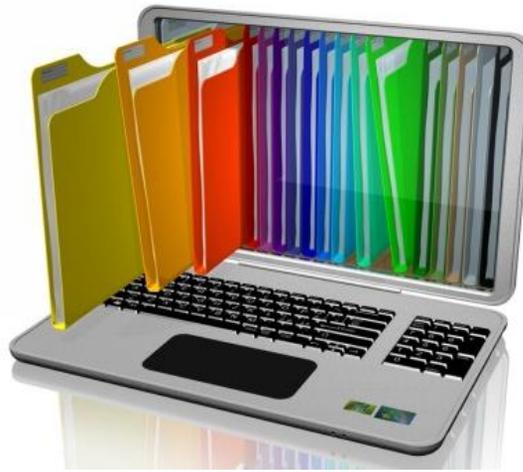# Creating Digital Files

Summer 2022
Wichita, Kansas

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Creating Digital Files

Summer 2022
Wichita, Kansas

TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
HARRIMAN

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Objectives

1. Provide an overview of the Commission's expectations regarding digital exhibits for visits

2. Detailed step-by-step guidelines for the creation of digital exhibits for the beginner or the individual who has not created digital exhibits for their institution's self-study

3. Detailed step-by-step guidelines for the creation of digital documents/filings (e.g., substantive change applications)

4. Share best practices for creating digital files
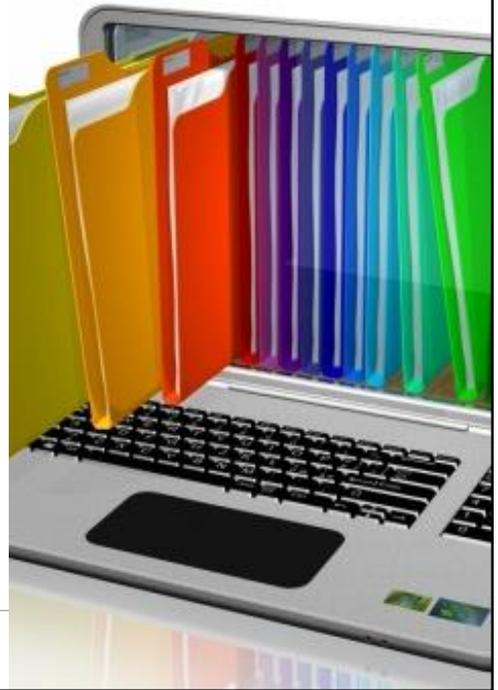
3

Expectations of the Commission

All exhibits must be in digital format

All exhibits should:
- **Be easily accessible**
- **Be organized in folders and subfolders**
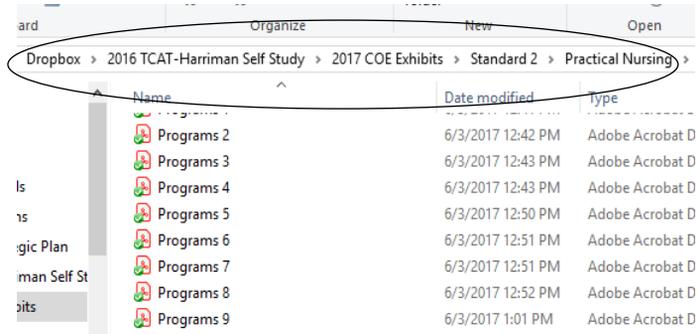- **Match the corresponding condition or criterion (according to the 2021 COE check sheets for 2022 teams)**

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Expectations of the Commission

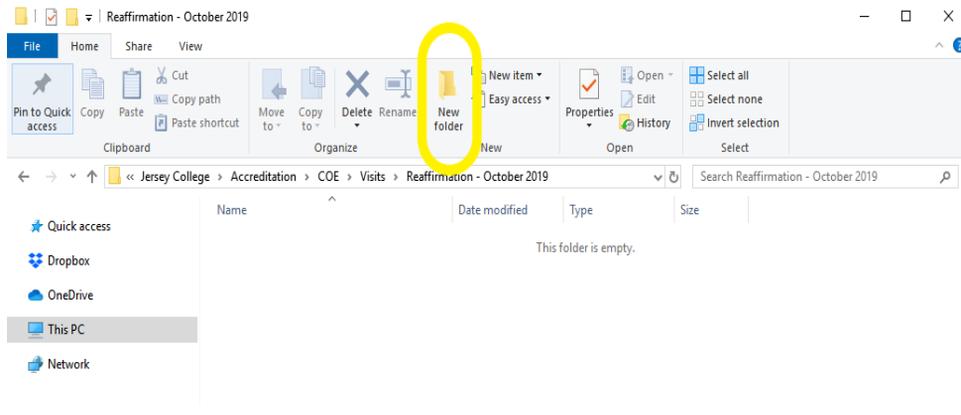Keep the exhibit folders easy to follow

<u>Example of subfolder layout</u>

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Creation of digital exhibits

Step 1 - Create folders in your document storage area

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Creation of digital exhibits

Document Storage options include local computer, website, cloud-based service such as Google Drive, Microsoft One Drive, DropBox, SharePoint, Sync, etc.

