

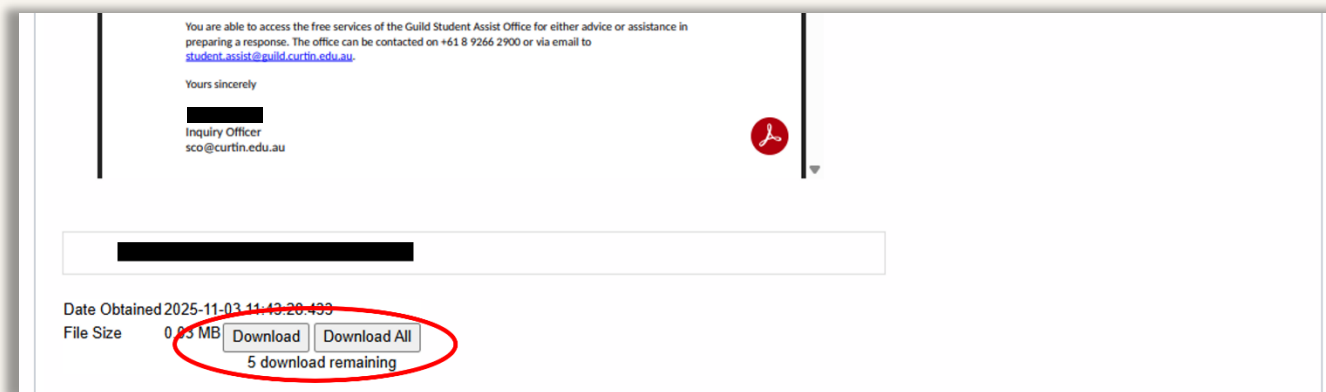
DOWNLOADING YOUR DIXON CASE DOCUMENTS

Having access to your DIXON case documents helps us provide you with the most informed and thorough advice possible. We are usually unable to get into the platform using the links you forward us from DIXON, so the easiest way for us to access them is by you sending them to us at student.assist@guild.curtin.edu.au. This guide covers the most likely scenarios you'll encounter. We produced this guide on Windows.

IMPORTANT NOTE: If you are trying to send the files to Student Assist for support with your case, please be aware that our email security will block any email with an attachment larger than 35MB. If this affects you, please let us know and we can explore other ways of accessing the documents.

"Download All" Option – Most Academic and General Misconduct investigations

In many cases, you will be able to download the case documents individually, or the complete report combined into a ZIP file. Simply click "Download" or "Download All" beneath the evidence preview:

