samegoal

# Attachments

You can add attachments to any document. Typically, it is helpful to attach:

- Examples of student work
- Submitted documentation from third parties
- Clipboard tracking sheets to justify progress reports
- Signed signature pages, if electronic signatures were not used

**Steps** *To add or delete attachments:*

1. Visit a document.
2. Click the **Attach** tab on the right.
3. To add an attachment, enter a file name. Choose a file, then click the **Attach File** button. The attachment will be added to the attachments list. To see the attachment, click the link.
4. To delete an attachment, click the checkbox next to the document you wish to delete. Then visit **Action > Delete**.

Tip Attachments can be added to incomplete or complete documents.

Tip Attachments cannot be deleted from documents marked complete. If an attachment should be deleted and the document is complete, contact your administrator to incomplete the document first. This functionality is designed so that additional important information may be attached after document completion, but cannot be removed after completion without administrative approval.

Tip Only users with **Is Owner** or **Can Edit** permission to a document may add and remove attachments.

### Supported file types

The following file types are supported:

- .doc
- .docx
- .jpeg
- .jpg
- .mp3
- .mp4
- .m4a
- .pdf
- .png
- .xls
- .xlsx
- .gif