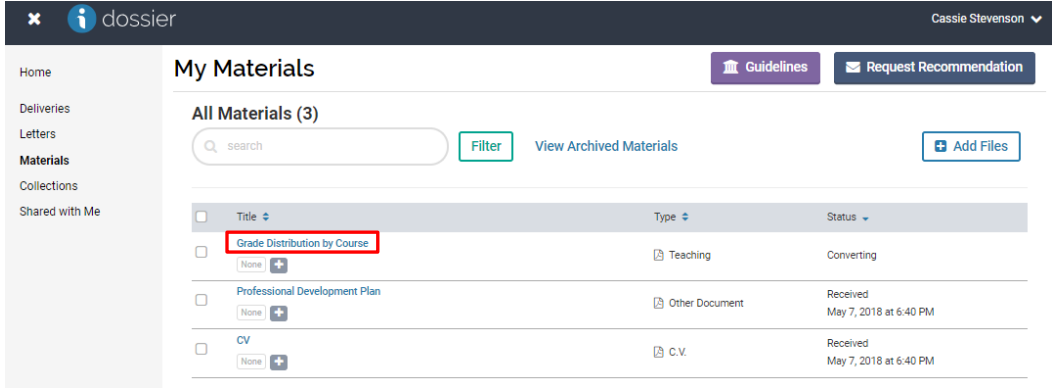
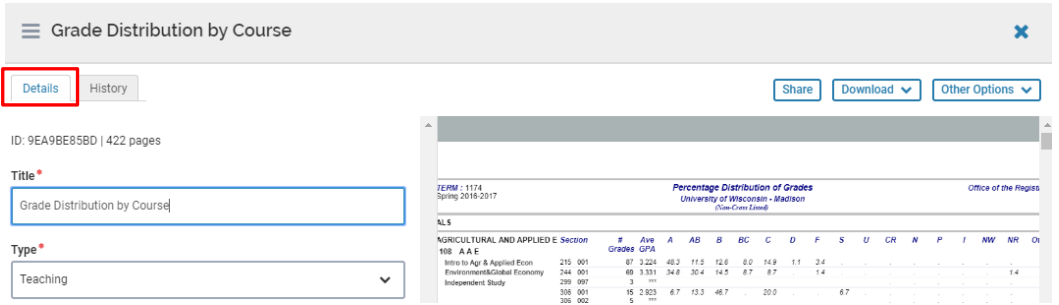
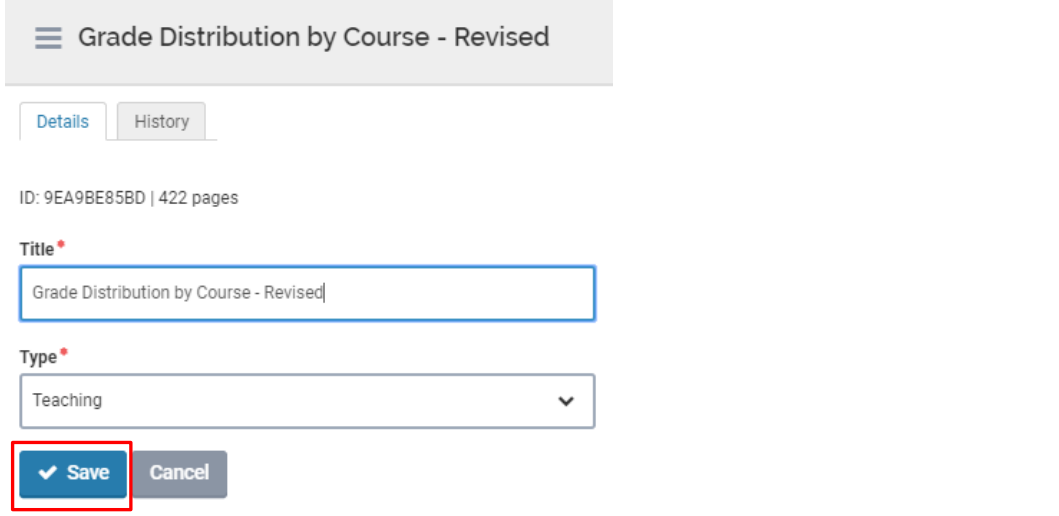
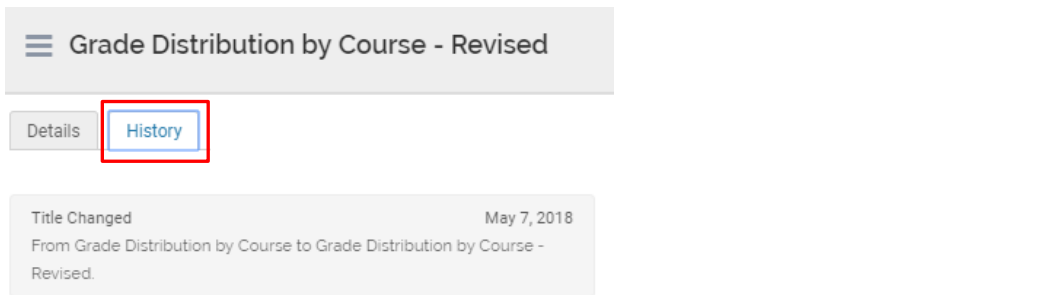
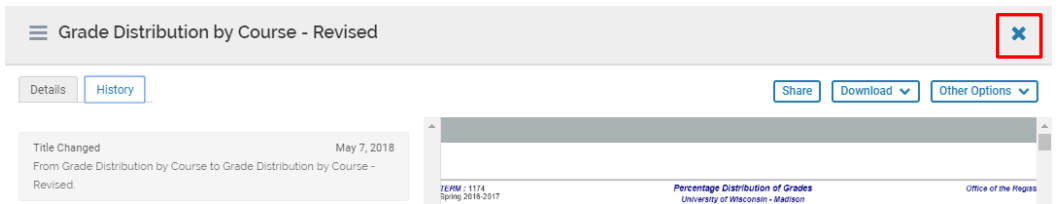


Instruction	Screenshot/Details
<b>Changing Document Names within the Dossier</b>	
<p>1) From within the dossier, you may change the titles and types of your documents by selecting the existing blue title.</p>	 <p>The screenshot shows the 'My Materials' section of a dossier. On the left is a sidebar with links: Home, Deliveries, Letters, Materials, Collections, and Shared with Me. The main area is titled 'My Materials' and shows 'All Materials (3)'. A table lists three materials: 'Grade Distribution by Course' (Teaching, Converting), 'Professional Development Plan' (Other Document, Received), and 'CV' (C.V., Received). The 'Grade Distribution by Course' title is highlighted with a red box.</p>
<p>2) Under “Details”, you can change the title and type.</p>	 <p>The screenshot shows the 'Details' page for the 'Grade Distribution by Course' document. The 'Details' tab is highlighted with a red box. Below the title field, which contains 'Grade Distribution by Course' and is also highlighted with a red box, is a 'Type' dropdown menu currently set to 'Teaching'. To the right is a preview of the document, which is a 'Percentage Distribution of Grades' table from the University of Wisconsin - Madison.</p>
<p>3) As soon as you change one of these two fields, the “Save” button displays.</p> <p>4) Select “Save” to save your changes.</p>	 <p>This screenshot shows the 'Details' page after the title has been changed to 'Grade Distribution by Course - Revised'. The 'Save' button, located at the bottom left, is highlighted with a red box. The 'Cancel' button is next to it. The title field still shows the new title, and the 'Type' dropdown remains 'Teaching'.</p>
<p>5) The changes you make are tracked under “History”.</p>	 <p>The screenshot shows the 'History' page for the document. The 'History' tab is highlighted with a red box. It displays a log entry: 'Title Changed' on 'May 7, 2018', with details 'From Grade Distribution by Course to Grade Distribution by Course - Revised'.</p>
<p>6) To return to the dossier homepage, select the “x” in the upper right-hand corner.</p>	 <p>The screenshot shows the 'History' page with the close button (an 'x' in a square) highlighted with a red box in the upper right corner. The 'History' tab is also highlighted with a blue box.</p>