# AcademicEHR
powered by **Procentive**

Your course instructor may direct you to access and view course syllabi and assignments in the Documents Module in Procentive.

How to View Documents

1. Go to the **Documents Module** Documents and select **"Programs"** ⊙ Programs along the top of the screen. Below, you will see a list of the current Courses. Select your Course by double-clicking on it or clicking on the black drop down arrow.
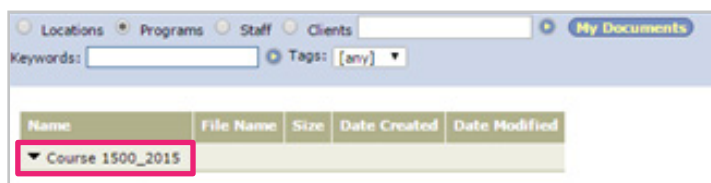
2. When you click on the course, sub-directories will appear under the Course, (such as the Syllabus in the screen shot below).

3. To view a file, either double-click on it or click once to highlight and then click open where it appears to the right-hand side of the screen.

    Note: Depending on your computer and internet browser, opening a document will either open it as a PDF in a new window or it will download the file. If you do not see the document open, please check your internet browser's downloads folder.

Searching for Documents

You may search for a document using Keywords or Tags (if applicable). These search fields appear in the second row of the filters in the light blue bar at the top of the Documents Module.

- To search by Keyword, type in a portion of the document's name (eg. "Spring" for Spring semester, etc.)

Keywords: [   ]

- To search by Tag, click on the drop-down menu and select the desired tag.

▶ Tags: [any] ▼

Note: Keywords and Tags work in conjunction; if you want to search by either only a keyword or a tag, make sure the other field is cleared.

A Document Search Results window will pop up, showing if any documents match your search parameters.

Opening the Searched Document

1. Click on the blue, underlined name of the Document. The document information will show on the right-hand side of the screen.

Diagnosis			
Name	**File Name**	**Size**	**In**
Syllabus	Final Forms Approval New.docx	124553	CDEP 2263 (Winter 2016):Subdirectory 1

2. Click open to access the document.

Name: Syllabus
Description: Syllabus for this course.

File name: Final Forms Approval New.docx
Content type: application/vnd.openxmlformats-officedocument.wordprocessingml.document
File size: 124553
Template: No ▼
Tags:

Use control or shift to select more than one.
File: [Choose File] No file chosen
change delete open scan tags
attach to message