

## ABET Uploading Procedure

This file describes the procedures required to upload the ABET data. The aim of this procedure is to have a consistent look of data across departments.

The data will be provided by the ABET organizer of each department. We are concerned with the following data items:

- Department mission statement
- Department objective
- Student outcomes
- Courses

1. **Department mission statement**

It will be added as a sub-item under the main menu item “About”  
i.e. ***About > Mission***

2. **Department objective**

It will be added as a sub-item under the main menu item “About”  
i.e. ***About > Objective***

3. **Student outcomes**

It will be added as a sub-item under the main menu item “Academics”  
i.e. ***Academics > Student Outcomes***

4. **Courses**

It will be added as a sub-item under the main menu item “Academics”  
i.e. ***Academics > Courses***

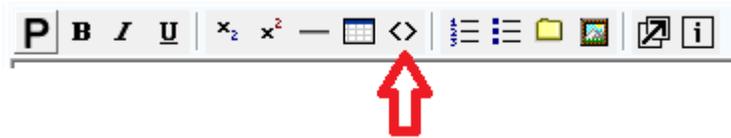
I created a sample in this link

[http://www.aast.edu/en/colleges/coe\\_cairo/contenttemp.php?menutab=79&unit\\_id=346&page\\_id=34600089](http://www.aast.edu/en/colleges/coe_cairo/contenttemp.php?menutab=79&unit_id=346&page_id=34600089)

follow the following steps:

- a. Prepare the pdf file (2 pages) for each course existing in the department (see appendix A for detailed steps)
- b. Upload the pdf files to your site
- c. Create a page dedicated for displaying the courses and give it the title “Department courses”
- d. To facilitate the procedure for you, I created an HTML code for this page, so you can only concentrate on filling the data.

- i. Copy the HTML code. (see the attachment “ABET\_courses.txt” ). Open it with Notepad. Do not use WinWord
- ii. Go to the page you created, press the HTML icon



- iii. Paste the HTML code
  - iv. Press the HTML icon again to go back to normal editing mode
  - v. Insert your courses
- e. For each course, link it to its pdf file (which you already uploaded in steps a & b)

### **Appendix A:**

If you are lucky, the ABET organizer may provide you with a single pdf file for each course. If not, you will receive a single file including all courses. Creating a separate pdf file for each course requires some preparations. The following guidelines are optional; if you have another technique you can use, but be sure to get the same output.

1. Install the pdf creator “primoPDF ”  
[http://download.cnet.com/PrimoPDF/3000-18497\\_4-10264577.html?part=dl-10264577&subj=dl&tag=button](http://download.cnet.com/PrimoPDF/3000-18497_4-10264577.html?part=dl-10264577&subj=dl&tag=button)
2. View the main pdf with your preferred viewer (i.e. Adobe Acrobat, Foxit, etc...)
3. Chose **File>Print**
4. Select PrimoPdf as your printing device (Figure1, step “A”)
5. Determine the page you want to extract from the main file (Figure1, step “B”)
6. Press Ok (figure1, step “C”)
7. PrimoPDF window will appear; press “Create PDF” (Figure 2)
8. You will have the desired pages printed as a separate pdf file

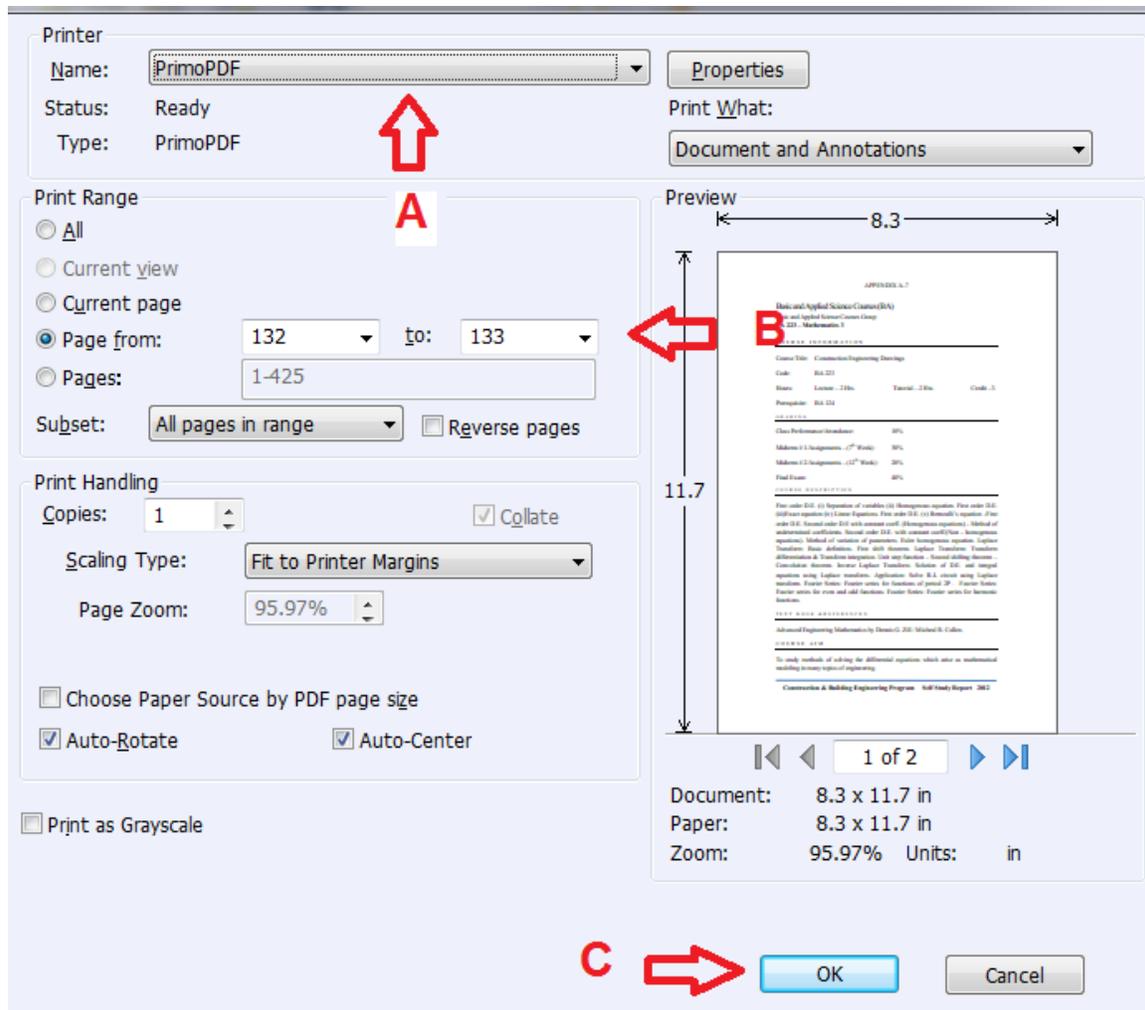


Figure 1: Print window

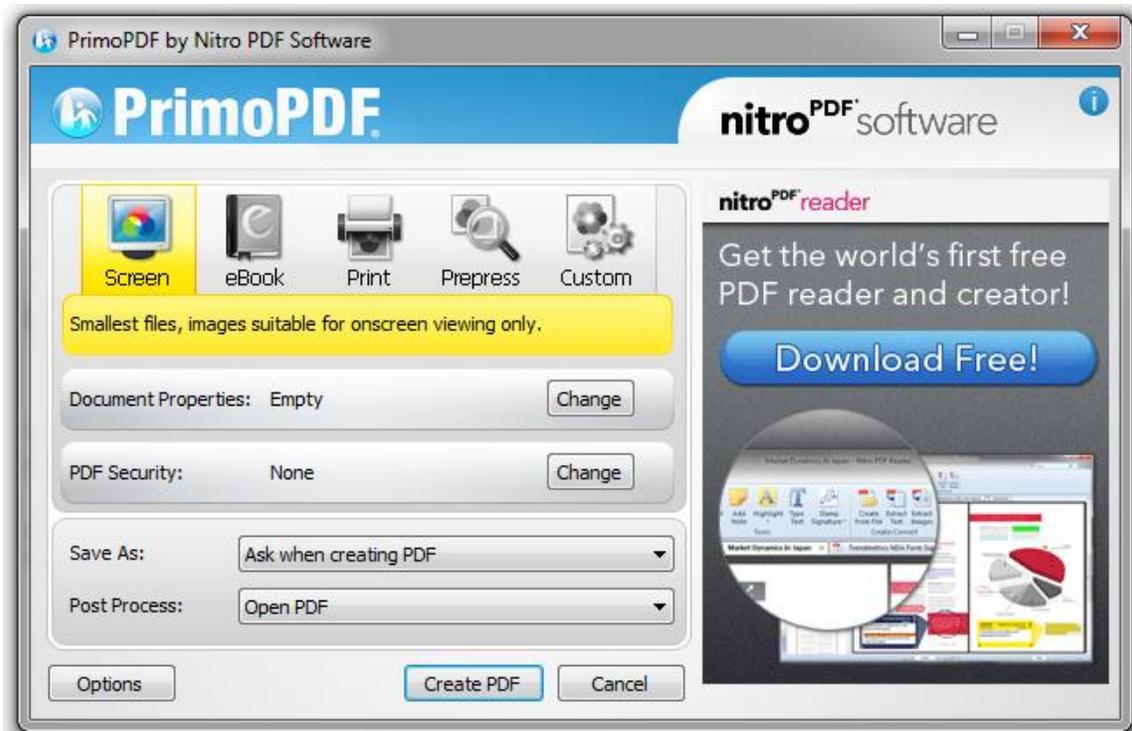


Figure 2: PrimoPDF window