

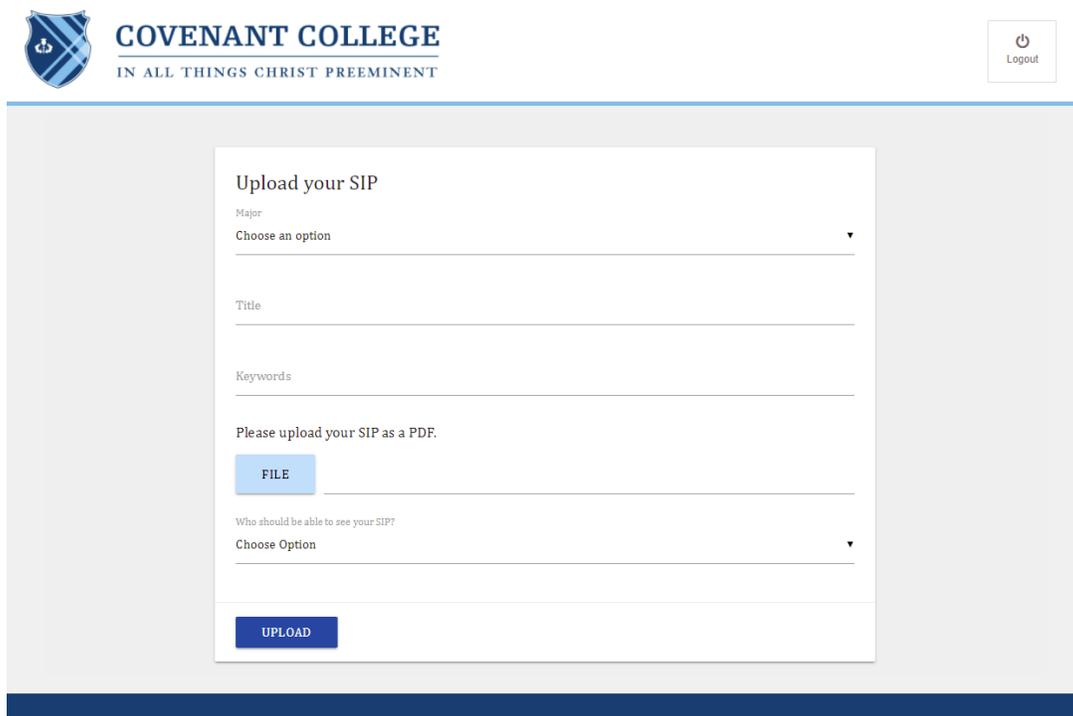
SIP Archives User Guide

Uploading and Searching Archived Senior Integration Projects

Covenant uses the Portal system to host historical copies of many students' SIPs. The archive is searchable by anyone at Covenant, although individual students can select more restricted privacy settings for their SIP, if they desire. This guide outlines the use of the archive's upload and search features.

Uploading a SIP

The archive's Upload page is located at <https://portal.covenant.edu/student/sip/upload>. It looks like this:



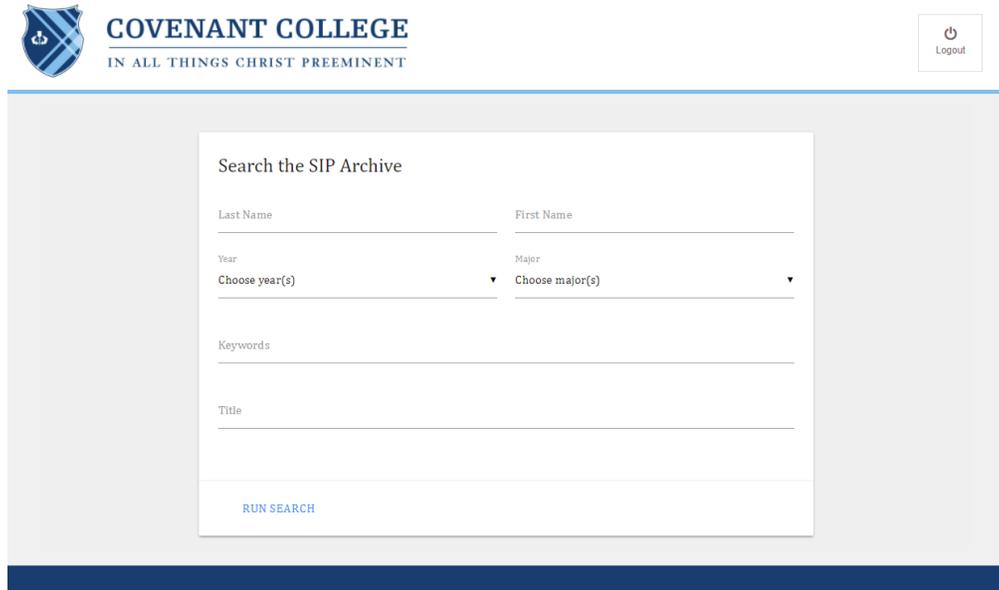
The screenshot shows the 'Upload your SIP' form on the Covenant College portal. The form includes a 'Major' dropdown menu with the text 'Choose an option', a 'Title' text box, a 'Keywords' text box, a 'Please upload your SIP as a PDF.' instruction with a 'FILE' button, a 'Who should be able to see your SIP?' dropdown menu with the text 'Choose Option', and an 'UPLOAD' button at the bottom.