Google Drive – 15 Gigabytes	DropBox – 2 Gigabytes	SharePoint - 1 TB, plus 10 GB per licensed user

OneDrive – 5 Gigabytes	Sync – 10 Gigabytes

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Creation of digital exhibits

Step 2 - Name top-level folders according to the check sheets

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Creation of digital exhibits

Step 3 - Name sub folders according to the check sheets

STANDARD 2 – Program Subfolders

	Name	Date m
	Administrative Office Technology	6/24/20
	Automotive Technology	6/24/20
	Certified Nursing Assistant	6/24/20
	Cosmetology	6/24/20
	Diesel Powered Equipment Technology	6/24/20
	Industrial Maintenance	6/24/20

STANDARD 2 – Criterion Subfolders

Automotive Technology > Automotive Technology Standard 2

	Name	Date mc
	Program Alignment and Administration	6/24/20:
	Occupational Advisory Committee Activities	6/24/20:
	Instructional Activities	6/24/20:
	Coursework Delivered via Distance Education	6/24/20:
	Work-Based Activities	6/24/20:

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Creation of digital exhibits

Step 4 - Insert supporting documentation and label according to criteria

Standard 2 > Program Alignment and Administration

	Name	Date moc
	PAA-1	5/25/201
	PAA-2	5/25/201
	PAA-3	5/25/201
	PAA-4	5/25/201
	PAA-5	5/25/201
	PAA-6	5/25/201
	PAA-7	5/25/201

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Creation of digital exhibits

There is no magic number to how many documents you need to support evidence to the criteria. You can digitally organize your evidence two different ways:

- You can simply scan all your criterion documents as one pdf file where the team would click on one file and then scroll down through multiple pages. A good example of this may be 5 employer verification worksheets on Standard 2 – Occupational Advisory Committee Activities, criterion 10

- You can create a pdf for each document and name each one of them almost identical with the addition of evidence numbers such as: the first file labeled as "Standard 2 Automotive - Occupational Advisory Committee Activities, criterion 10 Evidence 1" and the last file labeled as "Standard 2 Automotive-Occupational Advisory Committee Activities, criterion 10 Evidence 5"

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Creation of digital exhibits

Be Consistent on the Formatting!

Some standards, such as Standard 1, may have one folder labeled Standard 1 and within that documentation, files for each of the 11 criteria. Whereas standards such as Standard 2 will have subfolders (one for each program), each containing documentation for the criteria for each section of Standard 2 (Program Alignment and Administration, Occupational Advisory Committee Activities, Instructional Activities, Coursework Delivered via Distance Education, and Work-Based Activities). When labeling files, label them in a format that will satisfy your standard folders, subfolders, and documentation (evidence) files for each criteria.

Guide the team through the files of your system but keep it simple. For Example.......

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Creation of digital exhibits

Standard 1	
	Standard 1 Criteria 1
	Standard 1 Criteria 2
	Standard 1 Criteria 3
	Standard 1 Criteria 4
	Standard 1 Criteria 5
	Standard 1 Criteria 6
	Standard 1 Criteria 7
	Standard 1 Criteria 8
	Standard 1 Criteria 9
	Standard 1 Criteria 10
	Standard 1 Criteria 11
	Standard 1 Criteria 12

Automotive Technology > Automotive Technology Standard 2

	Name	Date mo
	Program Alignment and Administration	6/24/20:
	Occupational Advisory Committee Activities	6/24/20:
	Instructional Activities	6/24/20:
	Coursework Delivered via Distance Education	6/24/20:
	Work-Based Activities	6/24/20:

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Creation of digital exhibits

Standard 2

- The Standard 2 folder should contain a subfolder for each program named consistently with the program titles found on the COE approved program list for your institution.

- Many times, the exhibits (evidence) for each program are the same. The institution should still create exhibits for each number on the check sheet for every program, no matter how many times that exhibit is duplicated.

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Creation of digital exhibits

Standard 2 continued.........

