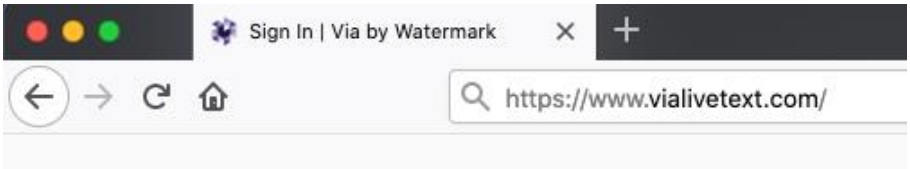
Instructors Uploading Files into SL&L (Via) Activities for Students

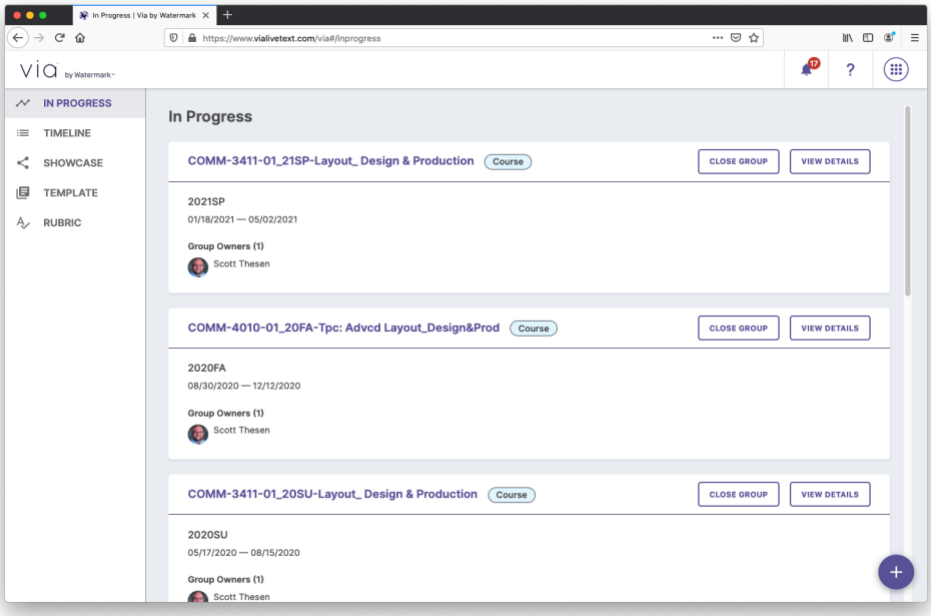
Student Learning & Licensure (formerly Via) is a product that is used for assessment of student work against standards rubrics. Results of these key assessments can be reported for accreditation of departments and programs at GSU. *There is a difference between grading and assessment.* Grading is how many points a student earned on an assignment. Assessment is whether or not, or to what degree, student work met or did not meet a standard. Sometimes instructors may choose to upload files into SL&L (Via) for students who have submitted those files via other means, such as Blackboard or email.

Instructors should only be submitting student files in activities that already have these prompts created by their department's assessment coordinators.

1. Login directly by inserting https://www.vialivetext.com into your web browser's address bar.



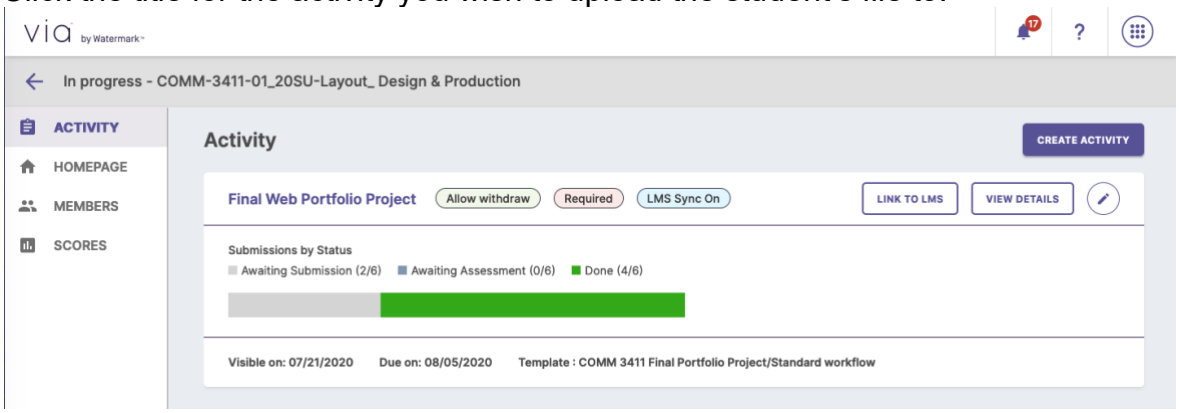
2. Click on the title for the course on your "In Progress" page where you want to upload a file for a student.



Blackboard Questions?

