

Downloading/Printing the Assessment Deposit Report for Faculty

1. Log in to Digication at: <https://apps.laguardia.edu/eportfoliosso/> using your MS Outlook credentials. (See image 1)

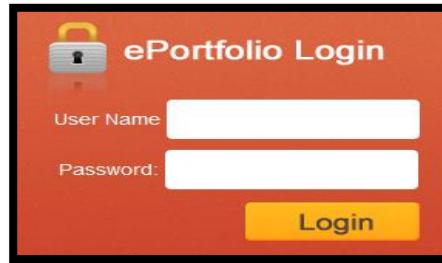


Image 1

2. Scroll down to "My Courses;" click on the link for your course. (See image 2)

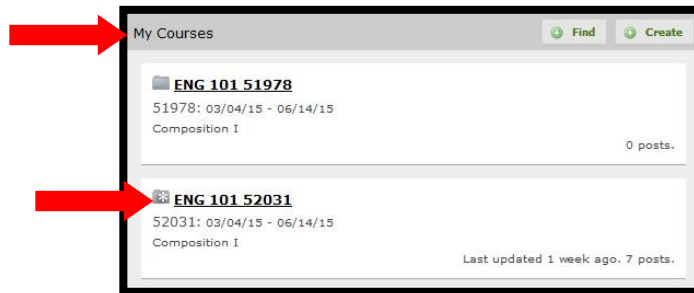


Image 2

3. Click on the "Assessment" tab (See image 3)

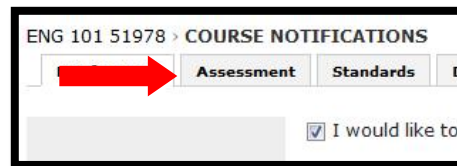


Image 3

4. Click on the "Download Report" button (See image 4)

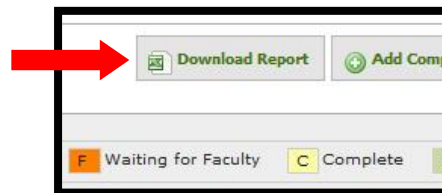


Image 4

5. In the download window, you will be given the option to "Open" or "Save" the file. (See images 5a and 5b)

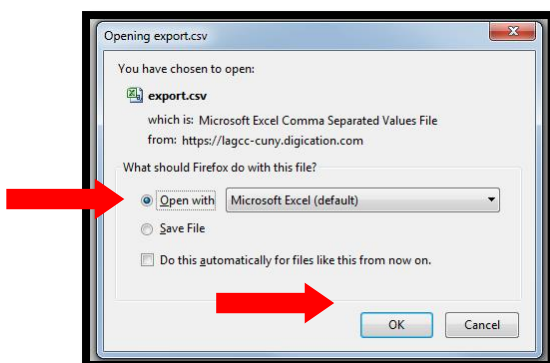


Image 5a (Firefox view)

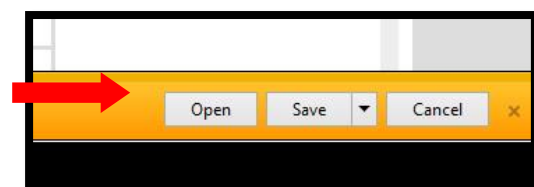


Image 5b (Internet Explorer)

6. The report is an Excel Comma Separated Value (.csv) file. You can save it as an excel document by clicking on “Save As” and choosing “Excel Workbook” from the menu. (See image 6)

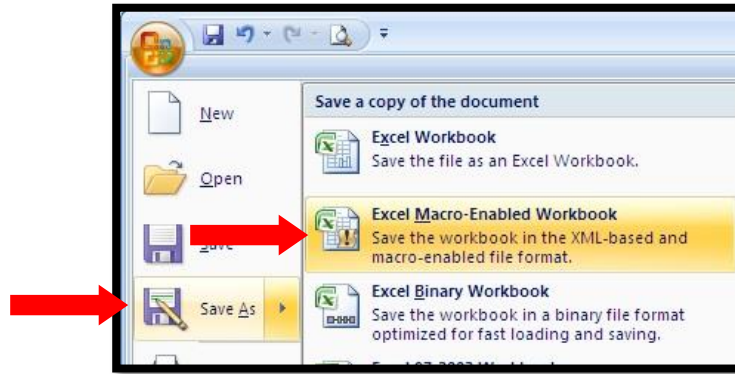


Image 6

7. On top of the page, you will see a summary of the number of assignments/files submitted. Example:

Critical Literacy - Assignment	
Files:	13 files uploaded
Students:	13/22 students have uploaded files

8. To view the complete name of the submitted assignment, put your cursor on the border of a given column; drag it to the right to extend its width until the full name of the assignment appears. (See image 7)

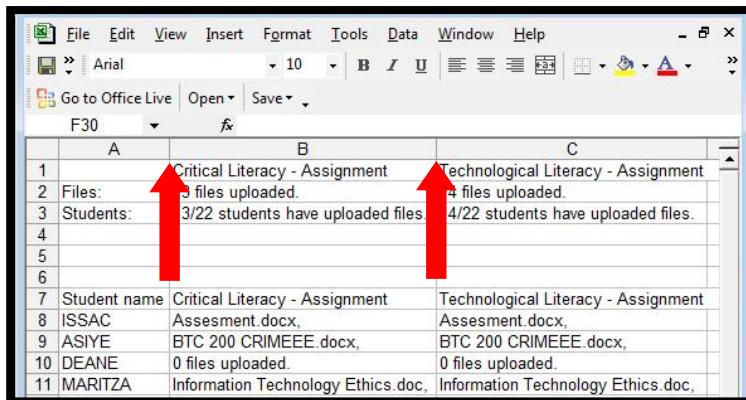


Image 7

9. To print, go to **File>Print**. (See image 8)

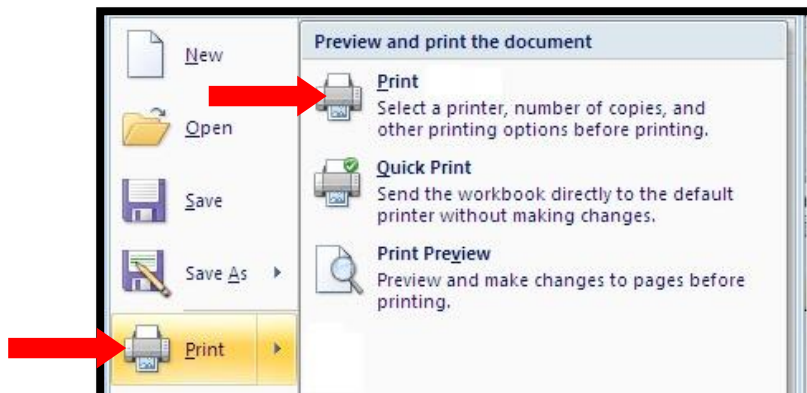


Image 8