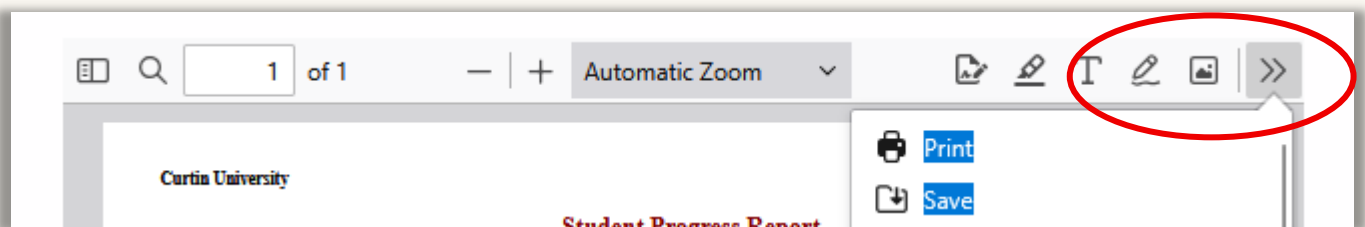


No "Download All" Option – Common for Poor Academic Practice cases

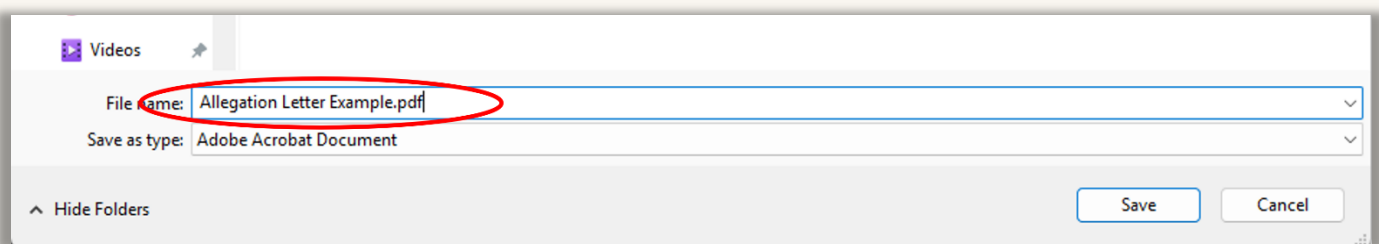
Sometimes, the method of downloading won't be so obvious. Fortunately, there is still a way to download *most* of the documents. Exceptions to this method can be images (you can send us a screenshot) and videos (you may need to email the Student Conduct Office and ask for a copy, or provide us with authority to reach out on your behalf).

Firefox users:

