How to access SOR files that are on the CCM server

Overview:

1) **These procedures are only for SORs done on paper in a face-to-face setting**
   a. Excel files are the summary reports.
   b. .tif files are the scanned SOR form images *(imaging started Fall 2013)*

2) **SORs for Online and Hybrid sections are done electronically by a 3rd party vendor.**
   The vendor sends links to faculty to provide access to Online/Hybrid SORs.

Steps 1-3 below should be done before viewing SORs.

Recommended settings to view SOR files.
- "**Firefox**" is the preferred browser. *Other browsers may behave differently.*
- "**Windows Photo Viewer**" is preferred for viewing SOR form images - the tif files.
  QuickTime Plug-In should not be used.
- Using other applications or settings may not produce the same results.

1. **Set Windows 7 to always use "Firefox" as your DEFAULT Browser**
   …you can switch back to another browser after this session.
   a. Click **Start / Control Panel / Default Programs / Set Your Default Programs**
   b. Select **Firefox**.
   c. Click "**Set this program as default**" then click **OK**.
   - [Windows 10 procedure](#) to use "Firefox" as your DEFAULT Browser.

2. **Set Windows 7 to always use "Windows Photo Viewer" to open TIF and TIFF files (the SOR images):**
   a. Click **Start /Control Panel / Default Programs / Associate a file type with a program**
   b. Under the 'Name' column, find and double-click **.tif**
   c. In pop-up box, under 'Recommended Programs' select "**Windows Photo Viewer**" and click **OK.**
   d. Repeat steps b & c for **.tiff** file extension.
   - *Windows 10 uses a new app called "Photos" and "Windows Photo Viewer" may not be an option.*

3. **Set how Firefox handles tif & tiff files (the SOR images):**
   a. Launch **Firefox**.
   b. Click **Tools / Options / Applications**
   c. TIF & TIFF files should be: "**Use Windows Photo Viewer**"
   d. To change, click the down arrow and select "**Use Windows Photo Viewer**" - then click **OK**.
   - *Windows 10 uses a new app called "Photos" and "Windows Photo Viewer" may not be an option.*

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When on campus *(for full-time faculty who are logged onto the CCM network)*

1. Click your **Division's link** below or enter your Division's path in the <u>Windows Explorer</u> address bar.
   - BMET → F:\groups\SORS\BMET
   - HNS → F:\groups\SORS\HNS_   *(includes 1 underscore after 'HNS')*
   - LA → F:\groups\SORS\LA__   *(includes 2 underscores after 'LA')*
2. Double click *your **Department** folder.*
3. Double click *your **Personal folder**.*
   Note: You will see other faculty folders listed; however, you only have rights to view your folder contents.
4. Double click the ***Excel file** (summary report) **or .tif file** (SOR form image)* that you want to see*.*

Tips for viewing .tif files (SOR images) on campus:

- Once a .tif is loaded into *'**Windows Photo Viewer'**,* you can easily scroll through the remaining .tifs in the folder by clicking the right arrow at the bottom of each SOR image.
  *Note: the arrow is presented only when viewing **onsite**.*
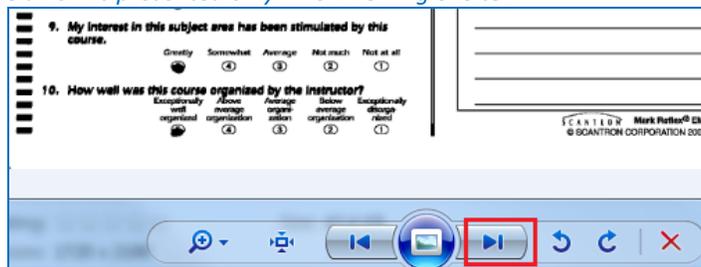
When off campus *(the only option for adjuncts and 2nd option for FT faculty)*

1. Click this link → https://dfs.ccm.edu/groups/sors/ *or enter the path into your Firefox browser address bar.*
2. At the 'Authentication Required' pop-up:
   Enter your CCM username and password (what you use for WebAdvisor/BlackBoard).
3. Click *your **Division***
4. Click *your **Department**, then your **Personal** folder.*
   Note: You will see other faculty folders listed; however, you only have rights to view your folder contents.
5. Click the ***Excel file** (summary report) **or .tif file** (SOR form image)* that you want to see*.*

Offsite tips:

1. **Opening and viewing Excel Summary Report and .tif files (SOR images) offsite, using Firefox:**
   a. Split your screen so ½ shows the list of files and ½ displays the Excel report or .tif image.
   b. Now click on the remaining files in the list that you want to see.
   c. *Scroll through them via the bottom <u>task bar</u>*

   Hover over the Excel icon 📊 *to see open reports & the 'Windows Photo Viewer' icon* 🖼 *for tifs*
2. **When closing the Excel report, you may be asked 'do you want to save the changes?'**
   a. All SOR files are 'read-only' and can't be modified – simply click "NO".
   b. If you click YES, it will allow you to 'save as' on your computer, but not on the server.
   c. **Close Firefox** to end the session.