

## Viewing Linked Documents in a Digital Measures Report

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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

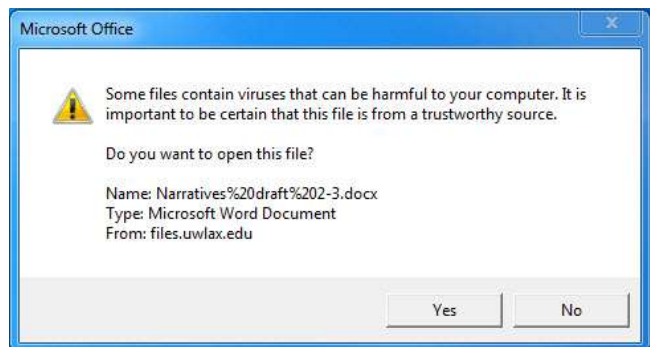
### Viewing Linked Documents on Microsoft Windows 7

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 the link in Word 2010,**

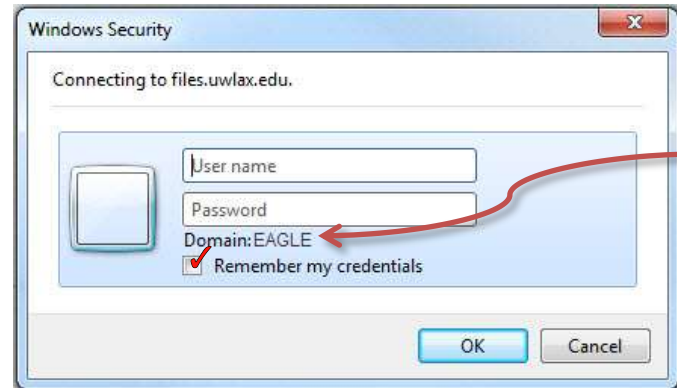
- a. Make sure that the document is **not** in Protected View. Click to Enable Editing (if applicable).
- b. On the link, click your Ctrl key and the link at the same time to open it.
- c. A window (similar to the one pictured at right) may open warning you that the file may not be safe. Click “OK” to open the file.



3. Another window will open prompting you to enter your username and password. Log in using one of the methods below. **Regardless of how you log in, make sure you are logging in to the EAGLE domain.**

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

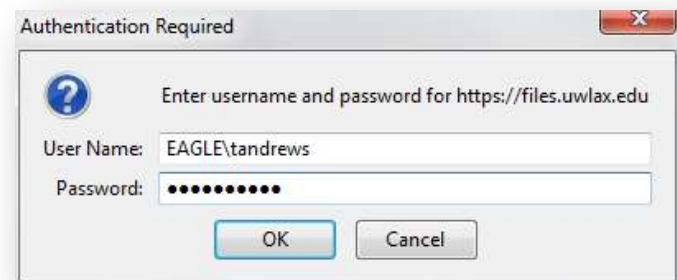
- a. If you are on campus or have previously logged on to a campus server, your login screen may look like the window at right—indicating that you are logging in to the domain “EAGLE.” **Enter your NetID and password. Click to save your credentials if you are on your own computer.**



- b. If your computer is **not** on the Eagle domain, you may see a different window (see at right). Click the button to log in via “Use another Account” and continue to follow the instructions as indicated in [c.] below.



- c. If you are off campus or not on the EAGLE domain, your login window may look like the window at right. 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.



**Note:** If you do not immediately see the document you are opening, check your Downloads folder to see if it has been downloaded to your computer.

After going through this process, your authentication may be saved on your computer. If not, log in using the steps above (2a, 2b, or 2c) 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](mailto:cmathwigramseier@uwlax.edu)) in Academic Technology Services or the Eagle Help Desk (<http://support.uwlax.edu>).