Faculty Instructions

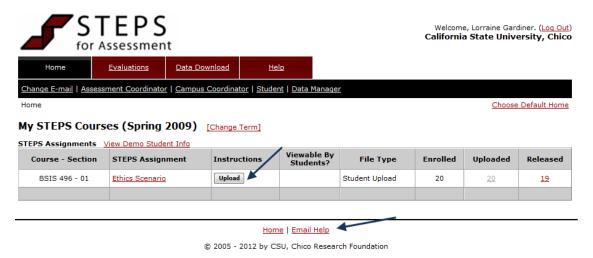
- 1. Go to the STEPS system: https://steps.csuchico.edu/login.aspx?school=csuchico
- 2. Login using your CSU, Chico portal username and password. Click "Email Help" if you have any problems logging in.



3. <u>Upload Instructions for Signature Assignments</u>: You will see your course (or courses) where assignments are being loaded into STEPS.

Click the "Upload" button beside the assignment name to upload the assignment instructions. The instructions will be available to GE writing assessment evaluators.

Click "Email Help" if you have any problems while in STEPS.



Your instruction file will appear once uploaded. If you wish, you can allow your students to see this file when they upload their assignments by changing the "No" to "Yes."



4. <u>Monitor Student Uploads</u>: The last two columns show how many student files have been uploaded and released for assessment purposes. Click on the number in the "Released" column to see details.



The resulting page shows the details for each student.

- The student file, if uploaded, is viewable.
- A checkmark in the released column indicates that you have already released the file for use in GE assessment.
- "Assigned" in the Status column means that the file has already been assigned for assessment.
- The last column shows the timestamp for uploaded student files.

Required Work for Lorraine Gardiner BSIS 496 - 01: Ethics Scenario



Student	Assignment File	Released	Status	Request Resubmit	Upload Date
Afsharzadeh, Yoseb	Part A Answer.doc	~	Assigned		02/23/2009 10:42 AM PST
Atrops, Benjamin	go.doc	~	Assigned		02/23/2009 10:42 AM PST
Berriatua, Jeff	Ethics Assessment.doc	~	Assigned		02/23/2009 10:42 AM PST
Coy, Kenneth	EthicsScenario.doc	~	Assigned		04/01/2009 01:58 PM PST
Darkan, Saman	Ethical Scenario.doc	~	Assigned		02/23/2009 10:42 AM PST
Dougherty, David	ethics.doc	~	Assigned		02/23/2009 10:42 AM PST
Funk, Ryan	Ethics Scenario.doc	~	Assigned	C	02/23/2009 10:42 AM PST
Gardiner, Lorraine	EthicsAssignment.txt			₩	09/06/2012 08:55 AM PST
Gott, Eric	ethics scenario.doc	~	Assigned		02/23/2009 10:42 AM PST
Gutierrez, Graciela	Ethics.doc	~	Assigned		02/23/2009 10:42 AM PST

You can perform the following actions.

- A. Click "Release All" to release all new files for assessment. (Required)
- B. Click "Request Submit" to email students who've not yet uploaded their work. (Optional)
- C. Click "Request Resubmit" to email a student who appears to have loaded an incorrect file. (Optional)