DataMap *Managing Intervention Attachments*
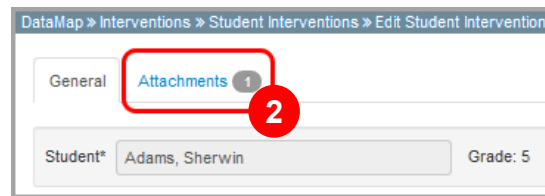
Uploading an Attachment to an Intervention

1 On the **Student Interventions** screen, in the row of the student and intervention for which you want to upload an attachment, hover your cursor over the student's name until icons display. Then, click 🖉 .

The **Edit Student Intervention** screen displays.
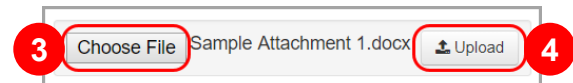
2 Click the **Attachments** tab.

3 On the **Attachments** tab, click **Choose File**. Then, select the file you want to upload.

*Note: If you are not using Google Chrome, **Choose File** displays as **Browse….***

4 Click **Upload**.

The attached file displays in the **File Name** column and the badge number on the **Attachments** tab updates.

Note: Attachments are restricted to 10 MB, and only the following file types are accepted: .bmp, .csv, .doc, .docx, .gif, .jfif, .jpg, .jpeg, .odt, .ods, .pdf, .png, .ppt, .pptx, .tiff, .txt, .xls, and .xlsx.
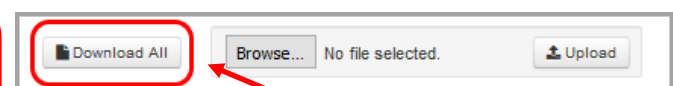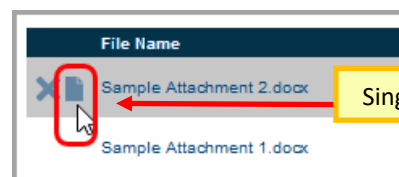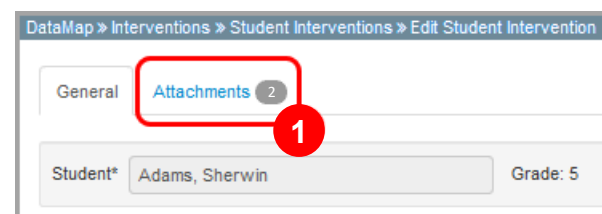
Downloading and Viewing an Intervention Attachment

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

2 On the **Attachments** tab:

- Click 📄 to download a single attachment.

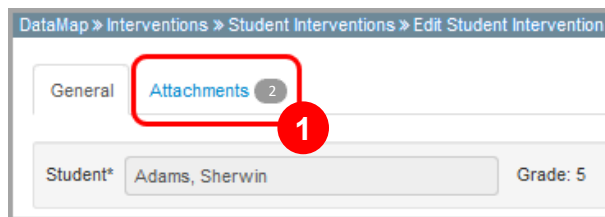- Click **Download All** to download all attachments.

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

Single attachment

All attachments

Deleting an Intervention Attachment

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

2 On the **Attachments** tab, in the row of the file you want to delete, hover your cursor until icons display. Then, click ✖.
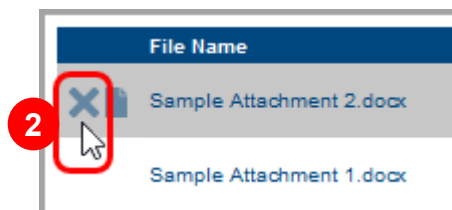
The **Confirm Delete** window displays.

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

4 Click **Delete**.

The file no longer displays in the **File Name** column and the badge number on the **Attachments** tab updates.