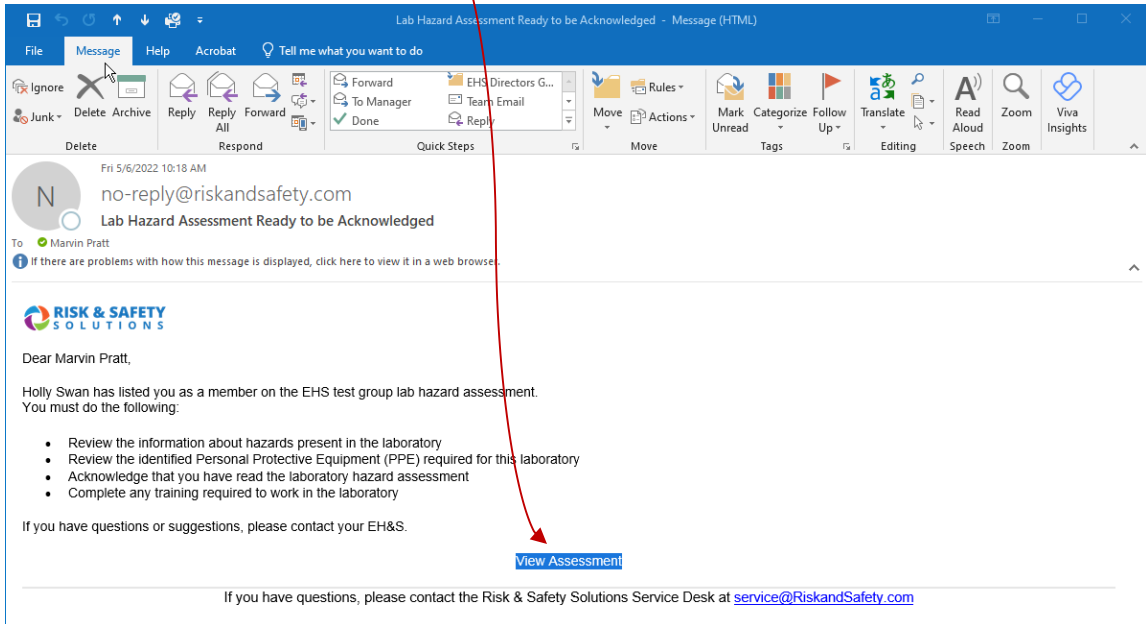


Acknowledging an Assessment – a how-to for Members of Group

Note: There are two ways for you to acknowledge an assessment.

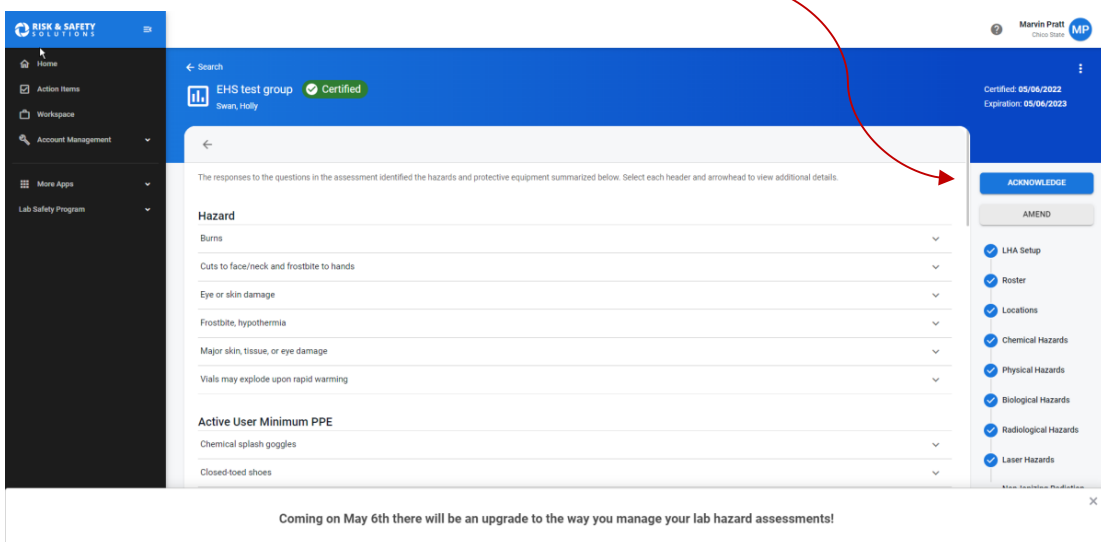
Option 1: Use the email RSS sent you to access the assessment.

Step 1: Go to email and click View Assessment. You will be taken directly to the assessment once you sign on with your Chico State SSO.



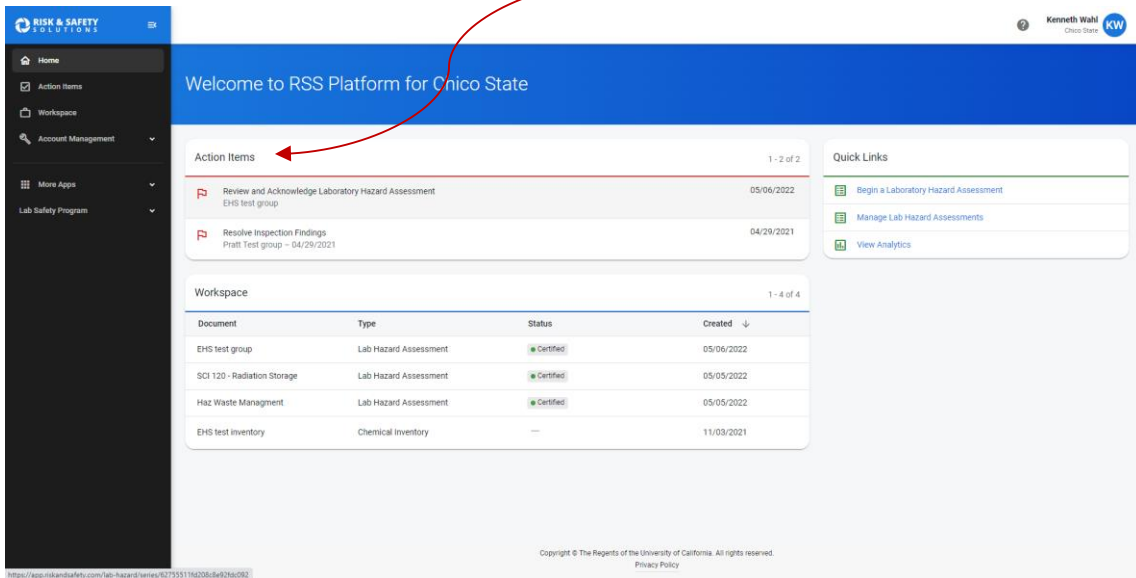
Step 2: Review and understand the assessment.

Step 3: Acknowledge the assessment by clicking on Acknowledge button.



Option 2: Accessing the Assessment from your homepage.

Step 1: Log into RSS. Find Assessment in Action Items section of homepage.



Step 2: Review and understand the assessment.

Step 3: Acknowledge the assessment by clicking on Acknowledge button.

