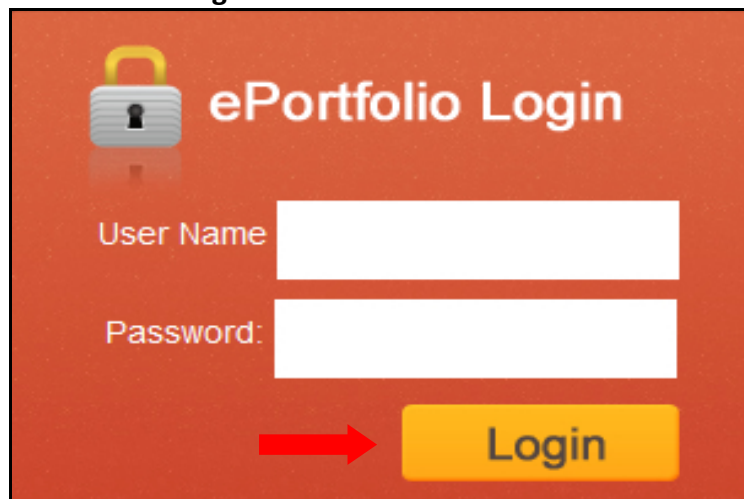


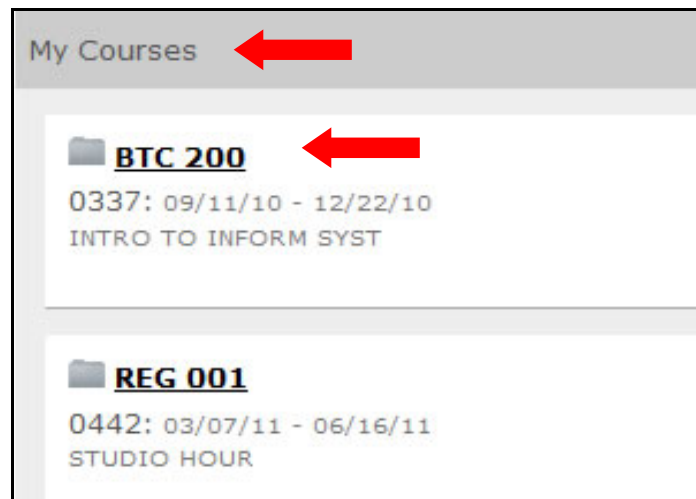
# Downloading and Printing the Assessment Deposit Report for Faculty

1. Please log in to LaGCC Digication at: <http://www.lagcc.cuny.edu/eportfoliosso/>. Use your Groupwise user name and password; do not include @lagcc.cuny.edu in the username field. Click on "Login."



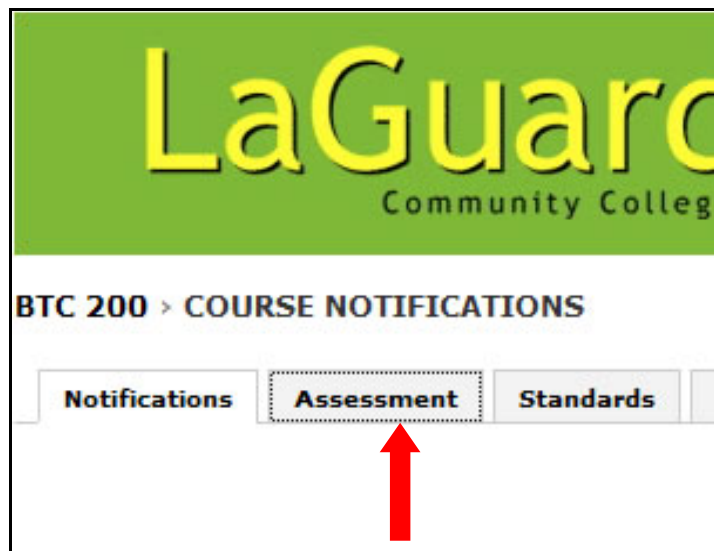
The image shows the ePortfolio Login page. It has a red background with a white padlock icon and the text "ePortfolio Login". Below this are two white input fields: "User Name" and "Password:". To the right of the "Password:" label is a white input field. At the bottom right is a yellow "Login" button. A red arrow points to the "Login" button.

2. Scroll down to "My Courses;" click on a course.



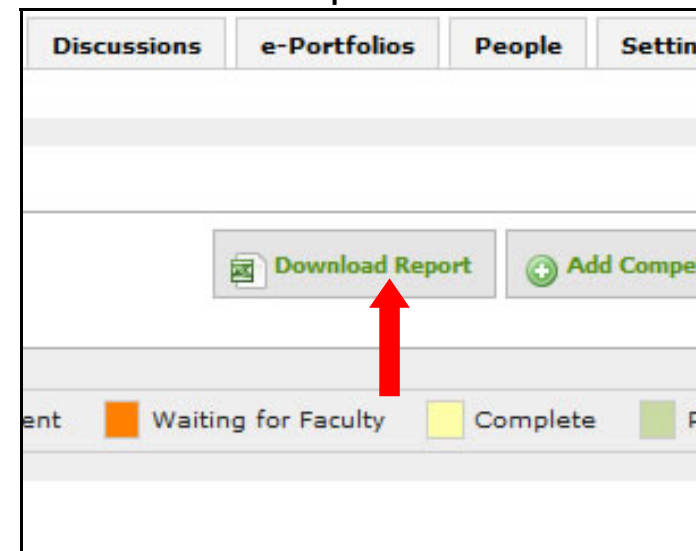
The image shows a "My Courses" section. At the top is a grey header with the text "My Courses" and a red arrow pointing to it. Below the header are two course entries. The first entry is for "BTC 200" with a red arrow pointing to it. Below the course name are the details "0337: 09/11/10 - 12/22/10" and "INTRO TO INFORM SYST". The second entry is for "REG 001" with details "0442: 03/07/11 - 06/16/11" and "STUDIO HOUR".

