

- About
- Roster
- Events
- News
- Gallery
- Documents
- Forms
- Elections

Explore Eastern Kentucky University

All Events

04/21 Intro to Bike Maintenance Workshop

Monday, April 21 at 6:00PM EDT

Campus Rec Classroom

Campus Recreation

GROUP FITNESS AT THE STUDENT RECREATION CENTER

Group Fitness

Tuesday, April 22 at 7:00AM EDT

EKU Campus Recreation

Campus Recreation

BALANCING ACT

Student Parent Support Workshop

Tuesdays 1:30-2:30

@ Center for Student Parents (Turley House)

Balancing Act: Student Parent Support Workshop

Tuesday, April 22 at 1:30PM EDT

Turley House/Center for Student Parents

Eastern Kentucky University Counseling...

EKU Baseball vs Dayton

Tuesday, April 22 at 6:00PM EDT

Earle Combs Stadium

Hosted by 2 organizations

VIEW MORE EVENTS

Recommended Events

Share your event preferences to receive event picks that might match!

Step 3:

Click the “Documents” button in the management tab.

The screenshot shows the Eastern Kentucky University (EKU) Student Life & First-Year Experience management interface. The sidebar on the left contains navigation options: Manage Home, ORGANIZATION TOOLS, About, Roster, Events, New, Gallery, Documents (highlighted with a green circle and an orange arrow), Forms, and Elections. The main content area displays "All Events" with four event cards:

- 04/21 Intro to Bike Maintenance Workshop**
Monday, April 21 at 6:00PM EDT
Campus Rec Classroom
Campus Recreation
- GROUP FITNESS AT THE STUDENT RECREATION CENTER**
Group Fitness
Tuesday, April 22 at 7:00AM EDT
EKU Campus Recreation
Campus Recreation
- BALANCING ACT**
Student Parent Support Workshop
Tuesdays 1:30-2:30
Center for Student Parents (Turley House)
Tuesday, April 22 at 1:30PM EDT
Turley House/Center for Student Parents
Eastern Kentucky University Counseling...
- EKU Baseball vs Dayton**
Tuesday, April 22 at 6:00PM EDT
Earle Combs Stadium
Hosted by 2 organizations

A "VIEW MORE EVENTS" button is located below the event cards. Below the events is a "Recommended Events" section with a placeholder image and a prompt to share event preferences to receive event picks that might match!

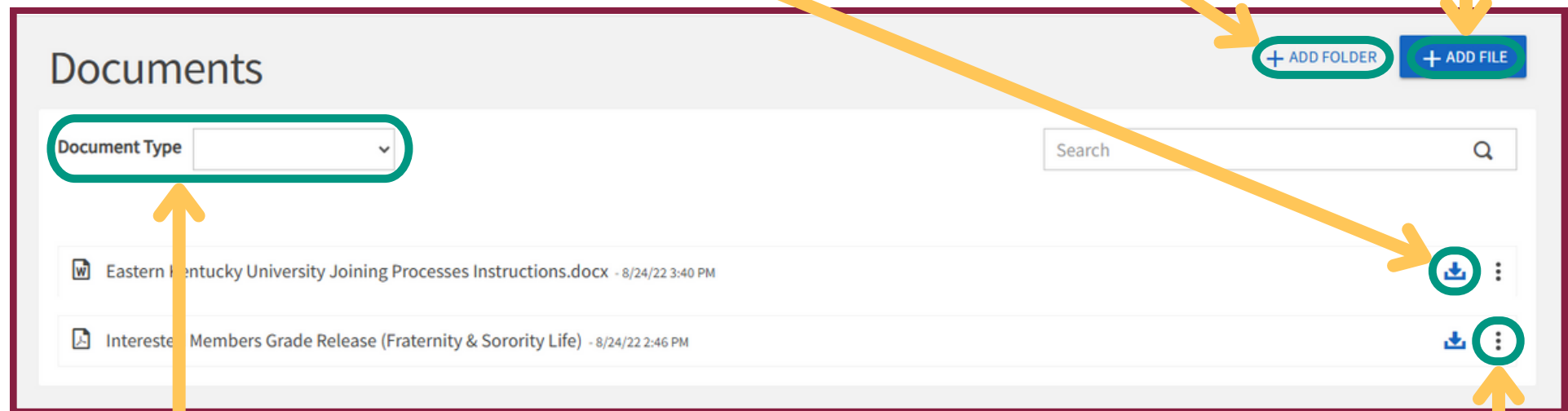
Manage Documents Home Page:

This is where all of your organization's documents are displayed and managed.

