

Viewing Linked Documents in a Digital Measures Report

The following guide has been created to help you open links in reports generated by Digital Measures, whether on or off campus. This process has been put in place to provide a secure environment where portfolio materials can be viewed and shared.

As a reminder: In collecting portfolio artifacts, please remember not to share sensitive data such as social security numbers, student IDs, and other personal data.

When opening linked documents in a report generated by Digital Measures, you will be asked for a username and password to view the files. However, **how** the links open may depend on the following:

- The file type of the report (Word, PDF, or HTML)
- The file type of the linked document (typically Word or PDF)
- Your default Web browser (Internet Explorer, Firefox, Chrome, or Safari)
- Your computer platform (PC or Mac)
- Whether you are located on or off campus

Viewing Linked Documents on a Mac (Macbook or desktop)

Below is a common process you may go through when opening a document link in a Digital Measures report. If what you see in the following instructions is different from your screen, keep in mind to “accept” or “OK” the ability to open the file (if applicable) and make sure you are logging into the domain (see #3 as follows).

1. Open the report (PDF, Word, or HTML).
2. Click to open the link.

Note: If opening a Word document from Word or a PDF, a window (similar to one of those pictured at right) may open—warning you that the file may not be safe. Click “Open” or “Allow” to open the file.

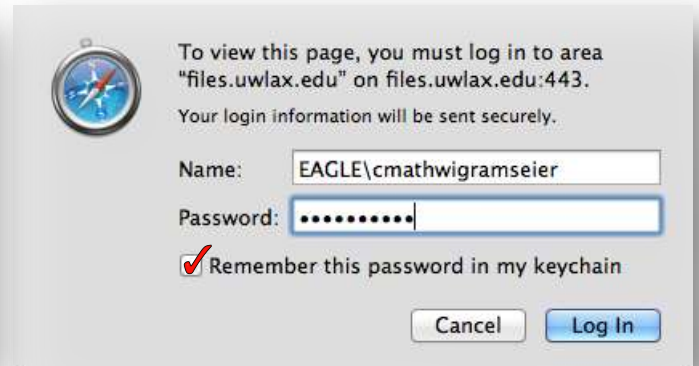


3. Another window will open prompting you to enter your username and password.

Note: This prompt may be hidden behind the documents you already have opened on your desktop.

To log in, enter EAGLE\ then your NetID user name. For example, if your name is Tom Andrews you would write EAGLE\tandrews [EAGLE\first initial and last name]. Then write your NetID password.

Click to save your credentials if you are on your own computer.



Note: If you are opening a Word document from a PDF or HTML document, you may need to look into your Downloads folder to access the file.



After going through this process, your authentication may be saved on your computer. If not, log in using the previous steps to access additional files.

When finished, be sure to log off, particularly if you are on a public computer. Remember, while Digital Measures is a secure environment, it is still very important to not upload sensitive or secure data in Digital Measures.

If you require additional information regarding access to files in Digital Measures, please contact Cari Mathwig Ramseier (cmathwigramseier@uwlax.edu) in Academic Technology Services or the Eagle Help Desk (<http://support.uwlax.edu>).