When instructed to upload a completed SIP, you should visit this page and follow these steps:

1. Choose your major from the dropdown menu (double majors will see both of their majors—for record-keeping purposes, in order for your SIP to be searchable under both majors, please upload it twice, selecting a different major each time)
2. Enter your SIP's full title in the first text box, as it appears on your title page. (Example: *Language and the Mind: An Historical Analysis of the Origin and Use of Linguistics*)
3. In the next text box, enter comma-separated keywords that describe your SIP to aid in user searches. (Example: *linguistics, psychology, language, history, theology, origin, speech, cognition, evolution*)
4. In the upload box, click the "FILE" button to open your computer's file browser. Select the file that contains your SIP (note that the system only accepts PDF files) and click "Open."
5. Choose privacy settings for your SIP file—currently you can choose to restrict visibility to either Covenant employees, or to anyone with a Covenant account.
6. Click "Upload" to add your SIP to the archive. Your SIP should become immediately searchable once the upload has completed.

Searching for a SIP

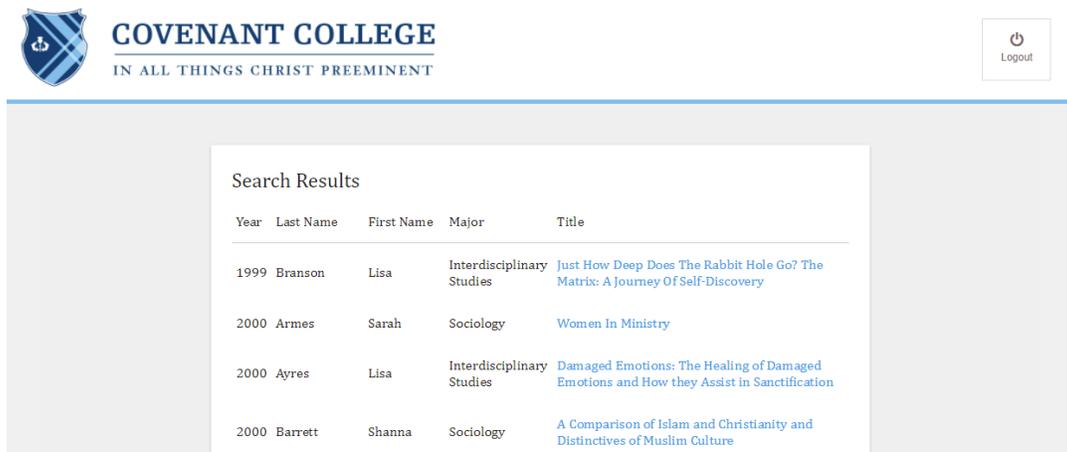
The archive's search feature can be accessed at <https://portal.covenant.edu/student/sip>. It looks like this:



The Search page provides a number of advanced filters to locate specific SIPs in the archive. At least one filter must have an entry in order to perform a search. These filters include:

- Last Name: The student author's surname
- First Name: The student author's first name
- Year: The calendar year that the SIP was completed and submitted
- Major: The major for which the author wrote their SIP
- Keywords: Any keywords that the author chose to have associated with their SIP
- Title: A partial or complete SIP title

Clicking "Run Search" will return a list of SIPs that match your search criteria:



Year	Last Name	First Name	Major	Title
1999	Branson	Lisa	Interdisciplinary Studies	Just How Deep Does The Rabbit Hole Go? The Matrix: A Journey Of Self-Discovery
2000	Armes	Sarah	Sociology	Women In Ministry
2000	Ayres	Lisa	Interdisciplinary Studies	Damaged Emotions: The Healing of Damaged Emotions and How they Assist in Sanctification
2000	Barrett	Shanna	Sociology	A Comparison of Islam and Christianity and Distinctives of Muslim Culture

Note: These filters can only search for the specific information they are given. If your search isn't returning the results you need, make sure to check spelling or broaden your scope.