1. Click the ">>" button above the document preview, and select "Save":

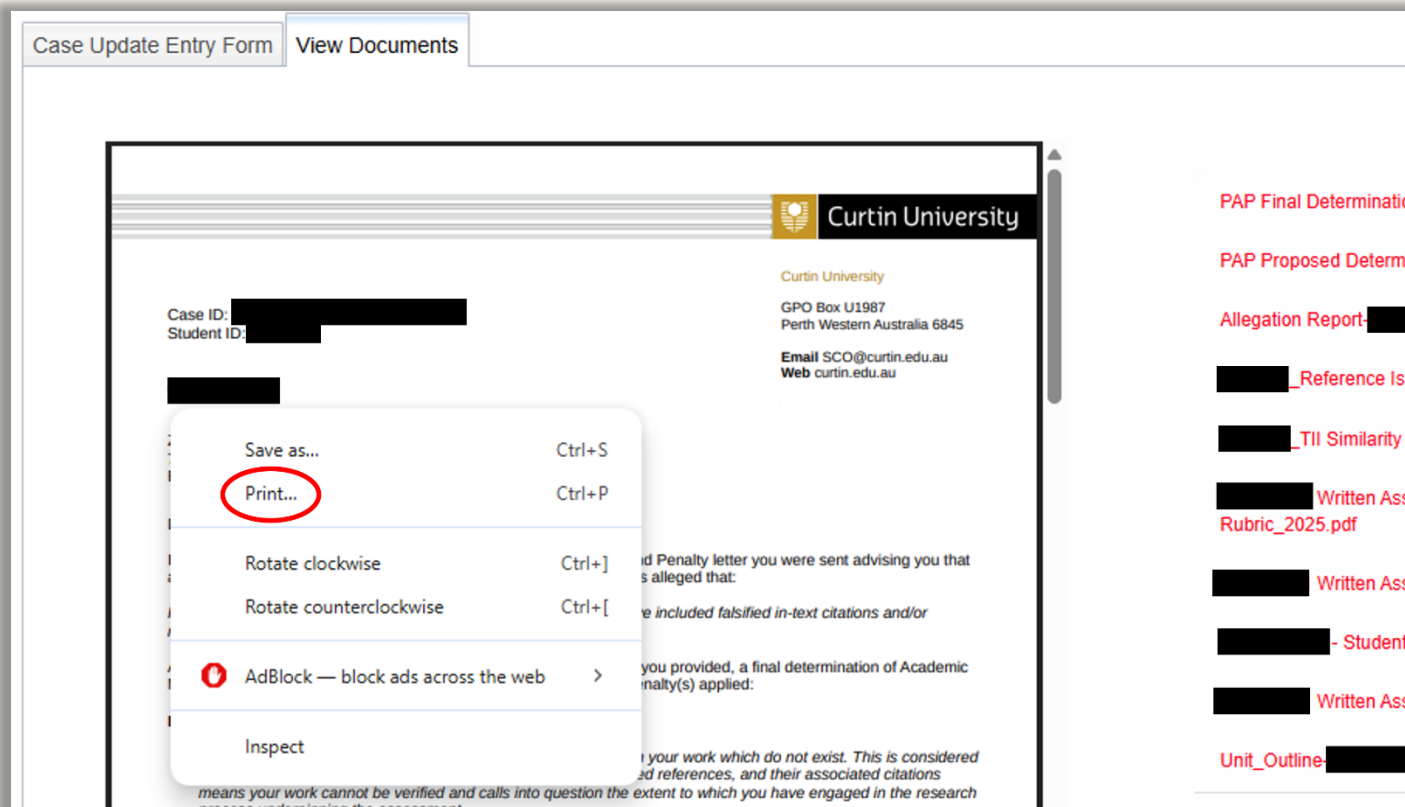


2. Save the file – it will be helpful to us if the filename reflects the content:

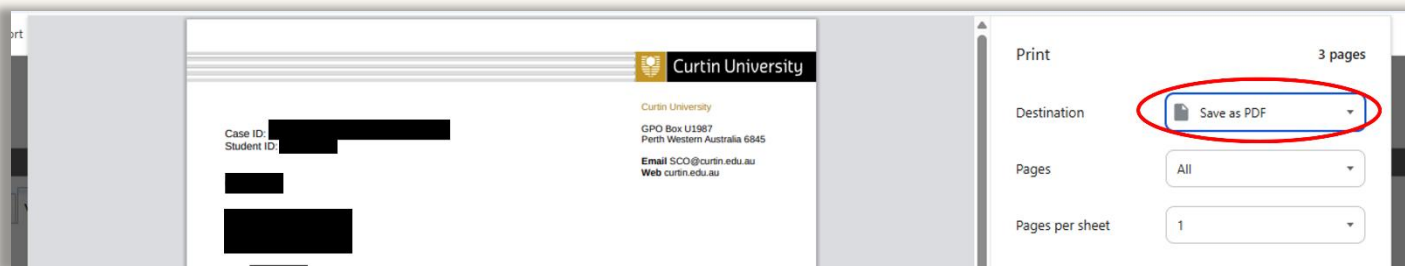


Google Chrome users:

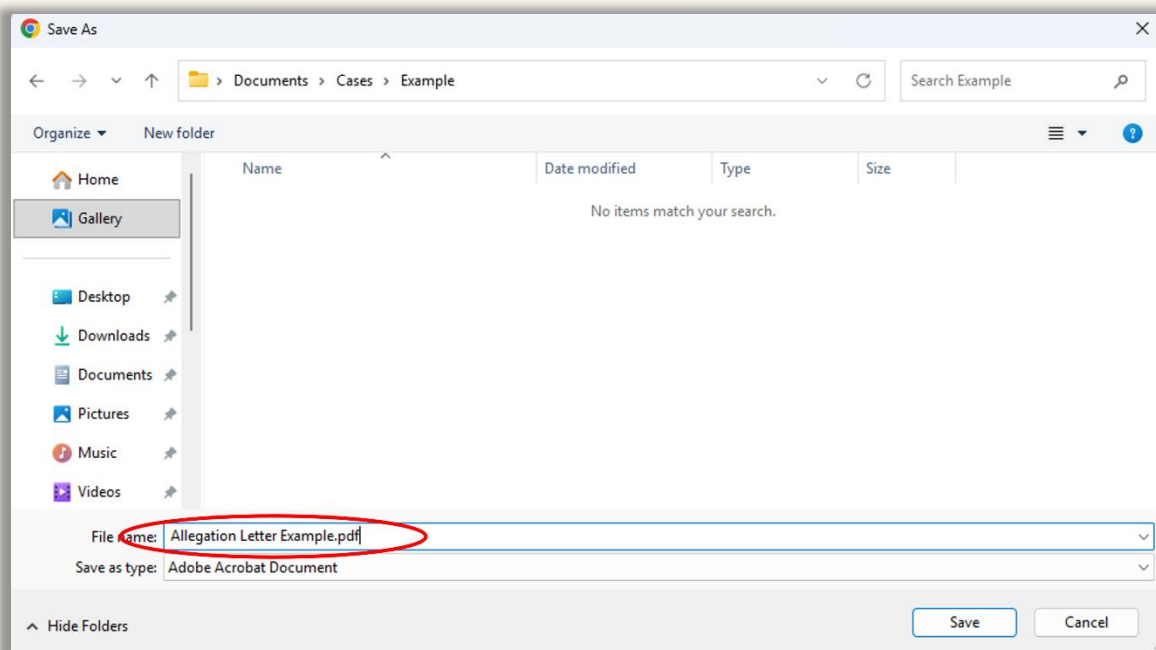
1. Right click on the document preview and select "Print...":