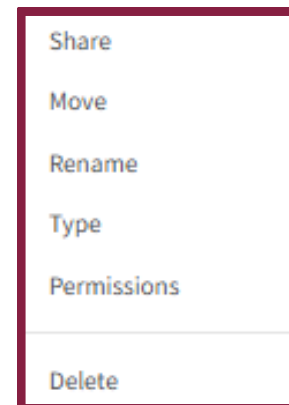
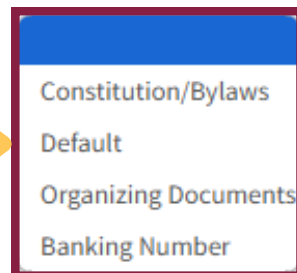
Click the arrow in the blue box next to one of your files to download it.

Click the "+ Add Folder" button to create folders to organize your documents.

Click the "+ Add File" button to upload a new document for your organization.



Sort your files by using the "Document Type" dropdown menu.



To manage an existing document, click the 3 dots next to the file to open the management dropdown menu.

Adding a New Document:

To add a new file to your organization's Engage site, click the "Choose File" button.

Upload New File to Main Drive *Form Fields Marked with an asterisk (*) are required.*

* Select File (Maximum file size 10MB)

Accepted file types - DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, RTF, CSV, JPG, JPEG, GIF, PNG, TIF, TIFF, SVG, WPS, WPD

No file chosen

* Title

* Type

Default

Permissions

The "Title" section is to change the name of the file you are uploading.

To assign the file a category, use the "Type" section.

Banking Number
Constitution/Bylaws
Default
Organizing Documents

The "Permissions" section controls the access level needed to view the document.

Click the "Add" button to upload your file.

"The Public" - anyone can view the document.

"Anyone on Campus" - function doesn't work, do not use.

"Organization Roster" - only roster members can view.

"Specific Organization Positions" - pick the type of members on your roster that can view the document.

Permissions

Positions that already have administrative access can not be deselected.

☐ Member

☒ Primary Contact

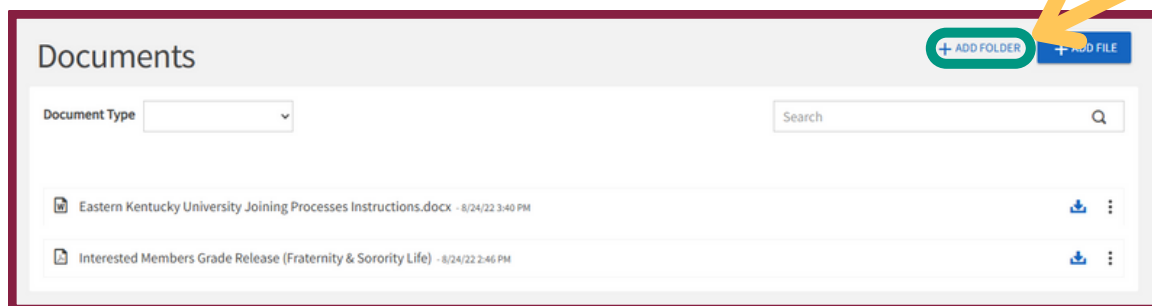
☒ Coordinator of Fraternity & Sorority Life and Student Organizations

☒ Campus Advisor

☒ Director of Student Life & First-Year Experience

Creating a Folder:

To create a new folder in your organization's documents, click the "+ Add Folder" button.



The 'Add Folder' form is shown. It has a title field and a 'Permissions' section. The 'Title' field is highlighted with a green box and an orange arrow. The 'Permissions' section is also highlighted with a green box and an orange arrow. Below the permissions section are 'ADD' and 'CANCEL' buttons. A note at the top right says 'Form Fields Marked with an asterisk (*) are required.'

The "Title" section is the name for your new folder.

The "Permissions" section controls the access level needed to view files in the folder.

