

What is Smartsheet

- Smartsheet is an online work collaboration spreadsheet program.
- Easy to use, familiar Excel spreadsheet-like interface (without the formulas!).
- Similar to Google Docs.
- Rich formatting options, including conditional formatting rules.
- Interactive Gantt chart and calendar capabilities.
- Collaborate with teams inside and outside of campus.

Attach Files

Most of file types are supported, including Images and PDFs, plus Microsoft Word, Excel, and PowerPoint.

- File sharing, notes and discussions.
- Automatic notification, alerts and reminders.
- Link sheet or rows to groups or individual users.
- No training required but, we will provide!

The screenshot shows the Smartsheet web interface with a spreadsheet titled 'Accreditation 2016 - Smart...'. The spreadsheet has columns for 'Standard', 'Sub Standard ID', 'SubStandard', and 'Sub Standard Narrative'. The rows are color-coded by standard: Standard I (pink), Standard II (orange), Standard III (yellow), and Standard IV (purple). Callouts point to various features: 'Attach Files' points to the top-left toolbar; 'Add Notes' points to a cell in the 'Sub Standard Narrative' column; 'Set Reminders & Updates' points to the bottom toolbar.

Standard	Sub Standard ID	SubStandard	Sub Standard Narrative
Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity	I.A	I.A Mission	
	I.B	I.B Assuring Academic Quality	
	I.C	I.C Institutional Integrity	
Standard II: Student Learning Programs and Support Services	II.A	II.A Instructional Programs	
	II.B	II.B Library and Learning Supp	
	II.C	II.C Student Support Services	
Standard III: Resources	III.A	III.A Human Resources	
	III.B	III.B Physical Resources	
	III.C	III.C Technology Resources	
	III.D	III.D Financial Resources	
Standard IV: Leadership and Governance	IV.A	IV.A Decision-Making Roles and Processes	
	IV.B	IV.B Chief Executive Officer	
	IV.C	IV.C Governing Board	

FILE SHARING

Smartsheet makes it easy to share important documents and conversations, keeping them in the center of your team's project or process helping you work together more efficiently and stay current on all important communication and records.

PROJECT MANAGEMENT

Centralized solution to coordinate and manage process groups throughout the entire project life cycle from communications and time management to project quality and resources management.

- Integrated schedule and Gantt chart to keep track of the project development.
- Consolidated communications to manage alerts, reminders, sharing and discussions.