2. Select "Save as PDF":



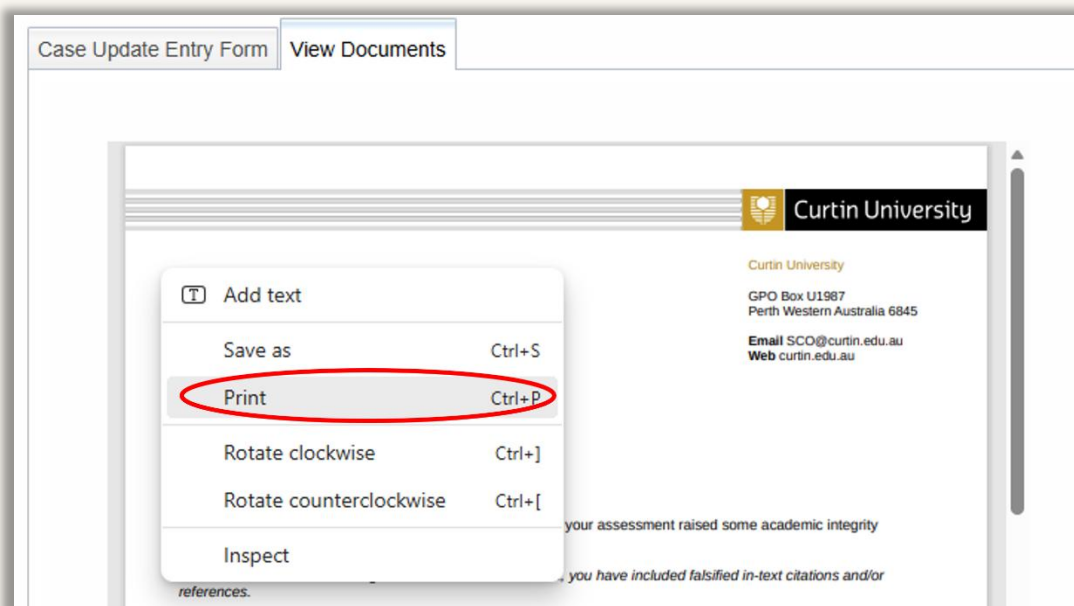
3. Save the file – it will be helpful to us if the filename reflects the content:



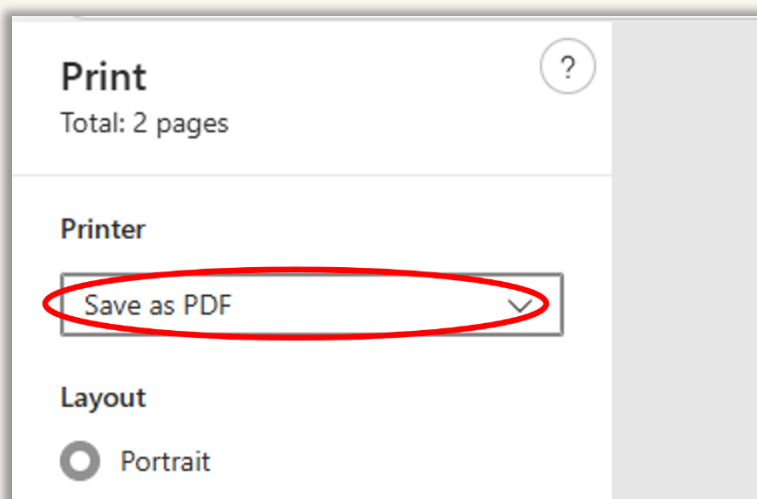
Microsoft Edge users:

Please note: Curtin recommends students use browsers other than Microsoft Edge.

1. Right click on the document preview and select "Print...":



2. Select "Save as PDF":



3. Save the file – it will be helpful to us if the filename reflects the content:

