

Faculty View: Checking to See Which Students Deposited Assignments into Assessment

1. Use Your MS Outlook credentials to login at <https://intranet.laguardia.edu/eportfoliosso/> (See image 1)

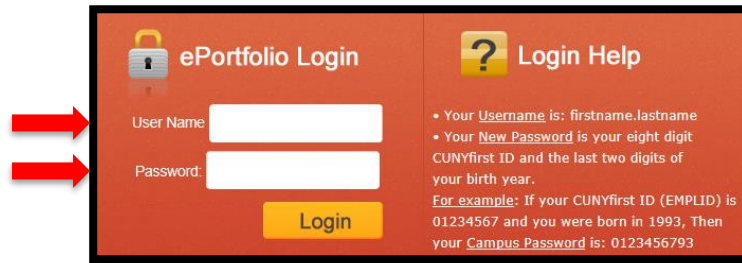


Image 1

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)

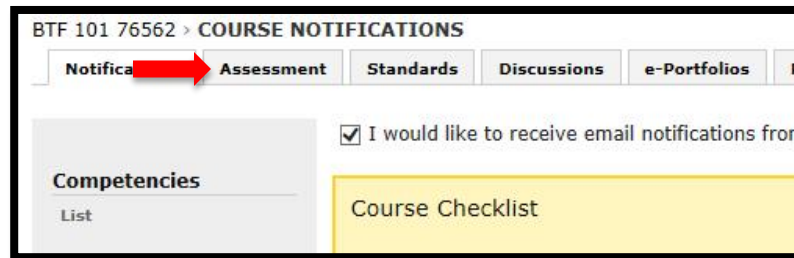


Image 3

4. Check the status of student submissions (See image 4)

| | EARLY: Reflection # 1 | EARLY: About Me | LATE: Global Learning Assignment | LATE: Term Research Project |
|--------------|-----------------------|-----------------|----------------------------------|-----------------------------|
| Student Name | S | S | S | S |
| Student Name | S | S | S | S |
| Student Name | S | S | S | S |
| Student Name | S | S | S | S |

Image 4

5. The blue box indicated the student has not yet deposited; the orange box indicates the student has deposited. If you want you can click on the orange box to view the deposited assignment. ***(Please note: When the box is orange, the Student has deposited).*** (See image 5)

| | EARLY: Reflection # 1 | EARLY: About Me | LATE: Global Learning Assignment | LATE: Term Research Project |
|-----------|-----------------------|-----------------|----------------------------------|-----------------------------|
| Student 1 | F | S | S | S |
| Student 2 | S | F | S | S |
| Student 3 | F | S | F | S |
| Student 4 | S | F | F | S |

Image 5

6. If you want, you can click on **“Download File”** to open the deposited assignment. (See image 6)

Image 6

7. To print a list of which students have deposited their assignment, click on the **“Print Preview”** option of your browser. “F” means the student has submitted the work; “S” means the student has not submitted yet. Please disregard ‘C’, ‘P’, and ‘N’ --- they do not apply to us. Click on the “Print” icon to print. (See Images 7 and 8)

| | EARLY: Reflection # 1 | EARLY: About Me | LATE: Global Learning Assignment | LATE: Term Research Project |
|-------------------|-----------------------|-----------------|----------------------------------|-----------------------------|
| KALTRINA BEQIRI | F | S | S | S |
| STEVEN CARDENAS | S | F | S | S |
| MICHAEL COLLIER | F | S | F | S |
| JENNIFER FANDINO | S | F | F | S |
| BELLALINA GRULLON | S | S | S | S |

Image 7

Image 8