

Student View: Depositing Assignments in Assessment

1. login to Digication at <https://intranet.laguardia.edu/eportfoliosso/> (See image 1)

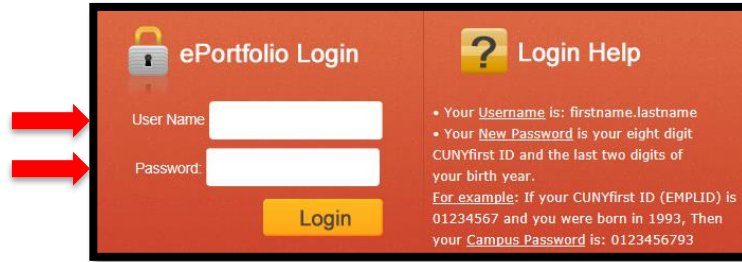


Image 1

2. From the dashboard screen go to **“My Courses”** and click on the link to your course. (See image 2)



Image2

3. On your course page, click on the **“Assessment”** tab (See image 3)

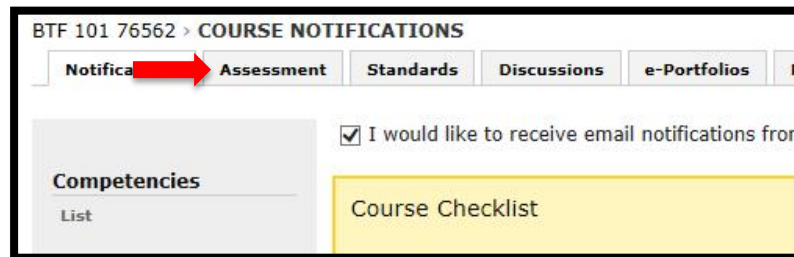


Image 3

4. Click on appropriate Competency, in this example **“Step 1: Student submission”** (See image 4)

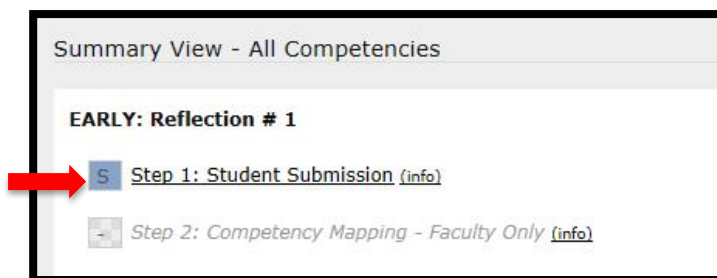


Image 4

5. From the next page under **“Evidence Added”** click on the **“Browse”** button and select the file from your computer and click open. If you are uploading a video file larger then 20mb, use the **“Add Video”**

button. If you need to upload more than one file or video, click the **“Browse”** or **“Add Video”** buttons again until all your files are uploaded. (See image 5)

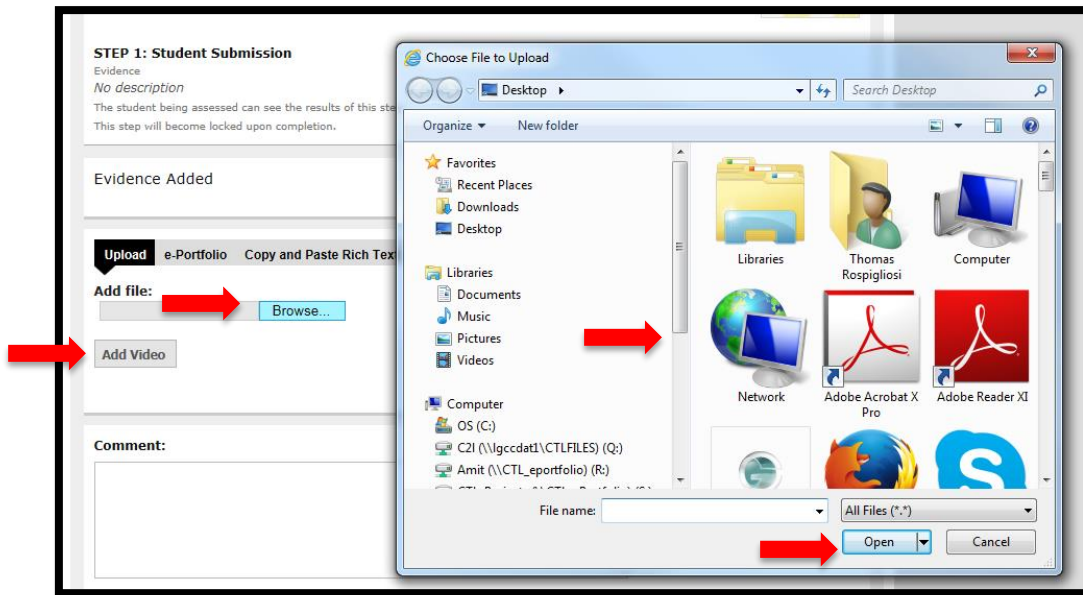


Image 5

6. Under **“Evidence Added”** you will see a link/links to the file/files you just uploaded. Check to see if they are the correct file/files by clicking the link/links. If they are, click on **“Complete and submit”** to finish uploading the file into assessment. (See image 6)

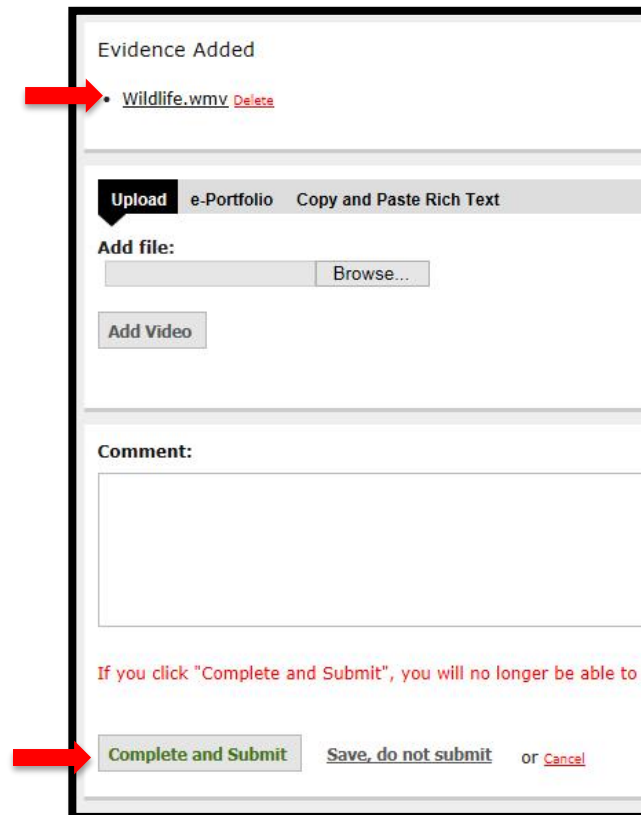


Image 6