

## How to Load Your Assignment

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.

Please note: your browser must accept ALL cookies from the STEPS web site in order to use STEPS.

School: [California State University, Chico](#)

Username:

Password:

[First Time Users Click Here](#)

[Forgot Username or Password?](#) | [Email Help](#) | [Training Materials](#) | [Browser Compatibility](#)

3. You will see your course (or courses) where assignments are being loaded into STEPS. Click the "Upload" button beside the assignment name your instructor provided. Click "Email Help" if you have any problems.

**Courses in STEPS (Spring 2012)** [\[Change Term\]](#)

Course	Section	Instructor
BSIS 496	01	Gardiner

### Sample Work

**Student Upload Assignments:** Click the "Upload" button to upload your file. You are allowed to delete and reload files until they are released for evaluation.

**Faculty Upload Assignments:** Some assignments will require you to give permission outside of STEPS for a faculty member to upload your file. These assignments require no action on your part in STEPS. Other assignments will require you to use STEPS to give permission. For these assignments, click the "Permit" button to give permission for a faculty member to upload your file. You are allowed to retract your permission until the file is uploaded.

**No Upload Assignments:** Some assignments do not have files loaded into STEPS and require no action on your part.

**Viewing Evaluations:** If an evaluation assignment is complete and viewable to you, an 'eye' will appear in the "Evaluated" column. Click on the 'eye' to view your evaluation.

Course - Section	Required Work	Assignment File	Delete	Evaluated
BSIS 496 - 01	<a href="#">Ethics Scenario</a>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	

[Home](#) | [Email Help](#)

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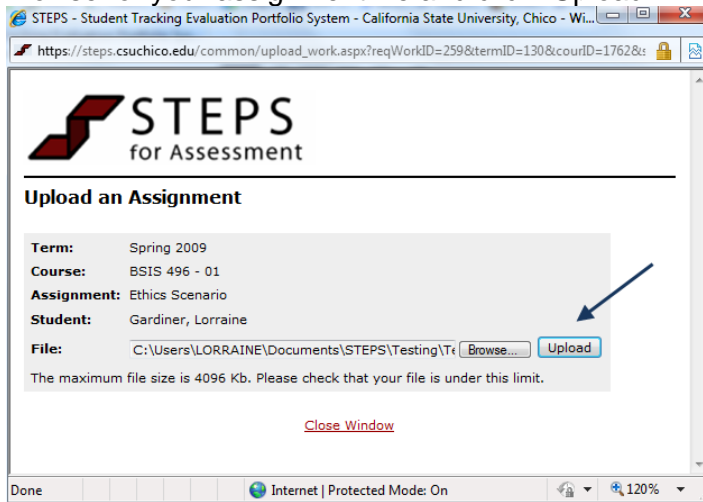
4. Click "Agree" to the reminder to remove your personal information.

STEPS for Assessment

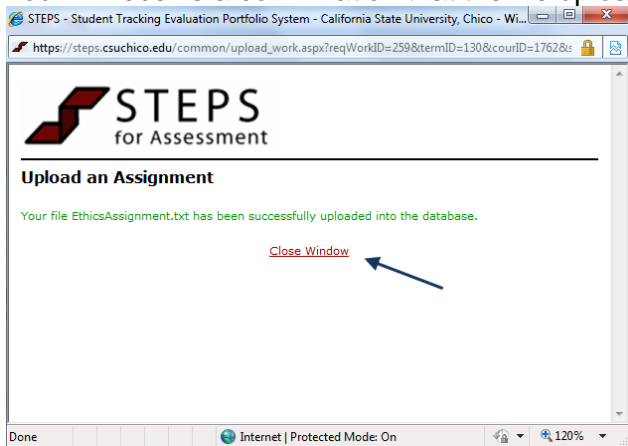
NOTICE: UPLOADED INFORMATION IS COLLECTED FOR INFORMATIONAL PURPOSES. IF YOU DO NOT WISH PERSONAL INFORMATION TO BE COLLECTED, PLEASE DELETE ANY IDENTIFYING INFORMATION BEFORE TRANSMISSION.

[Close Window](#)

5. Browse for your assignment file and click "Upload."



You will receive a confirmation that the file uploaded successfully. Close this window.



When you return to your home page, you will see that your file has been loaded. If you want to change the file before the due date, you can delete and reload it.

**Sample Work**

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Course - Section	Required Work	Assignment File	Delete	Evaluated
BSIS 496 - 01	Ethics Scenario	EthicsAssignment.txt	<input type="checkbox"/>	
			Delete	

A blue arrow points to the 'Delete' button in the table.