

# 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. Questions can be directed to [EDLD@mso.umt.edu](mailto:EDLD@mso.umt.edu).

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](mailto:itcentral@umontana.edu).

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## First: Submit your Graduation Application to your program advisor:

- Once the EDLD department receives your graduation application, please create a Box folder and share it with the EDLD professors and your advisor.
- It will be named: [LAST NAME] M.Ed. Program Documentation.
- You will 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 folder:

- 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.
- Please email your advisor once all materials are uploaded and ready to be evaluated.

## 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.