



Document Guide

Rev.02.2021



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 TAP=Dec.pdf PDF PASS:studentname.pdf	PASS_12_2020.pdf TAP-Dec.pdf 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
1.	Open your file in Microsoft Word	1.	Open your file in Microsoft Word
2.	Go to File > Reduce File Size	2.	Go to Format > Compress Pictures
3.	A pop-up window will show options for	3.	A pop-up window will show options for
	Compress Picture Quality.		Compress Picture Quality.
4.	Choose "Web (150ppi)"	4.	Check the box "Delete cropped areas of
5.	Check the box "Delete cropped areas of		pictures"
	pictures"	5.	Choose "Web (150ppi)"
6.	Click OK	6.	Click OK
7.	Save your file(s) as PDF	7.	Save your file(s) as PDF

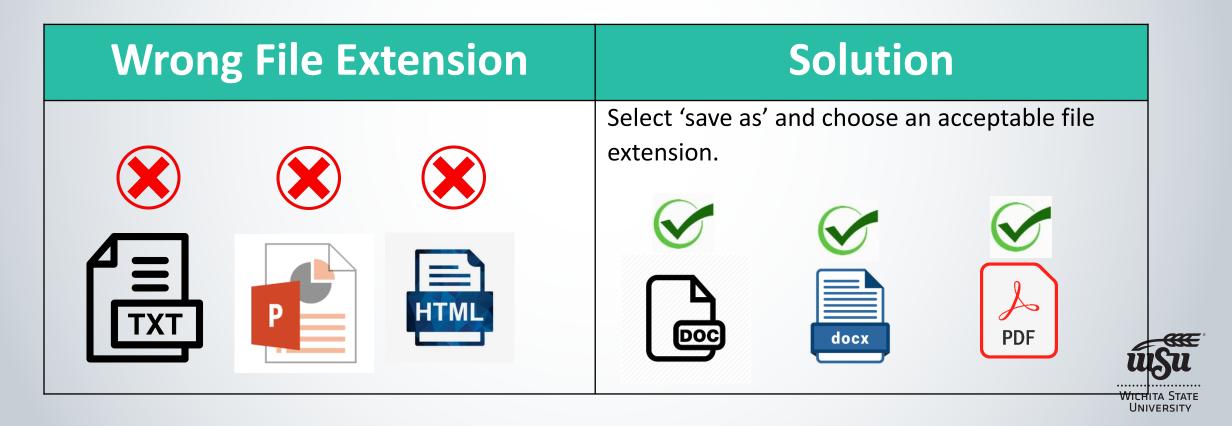
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https://support.microsoft.com/en-us/office/reduce-the-file-size-of-your-word-documents-6c5a1186-6353-453d-bb22-e9322c2cfbab



File extension allowed: doc, docx, pdf

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





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
• (Chrome & Firefox): Right mouse-click, select print, change your printer dropdown menu to "save as pdf" and then hit save.	(Chrome and Firefox): File, select print, then click on the PDF link in the lower left hand corner, click on "save to PDF".
• (Internet Explorer): Select print, if there is no "save to pdf" option select "Microsoft XPS	(Safari): File, select "export to PDF", save the PDF to your preferred location
 You will be asked to name the file and chose where to save the file on your computer so you can access it later. 	Printing to PDF will put the whole PASS screen into a long PDF document.

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Additional help

If you still need additional help, try the followings:

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







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.