

Changing/Adding the Name of the Assignment in the Assessment Area

1. Login to your account at: <https://intranet.laguardia.edu/eportfoliosso/> (See image 1)

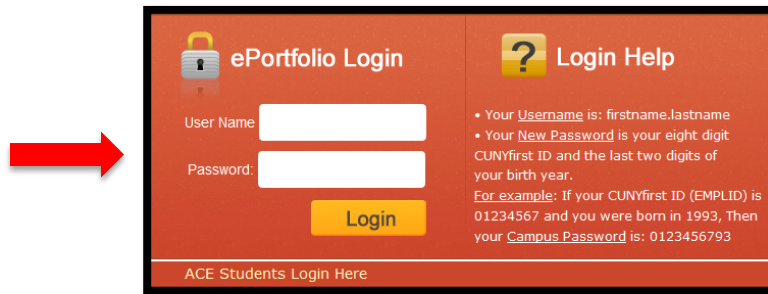


Image 1

2. On the dashboard screen click the link to your course where you have the assessment set up (See image 2)

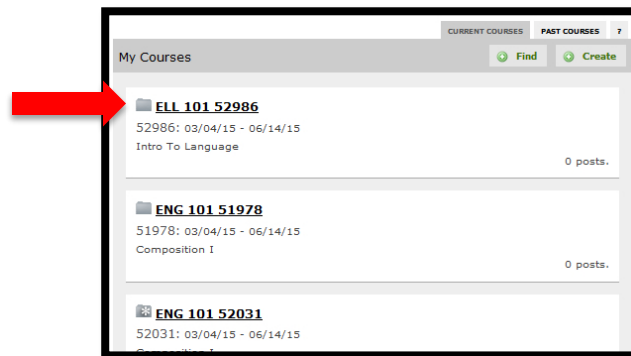


Image 2

3. Select the assessment tab (See image 3)

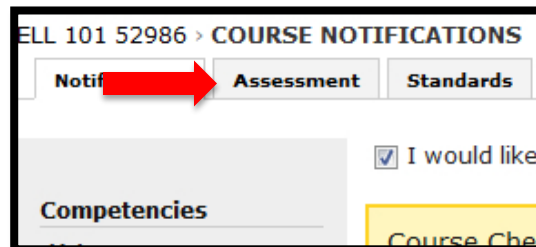


Image 3

4. From the grid select the icon. (See image 4)

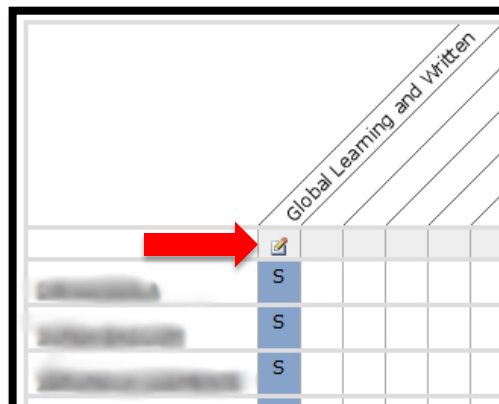


Image 4

5. Under “Competency Workflow” 1 click the Edit link (See image 5)

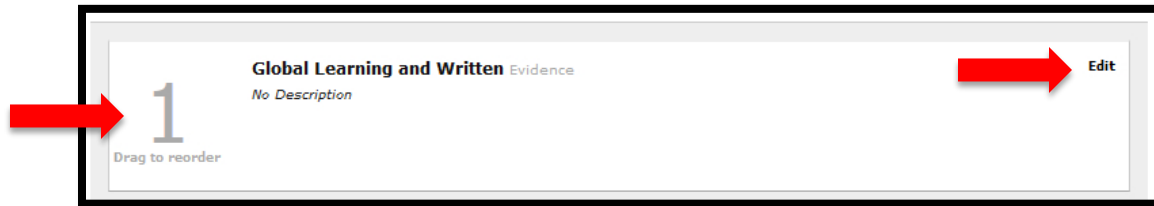


Image 5

6. Under the Name field, delete the current name and then replace it with the name of the assignment you want to use for this competency. (See image 6)



Image 6

7. Click save (See image 7)

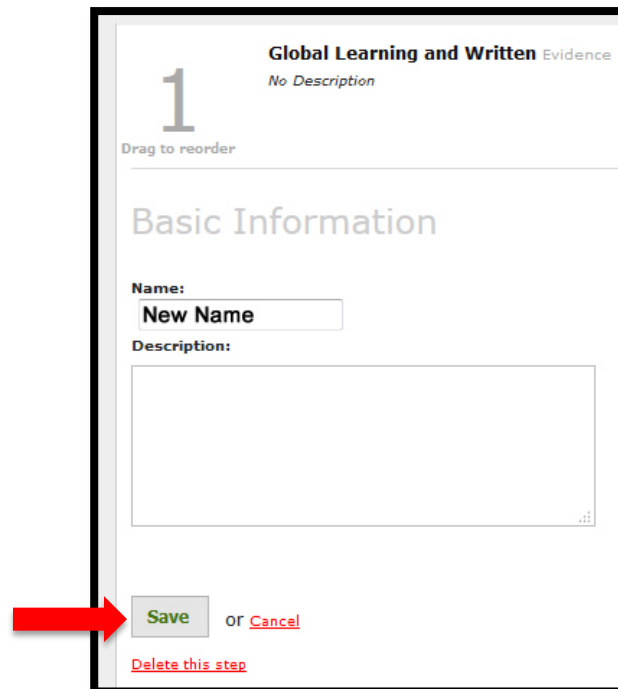


Image 7