After you have created Standard 2 subfolders for each of your institution's programs, you should make sure each subfolder is divided into 5 more folders for:

- Program Alignment and Administration
- Occupational Advisory Committee Activities
- Instructional Activities
- Coursework Delivered via Distance Education
- Work-Based Activities
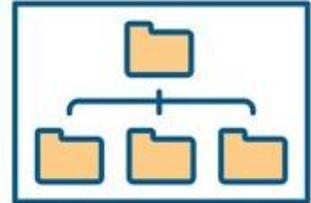
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Creation of digital exhibits

Standard 2 > Program Alignment and Administration

Name	Date mod
PAA-1	5/25/201`
PAA-2	5/25/201`
PAA-3	5/25/201`
PAA-4	5/25/201`
PAA-5	5/25/201`
PAA-6	5/25/201`
PAA-7	5/25/201`

Make sure PDF exhibits are labeled to reflect each sub-category, according to the check sheets headings. At least one PDF file should exist for each number on the check sheet.

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Creation of digital exhibits

- You may have some criteria which do not apply to your institution. In this situation, just create a document, labeled appropriately, that states that this criterion is "not applicable"

EXAMPLE:

Tennessee College of Applied Technology-Harriman does not offer distance education programs. Therefore, this criterion is not applicable.

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Creation of digital documents/filings

Goals

- Easy to read
- Easy to navigate
- Easy to understand
- Make the document appear the same way it would if it were in hard copy (for those of you that remember the "crates")
- Start with the Word document and create exhibit pages at the end
- Convert the whole document to pdf
- Create digital bookmarks linking to the exhibit pages
- Add documentation after each exhibit page

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Let's take a few moments to look at some examples of digital files and exhibits.

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Best Practices for creating digital exhibits

- If wanting to present exhibits in an order, use a numbering system
- Try to use the same file type for all exhibits
  - If using PDFs convert everything to a pdf, including images, Excel spreadsheets, and PowerPoint presentations
- Highlight or place a box around particular areas of the document where needed to attract the reader's attention
- Adobe Pro tips
  - Extracting a page
  - Make an image "readable"
  - Inserting a page
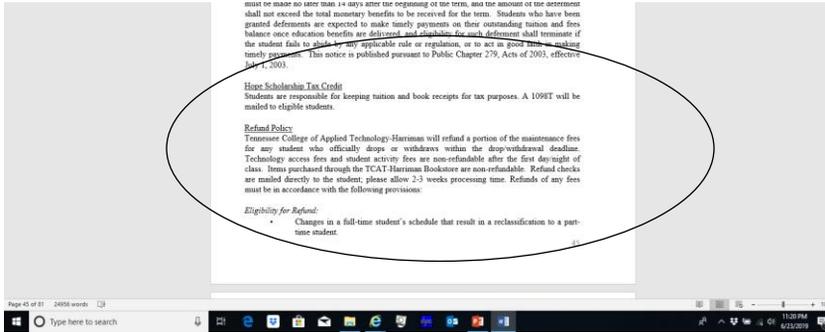 - Reordering pages

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Best Practices for creating digital exhibits

Help the Team Manage Their Time

When you name the PDF, tell the team where the information came from or just simply insert a text box in the document like this PowerPoint that tells the team where the information originated. For example, this would be "refund policy pg. 45 student handbook".


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Best Practices for creating digital exhibits

When a plan or policy supports the criteria; highlighting the part of the plan that is the proof helps the team match the exhibit to the check sheet. For example, you might find the exhibit below in a Standard 5 Instructional Equipment- criteria 2 folder.

"The institution has a system for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction."
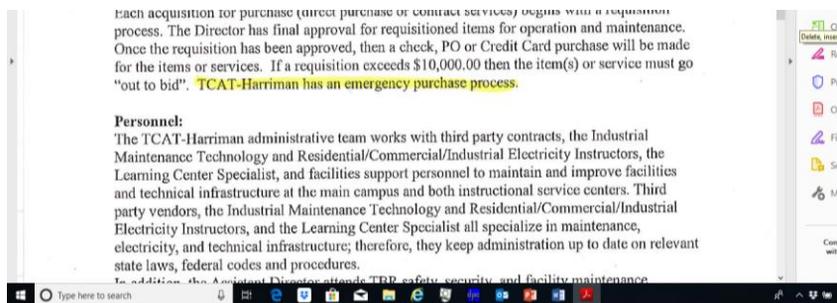
22

Best Practices for creating digital exhibits

- Help the team manage their time

- When creating an exhibit that refers to multi-page documents such as handbooks, manuals, or brochures; do <u>not</u> just create a link to the institution's documents.

- In order to save the team time, create a specific link as Angela explained or simply make a PDF copy of the page(s) of that document that satisfies the criteria with highlighted sections and references of the page numbers inserted as explained in the previous two slides.

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