

Faculty Workflow Submissions

Download Guide

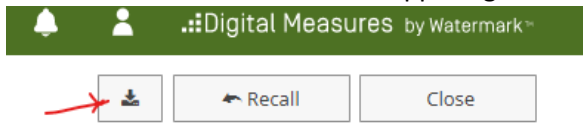
There are times when you may need to download a workflow submission. For example, you can download a past annual review. You can also download one on which you are currently working. This is a good option if you need someone to review your submission before you send it on to the next step in the workflow.

Basic Steps to Download a Submission

You can find all your workflow submissions, both past and current, by logging onto Digital Measures via myUVU's faculty page. Once you've accessed the system, click on "Workflow" to see your **Workflow | Tasks** area.

Find the submission you want to download.

- If the submission is currently in your **Inbox**, open the submission by clicking on the *Name* link.
 - Select the download icon in the upper right of the submission.



- The export file will automatically download to your computer.

- If the submission is past (in your **History**), click on its down arrow in the **Actions** column and then select the *Download* option.

- The export file will automatically download to your computer.

About the Download File

Digital Measures downloads a ZIP file to your computer that contains a few files and folders that are needed to reproduce the entire submission for the reviewer. A ZIP file is basically a compressed file of all the components of your submission. This includes style guides, fonts, uploaded files, and the submission itself. **You will need to supply this entire ZIP file to the reviewer if he/she will need to see the entire submission.**

If you would like to send just the text portion of the submission without formatting or uploaded files to a reviewer, you may send them the HTML file only.

Email facultyportfolio@uvu.edu if you have questions about this document or need technical assistance.