



Document Guide

Uploading documents in PASS

Follow the specified parameters:

- No special characters in the file name
- Max number of files allowed: **3**
- Max file size allowed per document: **1MB**
- File extension allowed: **doc, docx, pdf**

No special characters in the file name

Make sure the file name contains no special characters

Wrong File Name	Solution
  PASS*12/2020.pdf	  PASS_12_2020.pdf
  TAP=Dec.pdf	  TAP-Dec.pdf
  PASS:studentname.pdf	  PASS.studentname.pdf

Max number of files allowed: 3

You are only allowed 3 documents. Each document must meet the parameters for successful uploading.



Max file size allowed per document: 1MB

If the file exceeded the maximum file size allowed per document of 1MB, you can follow the steps below to reduce the document size.

Windows	Mac
<ol style="list-style-type: none"> 1. Open your file in Microsoft Word 2. Go to File > Reduce File Size 3. A pop-up window will show options for Compress Picture Quality. 4. Choose “Web (150ppi)” 5. Check the box “Delete cropped areas of pictures” 6. Click OK 7. Save your file(s) as PDF 	<ol style="list-style-type: none"> 1. Open your file in Microsoft Word 2. Go to Format > Compress Pictures 3. A pop-up window will show options for Compress Picture Quality. 4. Check the box “Delete cropped areas of pictures” 5. Choose “Web (150ppi)” 6. Click OK 7. Save your file(s) as PDF

<https://support.microsoft.com/en-us/office/reduce-the-file-size-of-your-word-documents-6c5a1186-6353-453d-bb22-e9322c2cfbab>

File extension allowed: doc, docx, pdf

- We recommend PDF file as it is universal and would be compressed for a low file size.

Wrong File Extension	Solution
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   </div> <div style="text-align: center;">   </div> <div style="text-align: center;">   </div> </div>	<p>Select 'save as' and choose an acceptable file extension.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   </div> <div style="text-align: center;">   </div> <div style="text-align: center;">   </div> </div>

Submit PDF Evaluation to BlackBoard

Once the video assessment has been completed by your coach, you can click on the view results link. Your screen in PASS needs to be showing everything: your video, tags, self-evaluation and coach evaluation. Next, complete the steps based on your computer type.

Windows	Mac
<ul style="list-style-type: none"> • (Chrome & Firefox): Right mouse-click, select print, change your printer dropdown menu to “save as pdf” and then hit save. • (Internet Explorer): Select print, if there is no “save to pdf” option select “Microsoft XPS Document Writer and then select print. • You will be asked to name the file and chose where to save the file on your computer so you can access it later. 	<ul style="list-style-type: none"> • (Chrome and Firefox): File, select print, then click on the PDF link in the lower left hand corner, click on “save to PDF”. • (Safari): File, select “export to PDF”, save the PDF to your preferred location • Printing to PDF will put the whole PASS screen into a long PDF document.

Additional help

If you still need additional help, try the followings:

Search the Internet	Email Professor or Success Coach
<p>Searching your specific issue on the internet.</p> <p><i>Example: how do I convert AVI to MP4 on Windows machine?</i></p>	<p>Email your professor or success coach if you have questions about the assessment and evaluations.</p>



We're here to help

Email us at PASS.support@wichita.edu

If you would like a phone call, please provide us with contact information where we may reach you

Monday – Friday | 8 a.m. – 4 p.m.