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Criteria Narrative Window

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Click on the link to return to the **Overview** window. Do not use your browser arrow.

1

Standard criteria that you are viewing.

2

Due dates set by Co-Chairs.

3

Number of narrative words remaining. Criteria narratives are limited to 1000 words.

4

Text box to add narrative to answer teams focus question(s).

5

Click to open rich text editing options (i.e. text bold).

6

The **Evidence** tab displays specific documents that correspond to the standard's criteria. Documents are in PDF format ⅃.

7

The **Comments** tab displays any comments from your team members. Any comments trigger an email notification to the team members assigned to the criteria.

8

The **Self-Study Team** tab displays a list of the team members who have access to the criteria.

9

Listing of specific evidence documents. Documents can be dragged into the Narrative window (see #5) to link evidence to the narrative. Documents can be downloaded ⬇ . DO NOT CLICK THE ⊖ ICON. THIS REMOVES THE DOCUMENT FROM THE EVIDENCE LISTING.

10

Click to save your work.

11

Click to prevent others from editing.

12

Click to submit the narrative and work as completed.

13

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**Need additional help
or would you like to schedule
a training session?**

**Email us at:
middlestates@syr.edu**