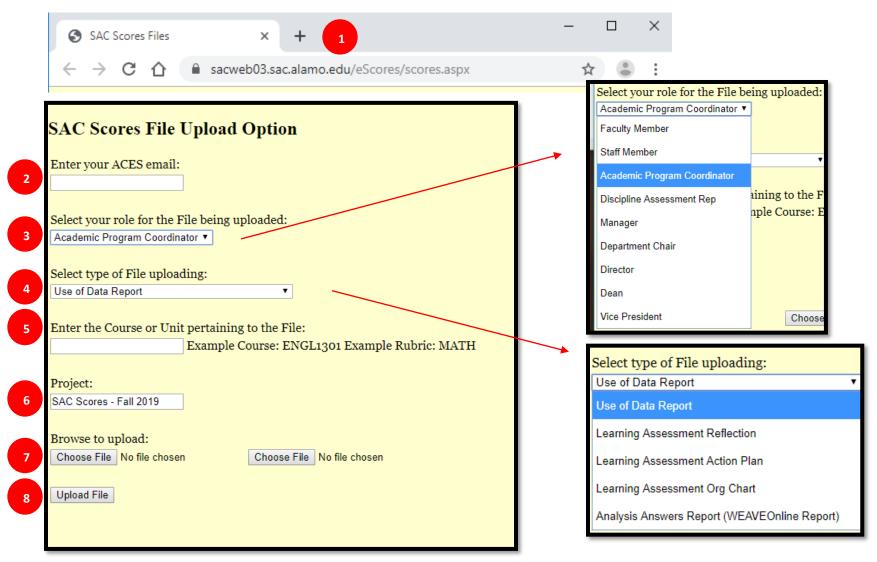
## **SAC Scores File Upload: Instructions**

## **Steps Overview:**



## **SAC Scores File Upload: Instructions**

## **Steps Detailed**

- 1. In your internet browser, navigate to the SAC Scores File Upload site at
  - https://sacweb03.sac.alamo.edu/eScores/scores.aspx.
- 2. Enter your ACES email address
  - @alamo.edu
- 3. Select your ROLE for the file being uploaded
  - Select your ROLE: Academic Program Coordinator, Discipline Assessment Representative, Director, etc.
- 4. Select type of file uploading
  - FILE description you are uploading: Use of Data Report, Learning Assessment Reflection, Analysis Answers, etc.
- 5. Enter the Course or Unit pertaining to the File
  - Enter the UNIT pertaining the file: (e.g., Rubric: MATH)
- 6. Project
  - The name is already entered, no action needed
- 7. Browse to upload file
  - Click "Choose File" and navigate to the file you want to upload. Ensure the file is named appropriately (e.g., Use of Data Report-MATH)
- 8. Upload File
  - Click "Upload File" to submit your files
  - The following pop-up box will appear
  - Click "OK" and repeat steps to upload additional files or close the page if you are done