The 'Permissions' section is shown in detail. It has four tabs: 'The Public', 'Anyone On Campus', 'Organization Roster', and 'Specific Organization Positions'. The 'Specific Organization Positions' tab is selected. Below the tabs, there is a list of positions with checkboxes: 'Member' (unchecked), 'Primary Contact' (checked), 'Coordinator of Fraternity & Sorority Life and Student Organizations' (checked), 'Campus Advisor' (checked), and 'Director of Student Life & First-Year Experience' (checked). A note at the top says 'Positions that already have administrative access can not be deselected.'

"The Public" - anyone can view the document.

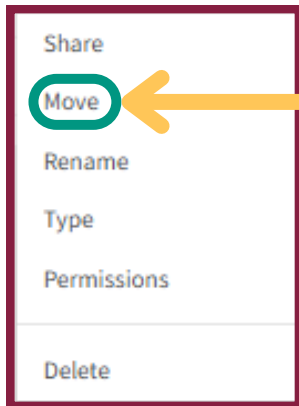
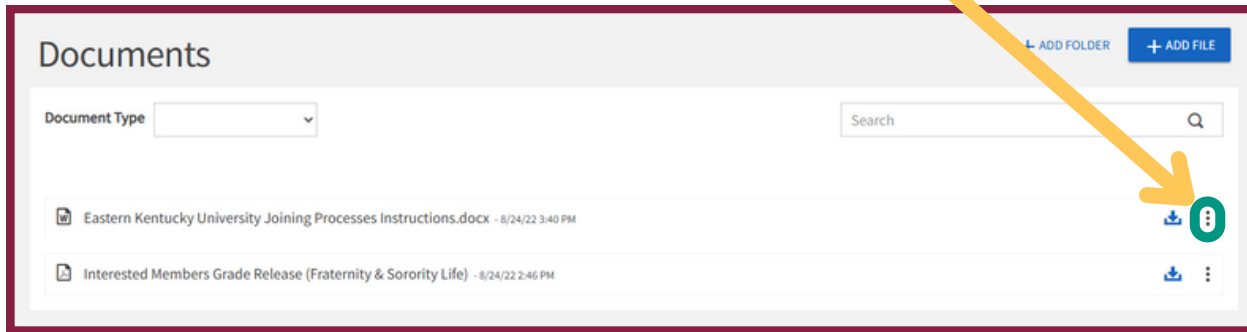
"Anyone on Campus" - function doesn't work, do not use.

"Organization Roster" - only roster members can view.

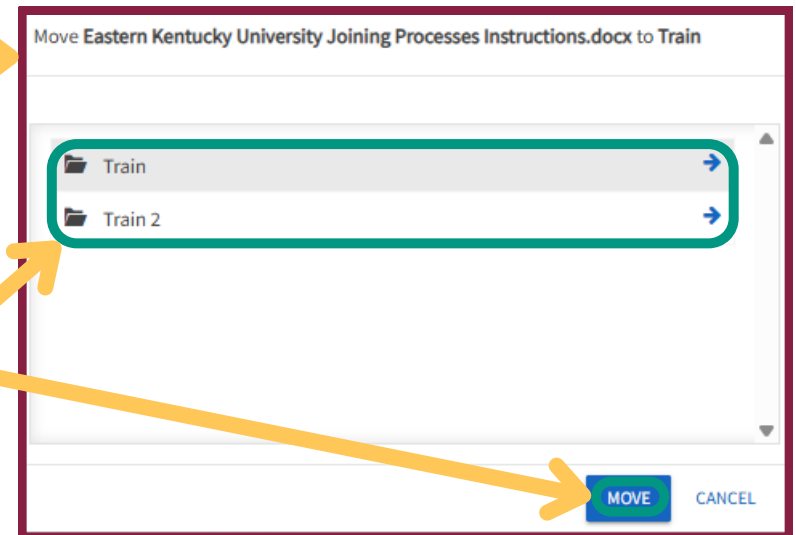
"Specific Organization Positions" - pick the type of members on your roster that can view the document.

Moving a File:

To move a document to a different location, click the 3 dots next to the file to open the file management menu.



Click the "Move" button to browse storage locations for the file.



Choose the folder you want to move the file to and then click the "Move" button.

Have Questions? Need More Help?

Feel free to give us a call or send us an email!

(859) 622-3855 | studentlife@eku.edu



Student Life & First-Year Experience