ASSESSMENT DEPOSITING
FOR FACULTY TEACHING THE FYS COURSE

This guide will explain how to work with your Student Success Mentor to complete the assessment depositing process.

WHAT HAPPENS

The assessment deposit process for the FYS course occurs in the Studio Hour and is facilitated by the Student Success Mentor. While the assessment process takes place via the Digication system, it is separate from the ePortfolio component that students work on throughout the semester. To this end, faculty will need to work with the SSM to ensure the correct assignment is being deposited under the correct competency. The SSMs have been trained to facilitate the assessment depositing process.

WHAT STUDENTS DO

Students can deposit different types of files into the assessment area. A written paper in an MS Word, a PowerPoint presentation, an Excel spreadsheet exercise, an even a PDF file are accepted artifacts as long they don't exceed the 20 MB size. If students need to deposit video files, they can do so using the "Add Video" button without worrying about the file size limit. In addition to these files, students can also deposit a single page of their ePortfolios into assessment.

Depositing a File

Students can deposit different format of files including MS Word, PowerPoint, Excel, PDF, and others.

Depositing a Video File

Students can also deposit video files in the assessment area without worrying about a specific size limit.

Downloading the Report

Once students complete the assessment, faculty can download a report to keep it for their records.

UPLOADING ASSIGNMENTS

Digication allows students to upload files, link a page from their ePortfolio, or upload a video file to the assessment area. Uploading a video does not restrict users to a size limit. Student Success Mentors are trained to complete the upload process with students during the Studio Hour.
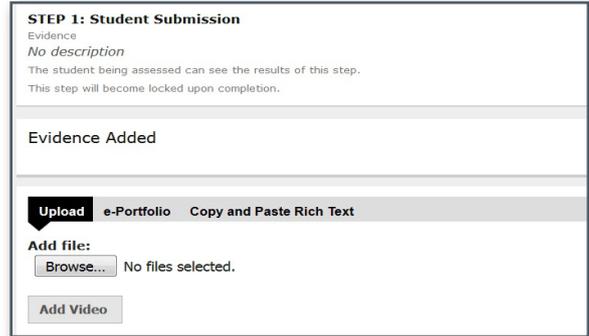
FINDING YOUR STUDENTS' DEPOSITS

In Digication, click on your course (e.g. BTF 101 12345). Then, click on the "Assessment" tab to find your class roster. The orange box indicates that the student has uploaded content, while the blue box means that the student has not completed it.

VIEWING STUDENTS' DEPOSITS

Once you click on your students' deposit, you'll be able to view the name of the file, the format type, and even download it if you need to. If the student has linked a section of his or her ePortfolio as part of the assessment, you'll be able to see the "View e-Portfolio" link that will take you to the page. When students use this latter feature, they can either designate a single section of their ePortfolio (e.g. the about me page) or an entire ePortfolio site.
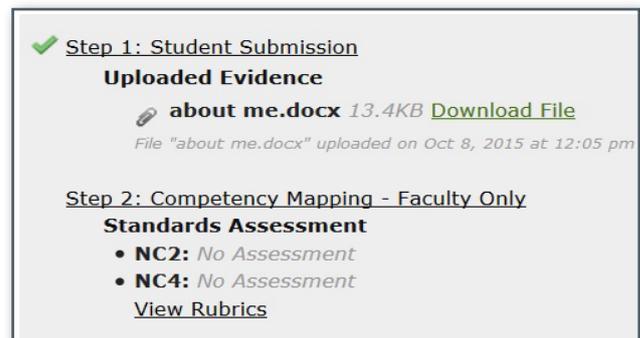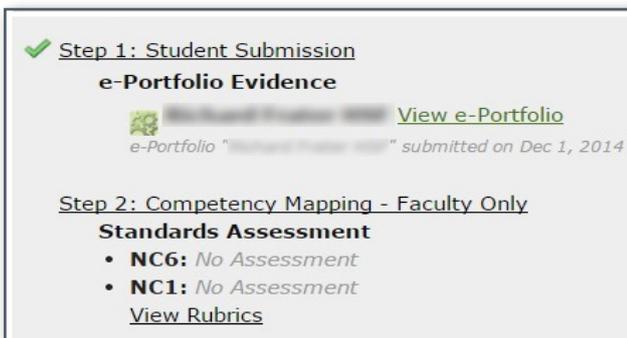
DOWNLOADING THE REPORT

You can obtain a report that indicates your students' submissions by clicking on the "Download Report" button at the top of the class roster.