

## How to Download New SRTI Reports

In Fall 2008, we began distributing the new SRTI departmental summary and course section reports electronically. The reports are PDF files and require a PDF reader such as Adobe's free Acrobat Reader in order to view or print them. We are using the University's "UDrive" storage system to securely distribute reports.

### **About UDrive**

UDrive is an easy-to-use, Web-based file storage and sharing system that allows you to access your files from on and off campus, using any computer with an Internet connection.

### **Setting Access Permissions**

Each department will have its own folder on the OAPA UDrive. Permission to access that folder will only be given to the SRTI coordinator(s) for that department.

### **Report Distribution**


When the SRTI reports are ready for your department, we will send you an email to let you that you have access to the folder. The email will include a Web link to your department's SRTI folder. The actual report files will not be attached to the email.


Click on the Web link to access your folder. You will be prompted for your **NetID** (OIT Account user name) and **UMail password**. If you do not remember your UMail password, visit <https://netid.oit.umass.edu/> for instructions on how to retrieve it.

Once you enter your NetID and password, you will be brought to your department's SRTI folder where you will see a .ZIP file that contains the SRTI reports for the current semester. **Note:** It is very important that you download this file before the last day of classes for the current semester, as we will be deleting these files before we start processing the current semester SRTI forms.

### **Downloading Files or Folders**

To open and view a .ZIP file once you've downloaded it, you'll need WinZip (Windows) or StuffIt Expander (Macintosh).

Before downloading your files, click on the bookmark icon () , so that a bookmark will be added to your UDrive account and you can easily access this folder in the future.

1. On your directory listing in the file management frame, select the check box next to the file you wish to download.
2. In the navigation toolbar at the top of the screen, click the **Download** (  ) icon. A File Download window will open.
3. In the File Download window, click **Save**. The Save As pop-up window will open.
4. In the Save As pop-up window: From the Save in: drop-down menu, select the location where you would like the zip file to be saved. If you change the file name, make sure the extension is still ".zip" and "WinZip File" appears in the Save as type: drop-down menu.
5. Click **Save**. Once the files have downloaded, a Download complete pop-up window will open. Click **Open** to open WinZip (PC) or StuffIt Expander (Mac) and view or extract your downloaded files or **Close** to view them later. Note that UDrive has compressed the original .ZIP file into a 2<sup>nd</sup> .ZIP file, so you will have to open both .ZIP files to see or extract all the SRTI reports.