3. Click on Assessment.



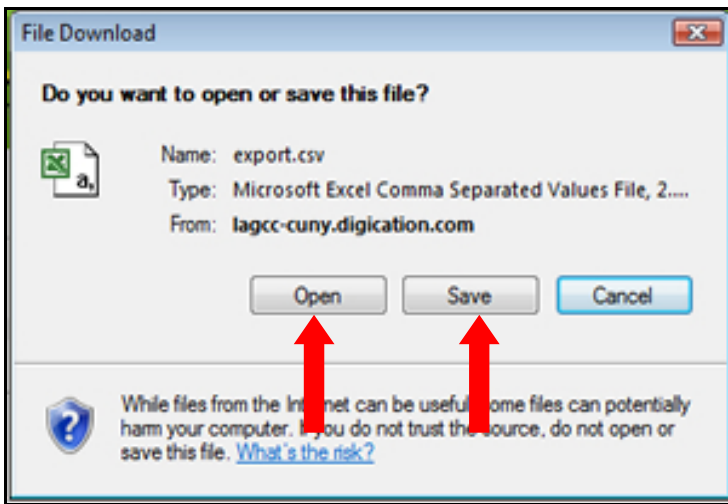
The image shows the LaGuardia Community College website. At the top is a green banner with the text "LaGuardia Community College". Below the banner is the text "BTC 200 > COURSE NOTIFICATIONS". Below this are three tabs: "Notifications", "Assessment", and "Standards". The "Assessment" tab is highlighted with a red arrow pointing to it.

4. Click on Download Report.

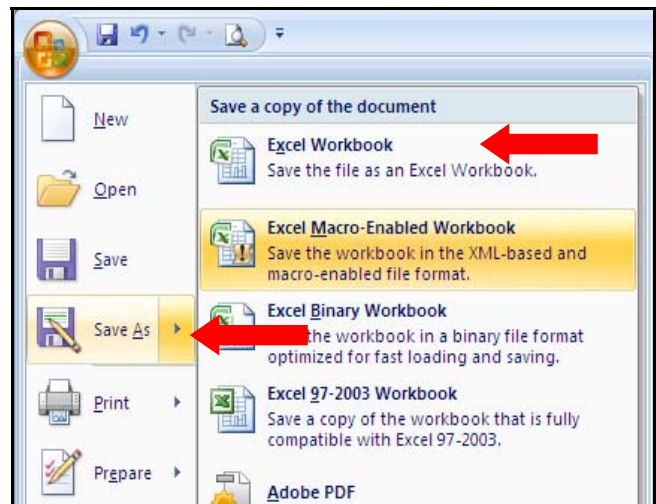


The image shows a navigation menu with tabs: "Discussions", "e-Portfolios", "People", and "Settings". Below the tabs are two buttons: "Download Report" and "Add Competency". The "Download Report" button has a red arrow pointing to it. Below the buttons are two status indicators: "Waiting for Faculty" with an orange square and "Complete" with a yellow square.

5. This will open the download window. Click on either “Open” or “Save.”



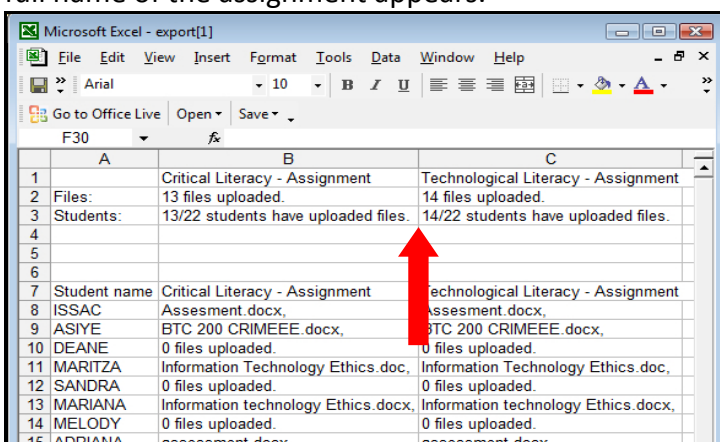
6. The report is an Excel Comma Separated Value file. You can save it as an Excel document by clicking on “Save As” and choose “Excel Workbook” from the menu.



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

7.a. To view the complete name of a 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.



8. To print, Go to File > Print (1) Click on “Print (2).”

