

viaTM by WatermarkTM

How To: Using the
Document Viewer
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- Introduction3
- Document Viewer File Types.....3
- Attaching Files in a Template.....3
- The document viewer status box.....4
 - Viewing and Assessing Attachments..... 4

Introduction

The document viewer is a tool built in to via™ that provides the ability to view files attached to templates. Rather than requiring a user to open an external application to view a file, the file will open inside on via™. This feature has several benefits. Because it can open many different types of files, the document viewer mitigates the need for having access to several different external applications. The document viewer alleviates the need to switch back a forth between via™ and other applications and minimizes the necessary amount of screen space. In turn, the assessment of attached files is faster and more efficient.

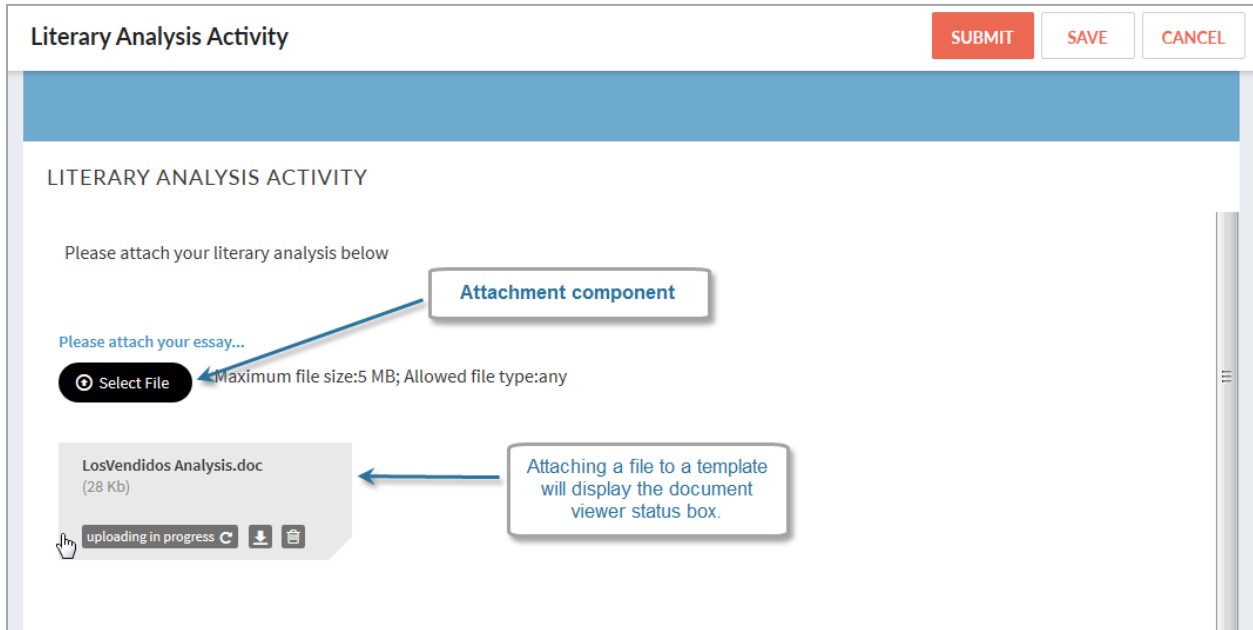
Document Viewer File Types

Below is a list of file types supported by the via™ document viewer.

- Documents: doc, docx, odt, txt, rtf, pdf
- Spreadsheets: xls, xlsx, ods, pdf
- Presentations: ppt, pptx, odp, pdf
- Photos (images): jpg, jpeg, gif, tiff, png, bmp
- Movies: mov, avi, mp4, wmv
- Audio: mp3, wav, wma