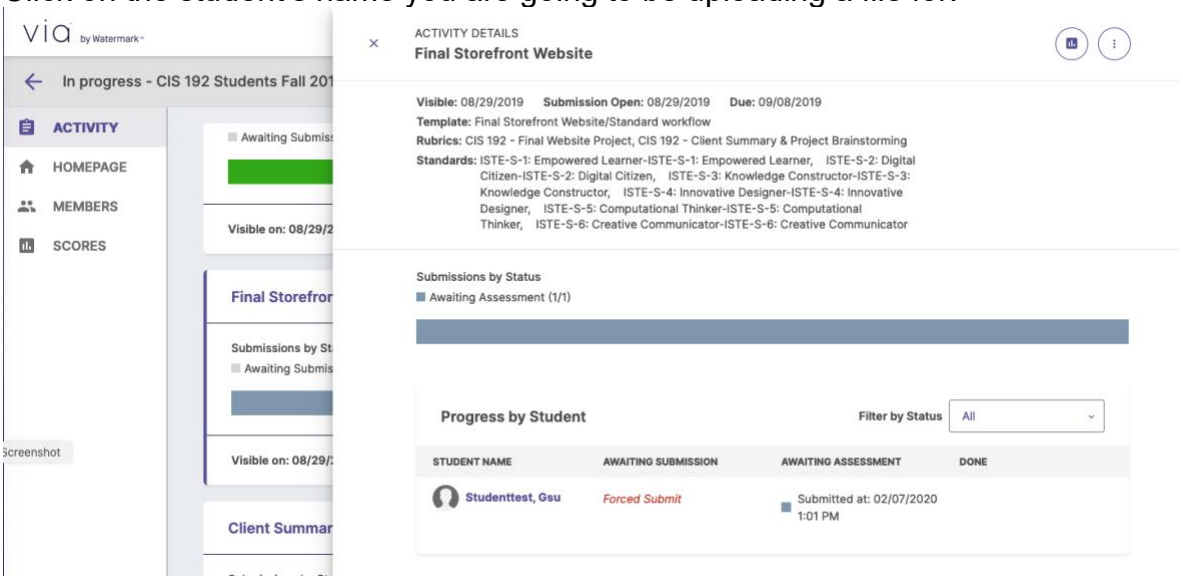
Email: blackboard@govst.edu Phone: (708) 534-4115

3. Click the title for the activity you wish to upload the student's file to.

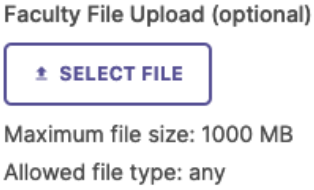


NOTE: Instructors will only be able to upload files for students who have had to have their activity **"force submitted"**. In other words, you will need to wait until all other students have submitted their work, or if you force-submit, you will need to revert the other students by going into each individual assignment and clicking the "Undo" button in the upper right corner. Please see this link here on how to **Manage Student Submissions in SL&L (Via)** for more details.

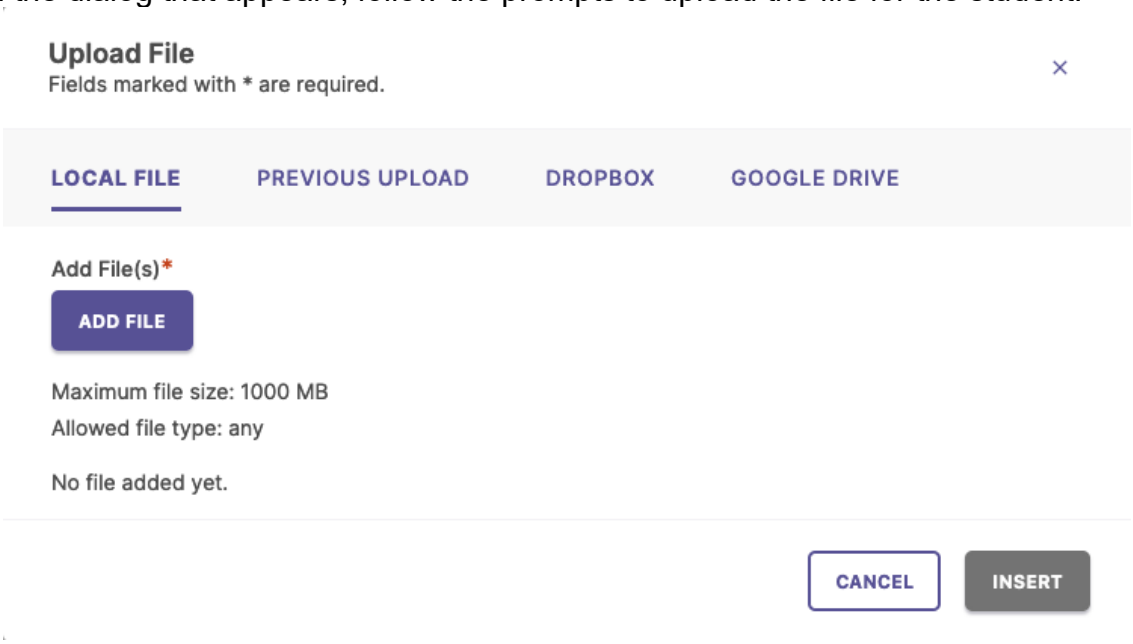
4. Click on the student's name you are going to be uploading a file for.



5. Find the prompt for "Faculty File Upload (optional) and click on the "Select File" button.

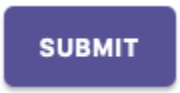


6. In the dialog that appears, follow the prompts to upload the file for the student.



When the file is attached, click the grey “Insert” button at the bottom of the dialog.

7. Click the “Submit” button in the upper right to complete the submission for the student.



8. Repeat steps 4 through 7 for as many students you may be submitting files for in SL&L (Via).