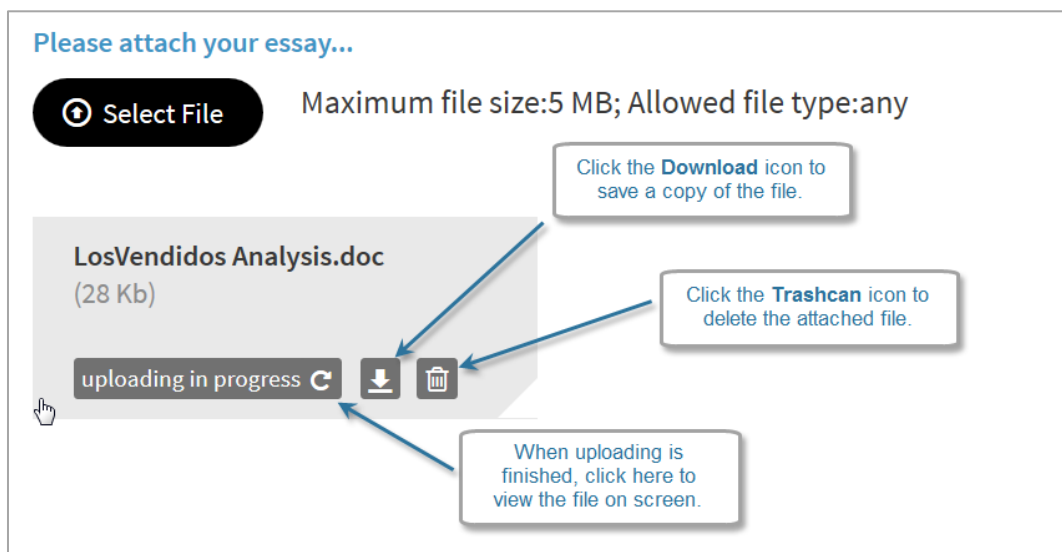
Attaching Files in a Template

To view a file using the document viewer, the file must be included in the template by attaching it using either the **attachment** component or the **rich** component. The document viewer feature is automatically enabled for any file(s) attached using these components.



The document viewer status box

When attaching a file to a component for which the document viewer is enabled, the document viewer status box will appear. The status box shows the file's upload progress, and provides two additional buttons. The **trashcan** button removes the file from the template. The **download** button downloads and saves a copy of the file.



NOTE: It is NOT necessary to wait for the file to upload before submitting.

Viewing and Assessing Attachments

When assessing a template that has a supported file attached, the document viewer will open the document within via™. The file can be evaluated, and the assessment can be made using via™ assessment tools such as a rubric, scoring, etc. To view the attached file, click the **click to enlarge** button for the attachment. Alternatively, click the **download** button to save a copy of the file for offline viewing or editing.

Literary Analysis Activity [ASSESSMENTS HISTORY] [REQUEST REVISION] [SUBMIT] [SAVE] [CANCEL]

LITERARY ANALYSIS ACTIVITY

Please attach your literary analysis below

Please attach your essay...

LosVendidos Analysis.doc (28 Kb)

click to enlarge [download icon]

Click the **click to enlarge** button to open the file on screen.

Click the **download** button to save the file for offline viewing.

Assessment panel

Assessment Rubric [Detail](#)

0/0 - 0.00%

Clear	L1	L2	L3	L4	N/A
Item1	✓	✓	✓	✓	N/A
Item2	✓	✓	✓	✓	N/A
Item3	✓	✓	✓	✓	N/A

Feedback

Comments List

After clicking the **click to enlarge** button, the document will open in app for evaluation. When finished viewing the document, click the **X** button to return to the template.

Literary Analysis Activity [ASSESSMENTS HISTORY] [REQUEST REVISION] [SUBMIT] [SAVE] [CANCEL]

The attachment opens on screen.

Click the **X** to close the document viewer and return to the template.

English 222

Money Speaks Louder than Oppression

The play *Los Vendidos*, by Luis Valdez, is funny. It has several laugh out loud lines, but its premise is also entertaining to imagine. People being sold using the same language employed to sell cars makes us grin. The people, however, are specifically Mexicans, sold for the purpose of being Mexican. If we allow it, the humor disappears and is replaced with the troubling notion that the four Mexican men in the shop use common Mexican stereotypes not to point out these stereotypes' offensive nature, or their

Assessment panel

Assessment Rubric [Detail](#)

3/8 - 37.50%

Clear	L1	L2	L3	L4	N/A
Item1	✓	✓	✓	✓	N/A
Item2	✓	✓	✓	✓	N/A
Item3	✓	✓	✓	✓	N/A

Feedback

The assessment panel, and any rubrics can be completed.

Comments List